



**AGENDA
CITY COUNCIL MEETING
REMOTE VIA PHONE USING ZOOM
OCTOBER 20, 2020 ~ 7:00 P.M.**

<https://us02web.zoom.us/j/89706745474>

Meeting ID: 897 0674 5474

+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 October 6, 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 October 13, 2020.

Action – Accept and file.

- b. Building, plumbing, and electrical permit report for September, 2020.

Action – Accept and file.

9. Unfinished Business

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

Action – Reject – Approve and adopt Ordinance.

- b. 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 and adopt Ordinance.

- c. Recommendation from License Committee to approve “Class B” Intoxicating Liquor and Class “B” Fermented Malt Beverage License for Bridge @ River & Main LLC for use at 88 S Main St.

Action – Reject – Approve.

- d. Recommendation from Plan Commission to approve conditional use and Certified Survey Map creating zero lot line dwellings for the property located on Montclair Place at lot 36 and 37 of Crescent Beauty Farms Subdivision.

Action – Reject – Approve.

10. New Business

None.

11. Miscellaneous

- a. Request to change November 3, 2020 City Council meeting to Thursday, November 5, 2020 due to election.

Action – Reject – Approve change of meeting date.

- b. Grant operator licenses.

Action – Reject – Approve.

- c. Overview of City Manager assessment and timeline and discussion of interim City Manager.

Action – Potential action on hiring of a consultant as interim City Manager.

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 ~ October 6, 2020

CALL MEETING TO ORDER.

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

ROLL CALL.

Present: Cm. Kotz, Cm. Housley, Cm. Johnson, Cm. Scherer and Pres. Becker. Also present: City Manager, City Attorney, City Clerk/Treasurer, City Engineer, Wastewater Supervisor, Water Supervisor and Park & Recreation Director.

APPROVAL OF MINUTES OF SEPTEMBER 15, 2020 REGULAR COUNCIL MEETING
AND SEPTEMBER 28, 2020 SPECIAL COUNCIL MEETING.

Cm. Scherer moved, seconded by Cm. Housley to approve minutes as presented. Motion carried via Zoom.

PUBLIC HEARING

None.

PUBLIC COMMENT

None

PETITIONS, REQUESTS AND COMMUNICATIONS

None.

RESOLUTIONS AND ORDINANCES

a. *Resolution requesting exemption from County Library Tax.*

Manager Trebatoski stated this is an annual resolution for exemption.

Cm. Johnson moved, seconded by Cm. Housley to approve and adopt Resolution requesting exemption from County Library Tax. Motion carried unanimously via Zoom.

b. *Resolution to combine wards 1-9 and utilize one ballot box for November 3, 2020 General Election.*

Clerk Ebbert discussed the necessity to combine wards for one ballot style and the convenient use of badger books for Election Day voters. One ballot box will be used for Election Day voters and their ballots.

Cm. Housley moved, seconded by Cm. Scherer to approve and adopt Resolution to combine wards 1-9 and utilize one ballot box for November 3, 2020 General Election. Motion carried unanimously via Zoom.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. *Minutes of Airport Committee meeting held September 10, 2020.*

b. *Minutes of Transportation and Traffic Review Committee meeting held September 10, 2020.*

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

UNFINISHED BUSINESS

a. *Review and approve Ordinance to repeal and re-enact Chapter 15 of the Municipal Code as "Chapter 15: Zoning Ordinance."*

Engineer Selle stated this is the second reading of the Ordinance.

Cm. Kotz moved, seconded by Cm. Johnson to move the Ordinance to its third reading. Motion carried unanimously via Zoom.

b. *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.*

Engineer Selle stated this is the second reading of the Ordinance.

Cm. Kotz moved, seconded by Cm. Scherer to move the Ordinance to its third reading. Motion carried unanimously via Zoom.

c. *Review and approve search firm to assist in recruitment of candidates for hiring of a new City Manager.*

The Council shared their comments following the firm presentations from their Special Council Meeting.

Cm. Kotz moved, seconded by Cm. Johnson to select firm PAA to assist in recruitment of candidates for hiring of a new City Manager for a fee of \$12,500 for professional services plus any direct consultant expenses not to exceed \$500. Motion carried unanimously via Zoom.

NEW BUSINESS

a. *Review and approve draft report of Sewer Utility rate structure and plant improvements.*

Engineer Selle introduced Trilogy Consulting who was contracted to analyze the sewer utility's rate structure with slated plant improvements. Trilogy representatives provided the draft report and address future rate increases and improvements to the treatment plant.

Cm. Kotz moved, seconded by Cm. Scherer to accept and file the draft report of Sewer Utility rate structure and plant improvements. Motion carried via Zoom.

b. *Review and approve additional scope for SEH to develop Official City Map.*

Engineer Selle reviewed the estimate for the official city map. The original contract estimate with SEH was \$39,000, under the budgeted \$60,000. Therefore, funds remain to cover the official map.

Cm. Scherer moved, seconded by Cm. Johnson to approve the additional scope for SEH to develop Official City Map not to exceed \$10,000. Motion carried unanimously via Zoom.

c. *Review and approve bid for fiber installation and purchase of cable and splicing.*

Engineer Selle reviewed the bids for fiber installation for the Municipal Building, Water Office on Water Street, Police Department, Fire Department and the Library. An additional quote was requested to extend the network to the Klement Business Park, the Wastewater Treatment Plant and the Hackbarth Road Water Tower/Office. Three quotes were received with Midwest being the lowest at \$44,975. Funds exist from the Routes to Recovery through the Department of Administration, approximately \$80,000. Another funding source for this project will be the Klement Business Park infrastructure improvements in the amount of \$25,000.

Cm. Kotz moved, seconded by Cm. Johnson to approve the quote from Midwest for \$95,970.50 for fiber installation and purchase of cable and splicing not to exceed \$108,707.00. Motion carried unanimously via Zoom.

MISCELLANEOUS

a. Granting operator licenses.

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

b. Adjourn to closed session after regular council meeting pursuant to Section 19.85 (1)(c)(e)(g), Wisconsin Statutes, to consider personnel matters, sale of property, and to confer with legal counsel.

Cm. Kotz moved, seconded by Cm. Johnson to adjourn to closed session after regular council meeting pursuant to Section 19.85 (1)(c)(e)(g), Wisconsin Statutes, to consider personnel matters, sale of property, and to confer with legal counsel. Motion carried unanimously via Zoom.

Council will not reconvene into open session.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. Verified claims.

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

ADJOURNMENT

Cm. Kotz moved, seconded by Cm. Johnson to adjourn the meeting. Meeting adjourned at 8:34 pm.

Respectfully submitted

Michelle Ebbert
City Clerk/Treasurer

CITY OF FORT ATKINSON
Plan Commission ~ October 13, 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, Schultz, Manager Trebatoski and Engineer Selle. Also present: City Attorney, City Clerk/Treasurer and Building Inspector.

Excused absence: Cm. Highfield.

APPROVAL OF MINUTES OF SEPTEMBER 8, 2020 PLAN COMMISSION MEETING.

Cm. Lescohier moved, seconded by Cm. Johnson to approve the minutes of the September 8, 2020 Plan Commission meeting. Motion carried.

REQUEST TO REZONE 315 ADAMS STREET FROM C-2 (CENTRAL BUSINESS) TO R-1 (SINGLE FAMILY RESIDENTIAL) ZONING

Inspector Juarez stated the property owner requested the rezoning to reflect is current use and to facilitate a sale of the property. The requested zoning matches the comprehensive plan.

Cm. Kessenich moved, seconded by Cm. Johnson to approve and refer to Council the request to rezone 315 Adams Street from C-2 to R-1 zoning. Motion carried via Zoom.

REVIEW AND APPROVE MOBILE MERCHANT LICENSE FOR RABL'S CHRISTMAS TREES TO USE IN THE PARKING LOT AT FROSTIE FREEZE, 208 MADISON AVENUE FROM NOVEMBER 14, 2020 TO DECEMBER 22, 2020

Clerk Ebbert reviewed the annual request. A new certification of insurance will provided as it will include an effective date beginning in November. No concerns or comments were provided by Departments.

Cm. Johnson moved, seconded by Cm. Lescohier to approve the Mobile Merchant License for Rabl's Christmas Trees to use in the parking lot of Frostie Freeze 208 Madison Avenue from November 14, 2020 to December 22, 2020. Motion carried via Zoom.

REVIEW AND APPROVE SITE PLAN FOR CONSTRUCTION OF KWIK TRIP STORE #1506 AT 1680 JANESVILLE AVENUE

Engineer Selle reviewed the Site Plan which noted additions to the south and north ends of the current gas station. The gas station is not included. The Commission discussed the plans for exterior signing. Representatives available from Kwik Trip could not confirm any signage at this time. Departments provided the following comments:

Building and Zoning – All aspects of code compliance were reviewed. Only the following will need to be addressed prior to building permits being issued.

- Perimeter screening of parking lots per 15.10.2(L) requires dense planting between street and parking lot, plants should be rearranged to accomplish this – additional plants should not be needed.

- A sign plan was not provided – though the location is shown, this can be submitted separately and approved later.
- Light fixtures are required to be shaded to prevent light above the horizontal and achieve a maximum of 1 foot candles at the property lines.
- 20% of the façade facing Farmco Lane must be windowed.

Police Department – Drive offs from gas stations are a significant source of time for the Fort Police Department. The use of pre-pay stations at the pump would aid to reduce this problem. The Police Department would like to open the discussion with Kwik Trip on this topic.

Stormwater Department – The entire site drains to the west into a vacant field that provides ample storage and filtration before water ultimately enters the Rock River.

Engineering – In general the site plan looks excellent. A few items that should be addressed prior to issuing building permits

1. A wastewater easement should be recorded for the connection to the private interceptor.
2. The cross access easement for the property to the west should be recorded prior to construction commencing
3. All ingress/egress within the right of way to Janesville Ave and Farmco Ln is required to be poured in concrete
4. Gravel areas are disallowed by code, the overdrive section to the NW of the parcel should be paved, or curbed to correct potholes and bare soil.
5. The asphalt for the construction entrance should be removed prior to placing the stone and fabric for the rock.
6. New water service materials and plan should be submitted to City for conformance with City standards prior to installation

Engineer Selle moved, seconded by Cm. Kessenich moved to approve the Site Plan for construction of Kwik Trip Store #1506 at 1680 Janesville Avenue with contingencies noted from Department and upon removing signage and freestanding signs from the submitted site plan. Motion carried via Zoom.

REVIEW AND APPROVE CONDITIONAL USE AND CERTIFIED SURVEY MAP
CREATING ZERO LOT LINE DWELLINGS FOR THE PROPERTY LOCATED ON
MONTCLAIR PLACE AT LOT 36 AND 37 OF CRESCENT BEAUTY FARMS
SUBDIVISION.

Engineer Selle reviewed the request and provided comments from Departments.

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.

Cm. Lescohier moved, seconded by Cm. Schultz to approve and refer to Council the Conditional Use and Certified Survey Map creating zero lot line dwellings for the property located on Montclair Place at Lot 36 and 37 of Crescent Beauty Farms Subdivision. Motion carried via Zoom.

ADJOURNMENT

Cm. Johnson moved, seconded by Cm. Kessenich to adjourn. Meeting adjourned at 4:28 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer



FORT • ATKINSON

Permit Report

09/01/2020 - 09/30/2020

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

Group: detached garage

| | | | | | | |
|-------|-------------------|----------------|-----------------|---------------------|--------|-----------------|
| 21222 | 822 Riverside Dr. | Michael Larson | detached garage | new detached garage | 12,000 | \$126.60 |
| | | | | | | \$126.60 |

Group Total: 1

Group: Electrical

| | | | | | | |
|-------|---------------------|-----------------------------|------------|--------------------------|---|----------|
| 21204 | 1428 Lakeview Dr. | Rob Bare | Electrical | Garage electrical | 0 | \$66.00 |
| 21205 | 71 Rankin St. | Francisco Alvarez Ramirez | Electrical | garage elec. | 0 | \$58.50 |
| 21206 | 831 Whitewater Ave. | Ryan Ebert | Electrical | sub panel & 2 openings | 0 | \$37.50 |
| 21211 | 116-118 Healy Ln. | Jem3 Rentals | Electrical | 200 amp service | 0 | \$60.00 |
| 21213 | 405 Maple St. | Justin Sponem | Electrical | 200 amp service | 0 | \$60.00 |
| 21215 | 827 Banker Rd. | Madison College | Electrical | Solar Array | 0 | \$409.50 |
| 21219 | 1006 Heth St. | Ethan & Dionne Steinbrenner | Electrical | 12 openings | 0 | \$47.50 |
| 21226 | 513 S Main St. | Bryan Brandt | Electrical | Electric Kitchen remodel | 0 | \$56.00 |
| 21233 | 338 Grove St. | Ozgur Yavuzcetin | Electrical | Solar array | 0 | \$96.00 |
| 21235 | 308 White St. | James Perkins | Electrical | Kitchen remodel electric | 0 | \$38.25 |
| 21239 | 89 Rankin St. | Paul Redenius | Electrical | A/C elec | 0 | \$40.00 |
| 21240 | 89 Rankin St. | Paul Redenius | Electrical | Replace Furnace elec | 0 | \$40.00 |
| 21243 | 1509-1511 Lena Ln. | Jim Hedrick | Electrical | New Condo Elec. | 0 | \$270.00 |

| Permit # | Permit Location | Owner Name | Project type | Permit Description | Estimated Project Cost | Total Fees |
|----------|-------------------|-----------------|--------------|--------------------|------------------------|-------------------|
| 21263 | 611 E Sherman Ave | Fort HealthCare | Electrical | 6 openings | 0 | \$70.00 |
| | | | | | | \$1,349.25 |

Group Total: 14

Group: Fence

| | | | | | | |
|-------|--------------------|---------------------------|-------|---|-------|-----------------|
| 21202 | 620 Washington St. | Melissa Alexander | Fence | 6' privacy fence in rear yard and chainlink | 800 | \$55.00 |
| 21203 | 1302 Jamesway | Michaela Powers | Fence | 6' privacy fence in rear yard | 1,600 | \$55.00 |
| 21214 | 314 S High St. | William & Ruth Hirschfeld | Fence | 6' privacy fence in rear yard | 1,000 | \$55.00 |
| 21220 | 623 Jackson St. | Ben Weiss | Fence | 6' privacy fence in rear yard | 2,200 | \$55.00 |
| 21221 | 313 Lincoln St. | Shannon Hoots | Fence | Fence | 1,200 | \$55.00 |
| 21231 | 413 East St. | Julie Nelson | Fence | Fence in rear yard | 7,000 | \$55.00 |
| 21236 | 221 Council St. | Mary King | Fence | 6' privacy style in rear yard | 450 | \$55.00 |
| 21237 | 735 Madison Ave. | Scott Spoerl | Fence | 4' Chainlink Fence | 4,149 | \$55.00 |
| 21245 | 1116 Janette St. | Adam Bushcott | Fence | 6' privacy fence in rear yard | 500 | \$55.00 |
| 21264 | 340 Monroe St. | Tracey Koeppen | Fence | 6' privacy fence in rear yard | 6,000 | \$55.00 |
| | | | | | | \$550.00 |

Group Total: 10

Group: Home Occupation

| | | | | | | |
|-------|------|--------------|-----------------|------|---|--|
| 21232 | Void | Kurt Chapman | Home Occupation | Void | 0 | |
| | | | | | | |

Group Total: 1

| Permit # | Permit Location | Owner Name | Project type | Permit Description | Estimated Project Cost | Total Fees |
|-------------|-----------------------|------------------------|--------------|-----------------------|------------------------|------------|
| Group: HVAC | | | | | | |
| 21212 | 1520 Madison Ave. | Fort Health Care | HVAC | Exhaust System | 0 | \$55.00 |
| 21216 | 1239 Lillian St. | Bob & Diane Chandler | HVAC | Replace A/C | 0 | \$65.00 |
| 21238 | 89 Rankin St. | Paul Redenius | HVAC | Replace A/C | 0 | \$75.00 |
| 21241 | 89 Rankin St. | Paul Redenius | HVAC | Replace Furnace | 0 | \$65.00 |
| 21242 | 1309 Montclair Pl. | Edwin Bos | HVAC | Replace Furnace & A/C | 0 | \$100.00 |
| 21246 | 117 N Main St. | Fort Tax Service | HVAC | Replace A/C | 0 | \$65.00 |
| 21247 | 429 S Fourth St. East | Bethanie Dodd | HVAC | Replace furnace & A/C | 0 | \$100.00 |
| 21248 | 510 Roosevelt St. | Ron Siegel | HVAC | Replace A/C | 0 | \$65.00 |
| 21249 | 61 Lucile St. | Gary Jonas | HVAC | Replace A/C | 0 | \$65.00 |
| 21250 | 627 Adams St. | Scott Congdon | HVAC | Replace A/C | 0 | \$65.00 |
| 21251 | 323 Foster St. | Aaron Phillips | HVAC | Replace A/C | 0 | \$65.00 |
| 21252 | 219 Janesville Ave. | Aaron Phillips | HVAC | Replace A/C | 0 | \$65.00 |
| 21253 | 1212 Arndt St. | Gerardo Bautista-Perez | HVAC | Replace Furnace | 0 | \$65.00 |
| 21254 | 1216 W Cramer St. | Emma Borck | HVAC | Replace Furnace | 0 | \$65.00 |
| 21255 | 207 S High St. | Norm Koenig | HVAC | Replace furnace & A/C | 0 | \$100.00 |
| 21256 | 516 Roosevelt St. | Fred Jordan | HVAC | Replace A/C | 0 | \$65.00 |
| 21257 | 1242 Sioux Tr. | Steve Heitz | HVAC | Replace furnace & A/C | 0 | \$100.00 |
| 21258 | 1012 Pawnee Ct. | Rob Hall | HVAC | Replace furnace & A/C | 0 | \$100.00 |
| 21259 | 431 Commonweal th Dr. | Leann Fox | HVAC | Replace A/C | 0 | \$65.00 |

| Permit # | Permit Location | Owner Name | Project type | Permit Description | Estimated Project Cost | Total Fees |
|----------|--------------------|-------------------|--------------|-----------------------|------------------------|-------------------|
| 21260 | 1209 Iroquois Ct. | Ron Gromala | HVAC | Replace furnace & A/C | 0 | \$100.00 |
| 21261 | 724 Florence St. | Dan Lehman | HVAC | Replace furnace & A/C | 0 | \$100.00 |
| 21262 | 408 E Sherman Ave. | Marla Vartabedian | HVAC | Replace Furnace | 0 | \$65.00 |
| 21265 | 619 Robert St. | Jacob Nehlsen | HVAC | Wood stove | 0 | \$65.00 |
| | | | | | | \$1,740.00 |

Group Total: 23

Group: New Condo

| | | | | | | |
|-------|-------------------------|---------------------|-----------|----------------|---------|-------------------|
| 21217 | 1720-1722 Montclair Pl. | RTLE Properties LLC | New Condo | New two family | 275,000 | \$926.20 |
| 21218 | 1716-1718 Montclair Pl. | RTLE Properties LLC | New Condo | New two family | 275,000 | \$926.20 |
| | | | | | | \$1,852.40 |

Group Total: 2

Group: New Single Family

| | | | | | | |
|-------|-------------------|-------------|-------------------|------------------------|---------|-----------------|
| 21266 | 517 Commander Ct. | Lena Nguyen | New Single Family | New single family home | 290,000 | \$746.50 |
| | | | | | | \$746.50 |

Group Total: 1

Group: Plumbing

| | | | | | | |
|-------|-------------------------|-----------------------|----------|---------------------------------|---|----------|
| 21208 | 1720-1722 Montclair Pl. | RTLE Properties LLC | Plumbing | New two family plumbing | 0 | \$273.00 |
| 21209 | 1716-1718 Montclair Pl. | RTLE Properties LLC | Plumbing | laterals | 0 | \$105.00 |
| 21223 | 260 W Milwaukee Ave. | Tim & Jill Schlittler | Plumbing | New single family home plumbing | 0 | \$201.00 |
| 21224 | 1509 - 1511 Lena Ln | J&J HEDRICK | Plumbing | Two family plumbing | 0 | \$198.00 |
| 21227 | 513 S Main St. | Bryan Brandt | Plumbing | disposal | 0 | \$36.00 |

| Permit # | Permit Location | Owner Name | Project type | Permit Description | Estimated Project Cost | Total Fees |
|----------|-------------------------|---------------------|--------------|--------------------|------------------------|-------------------|
| 21244 | 1716-1718 Montclair Pl. | RTLE Properties LLC | Plumbing | New Condo Plbg. | 0 | \$210.00 |
| | | | | | | \$1,023.00 |

Group Total: 6

Group: Shed

| | | | | | | |
|-------|-------------------|-----------------|------|---------------|-------|-----------------|
| 21207 | 911 Edgewater Rd. | James Johnson | Shed | Shed & Fence | 3,000 | \$117.40 |
| 21228 | 421 Oak Ridge Ct | Francis Purtell | Shed | Detached Shed | 1,500 | \$58.80 |
| | | | | | | \$176.20 |

Group Total: 2

Group: Sign

| | | | | | | |
|-------|----------------------|----------------------------|------|---------------|--------|-----------------|
| 21210 | 313 Madison Ave. | Stop-N-Go | Sign | Pole sign | 10,000 | \$55.00 |
| 21229 | 119 Sherman Ave West | Reflections Adult Day Care | Sign | New wall sign | 500 | \$55.00 |
| 21230 | 1680 Janesville Ave. | Stop N Go of Madison | Sign | five signs | 9,000 | \$155.00 |
| | | | | | | \$265.00 |

Group Total: 3

Group: Single Family Alteration/Addition

| | | | | | | |
|-------|----------------|---------------|-----------------------------------|-----------------|--------|-----------------|
| 21225 | 513 S Main St. | Bryan Brandt | Single Family Alteration/Addition | Kitchen remodel | 3,000 | \$142.50 |
| 21234 | 308 White St. | James Perkins | Single Family Alteration/Addition | Kitchen remodel | 25,000 | \$67.50 |
| | | | | | | \$210.00 |

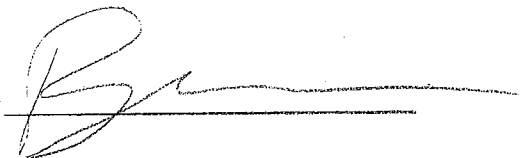
Group Total: 2

| | | | | | | |
|--|--|--|--|--|--|-------------------|
| | | | | | | \$8,038.95 |
|--|--|--|--|--|--|-------------------|

Total Records: 65

10/5/2020

Submitted 10/5/20

Sign: 



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

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

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



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538 **Date:** October 7, 2020

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage

Background:

A Class B license allows the sale of products to be consumed on-site (restaurant, bar, tavern). Current quotas exist that limit the number of combination "Class B" Intoxicating Liquor and Class "B" Fermented Malt beverage licenses.

Discussion:

James and Christa Bowers, owners of Bridge @ River & Main LLC has applied for an Alcohol Beverage License to operate Bridge @ River & Main at 88 S. Main Street. Mr. & Mrs. Bowers are purchasing the property on from Dayle Quigley Trust recently operated as Soulful Toad.

Scott Arndt, business owner of Soulful Toad has provided written communication that he would surrender the license to James and Christa Bowers upon approval by the City Council.

Closing scheduled for Wednesday October 14th.

Financial Analysis:

The publication fee will be paid by Bridge @ River & Main.

Staff Recommendation:

To recommend Council approve the original application from Bridge @ River & Main LLC for a "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage License for use at 88 S Main Street contingent upon the surrendering of license held by Soulful Toad.

March 24th, 2020

From: Soulful Toad LLC
88 South Main Street
Business Located at 88 South Main Street

License Type: "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage

To the City of Fort Atkinson,

After 7 years of being part of the business community, operating the Soulful Toad located at 88 South Main Street, I have decided to retire and join my wife in St. Paul. It has been a great experience serving the city and the people who live here with weddings, anniversary parties and so on.

I thought that it would take two or three years to sell a commercial building (based on how other sales have gone in the downtown area) but to my surprise, after being on the market only 2 weeks, I accepted a bid from James and Christa Bowers to purchase the building. The closing date of the sale is scheduled for Nov. 2nd of 2020. Due to this crazy Pandemic, that date may be moved up due to the fact of the cancelation of events I had scheduled.. One of the conditions of sale is that I surrender my liquor license to the prospective buyers.

So at the time of closing, I will surrender my Class "B" intoxicating Liquor and Class "B" Fermented Malt Beverage license upon to James and Christa Bowers. Should James and Christa Bowers not be approved for said License, I will hereby retain the license.

 7-7-2020
Scott M. Arndt

RECEIVED

JUL 07 2020

CITY OF FORT ATKINSON
CLERK / TREASURER

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 10/31/2020 ending: 10/30/2021
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Fort Atkinson

County of Jefferson Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Bridge @ River & Main LLC

Name (individual partners give last name, first, middle; corporations / limited liability companies give registered name)

Bowles, James F

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

| | | | |
|-----------------------------------|----------------|----------------|--|
| President / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| <u>Bowles, James</u> | <u>James</u> | <u>Francis</u> | <u>9244 N Rock River Dr. Edgerton WI 53538</u> |
| Vice President / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| <u>Bowles, Christina</u> | <u>Christa</u> | <u>Anne</u> | <u>Same</u> |
| Secretary / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| | | | |
| Treasurer / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| | | | |
| Agent Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| <u>Bowles, James</u> | <u>James</u> | <u>F</u> | <u>9244 N Rock River Dr. Edgerton WI 53538</u> |
| Directors / Managers Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| | | | |

1. Trade Name Bridge at River & Main Business Phone Number _____
2. Address of Premises 88 S Main St. Post Office & Zip Code Fort Atkinson, 53538

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

3 Floor building. 1st floor storage & kitchen
2nd floor is a bar area with bar and tables
3rd floor is an apartment where we will be living.

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? Soulful Toad

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ☐ Yes ☒ No
9. (a) Corporate/limited liability company applicants only: Insert state WI and date 7.16.2020 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☒ Yes ☐ No
Rock River Rental buying building - Bar will rent from it.
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? If yes, explain. ☒ Yes ☐ No
Bland Bar & Grill LLC
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

| | | |
|--|-------------------------------------|---|
| Contact Person's Name (Last, First, M.I.) <u>Jim Bowers</u> | Title/Member <u>Owner</u> | Date <u>7.16.2020</u> |
| Signature <u>[Signature]</u> | Phone Number <u>608.480.0189</u> | Email Address <u>Chris@blandcanopy.com</u> |

TO BE COMPLETED BY CLERK

| | | | |
|--|----------------------------------|---------------------------------|-----------------------------------|
| Date received and filed with municipal clerk <u>9-24-2020</u> | Date reported to council / board | Date provisional license issued | Signature of Clerk / Deputy Clerk |
| Date license granted | Date license issued | License number issued | |

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

| | | | | | |
|---|---------------|---------------|----------------|---------------|--|
| Individual's Full Name (please print) (last name) | | (first name) | | (middle name) | |
| Jim Bower B | | | | | |
| Home Address (street/route) | Post Office | City | State | Zip Code | |
| 9244 N Rock River Dr. | Fort Atkinson | Fort Atkinson | WI | 53538 | |
| Home Phone Number | Age | Date of Birth | Place of Birth | | |
| 608-480-0189 | | | Green Bay, WI | | |

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an **individual**.
- ☐ A member of a **partnership** which is making application for an alcohol beverage license.

☒ Jim Bowers of Bridge at River & Main LLC
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

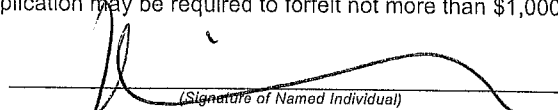
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 43 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☒ Yes ☐ No
 If yes, identify. Bland Bar & Grill LLC
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
 If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)
- Named individual must list in chronological order last two employers.

| | | | |
|-----------------|-----------------------|---------------|---------|
| Employer's Name | Employer's Address | Employed From | To |
| Bland Bar | 10745 Blackhawk Blvd | 10-2016 | Present |
| Dewrite Marine | Lakeside Dr. Edgerton | 2008 | 2016 |

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


 (Signature of Named Individual)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

| | | | | | |
|---|--|--------------|----------|----------------|----------|
| Individual's Full Name (please print) (last name) | | (first name) | | (middle name) | |
| Christa Boneers | | | | | |
| Home Address (street/route) | | Post Office | City | State | Zip Code |
| 9244 W Rock River Dr. | | Edgerton | Edgerton | WI | 53534 |
| Home Phone Number | | | | Place of Birth | |
| 608.289.6918 | | | | Chicago, IL | |

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an **individual**.
- ☐ A member of a **partnership** which is making application for an alcohol beverage license.

☒ _____ of Bridge at River + Main LLC
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
 which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 40 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
 If yes, identify: Bland Bar + Grille LLC + North Shore O'Brien's LLC
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
 If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

| | | | |
|---------------------|-----------------------------|---------------|---------|
| Employer's Name | Employer's Address | Employed From | To |
| Threads Consignment | 2463 Milton Ave. Jville, WI | 2008 | Present |
| Meriter Hospital | 200 S. Park St. Madison | 2000 | 2008 |

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Christa Boneers
(Signature of Named Individual)



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: October 9, 2020

TO: City Council

FROM: Andy Selle, P.E.

SUBJECT: Montclair Place - Zero Lot

Background:

This is a request for a zero lot line split on two adjacent parcels on Montclair Pl. This will create an instrument for two separate owners of a duplex , sharing a common wall.

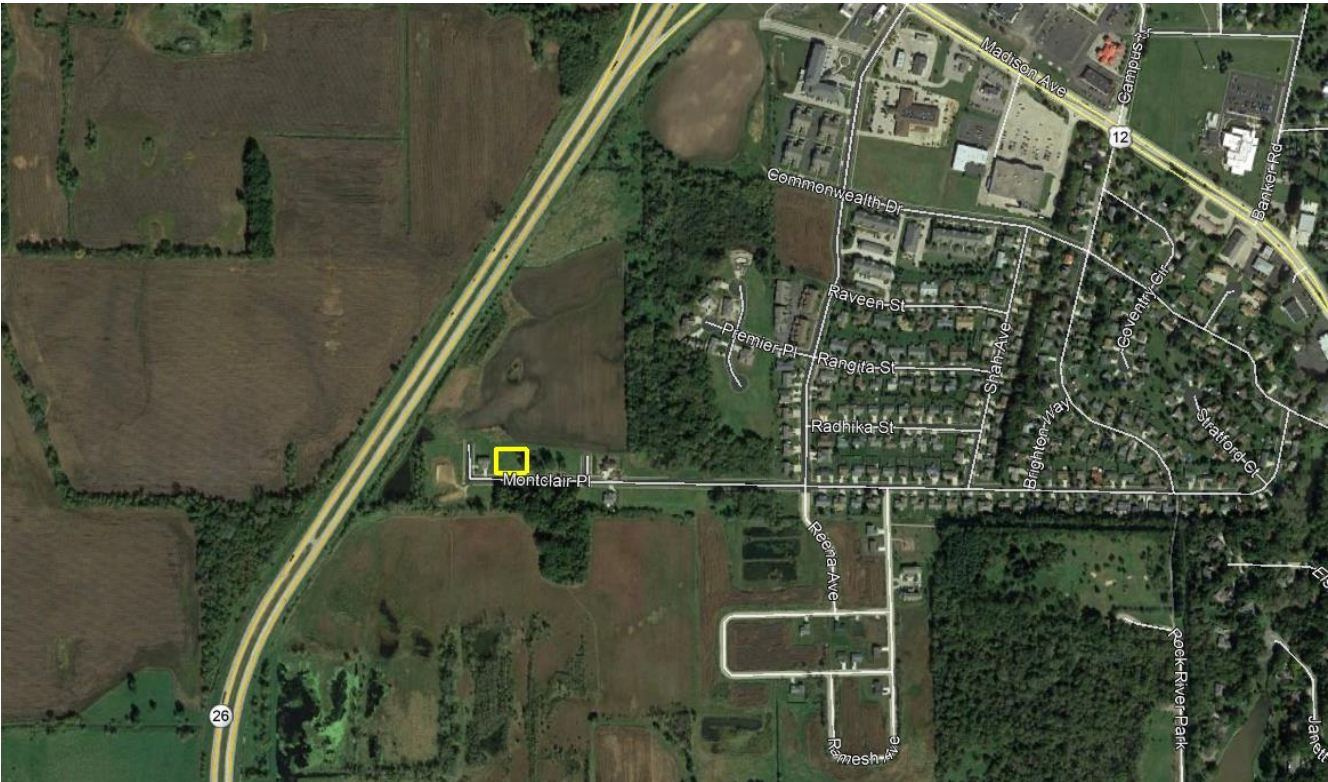


Figure 1: Property location in the City of Fort Atkinson

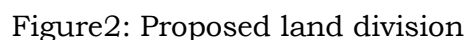
City Department Reviews:

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

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



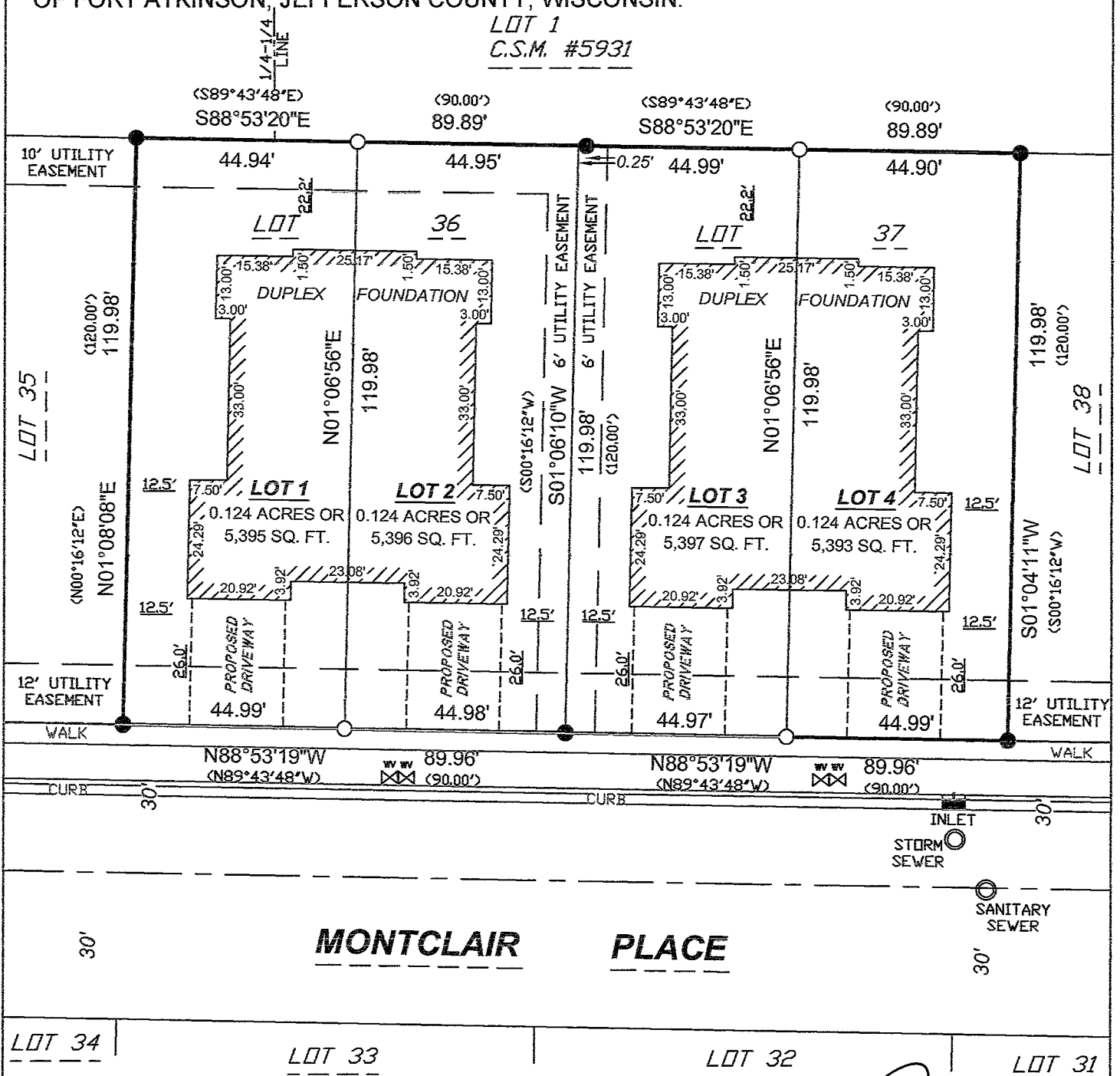
Staff recommends approval of the request.

Attachments: Original Submittal

Certified Survey Map

LOT 36 & 37, CRESCENT BEAUTY FARMS IN PARTS OF THE SW 1/4 OF THE SW 1/4 AND THE SE 1/4 OF THE SW 1/4 OF SECTION 32, TOWNSHIP 6 NORTH, RANGE 14 EAST, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

LOT 1
C.S.M. #5931

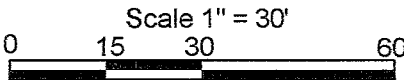


Legend:
● = 3/4" dia. iron rod found unless otherwise noted
○ = 3/4" X 18" rebar set 1.5lbs. per Lineal Foot
⊗ = Water Shut off valve
Parentheses indicate recorded as values.

PREPARED FOR:
RTLE PROPERTIES LLC
N2312 BECKER RD.
FORT ATKINSON, WI. 53538

NOTE:
*Building dimensions are to foundation corners

Referred to the Jefferson County Coordinate System, with the South line of Lots 36-37 Bearing N88°53'19"W



Wisconsin Mapping, LLC
* surveying and mapping services
306 West Quarry Street, Deerfield, Wisconsin 53531
(608) 764-5602

Dwg. No. 5593-20 Date 9/17/2020
Sheet 1 of 2
Document No.
C. S. M. No. V. P.

Certified Survey Map

LOT 36 & 37, CRESCENT BEAUTY FARMS IN PARTS OF THE SW 1/4 OF
THE SW 1/4 AND THE SE 1/4 OF THE SW 1/4 OF SECTION 32, TOWNSHIP
6 NORTH, RANGE 14 EAST, CITY OF FORT ATKINSON, JEFFERSON
COUNTY, WISCONSIN.

Owner's Certificate

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

RTLE Properties LLC,

by:

Ryan Foust

STATE OF WISCONSIN)

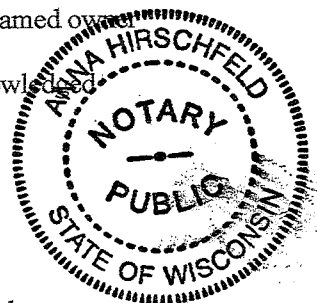
COUNTY OF JEFFERSON)ss.

Personally came before me this 28 day of Sept., 2020, the above named owner

to me known to be the person who executed the foregoing instrument and acknowledged
the same.

Notary Public, Jefferson County, Wisconsin

my commission expires, 11/13/2022



Surveyor's Certificate

I hereby certify that in full compliance with the provisions of Chapter 236.34 of the
Wisconsin Statutes and the subdivision regulations of the City of Fort Atkinson, and
by the direction of Ryan Foust, I have surveyed, divided and mapped the lands described
hereon, and that such map correctly represents the exterior boundaries of the lands
surveyed and its subdivision thereof, and that this land is located within and more fully
described to wit:

Lot 36 & 37 Crescent Beauty Farms in Parts of the SW 1/4 of the SW 1/4 and the SE 1/4
of the SW 1/4 of Section 32, T.6N., R.14E., City of Fort Atkinson, Jefferson County,
Wisconsin. The above described containing 0.495 acres or 21,580 square feet.

David C. Riesop 9/23/2020
David C. Riesop S-1551



NOTES:

These lots may be subject to any and all easements or agreements either recorded or unrecorded.

These lots created in accordance with a CONDITIONAL USE PERMIT TO CREATE A ZERO
LOT LINE DWELLING conditionally granted by the City of Fort Atkinson.

City Manager Resolution

Resolved that this Certified Survey Map in the City of Fort Atkinson, RTLE Properties LLC., owner,
is hereby approved by the City Clerk.

Dated this _____ day of _____, 20__.

Michelle A. Ebbert, City Clerk

Wisconsin Mapping, LLC

* surveying and mapping services
306 West Quarry Street, Deerfield, Wisconsin 53531
(608) 764-5602

Dwg. No. 5593-20 Date 9/17/2020
Sheet 2 of 2
Document No. _____
C. S. M. No. _____ V. _____ P. _____

MAINTENANCE RESTRICTION

THIS RESTRICTION, placed upon the below described property, entered into this ____ day of September, 2020, by RTLE Properties, LLC, a Wisconsin limited liability company (hereinafter "RTLE").

WHEREAS, RTLE is the owner of the land and building located on Lot 3, Crescent Beauty Farms, City of Fort Atkinson, Jefferson County, Wisconsin; and

WHEREAS, RTLE desires to have the City of Fort Atkinson Planning Commission create a zero (0) lot line dwelling on the above-described existing lot, whereby RTLE desires to sell Units 1 and 2 to a third party; and

WHEREAS, the building located at said real estate has a firewall dividing said building;

NOW, THEREFORE, for good and valuable consideration, a Restriction on said building shall be as follows:

1. The owner of Unit 1 (Lot 1) shall maintain the firewall on the side facing their respective unit.
2. The owner of Unit 2 (Lot 2) shall maintain the firewall on the side facing their respective unit.
3. The owners shall not take down, nor alter from the current state, said firewall.
4. Maintenance, repair and/or replacement of the firewall shall be at the respective unit owners cost and responsibility.
5. The owners of Unit 1 and Unit 2 shall equally share in the maintenance, repair and replacement of the joint sewer lateral as well as the roof.
6. This Restriction shall be recorded in the Jefferson County Register of Deeds Office.
7. That this Restriction is intended to be a covenant running with the land and inures to the benefits of the parties hereto, their heirs, assigns and successors-in-interest.

Ryan Foust, authorized member of
RTLE Properties, LLC

STATE OF WISCONSIN)
) ss
COUNTY OF JEFFERSON)

Personally came before me this ____ day of September, 2020, the above-named persons, to me known to be the persons who executed the foregoing and acknowledged the same.

Notary Public, State of Wisconsin
My Commission _____

This Instrument was Drafted by:
Michael D. Rumpf
P.O. Box 1
Cambridge, WI. 53523
608-423-3254

MAINTENANCE RESTRICTION

THIS RESTRICTION, placed upon the below described property, entered into this ____ day of September, 2020, by RTLE Properties, LLC, a Wisconsin limited liability company (hereinafter "RTLE").

WHEREAS, RTLE is the owner of the land and building located on Lot 36, Crescent Beauty Farms, City of Fort Atkinson, Jefferson County, Wisconsin; and

WHEREAS, RTLE desires to have the City of Fort Atkinson Planning Commission create a zero (0) lot line dwelling on the above-described existing lot, whereby RTLE desires to sell Units 1 and 2 to a third party; and

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Ryan Foust, authorized member of
RTLE Properties, LLC

STATE OF WISCONSIN)
) ss
COUNTY OF JEFFERSON)

Personally came before me this ____ day of September, 2020, the above-named persons, to me known to be the persons who executed the foregoing and acknowledged the same.

Notary Public, State of Wisconsin
My Commission _____

This Instrument was Drafted by:
Michael D. Rumpf
P.O. Box 1
Cambridge, WI. 53523
608-423-3254

MAINTENANCE RESTRICTION

THIS RESTRICTION, placed upon the below described property, entered into this ____ day of September, 2020, by RTLE Properties, LLC, a Wisconsin limited liability company (hereinafter "RTLE").

WHEREAS, RTLE is the owner of the land and building located on Lot 37, Crescent Beauty Farms, City of Fort Atkinson, Jefferson County, Wisconsin; and

WHEREAS, RTLE desires to have the City of Fort Atkinson Planning Commission create a zero (0) lot line dwelling on the above-described existing lot, whereby RTLE desires to sell Units 1 and 2 to a third party; and

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Ryan Foust, authorized member of
RTLE Properties, LLC

STATE OF WISCONSIN)
) ss
COUNTY OF JEFFERSON)

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Notary Public, State of Wisconsin
My Commission _____

This Instrument was Drafted by:
Michael D. Rumpf
P.O. Box 1
Cambridge, WI. 53523
608-423-3254



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: October 7, 2020

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer
SUBJECT: Reschedule First Council Meeting in November

Background:

City of Fort Atkinson Code of Ordinance Sec. 2-52 Meetings. (a) *Regular meetings.* The council shall meet annually on the Third Tuesday of April for the purpose of organization and regular meetings shall be held on the first and third Tuesdays of every month thereafter. If the date for such regular meeting falls upon a legal holiday or day of election, the council may meet the following Thursday.

Discussion:

The Council would regularly meet on the first Tuesday in November. This year, the General Election will be held on November 3rd. I am requesting the Council consider rescheduling the first meeting in November to the Thursday following the Election, Thursday November 5th at 7:00 pm.

Elections are a key responsibility of the City Clerk, as is taking the minutes at the City Council meeting. Rescheduling the meeting allows the City Clerk to focus entirely on the Election and provides the opportunity for Council and Staff to cast their vote on said date without meeting conflicts.

Financial Analysis:

None.

Staff Recommendation:

I would recommend approval to reschedule the first Council meeting to November 5th 2020 to accommodate staffing needs at the General Election.



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: October 16, 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. | Katelyn Prasch | Lions Quick Mart |
| 2. | Cade Thayer | Lions Quick Mart |

Financial Analysis:

None.

Staff Recommendation:

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



Public Administration Associates, LLC

1155 W. South Street
Whitewater, WI 53190
262.903.9509
kevin.brunner1013@gmail.com
public-administration.com

City of Fort Atkinson-New City Manager Assessment

Please indicate your assessment of the **five most important** areas of experience and personal qualities that the next City Manager should possess.

Experience in Certain City Government Functions: (indicate the five most important ranking with one (1) as most important and five (5) as least important of the five identified)

- _____ Capital Improvement Planning and Execution
- _____ Commercial Development/Redevelopment (incl. Downtown)
- _____ Community Planning (incl. Land Use and Zoning)
- _____ Community Marketing
- _____ Contract/Project Management
- _____ Elections
- _____ Economic Development
- _____ Environmental Stewardship/Sustainability
- _____ Financial Management (incl. Budget Development/Monitoring)
- _____ Governmental Accounting
- _____ Grant Writing (County, State and Federal)
- _____ Human Resources (Pay, Performance and General Personnel Management)
- _____ Information Technology/Social Media
- _____ Intergovernmental Relations
- _____ Organizational Change and Development
- _____ Parks/Open Space/Trail Development
- _____ Performance Management
- _____ Public Safety
- _____ Public Works and Engineering Management
- _____ Tax Increment Financing (TIF)
- _____ Tourism Development/Promotion
- _____ Other _____

Personal Qualities: (indicate the five most important by ranking with one (1) as most important and five (5) as least important of the five identified)

- _____ Collaborative Style in Carrying out Governing Body Policies
- _____ Dynamic Leadership Skills
- _____ Emotional Intelligence
- _____ History of Stable Tenures in Previous Positions

- _____ Innovative (Thinks Outside the Box)
- _____ Integrity
- _____ Listening Skills (Seeking to Understand rather than Respond)
- _____ Open and Positive Communication Skills (Public Marketing and Relations)
- _____ Strong Work Ethic (Commitment to Public Service)
- _____ Team Builder and Leader in Addressing Community Issues/Problems
- _____ Verifiable Record of Organizational Accomplishments in Past Employment Vision
- _____ Works Harmoniously with Elected Officials (including other governmental entities)
- _____ Other _____

Thank you for your input! This assessment tool will be used in developing the position announcement for the next Fort Atkinson City Manager and the position profile that will used in the recruitment phase. Please return to Kevin Brunner, Public Administration Associates, LLC at kevin.brunner1013@gmail.com as soon as possible.



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Draft Schedule for Fort Atkinson City Manager Recruitment/Selection Process

10/20/2020-PAA Meeting with City Council to Discuss City Manager Qualities/Qualifications and Recruitment/Selection Process

10/21/2020-Draft Position Announcement/Video Script Sent to City Officials for Review/Approval

10/23/2020-Text Announcements Placed On-Line with Job Sites Specified in Proposal

10/26/2020-Video Announcement Footage Completed with City Council President Becker and Sent to Thundera Multi-Media for Final Production

10/28/2020-Video Position Announcement Posted on Social Media Platforms

11/20/2020-Application Materials Due to PAA

11/20/2020-Confidential Applicant Mini-Resumes/Candidate Reports Sent to City Council

11/24/2020-City Council Meeting to Review Mini-Resumes and Selection of 6-10 Semi-Finalists (Closed Session-Typically 1-1.5 Hours in Length)

11/25-12/4/2020-Semi-Finalists Prepare Video Interviews and PAA Conducts Semi-Finalist Reference Interviews/Reports on Each Candidate

12/8/2020-City Council Meeting to Review Candidate Video Interviews/Reference Reports and Select Finalists (Closed Session-Typically 2-2.5 Hours in Length)

12/9/2020(Day after City Council Selects Finalists)-Finalists Notified

Week of December 14 or December 21st Finalists Come to Fort Atkinson for Interviews/Assessment Center with City Council, Staff and Community

1/5/2020 (or earlier if Special Council Meeting)- City Council Meeting to Formally Approve Employment Agreement with New City Manager

2/1/2020-Approximate Start Date for New City Manager (Assumes 30 Day Notice to Current Employer)