



**AGENDA  
CITY COUNCIL MEETING  
REMOTE VIA PHONE USING ZOOM  
NOVEMBER 17, 2020 ~ 7:00 P.M.**

<https://us02web.zoom.us/j/83136601381>

Meeting ID: 831 3660 1381

Dial by your location  
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If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7760. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of November 5, 2020 regular Council meeting.
4. Public Hearings
  - a. Public hearing on 2021 budget.
    - Action – 1. Adoption of 2021 City, Sewer, Water and Stormwater budgets.
    2. Approve Resolution confirming levy for City purposes.
    3. Approve Resolution confirming total levy to be collected and approving overall gross tax rate.
    4. Approve special assessments/charges and delinquent bills to be included in the 2020 tax roll.
5. Public Comment

6. Petitions, Requests and Communications

None.

7. Resolutions and Ordinances

None.

8. Reports of Officers, Boards and Committees

- a. Minutes of Historic Preservation Commission meeting held September 14, 2020.

Action – Accept and file.

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

Action – Accept and file.

- c. Minutes of License Committee meeting held November 5, 2020.

Action – Accept and file.

- d. Report by Interim City Manager.

Action - Present report.

9. Unfinished Business

- a. Recommendation from Plan Commission to rezone 315 Adams St from C-2 (Central Business) to R-1 (Single Family Residential) zoning, and Ordinance.

Action – Reject—Approve; A—Move to third reading or B—Move through third reading and adopt Ordinance.

- b. Recommendation from License Committee to approve applications and make recommendation for Class “A” Fermented Malt Beverage and “Class A” Cider for Kwik Trip, Inc dba Kwik Trip #1506, 1680 Janesville Avenue.

Action – Reject – Approve.

- c. Recommendation from License Committee to applications and make recommendation for Class “A” Fermented Malt Beverage and “Class A” Cider for Kwik Trip, Inc dba Stop-N-Go #1502, 313 Madison Avenue.

Action – Reject – Approve.

- d. Review and approve Sewer Use Ordinance revisions.

Action – Reject—Approve; A—Move to third reading or B—Move through third reading and adopt Ordinance.

- e. Review and approve bid for splicing portion of fiber installation project.

Action – Reject – Approve.

10. New Business

- a. Review and approve quote for purchase of mower, deck, and broom attachment for Parks Department as budgeted.

Action – Reject – Approve.

- b. Review and approve request to authorize Treasurer/Finance Director to write-off delinquent personal property balances.

Action – Reject – Approve.

11. Miscellaneous

- a. Approve Special Event for Holiday Light Display to be held December 1 through December 31 on bike path in front of Jones Dairy Farm and Jones Market.

Action – Reject – Approve.

- b. City, Sewer, Water and Stormwater Utility Financial Statements as of October 31, 2020.

Action – Accept and file.

- c. 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 ~ November 5, 2020**

**CALL MEETING TO ORDER.**

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

**ROLL CALL.**

Present: Cm. Housley, Cm. Johnson, Cm. Kotz, Cm. Scherer and Pres. Becker. Also present: City Manager, City Attorney, City Clerk/Treasurer, City Engineer, Police Chief, Fire Chief, Park & Rec Director, Wastewater Supervisor and Graef representative.

**APPROVAL OF MINUTES OF OCTOBER 20, 2020 REGULAR COUNCIL MEETING AND OCTOBER 27 AND 28, 2020 BUDGET WORKSHOPS.**

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

**PUBLIC HEARINGS**

a. *Public hearing on rezoning 315 Adams St from C-2 (Central Business) to R-1 (Single Family Residential) zoning.*

After three calls, the public hearing was closed without comments.

**PUBLIC COMMENT**

Cm. Kotz publicly thanked Manager Trebatoski for his years of service to the City of Fort Atkinson.

**PETITIONS, REQUESTS AND COMMUNICATIONS**

a. *Request by Driftskipper Snowmobile Club to mark trail in Klement Business Park.*

Engineer Selle reviewed the request. No financial impact to the City. Departments reviewed without concern or comments.

Cm. Kotz moved, seconded by Cm. Scherer to approve the request by the Driftskipper Snowmobile Club to mark trail in Klement Business Park. Motion carried via Zoom.

**RESOLUTIONS AND ORDINANCES**

None.

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

a. *Minutes of Finance Committee meeting held October 20, 2020.*

b. *Minutes of Plan Commission meeting held October 27, 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. *Recommendation from Plan Commission to rezone 315 Adams St from C-2 (Central Business) to R-1 (Single Family Residential) zoning, and Ordinance.*

Engineer Selle provided the request to rezone the property to reflect its current use and facilitate a sale.

Cm. Kotz moved, seconded by Cm. Scherer to move ordinance to its second reading. Motion carried unanimously via Zoom.

*b. Review and approve Citizen Participation Plan for the Community Development Block Grant (CDBG) Program.*

Manager Trebatoski reviewed the events that lead to the documents presented tonight for approval. In 2019, the City participated in the CDBG-Close program and the WDOA allocated approximately \$1.5 million of grant money for which the City can apply for. In order to access the grant money, certain federal requirements must be met and they must follow specific WDOA application requirements. One project includes public facility improvements within Census Tract 101500, Block #4, and Census Tract 101400, Block #3, water main replacement and street reconstruction. Several documents must be prepared and approved by Council.

Cm. Kotz moved, seconded by Cm. Scherer to approve Citizen Participation Plan for the Community Development Block Grant (CDBG) Program. Motion carried unanimously via Zoom.

*c. Review and approve Resolution to adopt Citizen Participation Plan for the CDBG Program.*

Cm. Housley moved, seconded by Cm. Johnson to approve resolution to adopt Citizen Participation Plan for the CDBG Program. Motion carried unanimously via Zoom.

*d. Review and approve revisions to Fair Housing Ordinance for the CDBG Program.*

Cm. Kotz moved, seconded by Cm. Johnson to suspend the rules, waive the second and third readings and adopt revisions to Fair Housing Ordinance for the CDBG Program. Motion carried unanimously via Zoom.

Cm. Housley moved, seconded by Cm. Johnson to adopt revisions to Fair Housing Ordinance for the CDBG Program. Motion carried unanimously via Zoom.

*e. Review and approve Resolution to adopt Fair Housing Ordinance for the CDBG Program.*

Cm. Kotz moved, seconded by Cm. Scherer to approve Resolution to adopt Fair Housing Ordinance for the CDBG Program. Motion carried unanimously via Zoom.

*f. Review and approve Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) for the CDBG Program.*

Cm. Kotz moved, seconded by Cm. Scherer to approve Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) for the CDBG Program. Motion carried unanimously via Zoom.

*g. Review and approve Resolution to support and maintain policies and laws that prohibit the use of excessive force and the barring of entrances/exits for non-violent civil rights demonstrations, for the CDBG Program.*

Cm. Scherer moved, seconded by Cm. Housley to approve Resolution to support and maintain policies and laws that prohibit the use of excessive force and the barring of entrances/exits for non-violent civil rights demonstrations, for the CDBG Program. Motion carried unanimously via Zoom.

*h. Review and approve Resolutions authorizing the submission of CDBG Program applications.*

Cm. Scherer moved, seconded by Cm. Johnson to approve Resolution authorizing the submission of CDBG Program application for public facility improvements; which may include water main replacement, sanitary sewer replacement, stormwater replacement and street reconstruction within Census Tract 101400, Block Group #3, and/or Census Tract 101500, Block Group #4. Motion carried unanimously via Zoom.

*i. Move into closed session pursuant to Sec. 19.85(1) (c), Wisconsin Statutes, to consider compensation of public employee(s).*

Cm. Housley moved, seconded by Cm. Scherer to move into closed session pursuant to Sec. 19.85(1) (c), Wisconsin Statutes, to consider compensation of public employee(s). Motion carried on a unanimous roll call vote via Zoom. Closed session 7:37 pm.

Come back into open session within approximately 10 minutes to take action via regular Zoom meeting link. Council returned to open session at 7:52 pm

*j. Recommendation from Finance Committee to approve wage adjustments for 2021.*

Cm. Kotz moved, seconded by Cm. Scherer to approve recommendation from Finance Committee to approve wage adjustments for 2021 as submitted. Motion carried unanimously via Zoom.

## NEW BUSINESS

*a. Review and approve bid for purchase of squad car for Police Department, as budgeted.*

Chief Bump reviewed the two bids, Ewald Commercial Vehicle Services for \$33,917 and Griffin Ford for \$34,188. Funds will be utilized from the outlay account. Additional expenses include change over fees and police graphic applications.

Cm. Kotz moved, seconded by Cm. Scherer to approve bid from purchase of squad car for Police Department from Griffin Ford not to exceed \$34,188 as budgeted. Motion carried unanimously via Zoom.

Cm. Kotz moved, seconded by Cm. Scherer to approve change over fees and police graphic applications for the new squad not to exceed \$11,312. Motion carried unanimously via Zoom.

*b. Review and approve 2021 Small Animal Collection Contract with Jefferson County Humane Society.*

Clerk Ebbert reviewed the annual contract. The cost of the contract is based on a per capita rate. The population decreased 42 residents, which reflects a decrease in the 2021 contract amount.

Cm. Kotz moved, seconded by Cm. Scherer to approve 2021 Small Animal Collection Contract with Jefferson County Humane Society not to exceed \$33,208.68 payable in January 2021. Motion carried unanimously via Zoom.

*c. Review and approve contracts for equipment and furnishings for fire station renovation and expansion project, as budgeted.*

Chief Rausch reviewed the estimates as presented for furnishings.

Cm. Scherer moved, seconded by Cm. Housley to approve contracts for equipment and furnishings for fire station renovation and expansion project for the following: Jonas Office Products \$12,747.14; Shumway Appliance \$5,911.38; GearGrid Corporation \$2,951; General Communications \$4,617.15; Ignatek \$10,926.76; Uncommon USA \$2,000, as budgeted. Motion carried unanimously via Zoom.

*d. Review and approve transfer of \$9,998.14 from Assigned General Fund Balance for Parks Development to Unassigned General Fund Balance at year end for completion of Wheels Park project.*

Director Franseen provided the request following the completion of the park.

Cm. Kotz moved, seconded by Cm. Johnson to approve transfer of \$9,998.14 from Assigned General Fund Balance for Parks Development to Unassigned General Fund Balance at year end for completion of Wheels Park project. Motion carried unanimously via Zoom.

*e. Review and approve transfer of \$17,321.66 from Assigned General Fund Balance for Parks Development to Unassigned General Fund Balance at year end for completion of Arrowhead Trail.*

Director Franseen covered the completion of the project. The parks supply budget will cover \$1,867.78 in expenses.

Cm. Johnson moved, seconded by Cm. Scherer to approve transfer of \$17,321.66 from Assigned General Fund Balance for Parks Development to Unassigned General Fund Balance at year end for completion of Arrowhead Trail. Motion carried unanimously via Zoom.

*f. Review and approve Sewer Use Ordinance revisions.*

Wastewater Supervisor Christensen reviewed the revisions. The purpose was to update the rate structure to current standards and to adjust rates to repay the upcoming Clean Water Fund loan for the construction of plant updates and phosphorus related upgrades.

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

*g. Review and approve resolution adopting rate increases for Wastewater Utility.*

No action was taken. This item will be on the December 1<sup>st</sup> Council meeting.



### MISCELLANEOUS

*a. Grant operator licenses.*

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

### 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. Johnson moved, seconded by Cm. Housley to adjourn. Meeting adjourned at 8:26 pm.

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Michelle Ebbert, City Clerk/Treasurer

APPROVED:

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PRESIDENT OF THE COUNCIL



**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** November 12, 2020

**TO:** City Council

**FROM:** Dave Berner, Interim City Manager

**SUBJECT:** Adoption of 2021 City, Sewer, Water and Storm water budgets

**Copy:** Michelle Ebbert, Clerk/Treasurer/Finance Director

Council President Becker asked that I provide written guidance for action by the Council for adoption of the 2021 Annual Budget. The recommendation is based on action by the City Council for publication of the Public Hearing after the Budget Workshop of October 28<sup>th</sup>.

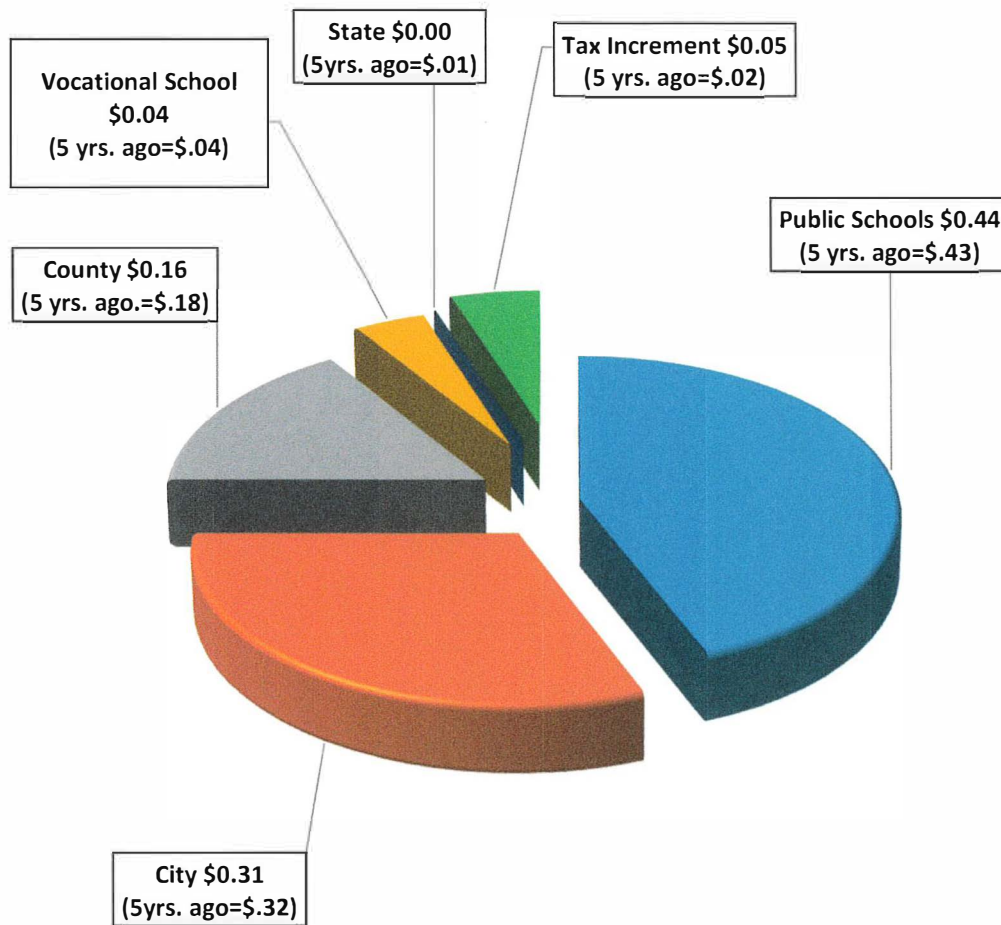
After the public hearing is closed, if Council would like to proceed with adopting the City Manager's proposed budget, I recommend the following:

**Agenda Item 4(a) Public Hearings**

**1. Action**

Motion to adopt the proposed 2021 budget as recommended by the City Manager, and compiled in the document titled "City of Fort Atkinson, Wisconsin all City and Utilities Funds for the 2021 Annual Budget for the fiscal year: January 1, 2021 through December 31, 2021 as presented to the City Council with revisions made at Budget Work Sessions October 27<sup>th</sup> & 28<sup>th</sup>, 2020" (attached); for operating expenditures and revenues, debt service, Capital outlay, Capital projects and Tax increment.

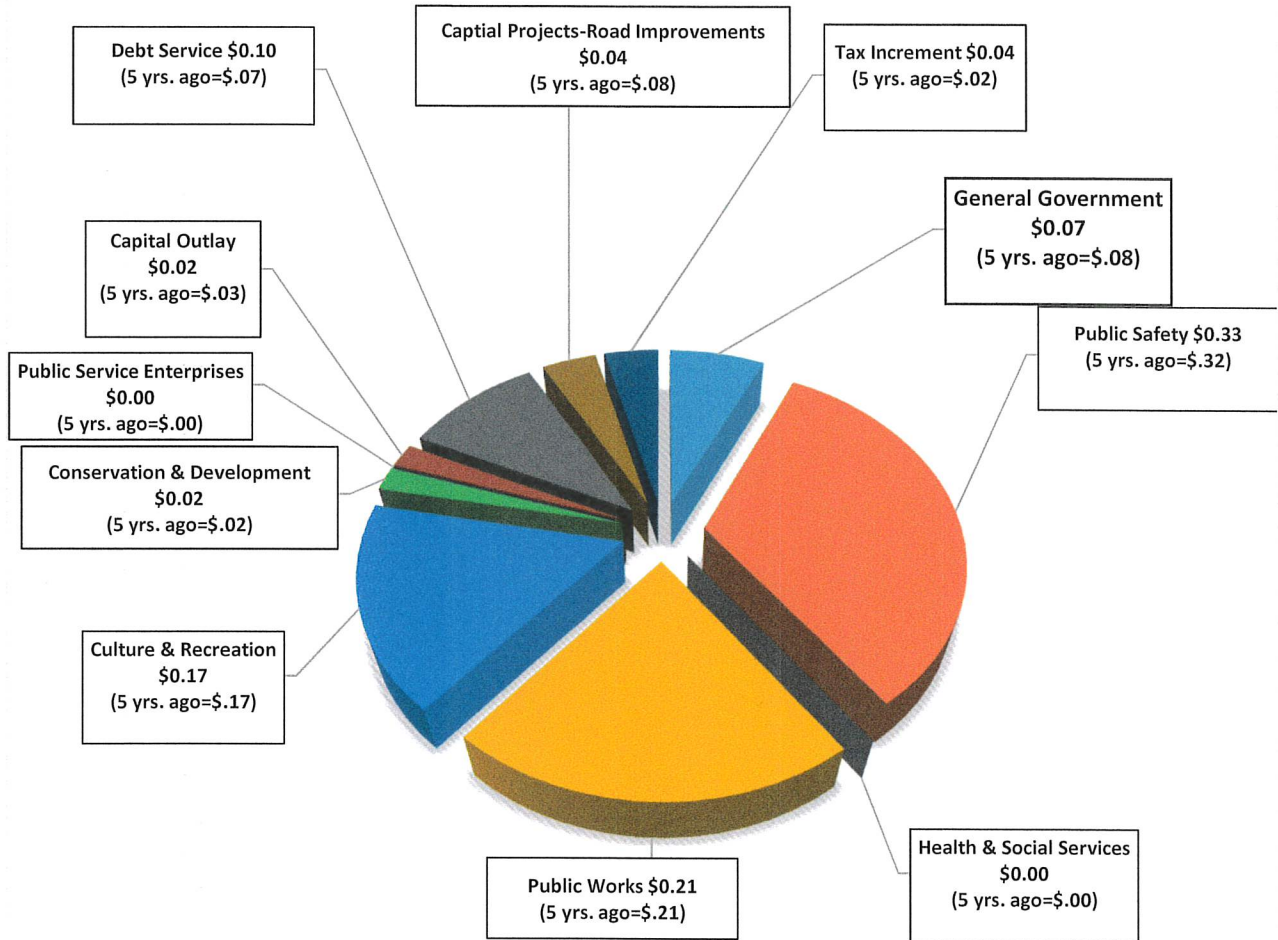
## WHERE THE 2020 TAX DOLLAR GOES



Public Schools	\$0.44	\$10,678,149.26
City	\$0.31	\$7,617,646.00
County	\$0.16	\$3,806,506.17
Vocational School	\$0.04	\$852,374.49
State	\$0.00	\$0.00
Tax Increment	\$0.05	\$1,288,171.52 *
	<u>\$1.00</u>	<u>\$24,242,847.44</u>

\*Estimate

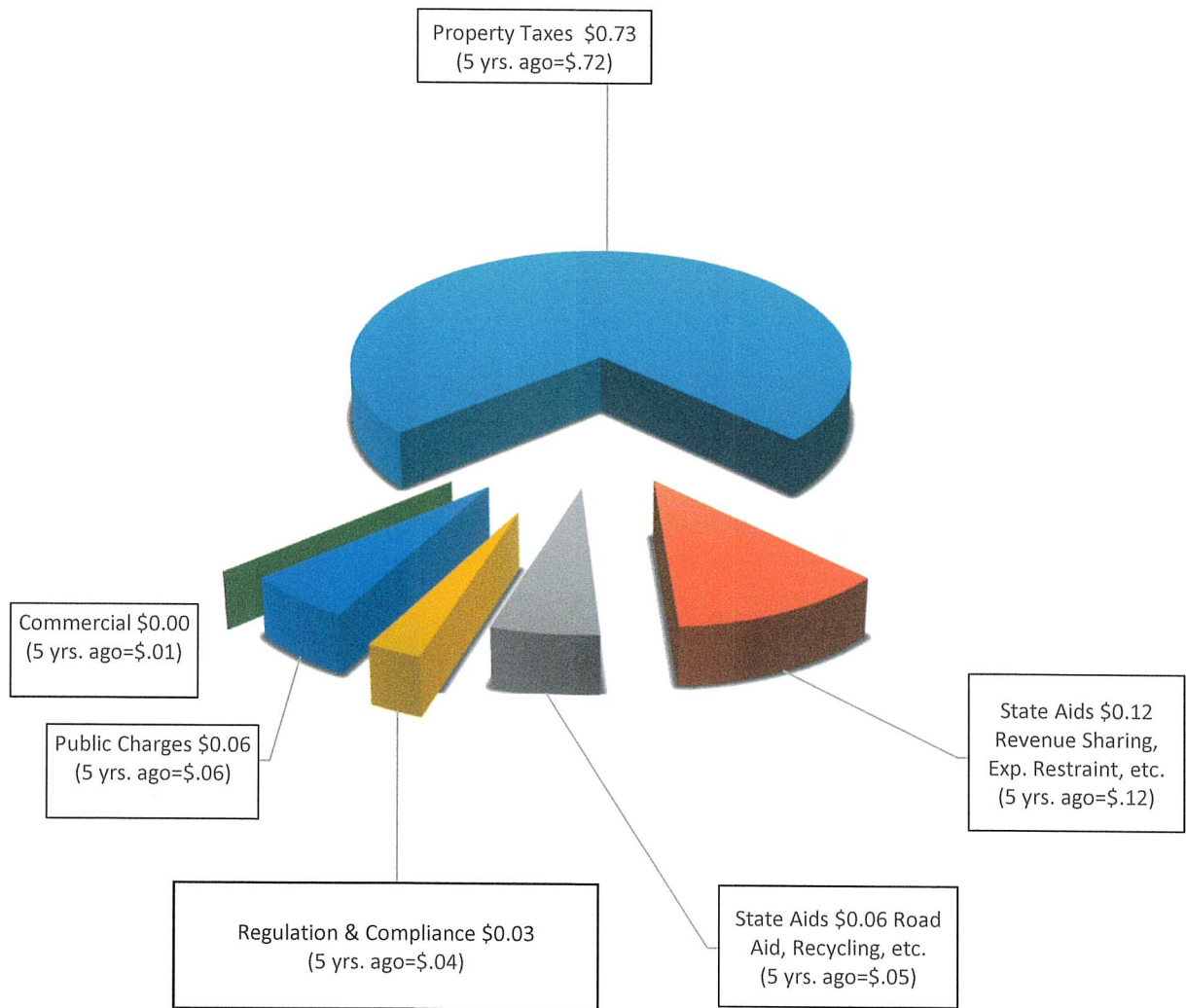
## WHERE THE 2020 CITY PROPERTY TAX DOLLAR GOES



General Government	\$0.07	\$ 847,183
Public Safety	\$0.33	\$ 3,786,044
Health & Social Services	\$0.00	\$ 34,100
Public Works	\$0.21	\$ 2,356,854
Culture & Recreation	\$0.17	\$ 1,956,214
Conservation & Development	\$0.02	\$ 231,255
Public Service Enterprises	\$0.00	\$ 43,056
Capital Outlay	\$0.02	\$ 207,400
Debt Service	\$0.10	\$ 1,101,030
Capital Projects-Road Improvements	\$0.04	\$ 500,000
Tax Increment	\$0.04	\$ 427,487 *
	<b>\$1.00</b>	<b>\$ 11,490,623</b>

\*Estimate

## WHERE THE 2020 REVENUES ARE DERIVED



Property Taxes	\$0.73 (Including Utility & TIF)	\$8,367,203.00
State Aids	\$0.12 (Revenue Sharing, Exp. Restraint, etc. )	\$1,322,750.00
State Aids	\$0.06 (Road Aid, Recycling, etc.)	\$727,500.00
Regulation & Compliance	\$0.03 (License Fees)	\$330,200.00
Public Charges	\$0.06 (Fire & Recreation Fees)	\$706,910.00
Commercial	\$0.00 (Interest & Property Sales)	\$36,060.00
	<u>\$1.00</u>	<u>\$11,490,623.00</u>

# COMPARISON OF TAX LEVIES & RATES

Taxes for the City of Fort Atkinson for 2020, payable in 2021, are based on local assessed valuation of \$930,488,400 and the following amounts for the five taxing units:

TAXING UNIT	2020 GENERAL PURPOSE TAX LEVY	TIF DISTRICTS TAX INCREMENT	TOTAL 2020 LEVY	2019 LEVY	LEVY INCREASE (DECREASE)
State	\$ -	\$ -	\$ -	\$ -	\$ -
County	\$ 3,806,506.17	\$ 213,613.76	\$ 4,020,119.93	\$ 3,920,783.80	\$ 99,336.13
School District	\$ 10,678,149.26	\$ 599,237.44	\$ 11,277,386.70	\$ 10,602,445.05	\$ 674,941.65
Vocational School	\$ 852,374.49	\$ 47,833.29	\$ 900,207.78	\$ 878,245.83	\$ 21,961.95
City	\$ 7,617,646.00	\$ 427,487.03	\$ 8,045,133.03	\$ 7,963,383.33	\$ 81,749.70
TOTAL	\$ 22,954,675.92	\$ 1,288,171.52	\$ 24,242,847.44	\$ 23,364,858.01	\$ 877,989.43

TAXING UNIT	2020 RATE	2019 RATE	INCREASE (DECREASE)	2020 EQUALIZED RATE	2019 EQUALIZED RATE	INCREASE (DECREASE)
State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County	\$ 4.090869020	\$ 4.231285243	\$ (0.140416223)	\$ 3.647	\$ 3.943	\$ (0.296)
School District	\$ 12.119857378	\$ 11.442092084	\$ 0.677765294	\$ 10.806	\$ 10.663	\$ 0.143
Vocational School	\$ 0.967457284	\$ 0.947797382	\$ 0.019659902	\$ 0.863	\$ 0.883	\$ (0.020)
City	\$ 8.646140059	\$ 8.594033257	\$ 0.052106802	\$ 7.709	\$ 8.009	\$ (0.300)
TOTAL	\$ 25.824323741	\$ 25.215207966	\$ 0.609115775	\$ 23.025	\$ 23.498	\$ (0.473)
State School Credit		\$1.898921357				
	\$ 25.824323741	\$23.316286609				

	EQUALIZED INCREASE	- % =	TIF INCREMENT
TID #6	\$ 5,864,800.00	10.59%	\$ 136,417.36
TID #7	\$ 17,883,300.00	32.31%	\$ 416,208.22
TID #8	\$ 31,608,700.00	57.10%	\$ 735,545.94
TOTAL	\$55,356,800.00	*	\$ 1,288,171.52
		* Estimated	

2020 Equalized Valuation	\$1,041,791,400	Assessed Ratio	89.16%
2019 Equalized Valuation	\$994,300,600	Assessed Ratio	93.19%
2018 Equalized Valuation	\$936,226,400	Assessed Ratio	97.82%
2017 Equalized Valuation	\$903,920,400	Assessed Ratio	101.58%
2016 Equalized Valuation	\$870,654,000	Assessed Ratio	103.32%
2015 Equalized Valuation	\$874,030,900	Assessed Ratio	102.09%
2014 Equalized Valuation	\$850,864,400	Assessed Ratio	105.25%
2013 Equalized Valuation	\$824,011,600	Assessed Ratio	109.3%
2012 Equalized Valuation	\$854,624,100	Assessed Ratio	105.6%
2011 Equalized Valuation	\$868,282,600	Assessed Ratio	103.7%
2010 Equalized Valuation	\$862,971,300	Assessed Ratio	103.8%
2009 Equalized Valuation	\$907,987,000	Assessed Ratio	98.20%
2008 Equalized Valuation	\$915,405,200	Assessed Ratio	96.64%
2007 Equalized Valuation	\$896,539,400	Assessed Ratio	97.81%
2006 Equalized Valuation	\$858,736,000	Assessed Ratio	100.09%
2005 Equalized Valuation	\$778,704,500	Assessed Ratio	78.77%
2004 Equalized Valuation	\$729,875,200	Assessed Ratio	82.76%
2003 Equalized Valuation	\$680,393,300	Assessed Ratio	87.48%
2002 Equalized Valuation	\$655,779,200	Assessed Ratio	89.76%
2001 Equalized Valuation	\$611,283,800	Assessed Ratio	94.95%
2000 Equalized Valuation	\$577,310,500	Assessed Ratio	97.26%
1999 Equalized Valuation	\$537,797,500	Assessed Ratio	102.80%
1998 Equalized Valuation	\$503,542,200	Assessed Ratio	77.98%
1997 Equalized Valuation	\$466,695,800	Assessed Ratio	82.09%
1996 Equalized Valuation	\$423,672,400	Assessed Ratio	86.77%
1995 Equalized Valuation	\$379,516,200	Assessed Ratio	91.41%
1994 Equalized Valuation	\$359,248,400	Assessed Ratio	93.77%
1993 Equalized Valuation	\$322,958,700	Assessed Ratio	83.45%

## SUMMARY OF PROPOSED TAX RATE BY FUND

	Levy	Rate
<b>GENERAL FUND</b>		
Revenues	\$ 3,445,490.00	
(excluding property tax, debt service and capital projects)		
Expenditures	<u>\$ (9,462,106.00)</u>	
Net Surplus (Deficit)	\$ (6,016,616.00)	
<b>NET TAXES - GENERAL FUND</b>	<u>\$ 6,016,616.00</u>	6.466083833
<b>DEBT SERVICE FUND</b>		
Revenues	\$ -	
Expenditures - Principal & Interest	<u>\$ (1,101,030.00)</u>	
Net Surplus (Deficit)	\$ (1,101,030.00)	
<b>TOTAL DEBT SERVICE FUND</b>	<u>\$ 1,101,030.00</u>	1.183281812
<b>TOTAL GENERAL FUND &amp; DEBT SERVICE</b>	<u><u>\$ 7,117,646.00</u></u>	7.649365645

<b>CAPITAL PROJECTS - ROAD IMPROVEMENTS</b>		
Revenues	\$ -	
Expenditures	<u>\$ (500,000.00)</u>	
Net Surplus (Deficit)	\$ (500,000.00)	
<b>TOTAL CAPITAL PROJECTS</b>	<u><u>\$ 500,000.00</u></u>	0.537352212

<b>TAX INCREMENT FUND</b>		
Increment	<u>\$ 427,487.03</u>	0.459422202
<b>TOTAL INCREMENT FUNDS</b>	<u><u>\$ 427,487.03</u></u>	

### TOTAL GENERAL FUND, DEBT SERVICE, TAX INCREMENT & CAPITAL PROJECTS LEVY

\$ 8,045,133.03 \$ 8.646140059

\*Based on an assessed value of \$930,488,400

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS, the financial requirements for 2021 municipal operations and estimated revenues have been determined as follows:

EXPENDITURES:	General Government	\$ 847,183	
	Public Safety	3,786,044	
	Health & Social Services	34,100	
	Public Works	2,356,854	
	Culture & Recreation	1,956,214	
	Conservation & Development	231,255	
	Public Service Enterprises	<u>43,056</u>	
		\$9,254,706	
	Outlay Expenses	\$ 207,400	
	Capital Project -	500,000	
	Road Improvements	<u>                    </u>	
		\$9,962,106	+0.91%
	Debt Service (Less: Gen'l Fund Advance)	<u>\$ 1,101,030</u>	+0.12%
	TOTAL GEN'L FUND EXPENDITURES	\$11,063,136	
	Less Revenues (Other than Property Taxes)	<u>\$(3,445,490)</u>	
		\$ 7,617,646	
	Plus Tax Increment for TIF Districts	<u>\$ 427,487.03</u>	+6.88%
	Net Expenses Over Revenues	\$8,045,133.03	
	<b>TAXES LEVIED FOR CITY PURPOSES</b>	<b>\$8,045,133.03</b>	<b>+1.03%</b>

**SUMMARY OF PROPOSED TAX RATE BY FUND**

<u>GENERAL FUND</u>	<u>LEVY</u>	<u>RATE</u>
Revenues (excluding property tax, debt service & capital projects)	\$3,445,490	
Expenditures	<u>(9,462,106)</u>	
Net Surplus (Deficit)	\$(6,016,616)	
<b>NET TAXES-GENERAL FUND</b>	<b>\$6,016,616</b>	<b>\$6.466083833*</b>



**DEBT SERVICE FUND**

Revenues	\$ -0-	
Expenditures - Principal & Interest	<u>(1,101,030)</u>	
	\$(1,101,030)	
<b>TOTAL DEBT SERVICE FUND</b>	<b>\$1,101,030</b>	<b>\$1.183281812 *</b>
<b>**TOTAL GENERAL FUND &amp; DEBT SERVICE**</b>	<b>\$7,117,646</b>	<b>\$7.649365645*</b>

**CAPITAL PROJECTS -AIRPORT & ROAD IMPROVEMENTS**

Revenues	\$ -0-	
Expenditures	<u>\$ (500,000)</u>	
	\$ (500,000)	
<b>**TOTAL CAPITAL PROJECTS**</b>	<b>\$ 500,000</b>	<b>\$0.537352212*</b>

**TAX INCREMENT FUND**

Increment	\$ 427,487.03	\$0.459422202*
<b>TOTAL GENERAL FUND, DEBT SERVICE &amp; CAPITAL</b>	<b><u>\$8,045,133.03</u></b>	<b><u>\$8.646140059*</u></b>

\* Based on an assessed value of \$930,488,400.

DATED: November 17, 2020.

MOTION BY: Cm.

SECOND BY: Cm.

## RESOLUTION NO. \_\_\_\_

WHEREAS, the financial requirements of the various taxing districts have been determined as follows:

<u>TAXING UNIT</u>	<u>TOTAL LEVY</u>	<u>2020 RATE/M</u>
State	\$ -0-	\$ -0-
County	\$ 4,020,119.93	\$ 4.09086902
School District	\$11,277,386.70	\$12.119857378
Vocational School	\$ 900,207.78	\$ 0.967457284
City	<u>\$ 8,045,133.03</u>	<u>\$ 8.646140059</u>
	\$24,242,847.44*	\$25.824323741*

NOWTHEREFORE BE IT RESOLVED, that the City Council hereby approves and confirms the amounts proposed to be appropriated to the several taxing districts for the year ending December 31, 2020.

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized and directed to spread against the total assessed valuation of property in the City of Fort Atkinson heretofore determined to total the amount of \$24,242,847.44\* upon the General Tax Roll for 2020 a tax rate of \$25.824323741\* per thousand of assessed valuation.

Dated: November 17, 2020.

\*Estimated

Motion by: Cm.

Second by: Cm.



**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** November 9, 2020

**TO:** City Council

**FROM:** City Clerk/Treasurer

**SUBJECT:** 2020 Tax Roll Special Assessments and Charges

**Background:**

**State Statute. 66.0703 Special assessments, generally**

**(13)** Every special assessment levied under this section is a lien on the property against which it is levied on behalf of the municipality levying the assessment or the owner of any certificate, bond or other document issued by public authority, evidencing ownership of or any interest in the special assessment, from the date of the determination of the assessment by the governing body. The governing body shall provide for the collection of the assessments and may establish penalties for payment after the due date. The governing body shall provide that all assessments or installments that are not paid by the date specified shall be extended upon the tax roll as a delinquent special assessment, as defined under s. 74.01 (3), against the property and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes apply to the special assessment, except as otherwise provided by statute.

**Discussion:**

As required, notices of outstanding balances on account receivables, water and sewer utility accounts were sent in early October. Account holders (owners, tenants, property owners) have the opportunity to submit payment by November 15<sup>th</sup> to avoid the outstanding balance being certified and levied as a special charge. The 15<sup>th</sup> falls on a Sunday, therefore the final due date is Monday November 16<sup>th</sup>.

Properties that receive complaints for various nuisances (lawn mowing or property repairs) are mailed notices of payment due with notification that unpaid balances are to be certified on the tax roll with interest.

*\*\*The final total will be provided at the November 17<sup>th</sup> Council meeting as final payments were being accepted through Monday, November 16<sup>th</sup>.*

**Financial Analysis:**

Delinquent Water, Sewer and Stormwater Utilities	\$	
Accounts Receivable	\$	316.50
Total	\$	

**Staff Recommendation:**

To approve the special charges to be included in the 2020 tax roll certification.

*(The final total will be provided at the November 17<sup>th</sup> Council meeting.)*



## Minutes

### **FORT ATKINSON HISTORIC PRESERVATION COMMISSION MEETING SEPTEMBER 14, 2020 ~ 6:30 P.M.**

#### **ZOOM MEETING**

<https://us02web.zoom.us/j/87412242200>

1. Call meeting to order - 633pm
2. Roll call Julie Ince, Roz Highfield and Kirsten Winski
3. Approval of minutes of August 10, 2020 meeting Julia approved, Roz Second
4. Treasurer's report - nothing to report this month, due to Covid, no watertower tours remainder of year and no money has been spent from budget this past month. \$1136 in General Ledger and \$8632.73 in water fund
5. Report on correspondences with commission  
Matt Trebatowski emailed that the banners went up and Tammy Dolstedt also emailed that she saw the banners and they looked nice. There was also communication from WI Historical Society with two posters (discussed the potential of hanging them at the library or at the Hoard) and info about the 2020 conference. We decided that none of the members would be able to attend this year based on the timing of the event Thurs - Sat in

October

4. Ongoing and Unfinished Business
  - a. Water Tower Report - no tours through rest of 2020 - Phil Neimeyer did 1 hour of tuckpointing, he might be donating time, but there might be invoice for supplies coming, we agreed if an invoice comes along we will send to Roz
  - b. Website and Facebook Updates - no new updates, we will put photos of banners up now that they are mounted along with anything that is in the press releases going forward.
  - c. Historic District Banner for Merchant Street District - banners up, look great, planning for Main Street Banners 2021 - will purchase poles with 2020 budget

money. Julia working on the design for Main Street with someone from UWW, will be completed for approval before end of 2020.

5. New Business

- a. Maintaining a Public Presence During Covid 19 - Hoard Museum looking for sponsors for Trick or Treat event, we voted to send \$50 from the Commission to be used for the event, our organization will be included in the advertising. Kirsten emailed Merrilee to request an email that can be forwarded to Roz to facilitate the check being issued.

Another idea is to give out certificates to folks maintaining historical elements of their exterior. Julia created a certificate for Humphrey to be presented to him. Julia will issue a press release in the Daily Union about the award. Another idea is to see if Julia can participate in the Library's series on virtual presentations. Finally, to have Julia put together a series of article for the Union about buildings in the area along with a photo and some history.

- b. Two Commission Positions Vacant – Recruitment We will continue to talk to people about potential candidates, Merrilee will put request in Hoard's fall newsletter.

6. Miscellaneous

- a. Next Meeting – Monday October 12, 2020, 6:30pm

7. Adjournment - 715pm

***It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.***



FORT • ATKINSON

# Permit Report

10/01/2020 - 10/31/2020

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

21295	1530 Doris Dr.	Garrison HDH LLC	Commercial/ Industrial	New Dental Clinic	1,153,413	\$1,204.80
						<b>\$1,204.80</b>

Group Total: 1

**Group: Demo/Raze**

21276	15 W Sherman Ave.	Matt Armstrong	Demo/Raze	Raze existing detached garage	0	\$80.00
						<b>\$80.00</b>

Group Total: 1

**Group: detached garage**

21267	1114 Grant St.	Theodore Kraus	detached garage	24' x 30' detached garage	20,000	\$138.00
						<b>\$138.00</b>

Group Total: 1

**Group: Electrical**

21269	1651 Montclair Pl.	Ambiance Homes	Electrical	New single family home Electric	0	\$160.00
21274	611 E. Sherman Ave.	Fort Healthcare	Electrical	4 openings	0	\$45.75
21275	1520 Madison Ave.	Fort Healthcare	Electrical	4 openings	0	\$45.75
21279	203 Jackson St.	Dan Hill	Electrical	100 amp service	0	\$55.00
21284	822 Riverside Dr.	Michael Larson	Electrical	new detached garage electric	0	\$62.50
21285	206 Hickory St.	Steve Linberts	Electrical	13 openings	0	\$39.75
21287	89-91 Rankin St.	Paul Redenius	Electrical	2 fans	0	\$40.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21288	1317 Commonwealth Dr.	Dave Radloff	Electrical	Panel replacement	0	\$55.00
21293	119 Sherman Ave West	Rick Reinel	Electrical	3 openings	0	\$32.25
21296	1200 Aztec Ct.	John Tuttle	Electrical	fan & outlet	0	\$35.75
21300	308 White St.	Tim Perkins	Electrical	200 amp service	0	\$60.00
21301	513 S Main St.	Bryan Brandt	Electrical	200 amp service	0	\$60.00
21302	1651 Montclair Pl.	Ambiance Homes	Electrical	New single family home temp service	0	\$55.00
21303	100 E Sherman Ave.	Premier Bank	Electrical	two openings	0	\$35.75
						<b>\$782.50</b>

Group Total: 14

Group: Fence

21283	312 White St.	Dixie Beaster	Fence	4' Chainlink Fence	2,500	\$55.00
21291	317 Wilson Ave	Matt & Amanda Cheek	Fence	Fence in rear yard	11,000	\$55.00
21292	1100 W Cramer St.	Sharon Wisch	Fence	6' privacy fence in rear yard	10,000	\$30.00
21294	634 Short St.	Robert Lewicki	Fence	6' privacy fence in rear yard 4' side yard.	2,500	\$55.00
21304	1135 Grove St.	Wayne Traxler	Fence	4' Chainlink Fence	2,225	\$55.00
21306	1615 Stacy Ln.	James Behm	Fence	6' privacy fence in rear yard	1,200	\$55.00
						<b>\$305.00</b>

Group Total: 6

Group: HVAC

21270	1651 Montclair Pl.	Ambiance Homes	HVAC	New single family home HVAC	0	\$170.00
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Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21273	611 E Sherman Ave.	Fort Health Care	HVAC	Exhaust system	0	\$55.00
21277	350 S Main St.	Elaine McDonough	HVAC	Replace Furnace	0	\$65.00
21280	306 E Milwaukee Ave.	Dominique Walsh	HVAC	Replace Furnace & A/C	0	\$100.00
21289	1220 Janesville Ave.	Johnson Ryan Partnership	HVAC	replace two furnace & A/C	0	\$170.00
21290	406 Raintree Dr.	Marcia Phelps	HVAC	Replace Furnace	0	\$65.00
21297	1610 Jamesway	Joan Quill	HVAC	Replace Furnace & A/C	0	\$100.00
						<b>\$725.00</b>

Group Total: 7

Group: New Condo

21278	200-202 Heritage Tr.	JT Developers	New Condo	New two family Condo	400,000	\$991.75
						<b>\$991.75</b>

Group Total: 1

Group: New Single Family

21268	1651 Montclair Pl.	Ambiance Homes	New Single Family	New single family home	200,000	\$709.15
21298	511 Commander Ct.	Roxsolid Creations LLC	New Single Family	New single family home	260,000	\$728.35
						<b>\$1,437.50</b>

Group Total: 2

Group: Plumbing

21271	1651 Montclair Pl.	Ambiance Homes	Plumbing	New single family home Plumbing	0	\$207.00
21272	119 W Sherman Ave.	Julie Reinel	Plumbing	three fixtures	0	\$48.00
21281	517 Commander Ct.	Lena Nguyen	Plumbing	New single family home plumbing	0	\$225.00
21282	2 Harrison St.	Katie Stahl	Plumbing	bathroom group	0	\$48.00



Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21299	511 Commander Ct.	Roxsolid Creations LLC	Plumbing	New single family home plumbing laterals	0	\$105.00
						<b>\$633.00</b>

Group Total: 5

Group: Shed

21286	915 Erick St.	Robert M Selsing	Shed	12' x 16' shed and fence	15,000	\$83.80
						<b>\$83.80</b>

Group Total: 1

Group: Single Family Alteration/Addition

21305	1200 Aztec Ct.	John Tuttle	Single Family Alteration/Addition	Sunroom addition	45,000	\$84.00
						<b>\$84.00</b>

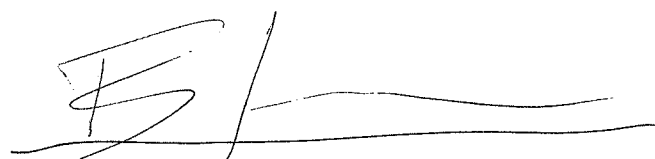
Group Total: 1

						<b>\$6,465.35</b>
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Total Records: 40

11/6/2020

*Submitted November 6, 2020*

  
Building Inspector

**CITY OF FORT ATKINSON**  
**License Committee ~ November 5, 2020**

CALL MEETING TO ORDER.

Pres. Becker called the meeting to order at 6:00 pm.

ROLL CALL.

Present: Cm. Housley, Cm. Scherer and Pres. Becker. Also present: City Clerk/Treasurer

REVIEW APPLICATIONS AND MAKE RECOMMENDATION FOR CLASS “A”  
FERMENTED MALT BEVERAGE AND “CLASS A” CIDER FOR KWIK TRIP, INC DBA  
KWIK TRIP #1506, 1680 JANESVILLE AVENUE.

Clerk Ebbert reviewed the submission by Kwik Trip as they are purchasing the two Stop N Go locations in the City. Appropriate documentation was submitted with successful background checks on the Agents. The sales transaction will take place in early December.

Cm. Housley moved, seconded by Cm. Scherer to recommend to Council approve Class “A” Fermented Malt Beverage and “Class A” Cider for Kwik Trip, Inc dba Kwik Trip #1506, 1680 Janesville Avenue. Motion carried unanimously via Zoom.

REVIEW APPLICATIONS AND MAKE RECOMMENDATION FOR CLASS “A”  
FERMENTED MALT BEVERAGE AND “CLASS A” CIDER FOR KWIK TRIP, INC DBA  
STOP-N-GO #1502, 313 MADISON AVENUE.

Cm. Scherer moved, seconded by Cm. Housley to recommend Council approval for Class “A” Fermented Malt Beverage and “Class A” Cider for Kwik Trip, Inc dba Stop N Go #1502, 313 Madison Avenue. Motion carried unanimously via Zoom.

ADJOURNMENT.

Cm. Housley moved, seconded by Cm. Scherer. Meeting adjourned at 6:09 pm.

Respectfully submitted  
Michelle Ebbert  
City Clerk/Treasurer



**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** November 13, 2020

**TO:** City Council

**FROM:** Zoning Administrator

**SUBJECT:** Rezoning request for 315 Adams St.

**Background:** Property currently has a single family home on it but is zoned C-2 Central Business zoning.

**Discussion:** Owner would like to have property rezoned to R-1 Single Family zoning to reflect its current use and to facilitate a sale. The property in question is designated for single family residential in the City's Comprehensive Plan therefore it would be a compliant zoning change and would not require amendment of the Comprehensive Plan.

**Staff Recommendation:** Staff would recommend granting the requested zoning change to allow R-1 Single Family zoning on this property.

Respectfully Submitted,

Brian Juarez, Zoning Administrator.

**ORDINANCE NO.**

The City Council of the City of Fort Atkinson does hereby ordain as follows:

That Chapter 15, ZONING ORDINANCE, Section 15.6.5, ZONING MAP, be amended so as to change the zoning of the following described property from C-2 (Central Business) to R-1 (Single Family Residential):

See attached Exhibit “A” for zoning boundaries.

Said parcel is identified as parcel number **226-0514-0411-119**.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

This ordinance shall take effect and be in force from and after the date of its passage and publication.

Adopted:

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President of the City Council

ATTEST:

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Michelle Ebbert, City Clerk

**NOTICE OF PUBLIC HEARING  
ON REZONING REQUEST AT 315 ADAMS  
STREET**

OFFICIAL NOTICE IS HEREBY GIVEN that a public hearing will be held before the City Council of Fort Atkinson, Jefferson County, Wisconsin for the purpose of soliciting public input on a request to rezone 315 Adams Street from C-2 (Central Business) to R-1 (Single Family Residential) zoning.

Said public hearing will be held remotely via Zoom on Thursday, November 5, 2020 at 7:00 p.m. Those interested in attending this meeting should follow the below link, or dial in for audio access.

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

Meeting ID: 897 0674 5474

One tap mobile  
+1 301 715 8592

Any interested party will be given the opportunity to be heard at that time.

If you have special needs or circumstances which make communication or accessibility difficult at the meeting, please call (920)-563-7760 prior to the meeting date. Accommodations will, to the fullest extent possible, be made available on request to a person with a disability.

/s/ Andy Selle, City Engineer

Publish: October 20, 2020 and October 27, 2020



**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**      **Date:** November 6, 2020

**TO:** City Council  
**FROM:** Michelle Ebbert, City Clerk/Treasurer  
**SUBJECT:** Class "A" Fermented Malt Beverage and "Class A" Cider Only

**Background:**

A Class A license allows the sale of products to be consumed off-site (grocery store, gas station). The quota for a Class "A" fermented malt beverage license is one (1) for every 750 residents. We have issued thirteen (13) of the possible seventeen (17).

A Class "A" fermented malt beverage license can be issued in combination with a "Class A" Cider license. There are no quotas for the cider license however, it can only be issued in conjunction with a Class A license.

**Discussion:**

Kwik Trip Inc has presented appropriate applications following their purchase agreement with various Stop-N-Go establishments in the area. The two locations include 313 Madison Avenue and 1680 Janesville Avenue.

The location of 313 Madison Avenue will continue to operate as Stop-N-Go under Kwik Trip ownership.

The location of 1680 Janesville Avenue will include an addition (previously approved by Plan Commission) and will operate as Kwik Trip.

The agents of both locations are residents of Fort Atkinson with successful background checks.

**Financial Analysis:**

Pro-rated alcohol license fee of \$58.31 per location, \$100 cigarette license per location and \$25 publication fee for the single notice.

**Staff Recommendation: 2 Action Items**

**#1**

To approve the original application from Kwik Trip Inc dba Kwik Trip #1506 for a Class "A" Fermented Malt Beverage and "Class A" Cider license for use at 1680 Janesville Avenue.

**#2**

To approve the original application from Kwik Trip Inc dba Stop-N-Go #1502 for a Class "A" Fermented Malt Beverage and "Class A" Cider license for use at 313 Madison Avenue.

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 12/9/2020 ending: 6/30/2021  
(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

Applicant's Wisconsin Seller's Permit Number <b>456-0000287614-03</b>	
FEIN Number <b>39-1036365</b>	
TYPE OF LICENSE REQUESTED	FEE
<input checked="" type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
<b>TOTAL FEE</b>	<b>\$</b>

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

Kwik Trip, Inc., 1626 Oak St., PO Box 2107, La Crosse, WI 54602

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 <b>Zietlow</b>	(First) <b>Donald</b>	(Middle Name) <b>Paul</b>	Home Address (Street, City or Post Office, & Zip Code) <b>2802 Bergamot Pl., Onalaska WI 54650</b>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name <b>Wrobel</b>	(First) <b>Jeffrey</b>	(Middle Name) <b>James</b>	Home Address (Street, City or Post Office, & Zip Code) <b>3633 Bentwood Pl., La Crosse WI 54601</b>
Agent Last Name <b>Lawrence</b>	(First) <b>Steve</b>	(Middle Name) <b>Michael</b>	Home Address (Street, City or Post Office, & Zip Code) <b>705 Lexington Blvd., Fort Atkinson, WI 53538</b>
Directors / Managers Last Name <b>Zietlow</b>	(First) <b>Donald</b>	(Middle Name) <b>Paul</b>	Home Address (Street, City or Post Office, & Zip Code) <b>2802 Bergamot Pl., Onalaska WI 54650</b>

1. Trade Name Kwik Trip 1506 Business Phone Number 920-563-4100

2. Address of Premises 1680 Janesville Ave. Post Office & Zip Code Fort Atkinson, WI 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.)

One-story building with storage in coolers, on sales floor, behind sales counter.


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? Stop-N-Go of Madison, Inc. d/b/a Stop-N-Go #216

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 Wisconsin and date 10/7/1964 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ..... ☐ Yes ☒ No
- (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? ☒ Yes ☐ No  
**If yes, explain.**  
Kwik Trip, Inc. has multiple Wisconsin retail locations with alcohol licenses doing  
business under the names Kwik Trip, Tobacco Outlet Plus, Tobacco Outlet Plus  
Grocery and beginning December 2020, Stop-N-Go.
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.) <b>Zietlow, Donald P.</b>	Title/Member <b>President</b>	Date <b>10-23-20</b>
Signature 	Phone Number <b>608-793-6262</b>	Email Address <b>DHafner@kwiktrip.com</b>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 12/10/2020 ending: 6/30/2021  
(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

Applicant's Wisconsin Seller's Permit Number 456-0000287614-03	
FEIN Number 39-1036365	
TYPE OF LICENSE REQUESTED	FEE
<input checked="" type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
<b>TOTAL FEE</b>	\$

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

Kwik Trip, Inc., 1626 Oak St., PO Box 2107, La Crosse, WI 54602

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)
Zietlow	Donald	Paul	2802 Bergamot Pl., Onalaska WI 54650
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
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)
Wrobel	Jeffrey	James	3633 Bentwood Pl., La Crosse WI 54601
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Knutson	Ryan	Lee	301 Park St., Apt. 5, Fort Atkinson, WI 53538
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Zietlow	Donald	Paul	2802 Bergamot Pl., Onalaska WI 54650

1. Trade Name Stop-N-Go 1502 Business Phone Number 920-563-8204  
2. Address of Premises 313 Madison Ave. 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.)

One-story building with storage in coolers, on sales floor and in back room.

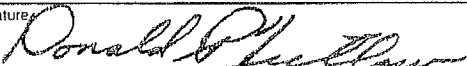
4. Legal description (omit if street address is given above): \_\_\_\_\_

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? Stop-N-Go of Madison, Inc. d/b/a Stop-N-Go #216

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 Wisconsin and date 10/7/1964 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ..... ☐ Yes ☒ No
- (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? ☒ Yes ☐ No  
**If yes, explain.**  
Kwik Trip, Inc. has multiple Wisconsin retail locations with alcohol licenses doing  
business under the names Kwik Trip, Tobacco Outlet Plus, Tobacco Outlet Plus  
Grocery and beginning December 2020, Stop-N-Go.
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.) Zietlow, Donald P.	Title/Member President	Date 10-23-20
Signature 	Phone Number 608-793-6262	Email Address DHafner@kwiktrip.com

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** October 30, 2020

**TO:** City Council

**FROM:** Paul Christensen, Wastewater Utility Supervisor

**SUBJECT:** Proposed Rate Increases 2021 – 2023

At the October 6, 2020 City Council meeting, Trilogy Consulting presented a draft Sewer Rate Study to the Council outlining the restructured sewer user rates proposed for 2021 – 2023. The rate increases presented are needed to repay the upcoming Clean Water Fund (CWF) loan for the Wastewater Utility update and phosphorus compliance upgrades.

Rate increases that are sufficient to repay the approximately \$16.5M CWF loan must be adopted prior to the loan closing at the beginning of the project. This will likely be late February or early March 2021.

The phased-in rate schedule is as follows on the next page.

## Proposed Phased-in Rate Schedule – 2021 through 2023

### Flat Charge

Connection Size	Current Charge	Proposed Charge - 2021	Proposed Charge - 2022	Proposed Charge - 2023
5/8	\$12.40	\$16.30	\$20.30	\$24.20
3/4	\$12.40	\$16.30	\$20.30	\$24.20
1	\$12.40	\$21.30	\$30.20	\$39.00
1 1/4	\$12.40	\$25.30	\$38.20	\$51.00
1 1/2	\$12.40	\$29.60	\$46.80	\$63.90
2	\$12.40	\$39.50	\$66.60	\$93.70
3	\$12.40	\$52.70	\$93.10	\$133.40

### Usage Charges

	Units	Current Rate	Proposed Rate - 2021	Proposed Rate - 2022	Proposed Rate - 2023
<b>Domestic Sewage</b>	\$/CCF	\$2.50	\$2.53	\$2.56	\$2.59
<b>Septic Tank</b>	\$/CCF	\$30.35	\$30.62	\$30.89	\$31.16
	\$/1,000 gals per load	\$40.58 \$0.00	\$40.94	\$41.30	\$41.65
<b>Holding Tank - Residential</b>	\$/CCF	\$8.92	\$8.92	\$8.92	\$8.92
	\$/1,000 gals per load	\$11.92 \$0.00	\$11.92	\$11.92	\$11.92
<b>Holding Tank - Commercial</b>	\$/CCF	\$10.73	\$10.73	\$10.73	\$10.73
	\$/1,000 gals per load	\$14.34 \$0.00	\$14.34	\$14.34	\$14.34
<b>Landfill Leachate</b>	\$/CCF	\$18.70	\$18.70	\$18.70	\$18.70
	\$/1,000 gals per load	\$25.00 \$0.00	\$25.00	\$25.00	\$25.00
<b>High-Strength Surcharge Rates</b>					
Flow	\$/CCF	\$2.50	\$2.53	\$2.56	\$2.59
	\$/1,000 gals	\$3.34	\$3.38	\$3.42	\$3.46
BOD	\$/pound	\$0.41	\$0.43	\$0.45	\$0.47
TSS	\$/pound	\$0.60	\$0.62	\$0.64	\$0.66
Phosphorus	\$/pound	\$2.89	\$3.18	\$3.47	\$3.75
TKN	\$/pound	\$1.21	\$1.26	\$1.31	\$1.35

City Staff recommends the proposed rates be adopted effective January 1, 2021. The resolution is attached.

**ORDINANCE NO. \_\_\_\_\_**

The City Council of the City of Fort Atkinson does hereby ordain as follows:

That Sec. 98-112. Definitions shall be amended as follows:

*Domestic strength wastewater* means wastewater with concentrations of BOD 5, suspended solids, phosphorus, and TKN of 250, 200, 6, and 40 milligrams per liter (mg/l) or parts per million (ppm) respectively.

*Fixed rates* means the portion of the budget costs that are partially or totally applicable to operation and maintenance that cannot be assigned to the flow or loading parameters.

*Sewer service charge* means a charge levied against users of the wastewater collection and treatment facilities and reflect the following areas: Fixed rates, operation and maintenance, replacement, annual cash funded capital outlay, and debt service costs, including any debt service reserves and debt coverage required.

That Sec. 98-361. – Policy shall be amended as follows:

It shall be the policy of the utility to obtain sufficient revenues to pay the costs of the debt retirement, including any debt service reserves and debt coverage required, annual cash funded capital outlay, and the operation and maintenance of the wastewater facilities, including replacement costs, through a system of sewer service charges as defined in this division. The system shall be based on a cost of service study that assures that each user of the wastewater facilities pays a proportionate share of the costs.

That Sec. 98-362. – Basis for service charge, Class A users shall be repealed.

That Sec. 98-363. – Replacement Account shall be amended as follows:

Sec. 98-363. – Replacement Account

A replacement account shall be established and maintained for purposes of financing the replacement of major pieces of existing plant equipment as they reach the end of their service life. Disbursements from this account may be made for the replacement of equipment. The annual amount of the fund shall be determined by the original cost of the equipment and its service life. The determination of the replacement fund amount shall be updated annually by the Wastewater Utility Supervisor.

That Section 98-364. – Methodology for establishing user charge shall be repealed and recreated as follows:

- A. Bi-monthly sewer service charges are hereby imposed and shall be paid by the owner or occupants of each lot, parcel of land, building or premises served by the wastewater treatment works or otherwise discharging wastewater (including industrial waste) into the wastewater treatment works. Those aspects of sewer service charges relating to operation, maintenance and replacement fund shall be determined in accord with any relevant and applicable requirements imposed by the Wisconsin Department of Natural Resources or by federal law. The sewer service charges shall be paid as herein provided in an amount determined as follows:

- (1) A volumetric rate per hundred cubic feet of wastewater for domestic wastewater is hereby imposed to recover the component of total operation, maintenance, and capital costs of the sewer system which relates to sewage flow attributable to users of the system. The volumetric rate shall be based on the cost of treating flow, BOD, suspended solids, phosphorus, and TKN at the strength of domestic wastewater, as defined in Sec. 98-112. The volumetric charge for Class A, B, and D users shall be based upon the quantity of water used as measured by the water meter in use as shown in the records of the meter readings maintained by the water utility.
- (2) A fixed charge will be imposed to cover fixed rate costs, as defined in Sec. 98-112, and may also include a portion of the costs attributable to infiltration and inflow, as defined in Sec. 98-112. The fixed charge will be imposed as a flat fee per meter based on meter size.
- (3) Surcharges are hereby imposed on Class B and Class D users for the pounds of BOD, suspended solids, phosphorus, and TKN discharged by these users in excess of domestic strength waste. Surcharge rates shall be per pound of loadings and shall be determined based on the total cost to treat each constituent divided by the total pounds treated from all sources. Actual or estimated quantities as determined from wastewater sampling shall be used to determine surcharge loadings for Class B and Class D customers.
- (4) Wastewater contributions from users shall be reviewed at least biannually, and the sewer services charges shall be adjusted as required to recover actual costs.
- (5) Sewer service charge rates shall be established by resolution of the Common Council.

That Section 98-365. – Charges for Class C users, shall be amended as follows:

Charges for class C users will be based upon wastewater strength plus a fixed percentage to cover special cleanup, analysis, specific construction and administration costs. Either the discharger or the Wastewater Utility Supervisor may request a load to be tested, and the user charge determination shall be based upon that data. An additional laboratory fee will be assessed for these requests. All leachate must be tested, and the user charge determination will be based upon that data. In lieu of sampling, charges shall be based on those parameters listed in the following Table C:

TABLE C

Waste	BOD (ppm)	TSS (ppm)	TKN ppm	Admin. Charge %	Min. Bill
Septage	2,500	5,000	400	10	\$5.00
Holding:					\$5.00
Commercial	800	1,000	140	25	
Residential	650	800	140	20	
Campers (less than 30 gallons)					\$5.00
Leachate	Must be sampled				
Portable Toilets	7,800	5,700	4,200	10	

That Division 10. – User Charge Calculations shall be repealed.

That Division 11. – Allocation of Operational and Maintenance Costs shall be repealed.

That Division 12. – Allocation of Fixed and Industrial Monitoring Costs shall be repealed.

That Division 13. – Annual Process Equipment Replacement shall be repealed.

That Division 14. – Disbursement of Facilities Costs Among Users shall be repealed.

That Division 15. – Map of City—Water Outside of Sewerage System shall be repealed.





**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** November 5, 2020

**TO:** City Council

**FROM:** Brooke Franseen, Parks & Rec. Director

**SUBJECT:** Request for 2021 Capital Outlay Purchase of Mower and Broom  
Attachments

**Background:** The Parks and Recreation Department currently has two riding mowers that double as snow brooms to clear sidewalks during the winter months. Adding an additional riding mower with a broom will allow our parks staff to keep up with grooming the sidewalks and bike path as we have fallen behind due to equipment in the past. Previously, with only two brooms and mowers, our remaining staff has plowed the sidewalk and trails with just a plow and salter, but they haven't been able to follow up with the broom to make the walkways safe for users following the plow. This new mower will accompany the most recent mower (purchased in 2017) while the oldest mower (purchased in 2015) will work around the Municipal Building with smaller and more confined areas to reach.

For accumulating snowfalls, the Parks and Recreation Department will operate two snow blower attachment "mowers" and three broom mounted "mowers", plus a pick-up truck for parking lots and the spreader/salter for the narrow walkways, Riverwalk, and the Main Street Bridge. The third mower with a broom attachment will now follow the pick-up.

**Discussion:** In 2021, we have budgeted to purchase a John Deere Front Mower, with the attachments of a Rear Discharge Deck, and a Broom. We also received a quote from Triebold Outdoor Power, but for repair purposes and parts inventory, we would prefer to have all the mowers remain the same brand, which is John Deere. If we lock in this price before the new year and before the 2021 price increase, we will save just over \$2,000. This purchase will take place in 2021 and as we lock in the equipment now, we'll be able to receive the mower earlier to utilize in the winter season.

**Financial Analysis:** The City of Fort Atkinson will save just over \$2,000 in the purchase of these items by locking in the 2020 price prior to the new year. We received two quotes noted below.

Option 1: John Deere 1575 Front Mower, 72 in. Deck, and 60" Broom (Midstate Equipment: Janesville/Watertown) \$35,717.86

Option 2: Kubota F3990 Front Mower, 72 in. Deck, and 60" Broom (Triebold Outdoor Power: Whitewater) \$33,997.50

The quote received by Triebold Outdoor Power for a Kubota Commercial Mower came in under Mid-State Equipment John Deere by \$1,720, but we have transitioned to John Deere for all equipment due to repair and inventory purposes. The equipment is cheaper, but we have experienced the parts being more expensive and having to repair parts more frequently. With the John Deere quote of \$35,717.86 we will still come in under the \$36,000 budgeted in Capital Outlay. No purchases will be made until 2021.

**Staff Recommendation:** We recommend approving the Mid-State Equipment John Deere quote for a mower, deck, and broom of \$35,717.86 for a 2021 purchase through Capital Outlay as budgeted.





**JOHN DEERE**

### Quote Summary

**Prepared For:**

FORT ATKINSON PARKS AND RECREATION DEPT  
30 N WATER ST W  
FORT ATKINSON, WI 53538

**Prepared By:**

Larry Schlender  
Mid-State Equipment  
4323 E Us Highway 14  
Janesville, WI 53546  
Phone: 608-754-8450  
lschlender@midstateequipment.com

**Quote Id:** 23014039  
**Created On:** 22 October 2020  
**Last Modified On:** 22 October 2020  
**Expiration Date:** 29 October 2020

### Equipment Summary

	Selling Price	Qty	Extended
JOHN DEERE 1575 TerrainCut with ComfortCab Commercial Front Mower (Less Mower Deck)	\$ 26,906.58 X	1 =	\$ 26,906.58
JOHN DEERE 72 In. Fastback Commercial Rear Discharge Deck	\$ 4,041.73 X	1 =	\$ 4,041.73
MB MCT 60	\$ 4,769.55 X	1 =	\$ 4,769.55
<b>Equipment Total</b>			<b>\$ 35,717.86</b>

### Quote Summary

Equipment Total	\$ 35,717.86
SubTotal	\$ 35,717.86
Est. Service Agreement Tax	\$ 0.00
Total	\$ 35,717.86
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 35,717.86</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

# Triebold Outdoor Power

W8008 COX RD.

P.O. BOX 6

WHITEWATER, WI 53190

PHONE: (262) 473 - 2464 FAX: (262) 473-5259

CUSTOMER NAME Fort Atkinson Park/Rec

QUOTE VALID FOR 30 DAYS

ADDRESS 30 North Water St

DATE

10/28/2020

CITY, STATE, ZIP Fort Atkinson, WI 5353; CUSTOMER PHONE NO.

920-563-7781

CUSTOMER EMAIL bfranseen@fortatkinsonwi.net

SALESMAN

Bill Wagie

## DESCRIPTION

## PRICE

Kubota F3990 commercial mower 39hp. 4wd.	\$24,604.00
RCR72R-F36 72" rear discharge deck	\$4,374.00
L2163 60" rotary sweeper with deflector	\$5,481.00
F5206 cab with heat, front & rear work lights, led strobe	\$6,775.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
Quote includes all dealer set up, prep, freight & delivery.	\$0.00
0	\$0.00

SUB TOTAL \$41,234.00

## TRADE DESCRIPTION

## TRADE ALLOWANCE

unit #1

\$

-

unit #2

\$

-

unit #3

\$

-

## DEALER CONTACT INFO

BILL WAGIE

PHONE: (262) 473 - 2464 EXT.100

FAX: (262) 473-5259

EMAIL: BILL@TRIEBOLD.COM

TRIEBOLD OUTDOOR POWER

W8008 COX RD. WHITEWATER, WI 53190

DISCOUNT \$ (7,236.50)

2-IMP DISC \$ -

CASH DISC \$ -

DELIVERY \$ -

SUB TOTAL \$ 33,997.50

SALE TAX \$ -

TOTAL \$ 33,997.50



**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** November 12, 2020

**TO:** City Council

**FROM:** Michelle Ebbert, City Clerk/Treasurer/Finance Director

**SUBJECT:** Write-off Uncollectible Personal Property Taxes

**Background:**

Write-off Uncollectible Personal Property Taxes

Municipalities have the authority to seek legal action on unpaid Personal Property taxes. Annually, the City Council authorizes the City Attorney to take such action. Based on the category of their filed business with the Department of Financial Institutions (DFI) (LLC, Corporation, Individual, and Partnership) certain legal action is not possible and the delinquent account remains unpaid.

Chargeback of Personal Property Taxes

Wis. Statute 74.42(1) provides that no earlier than February 2 and no later than April 1 the taxation district treasurer may charge back to each taxing jurisdiction within the taxation district except this state, its proportionate share of those personal property taxes for which the taxing district settled in full the previous February, which were delinquent at the time of settlement, which have not been collected in the intervening year and which remain delinquent. For taxes assessed as of January 1, 2011 a taxation district may only chargeback personal property taxes if the taxes are owed by an entity that has ceased operations, or filed a petition for bankruptcy, or are due on personal property that has been removed from the next assessment roll.

**Discussion:**

As of November 1<sup>st</sup>, we have three unpaid Delinquent Personal Property Accounts.

Customer #5255 is still in business and has paid balances past years. Attorney Westrick will be following up with this business.

Customer #5117 is closed. They have a balance due of \$ 331.44

Amount to Chargeback February 2021	\$-145.13
	<u>\$ 186.31</u>

Interest/penalty to Write-off	\$ 32.42
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Delinquent Tax to Write-off	<u>\$ 153.89</u>
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<b>Total</b>	<b>\$ 186.31</b>
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Customer #5245 is closed. They have a balance due of \$	557.70
Amount to Chargeback February 2021	<u>\$ -83.94</u>
	\$ 473.76
Interest/penalty to Write-off	\$ 45.04
Delinquent Tax to Write-off	<u>\$ 428.72</u>
<b>Total</b>	<b>\$ 473.76</b>

The two accounts with balances to write-off have been removed from the tax roll.

**Financial Analysis:**

The total balance to write-off is \$660.07

**Staff Recommendation:**

To authorize the Treasurer/Finance Director to write-off delinquent personal property balances for customers #5117 and #5245 in the amount of \$660.07 and to present chargeback totals in February 2021.

November 12, 2020

**MEMO**

**TO: CITY OF FORT ATKINSON CITY COUNCIL**

**FROM: CITY ATTORNEY DAVID R. WESTRICK**

Re: Delinquent personal property tax - update

There are currently three delinquent personal property tax statements. The first one is Herman's Hangout LLC (\$557.70). The LLC was dissolved as of 12/9/19. The second is Hijynx LLC (\$331.44), which is delinquent through the WI Department of Financial Institutions as of 10/1/19 and is soon due to be dissolved administratively for failure to pay LLC fees. The third is Wilson Chiropractic and Wellness (\$358.27), which is a sole proprietorship.

Court fees to pursue each case would be \$114.50, plus approximately \$75.00 service fee. My advice is to not pursue Herman's Hangout LLC and Hijynx LLC as they most likely are not collectible, but the City should pursue Wilson Chiropractic and Wellness.



**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** November 10, 2020

**TO:** City Council  
**FROM:** Michelle Ebbert, City Clerk/Treasurer  
**SUBJECT:** Special Event – Jones Dairy Farm

**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.

The submitted items are routed to all Departments for review. Departments may provide direct comments or contact the responsible party to coordinate any specific requests.

**Discussion:**

**Event:** Holiday Light Display

**Date:** December 1<sup>st</sup> through December 31<sup>st</sup>

**Location:** Bike path in front of Jones Dairy Farm and Jones Market.

**Contact Person:** Mariah Hadler

**Hours of Event:** dusk to dawn

**Estimated Number of Attendees:** 5,000 – open to community.

No streets are being requested to be closed.

The following Departments have been in contact with Ms. Hadler to coordinate various concerns: Electrician (temporary electricity if needed), Police Department (safety for street crossing and parking), Park & Recreation (allowance for snow plowing along bike path).

No other concerns were provided by Departments.

**Financial Analysis:**

There is no financial impact to the City.

**Staff Recommendation:**

Approve the Special Event of Holiday Light Display at Jones Dairy Farm for the month of December 2020 from dusk to dawn along the bike path.



CITY OF FORT ATKINSON  
Special Event Application

Name of Business/Group Organizing Event: Jones Dairy Farm / Jones Market	
Contact Person for Event: Mariah Hadler - company store manager	
Phone Number: 920-691-0253	Email: mariakh@jonesdairyfarm.com
Is the Business/Group Organizing Event: <input checked="" type="checkbox"/> For profit or <input type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: Holiday Light Display	
Event Date: December 1 <sup>st</sup> through December 31 <sup>st</sup>	
Event Location: on bike path in front of the Jones Market and Jones Dairy Farm	
Estimated Number of Attendees: open to the community	Hours of Event: dusk to dawn
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 checked="" type="checkbox"/> I will be erecting a tent, canopy or other temporary structure. maybe an arch of lights over the bike path	
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: Mariah Hadler 11/3/20	

Office Use Only

Date Submitted to Clerk: 11/3/20

Date Emailed to Departments: 11/5/20

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

Date Reported to City Council (if necessary): 11/17/20

Comments, Contingencies, Findings:

## Michelle Ebbert

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**From:** Andy Selle  
**Sent:** Friday, October 30, 2020 2:30 PM  
**To:** mariahh@jonesdairyfarm.com; Jeff Armstrong; Michelle Ebbert; Adrian Bump (abump@fortpd.com); Brooke Franseen  
**Subject:** Possible Jones Holiday Display

All - Mariah Hadler with Jones is looking into the efficacy of putting on a holiday display along the bike trail adjacent to the Jones campus that folks might walk through. It would be on public property.

Michelle Ebbert heads up the special events application process and will send you a copy of that application. This application goes around to City staff for review and then to Council with a "City staff have reviewed and support this..." attached to it. She is your point of contact for this application – 563.7760. The next City Council meeting is 11/17 – she can fill you in on a deadline to submit that application to allow for staff review.

Things Mariah and I discussed to consider in making the go / no go decision to plan the event further are below:

- ✱ Adrian Bump is the police chief – I indicated to Mariah my significant concern about keeping people from crossing Janesville Ave to view anything – thus keeping all vehicle and foot traffic on the west side of the bike trail. She is going to think through that and contact you and I to discuss options – you can bring me in the loop if needed. Adrian's number is 563.7778
- ✱ Jeff Armstrong is the City electrician – he indicated we can make a temporary outlet or two for power off of any light along the bike trail. Give him a call to discuss on site power – 920.723.1699
- ✱ Brooke Franseen is parks director – her group plows the bike trail - if this moves forward an eye toward snow removal will be important as it extends into the winter. We may consider closing the Jones Park parking lot off of Jville Ave as well to avoid folks crossing the street. 563.7781 is Brooke's number.

Thanks

Andy

Andy Selle, PE  
City Engineer – Fort Atkinson  
101 N. Main Street  
Fort Atkinson WI 53538  
Office (920) 563-7760 x.307  
[www.fortatkinsonwi.net](http://www.fortatkinsonwi.net)







**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** November 13, 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. | Tyson Dix           | Lions Quick Mart |
| 2. | Melissa Schulenburg | Rock River Lanes |

**Financial Analysis:**

None.

**Staff Recommendation:**

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