



**AGENDA  
CITY COUNCIL MEETING  
REMOTE VIA PHONE USING ZOOM  
NOVEMBER 5, 2020 ~ 7:00 P.M.**

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

Meeting ID: 897 0674 5474

Dial by your location  
+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 20, 2020 regular Council meeting and October 27 and 28, 2020 Budget Workshops.
4. Public Hearings
  - a. Public hearing on rezoning 315 Adams St from C-2 (Central Business) to R-1 (Single Family Residential) zoning.  
  
Action – Refer to item 9-a below.
5. Public Comment
6. Petitions, Requests and Communications
  - a. Request by Driftskipper Snowmobile Club to mark trail in Klement Business Park.  
  
Action – Reject – Approve.

7. Resolutions and Ordinances

None.

8. Reports of Officers, Boards and Committees

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

Action – Accept and file.

- b. Minutes of Plan Commission meeting held October 27, 2020.

Action – Accept and file.

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 second reading; or B—Suspend rules and waive second and third readings, and adopt Ordinance.

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

Action – Reject – Approve.

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

Action – Reject – Approve and adopt Resolution.

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

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

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

Action – Reject – Approve and adopt Resolution.

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

Action – Reject – Approve.

- 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.

Action – Reject – Approve and adopt Resolution.

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

Action – Reject – Approve and adopt Resolutions. Two separate motions.

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

Action – Go into closed session via separate Zoom link – Come back into open session within approximately 10 minutes to take action via regular Zoom meeting link.

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

Action – Reject – Approve.

10. New Business

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

Action – Reject – Approve and award bid.

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

Action – Reject – Approve.

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

Action – Reject – Approve contracts.

- 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.

Action – Reject – Approve.

- 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.

Action – Reject – Approve.

- f. Review and approve Sewer Use Ordinance revisions.

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

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

Action – Reject – Approve and adopt Resolution.

.



11. Miscellaneous

- a. 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 ~ October 20, 2020**

CALL MEETING TO ORDER.

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

ROLL CALL.

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

APPROVAL OF MINUTES OF OCTOBER 6, 2020 REGULAR COUNCIL MEETING.

Cm. Housley moved, seconded by Cm. Johnson to approve the minutes of October 6, 2020 regular council meeting. Motion carried via Zoom.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

Margaret Schroeder, 501 E. Sherman Avenue – been asked by Heart of the City to make a small tribute to Manager Trebatoski, awarding him with a Lifetime Membership to Heart of the City.

PETITIONS, REQUESTS AND COMMUNICATIONS

None.

RESOLUTIONS AND ORDINANCES

None.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. *Minutes of Plan Commission meeting held October 13, 2020.*

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

Cm. Kotz moved, seconded by Cm. Scherer 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.*

This is the final reading of the Ordinance. No comments or concerns were provided.

Cm. Scherer moved, seconded by Cm. Johnson to accept and adopt Ordinance to repeal and re-enact Chapter 15 of the Municipal Code as “Chapter 15: Zoning Ordinance. Motion carried on a roll call vote 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.*

Cm. Scherer moved, seconded by Cm. Johnson to accept and adopt 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. Motion carried on a roll call vote via Zoom.

*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.*

Clerk Ebbert reviewed the submission. A letter was provided by Scott Arndt dba Soulful Toad to surrender their license to the Bowers upon their approval of license. The property was closed on October 14<sup>th</sup> and the Bowers took ownership.

Cm. Kotz moved, seconded by Cm. Johnson to approve the 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. Motion carried via Zoom.

*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.*

Engineer Selle provided the recommendation.

Cm. Scherer moved, seconded by Cm. Johnson to approve the 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. Motion carried via Zoom.

#### NEW BUSINESS

None.

#### MISCELLANEOUS

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

Cm. Kotz moved, seconded by Cm. Johnson to approve change of meeting date to November 5, 2020. Motion carried on a roll call vote via Zoom.

*b. Grant operator licenses.*

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

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

Kevin Brunner reviewed the assessment provided by Council and Staff. Council discussed the timeline and heard from two potential interim managers.

Cm. Kotz moved, seconded by Cm. Johnson to approve the hiring of Dave Berner as the interim City Manager/Consultant for up to 24 hours per week with flexibility of lower hours around the holidays at \$80 per hour and \$40 per diem. Motion carried on a roll call vote via Zoom.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

*a. Verified claims.*

Cm. Kotz moved, seconded by Cm. Scherer to approve list of verified claims presented by the Director of Finance and to authorize payment. Motion carried on a roll call vote via Zoom.

ADJOURNMENT

Cm. Scherer moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 8:35 pm.

Respectfully submitted

Michelle Ebbert  
City Clerk/Treasurer

**CITY OF FORT ATKINSON**  
**Budget Workshop Minutes ~ October 27, 2020**

ROLL CALL

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

PUBLIC COMMENT:

None.

REVIEW OF CITY MANAGER'S BUDGET MESSAGE

Manager Trebatoski introduced the 2021 budget.

All Department Heads presented their budgets between Tuesday and Wednesday.

ADJOURN

Cm. Johnson moved, seconded by Cm. Scherer to adjourn at 9:06 pm.

~ADJOURN UNTIL OCTOBER 28, 2020 7:00 PM~

**CITY OF FORT ATKINSON**  
**Budget Workshop Minutes ~ October 28, 2020**

ROLL CALL

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

PUBLIC COMMENT:

None.

*Continuation of Budget Workshop from October 27, 2020*

Cm. Kotz moved, seconded by Cm. Johnson that the 2021 Budget as proposed by the City Manager be approved, and that a summary of the proposed Budget calling for operating expenditures of \$9,254,706.00; debt service of \$1,101,030.00; capital outlay of \$207,400.00; capital projects of \$500,000.00; tax increment of \$427,487.03; and total revenues of \$3,445,490.00 for a total of taxes levied for City purposes of \$8,045,133.03 be published for a public hearing at the regular City Council meeting to be held November 17, 2020 at 7:00 pm. Motion carried by a unanimous roll call vote.

Cm. Kotz moved, seconded by Cm. Scherer to adjourn at 8:06 pm.

---

Michelle Ebbert, City Clerk/Treasurer

APPROVED:

---

PRESIDENT OF THE COUNCIL

**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:** Oct. 15, 2020

**TO:** City Council  
**FROM:** Andy Selle, P.E.  
**SUBJECT:** Driftskipper Snowmobile Club Request

**Background:**

Since 2009, the Driftskipper Snowmobile Club has requested to mark a trail in Klement Business Park to give them access from Poeppel Road to Business 26.

**Discussion:**

The Club has done a good job of marking and monitoring the trail. There have not been any issues or problems with their use of the trail. The City would have the option of terminating the request when development occurs in the Park, if problems develop with the Club's use, or for any other reason. They will also be marking a trail along Business 26, but that road is under County jurisdiction and will need their approval.

**Financial Analysis:**

There are no financial obligations to the City for approving this request.

**Staff Recommendation:**

Staff recommends approving this request.



October 25, 2020

To the City of Fort Atkinson,

The Fort Atkinson Driftskipper Snowmobile Club is asking the City of Fort Atkinson for permission to continue using the Business Park as part of the snowmobile trail. We have secured permission from the Central Coast owners to cross their property in the same fashion as in years past. Please note that there are 2 actual trails. The primary trail goes from the intersection of hwy 26 and Garvert Ln to Peoppel Rd. posted as locations A and B on the map provided. This trail is the original trail that has been signed from the beginning of a trail thru the business park. This trail is crucially important to the club because it is the starting point of the trail that connects to Cold Springs and that it offers free public parking. The trail that is marked with points C and D are just a connecting trail for riders to get fuel or see the engine repair shop, it is a dead end. It is not crucial like trail A to B. And as with all land owners, we (all Club members) understand that it is a privilege and not a right to have access to cross land owners property. And that at any time our privilege can be revoked.

Todd Lueder,

Fort Atkinson Driftskippers



DRIFSKI-01

SCHAMPION

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/4/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Schwartz & Shea Ins Agency - Janesville PO Box 1550 Janesville, WI 53547	<b>CONTACT NAME:</b> Stephanie Champion	
	<b>PHONE (A/C, No, Ext):</b> (608) 754-3336	<b>FAX (A/C, No):</b> (608) 754-5609
<b>INSURED</b>  DRIFT SKIPPERS c/o Mike Koser, Treas 501 Clover Ln Fort Atkinson, WI 53538	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> West Bend Mutual	
	<b>NAIC #</b> 15350	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			2056383	11/9/2019	11/9/2020	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Snowmobile Club

Certificate Holder is not an Additional Insured

## CERTIFICATE HOLDER

## CANCELLATION

City of Fort Atkinson 101 N Main St Fort Atkinson, WI 53538	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Stephanie Champion</i>

**CITY OF FORT ATKINSON**  
Finance Committee Minutes ~ October 20, 2020

**CALL TO ORDER**

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

**ROLL CALL**

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

**REVIEW AND RECOMMEND WAGE ADJUSTMENTS FOR 2021.**

Manager Trebatoski reviewed the recommendations for pay grade changes and increases in the Parks & Recreation, Water Utility, Wastewater Utility, Public Works and Clerk/Treasurer-Finance. Job descriptions depict additional responsibilities and duties to reflect the increases.

Cm. Kotz moved, seconded by Cm. Scherer to recommend the wage adjustments for 2020 to the City Council. Motion carried via Zoom.

**ADJOURNMENT**

Cm. Scherer moved, seconded by Cm. Kotz to adjourn the meeting. Adjourned 6:22 pm.

Respectfully submitted

Michelle Ebbert  
City Clerk/Treasurer

**CITY OF FORT ATKINSON**  
**Plan Commission ~ October 27, 2020**  
**1,027th Meeting**

CALL TO ORDER.

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

ROLL CALL.

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

Arriving late: Cm. Kessenich.

APPROVAL OF MINUTES OF OCTOBER 13, 2020 PLAN COMMISSION MEETING.

Cm. Johnson moved, seconded by Cm. Schultz to approve the minutes of the October 13, 2020 Plan Commission meeting. Motion carried.

REVIEW AND APPROVE REVISION OF FENCING AND VEGETATION PLAN FOR EXISTING CONDITIONAL USE PERMIT AT 827 BANKER ROAD – MADISON COLLEGE

Engineer Selle reviewed the original submittal by Madison College in July 2020 where the Commission approved the conditional use to construct a solar array on their campus. A condition of the request was that the fence match an existing fence on the campus with more pleasing aesthetics as opposed to the proposed field fence. The cost of matching the current fence has brought them back to the Plan Commission to request instead a chain link fence. Representatives from Madison College returned to present a 8' tall chain-link style fence that is less aggressive than the existing security fence.

Cm. Lescohier moved, seconded by Cm. Kessenich to approve the revision of black coated chain link fencing and vegetation plan for existing conditional use permit at 827 Banker Road – Madison College.

ADJOURNMENT

Cm. Highfield moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 4:55 pm.

Respectfully submitted  
Michelle Ebbert  
City Clerk/Treasurer



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

**Date:** Oct.30, 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:

---

President of the City Council

ATTEST:

---

Michelle Ebbert, City Clerk



collaborāte / formulāte / innovāte

## MEMORANDUM

**TO:** Matt Trebatoski

City of Fort Atkinson

**FROM:** GRAEF

Ron Van Straten

**DATE:** November 2, 2020

**SUBJECT:** CDBG-Close Grant Applications

When the City of Fort Atkinson decided to terminate their Revolving Loan Fund (RLF) Program and participate in the CDBG-Close grant program, the Wisconsin Department of Administration (WDOA) allocated approximately \$1.5 million of grant money for which the City can apply. In order to access this grant money Fort Atkinson must meet certain federal requirements and follow specific WDOA application requirements. After exploring numerous potential grant projects, two were identified as having the greatest potential benefit to the city. These projects include:

- Purchase and remediation of a former metal scrap yard located at 115 Lorman Street, and 600 Oak Street
- Public facility improvements within Census Tract 101500, Block #4, and Census Tract 101400 Block #3. Specifically, water main replacement and street reconstruction

In order to meet grant application requirements, Fort Atkinson must prepare grant applications and have them submitted and approved by WDOA before January 31, 2021. In order for this to happen, we need the City Council to act on the following documents:

### Citizen Participation Plan

While the City has an adopted Citizen Participation Plan from 1989, the new version reflects changes in requirements. This plan encourages participation from all citizens in local government affairs.

### Citizen Participation Plan Adopting Resolution

This is the resolution format required by WDOA.

### Fair Housing Ordinance

The existing fair housing ordinance makes reference to an outdated state statute. The new version reflects changes required by WDOA.



collaborāte / formulāte / innovāte

Fair Housing Ordinance Adoption Resolution

This is the resolution format required by WDOA.

Use of Force Ordinance

This is another requirement for grant eligibility.

Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)

This is another requirement for the grant program.

Authorizing Resolution Grant APP #1

This is the resolution authorizing submission of the grant application for the purchase and remediation of the scrap yard project.

Authorizing Resolution Grant App#2 This is the resolution authorizing submission of the second grant application for water main replacement and street reconstruction in the low-income census block areas.

Let us know if there are any questions regarding the attached documents.



## **City of Fort Atkinson**

# **Citizen Participation Plan for the Community Development Block Grant (CDBG) Program**

### **PURPOSE**

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the City of Fort Atkinson, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

### **PROGRAM OVERSIGHT**

1. The City of Fort Atkinson shall create a Citizen Participation Plan Committee (Finance Committee), members of which shall be appointed by the Chief Elected Official and confirmed by the City Council. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.

The City of Fort Atkinson shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the City of Fort Atkinson shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

### **CITIZEN PARTICIPATION**

1. The City of Fort Atkinson shall establish a committee composed of persons representative of the City of Fort Atkinson demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the

## **Division of Energy, Housing and Community Resources**

### **Community Development Block Grant – Citizen Participation Plan**

Citizen Participation Plan. All committee members must be residents of the City of Fort Atkinson.

#### **NOTICE OF HEARINGS**

1. Official notice of hearings will be by public notice in the *Daily Jefferson County Union* at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the City of Fort Atkinson Municipal Building. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

#### **REQUIRED PUBLIC HEARINGS**

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
  - a. Community development needs, objectives, and strategies.
  - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The City of Fort Atkinson will attempt to have at least one of the public hearings in the service area (if applicable).

## **Division of Energy, Housing and Community Resources**

### **Community Development Block Grant – Citizen Participation Plan**

---

#### **PROGRAM INFORMATION, FILES, and ASSISTANCE**

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by City staff in the Community Development Department. A Fort Atkinson staff member will meet with citizens on request.
2. The City of Fort Atkinson will maintain, in the Fort Atkinson Municipal Building, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes.

The Fort Atkinson City staff will respond to all such requests within 15 days after the Fort Atkinson Citizen Participation Committee has met to discuss the request.

#### **COMPLAINTS**

The City of Fort Atkinson will handle citizen complaints about the program in a timely manner. By federal regulation the City of Fort Atkinson will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to Michelle Ebbert, City Clerk/Treasurer.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant  
Wisconsin Department of Administration  
Division of Energy, Housing and Community Resources, 9<sup>th</sup> Floor  
P.O. Box 7970  
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

## **Division of Energy, Housing and Community Resources**

### **Community Development Block Grant – Citizen Participation Plan**

- 1) The Program area being referenced: HOME. Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Community Development Block Grant Close Program (CDBG-CL), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

### **NON-ENGLISH SPEAKING PERSONS**

The City of Fort Atkinson will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen's participation process.

# City of Fort Atkinson

## Resolution to Adopt a Citizen Participation Plan

WHEREAS, the City of Fort Atkinson has applied  
for a Community Development Block Grant (CDBG); and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low and moderate income (LMI)), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the City of Fort Atkinson has prepared  
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)  
and publicly reviewed a Citizen Participation Plan;

NOW, THEREFORE, BE IT RESOLVED, that  
the

**City Council**

(City Council, County Board, Village Board, Town Board)

of the City of Fort Atkinson Officially  
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)  
adopts the Citizen Participation Plan.

ADOPTED on 5th day of November, 2020. ATTEST:  
this (Day) (Month) (Year)

(Signature of Clerk)

The governing body of The City of Fort Atkinson has authorized the above resolution  
(UGLG/Unit of General Local Government's Name)  
by Resolution No.: \_\_\_\_\_, dated \_\_\_\_\_  
(Resolution Number) (Date Authorized)

Signature of the Chief Elected Official

**City Council President**

Title

Date Signed

**Mason Becker**

Typed Name of the Chief Elected Official

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

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

That Chapter 46, HUMAN RELATIONS, Article II, Discrimination, Division 2, Fair Housing, Sec. 46-51. – State statutes adopted, implemented; complaints, **be deleted in its entirety:**

~~(a) The council adopts Wis. Stats. § 101.22 and all subsequent amendments thereto.~~

~~(b) The officials and employees of the city shall assist in the orderly prevention and removal of all discrimination in housing within the city by implementing the authority and enforcement procedures set forth in Wis. Stats. § 101.22.~~

~~(c) The city manager shall maintain forms for complaints to be filed under Wis. Stats. § 101.22 and shall assist any person alleging a violation thereof in the city to file a complaint thereunder with the state department of industry, labor and human relations for enforcement of Wis. Stats. § 101.22.~~

**And replaced with the following:**

Sec. 46-51. – State statutes adopted, implemented; complaints.

(a) The City Council of the City of Fort Atkinson hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.

(b) The officials and employees of the City of Fort Atkinson shall assist in the orderly prevention and removal of all discrimination in housing within the City of Fort Atkinson by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.

(c) The City of Fort Atkinson Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the City of Fort Atkinson to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

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

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

Dated: November 5, 2020

\_\_\_\_\_  
Pres. of the City Council

ATTEST:

\_\_\_\_\_  
Michelle Ebbert, City Clerk

**Division of Energy, Housing and Community Resources**  
**Community Development Block Grant – Resolution to Adopt a Fair Housing Ordinance**

---

**City of Fort Atkinson**  
**Resolution to Adopt a Fair Housing Ordinance**

AN ORDINANCE TO CREATE SECTION 46-51 OF THE MUNICIPAL CODE  
OF THE CITY OF FORT ATKINSON CODE OF ORDINANCES  
ADOPTING WISCONSIN STATUTES, SECTION 106.50, AS AMENDED,  
RELATING TO THE EQUAL RIGHTS OF ALL PERSONS TO FAIR HOUSING, AND  
PROVIDING MEANS FOR THE IMPLEMENTATION AND ENFORCEMENT THEREOF.

THE CITY COUNCIL OF THE CITY OF FORT ATKINSON DOES ORDAIN AS FOLLOWS:

Section 46-51 of the City of Fort Atkinson Code of Ordinances is created to read as follows:

Fair Housing

State statutes adopted, implemented; complaints.

- (a) The City Council of the City of Fort Atkinson hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.
- (b) The officials and employees of the City of Fort Atkinson shall assist in the orderly prevention and removal of all discrimination in housing within the City of Fort Atkinson by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.
- (c) The City of Fort Atkinson Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the City of Fort Atkinson to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

Mason Becker, Council President  
Chief Elected Official

\_\_\_\_\_  
Chief Elected Official Signature

ATTEST:

Michelle Ebbert, Clerk/Treasurer  
Municipal Clerk

\_\_\_\_\_  
Municipal Clerk Signature

Adopted: November 5, 2020  
Published:  
Effective:

## Division of Energy, Housing and Community Resources

### Community Development Block Grant – Anti-Displacement and Relocation Assistance Plan

---

## WISCONSIN RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the City of Fort Atkinson in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG<sup>1</sup> projects.

### Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the City of Fort Atkinson will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- ☒ Coordinate code enforcement with rehabilitation and housing assistance programs.
- ☒ Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- ☐ Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- ☐ Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- ☐ Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- ☐ Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- ☐ Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- ☐ Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.

(continued on the next page)

---

<sup>1</sup> CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).



## Division of Energy, Housing and Community Resources

### Community Development Block Grant – Anti-Displacement and Relocation Assistance Plan

---

- ☒ Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- ☒ If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units" as defined in 24 CFR 42.305).
- ☒ Target only those properties deemed essential to the need or success of the project.

#### **Relocation Assistance to Displaced Persons**

The City of Fort Atkinson will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

#### **One-for-One Replacement of Lower-Income Dwelling Units**

The City of Fort Atkinson will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the City of Fort Atkinson to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Fort Atkinson will make public by publication in the Daily Jefferson County Union and submit to HUD [the State, under the State CDBG Program] the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. **NOTE: See also 24 CFR 42.375(d).**
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a

## **Division of Energy, Housing and Community Resources**

### **Community Development Block Grant – Anti-Displacement and Relocation Assistance Plan**

---

different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the City of Fort Atkinson will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

#### **Replacement not Required Based on Unit Availability**

Under 24 CFR 42.375(d), the **City of Fort Atkinson** may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

#### **Contacts**

The **City Clerk/Treasurer 920-563-7760** is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The **City Clerk/Treasurer 920-563-7760** is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted by the City of Fort Atkinson City Council on: November 5, 2020.

---

Signature of Authorized Official

---

Title of Authorized Official

---

PRINTED NAME of Authorized Official

## Division of Energy, Housing and Community Resources

Community Development Block Grant – Resolution to Adopt Civil Rights Demonstration Policy

---

### 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

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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORT ATKINSON

#### **PROHIBITION ON THE USE OF EXCESSIVE FORCE AND THE BARRING OF ENTRANCES/EXITS FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS**

WHEREAS Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction;

AND WHEREAS it is in the interest of the City of Fort Atkinson to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL PRESIDENT AND THE CITY COUNCIL OF THE CITY OF FORT ATKINSON:

It is POLICY of the City to prohibit the use of excessive force by law enforcement agencies within the City's jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

It is POLICY of the City to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the City's jurisdiction.

The officials and employees of the City shall assist in the orderly prevention of all excessive force within the City of Fort Atkinson by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.

The City Council directs the Police Chief to implement this Resolution by maintaining applicable Police Department procedures.

PASSED BY THE COUNCIL PRESIDENT AND CITY COUNCIL OF THE CITY OF FORT ATKINSON.

\_\_\_\_\_  
Chief Elected Official Signature  
Mason Becker, City Council President

Date \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Municipal Clerk Signature  
Michelle Ebbert, City Clerk/Treasurer

Date \_\_\_\_\_

**Division of Energy, Housing and Community Resources**

Community Development Block Grant – Authorizing Resolution for CDBG Application Submission

**AUTHORIZING RESOLUTION**

for the Submission of a  
Community Development Block Grant (CDBG) Application

Relating to the City of Fort Atkinson participation in the  
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)  
Community Development Block Grant – Public Facilities (CDBG–PF) / Planning (CDBG–PLNG)  
program;

WHEREAS, Federal monies are available under the Community Development Block Grant  
(CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of  
Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or  
development of a City  
(County, City, Town, Village)  
plan (CDBG–PLNG), or for the provision or improvement of public facilities (CDBG–PF); and

WHEREAS, after public meeting and due consideration, City Council  
the City Council  
(Name of Appropriate Committee)  
has recommended that an application be submitted to DOA for the following project(s):  
**Blight elimination at 115 Lorman Street and 600 Oak Street including property** ; and  
**purchase, environmental remediation, and demolition of buildings**  
(CDBG Proposed Project Title)

WHEREAS, it is necessary for City Council to  
the City Council  
(County Board, City Council, Village Board, Town Board)  
approve the preparation and filing of an application for City to  
the City  
(County, City, Town, Village)  
receive funds from this program; and

WHEREAS, the City Council has reviewed the  
(County Board, City Council, Village Board, Town Board)  
need for the proposed project(s) and the benefit(s) to be gained there from;

## Division of Energy, Housing and Community Resources

### Community Development Block Grant – Authorizing Resolution for CDBG Application Submission

NOW, THEREFORE, BE IT RESOLVED, that  
the

**City Council**

*(City Council, County Board, Village Board, Town Board)*

does hereby approve and authorize the preparation and filing of an application for the above-named project(s); and that  
the **the Council President** is hereby

*(Council President, Mayor, Board Chair, Village President)*

authorized to sign all necessary documents on behalf of **City**; and  
the

*(County, City, Village, Town)*

that authority is hereby granted to **City Council**

*(Name of Appropriate Committee)*

to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

ADOPTED on **5<sup>th</sup>** day of **November**, **2020**. ATTEST:  
this

*(Day)*

*(Month)*

*(Year)*

*(Signature of Clerk)*

The governing body of **The City of Fort Atkinson** has authorized the above  
resolution

*(UGLG/Unit of General Local Government's Name)*

by Resolution No.: \_\_\_\_\_, dated **November 5, 2020**.  
*(Resolution Number)* *(Date Authorized)*

**Council President**

*Signature of the Chief Elected Official*

*Title*

*Date Signed*

**Mason Becker**

*Typed Name of the Chief Elected Official*

## Division of Energy, Housing and Community Resources

Community Development Block Grant – Authorizing Resolution for CDBG Application Submission

---

### AUTHORIZING RESOLUTION: CDBG APPLICATION SUBMISSION FORM INSTRUCTIONS

The Unit of General Local Government (UGLG) must submit documentation of an Authorizing Resolution for submission of a Community Development Block Grant (CDBG) grant application with the application materials.

- Fill-in the designated spaces throughout the form. (Please refer to the micro text located beneath each fillable slot for guidance on the type of information that must be input.)
- The **Authorizing Resolution** form must be signed by the local Clerk.
- The **Authorizing Resolution** form must be signed by the Unit of General Local Government's (UGLG's) Chief Elected Official (i.e., Mayor, City Council President, Village President, Town Board Chairman, County Board Chairman, or County Executive). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill-in the date the form is signed by the CEO.
- The **Authorizing Resolution** form must be **mailed** with your CDBG Application materials. Fill-in the date the form is submitted with your CDBG Application materials.
- Retain the original completed **Authorizing Resolution** form for your prospective grant file and **mail** a copy to the Division of Housing (DOH) with your CDBG Application materials. Send the completed form to:

Wisconsin Department of Administration  
Division of Energy, Housing and Community Resources  
Bureau of Community Development  
Attn: CDBG Grant Application Reviewer  
101 E. Wilson Street, 6<sup>th</sup> Floor  
P.O. Box #7970  
Madison, WI 53707-7970

# Division of Energy, Housing and Community Resources

Community Development Block Grant – Authorizing Resolution for CDBG Application Submission

## AUTHORIZING RESOLUTION

for the Submission of a  
Community Development Block Grant (CDBG) Application

Relating to the City of Fort Atkinson participation in the  
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)  
Community Development Block Grant – Public Facilities (CDBG-PF) / Planning (CDBG-PLNG)  
program;

WHEREAS, Federal monies are available under the Community Development Block Grant  
(CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of  
Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or  
development of a City  
(County, City, Town, Village)  
plan (CDBG-PLNG), or for the provision or improvement of public facilities (CDBG-PF); and

WHEREAS, after public meeting and due consideration,  
the

**City Council**

(Name of Appropriate Committee)

has recommended that an application be submitted to DOA for the following project(s):

**Public facility improvements which may include water main replacement, sanitary ; and  
sewer replacement, stormwater replacement, and street reconstruction within  
Census Tract 101400, Block Group #3 and/or Census Tract 101500, Block Group #4**  
(CDBG Proposed Project Title)

WHEREAS, it is necessary for  
the

**the City Council**

to

(County Board, City Council, Village Board, Town Board)

approve the preparation and filing of an application for  
the

**City**

to

(County, City, Town, Village)

receive funds from this program; and

WHEREAS, the

**City Council**

has reviewed the

(County Board, City Council, Village Board, Town Board)

need for the proposed project(s) and the benefit(s) to be gained there from;

# Division of Energy, Housing and Community Resources

## Community Development Block Grant – Authorizing Resolution for CDBG Application Submission

NOW, THEREFORE, BE IT RESOLVED, that  
the

**City Council**

*(City Council, County Board, Village Board, Town Board)*

does hereby approve and authorize the preparation and filing of an application for the above-named project(s); and that  
the

**Council President**

is hereby

*(Council President, Mayor, Board Chair, Village President)*

authorized to sign all necessary documents on behalf of  
the

**City**

; and

*(County, City, Village, Town)*

that authority is hereby granted to

**the City Council**

*(Name of Appropriate Committee)*

to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

ADOPTED on **5<sup>th</sup>** day of **November**, **2020**. ATTEST:  
this

*(Day)*

*(Month)*

*(Year)*

*(Signature of Clerk)*

The governing body  
of

**the City of Fort Atkinson**

has authorized the above  
resolution

*(UGLG/Unit of General Local Government's Name)*

by Resolution No.:

*(Resolution Number)*

, dated

**November 5, 2020**

*(Date Authorized)*

*Signature of the Chief Elected Official*

**Council President**

*Title*

*Date Signed*

**Mason Becker**

*Typed Name of the Chief Elected Official*



## Division of Energy, Housing and Community Resources

Community Development Block Grant – Authorizing Resolution for CDBG Application Submission

---

### AUTHORIZING RESOLUTION: CDBG APPLICATION SUBMISSION FORM INSTRUCTIONS

The Unit of General Local Government (UGLG) must submit documentation of an Authorizing Resolution for submission of a Community Development Block Grant (CDBG) grant application with the application materials.

- Fill-in the designated spaces throughout the form. (Please refer to the micro text located beneath each fillable slot for guidance on the type of information that must be input.)
- The **Authorizing Resolution** form must be signed by the local Clerk.
- The **Authorizing Resolution** form must be signed by the Unit of General Local Government's (UGLG's) Chief Elected Official (i.e., Mayor, City Council President, Village President, Town Board Chairman, County Board Chairman, or County Executive). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill-in the date the form is signed by the CEO.
- The **Authorizing Resolution** form must be mailed with your CDBG Application materials. Fill-in the date the form is submitted with your CDBG Application materials.
- Retain the original completed **Authorizing Resolution** form for your prospective grant file and mail a copy to the Division of Housing (DOH) with your CDBG Application materials. Send the completed form to:

Wisconsin Department of Administration  
Division of Energy, Housing and Community Resources  
Bureau of Community Development  
Attn: CDBG Grant Application Reviewer  
101 E. Wilson Street, 6<sup>th</sup> Floor  
P.O. Box #7970  
Madison, WI 53707-7970



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

**Date:** October 16, 2020

**TO:** Finance Committee  
**FROM:** Department Heads and City Manager  
**SUBJECT:** Recommended Wage Adjustments for 2021

**Pay Structure Adjustments**

For 2021 we are recommending a 1% wage increase for all full-time and part-time employees. A recent salary survey performed for municipalities in Wisconsin and the upper Midwest showed an anticipated average structural increase for southeastern Wisconsin of 1.28% for 2021.

In addition, we are also recommending pay grade changes and increases to a number of positions explained below.

**Pay Grade Changes and Increases**

***Parks and Recreation Department***

**Current Position/Wage:**

Park Caretaker/Building Maintenance – Grade 8: \$20.4788 / \$21.6158 / \$22.8159

**Proposed Position/Wage:**

Parks/Aquatics Caretaker – Grade 9: \$20.7870 / \$21.9411 / \$23.1593

The Park Caretaker/Building Maintenance position previously maintained the Municipal Building and eleven parks, amongst many other duties. While those duties have remained the same, Aquatics Caretaker has been added to the list of job responsibilities. In light of this added responsibility, we recommend updating the position description to reflect this change and to increase the wage one pay grade.

***Water Utility***

**Current Position/Wage:**

Water Utility Foreman – Grade 15: \$24.3860 / \$25.7399 / \$27.1690

**Proposed Position/Wage:**

Water Utility Foreman – Grade 16: \$24.8393 / \$26.2183 / \$27.6740

The responsibilities of the Water Utility Foreman previously consisted of aiding in the management of two full time employees. The Water Utility has added an additional employee. Furthermore, the foreman now assists in the creation of the budget as well as the CIP. Due to these increased responsibilities, we recommend updating the position description to reflect this change and to increase the wage one pay grade.

### ***Wastewater Utility***

#### Current Position/Wage:

Wastewater Utility Foreman – Grade 15: \$24.3860 / \$25.7399 / \$27.1690

#### Proposed Position/Wage:

Wastewater Utility Foreman – Grade 16: \$24.8393 / \$26.2183 / \$27.6740

The responsibilities of this position are similar to that of the Water Utility Foreman, therefore the wages of the two should continue to mirror each other.

### ***Public Works Department***

#### Current Position/Wage:

Construction Foreman – Grade 14: \$23.7877 / \$25.1084 / \$26.5024

#### Proposed Position/Wage:

DPW Foreman – Grade 16: \$24.8393 / \$26.2183 / \$27.6740

The Construction Foreman functions as a crewperson with the added responsibility of supervising other crewpersons and the Public Works mechanics. There are additional administrative duties associated with the role of Construction Foreman that present a case for change in job title/description as well as an increase in wage to more accurately reflect the demands and scope of the work performed.

### ***Clerk/Treasurer – Finance Department***

#### Current Position/Wage:

Clerk/Treasurer – Grade 24: \$35.2282 / \$37.1841 / \$39.2486

#### Proposed Position/Wage:

Finance Director – Grade 24: \$36.0792 / \$37.9781 / \$39.9770

It is the plan that with a new City Manager, the duties of finance director will transfer to the Clerk/Treasurer. An amended job description with changes highlighted in yellow is attached. In light of this added responsibility, we recommend updating the position description to reflect this change and to increase the wage by 1.86%. Correspondingly, we recommend a decrease in wage to the City Manager position.

Attached is the Proposed Pay Structure for 2021, which reflects all of the recommended wage adjustments. All of the adjustments were factored into the proposed 2021 budget.



**CITY OF FORT ATKINSON**  
**PROPOSED PAY STRUCTURE - 2021**

Grade	Job Title	2021					
		Start	18 Months	36 Months	Start	18 Months	36 Months
4	Recreation Admin Assistant/Program Coordinator, Public Works Admin Assistant	\$ 36,373.3825	\$ 38,392.8472	\$ 40,524.4320	\$ 17.4872	\$ 18.4581	\$ 19.4829
5	Library Assistant, Assistant Museum Director, Court Clerk, Police Clerk, Deputy Clerk, Deputy Treasurer and Utility Clerk	\$ 39,145.2265	\$ 41,318.5849	\$ 43,612.6080	\$ 18.8198	\$ 19.8647	\$ 20.9676
6	Administrative Assistant	\$ 39,937.1877	\$ 42,154.5114	\$ 44,494.9440	\$ 19.2006	\$ 20.2666	\$ 21.3918
7	Telecommunicator	\$ 38,654.3362	\$ 40,800.4347	\$ 43,065.6930	\$ 19.8533	\$ 20.9555	\$ 22.1190
8	Public Works Crewperson, Park Caretaker	\$ 42,595.8208	\$ 44,960.8974	\$ 47,457.0720	\$ 20.4788	\$ 21.6158	\$ 22.8159
9	Wastewater Crewperson, Water Crewperson, Parks/Aquatic Caretaker	\$ 43,236.9991	\$ 45,637.5267	\$ 48,171.3440	\$ 20.7870	\$ 21.9411	\$ 23.1593
10	Aquatics Specialist, Equipment Operator, Senior Center Director	\$ 44,726.6279	\$ 47,209.8644	\$ 49,830.9760	\$ 21.5032	\$ 22.6971	\$ 23.9572
11	Wastewater Specialist, Water Service Specialist	\$ 45,405.4489	\$ 47,926.3786	\$ 50,587.2640	\$ 21.8295	\$ 23.0415	\$ 24.3208
12	Park Crewleader, Water Maintenance, Public Works Crewleader, Mechanic	\$ 46,970.5045	\$ 49,578.3245	\$ 52,330.9280	\$ 22.5820	\$ 23.8357	\$ 25.1591
13	Wastewater Technician, Water Maint/Distrib Tech	\$ 47,668.1721	\$ 50,314.7357	\$ 53,108.2240	\$ 22.9174	\$ 24.1898	\$ 25.5328
14	Youth Librarian, Park & Recreation Foreman	\$ 49,478.3648	\$ 52,225.4133	\$ 55,124.9920	\$ 23.7877	\$ 25.1084	\$ 26.5024
15	Water Operator, Recreation Supervisor, Head Mechanic	\$ 50,722.8666	\$ 53,539.0092	\$ 56,511.5200	\$ 24.3860	\$ 25.7399	\$ 27.1690
16	Museum Director, Reference Librarian/Assistant Director, Executive Assistant/PR Coordinator, Water Foreman, Wastewater Foreman, Public Works Foreman	\$ 51,665.6612	\$ 54,534.1622	\$ 57,561.9200	\$ 24.8393	\$ 26.2183	\$ 27.6740
17	Fire Division Chief	\$ 56,756.8086	\$ 59,907.9682	\$ 63,234.0800	\$ 19.4907	\$ 20.5728	\$ 21.7150
18	Public Works Supervisor	\$ 58,246.4374	\$ 61,480.3059	\$ 64,893.7120	\$ 28.0031	\$ 29.5578	\$ 31.1989
19	Assistant Engineer	\$ 62,658.7638	\$ 66,137.5977	\$ 69,809.5840	\$ 30.1244	\$ 31.7969	\$ 33.5623
20	Electrician, Building Inspector/Zoning Administrator	\$ 63,940.9790	\$ 67,490.9977	\$ 71,238.1280	\$ 30.7409	\$ 32.4476	\$ 34.2491
21	Police Lieutenant	\$ 69,347.4080	\$ 71,070.0640	\$ 72,927.1520	\$ 33.3401	\$ 34.1683	\$ 35.5419
22	Police Captain	\$ 72,813.7280	\$ 74,620.4160	\$ 77,624.5600	\$ 35.0066	\$ 35.8752	\$ 37.3195
23	Library Director, Park & Rec Director, Public Works Superintendent, Water Supervisor & Wastewater Supervisor	\$ 73,007.8096	\$ 75,265.7858	\$ 78,401.8560	\$ 35.0999	\$ 36.1855	\$ 37.6932
24	Clerk/Treasurer/Finance Director	\$ 75,044.7574	\$ 78,994.4836	\$ 83,152.0880	\$ 36.0792	\$ 37.9781	\$ 39.9770
25	Fire Chief/Emerg Mmngmnt Dir	\$ 79,289.8278	\$ 83,692.0239	\$ 88,338.6400	\$ 38.1201	\$ 40.2365	\$ 42.4705
26	Police Chief	\$ 83,532.4439	\$ 88,170.2023	\$ 93,065.4400	\$ 40.1598	\$ 42.3895	\$ 44.7430
27	Engineer	\$ 85,455.7667	\$ 90,200.3023	\$ 95,208.2560	\$ 41.0845	\$ 43.3655	\$ 45.7732
28	Manager	\$ 94,587.8534	\$ 99,566.1636	\$ 104,806.4880	\$ 45.4749	\$ 47.8683	\$ 50.3877

(Dispatch: 1947 hours; Fire Div. Chief: 2912 hours; Others 2080 hours)

**CITY OF FORT ATKINSON**  
**2021 Part-time Employee Wages**  
 (These rates reflect a proposed 1% increase.)

		<u>2020</u>	<u>2021</u>
<b>CITY COUNCIL</b>	President of the Council	\$330/month	\$360/month
	Council Members	\$275/month	\$300/month

		<b>Annual Salary</b>		<b>Hourly</b>	<b>Annual Hours</b>
<b>ATTORNEY</b>	City Attorney	\$	39,734.90	\$ 25.4711	1560 hours
<b>JUDGE</b>	Municipal Judge	\$	18,014.36	\$ 34.6430	520 hours

		<b>Wage</b>	
<b>ELECTIONS</b>	Election Inspector	\$	8.45
	Chief Inspector	\$	8.50

		<b>1st yr.</b>		<b>2nd yr.</b>	
<b>ENGINEERING</b>	Summer Intern	\$	11.65	\$	11.90

		<b>Wage</b>	
<b>FIRE</b>	Captain	\$	15.37
	Lieutenant	\$	14.30
	Driver/Operator	\$	13.48
	First Responder	\$	13.17
	Firefighter 2	\$	13.07
	Firefighter 1	\$	12.74
	Firefighter (non-certified)	\$	11.74
	Fire Inspector 2 (certified)	\$	15.69
	Fire Inspector 1 (non-certified)	\$	13.30
	Mechanic	\$	15.60

		<b>1st yr.</b>		<b>2nd yr.</b>		<b>3+ yrs.</b>	
<b>LIBRARY</b>	Maintenance Person	\$	13.41		n/a		n/a
	Janitor	\$	10.85	\$	11.37	\$	12.63
	Office Assistant (.50)	\$	11.71	\$	12.22	\$	12.68
	Office Assistant	\$	11.43	\$	11.92	\$	12.35
	Desk Assistant (.50)	\$	10.27	\$	10.87	\$	11.60
	Desk Assistant	\$	10.01	\$	10.62	\$	12.32
	Seasonal	\$	9.85		n/a		n/a
	Page	\$	8.57	\$	8.92	\$	9.18
		<b>Start</b>		<b>18 Month</b>		<b>36 Month</b>	
<b>LIBRARY</b>	REG PT - Youth Assistant	\$	16.51	\$	17.34	\$	18.21

		<b>1st yr.</b>		<b>2nd yr.</b>		<b>3+ yrs.</b>	
<b>POLICE</b>	Substitute Patrolman	\$	22.53		n/a		n/a
	Substitute Dispatcher	\$	19.8533		n/a		n/a
	Janitor	\$	10.85	\$	11.37	\$	12.63
	Community Service Officer	\$	9.97		n/a		n/a
	Maintenance Person	\$	13.41		n/a		n/a
	Crossing Guard	\$	12.37		n/a		n/a

		<b>1st yr.</b>		<b>2nd yr.</b>		<b>3+ yrs.</b>	
<b>PUBLIC WORKS</b>	Regular / Seasonal Part-Time	\$	11.63	\$	12.38	\$	12.15
<b>WASTEWATER</b>	Janitor	\$	15.00		n/a		n/a
<b>WATER</b>	Summer Intern	\$	8.76		n/a		n/a
	Retired - Part-Time	\$	16.00		n/a		n/a



## City of Fort Atkinson Position Description

<b>Name:</b>	Joshua Bennett	<b>Department:</b>	Parks and Recreation Dept.
<b>Title:</b>	Parks/Aquatic Caretaker	<b>Pay Grade:</b>	9 FLSA: Non-Exempt
<b>Date:</b>	January, 2021	<b>Reports To:</b>	Parks and Recreation Director

---

### Purpose of Position

This position will involve a wide variety of maintenance tasks – with daily emphasis in Municipal Building cleaning and maintenance and parks maintenance (ballfield, restroom, shelter preparation). This position will **require the ability to operate the Aquatic Center and its annual maintenance**, tree planting and forestry maintenance, aerating and slit-seeding turf areas, landscaping and painting. Snow removal, concrete/blacktop work and basic carpentry/repair skills are occasional features of this position.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Assists in the cleaning and maintenance of the Municipal Building.

Operates equipment necessary to prepare and maintain ballfields and turf areas on a daily and seasonal schedule.

Performs cleaning, landscaping, painting, light carpentry and repairs to keep park facilities in proper condition and meeting the public's needs.

Operates tractor, skidsteer, mowers, endloaders, backhoe, bucket truck, jetter, power woodworking equipment, trucks, etc. to complete a wide variety of parks maintenance projects.

Forestry duties including planting, pruning, removal and mulching.

**Become proficient in Aquatic Center operations and seasonal mechanical and maintenance procedures to prepare for operation and winterize the facility.**

Become proficient in irrigation and water feature operation, adjustment and repairs.

Performs tasks related to project preparation (saw cut, forming, rebar), installation and maintenance of concrete and blacktop.

Snow removal and sidewalk maintenance.

Effectively communicates with civic groups, volunteers, public and staff to maintain excellent working relationships.

### **Qualifications: Essential Knowledge and Abilities:**

Working knowledge of tools, equipment, methods and practices used in parks and building maintenance. Ability to operate a tractor, skidsteer, endloader, backhoe, jetter, mowers, dump truck and other mechanical equipment. Ability to research information or seek professional input to solve maintenance and parks project challenges. **Basic ability to test water quality and balance water for operating a swimming pool.** Ability to be both a self-starter and effectively work in a group setting. Ability and willingness to communicate with all staff members and accept and follow oral and written instructions.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Graduation from High School or equivalent.

Previous experience in building and parks maintenance related work.

**Certified Pool Operator (CPO or AFO) certification required.**

Maintain a valid driver's license and Commercial Driver's License.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as budgets, invoices, catalogs, purchase orders, grant applications, revenue reports, job applications, personnel policies, performance evaluations, press releases, informational/promotional brochures, department reports, maps, athletic field manuals, rule books, operating manuals, ordinances, statutes, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with customers, department staff and volunteers, city officials, school personnel, vendor representatives, civic clubs, sports organizations, consultants and the general public.

#### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

#### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

### **Physical Requirements**

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, recreation/athletic equipment, cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as typing and assembling.

Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, intimidation, temperature variations or extremes, toxic agents, noise, vibrations, wetness, machinery, electrical currents, disease and/or dust may cause discomfort and poses a risk of injury.

The City of Fort Atkinson is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

---

Employee's Signature of receipt

---

Date



**City of Fort Atkinson  
Position Description**

<b>Name:</b>	Brad McGowan	<b>Department:</b>	Water
<b>Title:</b>	Foreman – Water Utility	<b>Pay Grade:</b>	16 <b>FLSA:</b> Non-Exempt
<b>Date:</b>	October, 2020	<b>Reports To:</b>	Water Utility Supervisor

---

**Purpose of Position**

The purpose of this position, under the direction of the Water Utility Supervisor, is to be responsible for supervising the maintenance, repair, distribution, meter, and operation of all areas related to the Utility's involvement. To insure proper utilization of employees performing operational tasks.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Plans, lays out, and assigns work to Utility personnel.

Directs, instructs, and assists subordinates in operational tasks.

Supervises and assists in the training of new and current Utility employees.

Supervises and performs daily well and pump performance operations including building and grounds maintenance.

Requisitions necessary repair parts and controls replacement inventory.

Performs a variety of Utility tasks, i.e. water main repair and installations, new services, fire hydrant activities, locates, leak repair, valve box adjustment, etc.

Maintains records and prepares reports.

Assists in the creation of the annual budget and CIP.

Monitor the SCADA system and make any necessary adjustments to the water system in order to maintain optimum performance

## **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Answers office telephone.

Transports employees to and from job sites.

Picks up parts for equipment.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Considerable knowledge of the materials, methods, practices and equipment used in water distribution, construction, and maintenance practices.

Working knowledge of mechanical repair and maintenance work including meter installation and repair.

Considerable knowledge of occupational hazards and safe working practices.

Working knowledge of street locations and the ability to make material estimates.

Considerable knowledge of tools for specialized water distribution and meter testing functions.

Ability to train and supervise employees.

Ability to establish and maintain effective public relationship.

Ability to keep records and prepare reports.

Three years of highly responsible mechanical maintenance experience, a part of which involved supervisory responsibility. Two-year Associates Water/Wastewater Degree or equivalent desirable.

Must be in receipt of Grade G-D Waterworks certification, per Department of Natural Resources certification.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to counsel, mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information, such as material safety data sheets, time sheets, materials slips, police reports, safety manuals, maps, diagrams, sewer reports, equipment operating manuals, procedures and guidelines.

Ability to communicate orally and in writing with department personnel, engineers, parts vendors, City Manager, City Engineer and Parks Department Personnel.

### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical report.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or multiple programs.

### **Physical Requirements**

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as a metal detector, a variety of hand tools, motor vehicle, hand excavation tools, two-way radio, telephone and computer keyboard.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating heavy equipment.

Ability to exert moderate, but not constant, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

**Environmental Adaptability**

Ability to work under often unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, noise, machinery, traffic hazards, wetness and/or dust can cause discomfort and presents a risk of injury.

The City of Fort Atkinson is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**City Clerk/Treasurer/Finance Director**  
**Page 2**

Prepares City payroll and maintains employee benefit and tax records.

Assists City Manager with negotiation of City privatization contracts for contracted services.

Oversees and maintains separate accounting records for grant funded projects and special major projects. Responsible for establishment and maintenance of existing TIF Districts. Administers CDBG program record keeping. Ensures compliance of regulations governing grant funds and special projects.

Maintains public service and provides resource assistance to general public; handles correspondence and ensures open communication between Department Heads, State agencies and Council.

Coordinates insurance matters with insurance carrier regarding claims, lawsuits and premiums.

Reviews liquor and cigarette operator licenses.

Conducts and administers elections.

Prepares and monitors Public Service Commission rate cases. Compiles annual PSC and City Financial reports.

Schedule and maintain records of Board of Review meetings in accordance with Statutes.

Supervises codification of City Code and updates as may be necessary.

Maintains knowledge and standards of applicable Ordinances and Statutes for municipalities and accounting and reporting theory, practices and policies.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Takes meeting minutes, prepares and publishes public notices.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's Degree in Finance, Public Administration or related field; three to five years accounting/finance experience with budget development in a municipal setting preferred; or any combination of experience and education that provides equivalent knowledge, skills and abilities. Certified Municipal Clerk/Treasurer preferred.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

#### **Mathematical Ability**

Ability to apply algebraic and trigonometric formulas.

#### **Judgment and Situational Reasoning Ability**

Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising and teaching.

Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

#### **Physical Requirements**

Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculation/adding machine, computer printer and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work. but which may involve some lifting, carrying, pushing and pulling.

**City Clerk/Treasurer/Finance Director**  
**Page 4**

Ability to recognize and identify individual characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.

**Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation, poses a limited risk of injury.

The City of Fort Atkinson is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## City of Fort Atkinson Position Description

<b>Name:</b>	<del>Matt Trebatoski</del>	<b>Department:</b>	Administration
<b>Title:</b>	City Manager/ <del>Finance Dir.</del>	<b>Grade:</b> 28	<b>FLSA:</b> E
<b>Date:</b>	<del>July, 2014</del> <u>2021</u>	<b>Reports To:</b>	Common Council

---

### Purpose of Position

The purpose of this position is to direct, plan, organize, administer, coordinate and oversee delivery of City services, functions and programs according to applicable Statutes, Ordinances, rules and regulations. The work is performed under the general direction of the Common Council.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

With assistance from Finance Director, Prepares and submits annual City operating budget and Capital Improvement Plans to the Common Council for approval. Investigates and expedites alternate funding sources such as grant-in-aid. Completes grant applications ~~and oversees grant fund administration and reporting.~~

Monitors Departments' budget activity ~~and reports revenue and expenditures to Council.~~

Attends and participates in Council and City committee meetings. Prepares and delivers reports and information to Council regarding City governmental activities, programs, and functions. Recommends policies to Council.

Receives and resolves citizen complaints, concerns and/or questions, or delegates to appropriate person or agency.

Attends and participates in community business, service groups, development and other meetings as needed.

Represents the City to other State and Federal agencies, County government, School Districts and other official entities as needed and directed by Council

Conducts City Department and staff meetings on a regular basis and as needed.

Develops and revises Department and program goals and objects, and administrative policies and procedures. Researches and implements new/revised programs, policies and procedures.

Coordinates development of long-range capital improvement plans



Review and assesses State and Federal Legislation for its affect on the City.  
City Manager  
Page 2

Coordinates City personnel functions and employee relations.

Ensures effective enforcement of City Ordinances.

Maintains knowledge of municipal government management theory and practices, budget development and administration principles, and community standards and political climate.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Master's Degree in Public Administration or related field, ~~six~~five to ~~seven~~nine years municipal management experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

Ability to predict and plan for future events impacting the organization, and make strategic and tactical decisions at the highest organizational levels. Ability to analyze data and information, to determine consequences and identify and select alternatives. Ability to decide the time, place and sequence of operations within an organizational framework, and oversee their execution. Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles.

Ability to provide formal instruction in a classroom or other structured setting. Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Ability to utilize consulting and advisory data and information such as economic analysis, organizational analysis, financial reports, proposed legislation, Statutes, Ordinances, State Administrative Code, Resolutions, Department reports, technical reports, blueprints, news copy, press releases, meeting notices, agendas, meeting minutes, non-routine correspondences and computer software operating manuals.

Ability to communicate orally and in writing with Common Council members, attorneys, business representatives, news media representatives, State and Federal Legislators, State regulatory agency personnel, the general public, Department directors, City employees, educators, engineers, law enforcement personnel, consultants and other City Managers.

#### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals and ratios. Ability to interpret basic descriptive statistical reports.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in applying a variety of concepts to the performance of the job.

Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

### **Physical Requirements**

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals and intimidation may cause discomfort and poses a limited risk of injury.

The City of Fort Atkinson is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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

**Date:** October 22, 2020

**TO:** City Council

**FROM:** Adrian Bump, Chief of Police

**SUBJECT: 2021 Squad Car Bid & Request to Execute Order for 2021**

**Background:**

The Police Department is set to replace one police vehicle in 2021. Funds were established in the 2021 Budget under the Police Outlay Account in the amount of \$45,500.00. The Police Department requested bids for a 2021 Ford Interceptor SUV. Through the bid process I received bids from the below dealerships.

**Discussion:**

There will be a 90-120 day delivery time with the order which is why I am bringing this request to you now. Purchase/Payment is not required until delivery. Coordinating this purchase and delivery along with the Mobile Radio project will also result in cost savings when equipment is installed and upfitted. I plan to bring the Mobile Radio purchase request before City Council in December.

**Financial Analysis:**

Ewald Commercial Vehicle Services. Ewald is the bid winner for the Wisconsin State contract for 2021 Ford Squad cars. Their price was the lowest bid from all submitting dealers in the State.

2021 quote for the Ford SUV: **\$33,917**

Griffin Ford. Our local dealer, Griffin Ford also provided a competitive quote for the same Ford Interceptor Squad.

2021 quote for the Ford SUV: **\$34,188**

We will be using additional money within the Outlay Account for the squad cars beyond the vehicle purchase price for squad specific equipment, change over fees and police graphic applications. I would also like pre-approval to move forward with those purchases after the vehicle arrives in or around February 2021.

**Recommendation:**

I would like to move forward and obtain final approval from the City Council to execute the order through Griffin Ford for one new squad car. This purchase through Griffin is \$271.00 more than the lowest quote. However I feel the benefit to local business and our community compensates for that difference.

Total Funds used from the Outlay Account for the Squad and equipment will not exceed \$45,500.

Respectfully submitted,

Adrian Bump  
Chief of Police



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

**Date:** October 27, 2020

**TO:** City Council  
**FROM:** Michelle Ebbert, Clerk/Treasurer  
**SUBJECT:** Small Animal Collection Contract

**Background and Discussion:**

Attached is the Small Animal Collection Contract for 2021 with the Humane Society of Jefferson County. The Contract is based on a per capita rate, and the rate for 2021 is \$2.72 per person, same as 2020. Our population decreased forty-two (42) people, which represented an overall decrease. The following is a history of the costs of stray animal pickup:

	<u>PREPAY DISC.</u>	<u>% INCREASE</u>
2015 - \$2.47 x 12,364 = \$30,539 - \$741 = \$29,798		+2.1%
2016 - \$2.53 x 12,355 = \$31,258 - \$741 = \$30,517		+2.4%
2017 - \$2.59 x 12,441 = \$32,222 - \$739 = \$31,483		+3.2%
2018 - \$2.63 x 12,401 = \$32,615 - \$496 = \$32,119		+2.0%
2019 - \$2.68 x 12,390 = \$33,205 - \$619 = \$32,586		+1.5%
2020 - \$2.72 x 12,437 = \$33,831 - \$507 = \$33,323		+2.3%

**Financial Analysis:**

The breakdown for 2021 would be as follows:

2021 Contract Amount (\$2.72 X 12,395)	\$33,714.40
January Annual Payment Discount	<u>- 505.72</u>
	\$33,208.68

The proposed budget for 2021 is \$34,100, so we will be under budget by \$891.32.

Revenues from license fees, late charges, County payback and running at large fees are projected to be \$20,000. The Humane Society provides the many services required by State law including: (1) 24-hour a day stray animal pickup; (2) shelter for unwanted pets; (3) euthanizing in a humane manner; (4) advertising to locate owners; and (5) compliance with state/local laws.

The City of Fort Atkinson charges \$10.00 for neutered/spayed cats and dogs and \$15.00 for unneutered/unspayed cats and dogs. This year we licensed 1,368 dogs and 321 cats.

The Humane Society is offering two payment options for 2021 as outlined in the attached letter from the Executive Director. We would plan to take advantage of the \$505.72 discount by paying the full amount in January.

**Staff Recommendation:**

The action would be to authorize the Council President and City Clerk to sign the Contract.



*Bringing people and animals together since 1922*

October 5, 2020

Michelle Ebbert  
Clerk & Treasurer, City of Fort Atkinson  
101 N. Main St.  
Fort Atkinson, WI 53538

Dear Michelle,

Thank you for continuing to work with the Humane Society of Jefferson County for your animal control services in 2020. We hope your municipality will continue to trust in our expertise and services for the 2021 contracting year.

I have met with the Board of Directors and we have discussed animal control rates for the upcoming year. Traditionally we adjust our rates based on our costs increases measured against the current Consumer Price Index. This year the CPI has increased by 1.30%.

As part of our longstanding partnership with your community and the ongoing uncertainty surrounding COVID-19, we have chosen not to increase our rates for 2021. We hope this will be beneficial to your budgeting process.

Your contract amount for 2021 will be \$2,809.53 monthly or \$33,714.40 per year. If you elect to pay in January again, your cost will be **\$33,208.68** including **an additional 1.5% discount**.

Please sign both copies and return one to us at your earliest convenience.

It is our strong desire to maintain the level of service we provide as well as maintaining relationships with the municipalities that we serve. We want to continue to be your animal control provider for years to come. **Please let us know if you plan any changes to your municipal animal fee structure for residents so we can be ready to go on 1/1/21.**

If you have any questions, please feel free to give me a call at 920-674-2048.

Thanks!

Jeff Okazaki  
Executive Director, Humane Society of Jefferson County



**THE HUMANE SOCIETY OF JEFFERSON COUNTY, INC.**

W6127 Kiesling Road, Jefferson, Wi. 53549

(920) 674-2048 Fax (920) 674-9176

**SMALL ANIMAL COLLECTION CONTRACT**

THIS CONTRACT, made and entered into by and between the **City of Fort Atkinson**, a municipal corporation, organized and existing under and by virtue of the laws of the State of Wisconsin, hereinafter called First Party, and the Humane Society of Jefferson County, Inc., a private non-profit corporation, with its principal place of business in Jefferson County, Wisconsin, hereinafter called the Second Party.

**WITNESSETH:**

In consideration of this contract, First Party agrees to allow Second Party to retain all boarding fees and agrees to pay **\$2,809.53** monthly or **\$33,714.40** annually, to collect, impound, process, and dispose of all dogs and cats unlawfully at large in the **City**. If the First Party chooses to pay the full annual balance within 30 days of the start of the calendar year, a discount of **1.5%** will be applied to the annual fee, for a total payment of **\$33,208.68**.

The payment to be made by the First Party shall be computed upon the basis of the population of said city as established by the newer of the most recent Federal Census or most current estimate, at the rate of **\$2.72 (Two dollars and seventy-two cents)** for each person living within such area. The population of the **City of Fort Atkinson** based on most current estimate, is **12,395**.

Second Party in connection herewith specifically agrees to perform the following services:

1. The Second Party will furnish and maintain facilities and equipment adequate for the housing, shelter, care, and disposal of all dogs and cats unlawfully at large, and to impound them under and pursuant to Wisconsin Statutes and ordinances of the **City** now existing or as hereafter amended, the object being to impound such stray dogs and cats and to return to the rightful owner or place in a new home or euthanize same under the ordinances of the First Party. **Animals other than common household pets may be collected and/or boarded for the required holding period. If the animal is not redeemed and reimbursed by the owner, the cost of containing and caring for said animal may be billed to the municipality.**
2. The Second Party will impound and keep such animals above referred to until otherwise disposed of in accordance with Wisconsin Statutes and the ordinances of the First Party, now in force, or as hereafter amended during the term covered by this contract, and will employ and pay competent persons to perform and will collect,



take, keep and dispose of all dogs and cats tendered to it by or from any department of the First Party. Such animals will be received or picked up on a twenty-four-hour basis, seven days a week. For purposes of redemption of stray dogs and cats, the Animal Shelter shall be open at least thirty hours per week.

3. Second Party will wholly cooperate with First Party and any and all departments of the First Party in performance and observance of the ordinances of the First Party and Wisconsin Statutes.
4. Second Party will cooperate with any duly elected or appointed official of the First Party in the prosecution of violations of any ordinance of the First Party in the prosecution of violations of any ordinance of the First Party or Wisconsin Statutes, with respect to dogs or cats. Second Party agrees to maintain telephone answering services and provide two-way communication with at least one animal control vehicle. Second Party agrees to provide First Party with the names and addresses of owners redeeming stray pets after all legal obligations have been met pursuant to ordinances of the First Party.
5. The term of this contract shall be for a period of twelve months starting on **January 1, 2021** and ending on **December 31, 2021**.
6. This contract shall be in full force and effect, and binding upon the parties hereto, when legally executed by the First Party by resolution approved by the **City** of the First Party, and when executed by the Second Party by its proper officers as provided by the Second Party by its proper officers as provided by law.
7. Second Party agrees to fulfill the First Party's requirement under Jefferson County Ordinance 24 to impound any stray dog or cat that is suspect in a bite case, for a ten-day observation period as required by state law.
8. Second Party agrees to carry liability insurance which shall save harmless the First Party and protect the public and any person from any and all claims for damages by reason of bodily injury or property damage arising from the activities by the Second Party under the terms of this contract. Upon approval of this contract by the **City** Council the Second Party shall furnish the First Party with proper affidavits executed by representatives of insurance companies qualified to do business in Wisconsin, evidencing that said insurance company or companies have issued liability insurance policies effective during the life of this contract, protecting the public and any person from injuries or damage sustained by reason of the carrying out of the activities under this agreement. The affidavit shall specifically evidence the following forms of insurance protection:
  - a. Public liability insurance covering all activities and operations performed by the persons directly employed by the Second Party.



- b. Bodily injury liability insurance and property damage liability insurance on any and all motor vehicles employed in the activities and operation of the Second Party under this agreement, whether owned by the Second Party or by other persons, firms, or corporation.
9. Second Party shall have the right to retain any all voluntary contributions received by it in connection with the collection and disposal of animals under the contract and shall further have the right to dispose of such animals as provided for by Wisconsin Statutes and the ordinances of the First Party.
10. In addition thereto, Second Party shall report monthly to the First Party by giving a complete record of all the animals handled by Second Party for the First Party.

IN WITNESS WHEREOF                      By: \_\_\_\_\_

the parties have executed this agreement on the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

Or by: \_\_\_\_\_  
Mayor/Administrator

Or by: \_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Treasurer

THE HUMANE SOCIETY OF JEFFERSON COUNTY, INC.

By: \_\_\_\_\_  
Executive Director

By: \_\_\_\_\_  
Board President



**THE HUMANE SOCIETY OF JEFFERSON COUNTY, INC.**

W6127 Kiesling Road, Jefferson, Wi. 53549  
(920) 674-2048 Fax (920) 674-9176

**SMALL ANIMAL COLLETION CONTRACT**

THIS CONTRACT, made and entered into by and between the **City of Fort Atkinson**, a municipal corporation, organized and existing under and by virtue of the laws of the State of Wisconsin, hereinafter called First Party, and the Humane Society of Jefferson County, Inc., a private non-profit corporation, with its principal place of business in Jefferson County, Wisconsin, hereinafter called the Second Party.

**WITNESSETH:**

In consideration of this contract, First Party agrees to allow Second Party to retain all boarding fees and agrees to pay **\$2,809.53** monthly or **\$33,714.40** annually, to collect, impound, process, and dispose of all dogs and cats unlawfully at large in the **City**. If the First Party chooses to pay the full annual balance within 30 days of the start of the calendar year, a discount of **1.5%** will be applied to the annual fee, for a total payment of **\$33,208.68**.

The payment to be made by the First Party shall be computed upon the basis of the population of said city as established by the newer of the most recent Federal Census or most current estimate, at the rate of **\$2.72 (Two dollars and seventy-two cents)** for each person living within such area. The population of the **City of Fort Atkinson** based on most current estimate, is **12,395**.

Second Party in connection herewith specifically agrees to perform the following services:

1. The Second Party will furnish and maintain facilities and equipment adequate for the housing, shelter, care, and disposal of all dogs and cats unlawfully at large, and to impound them under and pursuant to Wisconsin Statutes and ordinances of the **City** now existing or as hereafter amended, the object being to impound such stray dogs and cats and to return to the rightful owner or place in a new home or euthanize same under the ordinances of the First Party. **Animals other than common household pets may be collected and/or boarded for the required holding period. If the animal is not redeemed and reimbursed by the owner, the cost of containing and caring for said animal may be billed to the municipality.**
2. The Second Party will impound and keep such animals above referred to until otherwise disposed of in accordance with Wisconsin Statutes and the ordinances of the First Party, now in force, or as hereafter amended during the term covered by this contract, and will employ and pay competent persons to perform and will collect,

take, keep and dispose of all dogs and cats tendered to it by or from any department of the First Party. Such animals will be received or picked up on a twenty-four-hour basis, seven days a week. For purposes of redemption of stray dogs and cats, the Animal Shelter shall be open at least thirty hours per week.

3. Second Party will wholly cooperate with First Party and any and all departments of the First Party in performance and observance of the ordinances of the First Party and Wisconsin Statutes.
4. Second Party will cooperate with any duly elected or appointed official of the First Party in the prosecution of violations of any ordinance of the First Party in the prosecution of violations of any ordinance of the First Party or Wisconsin Statutes, with respect to dogs or cats. Second Party agrees to maintain telephone answering services and provide two-way communication with at least one animal control vehicle. Second Party agrees to provide First Party with the names and addresses of owners redeeming stray pets after all legal obligations have been met pursuant to ordinances of the First Party.
5. The term of this contract shall be for a period of twelve months starting on **January 1, 2021** and ending on **December 31, 2021**.
6. This contract shall be in full force and effect, and binding upon the parties hereto, when legally executed by the First Party by resolution approved by the **City** of the First Party, and when executed by the Second Party by its proper officers as provided by the Second Party by its proper officers as provided by law.
7. Second Party agrees to fulfill the First Party's requirement under Jefferson County Ordinance 24 to impound any stray dog or cat that is suspect in a bite case, for a ten-day observation period as required by state law.
8. Second Party agrees to carry liability insurance which shall save harmless the First Party and protect the public and any person from any and all claims for damages by reason of bodily injury or property damage arising from the activities by the Second Party under the terms of this contract. Upon approval of this contract by the **City** Council the Second Party shall furnish the First Party with proper affidavits executed by representatives of insurance companies qualified to do business in Wisconsin, evidencing that said insurance company or companies have issued liability insurance policies effective during the life of this contract, protecting the public and any person from injuries or damage sustained by reason of the carrying out of the activities under this agreement. The affidavit shall specifically evidence the following forms of insurance protection:
  - a. Public liability insurance covering all activities and operations performed by the persons directly employed by the Second Party.

- b. Bodily injury liability insurance and property damage liability insurance on any and all motor vehicles employed in the activities and operation of the Second Party under this agreement, whether owned by the Second Party or by other persons, firms, or corporation.
9. Second Party shall have the right to retain any all voluntary contributions received by it in connection with the collection and disposal of animals under the contract and shall further have the right to dispose of such animals as provided for by Wisconsin Statutes and the ordinances of the First Party.
10. In addition thereto, Second Party shall report monthly to the First Party by giving a complete record of all the animals handled by Second Party for the First Party.

IN WITNESS WHEREOF      By: \_\_\_\_\_

the parties have executed this agreement on the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

Or by: \_\_\_\_\_  
Mayor/Administrator

Or by: \_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Treasurer

THE HUMANE SOCIETY OF JEFFERSON COUNTY, INC.

By: \_\_\_\_\_  
Executive Director

By: \_\_\_\_\_  
Board President



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

**Date:** October 29, 2020

**TO:** City Council

**FROM:** Daryl Rausch, Fire Chief

**SUBJECT:** Fire Station Contracts

**Background**

We are presenting several contracts for equipment and furnishings for the fire station renovation and expansion as follows:

**Jonas Office Products** for furnishings and equipment for the training room **\$12,747.14**

**Shumway Appliance** for kitchen appliances **\$5,911.38**

**GearGrid Corporation** for additional firefighter gear lockers **\$2,951.00**

**General Communications** for dayroom radio and antenna **\$4,617.15**

**Ignatek** for Door Access Control System **\$10,926.76**

**Uncommon USA** for 30' interior halyard flagpole **\$2,000.00**

**Discussion**

The Jonas contract (\$12,747.14) is for dayroom furnishings such as training tables and chairs, whiteboards and bulletin boards, storage cabinets and adjustable table base. These items are being fully funded through a generous grant from Philip Jones and Jones Dairy Farm. This donation made it possible to update the training room furnishings and equipment we are currently using which are well-worn and outdated.

The Shumway contract (\$5,911.38) is for kitchen and laundry equipment to equip the upstairs dormitory and dayroom. The current station did not have a full kitchen and the appliances that were used in the old station will be utilized in the first floor public spaces in the new station. Having a separate kitchen for staff necessitated the purchase of additional equipment. Shumway did offer a significant discount on the equipment and will complete all installation as part of the contract. This purchase is funded through the project furnishings budget.

The GearGrid contract (\$2,951.00) is for additional PPE gear lockers. The configuration of the new turnout gear storage room did not enable us to use all of the wall lockers we have been using. In order to fit the new area we are purchasing several free standing units and we are adding two additional lockers to the space. These additional lockers will enable us to increase volunteer staffing to 40 members as we currently have more people wanting to join the department than we have room for. This purchase is funded through the project furnishings budget.

The General Communication contract (\$4,617.15) is to purchase and install a VHF base radio in the dormitory dayroom. This will enable communication with City and county dispatch while the on-duty Division Chiefs are in the dormitory are (nights and weekends). This equipment and installation is being fully funded by a donation from Badger Basement Systems.

The Ignatek contract is (\$10,926.76) for the door access control system. New public safety facilities are required to have door access control systems to restrict unauthorized entry. This system includes a computer managed keypad and key fob locking system enabling individual members to have unique codes and records pass-through times for each individual. This purchase is funded through the project furnishings budget.

The Uncommon USA contract (\$2,000.00) is for a 30' internal halyard flagpole to be installed in front of the new administrative addition and is funded through the building furnishings budget.

### **Financial Impact & Funding Source**

The additional contracts being presented are part of the overall project budget or are funded through targeted donations and do not represent any additional or unexpected costs related to the project budget.

### **Recommendation**

We recommend approval of the attached contracts. We will recognize all donations during the grand opening on September 11, 2021.

**Jonas Office Products \$12,747.14**  
**Shumway Appliance \$5,911.38**  
**GearGrid Corporation \$2,951.00**  
**General Communications \$4,617.15**  
**Ignatek \$10,926.76**  
**Uncommon USA \$2,000.00**



## CITY OF FORT ATKINSON FIRE DEPARTMENT

**To: Jonas Office Supply, 1521 Ridge Dr., Fort Atkinson, WI 53538**  
**Subject: Request For Quotes - Furnishings for Fire Station Project**  
**Date: October 1, 2020**

The City of Fort Atkinson Fire Department is soliciting quotes for appliances related to the on-going fire station expansion and renovation.

The following items are requested:

The equipment and furnishings needed include:

- 22 - Training Tables (folding/nesting type)
- 12 - Stackable Chairs and Storage Racks
- 1 - Portable Wheeled Magnetic White/Cork Board (72"x48" approx.)
- 2 - Portable Wheeled White Board/Flipchart Holder
- 3 - Wall-Mounted Magnetic White Boards (76"x42" approx.)
- 3 - Cloth Covered Bulletin Board (48"x36" approx.)
- 1 - Instructor Desk and Lectern
- 2 - Training Storage Cabinets
- 1 - Adjustable Height Table (60"x24" approx.)

Quotes should be received by Thursday, October 18, 2020 at 3:00 PM and must be valid until Wednesday, October 30, 2020 at 4:00 PM.

Expected delivery is the second week of November or later.

Each item should be listed as a separate individual cost. No bulk bids for all requested items will be accepted. The City reserves the right to purchase any specific item or all items as it sees fit.

Payment will be made by purchase order to be issued with approval to proceed with the order.

Further information or clarification of requirements can be obtained by contacting me directly.

Daryl Rausch  
Fire Chief/Emergency Management Director  
City of Fort Atkinson  
124 Milwaukee Avenue West  
Fort Atkinson, Wisconsin 53538  
Office: 920-563-7796  
Cell: 920-728-1451  
E-mail: drausch@fortatkinsonwi.net

*The City of Fort Atkinson reserves the right to reject any or all quotes, or to accept the quote that is deemed to be in the best interests of the City.*

**PLEASE USE QUOTE # WHEN ORDERING TO ENSURE QUOTED PRICING**

FAX TO (920) 563-3177

QUOTE# 8656-0  
BEING HELD **QUOTE ONLY** 10/12/20  
**VALID FOR 30 DAYS**  
1

CITY OF FORT ATKINSON

101 N. MAIN STREET  
FORT ATKINSON

WI 53538

CITY OF FORT ATKINSON  
FORT ATKINSON FIRE DEPT.  
124 W. MILWAUKEE  
FORT ATKINSON

WI 53538

1  
10/12/20  
/ /  
NET 30

637760  
NEW FURN  
10/08/20  
8656-0  
1

LF1860.?.?	SAF	22	22	EA	FIRE 359.590	7910.98	Y	
FLIP N GO TRAINING TBLE	18X60							
M8916.BLUFAB	VIR	12	12	EA	89.590	1075.08	Y	
STACK CHAIR B FABRIC								
ARM1K46	GHT	1	1	EA	659.590	659.59	Y	
4X6 REV MOBILE BOARD CORK/WHITE								
EA4800055	BVC	2	2	EA	237.590	475.18	Y	
EASEL,MV PRESENTATION,SILV								
ECM32P2	QRT	2	2	EA	269.590	539.18	Y	
EASEL,MAG DE,3X2,MOBILE								
M146-4	GHT	3	2	EA	349.590	699.18 <del>1048.77</del>	Y	
4X6 MAGENTIC WHITE BOARD								
TF34.FAB?	GHT	3	3	EA	119.590	358.77	Y	
3X4 FABRIC CORKBOARD								
8918MH	SAF	1	1	EA	459.590	459.59	Y	
LECTERN,EXEC. MOBILE,MY								
SC1872-P	HON	2	2	EA	497.590	995.18	Y	
CABINET,STOR,18X36X72,BK								
CM7218BK	ALE	1	1	EA	438.590	439.59	Y	
CABINET,36X18,72"H,BK								
020202	ESI	1	1	EA	389.590	389.59	Y	
ELECTRIC HT ADJ BASE								

**JONAS OFFICE PRODUCTS**  
**1550 RIDGE DR.**  
**FORT ATKINSON, WI**  
**(920) 563-7355**  
**FAX: (920) 563-3177**

CONTINUED



8656-0

BEING HELD

10/12/20

2

CITY OF FORT ATKINSON

101 N. MAIN STREET  
FORT ATKINSON

WI 53538

CITY OF FORT ATKINSON  
FORT ATKINSON FIRE DEPT.  
124 W. MILWAUKEE  
FORT ATKINSON

WI 53538

1  
10/12/20  
/ /  
NET 30

637760  
NEW FURN  
10/08/20  
8656-0  
1

RWT6024	TRE	1	1	EA	FIRE 159.590	159.59	Y
WORK SURFACE 24X60							
SHIPPED WEIGHT (		629.440)					

Total \$12,747.14

~~14511.09~~  
.00

~~14511.09~~



**CITY OF FORT ATKINSON  
FIRE DEPARTMENT**

To: *Shumway & Felton*  
Subject: Request For Quotes - Appliances for Fire Station Project  
Date: October 1, 2020

The City of Fort Atkinson Fire Department is soliciting quotes for appliances related to the on-going fire station expansion and renovation.

The following items are requested:

- 1 - Refrigerator/freezer (23 cu. ft. stainless steel minimum) with icemaker and water dispenser
- 3 - 7 cu ft. (approx.) individual size refrigerator/freezer (stainless steel)
- 1 - Standard size 5-6 cycle residential dishwasher (stainless steel)
- 1 - .9 cu ft. or larger countertop microwave (stainless steel)
- 1 - Stackable washer/dryer combo with 220V electric dryer (white or stainless)
- 1 - 12 cu ft. (minimum) single glass door beverage cooler
- 1 - Freestanding cabinet style icemaker (50#/24hrs minimum capacity)

All quoted appliance should be Energy Star © rated.

Quotes must be received by Thursday, October 15, 2020 at 3:00 PM and must be valid until Wednesday, October 28, 2020 at 4:00 PM.  
Expected delivery is the second week of November or later.

Each item should be listed as a separate item. No bulk bids for all requested items will be accepted. The City reserves the right to purchase any specific item or all items as it see fit.

Payment will be made by purchase order to be issued with approval to proceed with the order.

Further information or clarification of requirements can be obtained by contacting me directly.

Daryl Rausch  
Fire Chief/Emergency Management Director  
City of Fort Atkinson  
124 Milwaukee Avenue West  
Fort Atkinson, Wisconsin 53538  
Office: 920-563-7796  
Cell: 920-728-1451  
E-mail: drausch@fortatkinsonwi.net

*The City of Fort Atkinson reserves the right to reject any or all quotes, or to accept the quote that is deemed to be in the best interests of the City.*

**Daryl Rausch**

*Shumway*

**From:** Ryan Keith <rkeithshumwayappliance@yahoo.com>  
**Sent:** Tuesday, October 13, 2020 9:38 AM  
**To:** Daryl Rausch  
**Cc:** shumwayappliance@yahoo.com  
**Subject:** Shumway Appliance Quote

Hi Daryl,

Please see the following quote that you requested. Please note that one of the advantages of Shumway Appliance is that we have our own service department. If you have any issues with any appliance, you just have to give us a call and we will take care of it! If you have any questions regarding the pricing, please let me know!

Each item will have a link to our website so that you can look at each appliance and all of the features that it offers.

**Refrigerator**

<https://www.shumwayappliance.com/ CGI/SEARCH3?PN=wrf555sdfz>

Price: \$1,905

Availability: 11/25/2020

**36" Gas Stove**

*wrong size*

<https://www.shumwayappliance.com/ CGI/SEARCH3?PN=kfgc506jss>

Price: \$4,605

Availability: 11/02/2020

**Over-the-Range Microwave**

<https://www.shumwayappliance.com/ CGI/SEARCH3?PN=KMHS120ESS>

Price: \$488.96

Availability: 11/4/2020

**Dishwasher**

<https://www.shumwayappliance.com/ CGI/SEARCH3?PN=kdfe104hps>

Price: \$809.96

Availability: 11/25/2020

**Washer**

<https://www.shumwayappliance.com/ CGI/SEARCH3?PN=wfw5620hw>

Price: \$791.25

Availability: 10/28/2020

**Dryer**

<https://www.shumwayappliance.com/ CGI/SEARCH3?PN=WED5620HW>

Price: \$791.25

Availability: 10/19/2020

**Icemaker**

<https://www.shumwayappliance.com/ CGI/SEARCH3?PN=wui75x15hw>

Price: ~~\$1,529.96~~

~~Availability: 2/22/2021~~

I did not quote the countertop microwave since you changed it to an over-the-range. Also, we could not find the individual refrigerators or beverage cooler. If there is anything else that you need, please let me know.

Thank you,

Ryan Keith  
Shumway Appliance  
608-868-4323

Total \$5,911.38

## Daryl Rausch

---

**From:** Ryan Keith <rkeithshumwayappliance@yahoo.com>  
**Sent:** Tuesday, October 13, 2020 10:49 AM  
**To:** Daryl Rausch  
**Subject:** Re: Shumway Appliance Quote

Daryl,

Here is a 30" gas range, per your request. Please let me know if you have any questions.

<https://www.shumwayappliance.com/ CGI/SEARCH3?PN=wfg775h0hz>

Price: \$1,124.96

Availability: 11/30/2020

Thank you,

Ryan Keith  
Shumway Appliance  
608-868-4323

On Tuesday, October 13, 2020, 10:18:29 AM CDT, Daryl Rausch <drausch@fortatkinsonwi.net> wrote:

I found a mistake on our quote request. The stove is actually a standard residential 30" gas stove.

If you could send a revised quote for that item, I would appreciate it.

Respectfully,

Daryl A. Rausch

Fire Chief

City of Fort Atkinson



# Quotation



GearGrid Corporation  
670 15th St SW  
Forest Lake, MN 55025  
Phone: (651) 464-4468 Fax: (651) 464-4780  
www.geargridcorp.com

Quote Number: 00005358  
Quote Date: 10/16/2020  
Customer Number:

Project Name: Fort Atkinson FD - Mobile 4 Packs (Single Sided)  
Specification Section:  
Addenda Acknowledged:

**Sold To:**

Fort Atkinson Fire Dept  
c/o City of Fort Atkinson Accts Payable 101 N Main Street  
Fort Atkinson, WI 53538-1896

**Ship To:**

Fort Atkinson Fire Dept  
Fort Atkinson, WI 53538-1896

**Phone:** (920) 728-1451

**Fax:**

**E-mail:** drausch@fortatkinsonwi.net

**Confirm To:**

Chief Rausch

**Carrier**

ABF

**F.O.B.**

Origin

**Terms**

Net 30

**Quote Provided By:**

Renee Alexander

Part Number	Description	UOM	Quantity Ordered	Price	Extended Amount
431804	18" W x 20"D x 83"H - No Doors - 4-Pack Standard Lockers with mobile or freestanding base - single Sided		2	\$1,320.00	\$2,640.00

**Quote Notes:**

**Overall Unit Dims:** 75"W x 20"D x 83"H - Single Sided 4 Pack

*Each locker will come standard with 2 adjustable shelves, 3 adjustable apparel hooks, back panel and nameplate holder. Each unit will be supplied with 4 swivel, locking casters.*

1. Assembly/Installation provided by: Fort Atkinson Fire Dept
2. GearGrid can provide (NON-UNION, NON-CERTIFIED PAYROLL) Assembly and Installation for an ADDED price of: N/A  
Estimated Ship Date: Approximately Please check at time of order weeks after receipt of order.
3. This quote does not include nameplates, please source at www.firehouseid.com or locally
4. If Doors are ordered GearGrid does not provide padlocks or other locking devices unless otherwise indicated.
5. When Powerbars are ordered, electrical wiring, receptacles and installation of electrical are not included. Please consult local certified electrician.
6. GearGrid products are packaged on 74" long x 44" wide skids, standard trailer delivery. Off-loading by others. If lift gate or other special services are desired, this must be requested at the time of initial quote request.

Net Order: \$2,640.00  
Freight: \$311.00  
Sales Tax:  
**Order Total US \$:** \$2,951.00

Quotation is valid for 90 days for product costs; freight charges are valid for 30 days.

## Daryl Rausch

---

**From:** Marlyn Wahl <Marlyn.Wahl@gencomm.com>  
**Sent:** Thursday, October 15, 2020 3:08 PM  
**To:** Daryl Rausch  
**Cc:** Marlyn Wahl  
**Subject:** BASE RADIO WITH ANTENNA INSTALLATION QUOTE  
**Attachments:** quote 19975.pdf

Daryl,

Here is the quote for the new base radio. Chad said you needed Phase 1 and Phase 2. Nothing extra like the PD or Sheriff Dept. Cory gave me his numbers for antenna and installation.

Questions please let me know.

Thanks  
Marlyn

*Thank you  
Marlyn Wahl*



Cell Phone: (608)219-7087  
Direct Line: (608)310-7110  
Fax Number: (608)661-2935  
E-mail Address: [mwahl@gencomm.com](mailto:mwahl@gencomm.com)

**Check out our website**

[www.gencomm.com](http://www.gencomm.com)



Madison Office	Milwaukee Office	Eau Claire Office
2880 Commerce Park Drive Madison, WI 53719	12130 W Carmen Ave Milwaukee WI 53225	4651 Anderson Drive Eau Claire, WI 54703
Local: (608)271-4848 Toll Free: (800)356-3200 Fax: (608)661-2935	Local: (262)439-2000 Toll Free: (800)846-9468 Fax: (262)439-2009	Local: (715)225-7604 Toll Free: (800)356-3200 Fax: (608)661-2935



# GENERAL COMMUNICATIONS

your safety is our business

2880 Commerce Park Drive, Madison, WI 53719  
 Madison Milwaukee Eau Claire  
 P: 608-271-4848 P: 262-439-2000 P: 715-225-7604  
 F: 608-661-2935 F: 262-439-2009 F: 608-661-2935  
 www.gencomm.com

## SALES QUOTE

Sales Quote No: 19975

Date: 10/14/20

Account No: 1845

**Bill To:** Fort Atkinson Fire Department  
 124 West Milwaukee Avenue  
 Fort Atkinson, WI 53538  
 USA

**Ship To:** Fort Atkinson Fire Department  
 124 West Milwaukee Avenue  
 Fort Atkinson, WI 53538  
 USA

Sales Person	P.O. Number	Ship Method	Payment Terms		Quote Expires On	
Marlyn Wahl	DARYL	Service Installation	NET 30 Days		11/13/20	
Notes						
VM5730 DASH MOUNT WITH PHASE 1/ PHASE II EXTERIOR ANTENNA FOR BASE RADIO / INSTALLATION PROGRAM THE SAME AS DARYLS COMMAND CAR.						
Item No	Description	Quantity	UM	Price	Disc	Amount
VM5730BF	Kenwood VM5000, VHF 36-174 MHZ Mobile unit	1.00	Each	\$2,631.00	0.00	\$2,631.00
KCH-19VM	Kenwood Dash Control Head	1.00	Each	\$0.00	0.00	\$0.00
KCT-23M	Kenwood DC Cable (35/45W Dash mount)	1.00	Each	\$0.00	0.00	\$0.00
KMB-33M	Kenwood Standard Mounting Bracket	1.00	Each	\$0.00	0.00	\$0.00
KCT-46	Kenwood Ignition sense cable (plugs directly into mobile chassis ignition sense line)	1.00	Each	\$0.00	0.00	\$0.00
RPSP-15	Kenwood/EFJohnson Small External Speaker w/ 3.5mm Plug (KES-3 Equivalent)	1.00	Each	\$0.00	0.00	\$0.00
8322000002	EF Johnson P25 Conventional Option	1.00	Each	\$0.00	0.00	\$0.00
8322000005	EF Johnson P25 Phase 1 Trunking Option	1.00	Each	\$0.00	0.00	\$0.00
8326000006	EF Johnson 1024 Channels/Talkgroups	1.00	Each	\$0.00	0.00	\$0.00
8323000005	EF Johnson ARC4 (ADP Compatible) Viking	1.00	Each	\$0.00	0.00	\$0.00
8326000015	EF Johnson 25KHz Disabled	1.00	Each	\$0.00	0.00	\$0.00
KMC-65M	Kenwood Speaker Mic(replaces KMC-35)	1.00	Each	\$0.00	0.00	\$0.00
PROG	Programming of radio equipment	1.00	Each	\$60.00	0.00	\$60.00
8322000006	EF Johnson P25 Phase 2 TDMA	1.00	Each	\$0.00	0.00	\$0.00
SS-10-TK7180	Astron Power Supply 7A	1.00	Each	\$120.00	0.00	\$120.00
KMC-9C	Kenwood Desktop Microphone - 8 pin	1.00	Each	\$86.00	0.00	\$86.00
BA1012-1	RFS BA10121 144-162 MHz, Unity Gain, Omnidirection, N(F), Vertical	1.00	Each	\$430.25	0.00	\$430.25
160505PHS	Rohn 1-1/4" OD x 5' Mast Pipe - 16 Gauge Mast, Swaged w/Locking Joint At One End	1.00	Each	\$30.00	0.00	\$30.00
102850	Nello Corporation 8" Clearance Wall Mount for 1 3/4" OD	1.00	Each	\$25.00	0.00	\$25.00
GT-NFM-AL	Polyphaser Single Gas Tube Surge Protector, NF/NM	1.00	Each	\$100.00	0.00	\$100.00
SERV MISC	N-Female/N-Female Bulkhead Adapter 17124// Bulk head plates	1.00	Each	\$20.00	0.00	\$20.00
CNT-400	Commscope 3/8" Low Loss Cable	80.00	Foot	\$1.50	0.00	\$120.00
RFN-1006-3I	Coax Connectors, N-Male	3.00	Each	\$7.50	0.00	\$22.50
RFN-1028-SI	RF Industries N-Female Crimp- LMR-400	1.00	Each	\$9.70	0.00	\$9.70
RFN-1012-1	RF Industries N/F - N/M Right Angle Adapter	1.00	Each	\$22.70	0.00	\$22.70
RFW-12402-12	RG142 Plenum 2' jumper N(M) UHF(M)	1.00	Each	\$40.00	0.00	\$40.00
LABORSERV	Service Labor	1.00	Each	\$900.00	0.00	\$900.00

Quote Accepted By \_\_\_\_\_ Date \_\_\_\_\_





**GENERAL  
COMMUNICATIONS**  
*your safety is our business*

**2880 Commerce Park Drive, Madison, WI 53719**  
**Madison Milwaukee Eau Claire**  
**P: 608-271-4848 P: 262-439-2000 P: 715-225-7604**  
**F: 608-661-2935 F: 262-439-2009 F: 608-661-2935**  
**www.gencomm.com**

## SALES QUOTE

**Sales Quote No:** 19975

**Date:** 10/14/20

**Account No:** 1845

**Bill To:** Fort Atkinson Fire Department  
124 West Milwaukee Avenue  
Fort Atkinson, WI 53538  
USA

**Ship To:** Fort Atkinson Fire Department  
124 West Milwaukee Avenue  
Fort Atkinson, WI 53538  
USA

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

\* A convenience fee may be added for invoices paid by credit card.

\* There will be a restocking fee assessed up to 30% on accepted returns.

\* An 18% finance charge will be applied to any balance unpaid 30 days from the date of the invoice.

<b>Subtotal</b>	\$4,617.15
<b>Discount</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Sales Tax</b>	\$0.00
<b>Sales Order Total</b>	<b>\$4,617.15</b>

Quote Accepted By \_\_\_\_\_ Date \_\_\_\_\_



POSTED  
★ SEP 28 2020 ★  
D.A. Rausch

We have prepared a quote for you

Door access control V2

0062-3101

Building Project

Quote # 001021  
Version 1

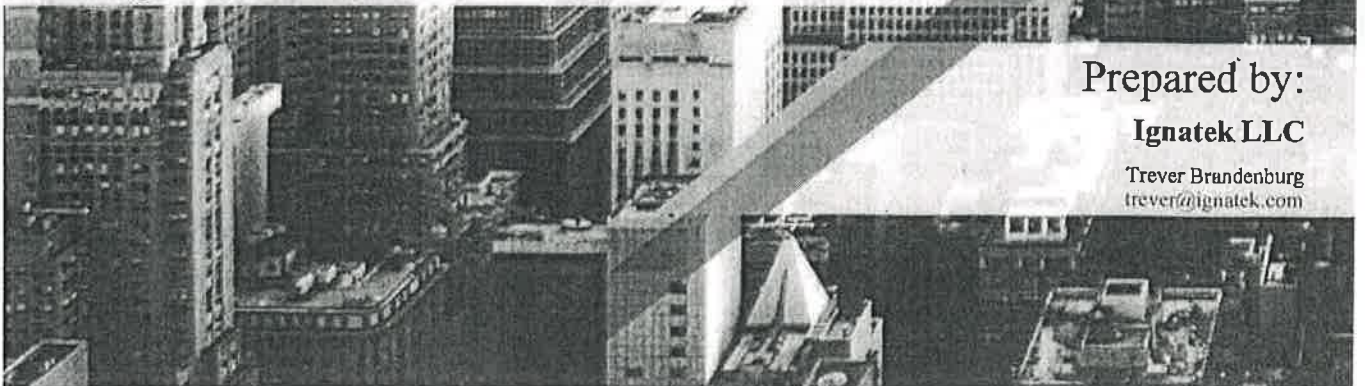
\$10,926.76



Prepared for:

City of Fort Atkinson

Michelle Ebbert  
miebbert@fortatkinsonwi.net



Prepared by:

Ignatek LLC

Trever Brandenburg  
trever@ignatek.com



Monday, September 28, 2020

City of Fort Atkinson  
Michelle Ebbert  
128 Milwaukee Ave W  
Fort Atkinson, WI 53538  
miebbert@fortatkinsonwi.net

Dear Michelle,

Attached you will find the proposal to install and configure the door access control





This is for 10 doors with both key fob and pin pad.

If there is any questions please let me know

Trever Brandenburg  
Owner  
Ignatek LLC



## Hardware

Description		Price	Qty	Ext. Price
2062	Atlas 400 Bundle 	\$1,425.99	3	\$4,277.97
3116	Mullion Card Reader w/ Keypad 	\$198.99	10	\$1,989.90
1639	ANSI Heavy Duty Electric Strike 	\$89.99	10	\$899.90
1473	18 Port 12V DC Power Supply Panel 	\$88.99	1	\$88.99
RKKT02	Key Fob	\$5.00	20	\$100.00
Subtotal				\$7,356.76

## Services

Description		Price	Qty	Ext. Price
Ignate labor	install and configure per door3 hrs per door Service or project labor billed at actual work role rates.	\$105.00	30	\$3,150.00
Ignatek	Staff Training	\$105.00	2	\$210.00
Iganatek Labor	Documentation	\$105.00	2	\$210.00
Subtotal				\$3,570.00



## Door access control V2

### Quote Information:

Quote #: 001021

Version: 1

Delivery Date: 09/28/2020

Expiration Date: 10/31/2020

### Prepared for:

City of Fort Atkinson

128 Milwaukee Ave W

Fort Atkinson, WI 53538

Michelle Ebbert

(920) 563-7795

miebbert@fortatkinsonwi.net

### Prepared by:

Ignatek LLC

Trever Brandenburg

(608) 290-4644

trever@ignatek.com

### Quote Summary

Description	Amount
Hardware	\$7,356.76
Services	\$3,570.00

Total: **\$10,926.76**

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

Ignatek LLC

City of Fort Atkinson

Signature:

Name: Trever Brandenburg

Title: Owner

Date: 09/28/2020

Signature:

Name: Michelle Ebbert

Initials: drausch@fortatkinsonwi.net

Date: 9/28/2020 9:52:17 AM

IP Address: 97.88.255.164

Email Address: drausch@fortatkinsonwi.net

PO Number: drausch@fortatkinsonwi.net





**INVOICE NO.**  
**DATE**      **October 20, 2020**  
**Customer PO**

**SHIP TO**  
Fort Atkinson Fire Dept.  
124 W Milwaukee Ave  
Fort Atkinson WI 53538

[illegible]



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

**Date:** October 27, 2020

**TO:** City Council

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

**SUBJECT:** Transfer of \$9,998.14 from Park Development Fund to Complete the Wheels Park Project

**Background:** The Wheels Park has concluded the final invoices from designing, building, and restoration. The park is complete besides the exception of receiving the skateboarder sculpture, which is set to deliver in November. This project was funded by monetary donations and sponsorships, in-kind donations, and the City's Parks Development Fund.

**Discussion:** After expending all donations, we are proposing to transfer the appropriation of \$9,998.14 from the City's Parks Development Fund to the Wheels Park project. The Wheels Park has shown to be a true asset to Fort Atkinson with daily use and a resource for all ages, especially teens.

**Financial Analysis:** This project had earmarked \$25,000 from the City's Parks Development Fund with \$8,000 spent in March of 2017 for the Wheels Park Development. The total Wheels Park expenses were \$326,204.08, plus in-kind donations. Fort Atkinson Community Foundation reimbursed \$309,484.17 with a total of \$9,998.14 remaining to transfer from the Parks Development Fund. In total, \$22,998.14 will be expended from the Parks Development Fund for the Wheels Park. There is currently \$27,319.80 in the fund.

**Staff Recommendation:** I recommend to transfer \$9,998.14 from the Parks Development Fund to complete the Wheels Park project.

## WHEELS PARK PARKS DEVELOPMENT REIMBURSEMENT

Date	Ref No	Jrnl Co	Description	Debit	Credit
3/31/2020	576-1	AP	AMERICAN RAMP CO	28500	0
4/30/2020	400-1	AP	KRIZSAN'S TREE SERVICE	200	0
4/30/2020	427-1	AP	SETTERTECH	354.6	0
5/18/2020	90-1	AP	HAUSZ BROS INC	858.48	0
5/31/2020	455-1	AP	JP MORGAN CHASE BANK-WIRE	1326.75	0
5/31/2020	290-1	AP	AMERICAN RAMP CO	185250	0
5/31/2020	387-1	AP	AMERICAN RAMP CO	71250	0
6/15/2020	2-1	AP	RANDOLPH ROSE COLLECTION, INC.	2190	0
6/30/2020	420-1	AP	A-1 CONCRETE INC	13113.36	0
6/30/2020	428-1	AP	AMERICAN RAMP CO	7965	0
7/20/2020	28-1	AP	MIDSTATES RECREATION	3088.75	0
7/20/2020	56-1	AP	ACE HARDWARE	30.57	0
7/20/2020	146-1	AP	CONSTRUCTION FABRICS &	2002	0
7/20/2020	189-1	AP	INSIGHT FS	1265	0
7/20/2020	234-1	AP	MAX-R	164	0
7/20/2020	255-1	AP	MOST DEPENDABLE FOUNTAINS INC	3895	0
7/31/2020	591-1	AP	FIRST SUPPLY LLC	85.91	0
7/31/2020	630-1	AP	MENARDS - JOHNSON CREEK	111.31	0
7/31/2020	631-1	AP	MENARDS - JOHNSON CREEK	0	-111.31
7/31/2020	636-1	AP	MENARDS - JOHNSON CREEK	114.54	0
7/31/2020	673-1	AP	STONECRAFT MASONRY & DESIGN	1480	0
7/31/2020	467-1	AP	CGC, INC.	1140.22	0
7/31/2020	527-1	AP	JP MORGAN CHASE BANK-WIRE	353.8	0
8/17/2020	251-1	AP	FIRST SUPPLY LLC	205.28	0
8/17/2020	253-1	AP	FIRST SUPPLY LLC	53	0
8/17/2020	27-1	AP	ACE HARDWARE	56.67	0
9/30/2020	520-1	AP	Mr. Plumber	643.84	0
10/19/2020	98-1	AP	INSIGHT FS	506.00	0
			<b>TOTAL EXPENSES</b>	<b>\$ 326,092.77</b>	
		<b>PAID</b>	<b>Fort Atkinson Community Foundation</b>	<b>\$ 309,484.17</b>	
		<b>PAID</b>	<b>APPROP PARKS DEVELOPMENT</b>	<b>\$ 6,610.46</b>	
			<b>PARK DEVELOPMENT FUND</b>	<b>\$ 9,998.14</b>	
			<b>(COMPLETED)</b>		





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

**Date:** October 30, 2020

**TO:** City Council

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

**SUBJECT:** Transfer of \$17,321.66 from Park Development Fund to Complete the Arrowhead Trail

**Background:** Arrowhead Trail has concluded the final invoices from excavating and paving located at Arrowhead Park. The paved pathway runs between Blackhawk Drive and Laurie Drive to accommodate playground users and to make walks to and from school more convenient and safe. This pathway also accommodates use by wheelchairs and strollers.

**Discussion:** Our goal while finishing the Wheels Park was to save some of the Parks Development Fund to cover the cost of the Arrowhead Trail. With managing to save some costs from the Wheels Park and the trail coming in slightly over budget, we are proposing to expend the Parks Development Fund with remaining costs covered by our Rec Supplies account.

**Financial Analysis:** Between asphalt paving (\$5,356.44) and excavating (\$13,833.30), Arrowhead Trail came to a total of \$19,189.44. After the anticipated Wheels Park transfer of funds, there will be \$17,321.66 remaining in the Parks Development Fund. The remaining \$1,867.78 will be covered by the Rec Supplies account.

**Staff Recommendation:** I recommend to transfer the appropriation of \$17,321.66 from the Parks Development Fund to the Small Projects account to fund the Arrowhead Trail.



## Progress Billing Invoice

From: Wolf Paving Co., Inc.  
612 N. Sawyer Road  
Oconomowoc, WI 53066  
262.965.2121

Invoice #: 38336

Date: 09/30/20

Application #: 1

To: City of Fort Atkinson  
101 N. Main Street  
Fort Atkinson, WI 53538

Invoice Due Date: 10/20/20

Payment Terms: Net 20th

miebbert@fortatkinsonwi.net

Contract: 20.20106. Fort Atkinson, CO-2020 Street Program-Milling & Paving

Balances Unpaid more than 30 days are subject to 1 1/2% Service Charge per month

Cont Item	Description	Contract Amount	Contract Quantity	Quantity This Period	Quantity JTD	U/M	Unit Price	Amount This Period	Amount To-Date	% Compl
1	2" Asphalt Milling	97,555.00	54,500.00	46,610.00	46,610.00	SY	1.79000	83,431.90	83,431.90	85.52%
2	2" 9.5mm Asphalt Pavement (Compacted)	419,650.00	54,500.00	46,610.00	46,610.00	SY	7.70000	358,897.00	358,897.00	85.52%
3	30" Concrete Curb And Gutter Restoration	60,750.00	1,500.00	1,608.00	1,608.00	LF	40.50000	65,124.00	65,124.00	107.20%
4	Concrete Driveway Restoration 6" Depth	57,204.00	6,300.00	7,151.70	7,151.70	SF	9.08000	64,937.44	64,937.44	113.52%
* 5	3" 9.5mm Asphalt Pavement (One Lift Compacted)	13,224.25	845.00	603.00	603.00	SY	15.65000	9,436.95	9,436.95	71.36%
6	3" 9.5mm Asphalt Pavement (Two Lifts Compacted)	29,250.00	2,250.00	2,426.00	2,426.00	SY	13.00000	31,538.00	31,538.00	107.82%
7	4" Thick Concrete Walkways	20,627.75	2,885.00	2,868.30	2,868.30	SF	7.15000	20,508.35	20,508.35	99.42%
CO1.0	Fine Grade Base Course Material For Asphalt & Prep Lawn Area	9,865.00	0.00	0.00	0.00	LS	0.00000	9,865.00	9,865.00	100.00%
CO 2.0	Remove/replace Concrete Curb & Gutter	14,304.20	386.60	386.60	386.60	LF	37.00000	14,304.20	14,304.20	100.00%

HAUMMERSON PWD Account # 01-60-0065-4109 = \$ 61,911.35

NEEDS APPROVAL

Account#:

Approved by: TGW

Date: 10/06/2020

\* - Arrowhead Park Path Account # 01-60-0065-4117 = \$ 5356.44

- 2020 Street Program Account # 05-60-0065-3100 = \$ 553,364.34

\* - ARMOY PATH Account # = \$ 4080.00

Total Billed To Date:	658,042.84
Less Retainage:	32,902.15
Less Previous Applications:	0.00
Total Due This Invoice:	625,140.69

## J W SCHULTZ CONSTRUCTION INC

P.O. Box 159

## Invoice

Date	Invoice #
4/22/2020	063500CP

Bill To
JW Schultz Construction Co, Inc N2941 Banker Road PO Box 159 Fort Atkinson, WI 53538

P.O. No.	Terms	Project
		Fort Atkinson-Pedest...

P.I.N.	Description	Est Qty	Est Amt	Prior Qty	Qty	Rate	Amount
1	Removals, 335' Curb Sidewalk-2450 SF Pavement 340 SY, 250 CY Subbase	1	14,100.00	0	1	14,100.00	14,100.00
2	Install-355' 30" Curb, 1365 SF 5" Sidewalk, 104 SF Yellow Detectable Warning Fields, Install all Base Coarse Under Bike Path	1	32,145.00	0	1	32,145.00	32,145.00
	Arrowhead Park Excavation, and Ramps				1	15,233.00	15,233.00
<p>SCOTT/PARKS - ARROWHEAD - \$13,833.00</p> <p>ROCKWELL EXTENSION/ BARK RIVER DR - 01.60.0064.3102 - \$32,145.00</p> <p>PED XINGS - 01.60.0064.4100 - \$14,100.00</p> <p>STORMWATER ACCT - STANCHES - 10.60.0064.4500 - \$1,400.00</p>							
<b>Total</b>						\$61,478.00	
<b>Payments/Credits</b>						\$0.00	
<b>Balance Due</b>						\$61,478.00	



E-mail
administrator@jwschultz.net



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

**Date:** October 30, 2020

**TO:** City Council

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

**SUBJECT:** Sewer Use Ordinance Revisions

Trilogy Consulting recently revised the sewer user rate structure for the City's Wastewater Utility. The purpose was to update the rate structure to current standards and to adjust rates to repay the upcoming Clean Water Fund (CWF) loan for the construction of plant updates and phosphorus related upgrades.

As part of the rate structure revision, the Sewer Use Ordinance was also reviewed for needed changes to align with the proposed rate structure, and to update the code to current standards.

The proposed revisions are attached as a separate document.

City Staff recommends the adoption of the Sewer Use Ordinance revisions as proposed.

**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:** 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.

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

**Sewer Service Charge Rates  
2021-2023**

WHEREAS, a Sewer Rate Study outlining the rate increases needed to repay the upcoming Clean Water Fund (CWF) loan for the Wastewater Utility update and phosphorus compliance upgrades was presented at the October 6, 2020 City Council meeting; and

WHEREAS, in accordance with the Wastewater Utility Ordinance adopted by the City of Fort Atkinson City Council on November 5, 2020, sewer service charge rates shall be established by resolution of the City Council;

NOW, THEREFORE, BE IT RESOLVED, that the sewer service charge rates for the years 2021 to 2023 shall be as follows:

**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

Dated this 5<sup>th</sup> day of November, 2020



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

**Date:** November 2, 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. | Heather Baker    | Fat Boyz  |
| 2. | Melissa Kosloski | Kwik Trip |
| 3. | Steven Lawrence  | Kwik Trip |
| 4. | Ashley McWilliam | KP Mart   |
| 5. | Tany Perez       | Fat Boyz  |

**Financial Analysis:**

None.

**Staff Recommendation:**

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