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1. Call meeting to order.
2. Roll call.
3. Approval of minutes of November 17, 2020 regular Council meeting.
4. Public Hearings

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

None.
7. Resolutions and Ordinances

None

8. Reports of Officers, Boards and Committees

- a. Minutes of Finance Committee meeting held November 17, 2020.
Action – Accept and file.
- b. Minutes of Plan Commission meeting held November 24, 2020.
Action – Accept and file.
- c. Minutes of Historical Society Board of Directors meeting held October 15, 2020.
Action – Accept and file.
- d. Report by Interim City Manager.
Action - Present report.

9. Unfinished Business

- a. Review and approve Sewer Use Ordinance revisions.
Action – Reject – Approve and adopt Ordinance.
- b. Review and approve resolution adopting rate increases for Wastewater Utility.
Action – Approve and adopt Resolution.
- c. Recommendation from Plan Commission to approve CSM on Hoard Rd - Extra-Territorial.
Action – Reject – Approve.

10. New Business

- a. Review and approve purchase of ten Mobile Radios and two VHF Control Stations for Police Department as budgeted.

Action – Reject – Approve.

- b. Review and approve 911 Joint Powers Agreement with Jefferson County Sheriff's Department.

Action – Reject – Approve Agreement.

- c. Review and approve the removal of PILOT payments by Water Utility on all new water main placed into service.

Action – Reject – Approve.

11. Miscellaneous

- a. Grant operator licenses.

Action – Reject – Approve.

- b. Adjourn to closed session after regular council meeting pursuant to Section 19.85 (1)(e), Wisconsin Statutes, to consider sale of property.

Action – Go into closed session via separate Zoom link – Come back into open session to take action on remaining item via regular Zoom meeting link.

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 Meeting ~ November 17, 2020

CALL MEETING TO ORDER.

Pres. Becker called the meeting to order at 7:10 pm via Zoom.

ROLL CALL.

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

APPROVAL OF MINUTES OF NOVEMBER 5, 2020 REGULAR COUNCIL MEETING.

Cm. Scherer moved, seconded by Cm. Kotz to approve minutes of November 5, 2020 regular council meeting. Motion carried via Zoom.

PUBLIC HEARINGS

a. *Public hearing on 2021 budget.*

Pres. Becker opened the Public Hearing at 7:10 pm.

Adoption of 2021 City, Sewer, Water and Stormwater budgets.

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

Approve Resolution confirming levy for City purposes.

Cm. Kotz moved, seconded by Cm. Scherer to approve Resolution confirming levy for City purposes in the amount of \$8,045,133.03. Motion carried via Zoom.

Approve Resolution confirming total levy to be collected and approving overall gross tax rate.

Cm. Kotz moved, seconded by Cm. Johnson to approve Resolution confirming total levy \$24,242,847.44 to be collected and approving overall gross tax rate \$25.824323741. Motion carried via Zoom.

Approve special assessments/charges and delinquent bills to be included in the 2020 tax roll.

Cm. Kotz moved, seconded by Cm. Johnson to approve special assessments/charges and delinquent bills to be included in the 2020 tax roll in the amount of \$50,815.27. Motion carried via Zoom.

PUBLIC COMMENT

No comments were received after three calls by Pres. Becker.

PETITIONS, REQUESTS AND COMMUNICATIONS

None.

RESOLUTIONS AND ORDINANCES

None.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

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

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

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

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

d. *Report by Interim City Manager*

Interim Manager Berner provided a report on the City Manager search.

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.*

This is the second reading of the Ordinance. No comments or concerns were received.

Cm. Johnson moved, seconded by Cm. Kotz to suspend the rules and waive the third reading. Motion carried via Zoom.

Cm. Kotz moved, seconded by Cm. Housley to approve and adopt the Ordinance to rezone 315 Adams Street from C-2 (Central Business) to R-1 (Single Family Residential). Motion carried via Zoom.

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

Clerk Ebbert reviewed the submission and recommendation from the License Committee.

Cm. Kotz moved, seconded by Cm. Scherer to approve the applications for Class "A" Fermented Malt Beverage and "Class A" Cider for Kwik Trip, Inc dba Kwik Trip #1506, 1680 Janesville Avenue. Motion carried via Zoom.

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

Clerk Ebbert reviewed the submission and recommendation from the License Committee.

Cm. Housley moved, seconded by Cm. Johnson to approve the application for Class "A" Fermented Malt Beverage and "Class A" Cider for Kwik Trip, Inc dba Stop-N-Go #1502, 313 Madison Avenue. Motion carried via Zoom.

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

Wastewater Supervisor Christensen was present to review the Ordinance.

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

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

Engineer Selle provided the update on the fiber installation in response to the grant funds from Department of Administration via Routes to Recovery. With funding from surrounding municipalities from their unused grants, we are able to extend the fiber installation to the south mainline connection and the public works. Two bids were received for splicing, Koch Telecommunications and Aldridge Elective.

Cm. Scherer moved, seconded by Cm. Housley to approve the bid from Koch Telecommunications \$43,172.06. Motion carried via Zoom.

Cm. Scherer moved, seconded by Cm. Johnson to approve additional fiber installation work from Midwest Tree and Excavating in the amount of \$31,492 and Koch Telecommunications not to exceed \$14,300 to extend fiber south and the main line connection and to the Public Works facility. Motion carried via Zoom.

Cm. Scherer moved, seconded by Cm. Kotz to approve additional funding to cover remaining expenses not covered by the grant from the water and sewer utilities \$15,126.45. Motion carried via Zoom.

NEW BUSINESS

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

Park & Rec Director Franseen presented the two quotes for a new mower with a deck and broom attachment for riding mowers that double for snow removal. Mid-State Equipment quoted \$35,717.86 (John Deere) and Triebold Outdoor Power quoted \$33,997.50 (Kubota). The past years, the Department has transitioned to John Deere equipment for ease and cost of repairs when necessary. This is a budgeted CIP item for 2021 not to exceed \$36,000.

Cm. Scherer moved, seconded by Cm. Johnson to approve the quote for purchase of mower, deck and broom attachment for Parks Department from Mid-State Equipment not to exceed \$35,717.86 through 2021 capital outlay. Motion carried via Zoom.

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

Clerk Ebbert reviewed the delinquent accounts from closed businesses. Two accounts have balances that can be charged back in February 2021, the remaining balance is being requested to write-off as they are uncollected and the businesses have closed.

Cm. Kotz moved, seconded by Cm. Scherer to approve request to authorize write-offs of delinquent personal property balances for accounts #5117 and #5245 in the amount of \$660.07. Motion carried via Zoom.

MISCELLANEOUS

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

Clerk Ebbert reviewed the request. Mariah Hadler from Jones was available for questions.

Cm. Kotz moved, seconded by Cm. Scherer to Approve Special Event for Holiday Light Display to be held December 1 through December 31 on bike path in front of Jones Dairy Farm and Jones Market. Motion carried via Zoom.

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

Cm. Kotz moved, seconded by Cm. Johnson to approve the City, Sewer, Water and Stormwater Utility Financial Statements as of October 31, 2020. Motion carried via Zoom.

c. Grant operator licenses.

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

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. Verified claims.

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

ADJOURNMENT

Cm. Johnson moved, seconded by Cm. Housley to adjourn. Meeting adjourned at 8:29 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer

CITY OF FORT ATKINSON
Finance Committee ~ November 17, 2020

CALL TO ORDER.

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

ROLL CALL.

Present: Cm. Kotz, Cm. Scherer and Pres. Becker. Also present: Interim City Manager, City Clerk/Treasurer, City Engineer, Graef Representatives and City Attorney.

PUBLIC HEARING ON PROPOSED APPLICATION(S) FOR CDBG CLOSE PROGRAM FUNDS.

CITIZEN PARTICIPATION PLAN ~PUBLIC HEARING MEETING MINUTES

Attendees: Councilman Paul Kotz, Councilman Chris Scherer and Council President Mason Becker. Also present: Interim City Manager Dave Berner, City Clerk/Treasurer Michelle Ebbert, City Engineer Andy Selle, Graef Representatives Ron Van Straten and Ben Bock and City Attorney David Westrick.

The public hearing was called to order at 6:00 pm by Pres. Becker.

- a. Identification of total potential funds
- b. Eligible CDBG activities
- c. Presentation of identified community development needs
- d. Identification of any community development needs by public
- e. Presentation of activities proposed for CDBG application(s), including potential residential displacement
- f. Citizen input regarding proposed and other CDBG activities

Ron Van Straten of GRAEF-USA, explained that the purpose of the hearing is to obtain citizen comments and views on economic development, housing, and public facility needs in the City of Fort Atkinson. The City is considering submission of two Community Development Block Grant Close applications to address #1 a blight condition located at 115 Lorman Street and 600 Oak Street, and #2 to address public facility needs in the City; Replacement of water mains, some sanitary sewer replacement, and street reconstruction in Census Tract 101400, block group #3 and/or Census Tract 101500, block group #4.

Mr. Van Straten explained that the State of Wisconsin currently has money available for public facilities projects and that the City of Fort Atkinson is eligible to compete for these grant funds. If awarded the grant would provide money toward this project. Mr. Van Straten also explained that the State of Wisconsin has many grant programs available including the Public Facilities for Economic Development grant program, Housing grants, and Economic Development grants. He further provided a brief overview of the CDBG programs and identified the types of projects that are eligible.

Citizens were afforded an opportunity to comment on the proposed CDBG-Close project as well as other potential grant projects in Fort Atkinson. Grant goals and strategies for the City were also discussed. No displacement of individuals is anticipated as a result of the proposed CDBG project.

The City advertised the public hearing in the Daily *Jefferson County Union* on November 2, 2020. The public hearing notice was also posted at the Fort Atkinson Municipal Building, and on the City of Fort Atkinson website. The public hearing was closed at 6:20PM.

REVIEW AND RECOMMEND CHANGES TO EMPLOYEE HANDBOOK

Clerk Ebbert reviewed the additions and modifications to the Employee Handbook. The Committee will continue review prior to the next Council meeting.

Cm. Scherer moved, seconded by Cm. Kotz to recommend the City Council approve the Employee Handbook at their December 15th City Council meeting. Motion carried via Zoom.

ADJOURNMENT

Cm. Kotz moved, seconded by Cm. Scherer to adjourn. Meeting adjourned at 6:29 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer

CITY OF FORT ATKINSON
Plan Commission ~ November 24, 2020
1,028th Meeting

CALL TO ORDER.

Interim Manager Berner called the Plan Commission meeting to order at 4:03 pm via Zoom.

ROLL CALL.

Present: Commissioners Highfield, Lescohier, Schultz, Interim Manager Berner and Engineer Selle. Also present: City Attorney and City Clerk/Treasurer.

Excused absence: Cm. Johnson and Cm. Kessenich.

APPROVAL OF MINUTES OF OCTOBER 27, 2020 PLAN COMMISSION MEETING.

Cm. Highfield moved, seconded by Cm. Lescohier to approve the minutes of the October 27, 2020 Plan Commission meeting. Motion carried via Zoom.

REVIEW AND APPROVE CSM ON HOARD ROAD (EXTRA-TERRITORIAL)

Engineer Selle reviewed the request for a preliminary Certified Survey Map to create two (2) lots. Both will be one (1) acre residential building sites. The property in question is a recorded CSM from 2008 showing two (2) future lots located on Lot 2. The Plan Commission appears to have approved the CSM showing two (2) additional proposed lots depicted as future and shown in dashed lines. The Surveyor of record (Mark Anderson) submitted the current preliminary CSM to show one (1) of the lots relocated to the west side of the property due to the placement of a septic system within the 66-foot wide strip shown as a part of the original future lot. In addition would need to be rezoned A-3 from A-1 under Jefferson County Zoning. No comments or concerns were provided from Departments.

Cm. Lescohier moved, seconded by Cm. Highfield to approve the Certified Survey Map on Hoard Road (Extra-territorial). Motion carried via Zoom.

ADJOURNMENT

Cm. Highfield moved, seconded by Cm. Schultz to adjourn. Meeting adjourned at 4:16 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer

Hoard Historical Museum
Fort Atkinson Historical Society Board of Directors Meeting
Thursday, Oct. 15, 2020 at 4 p.m. (Video via Zoom)

1. Call to Order at 4:02 by President Karen Gómez.

2. Roll Call

Board Members: Jack Blodgett (absent), Bill Camplin, Bob Cheek, Bonnie Geyer, Loren Gray, Karen Gómez, Sue Johnson, Denice Jones, John Molinaro, Marie Nelson, Joel Winn (absent)
Standing Members: Merrilee Lee, Matt Trebatoski (absent), Chris Scherer, Steve Larson
Other Attendees: Beverly Dahl (recorder)

3. Public Comments: none

4. Approval of previous board meeting minutes: Motion to approve by B. Geyer, seconded B. Cheek. Minutes approved.

5. Director's Report:

5a. Update on Covid-19

Attendance has been 20-22% of past average attendance. That level seems to be average for similar institutions this year.

Because of the increase in local Covid-19 cases, we are now on a reservation basis for visitors, with groups separated by 15 minutes. Drop-ins may come in if no one is immediately before them. Two volunteers have tested positive, but were not in the building within the previous 2 weeks. No staff have tested positive to date.

5b. Update on non-collections storage

Separate document of detailed activity was routed. The room contents were reorganized. Unused items were removed – unused doors, tables, and display cabinets were donated to charity or rehomed to other museums. New shelving units were added and others were relocated from elsewhere in the building.

5c. Update on 2021 programming

Next year's theme is Breweries. 2021 will be close to the 100th anniversary of Prohibition.

Many of our usual annual programs, walking tours, etc. have been cut from the schedule for the foreseeable future. Major events are still scheduled, but subject to cancellation or modification as conditions evolve.

In question – Members Annual Meeting in February. Caterer arrangements would normally be made within the next month or so. A virtual meeting or paper ballot could be used for the major piece of business - election of Board Members. A decision as to how to hold the meeting will be on the November meeting agenda.

Projecting Dairy Day (June) and Ice Cream Social (July 4th) to be drive-thru events again.

Hoard Historical Museum
Fort Atkinson Historical Society Board of Directors Meeting
Thursday, Oct. 15, 2020 at 4 p.m. (Video via Zoom)

Mary Hoard Art Show is on the schedule now as a place-holder, but no decision has been made as to how to hold it. The availability of student art will depend on how the schools are meeting. One possibility is that it could be virtual, with students sending in photos of themselves with their artwork.

6. Treasurer's Report: Loren Gray

Complete report routed prior to the meeting. Year to date, there is a surplus of approximately \$23,000 vs a deficit of \$4500 last year. Membership returns are up over last year's at this time. Undesignated contributions are up \$10,000 over last year. Trust income is up, although its value is slightly lower.

6a. Update on Money Market funds – Johnson Bank Money Market account (approx. \$20,000, originally from a CD designated for Foster House maintenance) was closed and moved into the trust account.

Motion to accept report, J. Molinaro, second B. Camplin. Report accepted.

Approval of checks over \$500. (list of checks routed prior to the meeting) Sue, second Bonnie. Approved.

7. Committee Reports: None

8. 2021 City Budget review:

Pertinent page of city budget routed prior to meeting. City budget includes full-time staff salaries, benefits, supplies, utilities, phone. No significant changes from current year.

City not planning any major changes to budget.

9. Membership renewal update:

Membership income greater than last year (renewal period was moved up 2 months). Member donations in response to ask in letter has been good. Also some increases in membership levels. Businesses have also been generous with increases. 124 membership renewals so far for 2021.

Question: What is the budget target for memberships? Target is based on previous year (2020 was \$20,000). Note also that people regularly choose to renew before or after New Year's, so we have two periods of heavier volume.

Question: Is it possible to support on-line renewals? Noted that a PayPal account can process donations. We have not pursued this option as Membership Renewal requires more information from people, and is our opportunity to verify stored information. We can process credit card payments by phone.

Hoard Historical Museum
Fort Atkinson Historical Society Board of Directors Meeting
Thursday, Oct. 15, 2020 at 4 p.m. (Video via Zoom)

10. Park history panel update:

This has been an ongoing project for bilingual informational exhibit panels in four Fort Atkinson parks. Panels have gone to the printer and are done. Director met with Parks and Rec representative, and they are hoping to install panels this fall. Noted that park use has increased, so this is a timely addition.

11. Harvest Fest update:

Saturday, Oct. 31. Much candy has been donated by Museum members and community contacts (over 5000 pieces). The Library and another group are still to bring their donations. The Museum will be giving out bags with candy and activities. Seven scarecrows will be decorated by local businesses or organizations. Scarecrow stands were created by Phil Niemeyer.

St. Paul's is doing Trunk or Treat, overlapping with our last hour. Traffic patterns have been synced.

12. Art donation and sale discussion:

An explanatory memo was sent prior to the meeting. An anonymous donor has given 14 pieces of art by local artists to the Museum. These pieces were donated as a fund-raiser, to be sold for the benefit of the Museum, and were not intended to be added to the Museum collection.

Concerns expressed during discussion:

- A 'reserve price' should be set so that value received is appropriate for pieces.
- Appropriate starting bids could be established, while allowing for bidding fun.
- There is an option to include retail price in addition to starting bid in item description.

Director will talk to donor to see what values are. Some pieces are from active artists, others are older.

Motion: To accept anonymous donation for museum benefit by J. Molinaro, seconded B. Geyer.

Discussion:

- Suggestion that artwork be available for viewing at museum, in addition to viewing on-line.
- Dates? On-line selling from Nov. 16 - Dec. 5.
- Concerns that people would be short of funds at holiday time? Gómez - from Black Hawk Artists perspective, aligning with holiday season encourages sales.
- Costs of using on-line *32 Auction* company? Will need to explore further. Board member confirms it is easy to use.
- Would look for good descriptions - artist, medium, subject
- Concerns with following scheduled Fort Atkinson Club auction? Seems no - that will be a small event, several weeks prior to Museum auction.
- If another donor offers similar items after the event is publicized, we will need a position.

Hoard Historical Museum
Fort Atkinson Historical Society Board of Directors Meeting
Thursday, Oct. 15, 2020 at 4 p.m. (Video via Zoom)

That position is: We will not be adding items to this year's sale, as they are currently all from a single donor. We may do a similar event next year or following year.

- Director concern - we must make clear that these are not Museum pieces, they are donated to be sold as a fund-raiser.
- Note this is a learning experience for future fundraising.

Motion to hold Art Auction fundraiser passed.

Director will work with donor, and will contact Steve Tesmer for help with setting up auction site.

13. Project and facility updates:

Furnaces are all on. Winterizing is ongoing.

14. Upcoming meeting dates

Full Board Meeting: Thursday, November 19th, 4:00pm

15. Items for agenda for next meeting:

Annual Members Dinner meeting decision

16. Announcements:

Board member J. Molinaro will be relocating to Arizona for winter, participating in future meetings via Zoom.

17. Adjourn: Motion to adjourn at 4:54 by S. Johnson, seconded B. Geyer. Adjourned.

- Sick accrual may be pro-rated during unpaid/paid time off work – Page 22
- FMLA – in order to receive pro-rated sick time during FMLA, an employee must use at least 50% of their benefit time in a pay period – Page 47

Please refer to the highlighted headings/titles for additions. Some of the ‘additions’ may be topics re-worded or re-located within the handbook.

Financial Analysis:

MRA provided the review under the original quote of \$2,500. The final invoice was \$1,820.

Staff Recommendation:

To recommend to the City Council to approve the 2021 City of Fort Atkinson Employee Handbook.

****Please contact me at any time with any questions or comments.**



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.

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
Domestic Sewage	\$/CCF	\$2.50	\$2.53	\$2.56	\$2.59
Septic Tank	\$/CCF	\$30.35	\$30.62	\$30.89	\$31.16
	\$/1,000 gals per load	\$40.58 \$0.00	\$40.94	\$41.30	\$41.65
Holding Tank - Residential	\$/CCF	\$8.92	\$8.92	\$8.92	\$8.92
	\$/1,000 gals per load	\$11.92 \$0.00	\$11.92	\$11.92	\$11.92
Holding Tank - Commercial	\$/CCF	\$10.73	\$10.73	\$10.73	\$10.73
	\$/1,000 gals per load	\$14.34 \$0.00	\$14.34	\$14.34	\$14.34
Landfill Leachate	\$/CCF	\$18.70	\$18.70	\$18.70	\$18.70
	\$/1,000 gals per load	\$25.00 \$0.00	\$25.00	\$25.00	\$25.00
High-Strength Surcharge Rates					
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
Domestic Sewage	\$/CCF	\$2.50	\$2.53	\$2.56	\$2.59
Septic Tank	\$/CCF	\$30.35	\$30.62	\$30.89	\$31.16
	\$/1,000 gals per load	\$40.58 \$0.00	\$40.94	\$41.30	\$41.65
Holding Tank - Residential	\$/CCF	\$8.92	\$8.92	\$8.92	\$8.92
	\$/1,000 gals per load	\$11.92 \$0.00	\$11.92	\$11.92	\$11.92
Holding Tank - Commercial	\$/CCF	\$10.73	\$10.73	\$10.73	\$10.73
	\$/1,000 gals per load	\$14.34 \$0.00	\$14.34	\$14.34	\$14.34
Landfill Leachate	\$/CCF	\$18.70	\$18.70	\$18.70	\$18.70
	\$/1,000 gals per load	\$25.00 \$0.00	\$25.00	\$25.00	\$25.00
High-Strength Surcharge Rates					
Flow	\$/CCF	\$2.50	\$2.53	\$2.56	\$2.59
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Phosphorus	\$/pound	\$2.89	\$3.18	\$3.47	\$3.75
TKN	\$/pound	\$1.21	\$1.26	\$1.31	\$1.35

Dated this 5th day of November, 2020



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: November 25, 2020

TO: City Council

FROM: City Staff - Andy Selle, P.E.

SUBJECT: Hoard Road – Veenhuis Property - Extraterritorial Review – CSM

Background:

This is a request for a preliminary Certified Survey Map to create two (2) lots. Both will be one (1) acre residential building sites. The property in question is a recorded CSM from 2008 showing two (2) future lots located on Lot 2. The Plan Commission appears to have approved the CSM showing two (2) additional proposed lots depicted as future and shown in dashed lines. The Surveyor of record (Mark Anderson) submitted the current preliminary CSM to show one (1) of the lots relocated to the west side of the property due to the placement of a septic system within the 66-foot wide strip shown as a part of the original future lot. In addition would need to be rezoned A-3 from A-1 under Jefferson County Zoning.

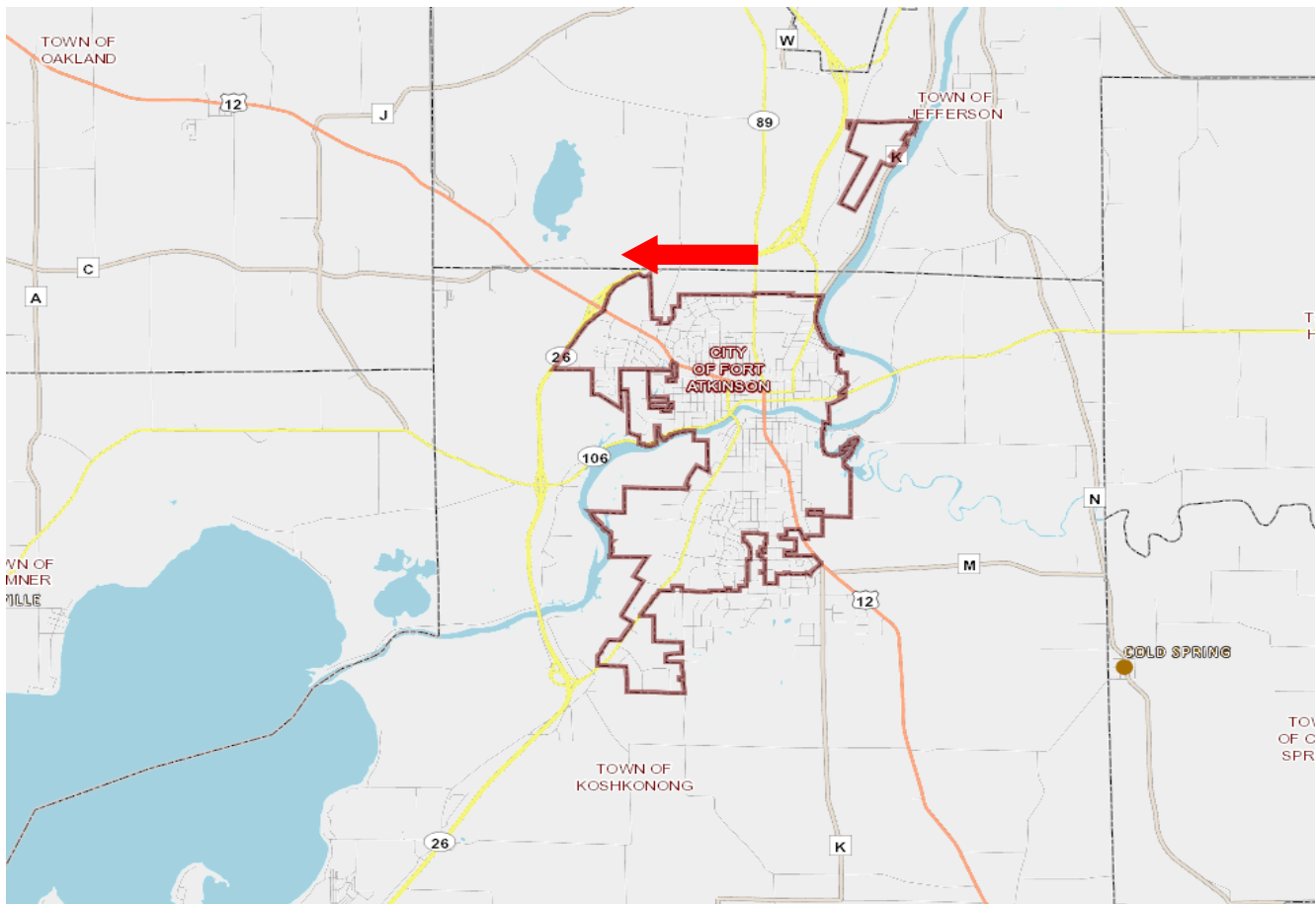


Figure 1: Property location in relation to the City of Fort Atkinson

City Department Reviews:

City departments have reviewed the submittal without comments.

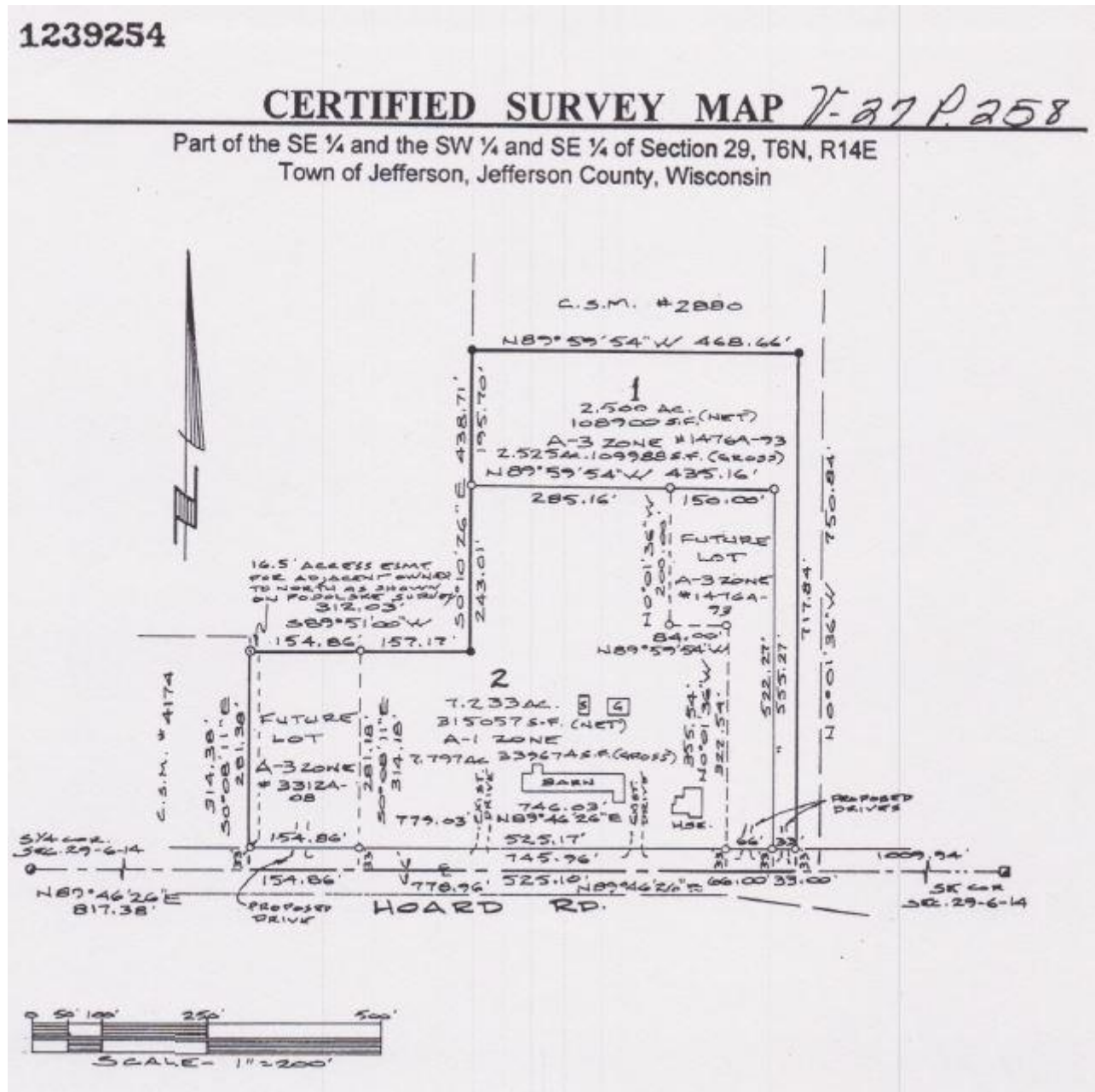


Figure 2: Previously approved 2008 land division showing the two (2) future lots.

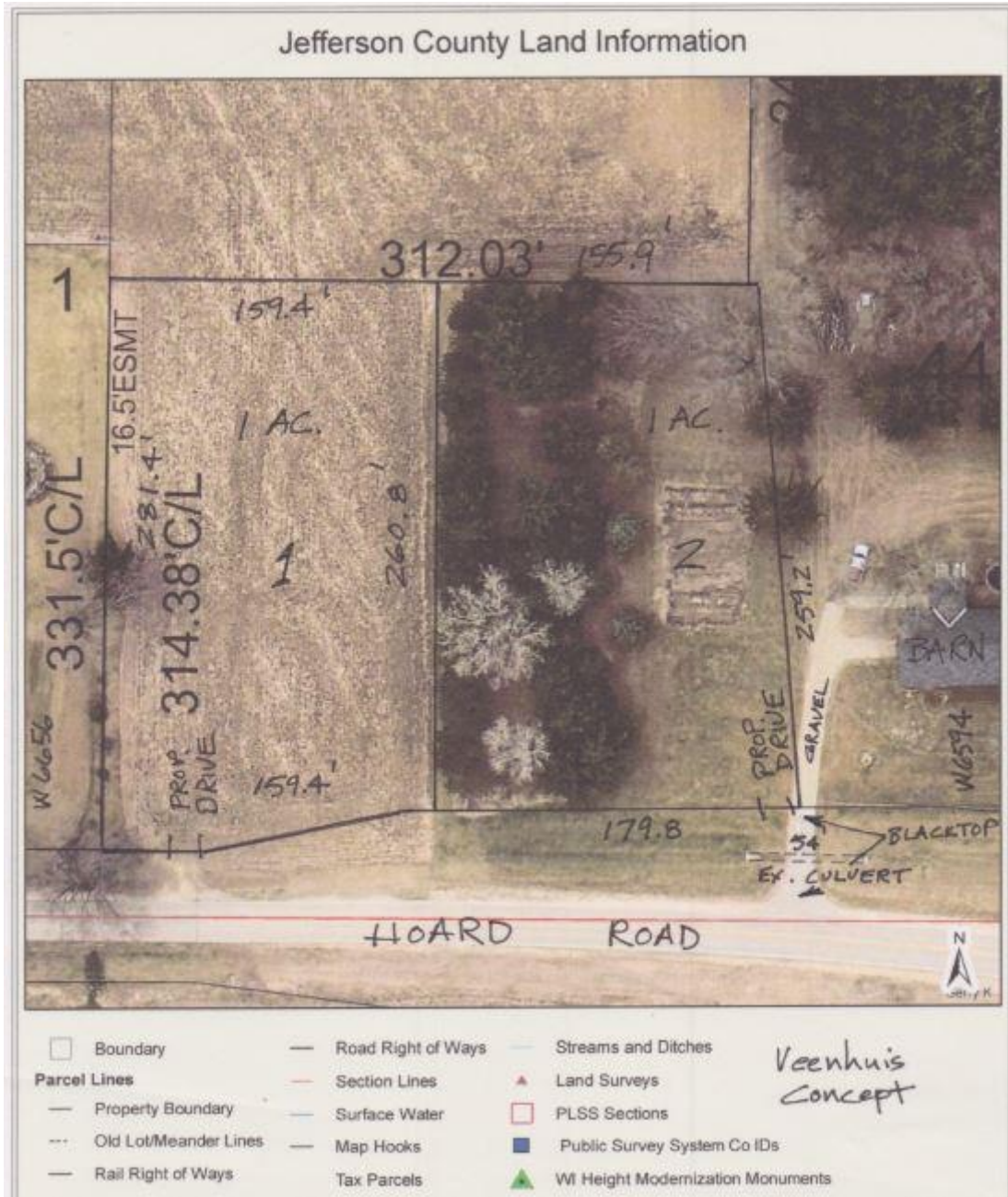


Figure 3: Proposed Two (2) Lot Certified Survey Map showing the relocated Lot 2.

Recommendation:

Staff recommends approval of the request.

Attachments: Original Submittal



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: November 16, 2020

TO: City Council

FROM: Adrian Bump, Chief of Police

SUBJECT: Mobile Radio Project - Request to Execute Order for 2021

Background:

The Police Department is set to replace and upgrade ten (10) Mobile Radios and two (2) Dispatch Control Stations in 2021. Funds were established in the 2021 Budget under the Police Outlay Account in the amount of \$39,800.00. The Police Department worked with General Communications who manages the communication platform and equipment for the City.

Discussion:

There will be an approximate 90-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 2021 Squad Car Transition will result in cost savings when equipment is installed and upfitted.

Financial Analysis:

10 qty. Kenwood VM-5730 VHF Mobile Radios (Programming, antenna, Installation, Console Face Plates) **\$29,860.00**

2 qty. Kenwood P25 VHF Control Stations (Programming, Installations, Dispatch Council Upgrades and encryption) **\$9,880.00**

Total: \$39,740 (\$60.00 in reserve for any incidentals)

Recommendation:

I would like to move forward and obtain final approval from the City Council to execute the order through General Communications for 10 Mobile Radios and 2 VHF Control Stations. I additionally request to proceed with the installation and order of supplies required during upfitting upon the arrival of all items. Total Funds used from the Outlay Account for the entire project will not exceed \$39,800 as planned and budgeted.

Respectfully submitted,

Adrian Bump
Chief of Police



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: Nov. 25, 2020

TO: City Council
FROM: Dave Berner, Interim City Manager
SUBJECT: 911 Joint Powers Agreement

Attached is the Joint Powers Agreement with the Jefferson County Sheriff's Department for the County 911 Emergency System for 2021. This is an annual service with the Sheriff's Department for providing emergency services to residents and visitors of the City through their 911 system.

There are no costs to the City associated with this Agreement.

The action would be to authorize the City Manager to sign the Agreement.

Office of the Sheriff - Jefferson County



411 S. Center Avenue
Jefferson, Wisconsin 53549-1703

Paul S. Milbrath, Sheriff

Jeffrey Parker, Chief Deputy

Donald Hunter
Administrative Captain

★ Travis Maze
Patrol Captain

★ Margareta Gray
Jail Captain

November 13, 2020

Honorable Mayor/Chairperson/President/City Manager:

Re: 911 Joint Powers Agreement

Wisconsin Statute 256.35(9)(a)(b) requires that a 911 Joint Powers Agreement be executed and filed with the Attorney General's office on a yearly basis.

The Mayor/President/Chairman/Manager of a municipality, town, or village must sign and return the enclosed Joint Powers Agreement to me. At that time I will endorse the agreement and have the original signed by the Jefferson County Clerk as well. As required by Wisconsin Statute 256.35(9)(c), the original document will then be filed with the Attorney General's office and a copy, with signatures, will be returned to you for your files.

If you have any questions please feel free to contact me at 920.674.7310.

Sincerely,

Paul S. Milbrath
Sheriff

Enclosure

PSM:jo

**JOINT POWERS AGREEMENT
COUNTY 911 EMERGENCY SYSTEM**

WHEREAS, Jefferson County and the municipalities located within the boundaries of Jefferson County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9)(a)(b), Wis. Stats. "Joint Powers Agreement," requires that in implementing a 911 system as has been done in Jefferson County, municipalities shall annually enter into a Joint Powers Agreement, in which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Jefferson County 911 System, such vehicle shall render its service to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Jefferson County and the **City of Fort Atkinson, Wisconsin** as follows:

1. Effective as of January 1, 2021, this Agreement shall, thereafter, be applicable on a daily basis for one year.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency services, is dispatched in response to a request through the Jefferson County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35(9)(c), Wis. Stats.

JEFFERSON COUNTY (Dispatching agency)

By: _____ dated: _____
Paul S. Milbrath, Sheriff

JEFFERSON COUNTY CLERK

By: _____ dated: _____
Audrey McGraw

CITY OF FORT ATKINSON (Participating agency)
(Town/City/Village of)

By: _____ dated: _____
Dave Berner, Interim City Manager



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: November 24, 2020

TO: City Council

FROM: Andy Selle

SUBJECT: Water Rate Increase – PILOT Resolution

Background and Discussion: In mid May the City Council supported the submission of a rate case to the Public Service Commission, seeking to establish a dedicated main replacement funding mechanism through expense depreciation. That case has been under review with the PSC, which has just submitted its second set of review questions to City staff to support their analysis. Our hope is to have a hearing and decision in place in the first or early second quarter of 2021.

Part of the discussion with the Council in May included a recommendation to forego future increases to the Utility's annual PILOT (payment in lieu of taxes) to the City associated with increased investments in water main replacements. In its discussion at that time, the Council supported the plan to forego increases in PILOT associated with water mains replaced using expense depreciation. One of the questions asked by the PSC during its review process is whether the City Council has adopted a resolution to formally document this support.

In essence the PILOT payment is made on the value of the infrastructure owned by the Water Utility. The Water Utility is a non-profit, thus the value of their assets are not taxed. Assets are defined as hydrants, mains, valves, reservoirs etc. In place of property taxes, a PILOT payment is made to the General Fund by the Water Utility. The payment has averaged a little over \$300,000 over the last 5 years.

The agreement the City would make is to not use the value of the NEW main that is installed using expense depreciation funds. The other existing assets would remain in the PILOT program as would water main installed through strategic borrowing.

Financial Analysis: The Utility will continue to pay approximately \$300,000 to the General Fund for existing assets, plus PILOT on new additions except water mains financed with expense depreciation. However over decades as the water main is replaced, the retired main will be deducted from the assets subject to the PILOT calculation and the value of this new main will not be added to the value of assets subject to PILOT.

From the City's perspective the payment into the General Fund will continue as it has in past years. The increase in this payment, associated with the value of new

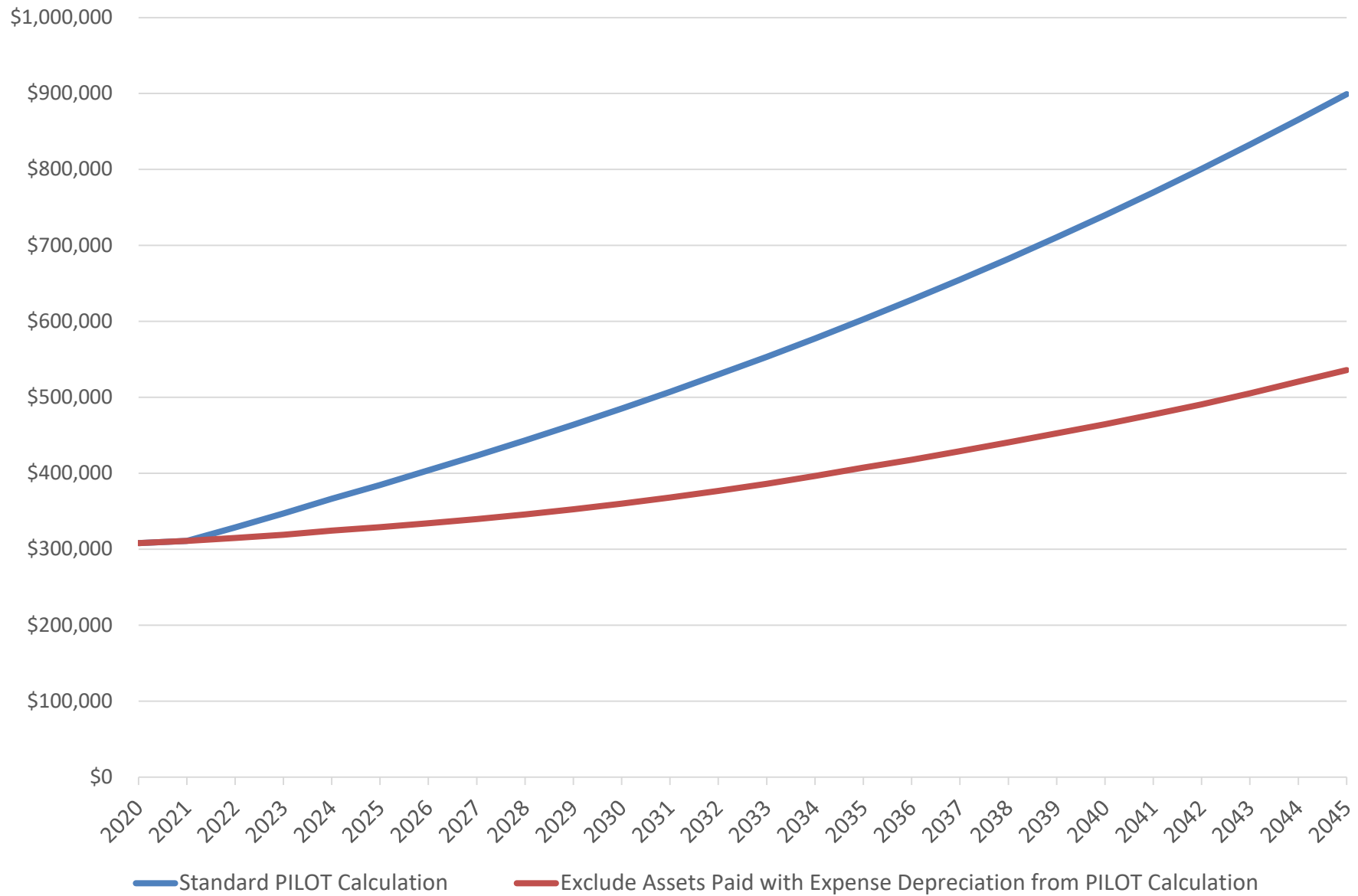
mains, is what will be missed. The portion of the Water Utility assets currently composed of water main is 55%. This percentage would increase with the installation of new main, but gradually over time. Loss of this long-term revenue is not expected to incur a significant impact on the financial health of the General Fund.

As shown on the attached chart, PILOT payments to the City are expected to increase over time even if main replacement funded with expense depreciation are excluded from the calculation. Foregoing PILOT on water main replacements funded with expense depreciation are projected to save utility ratepayers almost \$400,000 per year by 2045.

Recommendation:

Staff recommends Council specifically confirm that PILOT payments by the Water Utility not apply the value of all new water main installed using the expense depreciation funds.

Projected PILOT Payments With and Without PILOT on Main Replacements Funded with Expense Depreciation





CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: November 25, 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. Tonia Grossman Soups On

Financial Analysis:

None.

Staff Recommendation:

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