



FORT • ATKINSON

AGENDA  
CITY COUNCIL MEETING  
MUNICIPAL BUILDING COUNCIL CHAMBERS  
101 N. MAIN STREET, FORT ATKINSON, WISCONSIN  
FEBRUARY 18, 2020 ~ 7:00 P.M.

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of February 4, 2020 regular Council meeting.
4. Public Hearings  
None.
5. Public Comment
6. Petitions, Requests and Communications
  - a. Presentation of Green Award.  
Action – Present Award.
7. Resolutions and Ordinances
  - a. Update to Building Regulations Ordinance.  
Action – Reject—Approve; A—Move to second reading; or B—Suspend rules and waive second and third readings and adopt Ordinance.
8. Reports of Officers, Boards and Committees
  - a. Building, Plumbing and Electrical Permit Report for January, 2020.  
Action – Accept and file.

- b. Minutes of Historic Preservation Commission meeting held January 13, 2020.

Action – Accept and file.

9. Unfinished Business

- a. 2019 call data update on adult care facilities.

Action – Accept and file.

10. New Business

- a. Review Annual Reports for City Departments for 2019.

Action – Accept and file.

- b. Update on financial status of Historical Society Trust Funds.

Action – Accept and file.

- c. Review and approve purchase and installation of lift station flow meters for Wastewater Utility, as budgeted.

Action – Reject - Approve

11. Miscellaneous

- a. Approve street closure for Special Event for Summer Reading Kickoff Block Party to be held on the 200 block of Merchants Avenue (Public Library) on June 7, 2020.

Action – Reject—Approve.

- b. Disallowance of claim for sewer backup.

Action – Disallow claim.

- c. Adjourn to closed session after regular Council meeting pursuant to Section 19.85(1)(c), Wisconsin Statutes, to conduct City Manager appraisal.

Action – Move into closed session - Council will not reconvene into open session

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

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.

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**CITY OF FORT ATKINSON**  
**City Council Minutes ~ February 4, 2020**

CALL MEETING TO ORDER.

Pres. Kotz called the meeting to order at 7:00 pm.

ROLL CALL.

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

APPROVAL OF MINUTES OF JANUARY 21, 2020 REGULAR COUNCIL MEETING.

Cm. Becker moved, seconded by Cm. Johnson to approve the minutes of the January 21, 2020 regular council meeting. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

None.

RESOLUTIONS AND ORDINANCES

a. *Resolution combining Wards for April 7, 2020 Spring Election.*

Cm. Hartwick moved, seconded by Cm. Scherer to approve the Resolution combining Wards for April 7, 2020 Spring Election. Motion carried on a roll call vote.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. *Minutes of License Committee meeting held January 14, 2020.*

b. *Minutes of Public Works Committee meeting held January 21, 2020.*

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

UNFINISHED BUSINESS

a. *Recommendation from License Committee to approve "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage License for 14 E Sherman Ave, LLC dba 10-62 Saloon for use at 12 South Water Street East.*

Clerk Ebbert reviewed the submitted documents and recommendation for approval. Mrs. Patterson purchased the property on January 31 with intention to remodel and open.

Cm. Becker 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 14 E Sherman Ave, LLC dba 10-62 Saloon for use at 12 South Water Street East. Motion carried.



b. *Review and approve amended purchase price for 2020 Dodge Caravan for Shared Ride Taxi Program.*

Engineer Selle reviewed an incorrect price presented at the January 21<sup>st</sup> meeting. The correct price is \$38,033.50 including license and registration fee.

Cm. Hartwick moved, seconded by Cm. Scherer to approve amended purchase price for 2020 Dodge Caravan for Shared Ride Taxi Program from Ewald Motors of Oconomowoc not to exceed \$38,033.50. Motion carried on a roll call vote.

c. *Recommendation from Public Works Committee to approve 2020 public works projects as budgeted.*

Engineer Selle reviewed the projects planned for 2020 as budgeted. The presentation to the Public Works Committee included a detailed power point was provided to Council. Council shared appreciation for the presentation and information provided.

Cm. Hartwick moved, seconded by Cm. Becker to approve the recommendation from Public Works Committee to approve 2020 public works projects as budgeted. Motion carried on a roll call vote.

#### NEW BUSINESS

a. *Review and approve bid for Phase I improvement project at Wastewater Treatment Plant, as budgeted.*

Wastewater Supervisor Christensen presented the approved Facility Plan and the three bids received. The low bidder was Gilbank Construction from Clinton WI.

Cm. Hartwick moved, seconded by Cm. Scherer to approve bid from Gilbank Construction from Clinton WI, for Phase I improvement project at Wastewater Treatment Plant not to exceed \$1,067,000, as budgeted. Motion carried on a roll call vote.

b. *Review and approve Construction Phase Services contract for Phase I improvement project at Wastewater Treatment Plant.*

Wastewater Supervisor Christensen reviewed the contract for construction phase services as required for the construction.

Cm. Becker moved, seconded by Cm. Johnson to approve Construction Phase Services contract with Donohue & Associates not to exceed \$63,500 for Phase I improvement project at Wastewater Treatment Plant. Motion carried on a roll call vote.

c. *Review and approve purchase of pumping equipment for Phase I improvement project at Wastewater Treatment Plant, as budgeted.*

Wastewater Supervisor Christensen discussed the decision to order pumping equipment separate from the entire project to save money on contractor markup.

Cm. Hartwick moved, seconded by Cm. Becker to approve purchase of pumping equipment from Xylem Water Solutions USA Inc of Pewaukee to not exceed \$163,792.56 for Phase I

improvement project at Wastewater Treatment Plant, as budgeted. Motion carried on a roll call vote.

d. *Review and approve contract for design consultation services for Phase II improvement project at Wastewater Treatment Plant.*

Wastewater Supervisor Christensen discussed the new phosphorus limits that must be achieved by June 30, 2023. Phase 1 of the design and construction for this project is underway. The funds for Phase 2 Plant Update Design Services Agreement will come from Utility cash reserves. The actual construction of the project will be borrowed for using the states Clean Water Fund Loan.

Cm. Scherer moved, seconded by Cm. Becker to approve contract for engineering services agreement with Donohue and Associates of Sheboygan not to exceed \$676,900 for Phase II improvement project at Wastewater Treatment Plant. Motion carried on a roll call vote.

#### MISCELLANEOUS

a. *Six-month Class "B" Fermented Malt Beverage License for Fort Atkinson Generals to use at Jones Park.*

Cm. Becker moved, seconded by Cm. Johnson to approve the six-month Class "B" Fermented Malt Beverage License for Fort Atkinson Generals to use at Jones Park. Motion carried.

b. *Six-month Class "B" Fermented Malt Beverage License for Fort Atkinson Lions Club to use at Ralph Park.*

Cm. Scherer moved, seconded by Cm. Becker to approve the six-month Class "B" Fermented Malt Beverage License for Fort Atkinson Lions Club to use at Ralph Park. Motion carried.

c. *Request to set Board of Review.*

Board of Review set for May 6, 2020, 10:00 am to 12:00 pm in the Council Chambers.

d. *Request to change April 7, 2020 Council meeting to Thursday, April 9, 2020 due to election.*

Cm. Becker moved, seconded by Cm. Scherer to approve the request to change April 7, 2020 Council meeting to Thursday, April 9, 2020 due to Spring Election. Motion carried.

e. *Temporary Class B beer and wine license for Fort Atkinson Historical Society's Trivia Contest to be held at the Hoard Museum on February 15, 2020.*

Cm. Hartwick moved, seconded by Cm. Scherer to approve the Temporary Class B Beer and Wine license for Fort Atkinson Historical Society's Trivia Contest to be held at the Hoard Museum on February 15, 2020 contingent upon having licensed operators and purchasing their products from a wholesaler/distributor. Motion carried.

f. *City, Sewer, Water, Stormwater Utility and Funds 4, 5, 6, 7, 12, 13 and 14 Year-End Financial Statements and approve year-end appropriations and non-lapsing accounts.*

City Manager Trebatoski reviewed the statements and noted highlights from various funds.

#### FINANCIAL STATEMENTS:

Cm. Hartwick moved, seconded by Cm. Scherer to approve the City, Sewer, Water, Stormwater Utility and Funds 4, 5, 6, 7, 12, 13 and 14 Year-End Financial Statements. Motion carried.

APPROVE OVERDRAWS:

Cm. Hartwick moved, seconded by Cm. Becker to approve the year-end overdrows as presented, \$798,637.14. Motion carried on a roll call vote.

NON-LAPSING:

Cm. Becker moved, seconded by Cm. Scherer to approve the non-lapsing accounts as presented, \$6,014,923.21. Motion carried on a roll call vote.

g. *Adjourn to closed session after regular Council meeting pursuant to Section 19.85(1)(c), Wisconsin Statutes, to conduct City Manager appraisal.*

Cm. Becker moved, seconded by Cm. Johnson to adjourn to closed session after regular Council meeting pursuant to Section 19.85(1)(c), Wisconsin Statutes, to conduct City Manager appraisal. Motion carried on a roll call vote. Council will not reconvene into open session.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. *Verified claims.*

Cm. Becker moved, seconded by Cm. Hartwick to approve the list of verified claims submitted by the Director of Finance and authorize payment. Motion carried on a roll call vote.

ADJOURNMENT

Cm. Scherer moved, seconded by Cm. Becker to adjourn. Meeting adjourned at 8:06 pm.

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Michelle Ebbert, City Clerk/Treasurer

APPROVED:

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PRESIDENT OF THE COUNCIL



6-a

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

**Date:** February 6, 2020

**TO:** City Council  
**FROM:** Matt Trebatoski, City Manager  
**SUBJECT:** Annual Green Recognition Awards

**Background:**

On July 2, 2007, the Climate Protection Ad Hoc Committee recommended the City adopt a Green Recognition Program to showcase the environmental efforts of area businesses, community organizations and individual citizens. The award recognizes that a healthy economy and a healthy environment are mutually supportive.

**Discussion:**

Attached is the nomination submitted for the Local Business category. There were no nominations for the Community Organization or Resident/Individual categories.

<i>Local business</i>	<i>Badger Basement Systems</i>
<i>Community organization</i>	<i>No nominations</i>
<i>Resident/Individual</i>	<i>No nominations</i>

Although Badger Basement Systems is not physically located within the City limits, their company does a lot of projects and work in the City. Therefore, we felt it was appropriate to present them with this award for their efforts.

**Financial Analysis:**

None.

**Staff Recommendation:**

Staff is recommending the above award be presented. A plaque will be prepared for Pres. Kotz to present to Badger Basement Systems at the City Council meeting.

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**CITY OF FORT ATKINSON  
GREEN RECOGNITION AWARD NOMINATION FORM**

1. Category (Check One)

- a. Local business ☒
- b. Community organization ☐
- c. Resident/Individual ☐

2. Business/organization/individual being nominated:

Name: Badger Basement Systems  
Address: N1656 Hwy 12 S Fort Atkinson, WI 53538  
Phone No.: 920-563-6136

3. Briefly describe (50 words or less, excerpts may be used in announcements, Council meetings and newspapers articles) how the nominee has reduced their negative environmental impact in our community. (Use separate sheet if necessary.)

Our efforts of being green include recycling concrete, upgrading work trucks for better emissions, selling energy-efficient products, and highway sponsoring/cleanup. Additionally, we upgraded to LED lighting, updated ductwork to reduce electric usage, going paperless in certain departments to reduce paper usage and costs, and recycle batteries and ink cartridges.

4. Name of individual/group submitting nomination:

Name: Vanessa Lemke  
Address: N1656 Hwy 12 S Fort Atkinson, WI 53538  
Phone No.: 920-563-6136

5. Nomination for calendar year 2020.

Please submit to: City Manager, 101 North Main Street, Fort Atkinson, WI, 53538, no later than January 31 for nomination for the prior year.



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

**Date:** Feb. 3, 2020

**TO:** City Council

**FROM:** Brian Juarez, Building Inspector

**SUBJECT:** Updates of Code

**Background:** Every so often the City is obliged to update our code references to properly reflect changes made by the State. These proposed changes are for that purpose.

**Discussion:** Some years ago, the State changed the name of the Department responsible for building safety codes from The Department of Commerce to The Department of Safety and Professional Services. In addition to the name change, the new Dept. of Safety and Professional Services changed the numbering of all codes by adding a three to the code section. For example Ch. 16 of the State code became Chapter 316 etc. Beginning January 1, 2020 the State also required all municipalities to ensure that their electrical codes were updated to reflect all new State code requirements. These changes are primarily semantic in nature and don't actually change the operation or enforcement of the building safety codes in the City.

**Financial Analysis:** \$0

**Staff Recommendation:** Staff recommends adoption of the code changes proposed.

Respectfully Submitted,

Brian Juarez, Building Inspector

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

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

That Chapter 18, BUILDINGS AND BUILDING REGULATIONS, be repealed in its entirety and replaced with the following:

**Chapter 18 - BUILDINGS AND BUILDING REGULATIONS**

**ARTICLE I. - IN GENERAL**

**Secs. 18-1—18-30. - Reserved.**

**ARTICLE II. - ADMINISTRATION AND ENFORCEMENT**

**DIVISION 1. - GENERALLY**

**Sec. 18-31. - Penalty.**

Any person found guilty of a violation of any provision of this chapter shall be subject to section 1-10; and each day such violation continues shall constitute a separate violation.

**Sec. 18-32. - Citations.**

The building inspector is authorized to issue citations for violations of the provisions of this chapter.

**Sec. 18-33. - Licensing of electricians, plumbing contractors, building contractors, and heating, venting and air conditioning contractors.**

Except as otherwise specifically provided in this article, the provisions in Wis. Stats. § 101 and Chapter SPS 305 State of Wisconsin Administrative Code describing and defining regulations with respect to the licensing of electricians, plumbing contractors, building contractors, and heating, venting and air conditioning contractors to work within the city limits are hereby adopted by reference. Excluded from this adoption is any reference to any statutory penalty provisions contained therein.

**Sec. 18-34. - Intent.**

The intent of this section is to adopt the licensing and certification procedures for electricians, plumbing contractors, building contractors, and heating, venting and air conditioning contractors as developed by the State of Wisconsin. Any future amendments to the aforementioned statute and administrative code provisions will also be adopted by virtue of this section.

**Sec. 18-35. - Penalties.**

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Any person who violates any provision of this article shall, upon conviction, be subject to a penalty as set forth in section 1-10 of the City of Fort Atkinson code of ordinances.

**Secs. 18-36—18-55. - Reserved.**

DIVISION 2. - RESERVED

**Secs. 18-56—18-80. - Reserved.**

DIVISION 3. - PERMITS

**Sec. 18-81. - Building permit required; Permit and fee.**

No person shall build or cause to be built any structure without first obtaining a building permit for such construction. Such building permit shall be issued by the city upon receipt of all required information and proof of licensure. A copy of such permit issued shall be filed with the city building department. The building permit fee shall be per chapter 110.

**Secs. 18-82—18-115. - Reserved.**

### **ARTICLE III. - COMMERCIAL BUILDING CODE**

**Sec. 18-116. - Building code adopted pursuant to Stat. 101.65**

The building code for the city is in the book permanently on file with the Building Inspector which is adopted by reference in this section as if fully set forth.

**Sec. 18-117. - Amendments.**

The following building code chapters are adopted:

(1) Wis. Adm. Code Chapters SPS 360, 361, 362, 363, 364, 365, 366, 375, 376, 377, 378 and 379, are adopted by reference.

**Secs. 18-118—18-150. - Reserved.**

### **ARTICLE IV. - ELECTRICAL CODE**

**Sec. 18-151. - Electrical code adopted pursuant to Stat. 101.80 – 101.88**

Wis. Adm. Code SPS 316 is hereby adopted by reference and made part of this chapter and shall apply to all electrical installed, constructed, altered or repaired in the City. Any future amendments, revisions and modifications of the administrative code are intended to be made a part of this code. A copy of these administrative code provisions and any future amendments thereto shall be kept on file with the Code of Ordinances for the City of Fort Atkinson.

**Sec. 18-152. – Access to Property.**

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The electrical inspector and or his authorized designee may, during normal business hours, enter any public building in the discharge of his or her official duties, or for the purpose of making any inspection or tests necessary to ensure compliance with the code.

#### **Secs. 18-153. - Electrical Licensing**

Except as provided under s. 101.862 (4), Stats., no person as of April 1, 2013 may install, repair, maintain or inspect electrical wiring nor obtain a permit for said wiring unless the person holds a license per SPS 305 or registration issued by the Department of Safety and Professional Services or is enrolled by the DSPS as one of the following or is the owner of a single family home which he/she resides in and is engaged in branch circuit wiring in said home:

- (a) A licensed master electrician.
- (b) A licensed residential master electrician.
- (c) A registered master electrician.
- (d) A licensed journeyman electrician.
- (e) A licensed industrial journeyman electrician.
- (f) A licensed residential journeyman electrician.
- (g) An enrolled registered electrician.
- (h) A registered electrical apprentice.
- (i) A registered industrial electrical apprentice.
- (j) A registered residential electrical apprentice.

#### **Sec. 18-154.**

1. No electrical wiring in new construction or building alterations or remodels shall be done in the City without obtaining a permit therefor from the City. No permit shall be issued by the City unless satisfactory proof is furnished to the electrical inspector, upon his or her request, that the applicant meets the licensing requirements of 18-153 of this ordinance. Fees for permits will be determined by a fee schedule adopted by The City of Fort Atkinson. Failure to obtain required permits may result in double permit fees and or penalties per Sec. 1-10 of the City's code of ordinances.

2. Except as provided under s. 101.875 (2), Stats., electrical wiring installations shall be subject to inspection.

3. Inspections of electrical wiring installations described under s. SPS 316.012 (1) (a) shall be conducted by a certified commercial electrical inspector.

4. (a) The building owner or their agent shall notify the inspection agency designated by the department to provide electrical inspections when the electrical wiring installation is ready for inspection.

(b) Except as provided in par. (c), to facilitate inspection all of the following shall apply:

1. Electrical wiring shall remain accessible and exposed for inspection purposes.

2. Electrical wiring may not be energized.

5. (a) The concealment or energizing of electrical wiring, other than an electrical service, may proceed if inspection has not been completed within 2 business days after notification is received or as otherwise agreed between the wiring installer and the designated inspection agency providing the inspection.

(b) The notification that an electrical wiring installation is ready for final inspection shall be made to indicate when all electrical fixtures, outlets and face plates are in place and the installation or that portion of the installation is energized.

(c) 1. If upon inspection, it is found that the installation is in compliance with SPS 316, the certified inspector shall approve the installation prior to concealment or energizing of the electrical wiring.

2. If upon inspection, it is found that the installation is incomplete or not in compliance with SPS 316, orders to correct shall be issued. An order may include the condition that the electrical wiring is to remain unconcealed and non-energized until re-inspected

6. Penalties: Penalties for non-compliance with this ordinance may result in stop work orders, de-energization orders, and or penalties per Sec.1-10 of the City Code of Ordinances.

**Secs. 18-192—18-220. - Reserved.**

## **ARTICLE VI. - HOUSING CODE**

**Sec. 18-221. - Adopted.**

The housing code of the city, sections 1—12 is adopted. The code is permanently on file with the Building Inspector.

**Sec. 18-222. - Penalties.**

(a) Any person violating any order of the Department of Building Inspection based on the provisions of this article shall upon conviction thereof be subject, in addition to any other penalty

provided by law, to section 1-10, together with the costs and disbursements of prosecution, and in default of payment thereof, shall be imprisoned in the county jail until such forfeiture, costs and disbursements are paid, such imprisonment not to exceed 30 days.

(b) After conviction and forfeiture for violation of such orders of the Department of Building Inspection based upon the provisions of this article, if such person shall continue in violation of such order, such person shall be liable for further prosecution, conviction and punishment upon the same order, without any necessity of the Department of Building Inspection's issuing a new order until such order has been complied with.

(c) Each day's continuing violation shall constitute a separate cause of action.

**Secs. 18-223—18-255. - Reserved.**

## **ARTICLE VII. - ONE- AND TWO-FAMILY DWELLINGS AND ACCESSORY STRUCTURES**

### **DIVISION 1. - GENERALLY**

#### **Sec. 18-256. - Adoption of Uniform Dwelling Code.**

(a) Pursuant to Wis. Stats. § 101.65 -101.66, the council ordains a building code for new one- and two-family dwellings, accessory structures and the remodeling of or addition to existing structures, by adoption of Wis. Adm. Code chapters:

SPS. 320 Administration and Enforcement

SPS. 321 Construction Standards

SPS. 322 Energy Conservation

SPS. 323 Heating, Ventilating and Air Conditioning

SPS. 324 Electrical Standards

SPS. 325 Plumbing and Potable Water Standards

(b) The Building Inspector, or his/her designee, as certified by the Department of Safety and Professional Services, is authorized and directed to administer and enforce all of the provisions of the code adopted in subsection (a) of this section.

**Sec. 18-257. - 18-290 - Reserved**

### **DIVISION 2. - Reserved**

**Secs. 18-292.—18-325. - Reserved**

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## **ARTICLE VIII. - PLUMBING CODE**

### **Sec. 18-326. - Plumbing code adopted.**

Pursuant to Wis. Stats. § 101, the Council ordains a Plumbing code for all plumbing installed within the City of Fort Atkinson by adoption of Wis. Adm. Code chapters:

SPS 381

SPS 382

SPS 384

### **Sec. 18-327. - Connection to public water supply.**

Every building or residence shall have an independent connection to a public water supply when available. No person shall establish or permit to be established, maintain or permit to be maintained any cross connection whereby water from a private well, auxiliary or emergency water supply other than the regular municipal public water supply of the city will be permitted to enter the supply or distribution system of any property or building except as approved by the department of health and social services in accordance with the Wis. Adm. Code Ch. H-62.

Cross connection, as defined in Wis. Adm. Code Ch. H-62 is any physical connection or arrangement between two otherwise separate supply and piping systems, one of which contains potable municipal public water and the other water of unknown or questionable safety, or steam, gas or chemical, whereby there may be a flow from one supply system to the other, the direction of flow depending on the pressure differential between the two supply systems.

### **Sec. 18-328. Backwater Valve:**

All new building drains or existing building drains subject to backflow or backwater shall be protected with a backwater valve which meet the following requirements:

- (a) Backwater valves, when fully open, shall have a capacity not less than that of the pipes in which installed.
- (b) Backwater valves shall be so located as to be readily accessible for cleaning.
- (c) Backwater valves must be approved per the Department of Safety and Professional Services.

### **Sec. 18-329. - Elimination of clear water connections to sanitary sewers.**

Where practicable, all clear water connections to sanitary sewers (sump pumps) shall be eliminated upon written order from the plumbing inspector, who shall have final jurisdiction as to the feasibility of such elimination.

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**Sec. 18-330. - Plumbing permit fees.**

See chapter 110 for current plumbing permit fees.

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: \_\_\_\_\_, 202\_\_.

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Pres. of the City Council

ATTEST:

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Michelle Ebbert, City Clerk

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FORT • ATKINSON

# Permit Report

01/01/2020 - 01/31/2020

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
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Group: Electrical

20841	14 E Sherman Ave	Paddy Coughlin's	Electrical	2 openings	0	\$31.50
20843	902 N Main St	Karen Miles	Electrical	Electric Heater	0	\$35.00
20845	301 Hillcrest Dr	E.J. Saldana	Electrical	20 openings; 1-220V outlet	0	\$50.00
20846	901 Janesville Ave	NHI, LLC (Nasco)	Electrical	13 openings; 7-220V outlets	0	\$74.75
20850	639 Grant St	Jon Pundsack	Electrical	1-220V outlet	0	\$35.00
20851	217 E Milwaukee Ave	Karla Curry	Electrical	100 amp service; 1 opening	0	\$55.75
20852	201 E Cramer St	Opportunities, Inc.	Electrical	3 openings	0	\$32.25
20853	902 N Main St	Krentz Trust	Electrical	30 openings	0	\$52.50
20854	1222 Janesville Ave	Blodgett's Garden Center	Electrical	Sign	0	\$40.00
20858	902 N Main St	Karen Miles	Electrical	Water heater	0	\$35.00
20859	29 W Sherman Ave	Tavern on Rock	Electrical	20 openings	0	\$45.00
20860	408 Madison Ave	Cloute Properties	Electrical	Rewire entire home	0	\$100.00
20861	441 Washington St	Conor Nelan	Electrical	Sub-panel; 1-220V outlet	0	\$41.00
20864	625 Grove St	P&J Foelker Trust	Electrical	100 amp service	0	\$55.00
20866	710 Oak St	Storage Space Solutions	Electrical	2 motors	0	\$50.00
20868	1100 Madison Ave	Eby Dental Real Estate LLC	Electrical	20 openings	0	\$45.00

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Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20870	710 Highland Ave	R&H Services	Electrical	220V fan outlet	0	\$35.00
20871	905 W Sherman Ave	Terry Ault	Electrical		0	\$55.00
						<b>\$867.75</b>

Group Total: 18

**Group: HVAC**

20840	1565 Madison Ave	Kwik Trip	HVAC	Heater (Car Wash)	0	\$65.00
20842	902 N Main St	Karen Miles	HVAC	Replace Furnace	0	\$65.00
20862	1201 Cheyenne Ct	Ken Anderson	HVAC	Replace Furnace & A/C	0	\$100.00
20873	326 Martin St.	Lavern Meyer	HVAC	Replace Furnace & A/C	0	\$100.00
						<b>\$330.00</b>

Group Total: 4

**Group: New Single Family**

20865	506 Commander Ct	Todd Wileman	New Single Family	New single family home	225,000	\$685.00
						<b>\$685.00</b>

Group Total: 1

**Group: Plumbing**

20839	1539 Montclair Pl	Timothy Mielke	Plumbing	Water Lateral	0	\$105.00
20847	1233 Janette St.	Ryan Huber	Plumbing	Bath & bar sink	0	\$60.00
20848	408 N Fourth St.	Boni Rodriguez	Plumbing	Bathroom	0	\$48.00
20855	301 Hillcrest Dr	EJ Saldana	Plumbing	sink, dishwasher and ice maker	0	\$48.00
20857	902 N Main St	Karen Miles	Plumbing	Water heater	0	\$36.00
20863	1342 Jamesway	Nicole Nipple	Plumbing	Ice maker	0	\$36.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
20872	1100 Madison Ave.	Eby Dental	Plumbing	2 sinks	0	\$42.00
						<b>\$375.00</b>

Group Total: 7

**Group: Single Family Alteration/Addition**

20844	301 Hillcrest Dr	EJ Saldana	Single Family Alteration/Addition	New header for wall opening	20,000	\$30.15
20849	1233 Janette St.	Ryan Huber	Single Family Alteration/Addition	Bath, two bedrooms and family room	20,000	\$218.40
20856	806 Florence St	Jenna Allard	Single Family Alteration/Addition	Finishing family room, office(not bedroom) and bath in basement	30,000	\$159.90
20867	1511 Radhika St	Esther Moore & Helen Martin	Single Family Alteration/Addition	Sunroom addition	38,600	\$59.40
20869	902 Peterson St	Jon Strom	Single Family Alteration/Addition	Garage repair	9,600	\$61.05
						<b>\$528.90</b>

Group Total: 5

						<b>\$2,786.65</b>
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Total Records: 35

2/3/2020

Submitted this 3rd day of Feb., 2020.

  
 Brian Juarez, Building Inspector  
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**FORT ATKINSON HISTORIC PRESERVATION COMMISSION MEETING  
DWIGHT FOSTER LIBRARY, SECOND FLOOR MEETING ROOM  
209 MERCHANTS AVENUE, FORT ATKINSON, WISCONSIN  
JANUARY 13, 2020 ~ 6:30 P.M.**

1. Call meeting to order at 6:34pm
2. Roll call: Julia Ince, Emily Yavuzcetin, Kirsten Winski, Roz Highfield, Chuck Washburn, Andrew Logan
3. Andrew Logan from Black Hawk Senior Residents: Looking at what he can do with the first level of the building where Brock's used to be. Andrew gave the history of the maintenance of the building and what improvements they have recently made (i.e. windows). He also explained the health concerns they are dealing with with their residents and how the building can work better for them. He showed the commission renderings and architectural drawings of what they would like to do to the exterior of the building.
4. Approval of minutes of December 9, 2019 meeting: Roz motions to approve, Chuck seconds
5. Treasurer's report: \$1200 city balanced used for 2019, \$47.00 will be deducted from 2020 for the remaining balance from the TAPCO order of the banner poles. Fort Atkinson Community Foundation balance: \$8498.46
6. Report on correspondences with commission: Julia Chady was able to make Kirsten an admin of the Facebook page. Kirsten asked Tammy Doellstedt for the application for a local landmark status.
4. Unfinished Business
  - a. Water Tower Report: nothing to report
  - b. Website and Facebook Updates: Minutes are current. Kirsten and Julia are still working on wording and links on the website.
  - c. Historic District Banners: Julia put together a design with a silhouette instead of a photograph for the graphic. Commission agreed that each banner in the district could be the same. She completed one for the Main St district and will work on one for the Merchants Ave district to be sent to the graphic designer.
5. New Business

- a. Election of 2020 Officers: Julia accepts nomination for President, Emily accepts nomination for Secretary until her position expires in May and Roz accepts nomination for Treasurer.
  - b. FAHPC 2019 Annual Report: Julia will send to Matt Trebatowski.
  - c. Review of Weather Break Panel and Storm Door for 232 South Main Street: scratched, store came up with another option.
  - d. New Commission Goals: tabled due to time.
6. Miscellaneous
- a. Next Meeting – Monday February 10, 2020, 6:30pm
7. Adjournment : 7:53pm

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



9-a

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

**Date: February 6, 2020**

**TO:** Fort Atkinson City Council

**FROM:** Adrian Bump, Police Chief

**SUBJECT:** 2019 Call Data Update on Adult Care Facilities

**Background:**

The City of Fort Atkinson enacted a temporary moratorium on the approval of Adult Care Facilities. This moratorium started in mid-2015 and was later lifted in 2018. From enactment of the moratorium through today, data analysis has become important as we look at the impacts on public safety.

As requested, the below data showing calls for service specific to the police departments response to Adult Care Facilities are being provided. The data shows the actual call volume coming into the police department annually. The current numbers show data gathered from 2010 through 2019.

**2019 Data & Update:**

*Fort Adult Care Consortium* – The FACC has continued to meet through 2019.

The core active members of the FACC continue to meet and work toward professional standards and call reduction. FACC and the police department maintain a strong open line of communication. The meetings are well organized and productive. Attendance is still low as only a strong core group of members actively participate in person. The FACC is still using technology to increase involvement with an online attendance option to further assist business owners/managers the ability to attend despite the inability to leave their facilities. A FACC website also offers published meeting minutes to help members stay up to date. Providing optional and mandatory training has also been a focus in 2019 and has proven to provide more value to facilities and their employees.

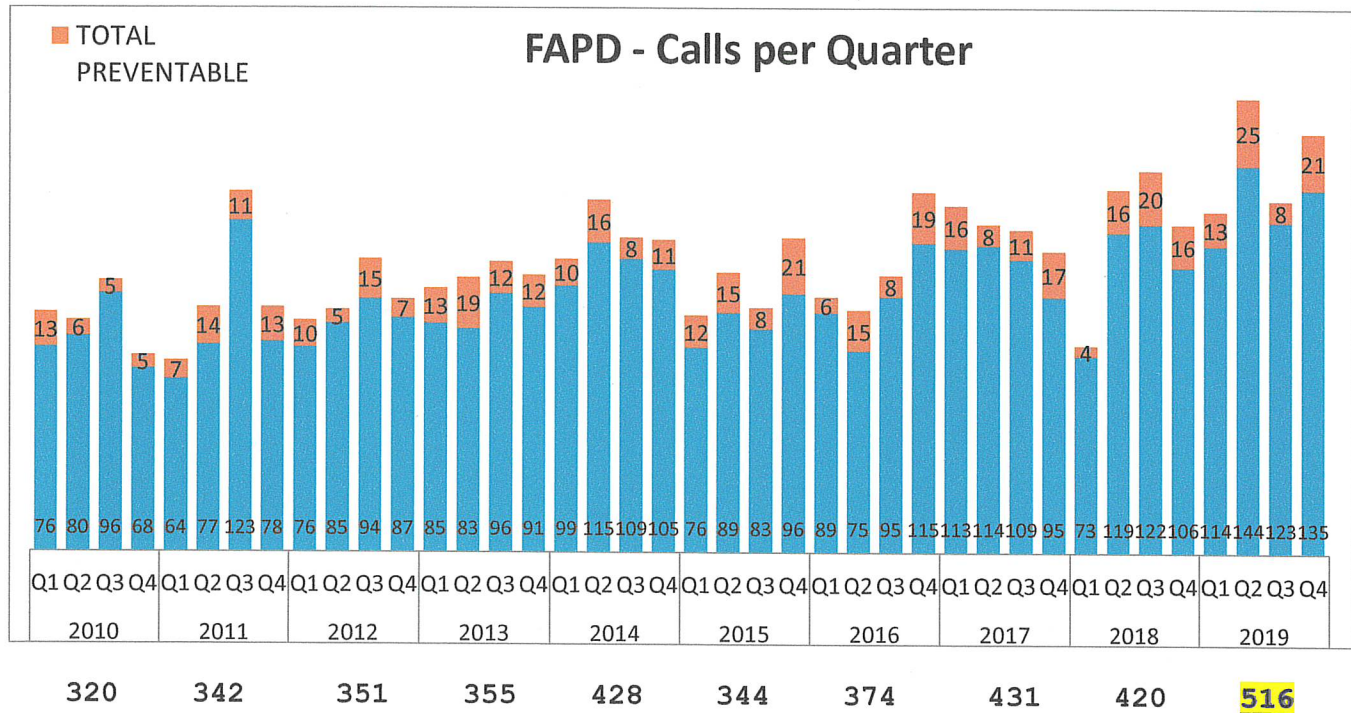
**Qualifying Chronic Nuisance Property Group Homes:**

There is currently two (2) homes that have qualified under the City Ordinance related to Chronic Nuisance Properties. 502 Nikki Lane and 509 Nikki Lane are currently under warning status. Further qualifying calls will result in fines and bills for service.

1 of 4

## 2010 - 2019 Police Call Data

Charts below represent all calls to known AFH, CBRF, RCAC, SAP, and ADC addresses.



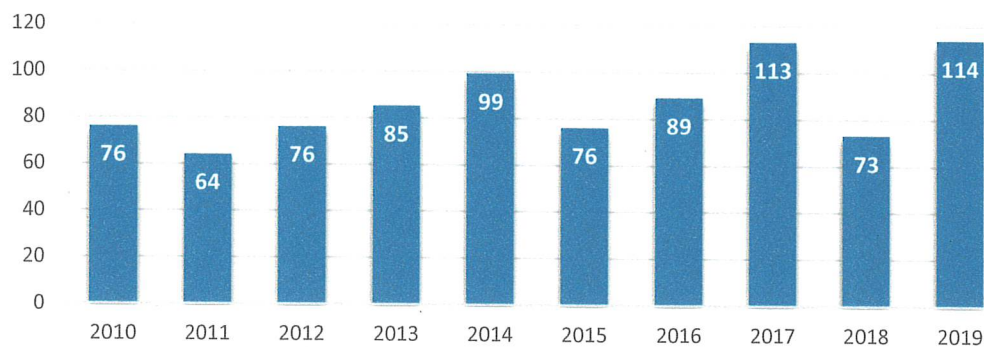
Preventable calls were originally a focus as a key statistic in the presented data. Preventable calls are shown quarterly in orange. Over time we have found that there is very little impact on call volume as calls continue to remain at high volumes. We have seen an increase in preventable calls as well in 2019. I believe this is directly related to the amount of homes that are not involved and not interested in participation in the FACC. This assertion is evidenced by the two homes currently deemed chronic nuisance properties under City Ordinance. As identified in past updates, it is apparent that the present call volumes we see are the consistent norm related to CBRFs and their need for emergency services.

2019 Call Data shows a significant rise in calls for service to these businesses/Homes in 2019 recording the highest year for calls to date. I also recognize a possible trend in call volume that is occurring since the lift of the moratorium in mid-2018. This will be an area to watch and verify in the coming future as we compare data from 2020.

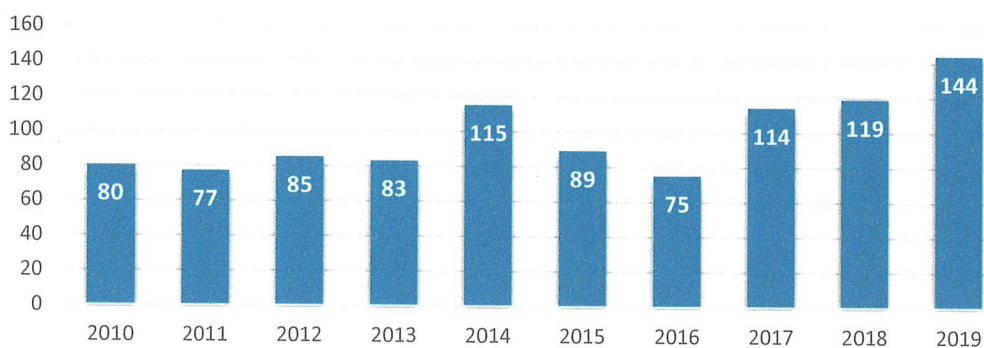
Below is a look at the numbers related to CBRFs by quarter for 2010-2019.

## Comparing Quarters from 2010-2019

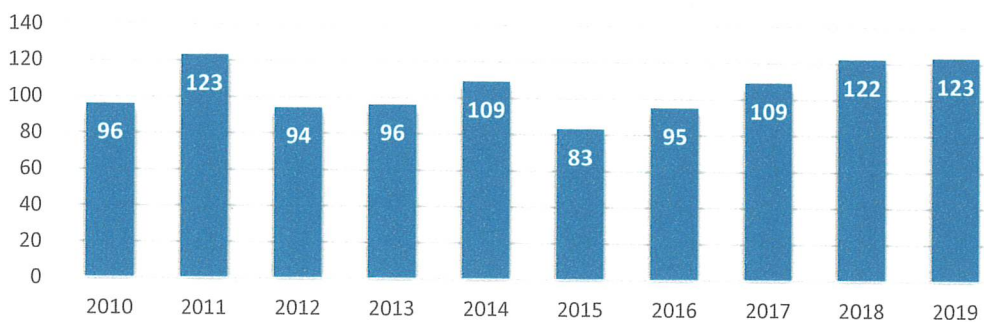
### FAPD - 1st Quarter Calls 2010-2019



### FAPD - 2nd Quarter Calls 2010-2019



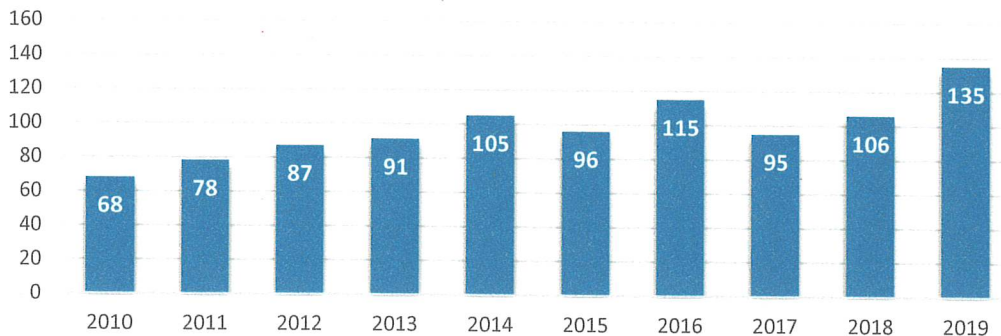
### FAPD - 3rd Quarter Calls 2010-2019



384



### FAPD - 4th Quarter Calls 2010-2019



#### Final Observations:

Call volume continues to increase and reinforces the thought that the best run facility will still require a base level of emergency service for their population. We also have facilities that are not interested in working with the City or FACC in reducing calls or adopting best practices. This lack of interest will continue to be a contributor to the local strain on public safety services.

The call volume increase and the increase in time that many calls for service require reveal that Fort Atkinson's Public Safety is working beyond its capacity many days. The Police Department saw an increase of 970 calls for service in 2019. That was a 12% increase in officer workload. If we specifically look at the Adult Care Facilities in Fort Atkinson, we saw a 19% increase in calls for service from 2018 to 2019. Additionally, if we look at the change between 2010 to current day, there has been a 38% increase in calls for service to Adult Care facilities here in Fort Atkinson. These calls for service have all been addressed or brought to a final disposition with the same size workforce each year as the police department has not increased in manpower for over 22 years when we first increased to 20 sworn officers working for the agency.

Although solutions and best practices have been implemented or adopted, the increase in calls and the burdens placed on public safety are not being reduced. We are finding that people need and require our services more and more each day.

Respectfully submitted,

Adrian Bump  
Chief of Police  
Fort Atkinson



10-a

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

**Date:** February 13, 2020

**TO:** City Council  
**FROM:** Matt Trebatoski, City Manager  
**SUBJECT:** 2019 Annual Reports

Attached are the Annual Reports from the various City Departments for 2019. The reports are individually prepared by each department and then assembled into one document highlighting the activities in which department heads feel are the most important, with the routine day-to-day items omitted.

The City accomplished many projects and purchased much needed equipment in 2019 in conjunction with our Capital Improvement Plan, some of which included the following:

- Zoning code rewrite
- Replacement computers
- Fire Station renovation and expansion design
- Fire duty officer vehicle C-100
- Police squad replacements
- Police mobile data computer replacements
- City Garage scan diagnostic tool and communication headsets
- Parks playground equipment and picnic site enhancements
- Aquatic Center deck furniture
- Library LED lighting conversion
- Traffic signal controller replacements
- Street maintenance and rehabilitation work
- Wastewater solids storage building repair
- Wastewater biological phosphorous mixer replacements
- Wastewater Aerobic digester valve and digester #3 aeration grid replacements
- Water main replacement on Roosevelt and Messmer Streets
- Water meter replacements and meter reader replacement
- Water trailer-mounted valve turner and hydro excavating tool
- Water SCADA system replacement
- Stormwater Larson Lagoon pond construction
- Stormwater improvements with street rehabilitation work

These are just a few of the more extensive projects worked on in 2019. In total, the City completed over \$1,730,000 worth of much needed capital projects and equipment purchases in 2019.

I hope you enjoy reading the reports, and as always, we are interested in your comments and suggestions for improvement.

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## **BUILDING SUPERVISION DEPARTMENT 2019 Annual Report**

As of December 31, 2019, the Building Supervision Department has issued five hundred and six (506) total permits for fee revenues of \$65,915.00 and an estimated total value of \$11,918,330. The breakdown of the permits by type is as follows: one hundred and fifty five (155) building permits were issued for a revenue of \$32,365.75, One hundred and forty six (146) electrical permits were issued for revenues of \$11,885.25, sixty six (66) plumbing permits for revenues of \$7,344.00, and one hundred and thirty two (132) heating, ventilating, and air conditioning permits for revenues of \$14,125.00 and the remainder were misc. permits.

Five (5) new single-family homes were constructed in 2019 for an estimated value of \$1,191,000.00 or an average value of \$238,200.00 per home. The number of new single family homes constructed is decreasing slightly due to a lack of suitable lots. Remodels, additions and alterations to single and two family homes amounted to thirty eight (38) permits with an estimated value of \$713,464.00 or an average estimated value of \$18,775.00 per permit.

Three new two-family homes were constructed in 2019 for an estimated value of \$695,000.00 or an average value of \$231,666.00 each. No new permits were issued for multi-family buildings in 2019. Remodels, additions and alterations of commercial/industrial buildings amounted to seventeen (17) permits with an estimated value of \$9,040,000.00 or an average of \$531,764.00 per project. The continued investment and expansion of our commercial/industrial businesses indicates that our commercial and industrial base continues to be strong and growing.

Twelve (12) new-detached garages were constructed in 2019, with an estimated valuation of \$247,800 or an average of \$20,650.00 per garage. Forty nine (49) fences, thirteen (13) signs, nine (9) decks, and nine (9) sheds plus other miscellaneous permits made up the remainder of the permit numbers.

Changes to floodplain delineations and challenging soils and artesian subsurface water conditions are proving to be large obstacles to development in some of our previously subdivided areas. We spent time in 2019 working on developing the City's new Zoning Code which will be completed in 2020. The new zoning code will replace a document which has been modified and adjusted for the past fifty years and should, when completed, better reflect the new trends and methods in zoning and land use management. Part of developing and implementing the City's long range plans will include standards adaptable to infill, mixed use development and traditional neighborhood options for future growth and development areas.

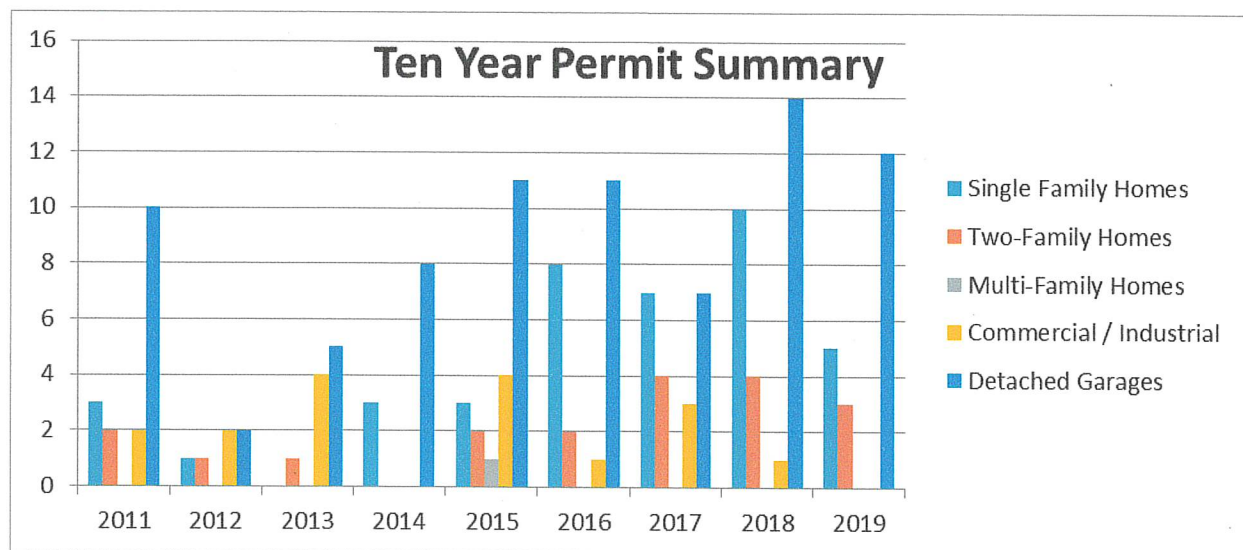
The large majority of construction activity continues to be in remodels and additions to existing properties and the repurposing of existing structures. The trend towards reinvestment and repurposing of existing land and structures is positive and a good use of existing infrastructure.



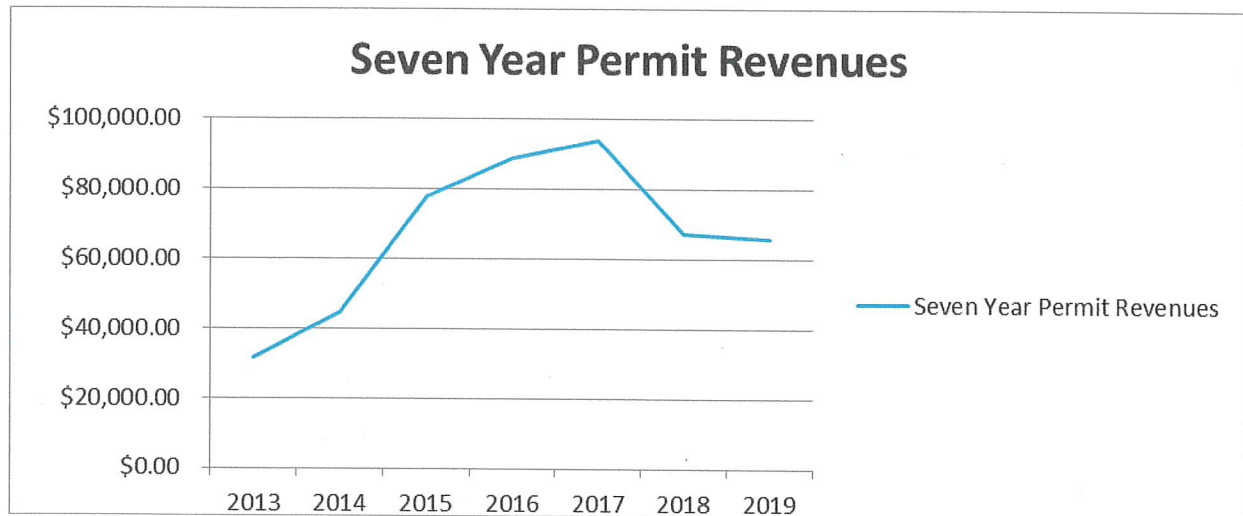
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The City of Fort Atkinson continues to offer a terrific value to those wishing to build either homes or commercial/industrial buildings, and this fact will keep the City at the forefront for future development. The City has now developed up to the bypass along the Northwest side of the City and will undoubtedly expand beyond that point in the near future.



The total number of permits, five hundred and six (506), is down by approximately 4.8% from five hundred and thirty one (531) permits in 2018. The total permit revenues for the year 2019 were \$65,915.00 which is down approximately 2.3% from \$67,498.00 in 2018, this represents the second year since 2013 with a revenue decrease. Our current permit fees, which began use in 2016, are functioning well and helping the Building Supervision department in its goal to be more self-sustaining while continuing to offer a great value to the public.



The Building Supervision Department conducted seven hundred and thirteen (713) inspections in 2019, for an average of four (4) inspections per day. These inspection numbers, as always, do not include inspections and site visits dealing with property code enforcement, zoning or safety concerns.

Respectfully Submitted,

Brian Juarez, Building Inspector/Zoning Administrator



## CITY CLERK/TREASURER

**OPEN BOOK:** Wednesday April 15, 2020 1:00 pm – 3:00 pm. Open Book refers to a period of time when the completed assessment roll is open for examination by property owners. Property owners can meet with Associated Appraisal to review their assessments, review property records, ask questions and preview comparables that were used when assessing your property.

**BOARD OF REVIEW:** Wednesday, May 6, 2020 10:00 am – 12:00 pm. If you disagree with your assessment after Open Book, you may appeal the assessment to the Board of Review. You must file an objection with the City Clerk at least 48 hours before the scheduled date. Contact the Clerk for more information.

### BENEFITS ADMINISTRATION

Employee benefits are managed in the C/T office for all full time and part time employees. Benefits include earned time (sick, vacation), insurance (health, dental, disability, life), retirement options (WRS, Wisconsin Deferred Compensation, North Shore Bank) and flexible spending for medical reimbursements or dependent care. Health Insurance is available to all full-time employees through the Wisconsin Employee Trust Funds.

### ELECTIONS - 2019

There was only one election in 2019 and it was the Spring Election in April. Results are posted on the Jefferson County Clerks website after polls close on Election Day.

Election	# Election Day Voters	# New Registrations	# Absentee Voters	Total Voters	Percentage
April	2,040	48	192	2280	34.69%

Have you visited [www.myvote.wi.gov](http://www.myvote.wi.gov) yet? You can register to vote, change your address, see when the next election is, find out what is on your ballot and even request to vote via absentee.

### ELECTIONS - 2020

The year 2020 will bring four elections – Tuesday February 18<sup>th</sup>, Tuesday April 7<sup>th</sup>, Tuesday August 11<sup>th</sup> and Tuesday November 3<sup>rd</sup>. Polls will be open 7:00 am to 8:00 pm.

### SOCIAL MEDIA

Keep up with the City by ‘liking’ our Facebook page and by visiting our website. [www.fortatkinsonwi.net](http://www.fortatkinsonwi.net).

### LICENSING

The Clerk’s office is responsible for issuing many licenses throughout the year. These licenses include: Beekeeping, Direct Seller, Mobile Merchant, Sale of Cigarette/Tobacco products, Class A and B for Beer and Liquor, Class C Wine, Operators, Provisional, Temporary Beer and Temporary Wine. All licenses are for one year issuance with the exception of the two-year operator license. Licenses generate revenue exceeding \$25,000.

### Beekeeping License

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Honey beekeeping is allowed in residentially zoned districts within the City. The license must be renewed annually, however the fee of \$25 is only required with the initial application. Ordinance #750 discusses the allowance and restrictions of beekeeping.

### **Direct Seller**

Direct seller licenses are required for door-to-door sales of products. Exemptions exist for youth civic and religious non-profit organizations. The fee is \$25 for the annual license. Review Ordinance #753 for more information.

### **Mobile Merchant**

Mobile merchants include vendors that sell food, merchandise, product out of vehicles or trailers in various zoned districts in the City. The license can be for six months or twelve months. Check out Ordinance #723.

### **Types of Alcohol Licenses**

"Class A" Intoxicating Liquor, Class "A" Fermented Malt Beverage (Beer), "Class A" Liquor: Cider Only, "Class B" Intoxicating Liquor, Class "B" Fermented Malt Beverage (Beer), "Class B" Winery, "Class C" Wine, Reserve "Class B" Intoxicating Liquor, Temporary Class "B" Fermented Malt Beverage (Beer) and Temporary "Class B" Wine.

### **Definitions of Alcohol Licenses**

Class A refers to consuming product *away* or off premise (grocery store, gas station).

Class B refers to consuming product *on* premise (bar, tavern, restaurant, bowling alley)

Class C refers to the sale of alcohol beverages accounts for less than 50% of gross receipts.

Product may be sold by the glass or in an opened original containers for consumption on the premises where sold.

### **Number and Types of Licenses Issued**

Class "A" Beer and "Class A" Liquor Cider Only – 6

"Class A" Liquor – 3

"Class A" Liquor and Class "A" Beer – 7

Class "B" Beer – 0

Class "B" Beer and "Class C" Wine – 4

"Class B" Liquor and Class "B" Beer – 21

RESERVE Class B Liquor and Class B Beer - 3

### **Operator Licenses**

There are currently 378 licensed operators/bartenders in the City of Fort Atkinson. To become licensed, an applicant must pass a Responsible Beverage Server course at [www.learn2serve.com](http://www.learn2serve.com). Provide a printed certification of completion and file an Operator License application.

### **ORDINANCES**

An ordinance is a law or regulation made by local government. Nine ordinances were approved throughout the year. Abbreviated ordinances are published in the local newspaper as required by Statute. The complete ordinance can be viewed on our website, go to New Ordinances under Your Government.

## RESOLUTIONS

The City Council adopted twelve resolutions this year. Resolutions can vary from combining wards for elections to approving financial transactions and adjusting rates. Resolutions are exempt from being published in the local newspaper but are available on our website.

## REAL PROPERTY AND PERSONAL PROPERTY TAX COLLECTION

Property tax bills were mailed in mid-December with the first installment due January 31<sup>st</sup> to the Clerk's office. The second installment is due July 31<sup>st</sup> at the Jefferson County Courthouse. Full installment payments are allowed until January 31<sup>st</sup> at the Municipal Building.

### *Taxing Unit*

	<i>2017 Levy</i>	<i>2018 Levy</i>	<i>Total 2019 Levy</i>
State of WI	\$	\$ -	\$ -
Jefferson County	\$ 3,753,017.77	\$ 3,714,001.70	\$ 3,920,783.80
Fort School District	\$ 9,029,491.26	\$ 9,408,048.33	\$10,602,445.05
Madison Tech College	\$ 820,641.91	\$ 816,853.92	\$ 878,245.83
City of Fort Atkinson	<u>\$ 7,255,173.00</u>	<u>\$ 7,378,945.00</u>	<u>\$ 7,963,383.33</u>
Total	\$20,858,323.94	\$21,317,848.95	\$23,364,858.01

Property tax payments collected in December 2015: \$8,089,903.14

Property tax payments collected in December 2016: \$8,212,896.81

Property tax payments collected in December 2017: \$9,094,440.98

Property tax payments collected in December 2018: \$9,456,429.68

Property tax payments collected in December 2019: \$9,693,365.27

Property tax payments collected in 2016 as of January 15<sup>th</sup>: \$2,737,279.46

Property tax payments collected in 2017 as of January 15<sup>th</sup>: \$2,932,159.98

Property tax payments collected in 2018 as of January 15<sup>th</sup>: \$2,281,487.48

Property tax payments collected in 2019 as of January 15<sup>th</sup>: \$2,596,952.20

Property tax payments collected in 2020 as of January 15<sup>th</sup>: \$2,410,177.38

## TAX EXEMPT FILING

Every even year a property that is any one of the following: Church, Educational, Medical Facility, Housing (nursing home etc.), or a public benefit (Scouts, YMCA, etc) has to submit a Tax Exemption report. On the report they have to fill in the purpose of the property, estimated fair market value of the property, date acquired and if the property was leased within the last two years. We have over 50 of these Tax Exemption properties in Fort Atkinson.

## COURT

Fort Atkinson's Municipal Court convenes for Initial Appearances twice each month on Monday evenings in order to hear all pleas resulting from citations issued by the Fort Atkinson Police Department for violations of the Wisconsin Traffic Code, as well as violations of the city's Municipal Code of Ordinances. Initial Appearances consist of both an Adult and a Juvenile Docket, with Juvenile cases held individually in order to assure confidentiality. A number of steps have been taken in recent years to increase the dialog between the court and the city's schools. Juvenile first offenders are encouraged to make better choices and to take advantage of their educational opportunities. The number of Juvenile Cases related to truancy remains a major focus for the court.

A Pre-Trial Conference with City Attorney, David Westrick is held for anyone who enters a plea of Not Guilty at Initial Appearance. If resolution can't be reached at that conference, a trial is held. Those trials take place on the Monday evenings when no Initial Appearances are scheduled. Our personnel includes: Debi Hayes, Court Clerk; Captain Chad Lange, Court Officer and Municipal Judge, Charles Frandson. In the interest of convenience, a more detailed tab has been added to the City's website to prepare parties who may have received a citation and want to better understand the procedure and their options prior to their Initial Appearance. The Court Clerk is now located at the Municipal Offices. The court phone number is (920)563-7763.

A total of 1,253 cases were processed in 2019 including 937 traffic cases; 27 OWI cases; 174 adult non-traffic cases and 115 Juvenile non-traffic cases. Along with courtroom and Wisconsin DOT communications responsibilities, Clerk Hayes collects forfeitures and disburses funds to the State of Wisconsin and Jefferson County as required. Funds collected by the court during 2019 totaled \$165,317.15. After shared payments to the state and county, the city's retained revenues totaled \$96,543.48. \$982.00 of that total was contributed to the Drug Task Force.

## ELECTRICAL DEPARTMENT

The City of Fort Atkinson Electrical Department is responsible for maintaining, repairing, upgrading and locating the electrical at all city owned building/facilities, along with Civil defense sirens, 2 Way radio maintenance, Traffic signals and control, Street lighting and control, Aquatic center, Parks, Riverwalk/Bike trail, Sanitary lift stations, Water wells and Airport electrical.

In 2019 the Electrical Department was kept busy at one or more of the above areas, some of the highlights of the year include.

- Traffic Control: Started the installation of the rapid flashing pedestrian displays (RRFB) at some of the more populated intersections to help with pedestrian crossing (completion spring of 2020).

Equipment upgrades to (3) traffic signal controlled intersections.

Left turn arrow install at N. Lexington and Madison Ave. to help the High School traffic flow.

Replacement of 250 ft. of traffic sensor conduit and wiring at Janesville Ave. and Klement St.

- Street Lighting: Installation of a new concrete pole base and wiring at S. 3<sup>rd</sup> and Main Street. Install new electrical conduit and wiring along the rework section of E. Milwaukee Ave.

- Parks: LED lighting upgrades at Barrie Park restrooms and Clubhouse exterior lighting.

Installation of light poles and LED lighting on the new Clubhouse patio.

Underground electrical at McCoy Park kiosk (spring 2020 finish).

- Wastewater Utilities: A long list of electrical troubleshooting and repair, along with some late summer/fall flooding that required electrical wiring and control for larger pumps at (2) sanitary lift stations.

- Water Utilities: Installation and wiring for a new Variable Frequency Drive (VFD) at well 6, along with other electrical upgrades. New pump motor soft start at well #7.

- Diggers Hotline: Processed approximately 400 request for locating and marking of city owned underground electrical conduit and wiring.

I once again enjoyed helping out all of the local Clubs/Organizations and Trunk or Treat, Fall Fiesta, and the Beautification committee with their power needs in 2019.

## ENGINEERING DEPARTMENT - 2019 ANNUAL REPORT

The Engineering Department has the responsibility for planning, maintaining, designing and inspecting all new and existing City infrastructure related to streets, storm water, sanitary, water, terraces, and sidewalks. The City Engineer manages the DPW, Water Utility, Building Inspection Department, Stormwater Utility, Wastewater Utility, and Electrical Department of the City. Engineering also manages the Airport, Taxi Service, and Compost / Recycling. Engineering supports all City departments. In addition, this department coordinates all City reviews and hearings associated with proposals before the Plan and Zoning Commission. The Department is composed of the City Engineer, Andy Selle, and the Assistant City Engineers, Rudy Bushcott and Tom Williamson. The following summarizes the work that occurred in 2019 specific to the Engineering Dept.

### SUBDIVISIONS/COMMERCIAL DEVELOPMENT

- Koshkonong Estates 4<sup>th</sup> and 5<sup>th</sup> Addition (2005-2007): 0 lots developed in 2019. 56 lots remain. +/- 67 lots total. The subdivision is slow to develop due to wetlands and high groundwater. A moratorium on building permits was placed on this subdivision in February 2019.
- Highland Heights (2005): 1 lot developed in 2019. 1 lot remains. +/- 72 lots total.
- Crescent Beauty Farms (2007): 5 lots developed in 2019. 24 lots remain. +/- 43 lots total. The subdivision has been slow to develop due to wetlands and high groundwater.
- Theron (2016): 1 lot developed in 2019. 7 lots remain. 9 lots total.
- In-Fill Lots: 2 in-fill lots were developed in the City.

### STREET PROGRAM

**Reconstruction:** This work entails either partial removal or full removal of the existing asphalt and underlying base material. This work should coincide with improvements in utilities below the road.

- Roosevelt Street North of Madison and Messmer Street West of Zaffke Street were reconstructed with new water main, additional storm sewer and minor sanitary sewer replacements. The project is projected to be \$30K under budget, with only a few remaining items to be accomplished in the spring.

**Rehabilitation:** This work consists of milling or pulverizing and laying new asphalt. It is sometimes accompanied by replacement of utilities below.

- Mill 2-1/2" Asphalt and repaved with 2-3/4" asphalt on the East 1/2 of Milwaukee Ave.
- Pulverized the West 1/2 of Milwaukee Ave to the Bark River Bridge and Commonwealth Dr. from Elsie St. to Montclair Pl. and repaved both in 2 levels totaling 4" of new asphalt.
- The County assisted us in milling and paving several areas within the City.
  - A small portion of Whitewater Ave. was milled and paved near the intersection of Main Street and Whitewater Ave. This was necessary to repair a badly failed portion of the East lane.
  - The turn-around of Chippewa Court was milled 2" and paved to improve ride quality and extend the life of the roadway.
  - All of White Street was milled 2" and paved to improve drainage and ride quality.

**Maintenance:** This work includes seal coating (laying an oil down and embedding stones over the top) and crack filling (routing out cracks and filling them with tar). Maintenance is performed every 3-7 years depending on the level of road traffic.

- Crack fill was performed on 6+ miles of roads in the 3 to 5-year old range.



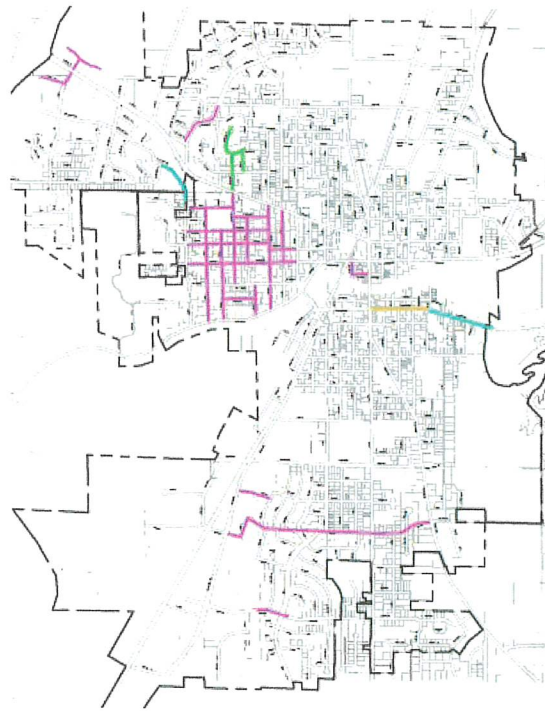


Figure 1: **MAGENTA** – crack fill (+/- 6 miles) **GOLD** – mill and resurface (+/- 0.5 miles) **BLUE**– pulverize and pave (+/- 1 miles) **GREEN**– reconstruction & utility replacement (+/- 0.5 miles)

Table 1: Quantities of maintenance work (contractor and DPW)

YEAR	SEAL COAT	CRACK FILL
2019	0	118,434 SY
2018	263,733 SY	263,733 SY
2017	252,796 SY	242,416 SY
2016	157,546 SY	252,815 SY
2015	29,299 SY	29,299
2014	0	0
2013	0	0
2012	20,450 SY	20,450 SY
2011	34,573 SY	34,573 SY
2010	37,865 SY	37,865 SY

Table 2: Quantities of rehabilitation work (contractors)

YEAR	MILL/ RESURFACE	PULVERIZE/ RESURFACE	FULL RECONSTRUCTION
2019	9,579 SY	10,885 SY	7,300 SY
2018	6,522 SY	1,265 SY	17,675 SY
2017	4,300 SY	10,100 SY	
2016			15,426 SY
2015		27,176 SY	
2014		26,270 SY	
2013	21,603 SY	3,893 SY	
2012	21,540 SY	4,290 SY	
2011	12,222 SY	13,744 SY	
2010	29,722 SY		

**Table 3: Dollars spent on both maintenance and rehabilitation from the annual street program budget**

YEAR	CONTRACTORS	CITY	TOTAL
2019	\$681,479	\$16,505	\$697,984
2018	\$471,584	\$149,368	\$620,952
2017	\$767,406	\$19,950	\$787,356
2016	\$866,115		\$866,115
2015	\$411,326	\$20,000	\$431,326
2014	\$412,120	\$12,500	\$424,620
2013	\$334,011	\$112,355	\$446,366
2012	\$334,840	\$82,332	\$417,172
2011	\$355,556	\$35,555	\$441,070
2010	\$372,028	\$45,003	\$417,031

In 2020 staff will continue with regular street maintenance activities on the roads and maintain a more robust asphalt pavement rehabilitation program.

### **SIDEWALK PROGRAM**

There have not been any new sidewalk installations since 2009 other than those required with new subdivisions. 2019 saw the sidewalk program concentrate its efforts around the Barrie Park area, with the restoration of 1100 LF of walk. In addition, the entire City's sidewalk conditions were assessed as a planning effort to develop a long terms, sustainable plan for maintenance. In 2020 the department will be looking to finalize an active sidewalk program based on a 10-year restoration plan.

### **STORMWATER UTILITY**

In 2006, the City became a Phase II Stormwater Permitted community and came under the Dept. of Natural Resources permit conditions to reduce the sediment being discharged from our storm sewer system to the Rock River. The amount of sediment and phosphorous the City may discharge has been determined by the Rock River TMDL. The following stormwater related items occurred in 2019.

- Construction of the Larsen Lagoon project was completed in 2019 and fully restored.
- Work continues with the UW Whitewater helping the RRSg with outreach and goals
- The City's Stormwater Management Plan was finalized with WDNR. The plan provides a pathway toward compliance of the TMDL requirements of our permit. There is no deadline of implementation.
- During a 2019 routine televising event of the system it was discovered that a large area of the box drain within the Jones Park greenspace has failed. This issue will be further investigated and designed for repair, or replacement.

### **AIRPORT**

The existing fuel system has three 2000 gallon tanks and two fuel hoses with manual hose reels. In 2019 there have been minor difficulties with the use of the new system. The large diameter fuel hose and reel have presented a weight and ease of use issue over the last year, and several complaints have come forward. This office has been in contact with the State and will continue to work to resolve the issue in 2020.

### **OTHER PROJECTS/ACTIVITIES**

- GIS Updates – in 2019 the City underwent a comprehensive sidewalk condition study. This study reviewed the existing condition of the City sidewalk infrastructure and marked the areas in need of repair within the current GIS system. This study and mapping will assist with proper maintenance and

restoration planning in 2020. The goal will be to put together a 10-year restoration program for the entire city.

- Purchase of 75 acres of residential development property along Banker Rd
- Rockwell Avenue was completed with paving of the final lift of asphalt and landscape restoration in 2019
- Began Zoning Code Update for 2019 – to be completed in early 2020
- Designed and began installation of four new RRFBs to improve pedestrian safety
- Designed an extension of the bike trail across Whitewater Ave and toward Memorial Park.
- Submitted an MLS Grant to the State for improvements on Industrial Dr area and Ridge Dr area of our industrial parks
- Designed and platted infill lots on Grove St adjacent to Jones Park for new housing in 2020
- Participated in a Fiber Optic installation with the FA School District and Fort Healthcare to begin developing a local fiber network
- Served as an advisory member of the FASD Facilities Review Committee in preparation for a strategic plan at facility investment for the District
- Began the process of vacated alleys that serve only a few residents but remain under the care of the DPW for maintenance

### CONCLUSION

2019 was another year of larger projects. Rockwell Avenue was completed, Larsen Lagoon was completed, Water SCADA System replacement was completed, Wastewater Facility phase one design completed, all among our traditional annual infrastructure maintenance and improvements. Progress on GIS development was good, with the addition of the sidewalk evaluation to the model, but making the data a readily usable tool for all departments has been a slow process. The efficiency to be gained from readily available information continues to be substantial and we will continue to improve upon the plan for 2020.

Early indications are that we will make great progress with our maintenance program for street work. In 2020 we will shift our attention toward rehabilitation work in the absence of funding available for water main replacement. Improvements will continue to be measured in blocks instead of miles, with the ultimate goal of maximizing our budgeted investment. A water infrastructure replacement plan will remain a goal for 2020, as does a Water Utility master plan update – which has not been completed since 2007. Master planning should occur in general every decade. We inched closer to a coordinated plan for street reconstruction, sanitary rehab and water main replacement in 2019 but progress was slow. Additional data in 2020 associated with rate analysis for both the water and wastewater utility, infrastructure investigation of the wastewater collection system, and a master plan for the water utility, will move us further along toward this goal.

I am excited about 2020 and continuing to build momentum for a well-coordinated and well planned infrastructure improvement program in the City.

Respectfully Submitted,

Andy Selle, P.E.  
City Engineer and Director of Public Works

# Fort Atkinson Fire Department Report on Operations 2019

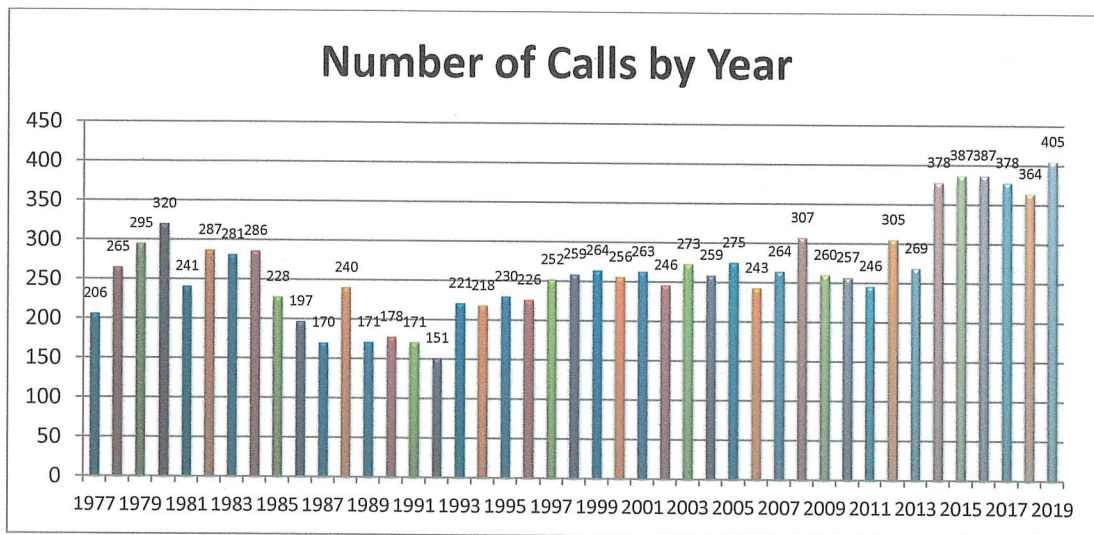
## INTRODUCTION

Calendar year 2019 was an eventful year for the Fort Atkinson Fire Department. There have been many positive changes along the way along with a few persistent challenges that remain. In the following few pages we will summarize some of the milestones we have achieved over the last 12 months and briefly explain some plans for the coming year.

## ADMINISTRATION

In December the department conducted a recruitment campaign and we were able to add three firefighters to our ranks. Josh Hertfeldt, Maci Marshall and Emily Schwab have joined the department and are now completing initial orientation. This brings our roster back to full strength.

Our department saw a 10% increase in calls for 2019. While it is too early to correlate a single reason for the increase, we did have a couple of very busy months in June and December.



One area of concern is that the incidence of EMS calls seems to be steadily increasing due to the volume of calls that Ryan Brothers is handling. We expect this call volume to continue to increase due to an aging population however, thanks to the generosity of the community; we are well positioned to meet that expected need.

On August 1<sup>st</sup>, 2018, we began operation of an EMT transport ambulance service to supplement the capabilities of Ryan Brothers Ambulance. Over the last 12-months we have averaged approximately six calls per month when an RBA unit was not available or when needs exceeded the capabilities of our contracted provider.

Below is a brief breakdown of our response requests compared to previous years:

STATISTICS	2019	2018	2017	2016
FIRE	35	45	43	46
RESCUE/EMS	161	149	127	134
HAZARDOUS CONDITIONS	43	32	48	63
SERVICE CALLS	31	30	26	19
GOOD INTENT	38	35	30	29
FALSE ALARM	86	66	95	91
SEVERE WEATHER	9	2	3	0
SPECIAL OR OTHER	5	5	6	5
TOTAL CALLS	405	364	378	387

What is not apparent in the statistics is the incidence of using on-duty personnel to handle routine calls instead of paging the paid-on-call members. In 2019 we used our duty officer position (either a Chief or on-duty Inspector) to respond to 44 calls of various types. Of these 44 calls only 5 required additional units to respond. These calls may include carbon monoxide incidents, open burning complaints, alarm resets and some other incident investigations.

We want to assure the community that if there is any doubt concerning the need for a full department response, we will respond appropriately but this duty officer position has the potential to reduce the stress on our non-career people and also may realize some cost savings in department operations which could then be shifted to other equipment and facility needs.

#### FORT ATKINSON VOLUNTEER FIRE FIGHTERS ASSOCIATION

The volunteer association continues to be an essential element of department operations. While the association serves as the social arm of the department, their efforts in prevention activities and support of special projects are paramount to successful outcomes. The Association is a valued member of the management team.

We believe that the community recognizes how integral these volunteer members are to our organization as more than 1200 people attended and participated in prevention activities at our Paid-On-Call Firefighters Association Pancake Breakfast in October.

The fundraising and family events planned and conducted by the firefighters association have been instrumental in the success of the department

#### FIRE OPERATIONS

Our Fire operations division is headed up by Division Chief Tom Gerondale. Over the last year we have evaluated how we respond to most incidents. As a result of that process, we have adjusted our response profiles by adding equipment on some responses such as commercial building fire and alarms but have also reduced response units to other calls. We feel that at this

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time we have "right-sized" our response to better fit the needs of the community. We have also significantly changed how we request and respond to mutual aid calls.

We now have the capability to request a minimal amount of units for calls that may exceed our daily staffing capabilities without overloading the response by use of a newly created "working still" level of alarm.

### RESCUE

The Fort Atkinson Fire Department Rescue Squad is made up of twenty two personnel and is headed up by Division Chief Mike Lawrence who is assisted by Captain Nick Rueth and Lieutenant Nate Lawrence.

161 of our 405 calls in 2019 were rescue calls for auto accidents, medical calls, lift assists or assistance to Ryan Brothers Ambulance. More specifically, on 97 occasions FAFD Rescue was called to respond to EMS calls, or to respond to medical emergencies when Ryan Brothers was unavailable due to other emergency calls or medical transports already being delivered. Our ambulance transported 46 patients last year. Lieutenant Josh Brant was recently appointed to oversee Quality of Care and documentation related to our EMS function.

### TRAINING

New emphasis has been placed upon training by Division Chief Lawrence, Captain Paul Verhalen and Lieutenant Kurt Braman, particularly in certified training for firefighters, hazardous materials response and officer training and in areas of firefighter safety. One very important area is upcoming training is to certify drivers on our new apparatus. These new trucks are some of the largest, heaviest and most complex vehicles that any department operates and can be the most dangerous to maneuver and work around if the operators are not extremely competent in use. Our goal for this year is to qualify a number of new operators for engines (pumpers) and all of our aerial operators will be completing state certified training on the apparatus before the end of 2019. Towards this goal, we have created a new classification system for our apparatus operators. We now classify our operators as either drivers (for non-pumping apparatus) or Engineers for apparatus equipped with firefighting pumping capabilities. Additionally, former Chief Mike Reel has agreed to take on responsibility for providing increase training for these "Engineers" and as such was recently appointed as our Chief Engineer.

### PREVENTION & INSPECTIONS

The department is managed by Division Chief Tom Gerondale who was assisted by Inspector Stephen Windham and Captain Chris Glasenapp. The Prevention Division has achieved compliance with state inspection requirements for the fourth year in a row. This year each of the more than 725 commercial occupancies in our community were visited at least once and follow up inspections were scheduled for occupancies that encountered significant violations. Additionally, Chief Rausch continues to spend a portion of some days visiting the business community to help gain acceptance of the inspection process and to promote the paid-on-call firefighter program.

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The department continues to offer public education activities at the level that our limited staffing allows. Last year more than 400 children attended our prevention tours, 22 civic or community groups were contacted and more than a dozen businesses held educational events or hosted facility tours for department members.

### APPARATUS

The apparatus fleet is in outstanding condition. In 2019 we refurbished Tender (tanker) 112 with a new 3100 gallon tank and replaced the duty officer vehicle. With these additions, the apparatus fleet will be very stable for the next several years.

Division Chief Dion Brown along with Captain Robbie Allard, Lieutenant Jim Chase and part-time mechanic Mike Reel have spent countless hours undertaking a larger in-house repair program in order to minimize contracted maintenance costs.

### FACILITIES

One of the more exciting but time-consuming activities in 2019 was the planning for a major renovation and addition to the fire station.

Keller Inc. has been working diligently over the last 12 months to develop complete plans and specifications for construction. On January 30<sup>th</sup>, bids will be opened for construction of the new facility with completion scheduled for July 2021.

### CONCLUSION

We have attempted to highlight some of the achievements and goals of the department. We would however, be remiss if we did not mention our most important assets; our staff of 42 full-time and part-time firefighters.

Our roster of firefighters remains nearly full with several potential members awaiting the opportunity to join. This is somewhat different than some neighboring departments. We attribute this to the outstanding support that our elected officials, city staff and the community display to our firefighters.

These dedicated members provided more than 14,000 hours of their time for incident response, prevention activities, and community events. Additionally, member firefighters completed more than 3,000 hours of firefighting, EMS and rescue training over the last year. They, along with their families who support them, are the backbone of the department. They continually serve the community by dealing with whatever situation is put before them in a courageous and exemplary manner. This often means missed family events but it also makes Fort Atkinson a safer community and embodies the spirit of our vision statement which states that we are "Dedicated to the Protection of Lives and Property".

## Fort Atkinson Historic Preservation Commission

### Annual Report to City of Fort Atkinson – 2020

#### **Commission Members:**

Julia Ince, President  
Emily Yavuzçetin, Secretary  
Roz Highfield, Treasurer  
Chuck Washburn  
Kirten Winski

**Commission Membership:** We lost membership and struggled this year to get our full five board members. We had to cancel our February meeting due to lack of a quorum. New membership required spending meeting time familiarizing new members with our commission and setting new future goals and priorities. This year we welcomed new board members Roz Highfield, Kirsten Winski, and Chuck Washburn.

**Banners for Historic Districts:** Commission members met with city to have two sets of banners put up in each of the historic districts. The poles for banners were purchased by the commission. Discussion about banner designs were made with the plan of getting the first set of banners up in the Main Street Historic District in the Spring of 2020.

**Website:** Our commission hired Custom Creative to re-work our website and we are currently engaged in ongoing work re-writing pages on the website.

**Certificate of Appreciation Program:** Our commission initialed a program to give out certificates of appreciation to property owners who have made an effort in historical architectural preservation. The first certificate was given out to St. Paul's Lutheran Church for restoration work on their church located on South High Street.

**Program to Promote Volunteer Cleaning of Veterans' Graves:** Commission members begun work in conjunction with Evergreen Cemetery officials to promote a program to educate volunteers on the proper methods of cleaning of gravestones and set up volunteers to work on cleaning Veterans' graves.

**City Zoning Code Rewrite:** In March commission members attended the City of Fort Atkinson public meeting concerning plans for the city's zoning code rewrite and our members provided input for plans in historic districts.

**Facebook:** Commission members maintained and updated our Facebook page that currently has 352 followers.

**Water Tower:** This year there were a total of 322 visitors to the water tower on 13 tour days, \$218.10 donated by water tower visitors, and 12 volunteers who served as tour guides. Please see the Water Tower Visits Summary for 2019 below. Upkeep on the tower this year included



fixing an open window. An additional \$100 donation was received from the Fort Atkinson High School Class on 1969. This brought the total donations to the water tower fund to \$318.10.

## 1901 Water Tower Visits 2019

Prepared by Tammy Doellstedt

Month(Number of tour dates)	Visitors	Guides	States/Countries	Donations collected @ tower
April (1) FAHS Crossroads)	6	1	WI	
May (2) Open house & FAMS GATE)	49	5	WI, IL, IN, NY	\$32.00
June (1) Open House	30	4	WI, TN, GA	\$ 3.10
July (3) July 4, July 6, & MS Sum School	87	6	WI, IL, AZ, MA, MN Spain	\$68.00
August(1) Open house	29	2	WI	\$49.00
September (1) Open House .	31	2	WI, Dominican Republic	\$32.00
October (4) Open H., St Pauls, Class-1959, & Disc. WI film crew	90	6	WI	\$34.00

### 13 Tour dates

Total visitors 322      Tour Guide Shifts 27

Total Tower Donations (deposited with Fort Comm Foundation) \$218.10 (people may have sent funds directly to FCF as well)

Guides who served in 2019: (12) Sarah Cassidy, Rich Doellstedt, Tammy Doellstedt, Jude Hartwick, Roz Highfield, Jill Kessinich, Barbara Lorman, Greg Misfeldt, Phil Niemeyer, Harriet Scherer Steve Tesmer, Kirsten Winski,

These tours just represent those who signed in. More visitors may have not logged in, and tour guides who may have done private tours.

## Annual Report for 2019

### Library Building

Outside of Watertown Public Library, which is open an additional day of the week (Sunday), the Dwight Foster Public Library is the second most used library in the county. In 2019 the library was visited by 107,167 patrons, the public printed 115,186 documents from our public computers, and they used our computers for 14,993 hrs. The library's meeting rooms continue to be community gathering spaces for individuals, organizations, and businesses in increasing numbers. There were 2,958 meetings in the building in 2019 (without counting library-related programs) thus providing a valuable community resource. An \$65,000 LED retrofit of the lighting system to reduce energy costs was completed in 2019. The ROI on the project will be less than 4 years. The library was designed to be flexible and functional. It continues to show that it is both at this time.

### Technology

It has now been four years since we (along with all of the public libraries in Jefferson County except Cambridge) joined with Waukesha County Libraries to form a new library system called Bridges. This system provides our staff with the software system to operate the library, the library catalog, technical support, delivery of physical materials, and system-wide databases (Reference USA, Gale Courses, Flipster).

The library continues to offer downloadable books, magazines and audio materials. The library is a member of the Wisconsin Public Library Consortium and provides access to e-books, digital audiobooks and videos via [Overdrive](#). A total of 25,348 e-books were downloaded in 2019. This was a 16% increase from the year before. This will likely continue to be the library's most significant expanding market and collection in the years to come.

The use of public computers and wifi continues to be a constant resource for the community. The wifi was used 15,515 times in 2019. It is likely that because of the expansion of wifi coverage in the building in 2016, the usage of wifi has increased considerably in the years since. The library continued to offer wifi hotspots for checkout to allow patrons in rural areas of the county or patrons without internet access at home to be able to have internet access for up to a week at a time.

### Programs and Services

The library continued its tradition of offering a wide variety of programs for youth of all ages in 2019. Families brought their young children to weekly storytime programs for babies, toddlers, and preschoolers. Ongoing monthly programs included Lego Club, Read to the Dogs, Club Pokemon, Lunch Bunch for homeschoolers, Craft Club, and our new Play and Learn dramatic play programs for preschoolers. The youth librarian also shared books and literacy activities with local daycares, 4K classes, Head Start, and school groups on a regular basis. Special events for kids and families included a book release party with local author Karla Manternach, a playdough playdate, slime programs, family fort building, a make-your-own mini button program, MakeDo cardboard building, the 4K Book Bash, a diaper derby, a Noon Year's dance party, and more. In

September, the library encouraged young students to get their own library cards with the Kindergarten Round-Up. Teen programs included an international snack tasting program, a visual journal art workshop led by local artist Sally Koehler, make-your-own squishies, pom-pom catapults, candy sushi, repurposed magazine art, and candy bar games.

This year's "A Universe of Stories" summer reading program for children and teens was a success, with 608 participants tracking 2,217 hours of reading. We made a lot of changes to the structure of the kids' summer reading program this year and saw a 27% increase in active participants over the previous year. The youth department offered 52 programs for kids and teens during the seven-week summer reading program, and 1,974 children, teens and caregivers attended the activities. One new program offered this summer was Storytime in the Park held weekly at Jones Park. The winter reading program for kids had 78 participants.

Beyond traditional library programs for kids and teens, the youth department increased the number of drop-in activities offered, ensuring that families will always find something new and engaging when they visit the library. In 2019, the youth department offered 15 table-top activities with 1,208 participants and 8 scavenger hunts with 2,767 participants. The library continued its year-round early literacy initiative called [1000 Books Before Kindergarten](#). Thirty-four young children enrolled in 1000 Books in 2019 and 4 reached the 1000 book goal. Since this program started at our library, 321 people have registered. In addition, the Bridges Library System offers a 1000 Books Before Kindergarten app that allows family and friends to help youngsters keep track of their books on a mobile device.

Adult programs included a book discussion group, a winter travel series, an ongoing philosophy discussion group, a monthly genealogy group, and the Summer Reading Program. The library continued the Music & Memory program adding 3 individuals. This year we partnered with the Alzheimer's Association to offer a monthly Memory Café, a social gathering for individuals with dementia and their caregiver. In May the library hosted former WI Governor Martin Schreiber to discuss his experience as a caregiver to his wife who has Alzheimer's Disease. A partnership with SSM Health brought a series of presentations on senior health care.

The library hosted eight exhibits in the Jones Gallery including local artists, arts groups and a traveling exhibit from the UW – Madison Water Library. In October the library hired local artist Sally Koehler to lead a group in a creative journaling class. A joint juvenile/adult drop-in craft group began this year as well. Other program topics were the home cheese making, immigration and WI Dairy Industry and the anniversary of Women's Suffrage. Eighty-nine adults participated in the 2019 Adult Summer Reading Program.

The library continued working with US Veterans Project – Library, a veterans group organized by Donald Millar, retired USMC. Don sets up a social gathering in the library each week and provides refreshments, information and a place to visit for local vets. In addition, he has arranged for several programs at the library including General George



Custer, Richard Haney, WWII vet, the U.S. Women's Marine Corp., the U.S. Coast Guard, Scott Cunningham, Vietnam vet and a stirring Pearl Harbor day salute that including information on the VetsRoll program and a discussion with several WWII veterans.

The Friends of the Library hosted authors Gregory Renz, Mark O'Connell, James Grippando and Scott Spoolman.

The library continues to answer questions for people, helping them navigate the information explosion. Sometimes too much information can make finding what you are looking for daunting, if not impossible. The reference staff helped citizens with information requests and technology assistance 2,866 times in 2019.

### **Volunteers and Community Outreach**

[The Friends of the Library](#), a group of individuals, local businesses and organizations, exists to provide financial and volunteer support to the library. Both have been invaluable. The Friends of the Library continued their travelogue series in 2019 as well as hosting authors, holding books sales, and managing the library's coffee cart. The Friends also managed a crew of shelf-readers who provided countless hours helping to keep the library's books in order. They were the major contributor to funding library programming throughout the year. Without their gift of \$10,000 towards programming the library would have not been able to put provide programming that was attended by 11,004 patrons in 2019.

The library's youth department received invaluable assistance from volunteers in 2019. [The Junior Friends](#) group had 35 student volunteers provide 173 hours of volunteer service by shelving books and completing other tasks. In the summer months, 47 volunteers provided 447 service hours as summer reading program helpers.

Staff have continued to task themselves with performing more outreach work in the community. Staff provide bi-weekly visits to Reena Senior Living and Black Hawk Senior Residence to provide library materials and programming to the residence. Delivery of book and other library materials to home bound patrons began again to help our patrons locally who can no longer get to the library.

### **Friends of Lorine Niedecker**

The Friends of [Lorine Niedecker](#) continue to be dedicated to preserving and expanding the legacy of our local poet, Lorine Niedecker. The organization offers access to archives, educational materials and publishes a semiannual newsletter, *The Solitary Plover*.

Amy Lutzke and Ann Engelman have undertaken a project to organize the ephemeral material connected to Lorine and the Friends organization with the goal of creating finding aids for interested researchers. The Friends supported the completion of a poetry/art installation at Rockwell Elementary School in Fort Atkinson. The Lorine Niedecker WI Poetry Festival was enacted through several different activities in 2019. In May the Friends partnered with the Hoard Museum to host a birthday party for Lorine.

There was a family-friendly scavenger hunt through the museum and birthday cake. The Friends also sponsored a Blackhawk Island "poetry walk" on that day. In September the Friends hosted a writing workshop at the former Niedecker property on Blackhawk Island. In October, the Friends hosted an open mic poetry reading at the Café Carpe.

### **Collection and Use**

The library's rich collection of materials now numbers over 101,000 items. Over 198,469 physical items were checked out of the library in 2019. This was a 1.5% increase from 2018. The library added several new nontraditional collections in 2019. The most highly used new collection continues to be the 'Lucky Day' collection. It is a collection of second and third copies of high demand books and dvds that are available to patrons who walk in the library. This collection alleviates much of the wait that patron previously experienced with high demand items.

In 2019 the library was a place where meeting room bookings, wi-fi access, faxing and copy services, as well as having e-materials readily available, was more the norm than simply circulating physical materials. As library circulation patterns shift from hard copies into the digital medium, the circulation numbers for physical materials has been trending downward nationwide. We experienced a 1.5% increase in physical circulation in spite of this trend and remain near the top of circulation in Jefferson County.

Although the state does not count patron downloading of library e-content as circulation each library is still provided information on their patrons' use of these resources. In 2019, there were 25,348 e-books, e-audiobooks and e-videos downloaded by patrons with Dwight Foster Public Library cards. The number of e-materials downloaded shows an 16% increase over 2018, illustrating the wider acceptance and greater use of these non-print formats.

The library continues to "foster growth" for the people of Fort Atkinson in a state-of-the-art facility, and with an extraordinarily dedicated staff and group of volunteers. The citizens continue to respond by taking advantage of the treasure trove of resources available to them.

The Hoard Historical Museum is honored to be a part of Fort Atkinson and continue our mission of preserving, protecting and promoting our history and culture.

**Attendance & Operations**

Attendance at the Museum during 2019 was 17,924, a decrease from 2018. Volunteers and staff welcomed visitors from 169 Wisconsin cities and from 44 other states. We also welcomed international visitors from the 17 following countries: Australia, Belgium, Brazil, Canada, Chile, China, Denmark, France, Germany, India, Italy, Mexico, the Netherlands, New Zealand, Spain, Switzerland, and the United Kingdom

**Memorable comments from the 2019 visitor log book include:**

- ✦ Great workmanship on the exhibits
- ✦ Wonderful place of history, thank you!
- ✦ Enjoyed immensely
- ✦ Proud to be a Wisconsite!
- ✦ Thank you to the whole team for your kindness and the lovely visit
- ✦ New to Fort Atkinson and glad to have visited this museum
- ✦ Better than the State Museum in Madison
- ✦ I love this place
- ✦ Wonderful exhibits, love the children's activities
- ✦ I really like the Hoard's house (from a younger visitor)
- ✦ Very informative – amazing displays, so much to be proud of here

Membership in the Fort Atkinson Historical Society totaled 361 in 2019 including 11 History Kids memberships, a newer family-friendly membership level. We provided reference service to 105 researchers. Most research questions focused on local genealogy, house history, or business history research.

**Facilities & Personnel**

The Hoard Historical Museum is fortunate to have a building that is flexible to be able to meet the Museum's many programming and event needs.

The building and grounds contain an 1841 house and an 1864 house with additions. Due to the ages of these buildings and the number of visitors who walk through them each year, we are diligent with the care and maintenance of our facilities.

Staffing at the Museum grew in 2019. Merrilee Lee (Director/Curator, full time city employee) and Dana Bertelsen (Assistant Director, full time city employee) continued in

their roles. Greg Misfeldt (Maintenance Manager, 24 hours/week historical society employee) retired at the end of the year and Cody Becker was hired to replace him and to perform general maintenance duties throughout the year. Tammy Doellstedt (Volunteer Coordinator, 18 hours/week historical society employee) coordinated the details required to support the Museum's volunteer corps. Beverly Dahl (11 hours/week historical society employee), Linda Ager (10 hours/week historical society employee), and new employee Brandon Thornton (10 hours/week historical society employee) worked as Operations Assistants helping with events, programs, tours, promotion, retail sales, and room rental use. The Museum hired Alisha Bade as Collections Manager (12 hours/week historical society employee) to assist the Curator with maintaining the collection.

The Museum's 250+ volunteers contributed a total of 5,821.75 hours of service in 2019 for an average of 485 hours per month. This is an equivalent of almost 2 ½ full-time positions. We again held enrichment programs just for Museum volunteers and their guests as well as our annual volunteer recognition event. We greatly appreciate all that our volunteers do for the Museum.

The Fort Atkinson Historical Society's annual dinner meeting was held in February. Jude Hartwick served as the City Council's representatives to the Board in 2019. At the annual volunteer reception in September, the Museum honored Midge Nelson as the Volunteer of the Year; Roger Draeger as Greeter of the Year; Jane Van De Hey as Archive Assistant of the Year; Jean Ehrke as Baker of the Year; Bonnie Schaefer as Program Volunteer for her work with the Mornings @ the Museum preschool program; and Bonnie Geyer & Karen Gomez as the "Hit the Ground Running" award for their work with the new Hoard Historical Literary Circle.

### **Collections & Exhibits**

In 2019, Museum staff and volunteers continued the Museum-wide inventory project. This project includes inventorying every artifact in the building. This information will be helpful in planning future exhibits.

The Museum installed the following temporary exhibits during 2019:

- ✦ Mary Hoard Art Shows
- ✦ the 4th Grade Oral History Project plus the new 4<sup>th</sup> grade Lorine Niedecker poetry unit
- ✦ two holiday trees plus three vintage Christmas trees decorations in the Hoard House
- ✦ "Howie Weiss: Fort Atkinson's Own MVP" on Howie Weiss, Fort Atkinson native, who was the 1<sup>st</sup> Big Ten MVP in 1938.
- ✦ Items from the Museum's collection for the 80<sup>th</sup> anniversary of the Historical Society.

### **Programs & Events**

In 2019, the Museum's programming focus was on celebrating the 80<sup>th</sup> anniversary of the Fort Atkinson Historical Society which culminated in a gala celebration in August. We hosted our 5th annual Dairy Day at the MOOseum," which had 750 people and 15 cows in attendance. Nearly 1,000 people attended our annual July 4 "Ice Cream Social". In December, over 200 people attended our annual "Holiday Open House." We also held the 5th annual "Civil War and Gov. Hoard Day" celebrating both Gov. Hoard's birthday and exploring Gov. Hoard's relationship with immigration. We led walking and biking tours around town. We presented four garden education programs and one garden conference to feature our five gardens. We continued holding our "Morning @ the

Museum" preschool programs once a month during the school year. This was the third year that we administered the Fort Koshkonong Rendezvous.

This year was also the 59<sup>th</sup> annual "Mary Hoard Art Show," held in the spring. Hundreds of artists participated, ranging in age from kindergarten to senior citizen. The Hoard Historical Museum is proud to hold such a unique community-based art show each year. We also hosted the annual Black Hawk Artists show.

### **Outreach & Awareness**

The Jones Family Gallery continued to be a popular meeting room for our community including use by the Chamber of Commerce; The Tuesday Club; Fort Atkinson Woman's Club; American Association of University Women; Fort Atkinson Regional Science Fair; Friends of Aztalan; Friends of Lorine Niedecker; Daughters of the American Revolution; Rock River Music Teachers Association; and the Fort Atkinson School District.

We shared the Museum's mission, event invitations, and membership invitations with the public via regional newspapers including the *Daily Jefferson County Union*, the WFAW radio station, our quarterly newsletter, our website, the Chamber's event calendar, our *Facebook* page, and via posters and mailings.

### **Looking ahead to 2020**

The Hoard Historical Museum will have a busy and varied program of events while we celebrate the 100<sup>th</sup> anniversary of suffrage while also exploring civic engagement. The Museum staff, the Fort Atkinson Historical Society Board of Directors, and the Museum's volunteers are dedicated to the work of the Hoard Historical Museum by highlighting the rich history and culture of Fort Atkinson and Jefferson County.

Respectfully submitted,  
Merrilee Lee, Director  
Hoard Historical Museum  
January 23, 2020



**2019 Summary Fact Sheet**  
**Annual Report – Hoard Museum**

**Museum Hours:** Tuesdays through Saturdays, 9:30 a.m. to 4:30 p.m.

**2019 Total Attendance:** 17,924

2018 – 21,370	2013 – 16,142
2017 – 20,682	2012 – 17,380
2016 – 18,562	2011 – 17,198
2015 – 20,411	2010 – 16,973
2014 – 15,929	2009 – 17,718

**FAHS Membership: 361**

2018 – 356  
2017 - 398  
2016 - 447  
2015 - 485  
2014 - 495  
2013 - 499  
2012 - 503  
2011 - 494  
2010 - 447  
2009 - 456

**Volunteer Hours: 5,185**

2018 – 6,124  
2017 - 5,814  
2016 - 5,732  
2015 - 5,686  
2014 - 3,874  
2013 - 4,714  
2012 - 5,990  
2011 - 5,210  
2010 - 4,933  
2009 - 4,256

Hoard Historical Museum  
401 Whitewater Avenue, Fort Atkinson, WI 53538  
920.563.7769 [www.hoardmuseum.org](http://www.hoardmuseum.org)

## Fort Atkinson Parks & Recreation Department 2019 Annual Report

### 2019 Parks Highlights & Notes

\* As part of regular operations, Parks Staff grooms 6-7 ballfields most summer days, sets up for 11 concerts, assists with 5 car shows and 3 Festivals and 4 mowers combine for 13 days of usage to mow all Fort Atkinson parks in a week. Seven rental facilities are maintained and over 120 trash/recycling barrels are checked & emptied weekly. Several playgrounds, trees, restrooms and sports facilities are part of regular inspections, cleaning, repairs & upgrades.

**\* In all, just over \$130,500 of fundraised additions occurred in Fort Atkinson parks in 2019.**

**In Rock River Park,** Project Lead supported the purchase and installation (by Parks Staff) of shade features (see page 3) and a lighted patio was the latest upgrade to The Clubhouse (see below)



**McCoy Park Welcome Kiosk**  
built & installed by Parks Dept.

**\* Playgrounds:** Rotary, Fort Foundation and Parks & Rec combined to fund and install a new Age 2-12 playground at Arrowhead Park (see below).

New safety surface wood chips were added to Jones Park, Trailway Park, Ralph Park & Memorial Park. Rubber mulch was added at Barrie Park Playground.

**\* McCoy Park:** Funded by the Community Foundation, a welcome kiosk was built by Parks Staff to provide information to veterans & park info, plus provide additional space for engraved pavers donated by park supporters.

**\* Jones Park:** A new LED Community Event doubled-sided sign was installed to allow for increased publicity and information provided to Fort citizens (see above).

### **Lighted Outdoor Patio is latest Clubhouse Upgrade**

\* Fort Parks & Rec, City Electrician & a contractor combined to complete a large patio adjacent to the Fort Clubhouse in Rock River Park. Eight additional 8-foot tables allow nearly 65 added seats to the popular rental spot. It improved ADA accessibility to Clubhouse, too.



Eight additional 8-foot tables allow nearly 65 added seats to the popular rental spot. It improved ADA accessibility to Clubhouse, too.



**LED Community Sign  
in Jones Park**

**Donors:** Rotary Club, Generals, Fort Youth Baseball and Fort Community Foundation.



**Rotary Club/Community Foundation  
& Fort Parks & Rec. combine for new  
Arrowhead Park Playground**

Fort Rotary Club donated \$20,000 & the Fort Community Foundation contributed \$22,000 to purchase & install an age 2-12 playground in Arrowhead Park. A paved trail & tables are to be added in 2020.



**\* In other Parks & Rec. Notes for 2019:** The Fort Atkinson Arts Council coordinated a colorful, music themed, tile art addition to Barrie Park & the Beautification Council added several large community murals to the river side of the Water Dept. Building...**Barrie Park Charity Concert Series raised over \$11,000 during 6 Wednesday Night concerts....**Haumerson's Pond had 37 days of skating conditions (23 with a paid supervisor) in 2019 (2<sup>nd</sup> year)...**The 2nd "Trunk or Treat" Halloween event (delayed by weather until Nov. 2) drew many hundreds of participants and nearly 40 exhibitors in Jones Park...**The department created a new website with more user options – including on-line registration - and mobile phone compatible....**The Parks & Rec. Staff shared in receiving two honors during 2019 – the Fort Chamber's Tourism Counts Award & the Community Foundation's Making Fort Special Award....**Over \$305,000 in donations and \$10,000 of in-kind contributions were received in a fundraising effort during 2019 to create Fort's first outdoor Wheels (Skate) Park. Construction and opening should occur later in June, 2020.

#### **Rentals & Field Usage**

- \* 161 picnic shelter reservations (+3): Rotary Pavilion 47 rentals (+6), Clubhouse 41 (+17), Jones 30 (-10), Ralph Lions 32, Ralph Corner 25, Barrie 12. 38 reservations were "free."
- \* 101 individuals/groups reserved/rented tables & chairs (+2). 42 were "free."
- \* 807 scheduled ball games played on Parks/Rec. diamonds (+/- 0)  
     Ralph Park #1 with 408 games – includes tournaments – (total is down 16 from 2018)  
     Jones- 75 games (-10), Memorial- 351 games (up 63), JFL- 50 games (+5)  
**NOTE:** Memorial Park games are up over 120 games/season since 2017.

#### **2019 Recreation Highlights**

- \* 800 players on 48 teams (-7 summer teams, -13 total) played adult summer & fall softball (still the largest rec program).
- \* Approximately 500 players on 63 Co-Ed & Women's teams (-7 teams from '18) played in our volleyball leagues during Winter & Fall leagues held in the Municipal Gym.
- \* 19 Men's Basketball teams (up 4) competed in three leagues held at the Fort H.S. & Muni Gyms.
- \* 349 students (down 4) registered in our Main St. Dance school year program & performed before nearly 1,600 combined spectators in two recitals at UW-W in May. Dance participation numbers don't include Daddies & Dancers, nor summer dance class students.
- \* 2,450 (+225) participated in 43 youth rec. activities (not incl. dance, pool, youth center), 25 of the programs had an increase in participants overall (10 more than '18). Biggest increase: Swim Lessons (+175) with the highest number since 2014. Biggest decreases: basketball & baseball.
- \* Brought back two programs: Flag Football for Gr. 4/5 & Jr. Poms Gr. 4/5 (Tackle FB dropped 4/5) Parks & Rec. dropped: Games, Games, Games & Spring Training Baseball
- \* Including all youth programs & swim lessons: 9,319 youth served (up 1,400) & 1,865 adult (-155)
- \* 199 volunteer coaches/instructors
- \* 134 part-time employees needed to operate youth & adult rec programs (not pool or parks)
- \* At least 16 different rec. programs for each grade - including pre-school
- \* Overall, about \$143,595 collected in recreation fees (a record total), but karate/aerobics/dance contractual programs use a portion for additional part-time wages.
- \* Side note: number of youth participants has doubled since 2002, with just 6 additional programs added to that total.



**Parks & Rec. Staff Shares in Awards**  
Fort Chamber "Tourism Counts" &  
Fort Foundation "Making Fort Special"



**Project Lead/Parks adds Shade to Pool**  
Shade Canopies, 20' Umbrella, Loungers

### 2019 Youth Center Highlights & Notes

- \* For statistical purposes the school year is from September 1, 2018 to August 31, 2019.
- \* Attendance of 4,881 (+985) middle school age youth during 140 days of operation.
- \* Largest one day attendance was 293 at the annual Formal Dance. Largest non-dance: 110  
12 days of 70+ youth attending.
- \* Other popular activities: Active gym games, Video Game Tournaments, movie nights, Lock-in
- \* Youth Center is open Friday & Saturday nights during the school year, Monday-Friday during  
Winter Break, Spring Break and during the summer. \$15 season pass (had been \$10 up to '17)
- \* 202 families are on our weekly e-mail blast list for promoting events & 1,135 people "like" the  
Center's Facebook page to keep informed of happenings involving the Youth Center.
- \* 82 school year season passes were sold (+13) & 24 summer only passes were purchased
- \* 12 employees (8 adults) are staff with Nate Fosberg, Doug Anderson & Jon Wachuta managers
- \* Since opening in April, 1999: total Youth Center attendance is 134,817.

### 2019 Aquatic Center Highlights & Notes



**Swim Lessons**  
+175 in 2019 pushes  
total to over 1,300 in  
lessons program

- \* Celebrated its 28th season.
- \* 31,134 attended open swim sessions in 2019 (down 1,196 from '18  
& + 1,436 from '17).
- \* Approximately 1,325 youth participated in swim lessons, nearly  
1,000 in public group lessons (overall, up 175)
- \* 12th Youth Triathlon attracted just under 100 participants
- \* 44 part-time employees operate the Aquatic Center.
- \* Project Lead inspired: Parks Staff installed two rectangle shade  
structures, new 20' shade umbrella, games area to replace one sand  
volleyball court and large concrete chaise lounge area.
- \* Revenue in '19 was \$164,179 (up \$4,172 from '18)  
2019 is the record revenue year topping 2016's \$161,870.
- \* 2 days with 90+ temperatures during 2019 (but, several upper 80s)  
(compare with 3 in '18, 0 in '14 & 32 in '12. Average is 9)



### 2019 Fort Senior Citizen's Center Highlights & Notes

- \* Chris Nye completed his fifth full year as Director and served as President of the Wisconsin Association of Senior Centers in 2019.
- \* Attendance reached 13,419 (+28 from 2018) but, officially double the attendance from '14. Busiest months (over 1,200 per month): April, May, July and October (top).



**Chris Nye,**  
Director,  
has added a  
bevy of  
wellness  
programs  
& other  
activities to  
build  
attendance.

- \* Main activities: Tai Chi, Gentle Yoga & other fitness; multiple movie days, bingo, wii bowling league, cards & dart ball, independent classes for sewing/woodworking/computers, card making, color penciling, Veteran's Day program, speakers, trips & several contracted performers.
- \* The Quill, the Sr. Center monthly 16-page newsletter, is available at public facilities & many Fort area merchants. About 800 copies are distributed monthly.
- \* Through a grant, added a used 16 passenger van as a low cost transportation source for area seniors.
- \* Entrance canopies replaced.

### 2019 Municipal Building Highlights & Notes

- \* 93 year old facility had replacement of furnace/AC for Parks & Rec Office, two dance restroom makeovers, exterior building panels & doors/railings painted "charcoal" color by a contractor, Gym floor re-finished. Basement had flooding for several months.
- \* Gym used 347 days in '19. Gym not used on a holiday, 11 summer Sundays & (6) floor work.
- \* 873 reservations (+44 groups from '18) (617 for Parks & Rec), not counting noon time rec play

### 2019 Staff Notes

- \* **Director:** Scott Lastusky (completed 29th year)    \* **Dept. Adm. Asst:** Trista Taylor (3rd year)
- \* **Youth Director:** Brett Ketterman (20th year)    \* **Sr. Center Director:** Chris Nye (5th year)
- \* **Parks Staff:** J.J. Yanke, Parks Foreman; **Robbie Allard**, Parks Crewleader  
**Rob Stine**, Caretaker-Aquatics; **Josh Bennett**, Parks Caretaker; **Josh Crandall**, Muni/Parks.
- \* **Approximately 160+ part-time staff**

### Others & Social Media:

- \* Assist with various clubs, Special Olympics, scouts, Eagle Scout projects & event cooperation (including Museum, Walk/Run Events, DNR, Jeff. Co. Parks, many Chamber events, Civic Festivals, Cruise Night car shows, Farmer's Markets, Band Concerts, Fall Fiesta, baseball/softball groups, tackle football, Arts Council)
- \* Provided without fee \$3,295 worth of shelter rentals, \$4,489 table/chair rentals and \$1,254.50 in donations/gift certificates for various groups & fundraisers. Total: \$9,038.50 (+ \$1,909.50)

**Social Media:** Brett Ketterman, Editor. Assistance from Trista Taylor

All numbers improved, but impressive highlights =

**Twitter:** 490 followers (up 10 and this medium used less in '19) @Fort\_Parks\_Rec

**Instagram:** 1,119 followers FORT\_PARKS\_REC (debuted in 2014 & 113 added in 2019)

**Facebook:** P & R 2,427 likes (+320), Pool 2,682 (+284), Youth Center 1,135, Triathlon 430

\* People reached from Facebook posts: 285,950 from 299 posts

(up 33,260 with 73 LESS posts in 2019).

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## Fort Atkinson Police Department

### Annual Report Summary

Highlights from 2019

#### **Operations:**

- Calls for Service increased by 970 (12% Increase) from 10,532 in 2018 to 11,502 in 2019. As a result of these calls for service Officers wrote 2,345 reports which equals approximately 4 reports per shift per officer. This is 499 more written reports than in 2018. These reports are in addition to traffic enforcement, accident investigations, community policing initiatives, random community patrol and other situations where officers are interacting with citizens in the community. Written reports are significant as they reflect time when officers are off the road completing required paperwork.
- Nuisance Abatement was a focus in 2019. We set a goal to address 80 properties that were a visual blight on neighborhoods in our community. Officers and CSOs were able to address and work with owners at 281 properties in 2019. This is 201 more properties than 2018.

**Prescription Medication Disposal:** Prescription Drug Drop Off resulted in the proper collection and disposal of 532 pounds of prescription medications in 2019.

#### **Grants & Donations:**

**Jones Dairy Farm Equipment Donation:** Office desks for officers that allowed a space transition within the officer report writing area.

**US Department of Justice Ballistic Vest Grant:** Match Grant that pays for half the purchase price of ballistic vests for our officers. 4 officers received vests under this grant in 2019.

**US Department of Justice Fingerprint & Fast ID System upgrades:** We were awarded an equipment grant that allowed us to replace our aging fingerprint system and Fast ID system. This \$17,000 grant helped us future budget funds that would have been required for the upgrade.

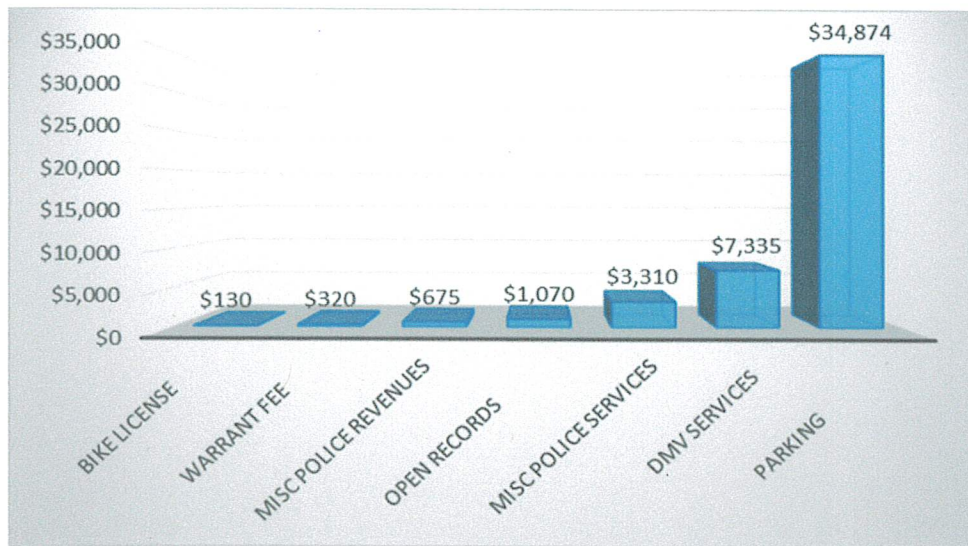
**Bureau of Transportation Safety Equipment Grant:** Through our participation in Click It or Ticket, Over the Limit Under Arrest and Booze & Belts our agency was awarded with two \$4000.00 grants. We purchased 4 new Kustom Radar systems for our primary patrol vehicles. The \$8000.00 in new equipment allowed us to remove these needed items off our 2020 Capital Improvement Budget.

**Agency Web Site Fully Updated:** The agency web site was completed after year long updates. The web site includes operation information, Historical Information, Resource Links for our citizens and several pictures that showcase our employees and the great things they do in our community.

**Fort PD Facebook reaches 3800 followers:** In just four years we have connected with 3800 community followers that stay in touch with our agency on Facebook. Consider joining our group to stay involved and in touch.  
<https://www.facebook.com/FortPD1/>



## Revenues for 2019



Bike Licenses: We sold 26 licenses in 2019. This is 13 less licenses than we sold in 2018. Bike licensing is \$5.00 per bike. (\$130.00)

Warrant Fee: Anytime our agency helps clear other agencies warrant through arrest, the wanted person pays a \$20.00 handling fee for that service. (\$320.00)

Misc. Revenues: 2018 Misc. Revenues are funds raised for the K-9 Unit from our Bike Auction and T-Shirt fundraising sales. (\$675.00)

Open Records: Revenue generated to recoup costs associated with releasing open records. This may include copies of reports, pictures or video. (\$1,070.00)

Misc. Police Services: These funds include fees collected for doing fingerprinting or administering PBT tests in the lobby for people who are required by the court to provide samples. (\$3,310.00)

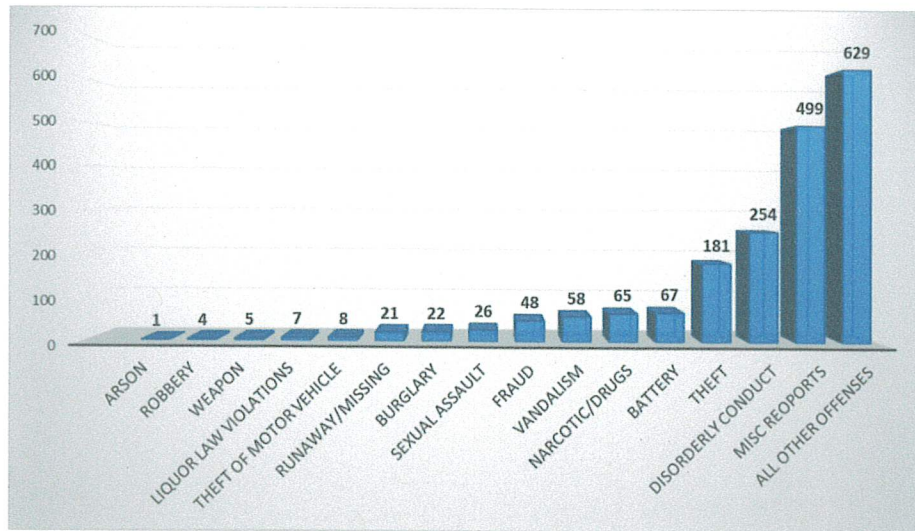
DMV Services: DMV related transactions. Renewal of registration plates and titles at our remote DMV authorized site. (\$7,335.00)

Parking Tickets: Payments received from issued parking tickets generated from our community. (\$34,874.00)

## Offenses with Reports

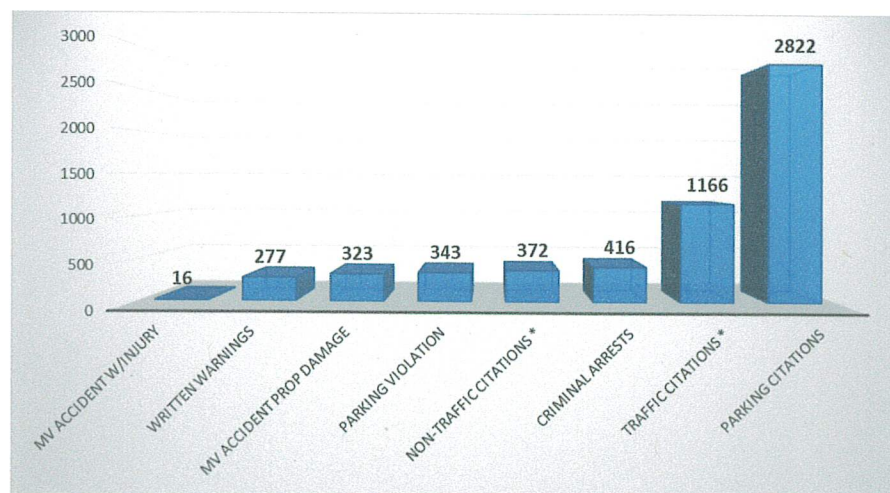
Separate from traffic related activity, Officers were busy addressing and responding to offenses that include Disorderly Conduct (254), Theft Complaints (181) and the catch all categories off "All Other Offenses" (629) & Misc. Reports (499) which are a combination of the many other situations officers deal with to include emergency detentions, death investigations, Warrant Arrests, Medical Calls, and aiding outside agencies (167) to name a few.





Note: The above graph and numbers do not reflect every case handled or report an officer completed. In 2019 the Fort Atkinson Police Department logged 11,502 case numbers. Within these cases Officers documented and wrote initial reports, investigative follow-up reports and supplemental reports to primary officer reports. These reports are added into the department records keeping system and result in a significant amount of officer on-duty time. So although 11,502 case numbers were generated in 2019, officers actually wrote 2,345 written reports. Of those 2,345 reports, 1,895 were primary offenses that are captured above. With our below average officers per capita, this is a significant amount of output and case load per officer.

### 2019 Enforcement Activity



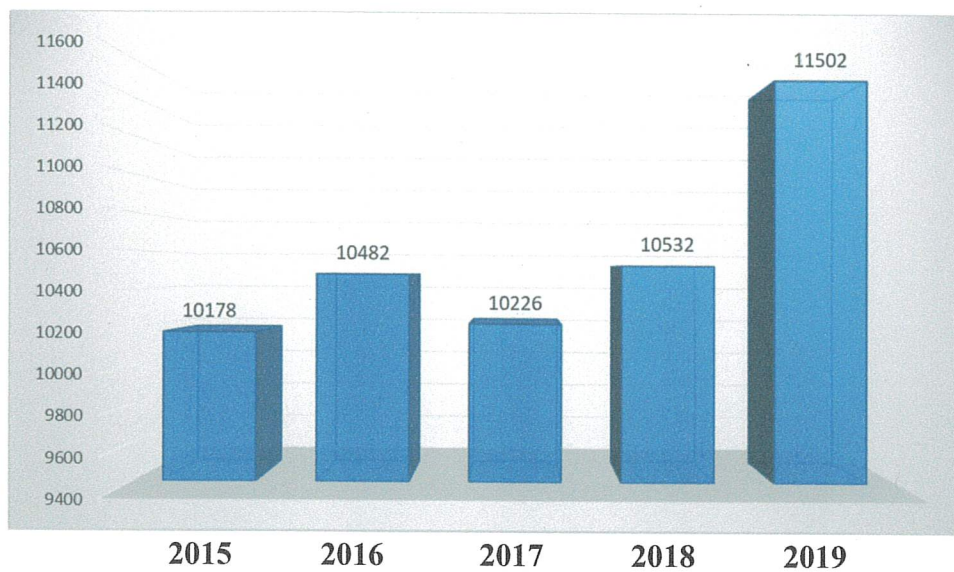
The total Enforcement Activities for 2019 was 5,735. This is a slight decrease in arrest and enforcement related activities compared to 2018. (5,996) This decrease aligns with the large increase of calls for service that took officers away from proactive enforcement opportunities such as traffic enforcement.

Traffic Contacts and Arrests make up a large portion of officer activity in our community. Oftentimes proactive traffic enforcement has a residual impact on nuisance crimes and property crimes through preventive contacts and presence deterrence. Traffic enforcement and the visibility in the community helps keep our community a safer place for people to live, work and visit.

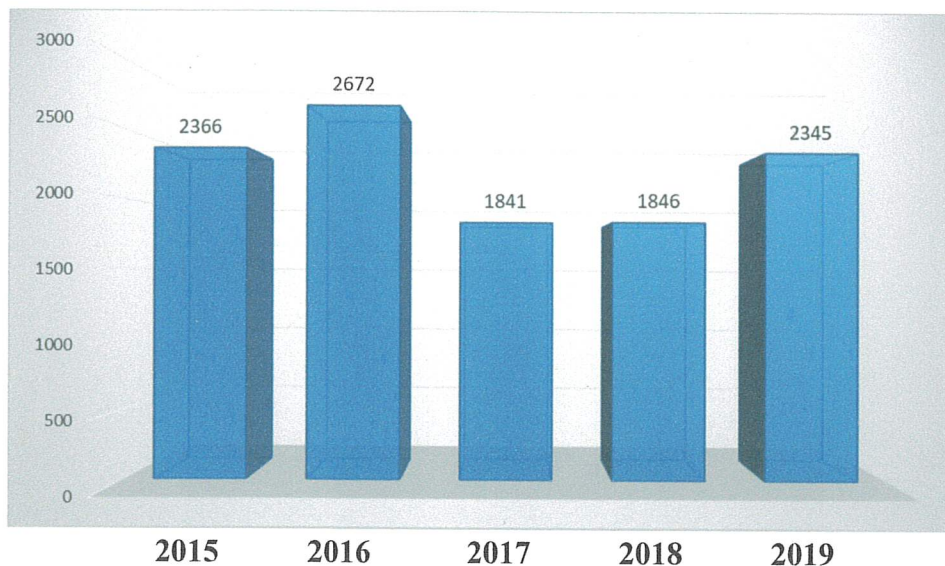
Note: In the above graph, Parking Violations refer to complaints by citizens regarding issues related to parking that officers helped mediate or address. Parking Citations are actual citations issued to vehicles related to violations of the City's parking ordinances.

### 5 Year Comparison

#### Calls for Service



#### Reports Written



## Department of Public Works - 2019 Annual Report

### Kent Smith – DPW Superintendent

#### Street Opening Permit Revenue

Through curb & gutter replacement, sidewalk replacement and street patches the DPW generated \$39,559.50 in revenues. Of that total, \$26,438.00 was billed to the Water Department and the remaining was billed to property owners. These numbers compare to:

- \$35,744.25 / \$31,642.00 for 2018
- \$42,687.14 / \$36,911.50 for 2017
- \$66,173.10 / \$60,911.50 for 2016
- \$63,669.50 / \$58,884.28 for 2015

#### Trees

211 trees were taken down and 72 trees replanted. This compares to:

- 194 / 71 for 2018
- 176 / 71 for 2017
- 159 / 61 for 2016
- 158 / 52 for 2015

#### Sweeping

The City street sweeper picked up 1,705 cubic yards of leaves and debris from the City's streets and parking lots. This compares to:

- 1,567 cubic yards for 2018
- 1,840 cubic yards for 2017
- 1,950 cubic yards for 2016
- 2,100 cubic yards for 2015

#### Manholes

12 manholes were repaired or replaced. This compares to:

- 9 for 2018
- 15 for 2017
- 17 for 2016
- 18 for 2015



## Catch Basins

5 catch basins were replaced and 6 catch basins repaired. This compares to:

- 1/ 13 for 2018
- 10/ 11 for 2017
- 0 / 14 for 2016
- 20 / 13 for 2015

## Sanitary Sewer

286,962 lineal feet of sanitary sewer were cleaned and 12,183 lineal feet were televised. Of the 35 emergency call-outs for sewer back-ups, 10 were from a backed up sewer main and the remaining 25 were homeowner problems. These numbers compare to:

- 128,817 / 13,200 / 5 for 2018
- 204,376 / 3,184 / 2 for 2017
- 217,643 / 10,860 / 9 for 2016
- 193,882 / 9,050 / 6 for 2015

## Asphalt Patching

425 tons of asphalt installed for repairs to city streets due to water main breaks, potholes and other patches. This compares to:

- 835 tons for 2018
- 874 tons for 2017
- 678 tons for 2016
- 726 tons for 2015

## Concrete Installed

110 cubic yards of concrete used for sidewalks, curb & gutter, driveway approaches, road repairs and projects requested by other departments. This compares to:

- 126 cubic yards for 2018
- 162 cubic yards for 2017
- 110 cubic yards for 2016
- 85 cubic yards for 2015

## Sidewalks

1067 lineal feet of sidewalk and 1 handicapped ramps were replaced. This compares to:

- 910 lin. ft. / 6 for 2018
- 1,481 lin. ft. / 5 for 2017
- 1,183 lin. ft. / 6 for 2016
- 153 lin. ft. / 2 for 2015

## Curb & Gutter

265 lineal feet of curb and gutter were replaced. This compares to:

- 453 lin. ft. for 2018
- 543 lin. ft. for 2017
- 415 lin. ft. for 2016
- 400 lin. ft. for 2015

## Compost Site

13,585 cars and trucks visited the Compost Site. This compares to:

- 13,987 cars for 2018
- 14,047 cars for 2017
- 14,142 cars for 2016
- 15,909 cars for 2015

These numbers do not reflect the number of vehicles that used the Compost Site when the gate is open but unattended.

## Electronic/appliance recycling

50.2 tons of electronics and 21.3 tons of large appliances collected for recycling at the compost site. This compares to:

- 40.2 tons of electronic / 21.9 tons of large appliances for 2018
- 39.1 tons of electronic / 27.5 tons of large appliances for 2017
- 46.3 tons of electronic / 26.1 tons of large appliances for 2016
- 91.8 tons of electronic / 47.8 tons of large appliances for 2015

## Crack Sealing

Crack sealed 10.5 miles of streets and 0 sq. yards of parking lots. This compares to:

- 13.3 miles of streets / 0 sq. yards of parking lots for 2018
- 3.2 miles of streets / 87,000 sq. yards of parking lots for 2017
- 4.4 miles of streets / 0 sq. yards of parking lots for 2016

## Additional DPW Responsibilities

- Snow plowing and removal within the City and the Airport
- Installing and removing holiday lights
- Monthly residential brush pickup
- Painting for crosswalks/parking stalls/handicapped ramps/parking lots etc.
- Annual residential leaf pickup
- Installing and removing flags for legal holidays
- Tree removal and trimming in the City's right-of-ways
- Clean up after storm events
- Install and maintain street signage
- Mowing and trimming the airport, right-of-ways, cul-de-sacs, and non-conforming properties
- Provide signage/barricades/banners for special events (Parades, Rhythm on the River, Buckskinners, Carnival Days, and other community events.)
- Install and remove the City's piers and buoys
- Mechanical maintenance of the City's fleet of cars/trucks/loaders/etc.
- Maintain and manage the City's Compost Site (yard waste/brush/recycling)
- Assist other departments

## Other City Projects

Other DPW projects

- Repaired sanitary and storm structures in the Street Program
- Painted new cross walks red for the Safe Routes to School
- Replaced storm sewer main in front of Lion's Quick Mart

## Thoughts for 2020

We will continue to hire additional seasonal employees this summer. This allows us to continue with our normal duties as well as perform other backlogged work throughout the City.

## **2019 Wastewater Utility Annual Report**

Paul Christensen

2019 started the first year of the newly issued Wisconsin Pollution Discharge Elimination System (WPDES) discharge permit that was issued by the WDNR on July 1, 2019. The permit runs through June 30, 2024 and incorporates the new total phosphorus limits that will be in effect starting June 30, 2023.

Design for Phase 1 of the construction to update the plant was completed in October and the project was put out for bid in December, with bid closing on January 23 2020. Phase 2 design will be completed in 2020 and put out for bid in late 2020.

Another highlight of 2019 was the hiring of an Operations Specialist position. This position was created to function as a transition spot for a new employee to gain the knowledge necessary to move up to a Technician level staff member. In this case the person was hired with the intent to fill the Maintenance Technician role upon his retirement in late 2020 or early 2021.

PFAS (Perfluoroalkyl and Polyfluoroalkyl Substances) have emerged as a new contaminant of concern in Wisconsin, the United States and worldwide. They are a group of human-made chemicals that have been used in industrial and consumer products since the 1950's. They are found throughout the environment including in people, wildlife and fish all over the planet. They are highly stable and do not break down easily in the environment which means that even if usage is banned they will be around a very long time. As more is learned about the health impacts of PFAS, EPA and the WDNR will develop guidance for water and wastewater utilities.

### **Foreman and Maintenance Report**

Erin Sweeney

In 2019 we started to make final decisions on the first phase of our plant upgrade. We have finalized the plans needed to get bidding on the equalization tank for our leachate and for the daily centrifuge discharge. We are actually converting an old aeration tank that is currently not in service. This tank will allow us to discharge these wastes at a slower and constant rate 24 hours a day. This will help to not upset the plant processes and more consistently distribute high levels of ammonia and phosphorous through the plant. Also in Phase 1 of the project we are replacing a wastewater influent pump and preparing for a new 4<sup>th</sup> pump that will go in when Phase 2 of the project starts.

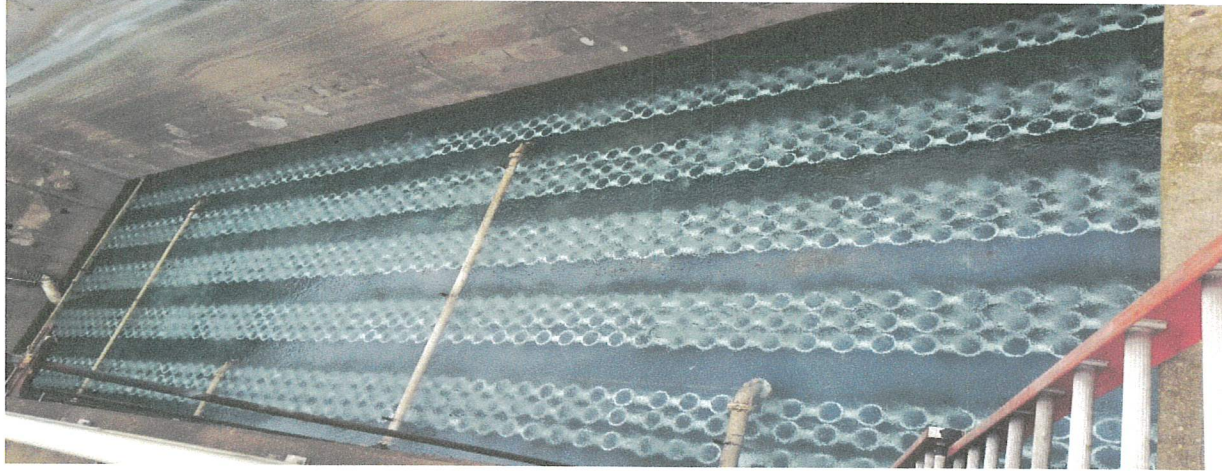
Another big project that we had this year was the cleaning of digester #3. This digester was particularly dirty. It was full of sludge, rags and struvite that covered much of the aeration pods. With the help of VS Water Blasting and every employee here at the plant we managed to get it cleaned out in 1 day, approximately 13 hours. Now that we have the digesters on a regular 3 year rotation of being cleaned we hope they will not be as bad in the future. This one had not been cleaned in 6 years.

While we had this digester down it was time for us to upgrade it as well. Rubicon Environmental was contracted to replace the old grid with a new more efficient system. We went from 360

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diffusers to 960 diffusers. This was done because we did not have enough oxygen going into the digester. More diffusers were added to adequately supply the amount needed for the oxygen transfer in the digested sludge. J.F. Ahern was contracted to install new  $\frac{1}{4}$  turn valves for our sludge feed lines. This was the last of the 3 digesters to have the valves replaced. Now if something should happen to any of our valves they are in the digester and can be accessed without digging and running into problems with heavy amounts of groundwater. So far the digester is operating great. The extra oxygen transfer capacity will improve digester performance and create less biosolids downstream.



High river levels were also an issue again this year. We put larger pumps in two of our lift stations in March and removed them in June. We ended up putting them back in again in early October and removed them at the end of November. It is getting to the point where we think this will just be a standard operation, so we have written up an SOP to help with which pumps go in certain stations and how to hook them up as well as when they should be put in.

Each year it is our job to maintain all the plant equipment and keep it running smoothly. The plant is aging so there are always things that need to be repaired. We take pride in keeping ourselves educated and working well together as a team to keep this all accomplished.

### **Lab Report**

Kurt Birkett

The laboratory ran the permit required testing of BOD (Biological Oxygen Demand), TSS (Total Suspended Solids), Ammonia Nitrogen, Total Phosphorous, pH, Residual Chlorine, and Fecal Coliforms. The laboratory also ran tests for industrial billing and process control. These tests include TKN (Total Kjeldahl Nitrogen), Volatile Solids, Settleability, Nitrate, Ortho Phosphate, Dissolved Oxygen, and others. Microscopic examinations are done weekly looking for filaments and the biological health of the organisms in the aeration basins.

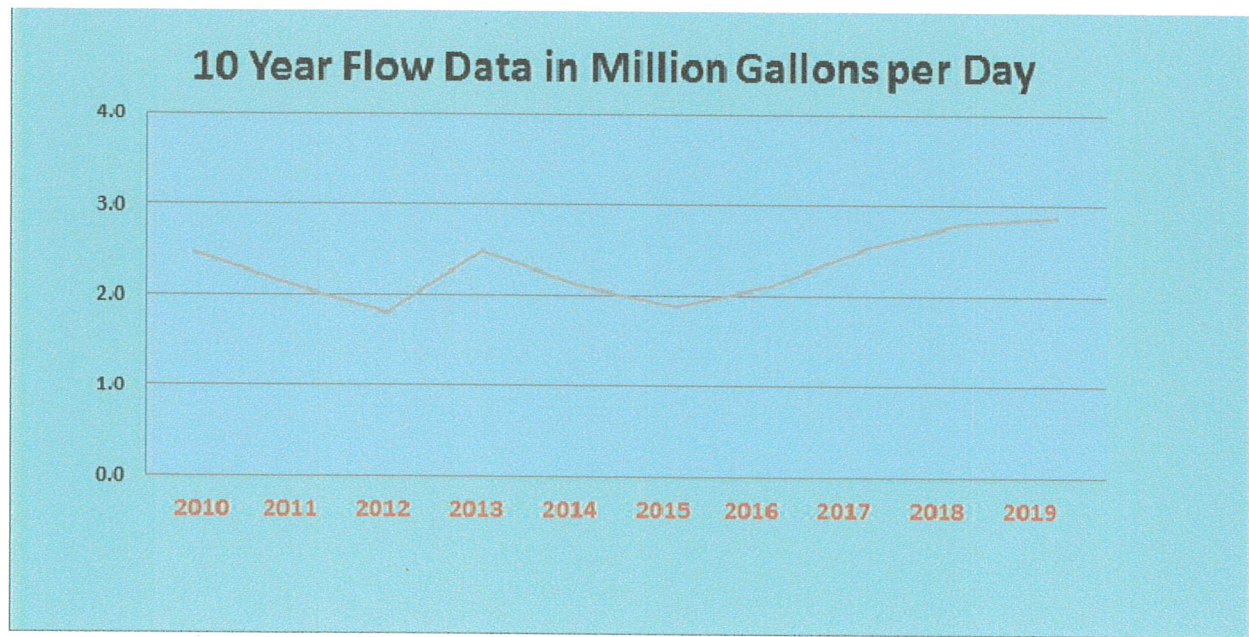
Another required test is the Whole Effluent Toxicity (WET) test. This toxicity test takes the plant effluent and puts living organisms into the effluent for a specified time period. The organisms are



fathead minnows and daphnia (a microscopic multi-celled organism). There are two parts to the test: the acute test and the chronic test. The test looks at the survival rates for the organisms as a measure of toxic substances that would not normally be tested for in the effluent. WET testing is performed by a very limited number of labs in the country. Our samples are tested by a lab in Superior, WI.

Maintenance on the plant process probes and analyzers is performed on a prescribed schedule that provides accurate readings. Phase 2 of the plant update construction will add several more probes to this list.

The laboratory has very successfully fulfilled its requirements with the State of Wisconsin Proficiency Testing program. Looking forward into 2020 the laboratory will continue to have reliable, traceable, and accurate test results.

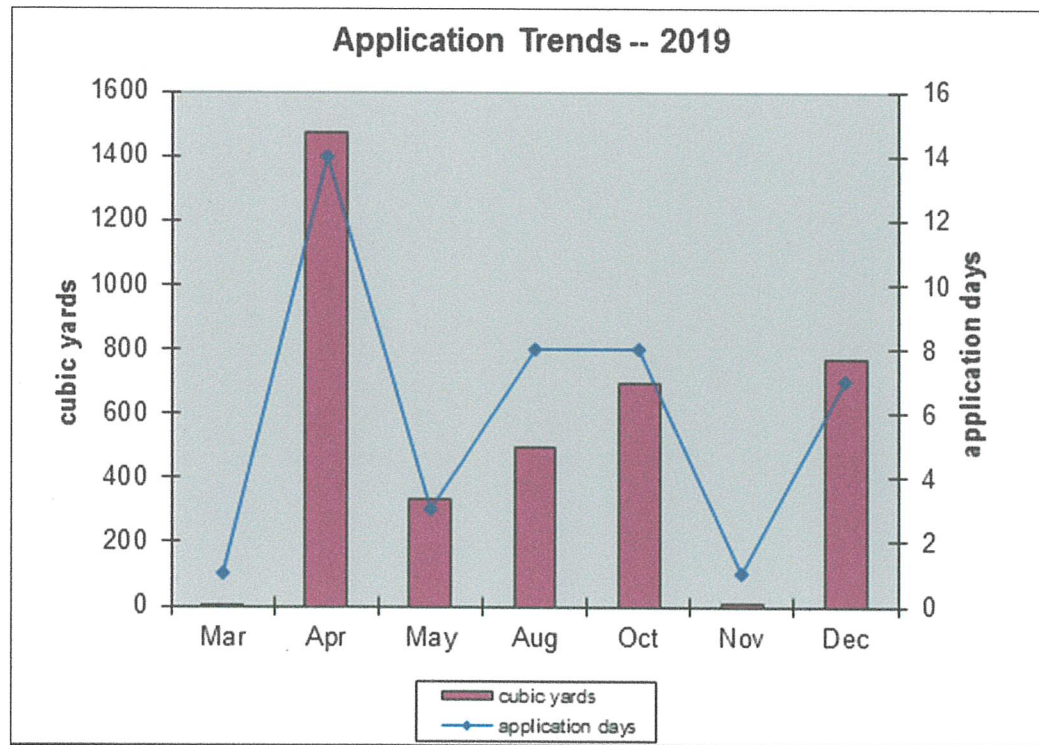


### **Soils Program**

Ryan Wagner

The year 2019 proved to be a bit of a challenge as we were always dealing with the weather during our application months. A wet spring and early snow in the fall caused us to halt operations for longer than usual, sometimes weeks at a time. It always seems to work out in the end, but I was actually surprised we were able to empty the storage pad in the fall. We were only able to get out in the fields for one day in November and with the snow we got it wasn't looking like we would be able to get back out into the fields. That definitely would have affected us for

our 2020 spring operations, but luckily the weather pattern changed and December provided us with some days to land apply. Overall in 2019 we land applied about 19% more compared to 2018. In total, we land applied 3,660 cubic yards to 4 different farmers and 16 fields.



Our percentage of waste activated sludge thickening remains steady, thickening sludge from 0.436% to 4.0%. Our Waste Activated Sludge went up to 54.9 million gallons for the year from 49.8 million gallons in 2018. Our dewatering of sludge continues to remain steady with our centrifuge. This year we were able to average 20.3% with a high of 23.4% in August. Looking at our totals, sludge production was up a bit compared to 2018 (up 15%) in terms of cubic yards produced.

Looking ahead to 2020, we hope the weather will aide us in our land application process. It just makes the land application process much smoother when you get a dry window of five days or more. We will also be using a new mixing system on our polymer system for the centrifuge going forward. Early testing and estimates have us saving approximately 10-15% on polymer costs on a yearly average.

## **Industrial Monitoring**

Karen Mercado

In 2019, the Industrial Monitoring Program sampled the nine industries in our program 477 times. 477 tests for BOD, 477 test for TSS and, 475 for pH were run on these samples. In addition, 369 TKN tests and 368 test for Phosphorous were run on the above-mentioned samples. The three different commercial categories (Fast Food, Sit Down, and Food Store) were not sampled this year. Septic/holding samples were analyzed 12 times.

Through 2019, the industrial monitoring program has billed for 89% of the flow, 106% of the BOD, 134% of the TSS, 144% of the TKN, and 120% of the Phosphorous received at the Wastewater Facility. The higher than 100% values occur because of differences in flow monitoring at the Utility and the amount of water pumped by the Water Utility as well as the proven problems with infiltration and inflow in the collection system. Through sampling and billing the Industrial Monitoring program brought in nearly \$1.8 million for the year.

As the City of Fort Atkinson continues to develop and grow, the program will continue to sample other industries and commercial sites to determine if they should be added to the monitoring program. Communication between departments still needs to improve as these future sites are developed. A possible coordination of programs that are being used may be helpful in eliminating confusion in billing and in customer service.

## WATER UTILITY YEAR END REPORT 2019

### Sampling

In 2019 the Water Utility with the use of outside labs performed 2767 WDNR/EPA required analyses on the water provided to our customers. All results fell below the Maximum Contaminant Levels established by the WDNR/EPA. The following is a breakdown of the sampling:

Bacterial	141	samples
Chlorine	1524	samples
Fluoride	480	samples
Phosphate	520	samples
Total Suspended Solids (hydrant flushing)	42	samples
Chlorine (hydrant flushing)	42	samples
Annual DNR	18	samples

### Diggers Hotline

The Utility performed 1783 locates in 2019. These are required when underground excavation will be performed.

### Consumer Confidence Reports

In spring the Water Utility distributed a Consumer Confidence Report to its customers. This report outlines the quality of the water provided by the Water Utility. The report is available on the city's website.

### Hydrant Flushing

The Water Utility performed hydrant flushing in both the spring and fall. Flushing typically requires 2 employees at 10 hours per day for 9 days. Flushing provides the benefit of removing sediment in distribution mains and allowing for inspection of hydrants to insure proper function. In addition to the standard flushing the Water Utility performed directional flushing in areas identified in the manganese study. This scours the mains by closing valves to create high water velocities. This process requires an additional 3 days to the flushing schedule.

In 2019 the water utility flushed hydrants for 134 hours and 31 minutes for a total of 8.04 million gallons.

## **Cross Connection Inspections**

### **Residential**

In 2019 the Utility performed 400 residential cross connection inspections. These inspections are done as a part of normal meter change outs. They are performed in order to protect the potable water supply from interconnections between potable and non potable water. As required by Wisconsin Department of Natural Resources the Utility now requires follow up inspections to insure that all identified cross connections are eliminated. Beginning in 2013 the Utility provided 2 free backflow preventers to customers if this would bring them into compliance and avoid a re-inspection. This was well received by the Utilities customers as it eliminated the requirement to set another appointment for a re-inspection.

### **Commercial, Industrial, Public**

Wisconsin Administrative Code requires a cross connection survey every 2 years. As required by ordinance these entities are required to have their plumbing inspected at their own expense.

#### **Valves operated**

2014	603 valves operated
2015	871 valves operated
2016	546 valves operated
2017	225 valves operated
2018	504 valves operated
2019	425 valves operated

#### **Water main in system**

2014	69.2 miles
2015	69.4 miles
2016	69.4 miles
2017	69.6 miles
2018	69.6 miles
2019	69.6 miles

#### **Water pumped**

2014	614 million gallons
2015	616 million gallons
2016	610 million gallons
2017	622 million gallons
2018	712 million gallons
2019	660 million gallons

#### **Main Breaks**

2013	15
2014	21
2015	24
2016	14
2017	21
2018	19
2019	15





10-b

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

**Date:** February 12, 2020

**TO:** City Council  
**FROM:** Matt Trebatoski, City Manager  
**SUBJECT:** 2019 Historical Society Trust Fund Reports

Enclosed are the calendar year-end 2019 reports on the Hoard Trust Funds. Two Fund reports are attached:

1. Account 60-01-0201-0-02 Managed by the City
2. Account 60-00-0201-0-02 Managed by the Historical Society

Both Funds are in the Trust Department of Premier Bank. The City's Fund was established in 1999 from the Mary Hoard Estate and was valued at \$739,199.82. Broad uses of the Fund (i.e. capital, maintenance, operations) were designated at the time of receipt.

Since 1999, approvals have been given to allocate \$600,027 from the Fund for such things as: re-roofing, HVAC system, air handling system, boiler, video security, space study, computers, personnel costs, and \$100,000 in 2007 for the Hoard Legacy Building Project.

The value of the City's Fund as of 12/31/19 is \$880,651.03, compared to \$813,702.92 in 2018. The City's plan for this Fund is to cover personnel and capital costs of the Museum. Maximum annual disbursements are calculated using the 10-year average performance percentage gain. Analysis shows a current level of 5.84% or approximately \$51,000. Further use of funds would begin to deplete the account.

I have enclosed, for your information only, the report (Account 60-00-0201-2-02) on the Mary Hoard Fund donated to and controlled by the Historical Society. The original amount received in 1999 was \$526,956, and has been used for part-time staffing costs at the Museum as well as \$100,000 towards the Hoard Legacy Campaign. The year-end Fund balance is \$1,031,524.66 compared to \$921,959.87 in 2018. The Museum Trust also includes other donations and bequests that have been and continue to be made to the Historical Society since the original donation in 1999

Please contact me if you have any questions.

1 of 18

For the Account of:  
FORT ATKINSON HISTORICAL SOCIETY  
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02  
Date: DECEMBER 31, 2019



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MATT TREBATOSKI  
101 N MAIN ST  
FORT ATKINSON WI 53538

2 of 18

03019

For the Account of: FORT ATKINSON HISTORICAL SOCIETY  
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02

Date: JANUARY 1, 2019 - DECEMBER 31, 2019

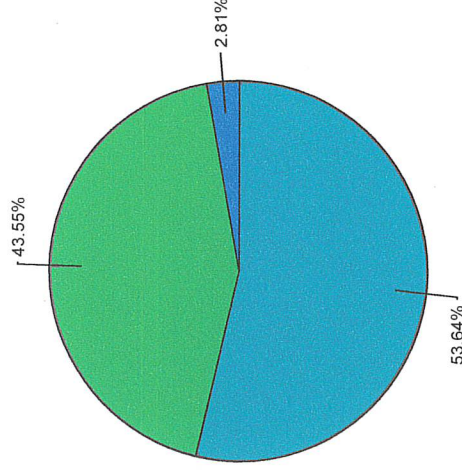


## Account Summary

### Portfolio Summary

Portfolio Assets	Value on DEC 31, 2018	Value on DEC 31, 2019	Est. Ann Income	% Total Assets
CASH EQUIVALENTS	42,630.87	24,770.23	257.61	2.81
FIXED INCOME SECURITIES	354,287.96	383,545.64	11,843.36	43.55
MUTUAL FUNDS	416,784.09	472,335.16	8,901.20	53.64
<b>TOTAL ASSETS</b>	<b>813,702.92</b>	<b>880,651.03</b>	<b>21,002.17</b>	

### Asset Allocation (portfolio assets)



### Cash Activity Summary

SECURITIES PURCHASED	Credits	Debits	YTD
SECURITIES SOLD & REDEEMD	.00	-96,549.00	-96,549.00
DEPOSITS & WITHDRAWALS	116,204.74	.00	116,204.74
DIVIDENDS	.00	-64,540.31	-64,540.31
INTEREST	21,374.12	.00	21,374.12
WITHHOLDING	335.22	.00	335.22
OTHER ACTIVITY	.00	.00	.00
	5,314.59		5,314.59

### INCOME

This Period  
21,709.34

YTD  
21,709.34

### Realized Gain/Loss Summary

SHORT-TERM	This Period	YTD
LONG-TERM	-926.17	-926.17
	196.50	196.50

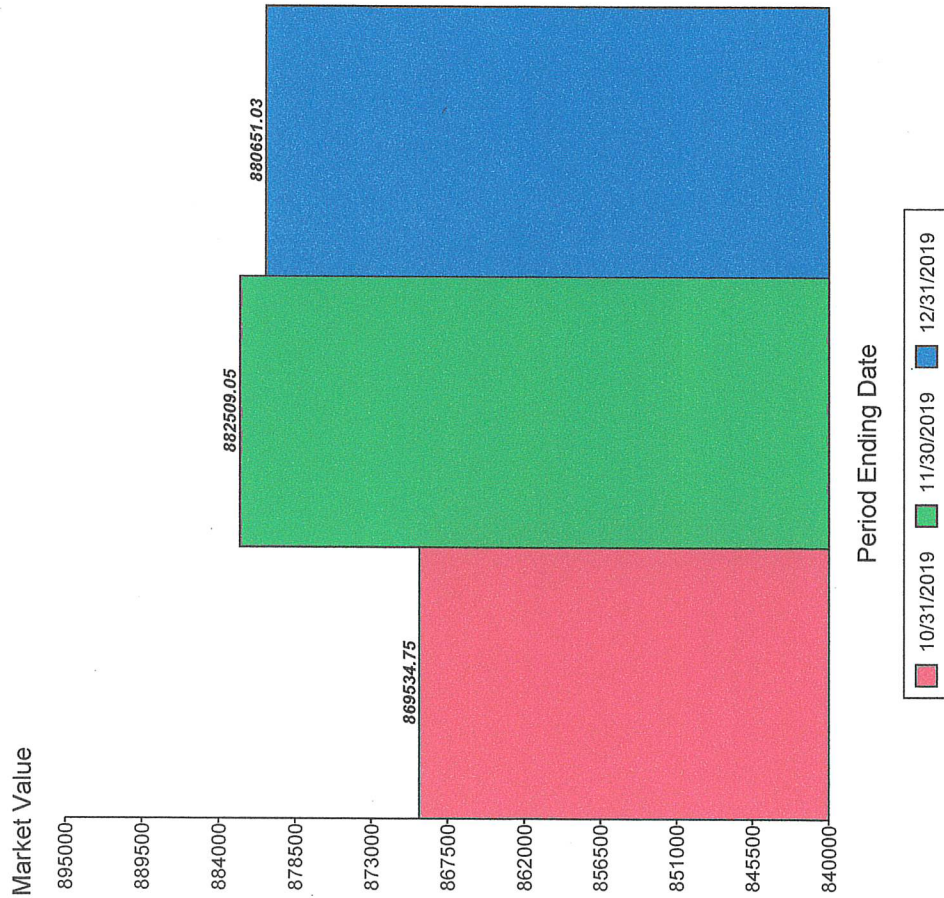
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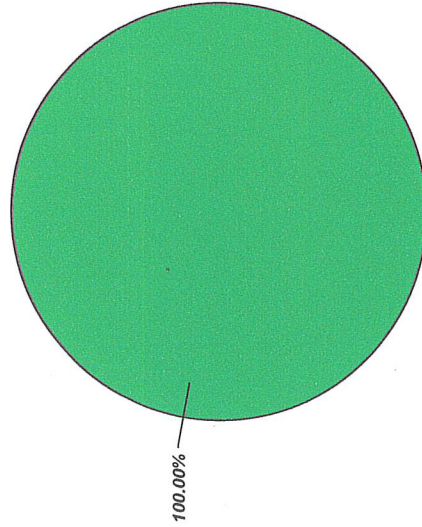
For the Account of: FORT ATKINSON HISTORICAL SOCIETY  
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02  
Date: JANUARY 1, 2019 - DECEMBER 31, 2019

### Market Value Comparison



### Fixed Income Securities Quality Summary



NOT RATED (383,545.64) 100.00%

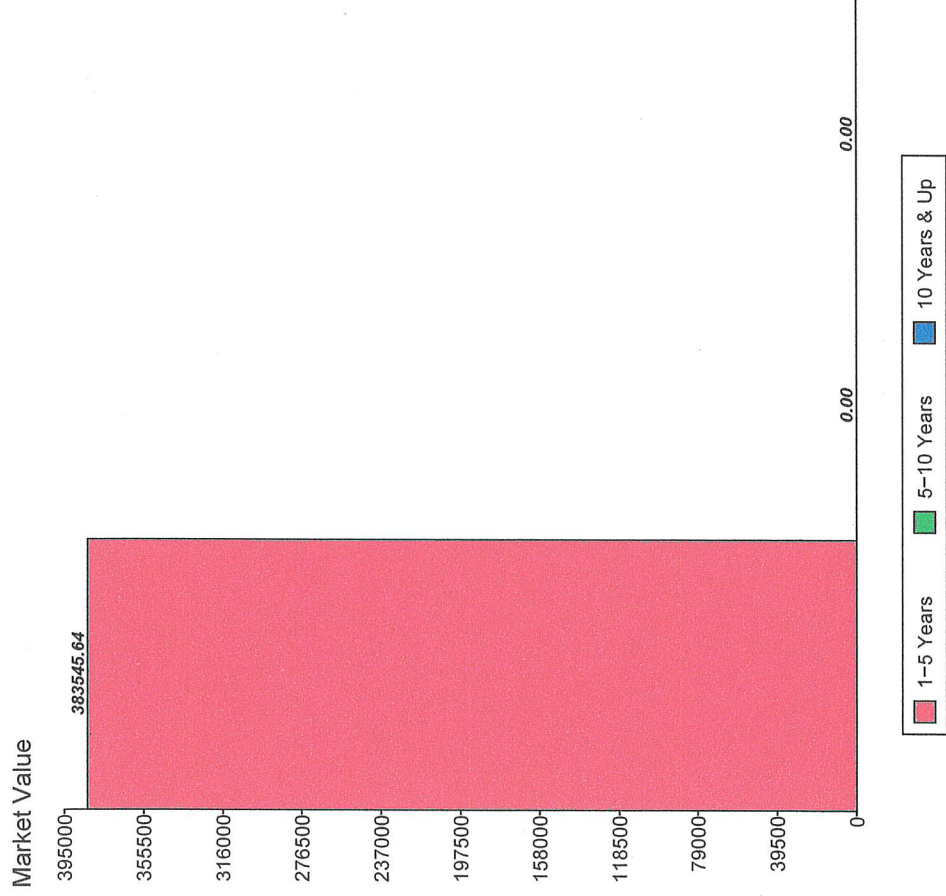
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For the Account of: FORT ATKINSON HISTORICAL SOCIETY  
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02  
Date: JANUARY 1, 2019 - DECEMBER 31, 2019

### Fixed Income Securities Maturity Summary

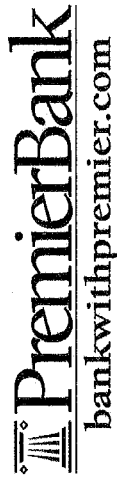


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For the Account of: FORT ATKINSON HISTORICAL SOCIETY  
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02

Date: JANUARY 1, 2019 - DECEMBER 31, 2019



## Portfolio Assets Detail

### CASH

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
INCOME CASH		.00		.00	.00			
PRINCIPAL CASH		.00		.00	.00			
TOTAL CASH		.00		.00				

### CASH EQUIVALENTS

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
PREMIER BANK SWEEP	24,770.230	24,770.23	1.000	24,770.23	2.81	.00	257.61	1.04

### TOTAL CASH EQUIVALENTS

TOTAL CASH EQUIVALENTS		24,770.23		24,770.23		.00	257.61	1.04
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### FIXED INCOME SECURITIES

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
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### MUTUAL FUNDS

BAIRD INTERMEDIATE BOND INST (BIMIX)	20,525.671	221,502.00	11.270	231,324.31	26.27	9,822.31	5,829.29	2.52
BLACKROCK STRATEGIC INCOME OPPORTUNITIES I (BSIIX)	5,225.768	51,579.20	9.970	52,100.91	5.92	521.71	1,766.31	3.39
TEMPLETON GLOBAL BOND ADV (TGBAX)	4,540.395	52,565.07	10.670	48,446.01	5.50	-4,119.06	3,105.63	6.41
VANGUARD INTERM-TERM TREASURY INDEX ADM (VSIIX)	2,321.402	49,057.00	22.260	51,674.41	5.87	2,617.41	1,142.13	2.21
TOTAL MUTUAL FUNDS		374,703.27		383,545.64		8,842.37	11,843.36	3.09

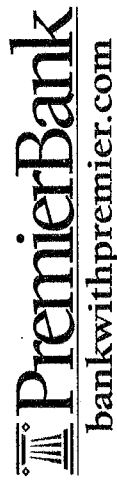
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For the Account of: FORT ATKINSON HISTORICAL SOCIETY  
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02

Date: JANUARY 1, 2019 - DECEMBER 31, 2019



## Portfolio Assets Detail

### FIXED INCOME SECURITIES

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
TOTAL FIXED INCOME SECURITIES		374,703.27		383,545.64		8,842.37	11,843.36	3.09

### MUTUAL FUNDS

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
LARGE CAP FDS								

VANGUARD 500 INDEX ADM (VFIAX)	917.334	225,596.00	298.140	273,493.96	31.06	47,897.96	5,119.64	1.87
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TOTAL LARGE CAP FDS		225,596.00		273,493.96		47,897.96	5,119.64	1.87
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### MID CAP FDS

WILLIAM BLAIR SMALL-MID CAP GROWTH I (WSMDX)	1,456.051	37,742.00	26.990	39,298.82	4.46	1,556.82	.00	.00
TOTAL MID CAP FDS		37,742.00		39,298.82		1,556.82	.00	.00

### SMALL CAP FDS

LONGLEAF PARTNERS SMALL CAP (LLSCX)	1,626.937	42,768.00	24.270	39,485.76	4.48	-3,282.24	1,003.82	2.54
TOTAL SMALL CAP FDS		42,768.00		39,485.76		-3,282.24	1,003.82	2.54

### INT'L FUNDS

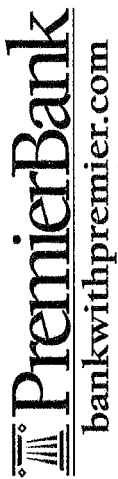
TIMESQUARE INTERNATIONAL SMALL CAP I (TQTX)	1,731.409	30,030.04	16.260	28,152.71	3.20	-1,877.33	476.14	1.69
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For the Account of: FORT ATKINSON HISTORICAL SOCIETY  
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02  
Date: JANUARY 1, 2019 - DECEMBER 31, 2019

## Portfolio Assets Detail



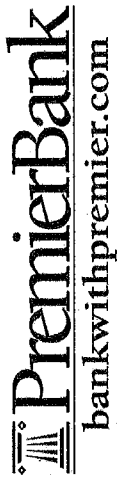
MUTUAL FUNDS								
Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
VANGUARD DEVELOPED MARKETS INDEX ADM (VTMGX)	4,473.766	62,452.90	14.140	63,259.05	7.18	806.15	1,914.77	3.03
TOTAL INT'L FUNDS		92,482.94		91,411.76		-1,071.18	2,390.91	2.62
EMG MARKETS FDS								
HARBOR EMERGING MARKETS EQUITY INST (HAEMX)	2,448.279	23,623.00	11.700	28,644.86	3.25	5,021.86	386.83	1.35
TOTAL EMG MARKETS FDS		23,623.00		28,644.86		5,021.86	386.83	1.35
TOTAL MUTUAL FUNDS		422,211.94		472,335.16		50,123.22	8,901.20	1.88
TOTAL ASSETS				880,651.03		58,965.59	21,002.17	2.38

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For the Account of: FORT ATKINSON HISTORICAL SOCIETY  
WILLIAM D HOARD JR FUND

Account Number: 60 01 0201 0 02

Date: From JANUARY 01, 2019 through DECEMBER 31, 2019



## Summary Statement of Transactions

	Income Cash	Principal Cash	Investment Cost Basis
<b>BEGINNING BALANCES</b>	0.00	0.00	865,246.08
<b>RECEIPTS</b>			
INTEREST	335.22	0.00	0.00
ORDINARY DIVIDENDS	21,374.12	0.00	0.00
CAPITAL GAIN DISTRIBUTIONS	0.00	5,314.59	0.00
NET PURCHASES AND SALES OF ASSETS	0.00	37,516.38	-43,560.64
ADJUSTMENTS	-17,073.68	17,073.68	0.00
<b>TOTAL RECEIPTS</b>	<b>4,635.66</b>	<b>59,904.65</b>	<b>-43,560.64</b>
<b>DISBURSEMENTS</b>			
PAYMENTS TO BENEFICIARIES	0.00	-42,495.74	0.00
FIDUCIARY FEES	-4,635.66	0.00	0.00
MISC NON-DEDUCTIBLE EXPENSE	0.00	-17,408.91	0.00
<b>TOTAL DISBURSEMENTS</b>	<b>-4,635.66</b>	<b>-59,904.65</b>	<b>0.00</b>
<b>ENDING BALANCES</b>	<b>0.00</b>	<b>0.00</b>	<b>821,685.44</b>

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For the Account of:  
FORT ATKINSON HISTORICAL SOCIETY +

Account Number: 60 00 0201 0 02  
Date: DECEMBER 31, 2019



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MATT TREBATOSKI  
101 N MAIN ST  
FORT ATKINSON WI 53538

For the Account of: FORT ATKINSON HISTORICAL SOCIETY +



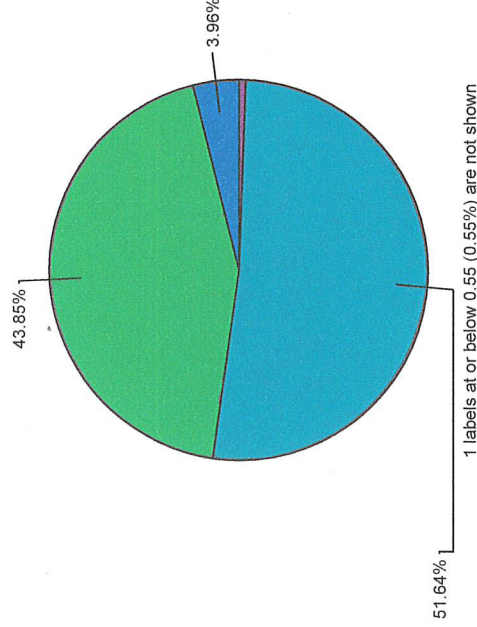
Account Number: 60 00 0201 0 02  
Date: JANUARY 1, 2019 - DECEMBER 31, 2019

## Account Summary

### Portfolio Summary

	Value on DEC 31, 2018	Value on DEC 31, 2019	Est. Ann Income	% Total Assets
Portfolio Assets				
CASH EQUIVALENTS	59,665.98	40,897.40	425.33	3.96
FIXED INCOME SECURITIES	395,555.49	452,318.17	13,914.57	43.85
MUTUAL FUNDS	464,473.40	532,639.09	10,021.44	51.64
EQUITIES	2,265.00	5,670.00	38.50	0.55
<b>TOTAL ASSETS</b>	<b>921,959.87</b>	<b>1,031,524.66</b>	<b>24,399.84</b>	

### Asset Allocation (portfolio assets)



### Cash Activity Summary

SECURITIES PURCHASED	Credits	Debits	YTD
SECURITIES SOLD & REDEEMD	132,175.61	-139,903.00	-139,903.00
DEPOSITS & WITHDRAWALS	3,000.00	.00	132,175.61
DIVIDENDS	24,736.51	-45,396.88	-42,396.88
INTEREST	677.41	.00	24,736.51
WITHHOLDING	.00	.00	677.41
OTHER ACTIVITY	5,941.77	.00	5,941.77

### INCOME

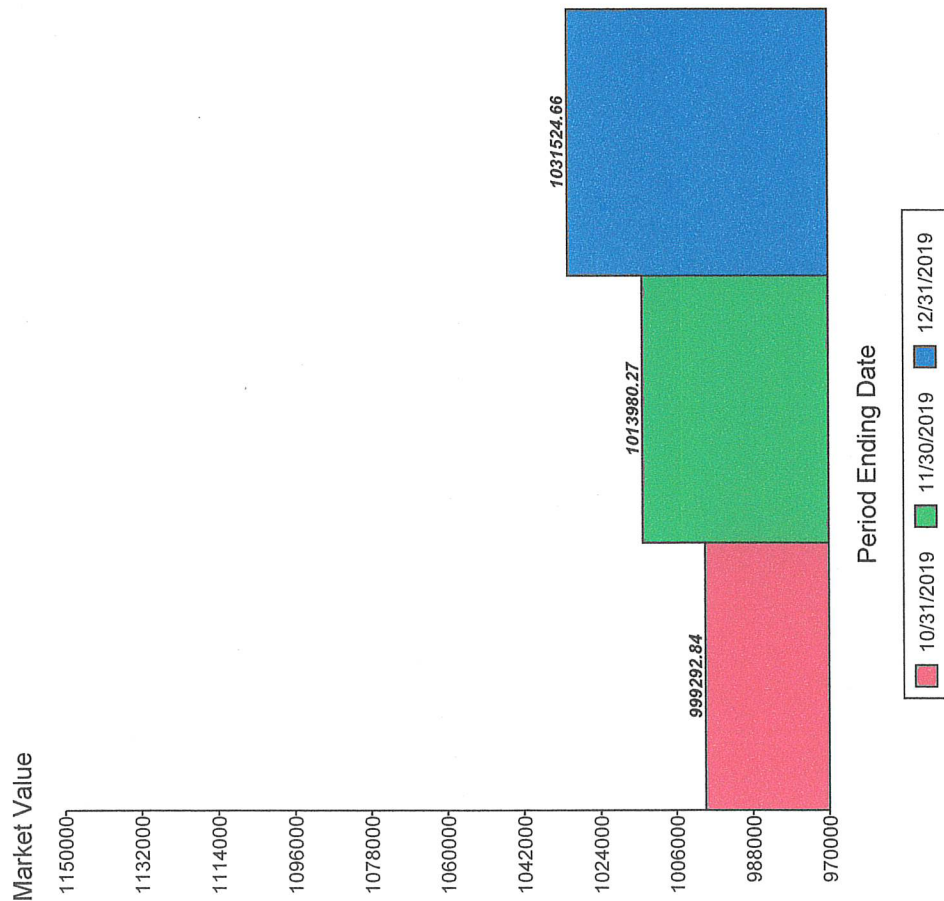
This Period	YTD
25,413.92	25,413.92

### Realized Gain/Loss Summary

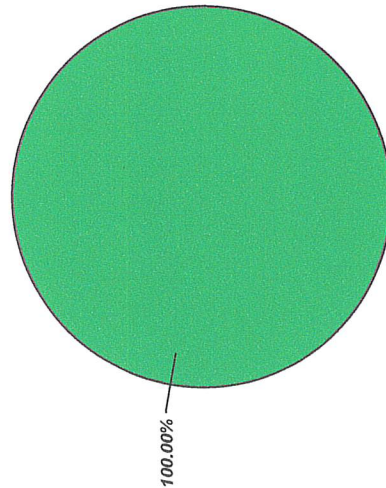
SHORT-TERM	This Period	YTD
LONG-TERM	-450.94	-450.94
	-1,042.68	-1,042.68

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## Market Value Comparison



## Equities Diversification Summary



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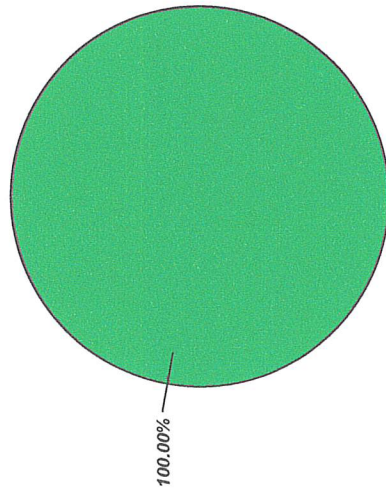


For the Account of: FORT ATKINSON HISTORICAL SOCIETY +

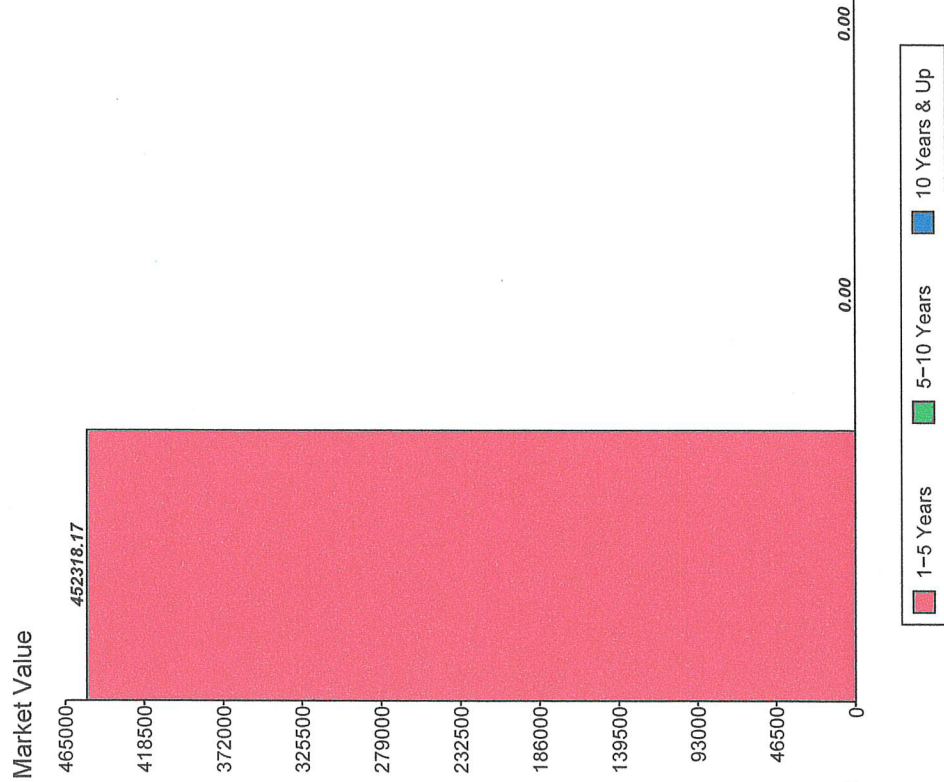
Account Number: 60 00 0201 0 02

Date: JANUARY 1, 2019 - DECEMBER 31, 2019

### Fixed Income Securities Quality Summary



### Fixed Income Securities Maturity Summary



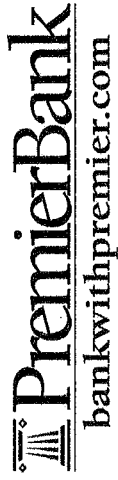
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For the Account of: FORT ATKINSON HISTORICAL SOCIETY +

Account Number: 60 00 0201 0 02

Date: JANUARY 1, 2019 - DECEMBER 31, 2019



## Portfolio Assets Detail

### CASH

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
INCOME CASH		.00		.00	.00			
PRINCIPAL CASH		.00		.00	.00			
TOTAL CASH		.00		.00				

### CASH EQUIVALENTS

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
PREMIER BANK SWEEP	40,897.400	40,897.40	1.000	40,897.40	3.96	.00	425.33	1.04

### TOTAL CASH EQUIVALENTS

		40,897.40		40,897.40		.00	425.33	1.04
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### FIXED INCOME SECURITIES

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
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### MUTUAL FUNDS

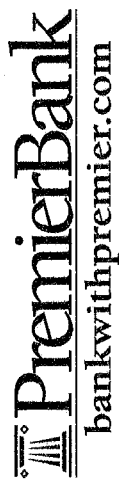
BAIRD INTERMEDIATE BOND INST (BIMIX)	24,294.656	262,620.00	11.270	273,800.77	26.54	11,180.77	6,899.68	2.52
BLACKROCK STRATEGIC INCOME OPPORTUNITIES I (BSIIX)	6,139.272	60,962.78	9.970	61,208.54	5.93	245.76	2,075.07	3.39
TEMPLETON GLOBAL BOND ADV (TGBAX)	5,236.910	61,429.06	10.670	55,877.83	5.42	-5,551.23	3,582.05	6.41
VANGUARD INTERM-TERM TREASURY INDEX ADM (VSI GX)	2,759.705	58,431.00	22.260	61,431.03	5.96	3,000.03	1,357.77	2.21
TOTAL MUTUAL FUNDS		443,442.84		452,318.17		8,875.33	13,914.57	3.08

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For the Account of: FORT ATKINSON HISTORICAL SOCIETY +

Account Number: 60 00 0201 0 02

Date: JANUARY 1, 2019 - DECEMBER 31, 2019



## Portfolio Assets Detail

### FIXED INCOME SECURITIES

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
TOTAL FIXED INCOME SECURITIES		443,442.84		452,318.17		8,875.33	13,914.57	3.08

### MUTUAL FUNDS

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
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#### LARGE CAP FDS

VANGUARD 500 INDEX ADM (VFIAX)	1,043.270	267,976.00	298.140	311,040.52	30.15	43,064.52	5,822.49	1.87
TOTAL LARGE CAP FDS		267,976.00		311,040.52		43,064.52	5,822.49	1.87

#### MID CAP FDS

WILLIAM BLAIR SMALL-MID CAP GROWTH I (WSMDX)	1,671.870	43,805.00	26.990	45,123.77	4.37	1,318.77	.00	.00
TOTAL MID CAP FDS		43,805.00		45,123.77		1,318.77	.00	.00

#### SMALL CAP FDS

LONGLEAF PARTNERS SMALL CAP (LLSCX)	1,759.497	48,178.00	24.270	42,702.99	4.14	-5,475.01	1,085.61	2.54
TOTAL SMALL CAP FDS		48,178.00		42,702.99		-5,475.01	1,085.61	2.54

#### INT'L FUNDS

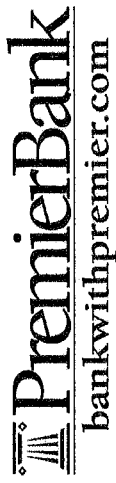
TIMESQUARE INTERNATIONAL SMALL CAP I (TQTX)	1,956.720	34,796.85	16.260	31,816.27	3.08	-2,980.58	538.10	1.69
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For the Account of: FORT ATKINSON HISTORICAL SOCIETY +

Account Number: 60 00 0201 0 02

Date: JANUARY 1, 2019 - DECEMBER 31, 2019



## Portfolio Assets Detail

### MUTUAL FUNDS

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
VANGUARD DEVELOPED MARKETS INDEX ADM (VTMGX)	5,055.507	73,697.72	14.140	71,484.87	6.93	-2,212.85	2,163.76	3.03
<b>TOTAL INT'L FUNDS</b>		<b>108,494.57</b>		<b>103,301.14</b>		<b>-5,193.43</b>	<b>2,701.86</b>	<b>2.62</b>

### EMG MARKETS FDS

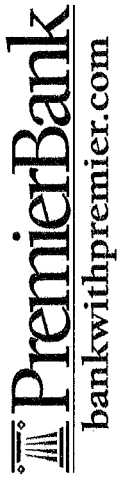
HARBOR EMERGING MARKETS EQUITY INST (HAEIMX)	2,604.331	25,831.00	11.700	30,470.67	2.96	4,639.67	411.48	1.35
<b>TOTAL EMG MARKETS FDS</b>		<b>25,831.00</b>		<b>30,470.67</b>		<b>4,639.67</b>	<b>411.48</b>	<b>1.35</b>
<b>TOTAL MUTUAL FUNDS</b>		<b>494,284.57</b>		<b>532,639.09</b>		<b>38,354.52</b>	<b>10,021.44</b>	<b>1.88</b>

### EQUITIES

Description	Shares	Total Cost	Current Share Price	Current Mkt Value	% of Portfolio	Unrealized Gain/Loss	Est. Ann Income	Est. Ann Yield(%)
FIRST AMERICAN BANKSHARES	7	5,165.00	810.000	5,670.00	.56	505.00	38.50	.68
<b>TOTAL EQUITIES</b>		<b>5,165.00</b>		<b>5,670.00</b>		<b>505.00</b>	<b>38.50</b>	<b>.68</b>
<b>TOTAL ASSETS</b>				<b>1,031,524.66</b>		<b>47,734.85</b>	<b>24,399.84</b>	<b>2.37</b>

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For the Account of: FORT ATKINSON HISTORICAL SOCIETY +



Account Number: 60 00 0201 0 02

Date: From JANUARY 01, 2019 through DECEMBER 31, 2019

## Summary Statement of Transactions

	Income Cash	Principal Cash	Investment Cost Basis
<b>BEGINNING BALANCES</b>	<b>0.00</b>	<b>0.00</b>	<b>999,246.39</b>
<b>RECEIPTS</b>			
CONTRIBUTIONS	0.00	3,000.00	0.00
INTEREST	677.41	0.00	0.00
ORDINARY DIVIDENDS	24,736.51	0.00	0.00
CAPITAL GAIN DISTRIBUTIONS	0.00	5,941.77	0.00
NET PURCHASES AND SALES OF ASSETS	14,072.96	-3,031.77	-18,476.58
ADJUSTMENTS	-34,090.00	34,090.00	0.00
<b>TOTAL RECEIPTS</b>	<b>5,396.88</b>	<b>40,000.00</b>	<b>-18,476.58</b>
<b>DISBURSEMENTS</b>			
PAYMENTS TO BENEFICIARIES	0.00	-40,000.00	0.00
FIDUCIARY FEES	-5,396.88	0.00	0.00
<b>TOTAL DISBURSEMENTS</b>	<b>-5,396.88</b>	<b>-40,000.00</b>	<b>0.00</b>
<b>NON CASH TRANSACTIONS</b>			
SECURITIES DEPOSITED TO THE ACCOUNT	0.00	0.00	2,860.00
ADJUSTMENTS TO SECURITIES	0.00	0.00	160.00
<b>TOTAL NON CASH TRANSACTIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>3,020.00</b>

170618



For the Account of: FORT ATKINSON HISTORICAL SOCIETY +

Account Number: 60 00 0201 0 02

Date: From JANUARY 01, 2019 through DECEMBER 31, 2019

## Summary Statement of Transactions



	Income Cash	Principal Cash	Investment Cost Basis
ENDING BALANCES	0.00	0.00	983,789.81

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10-C

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

**Date:** February 13, 2020

**TO:** City Council

**FROM:** Paul Christensen

**SUBJECT:** Lift Station Flow Meters

**Background:** The 2020 Utility CIP has \$40,000 budgeted for the purchase and installation of flow meters for the Sherman Ave. and Water St. lift stations. Outfitting the lift stations with flow meters will allow us to track the amount of water seasonally that we gather. Currently this water is composed of sewage (should vary little in volume seasonally), rain water (called inflow that enters the system when it rains) and infiltration (seasonal high groundwater that "leaks" into the system generally in the spring or when the river is up). The latter two – collectively called I & I (infiltration and inflow) are what we want to reduce. This data will help us understand where we are, and track progress toward this reduction effort.

**Discussion:** Different methods to monitor flow through the lift stations were investigated, with flow meters being the best and most accurate option. Each lift station has two pumps, and a discharge pipe for each pump leaves the station underground.

Ideally you would place the flow meter sensor after the two pipes combine into one larger pipe and need only one flow meter to monitor the station. To gain access to the single pipe we would have to construct a flow meter vault. After discussion with contractors we found that it was far less expensive to purchase four flow meters and place them in the wet wells of the stations than to construct a vault at each station.

**Financial Analysis:** Quotes were requested separately for four flow meters, Mechanical installation at each lift station, and the addition of the flow signals to the SCADA network back to the Utility.

The following quotes were received.

**Flow Meters**

William/Reid of Germantown, WI	\$15,944.00
Lesman Instrument Co. of Bensenville, IL	\$15,098.00
L.W. Allen, Inc. of Madison, WI	\$11,900.00

**Mechanical Installation**

Staab Construction Corp. of Marshfield, WI	\$12,300.00
J. F. Ahern Co. of Fond du Lac, WI	\$13,250.00

**SCADA connection to Utility**

L.W. Allen, Inc. of Madison, WI	\$5,400.00
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1 of 2

Only one quote for the SCADA installation was sought as L.W. Allen is the provider of the Utility's SCADA and instrumentation system.

**Staff Recommendation:** Utility staff recommend the purchase of the flow meters from L.W. Allen for the cost of \$11,900.00; the purchase of mechanical installation services from Staab Construction Corp. for the cost of \$12,300.00; and the SCADA connection from L.W. Allen, Inc. for the cost of \$5,400.00.

In addition, Utility staff and the City Electrician will pull the cables from the station wet wells to the control cabinets and mount the flow meter remote transmitters in new boxes. This cost is not expected to exceed \$2,000.00. Total cost of the project will not exceed \$31,600.00.



11-a

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

**Date:** February 5, 2020

**TO:** City Council

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

**SUBJECT:** Special Event – Summer Reading Kickoff Block Party

**Background:**

The Special Event Guide and Application was assembled to assist with planning events in the City of Fort Atkinson. The application was created to allow appropriate contact information be obtained and forwarded to Departments. The planning guide is designed to assist members of the community in the planning, preparation and running of events and programs in Fort Atkinson.

**Discussion:**

**Event:** Dwight Foster Public Library Summer Reading Kickoff Block Party

**Date:** Sunday June 7, 2020

**Location:** 200 block of Merchants Avenue

**Contact Person:** Autumn Harden

**Hours of Event:** 11:00 am to 2:00 pm

**Estimated Number of Attendees:** 100-300 +/-

Merchants Avenue has been requested to be closed from E Milwaukee Avenue to S Thirst Street East.

Information of the event was routed to Departments on February 3<sup>rd</sup> with no comments or concerns.

**Financial Analysis:**

There is no financial impact to the City.


**Staff Recommendation:**

Approve the Special Event request by Dwight Foster Public Library for the Summer Reading Kickoff Block Party on Sunday June 7, 2020 and authorize the closure of the 200 block of Merchants Avenue.

1 of 7



CITY OF FORT ATKINSON  
Special Event Application

Name of Business/Group Organizing Event: <u>Dwight Foster Library</u>	
Contact Person for Event: <u>Autumn Harden</u>	
Phone Number: <u>920-563-5898</u>	Email: <u>Autumn.harden@nitardyfuneralhome.com</u>
Is the Business/Group Organizing Event: <input type="checkbox"/> For profit or <input checked="" type="checkbox"/> Non-Profit	
Special Event Details	
Event Name: <u>Summer Reading Kickoff block party</u>	
Event Date: <u>June 7, 2020</u>	
Event Location: <u>200 block of Merchants Ave.</u>	
Estimated Number of Attendees: <u>100-300</u>	Hours of Event: <u>11AM-2pm</u>
Check all applicable boxes:	
<input type="checkbox"/> I am renting a City Park	Attach copy of paid park rental from Parks & Recreation (920) 563-7781.
<input checked="" type="checkbox"/> I will be having music	Start and end time of music: <u>11AM-2pm</u>
<input checked="" type="checkbox"/> I will be closing a street(s)	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.
<input type="checkbox"/> I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760
*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.	
<input checked="" type="checkbox"/> I will be erecting a tent, canopy or other temporary structure.	
By signing, I agree to the following statements:	
I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.	
Responsible Party Signature: 	

Office Use Only

Date Submitted to Clerk: 2/3/2020 Date Emailed to Departments: 2/13/2020

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	<u>no concerns</u>
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	<u>no submitted comments</u>
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>no concerns</u>
<input checked="" type="checkbox"/> Electrician	<u>no concerns, can follow up prior to event</u>
<input checked="" type="checkbox"/> Fire and Rescue Department	<u>OK, no concerns</u>
<input checked="" type="checkbox"/> Library and Museum	<u>OK, no concerns</u>
<input checked="" type="checkbox"/> Parks & Recreation	<u>no submitted comments</u>
<input checked="" type="checkbox"/> Police Department	<u>Staff aware of event</u>
<input checked="" type="checkbox"/> Public Works Department	<u>no submitted comments</u>
<input checked="" type="checkbox"/> Wastewater and Water Utility	<u>no concerns</u>

Date Reported to City Council (if necessary): 02/18/2020

Comments, Contingencies, Findings:





Summer Reading Program Kick-Off Block Party  
June 7, 2020  
11 a.m. - 2 p.m.  
Dwight Foster Public Library

3 of 7



January 23, 2020

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# Proposal for

Summer Reading Program Kick-Off  
Block Party

## I. Introduction

The library board is proposing a block party to kick off the summer reading program. The summer reading program is the library's biggest program yearly and 608 children and 151 adults participated in the seven week program in 2019. The block party will consist of area food truck vendors and local Fort Atkinson restaurants to serve food to local and outside of Fort Atkinson patrons, with other fun and family-friendly activities. The community room in the library will be open for seating for eating and for a children's program. The purpose of the block party is to expose our library and the programs it offers for families and members outside of Fort Atkinson.

## II. Needs/Problems

This event will take place on Sunday, June 7, 2020 from 11AM until 2PM. We are looking for road closure on the 200 block of Merchants St., right in front of the library. Due to the Postal Office being in that vicinity, we have asked for the post master's blessing to close this area off, with the caveat that they still have access to their building utilizing their second exit off of S 3<sup>rd</sup> St. E. We will set up the food vendors on Merchants Street, and utilize the public city parking lot on Milwaukee Ave. in front of the Postal Office for patrons to park and walk over to the event. The Postal Office has given the library board their blessing to have this closed blocked off for the event. Attached is a map of the streets and the support letter from the post office discussed above.

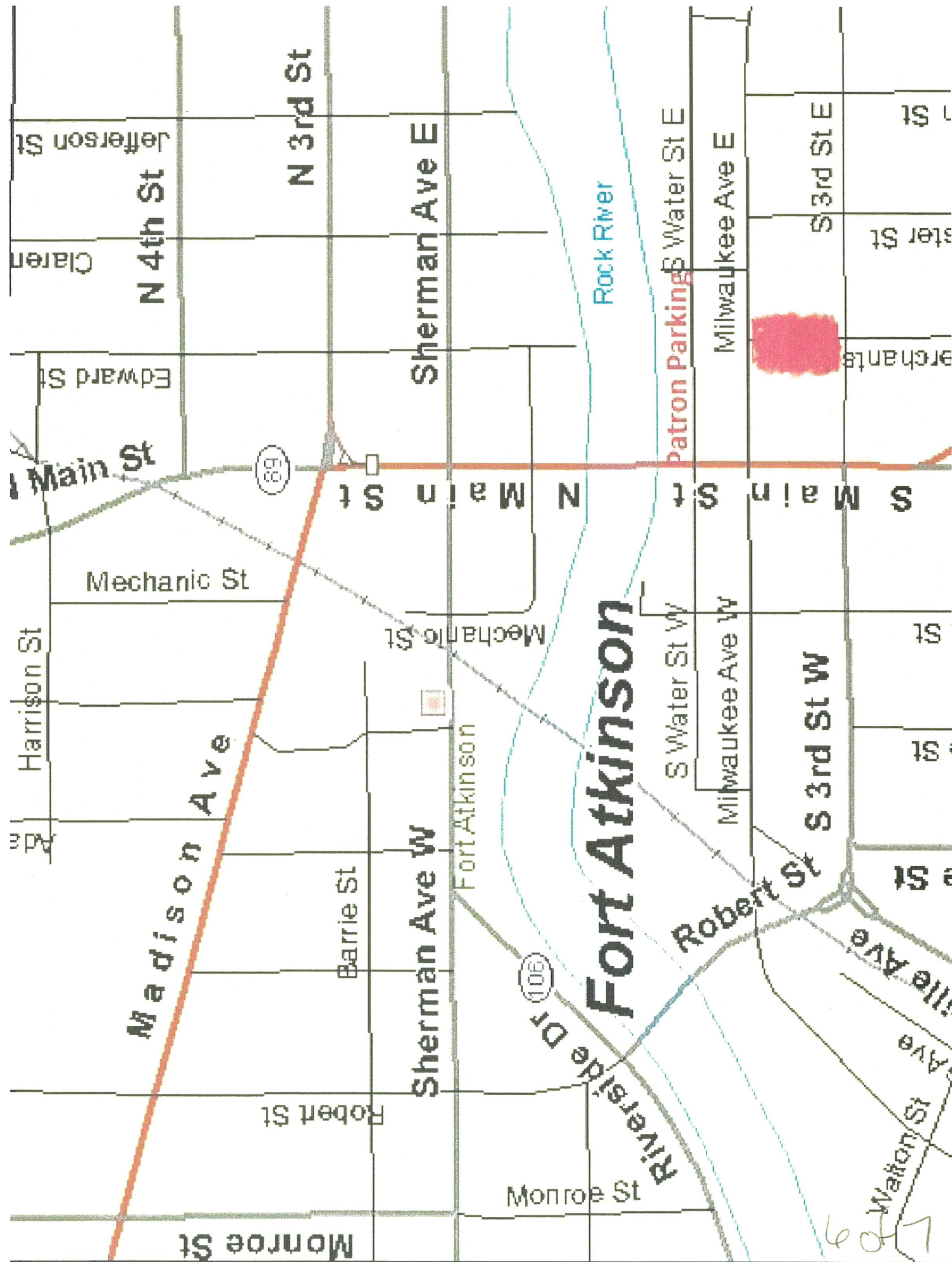
We are also looking to have our special event application approved. The application is attached to this proposal.

## III. Goals/Objectives

The goal of this event is library exposure to surrounding communities. An objective of this event is to include local vendors to unite the Fort Atkinson community vendors and other community's vendors and patrons. We will invite local vendors first, and then offer the event to outside vendors. We will have the community room in the library open for seating and to showcase the free space available to use in the library.

## IV. Procedures/Scope of Work

Each vendor will have a fee of \$25 to hold their space for the event. We are also offering vendors to make a donation of %10 of proceeds from the block party, to receive special recognition from the library on the library Facebook page and will also be listed on The Friends of The Library list on the library's website. Minetta, the children librarian is planning a program to take place during the entirety of the event. This will give her the chance to talk to families about the summer reading program. We are looking to have musicians, local mascots or Disney Characters in costume, and a face painter for the families to interact with.



FORT ATKINSON  
53538



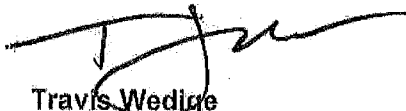
2/3/2020

To whom it may concern:

The Fort Atkinson Post Office sees no issue with the closing of the street at the 200 block of Merchants Ave on 6/7/2020.

This is a Sunday and will not impact our operation in any way.

Thank you

A handwritten signature in black ink, appearing to read "Travis Wedige".

Travis Wedige  
Postmaster Fort Atkinson 53538

706-7





11-b

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

**Date:** February 5, 2020

**TO:** City Council  
**FROM:** City Clerk/Treasurer  
**SUBJECT:** Disallowance of Claim – Bennett

**Background:**

EMC Insurance Company represents the City for property, liability and workers' compensation insurance. Should a property owner/individual wish to file an accident report with the City, the report is submitted to EMC Insurance for review. EMC will perform an investigation and obtain facts regarding the report. Additionally, EMC contact various Departments to understand the details and basis of the report. EMC will make a final determination and decide if the City is legally responsible for the accident. If the City is not found to be responsible, the claimant can choose to serve the Clerk with a Notice of Claim. The Notice of Claim is provided to EMC and they respond with a recommendation to disallow the claim as the City was not found to be responsible.

**Discussion:**

On October 10<sup>th</sup> I received an Accident Report from Robert Bennett regarding a sewer backup at his property at 1018 Monroe Street on October 6, 2019.

EMC conducted the appropriate research with Public Works Superintendent Kent Smith. Following investigation, the City was found to not be responsible for the sewer backup. EMC provided documentation dated October 28<sup>th</sup> to Mr. Bennett informing them of the decision.

**Financial Analysis:**

Mr. Bennett's original request of compensation for the clean-up, loss of personal items and repair of their property was \$5,777.56. The Notice of Claim submitted on February 4, 2020 is seeking compensation in the amount of \$7,825.45.

**Staff Recommendation:**

To recommend the disallowance of the claim submitted by Mr. Bennett as recommended by EMC Insurance and the City Attorney and not offer any compensation as the City of Fort Atkinson was found not liable for the accident.

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## ACCIDENT REPORT

Policyholder Name: CITY OF FORT ATKINSON

Policy #: 3X09563

Accident/Incident Information	
Date and Time Incident Occurred Oct 6, 2019 - 9pm	Date and Time Incident Reported Oct 6, 2019 - 9pm
Incident Location (Include address and specific location in or around building)  Residence at 1018 Monroe St      Finished lower level of home	
List Injured/Affected Property or Person(s) (Names, addresses, phone numbers) 1018 Monroe St - Ft Atkinson, WI  Sewer water backed up through lateral pipe and flooded finished lower level of home, into two bedrooms, one bath, and into part of carpeted living area.	
Incident Description Sewer water backed up from main line in street, through the lateral and up through floor drain and shower drain into home. The city pumping truck worked on the main line in the street, from two different man holes on Sunday evening, and the water level went down, around the floor drain. Monday am, the city crew was back w/ camera truck and they could not get the camera thru the line from the 1 <sup>st</sup> man hole, so they pulled it out, along with a lot of roots, and then went down to the next man hole and worked back up the line, to remove the obstructions, that caused the problem.	
Describe Any Injury/Loss (Damage) The water destroyed carpeting and pad, in two bedrooms, base moldings in four rooms, vinyl flooring in bath room, shower base, vanity, and carpet tack strips. Mitigation bill attached, \$2,486.06, and also estimated costs to repair damaged area, \$3,291.50 .	
Describe Medical Treatment Administered	

Witness Information	
Witness #1 Name <i>Bob Bennett</i>	Phone Number <i>920-723-8412</i>
Witness Description of Accident/Incident   	
Witness #2 Name	Phone Number
Witness Description of Accident/Incident   	

Investigation Results		
List Contributing Factors/Root Causes   		
List Recommended Corrective Actions along with Name of Supervisor Responsible for Implementing   		
Investigation Form Completed By	Phone Number	Date Completed

Follow Up Actions	
List Corrective Actions Taken and Date Implemented   	
Form and Completion of Corrective Actions - Reviewed By	Date

Cinderella Sheps Cleaning and Supply  
Tom Weigand  
46 E. Rockwell Ave., Fort Atkinson, WI 53538

Work Phone: (920) 563-7293 Mobile: (920) 723-5533 Fax: (920) 563-0308  
shepscleaning@gmail.com

Property  
1018 Monroe St, Fort Atkinson, WI 53538

## BATHROOM

Short Wall 1: 5ft 6in Short Wall 2: 5ft 6in Long Wall 1: 8ft 6in Long Wall 2: 8ft 6in Ceiling 1: 8ft

Floors: 46sf Walls: 224sf Ceilings: 46sf Perimeter: 28lf

Description	QTY	UOM	PPU	Total
1 Remove & discard contaminated base molding	25	LF	\$0.37	\$9.25
2 Remove & discard contaminated vinyl tile from concrete floor	46	SF	\$0.61	\$28.06
3 Remove fiberglass tub/shower - wall panels - 2 man crew	1	EA	\$100.21	\$100.21
4 Remove shower pan	1	EA	\$126.30	\$126.30
5 Remove toilet	1	EA	\$65.00	\$65.00
6 Remove cabinets - per hour	1	HRS	\$35.86	\$35.86
7 Antimicrobial spray - per application- 2 ft up on walls	50	SF	\$0.22	\$11.00
8 Remove sink - bathroom sink with attached faucet - per each	1	EA	\$52.63	\$52.63
9 Scrub/clean and disinfect floors	46	SF	\$1.28	\$58.88
Area Total:				\$487.19

## BEDROOM 2

Short Wall 1: 10ft 6in Short Wall 2: 10ft 6in Long Wall 1: 12ft 6in Long Wall 2: 12ft 6in Ceiling 1: 8ft

Floors: 131sf Walls: 368sf Ceilings: 131sf Perimeter: 46lf

Description	QTY	UOM	PPU	Total
1 Remove & discard contaminated carpet - strip out & bag	131	SF	\$0.61	\$79.91
2 Remove & discard contaminated pad - strip out & bag	131	SF	\$0.48	\$62.88
3 Remove & discard contaminated tack strip	50	LF	\$0.33	\$16.50
4 Remove & discard contaminated base molding	50	LF	\$0.37	\$18.50
5 Remove counter top - laminate/formica - unskilled labor	1	HRS	\$30.32	\$30.32

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6 Antimicrobial spray - per application- 2 ft up on walls	132	SF	\$0.22	\$29.04
7 Scrub/clean and disinfect floors	88	SF	\$1.28	\$112.64
Area Total:				\$349.79

## BEDROOM 1

Short Wall 1: 10ft 6in Short Wall 2: 10ft 6in Long Wall 1: 12ft Long Wall 2: 12ft Ceiling 1: 8ft

Floors: 126sf Walls: 360sf Ceilings: 126sf Perimeter: 45lf

Description	QTY	UOM	PPU	Total
1 Remove & discard contaminated base molding	50	LF	\$0.37	\$18.50
2 Remove & discard contaminated carpet - strip cut & bag	126	SF	\$0.61	\$76.86
3 Remove counter top - laminate/formica - unskilled labor	1	HRS	\$30.32	\$30.32
4 Antimicrobial spray - per application- 2 ft up on walls	88	SF	\$0.22	\$19.36
5 Scrub/clean and disinfect floors	126	SF	\$1.28	\$161.28
Area Total:				\$306.32

## FAMILY ROOM

Description	QTY	UOM	PPU	Total
1 Remove & discard contaminated pad - strip cut & bag	63	SF	\$0.48	\$30.24
2 Antimicrobial spray - per application- 2 ft up on walls	28	SF	\$0.22	\$6.16
3 Fold back wet carpet & prep carpet for drying	63	SF	\$0.33	\$20.79
4 Scrub/clean and disinfect floors	56	SF	\$1.28	\$71.68
5 Remove paneling - per hour	1	HRS	\$30.32	\$30.32
6 Remove mirror & prep for new	1	HRS	\$36.49	\$36.49
Area Total:				\$195.68

## MISCELLANEOUS

Description	QTY	UOM	PPU	Total
1 3 Air movers hi cfm at \$30 a day	4	DAYS	\$90.00	\$360.00
2 Hand carry debris to truck/bin	2	HRS	\$30.32	\$60.64
3 Hauling - per truck load	1	EA	\$114.44	\$114.44
4 Contents Manipulations	8	EA	\$36.50	\$292.00
5 Dehumidifier large 150 pints (18.75 gal)	4	DAY	\$80.00	\$320.00
Area Total:				\$1,147.08

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Sub Total: \$2,486.06

Estimate Tax: \$0.00

Total: \$2,486.06

Signature:

Date:

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**Cinderella Sheps Cleaning and Supply**  
Tom Weigand  
46 E. Rockwell Ave., Fort Atkinson, WI 53538

**Work Phone:** (920) 563-7293 **Mobile:** (920) 723-5533 **Fax:** (920) 563-0308  
shepscleaning@gmail.com

**Property**  
1018 Monroe St, Fort Atkinson, WI 53538

## BATHROOM

Short Wall 1: 5ft 6in Short Wall 2: 5ft 6in Long Wall 1: 8ft 6in Long Wall 2: 8ft 6in Ceiling 1: 8ft

Floors: 46sf Walls: 224sf Ceilings: 46sf Perimeter: 28lf

Description	QTY	UOM	PPU	Total
1 Install new - molding - baseboard - stain grade - up to 3 1/2" - does not include stain	28	LF	\$4.14	\$115.92
2 Stain baseboards - stain + 2 finish coats	28	LF	\$1.79	\$50.12
3 Install - shower pan - precast - includes drain - better	1	EA	\$182.23	\$182.23
4 Install - fiberglass shower/tub surround - 3 walls - does not include pan or tub	1	EA	\$315.21	\$315.21
5 Install new - vinyl floor - minimum charge	1	WC	\$141.86	\$141.86
6 vinyl floor - residential - peel and stick tile - better	46	SF	\$1.49	\$68.54
7 Install - toilet - includes new wax ring - good	1	EA	\$121.30	\$121.30
8 Install new - vanity - cabinet only - 36" - good	1	EA	\$534.86	\$534.86
9 Install - vanity top with sink basin - does not include faucet or cabinet - 37" - better	1	EA	\$72.22	\$72.22
Area Total:				\$1,602.26

## BEDROOM 1

Short Wall 1: 10ft 6in Short Wall 2: 10ft 6in Long Wall 1: 12ft 6in Long Wall 2: 12ft 6in Ceiling 1: 8ft

Floors: 131sf Walls: 368sf Ceilings: 131sf Perimeter: 46lf

Description	QTY	UOM	PPU	Total
1 Install new - molding - baseboard - stain grade - up to 3 1/2" - does not include stain	46	LF	\$4.14	\$190.44
2 Install new - carpet - , 26 oz carpet - does not include removal - per SF - economy	131	SF	\$2.33	\$305.23
3 Stain baseboards - stain + 2 finish coats	46	LF	\$1.79	\$82.34
Area Total:				\$578.01

## BEDROOM 2

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Short Wall 1: 10ft 6in Short Wall 2: 10ft 6in Long Wall 1: 12ft 6in Long Wall 2: 12ft 6in Ceiling 1: 8ft

Floors: 131sf Walls: 368sf Ceilings: 131sf Perimeter: 46lf

Description	QTY	UOM	PPU	Total
1 Install new - molding - baseboard - stain grade - up to 3 1/2" - does not include stain	46	LF	\$4.14	\$190.44
2 Install new - carpet and pad - includes tack strips, 32 oz carpet & 1/2" 6 lb rebond pad - does not include removal - per SF - good	131	SF	\$3.09	\$404.79
3 Stain baseboards - stain + 2 finish coats	46	LF	\$1.79	\$82.34
Area Total:				\$677.57

## FAMILY ROOM

Short Wall 1: 12ft 6in Short Wall 2: 12ft 6in Long Wall 1: 14ft Long Wall 2: 14ft Ceiling 1: 8ft

Floors: 175sf Walls: 424sf Ceilings: 175sf Perimeter: 53lf

Description	QTY	UOM	PPU	Total
1 Install new - molding - baseboard - stain grade - up to 3 1/2" - does not include stain	30	LF	\$4.14	\$124.20
2 Labor only - restretch - carpet - in rooms	1	EA	\$192.50	\$192.50
3 Install new - carpet pad - rebond - 3/8" - 5 lb - does not include carpet - per SF	88	SF	\$0.52	\$45.76
4 Stain baseboards - stain + 2 finish coats	30	LF	\$1.79	\$53.70
5 Install new - paneling - minimum charge	1	WC	\$93.75	\$93.75
6 Install new - mirror - minimum charge	1	WC	\$103.47	\$103.47
7 Clean carpet - minimum charge	1	WC	\$109.55	\$109.55
Area Total:				\$722.93

Sub Total: **\$3,580.77**

Estimate Tax: **\$17.50**

Estimate Total: **\$3,598.27**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

8 of 23

October 11, 2019

RECEIVED

OCT 15 REC'D

CITY OF FORT ATKINSON  
CLERK / TREASURER

D0097  
CITY OF FORT ATKINSON  
101 N MAIN ST  
FORT ATKINSON WI 53538-1861

Dear City Of Fort Atkinson:

EMC has received notice of your claim. The initial information received is referenced in the Claims Contact Summary below. You may wish to retain the Claims Contact Summary information for your records. It will assist you when contacting EMC regarding the status of your claim.

If we have not spoken about your claim upon receipt of this letter, please use the information below to contact me.

Sincerely,

Jennifer Carrera  
Claims Adjuster II

**YOUR CLAIM INFORMATION**

Claim Number:	Z01549157
Claimant:	Bob Bennett
Policy Number:	3D0-95-63 General Liability (Occurrence)
Loss Date:	10/06/2019
Loss Location:	1018 Monroe Street Fort Atkinson, WI
Adjuster:	Jennifer Carrera
Phone:	262-717-3927
Email:	<u>Jennifer.M.Carrera@EMCIns.com</u>

P.O. Box 327 | Brookfield, WI 53008-0327 | 262.717.3900 | 855.495.1800 | F 888.992.6125 | milwaukee.claims@emcins.com | www.emcins.com

### **Casualty Loss - Next Steps**

You have just reported a Casualty loss. The following will help answer questions on how EMC Insurance Companies will handle your claim. This courtesy letter is informational only and does not require any further action on your part. This does not alter, delete, or replace any of the terms or conditions of your policy.

- An EMC Claims Representative should be in contact with you within 24 hours of receipt of your report of claim. When you speak with the EMC Claims Representative, he or she will explain the claims process, discuss what information will be needed from you, and will explain what is covered and not covered under your policy.
- This letter includes a summary of Your Claim Information, including your Claims Representative's contact information and pertinent information surrounding your loss. Please keep this letter on hand as a reference.
- If available, please provide any of the following information to your claim representative
  - All known contact information for other involved parties or witnesses
  - Photographs
  - Any reports or estimates
- Your EMC Claims Representative will keep you informed as your claim is processed and will communicate with you regarding any further information or documentation that is needed to assist us in resolving your claim.



Milwaukee Claim Department



October 28, 2019

Bob Bennett  
1018 Monroe St  
Fort Atkinson, WI 53538

RECEIVED

OCT 28 REC'D

CITY OF FORT ATKINSON  
CLERK / TREASURER

RE: Our Insured: City of Fort Atkinson  
Claim Number: 1549157  
Loss Date: 10/06/2019  
Claimant: Bob Bennett

Dear Mr. Bennett,

Thank you for speaking with me regarding the above-mentioned matter.

The policy under which this claim was submitted is one of liability insurance. It is our obligation to pay only for claims for which our policyholder is legally responsible. After review of the information provided, there is no negligence on the part of our policyholder. Therefore, we are unable to assist you with payment of this claim. If you have not done so already, we recommend you report this to your homeowners insurance carrier.

Should you wish to pursue this matter further, you may choose to serve the City of Fort Atkinson with a Notice of Claim. Please be advised that service of this document does not change the liability. However, once the City responds, it will shorten the statute of limitations should you choose to file a lawsuit.

Sincerely,

Jennifer Carrera, Claims Adjuster II  
EMC INSURANCE COMPANIES  
Direct: 262-717-3927  
Fax: 888-992-6125  
Jennifer.M.Carrera@EMCIns.com

CC: City of Fort Atkinson

P.O. Box 327 | Brookfield, WI 53008-0327 | 262.717.3900 | 855.495.1800 | F 888.992.6125 | milwaukee.claims@emcins.com | www.emcins.com

Employer's Mutual Casualty Company  
EMCASCOS Insurance Company  
EMC Reinsurance Company

Illinois EMCASCO Insurance Company  
Dakota Fire Insurance Company  
EMC Property & Casualty Company

Union Insurance Company of Providence  
Hamilton Mutual Insurance Company  
EMC Risk Services, LLC

EMC Underwriters, LLC  
EMC National Life Company (affiliate)

11 of 23

Enter the name of the county in which you are filing this case.

STATE OF WISCONSIN, CIRCUIT COURT,  
JEFFERSON COUNTY

The plaintiff is the person bringing the law suit.

Enter the Plaintiff's name and address. If two plaintiffs are living at the same address, then the names and addresses may be listed together.

For more plaintiffs, check the "additional plaintiffs" box and attach another sheet with their names and addresses.

Plaintiff:  
ROBERT HARVEY BENNETT  
First name Middle name Last name  
1018 MONROE ST  
Address  
Address  
FT. ATKINSON WI 53538  
City State Zip

☐ See attached for additional plaintiffs.

-VS-

If this is an Amended Complaint, check the box.  
Enter the case number given you by the Clerk.

The defendant is the person or business you are suing.  
Enter the name(s) and address(es) of the defendant(s).

For more than two defendants, check the "additional defendants" box and attach another sheet with their names and addresses.

To: Defendant(s):  
CITY OF FT. ATKINSON  
First name Middle name Last name  
101 N. MAIN ST.  
Address  
Address  
FT. ATKINSON WI 53538  
City State Zip

☐ See attached for additional defendants.

On the far right: Check one of the boxes to show what type of small claims case you are filing.

**Note:** The clerk will provide the phone number for the disability box.

FILED

DEC 31 2019

Jefferson County  
Circuit Court

☐ Amended.

### Summons and Complaint (Small Claims)

Case No. 19801901

- ☒ Claim for money (\$10,000 or less) 31001  
☐ Tort/Personal injury (\$5,000 or less) 31010  
☐ Return of property (replevin) 31003  
☐ Eviction 31004  
☐ Eviction due to foreclosure 31002  
☐ Arbitration award 31006  
☐ Return of earnest money 31008

If you require reasonable accommodations due to a disability to participate in the court process, please call 920-674-7164 prior to the scheduled court date. Please note that the court does not provide transportation.

### SUMMONS

Do not check either of these boxes.

The clerk will check one or both and circle "AND" or "OR" according to local court procedure.

The clerk will circle what you need to do and will provide the date, time, and place to appear and/or answer.

**Note:** Leave dates blank; the clerk or plaintiff's attorney will enter them.

#### To the Defendant(s):

You are being sued as described on the attached complaint. If you wish to dispute this matter:

- ☒ You must appear at the time and place stated.  
☐ You must file a written answer and provide a copy to the plaintiff or plaintiff's attorney on or before the date and time stated.

If you do not appear or answer, the plaintiff may win this case and a judgment entered for what the plaintiff is asking.

Clerk/Attorney Signature

*Michelle Robinson, Deputy Clerk*

#### When to Appear/File an Answer

Date 1/22/20 Time 10:00 A.M.

#### Place to Appear/File an Answer

Jefferson County Courthouse  
311 S. Center Ave., Room 124  
Jefferson, WI 53549

Date Summons Issued

12/31/19

Date Summons Mailed

-----

# COMPLAINT

Check the box for the type of small claims case you have filed.

See *Basic Guide to Wisconsin Small Claims Actions* (SC-6000V).

Briefly explain the facts and why the court should award you what you are asking for.

**For Eviction Actions:** If you are seeking money damages, you must also state that claim on this form. If you do not know the exact amount of money damages yet, state that the amount of money damages cannot yet be determined.

If you need more room, check this box and attach additional sheets.

Check if you are the plaintiff or the attorney.

Enter your or your attorney's name.

Enter your or your attorney's phone number.

An attorney must enter his or her State Bar Number, law firm and address.

## Plaintiff's Demand:

The plaintiff states the following claim against the defendant(s):

1. Plaintiff demands judgment for: *(Check as appropriate)*

- ☒ Claim for Money \$ 7,075.48
- ☐ Tort/Personal injury \$ \_\_\_\_\_
- ☐ Return of property (replevin) *(Describe property in 2 below.)*  
*(Not to include Wis. Stats. 425.205 actions to recover collateral.)*
- ☐ Eviction
- ☐ Eviction due to foreclosure
- ☐ Return of Earnest Money
- ☐ Confirmation, vacation, modification or correction of arbitration award.

Plus interest, costs, attorney fees, if any, and such other relief as the court deems proper.

2. Brief statement of dates and facts:

*(If this is an eviction action and you are seeking money damages, you must also state that claim on this form.)*

☐ See attached for additional information. Provide copy of attachments for court and defendant(s).

See attached exhibit #1 and #2

I am the ☒ plaintiff.

☐ attorney for the plaintiff.

Plaintiff/Attorney

BOB BENNETT

Date

12-30-19

Plaintiff's/Attorney's Telephone Number

920-723-8412

Attorney's State Bar Number

Law Firm and Address

**COPIES:** For each person you are suing, make two copies of this signed original and any attachments, and bring them to the clerk of court.

**ACCIDENT REPORT**Policyholder Name: CITY OF FORT ATKINSONPolicy #: 3X09563

Accident/Incident Information	
Date and Time Incident Occurred Oct 6, 2019 - 9pm	Date and Time Incident Reported Oct 6, 2019 - 9pm
Incident Location (Include address and specific location in or around building) Residence at 1018 Monroe St Finished lower level of home	
List Injured/Affected Property or Person(s) (Names, addresses, phone numbers) 1018 Monroe St - Ft Atkinson, WI Sewer water backed up through lateral pipe and flooded finished lower level of home, into two bedrooms, one bath, and into part of carpeted living area.	
Incident Description Sewer line was plugged with roots in front of 1018 Monroe St, between Man hole #78 and Man #80 in raw line, allowing water to back up thru the lateral, up thru the floor drain and shower drain, into the finished basement at 1018 Monroe St. The city pumping truck pumped at MH #80 and MH#78, and then the water went down in the basement. Monday AM, the city crew was back w/camera truck, but could not get thru the line from MH#80, pulled camera out covered with roots, then went down to MH#78, and worked back up the line, to remove obstructions, hat caused the problem.	
Describe Any Injury/Loss (Damage) The sewer water destroyed the carpeting and pad in two bedrooms, base molding in four rooms, vinyl flooring in bathroom, shower base, vanity, and carpet tack strips. Mitigation bill attached, \$2,486.06. Three repair estimates average at \$4,589.42.	
Describe Medical Treatment Administered	

## FORT ATKINSON SEWER CLEANING

Type of Sewer

SANITARY

STORM

DATE:

9-29-19

Location:

1018 MONROE

Section:

W

From MN No.

80

To MN No.

78

## Reason for work

Circle reason below

EMERGENCY

MAINTENANCE

TV PREP

JET ONLY

JET &amp; SAW

RODDER

PERSONNEL	TITLE	HOURS
NICK RUETH	Crewman	1
ANDY LUESKE	Crewman	1

Roots

Material Removed

Sand

Paper

Quantity Removed

Sludge

Gravel

Grease

VACUUMED

## Notes or Observations

BACK UP FOUND BETWEEN MH 80 & 78. RAW  
 LINE. BLOCKAGE AT 129' FROM MH-78. Blowing  
 BACK LOTS OF ROOTS ON JETTER HEAD, LOTS OF  
 ROOTS IN MH-80. HOMEOWNER ~~BOB~~ SAID HE DISCOVERED

THE BACK UP IN THE MORNING BUT DIDN'T CALL UNTILL 10PM

STATE OF WISCONSIN

CIRCUIT COURT

JEFFERSON COUNTY

Robert Harvey Bennett vs. City of Fort Atkinson

**Electronic Filing  
Notice**

FILED

12-31-2019

Clerk of Circuit Court

Cindy R. Hamre Incha

2019SC001901

Case No. 2019SC001901

Class Code: Sm Claim, Claim Under \$ Limit

CITY OF FORT ATKINSON  
101 N. MAIN ST.  
FORT ATKINSON WI 53538

Case number 2019SC001901 was electronically filed with/converted by the Jefferson County Clerk of Circuit Court office. The electronic filing system is designed to allow for fast, reliable exchange of documents in court cases.

Parties who register as electronic parties can file, receive and view documents online through the court electronic filing website. A document filed electronically has the same legal effect as a document filed by traditional means. Electronic parties are responsible for serving non-electronic parties by traditional means.

You may also register as an electronic party by following the instructions found at <http://efiling.wicourts.gov/> and may withdraw as an electronic party at any time. There is a \$ 20.00 fee to register as an electronic party.

If you are not represented by an attorney and would like to register as an electronic party, you will need to enter the following code on the eFiling website while opting in as an electronic party.

**Pro Se opt-in code: 2552f1**

Unless you register as an electronic party, you will be served with traditional paper documents by other parties and by the court. You must file and serve traditional paper documents.

Registration is available to attorneys, self-represented individuals, and filing agents who are authorized under Wis. Stat. 799.06(2). A user must register as an individual, not as a law firm, agency, corporation, or other group. Non-attorney individuals representing the interests of a business, such as garnishees, must file by traditional means or through an attorney or filing agent. More information about who may participate in electronic filing is found on the court website.

If you have questions regarding this notice, please contact the Clerk of Circuit Court at 920-674-7157.

**RECEIVED**

JAN 8 2020  
CITY OF FORT ATKINSON  
CLERK / TREASURER

Jefferson County Circuit Court

Date: December 31, 2019

16 of 23



STATE OF WISCONSIN

CIRCUIT COURT

JEFFERSON COUNTY

Robert Harvey Bennett vs. City of Fort Atkinson

**Notice of Assignment  
of Judge**

Case No. 2019SC001901

FILED

01-02-2020

Clerk of Circuit Court

Cindy R. Hamre Incha

2019SC001901

CITY OF FORT ATKINSON  
101 N. MAIN ST.  
FORT ATKINSON WI 53538

The following judge has been assigned to this case:

William F. Hue  
Branch 2, Room 229  
311 S. Center Ave.  
Jefferson, WI 53549

Please Note:

- All original court pleadings must be filed with the Clerk of Circuit Court for Jefferson County.
- If assignment is an out-of-county judge, access to the record should be provided to the assigned judge.
- All scheduling should be done by the assigned judge.
- Other: \_\_\_\_\_

Jefferson County Circuit Court

Date: January 2, 2020

Distribution:

Court Original  
Robert Harvey Bennett  
City of Fort Atkinson

RECEIVED  
JAN 8 9 REC'D  
CITY OF FORT ATKINSON  
CLERK / TREASURER

17 of 23

FILED

01-22-2020

Clerk of Circuit Court

Cindy R. Hamre Incha

2019SC001901

BY THE COURT:

DATE SIGNED: January 22, 2020

Electronically signed by Jennifer L. Weber  
Court Commissioner

RECEIVED

JAN 21 RECD

CITY OF FORT ATKINSON  
CLERK / TREASURER

STATE OF WISCONSIN

CIRCUIT COURT

JEFFERSON COUNTY

Robert Harvey Bennett vs. City of Fort Atkinson

Dismissal Order

Case No. 2019SC001901

## THE COURT FINDS:

- ☐ No service was made of an authenticated copy of the summons and complaint upon the defendant(s) within the required statutory time period.
- ☐ A bankruptcy proceeding has been filed in the United States Bankruptcy Court.
- ☐ A Notice of Removal to the United States District Court has been filed.
- ☐ The parties agreed to have this matter submitted to binding arbitration.
- ☐ The plaintiff moves to dismiss this matter.
- ☐ This matter has not been diligently prosecuted.
- ☐ Notice has been received that the case has settled, but no dismissal order has been submitted.
- ☒ Other: Plaintiff did not yet comply with the statutory Notice.

## THE COURT ORDERS:

- ☒ This case is dismissed.
- ☐ This case is dismissed twenty days after the date of this Order unless good cause is shown within the twenty days why this order should not take effect.

## This dismissal is:

- ☐ with prejudice.
- ☒ without prejudice.
- ☐ This case may be reopened upon notice that:
- ☐ The bankruptcy proceedings have been terminated or the bankruptcy stay has been lifted.
- ☐ The Notice of Removal to the United States District Court has not been allowed or the case has been remanded to the circuit court.

THIS IS A FINAL JUDGMENT FOR PURPOSE OF APPEAL IF SIGNED BY A CIRCUIT COURT JUDGE.

## Distribution:

	Address	City	State	Zip	Personal Service	Mail/Phone Notice	Electronic Notice
Court Original							
Sam Ernest Kaufman	408 E. Main Street, PO Box 430	Waupun	WI	53963			X
Robert Harvey Bennett	1013 Monroe St	Fort Atkinson	WI	53538			

18 of 23

**Michelle Ebbert**

---

**From:** Sam Kaufman <sam@vklaw.us>  
**Sent:** Wednesday, January 22, 2020 12:03 PM  
**To:** Michelle Ebbert; 'Jennifer Carrera'  
**Cc:** 'Jennifer Carrera'  
**Subject:** RE: Bennett v. City of Fort Atkinson Claim No. 1549157

Michelle, I attended the court hearing today. The court agreed with me on the Failure to file a Notice of Claim as a prerequisite to filing the lawsuit. The court dismissed the lawsuit without prejudice. Bennett has until 2/6/20 to serve his Notice of Claim on the City. The City can then formally disallow it and he can file if he chooses another lawsuit. I will keep my file on hold until EMC is notified of a new filing. Thanks.

RECEIVED

JAN 21 REC'D

CITY OF FORT ATKINSON  
CLERK / TREASURER

Sam Kaufman  
Vande Zande & Kaufman, LLP  
408 E. Main Street  
PO Box 430  
Waupun, WI 53963  
(920) 324-2951

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---

**From:** Michelle Ebbert <miebbert@fortatkinsonwi.net>  
**Sent:** Tuesday, January 7, 2020 2:03 PM  
**To:** Sam Kaufman <sam@vklaw.us>  
**Cc:** 'Jennifer Carrera' <jennifer.m.carrera@emcins.com>  
**Subject:** RE: Bennett v. City of Fort Atkinson

Thank you kindly.

Michelle A Ebbert, WCPC  
City Clerk/Treasurer  
City of Fort Atkinson  
101 N. Main Street  
Fort Atkinson WI 53538  
Phone (920) 563-7760  
Fax: (920) 563-7776

17 of 23

Population: 12,437  
[www.fortatkinsonwi.net](http://www.fortatkinsonwi.net)  
[miebbert@fortatkinsonwi.net](mailto:miebbert@fortatkinsonwi.net)



**Confidentiality Notice**

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---

**From:** Sam Kaufman [<mailto:sam@vklaw.us>]  
**Sent:** Tuesday, January 07, 2020 12:55 PM  
**To:** Michelle Ebbert <[miebbert@fortatkinsonwi.net](mailto:miebbert@fortatkinsonwi.net)>  
**Cc:** 'Jennifer Carrera' <[Jennifer.M.Carrera@EMCIns.com](mailto:Jennifer.M.Carrera@EMCIns.com)>  
**Subject:** Bennett v. City of Fort Atkinson

Hi Michelle, as a follow up to our telephone conversation I have attached for the City file a copy of my Notice of Appearance, Answer, defenses and motion to dismiss. I also spoke to Kent. He is going to look for the file and contact me after his review. I will keep you informed as I proceed. Any questions do not hesitate to contact me.

Sam Kaufman  
Vande Zande & Kaufman, LLP  
408 E. Main Street  
PO Box 430  
Waupun, WI 53963  
(920) 324-2951

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No attorney-client relationship is formed with the Vande Zande & Kaufman, LLP until both this firm and our client sign a completed legal services disclaimer. Unless you are an existing client of Vande Zande & Kaufman, LLP please do not send any confidential information or documents to us through this email or Vande Zande & Kaufman, LLP website.

20 of 23

## NOTICE OF INJURY AND CLAIM

To: City of Fort Atkinson  
101 North Main St  
Fort Atkinson WI 53538

Pursuant to sec. 893.80, Wis. Stats., you are hereby notified of this claim for damage

### THE INCIDENT

Date: October 6, 2019

Time: 10:00 PM

Place: 1018 Monroe St  
Fort Atkinson WI

The sewer line in the 1000 block of Monroe St, starts at Man Hole #80 and travels downhill, in the middle of Monroe St to Man Hole #78. This sewer liner was locked with roots, between Man Hole #78 and Man Hole #80, in the raw sewer line. This blockage was 129', up from #78, in front of 1022 Monroe St. This blockage allowed sewage water to back up thru the lateral at 1018 Monroe St. The raw sewage water came up thru the floor drain and shower drain, flooding the finished basement at 1018 Monroe St. The city pumping truck pumped at Man Hole #80 and Man Hole #78, and then the water went down in the basement. On Monday AM, a city crew was back with a camera truck, but could not get thru the line, from Man Hole #80, they pulled the camera out, covered with a ball of roots. Then they went down to Man Hole #78, and worked back up the line, to remove more root blockage, that had caused the flooding problem. The sewer water covered the floor in two bedrooms, a bath room and living area.

### The CLAIM

I request the following monetary or other relief:

Cinderella Sheps Cleaning was called on Monday AM, to start cleaning up the mess. This took several days and the mitigation bill was \$2,486.06 . The sewer water destroyed the carpeting and pad in two bedrooms, living area, base molding in four rooms, vinyl flooring in bathroom, shower base, vanity and carpet tack strips. Three local repair and replace bids are attached, that average \$4,589.42 . The homeowners personal time for cleanup and removal of items, 30 hours @ \$25/hour, \$750 . Plus the mitigation bill \$2,486.06, for a total damage of \$7,825.45 .

Date January 30, 2020

Signature *Robert H Bennett*  
Print Name: ROBERT H BENNETT  
Address: 1018 Monroe St  
Ft. Atkinson, WI

Phone: 920-723-8412

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Milwaukee Claim Department



February 6, 2020

City of Fort Atkinson  
c/o Michelle Ebbert, City Clerk  
101 N Main Street  
Fort Atkinson, WI 53538

Re: Claim Number: 1549157  
Insured: City of Fort Atkinson  
Date of Loss: 10/06/2019  
Claimant: Robert Bennett

Dear Ms. Ebbert,

As you are aware, we are the general liability insurance carrier for the City of Fort Atkinson and have been handling the above claim. We ask that you formally disallow the claim of Robert Bennett. We would issue a letter from this office; however, due to statutory requirements, the letter must come from the governmental body itself.

We are asking that the City of Fort Atkinson, on its own letterhead, forward a brief letter to Robert Bennett. This letter should be sent certified, return receipt requested and simply state the following:

***The City of Fort Atkinson is providing this letter in response to the Written Notice of Claim that was sent to the City on your behalf, dated January 30, 2020.***

***In conformance with Wisconsin Statute 893.80, the City of Fort Atkinson has officially denied your claim. No action on this claim may be brought after six (6) months following the receipt of this communication.***

The letter must be kept brief, because any addition to the above body can be viewed as a complication, which may negate the disallowance.

Please forward a copy of the letter of disallowance to our office so it can become a part of our file.

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

P.O. Box 327 | Brookfield, WI 53008-0327 | 262.717.3900 | 855.495.1800 | F 888.992.6125 | [www.emcins.com](http://www.emcins.com)

Employers Mutual Casualty Company  
EMCASCOS Insurance Company  
EMC Reinsurance Company

Illinois EMCASCO Insurance Company  
Dakota Fire Insurance Company  
EMC Property & Casualty Company

Union Insurance Company of Providence  
Hamilton Mutual Insurance Company  
EMC Risk Services, LLC

EMC Underwriters, LLC  
EMC National Life Company (affiliate)

22 of 23





Sincerely,

Jennifer Carrera, Claims Adjuster II  
EMC Insurance Companies  
Direct: 262-717-3927  
Fax: 888-992-6125  
E-mail: [Jennifer.M.Carrera@EMCins.com](mailto:Jennifer.M.Carrera@EMCins.com)