



**AGENDA  
CITY COUNCIL MEETING  
REMOTE VIA PHONE USING ZOOM  
DECEMBER 15, 2020 ~ 7:00 P.M.**

<https://us02web.zoom.us/j/86429640814?pwd=WHp4THF0a1RjSVdCQ2RkbmNnOE85dz09>

Passcode: 614702

Dial by Location  
+1 312 626 6799

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

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of December 1, 2020 regular Council meeting, November 24, 2020 closed session Council meeting, and December 8, 2020 closed session Council meeting.
4. Public Hearings  
  
None.
5. Public Comment
6. Petitions, Requests and Communications  
  
None.
7. Resolutions and Ordinances  
  
None

8. Reports of Officers, Boards and Committees

- a. Minutes of Transportation and Traffic Review Committee meeting held December 3, 2020.

Action – Accept and file.

- b. Minutes of Airport Committee meeting held December 8, 2020.

Action – Accept and file.

- c. Building, Plumbing, and Electrical Permit Report for November, 2020.

Action – Accept and file.

9. Unfinished Business

- a. Recommendation from Finance Committee to approve changes to Employee Handbook.

Action – Reject – Approve.

- b. Recommendation from Airport Committee to approve request for transfer of Block Grant funds to Wisconsin Bureau of Aeronautics.

Action – Reject – Approve.

10. New Business

- a. Review and approve request to consult with Baird on refinancing of State Trust Fund Loan in 2021.

Action – Reject – Approve.

- b. Review and approve Contract with Brown Cab Service/Running, Inc. for Shared Ride Taxi Program.

Action – Reject – Approve.

- c. Review and approve submission of 2021 Shared Ride Taxi Program grant application.

Action – Reject – Approve.

11. Miscellaneous

- a. Disallowance of claim for sewer backup.

Action – Disallow claim.

- b. Grant operator licenses.

Action – Reject – Approve.

12. Claims, Appropriations and Contract Payments

- a. Verified claims.

Action – Motion to approve list of verified claims presented by the Director of Finance and to authorize payment.

- b. Consideration of a motion to convene into closed session pursuant to Wisconsin state Statute 19.85 (1) (e) Deliberation or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; to consider purchase of property, and (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; regarding Koshkonong estates AILA matter.

Consider motion to reconvene into open session to consider action.

Potential Action -- Regarding matters discussed in closed session.

13. Adjournment

**CITY OF FORT ATKINSON**  
City Council Minutes ~ December 1, 2020

CALL MEETING TO ORDER.

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

ROLL CALL.

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

APPROVAL OF MINUTES OF NOVEMBER 17, 2020 REGULAR COUNCIL MEETING.

Cm. Johnson moved, seconded by Cm. Scherer to approve the minutes of November 17, 2020 regular council meeting. Motion carried via Zoom.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

None.

RESOLUTIONS AND ORDINANCES

None

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- a. *Minutes of Finance Committee meeting held November 17, 2020.*
- b. *Minutes of Plan Commission meeting held November 24, 2020.*
- c. *Minutes of Historical Society Board of Directors meeting held October 15, 2020.*

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

- d. *Report by Interim City Manager.*

Interim Manager Berner stated the Council will have a special meeting on December 8<sup>th</sup>. No action was taken.

UNFINISHED BUSINESS

- a. *Review and approve Sewer Use Ordinance revisions.*

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

Cm. Housley moved, seconded by Cm. Johnson to approve and adopt Sewer Use Ordinance Revisions. Motion carried unanimously by a roll call vote via Zoom.

b. *Review and approve resolution adopting rate increases for Wastewater Utility.*  
Supervisor Christensen reviewed the October 6<sup>th</sup> draft Sewer Rate Study presented by Trilogy Consulting. The study outlined the restructured sewer user rates proposed for 2021-2023. The rate increases presented are needed to repay the upcoming Clean Water Fund loan for the Wastewater Utility update and phosphorus compliance upgrades. Rate increases that are sufficient to repay the approximately \$16.5 million CWF loan must be adopted prior to the loan closing at the beginning of the project.

Cm. Kotz moved, seconded by Cm. Johnson to approve Resolution adopting rate increases for Wastewater Utility. Motion carried unanimously by a roll call vote via Zoom.

c. *Recommendation from Plan Commission to approve CSM on Hoard Rd - Extra-Territorial.*  
Engineer Selle reviewed the CSM to create two lots. Both lots will be one-acre residential building sites. No comments or concerns were provided by Departments.

Cm. Scherer moved, seconded by Cm. Johnson to approve the CSM on Hoard Road – Extra-Territorial. Motion carried via Zoom.

#### NEW BUSINESS

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

Chief Bump provided the quotes as a 2021 Capital Outlay purchase not to exceed \$39,800.

Cm. Scherer moved, seconded by Cm. Housley to approve purchase of ten Mobile Radios and two VHF Control Stations for Police Department as budgeted not to exceed \$39,800. Motion carried unanimously by a roll call vote via Zoom.

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

Interim Manager Berner reviewed the annual agreement. There are no costs associated with this agreement.

Cm. Kotz moved, seconded by Cm. Johnson to approve 911 Joint Powers Agreement with Jefferson County Sheriff's Department and to authorize signature. Motion carried via Zoom.

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

Engineer Selle stated, in mid May the City Council supported the submission of a rate case to the Public Service Commission, seeking to establish a dedicated main replacement funding mechanism through expense depreciation. Part of the discussion in May included a recommendation to forego future increases to the Utility's annual PILOT payment to the City associated with increased investments in water main replacements. The PILOT payment is made on the value of the infrastructure owned by the Utility as the Utility is a non-profit. Assets are defined as hydrants, mains, valves, reservoirs, etc. The agreement is to not value the NEW main that is installed using expense depreciation funds.

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

From the City's perspective the payment into the General Fund will continue as it has in past years. The increase in this payment, associated with the value of new mains, is what will be missed. The portion of the Water Utility assets currently composed of water main is 55%. This percentage would increase with the installation of new main, but gradually over time. Loss of this long-term revenue is not expected to incur a significant impact on the financial health of the General Fund.

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

One of the questions of the PSC is whether the City Council has specifically supported foregoing the Utility's PILOT (payment in lieu of taxes) to the City each year. This payment is made on the value of the infrastructure owned by the Water Utility. The Water Utility is a non-profit, thus the value of their assets are not taxed. Assets are defined as hydrants, mains, valves, reservoirs etc. To overcome this, a PILOT payment is made to the General Fund. The payment has averaged a little over \$300,000 averaged over the last 5 years.

Cm. Housley moved, seconded by Cm. Johnson to remove of PILOT payments by Water Utility on all new water main placed into service. Motion carried unanimously by roll call vote via Zoom.

#### MISCELLANEOUS

*a. Grant operator licenses.*

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

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

Cm. Scherer moved, seconded by Cm. Johnson to Adjourn to closed session after regular council meeting pursuant to Section 19.85 (1)(e), Wisconsin Statutes, to consider sale of property.

Motion carried unanimously by a roll call vote via Zoom.

#### CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

*a. Verified claims.*

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

ADJOURNMENT

Cm. Scherer moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 7:33 pm.

## **City of Fort Atkinson**

Special City Council Meeting – November 24, 2020

### CALL MEETING TO ORDER

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

### ROLL CALL

Present: Cm. Scherer, Cm Kotz, Cm. Housley, and Pres. Becker. Also present, Interim City Manager Berner and CM search consultant Kevin Brunner of Public Administration Associates (PAA).

Excused absence: Cm. Johnson

### Consideration of a motion to convene into closed session

Motion by Cm. Housley, seconded by Cm. Scherer, to convene into closed session pursuant to Wisconsin State Statute 19.85(1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding the City Manager position. Motion carried unanimously via Zoom.

### Adjournment

Motion by Cm. Kotz, seconded by Cm. Scherer to adjourn. Motion carried unanimously via zoom. Meeting adjourned at 8:55pm.



**CITY OF FORT ATKINSON**  
**Closed Session City Council ~ December 8, 2020**

CALL MEETING TO ORDER.

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

ROLL CALL.

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

CONSIDERATION OF A MOTION TO CONVENE INTO CLOSED SESSION PURSUANT TO WISCONSIN STATE STATUTE 19.85(1)(C) CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY. RE: TO REVIEW QUALIFICATIONS OF SEMI-FINALIST CANDIDATES FOR THE POSITION OF CITY MANAGER.

Cm. Kotz moved, seconded by Cm. Housley to convene into closed session pursuant to Wisconsin State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Re: To review qualifications of semi-finalist candidates for the position of City Manager. Motion carried unanimously via Zoom.

ADJOURNMENT

Cm. Kotz moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 9:55 pm.

Respectfully submitted,  
Michelle Ebbert  
City Clerk/Treasurer

**TRANSPORTATION & TRAFFIC REVIEW COMMITTEE MINUTES  
CITY OF FORT ATKINSON  
REMOTE VIA PHONE USING ZOOM  
DECEMBER 3, 2020 - 2:00 p.m.**

The meeting was called to order by Chairman Selle at 2:01pm remotely via Zoom.

Members Present:     Armstrong, Bump, Rice, Johnson, Yandry, Selle and Williamson

Members Absent:     Carter, Smith, Maas

Others Present:       Mr. Woodward of Running, Inc./Brown Cab

1.     Motion to approve the Minutes of the September 10, 2020 meeting made by Bump, second by Rice. Motion passed by unanimous voice vote.

2.     Parking Requests:  
None.

3.     Speed Limit Reviews:
  - a.     *Discussion on placement of “25 MPH” speed limit sign along Wilson Ave.*

Chairman Selle indicated that a request was submitted by a resident of a new construction on Wilson Ave who expressed concern regarding the speed of northbound traffic. The resident’s driveway poses a visibility challenge and small children often play near Wilson Ave. A motion was posed by Chief Bump to place a 25 MPH speed limit sign both northbound and southbound Wilson Ave as there is no existing sign on this stretch of roadway, and expressed that an increased police presence will be employed in the area for the sake of monitoring and visibility. Motion seconded by Armstrong and carried via unanimous voice vote.

4.     Traffic Signal Reviews:
  - a.     *Discussion on placement of “Children at Play” sign at the intersection of Wilson Ave and Harriette St.*

Chief Bump verbalized concern regarding the lack of set criteria for how signs such as the proposed “Children at Play” are deployed and what circumstance constitutes as acceptable for this type of signage to be executed by the City. Recalled a prior meeting where discussion of a similar request for “Children at Play” signage was requested but not approved by Committee. No action taken.

- b.     *Discussion on placement of a “Stop” sign at the intersection of Wilson Ave and Harriette St.*

Chief Bump expressed concern for the placement of a stop sign on Wilson Ave in that it may result in unintended consequences rather than resolve the issue proposed. Chief Bump described that there have been no complaints reported to the Police Department regarding excessive speed along Wilson Ave and believes a stop sign is not the appropriate course of action. Rice commented in concern of

potential stopping hazard on hill during winter conditions and safety ramifications this could pose. No action taken.

5. Transit Items:

- a. *Update from Brown Cab on ridership and marketing for preceding quarter.*

Mr. Woodward of Brown Cab indicated they have seen a 41% weighted average decrease in ridership following COVID-19. Brown Cab is optimistic that ridership will improve in future months as the country recovers. Brown Cab has decreased their marketing efforts to reduce expenses and will evaluate this as ridership numbers return to normal levels. Motion to accept and file quarterly statements from Brown Cab made by Rice, seconded by Johnson. Motion passed by unanimous voice vote.

- b. *Review and discuss 2020 and 2021 Shared Ride Taxi Program.*

Chairman Selle described the Shared Ride Taxi Program and the five year contract between Brown Cab and the City of Fort Atkinson which encompasses three options years, of which 2021 will be the first. A combination of passenger fare and WisDOT grant funds cover the cost of operating the Shared Ride Taxi Program. Motion to move forward with the 2021 contract between Brown Cab and the City made by Rice, seconded by Johnson. Motion passed by unanimous voice vote.

6. Safe Routes to School:

- a. *Update current conditions and completion of work status.*

Chairman Selle explained that there are no new updates. Some painting remains to be finished and grant funds exist to complete two bike paths which will be followed up on in the near future. No action taken.

7. Adjournment:

Bump moved, seconded by Armstrong, to adjourn the meeting and passed by unanimous voice vote. The meeting was adjourned at 2:31pm.

Respectfully submitted,

Liz Idzikowski, Exec Assist.

**AIRPORT COMMITTEE  
CITY OF FORT ATKINSON  
MINUTES  
DECEMBER 8, 2020**

The meeting was called to order by Engineer Selle remotely via Zoom at 3:02 pm.

Members Present: Wiederhoeft, Selle, Day, Yandry, Scherer

Members Absent: Chisolm, Quinn, Peterson

Others Present:

*Item #1: Review request for transfer of 2017 Block Grant funds to Wisconsin Bureau of Aeronautics and recommend to City Council.*

Engineer Selle explained that the WBOA receives a pool of money in a four year cycle annually that are used to enact various infrastructure projects at the airport. It's critical that all of these federal funds be allocated or they can be pulled. Selle described that Baraboo and Manitowoc would be receiving the City's Block Grant funds were they to be transferred for use at their municipal airports. The WBOA intends to pay back funds to any airport who agrees on transfer of funds, so a future project pursued by the City's airport will receive funding through additional grant money. Engineer Selle indicated that there is \$5,000 in place in the CIP for crack sealing in 2021 and this will still be pursued, and clarified that future improvements can be funded by more recent grants as opposed to the 2015, 2016, and 2017 grants the WBOA is requesting be transferred.

Motion to approve made by Day.

Seconded by Wiederhoeft.

Motion carried by unanimous voice vote.

*Item #2: Update on fuel system upgrades.*

Engineer Selle detailed that we are under contract to have two new retractable hoses installed under a hood or some type of roofing system as well as increasing the gallons/minute as the current design not meeting specifications. There was communication that these improvements are in the works with a contract being in place with the designer and contractor to execute the plans for resolution of the design flaws, but previous attempts to contact the State regarding

the status of this project have not been productive. Engineer Selle hopes to see these improvements carried out by summer of 2021.

No action taken.

Item #3: Adjournment.

A motion to adjourn was made by Wiederhoeft, seconded by Day, and passed by a unanimous voice vote. The meeting adjourned at 3:32pm.

Respectfully submitted,

Andy Selle, P.E.  
Secretary



# Permit Report

11/01/2020 - 11/30/2020

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

21321	601 Handyside Ln.	Tamike Investments LLC	Add/Alter Commercial	Remake existing clinic building into apartments	250,000	\$1,930.20
						<b>\$1,930.20</b>

**Group Total: 1**

**Group: Deck**

21323	626 Maple St.	Donna Gates	Deck	rebuild of front porch	8,000	\$48.90
						<b>\$48.90</b>

**Group Total: 1**

**Group: Electrical**

21307	1110 McCoy Park Rd.	Scott Wixom	Electrical	Hot tub & 200 amp service	0	\$70.00
21312	501 N Main St	Katie Stahl	Electrical	nine openings	0	\$41.00
21313	517 Commander Ct.	Roxsolid Creations LLC	Electrical	New single family home electric	0	\$195.00
21316	205 Hake St.	Bruce Loeb	Electrical	200 amp service and five openings	0	\$63.75
21317	1106 Elsie St.	Bonnie Beckard	Electrical	100 amp service	0	\$55.00
21319	511 Commander Ct.	Roxsolid Creations LLC	Electrical	New single family home electrical	0	\$180.00
21325	131 W Blackhawk Dr	Mallory Bohling	Electrical	four openings	0	\$33.00
21326	905 Van Buren St.	Michael Clary	Electrical	House remodel and garage addition electric	0	\$145.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21334	1112 Charles St.	Jeff Gruennert	Electrical	Rec room & Bedroom elec.	0	\$81.00
21336	1026 WHITEWER AVE	CHAD WIEDENHOE FT	Electrical	ELECTRIC	0	\$143.75
21351	1220 JANESVILLE AVE	ABILITIES INC	Electrical	45 FIXTURES, 5 COM CIRCUITS	0	\$88.75
21352	318 JONES AVE	JENNIFER GAFFNEY	Electrical	22 FIXTURES, 1 APPLIANCE, 1 220VOLT	0	\$56.50
						<b>\$1,152.75</b>

**Group Total: 12**

**Group: Fence**

21311	201 E Highland Ave.	Duston Henze	Fence	4' Chainlink Fence	2,500	\$55.00
21314	600 Madison Ave.	Deanna Haugen	Fence	6' fence on rear lot line to stop 15' from lot line along Monroe St.	500	\$55.00
						<b>\$110.00</b>

**Group Total: 2**

**Group: Home Occupation**

21328	1261 Elsie St.	Kurt Chapman	Home Occupation	Physical therapy business	0	\$55.00
						<b>\$55.00</b>

**Group Total: 1**

**Group: HVAC**

21327	905 Van Buren St.	Michael Clary	HVAC	House remodel and garage addition HVAC	0	\$100.00
21329	517 Commander Ct.	Roxsolid Creations LLC	HVAC	New single family home HVAC	0	\$235.00
21335	1112 Charles St.	Jeff Gruennert	HVAC	Rec room & Bedroom hvac	0	\$90.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21339	318 E SHERMAN AVE	SARAH FOJUT	HVAC	REPLACE FURNACE	0	\$65.00
21340	1000 W CRAMER ST	GEORGIA ACHILLI	HVAC	REPLACEMENT FURNACE	0	\$65.00
21341	209 W SHERMAN AVE	ARIC GUSTAFSON	HVAC	REPLACE FURNACE	0	\$65.00
21342	517 SHAH AVE	JIM FITZPATRICK	HVAC	REPLACE FURNACE	0	\$65.00
21343	630 SHORT ST	TOM KELLNER	HVAC	REPLACE FURNACE	0	\$65.00
21344	75 JACKSON ST	DEILEE CALVERT	HVAC	REPLACE FURNACE AND AC	0	\$100.00
21345	600 MADISON AVE	DEANNA HAUGEN	HVAC	REPLACE FURNACE AND AC	0	\$100.00
21346	438 E MILWAUKEE AVE	SUE EBERT	HVAC	REPLACE 1 FURNACE AND 1 AC	0	\$100.00
21347	1330 JAMESWAY	JOH & LYDIA STEIMKE	HVAC	REPLACE FURNACE	0	\$65.00
21348	1110 MCCOY PARK RD	KATHRYN WIXOM	HVAC	REPLACE FURNACE	0	\$65.00
21349	405 MAPLE STREET	JUSTIN SPONEM	HVAC	NEW AC	0	\$75.00
21350	1120 SEMINOLE DR	RICHARD GORNIK	HVAC	REPLACE FURNACE	0	\$65.00
21353	506 Nadig Ct	Andrew Bernard	HVAC	Heating unit	0	\$40.00
						<b>\$1,360.00</b>

**Group Total: 16**

**Group: Plumbing**

21309	200-202 Heritage Tr.	JT Developers	Plumbing	New two family Condo plumbing laterals	0	\$180.00
21315	511 Commander Ct	Roxolid Creations	Plumbing	Plmbg	0	\$150.00



Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21318	108 Radloff St.	Henri Kinson	Plumbing	New single family home Plumbing & Lats	0	\$201.00
21324	1013 Pawnee Ct.	Jeff & Linda Klecker	Plumbing	shower remodel	0	\$42.00
21330	201 W. Highland Ave. (W6151 Highland Ave.)	Doug Hornickel	Plumbing	Initial Sewer & Water laterals	0	\$111.00
21333	1112 Charles St.	Jeff Gruennert	Plumbing	new bathroom	0	\$48.00
21337	1680 JANESVILLE AVE	KWIK TRIP INC	Plumbing	4 FIXTURES	0	\$54.00
21338	313 MADISON AVE	KWIK TRIP INC	Plumbing	5 FIXTURES	0	\$60.00
						<b>\$846.00</b>

**Group Total: 8**

**Group: Right of Way Opening Permit**

21322	1720-1722 Montclair Place		Right of Way Opening Permit	Street Opening Permit	0	\$50.00
						<b>\$50.00</b>

**Group Total: 1**

**Group: Shed**

21310	1409 Commonwealth Dr.	Heidi Quies	Shed	detached shed minimum 5' from side & rear lot lines	2,000	\$66.00
21331	207 Hickory St.	Nancy Mortensen	Shed	10' x 14' shed 5' from side & rear lot lines	5,000	\$51.00
						<b>\$117.00</b>

**Group Total: 2**

**Group: Single Family Alteration/Addition**

21308	300 Shirley St.	Kari Maffiola	Single Family Alteration/Addition	New door in garage	300	\$31.50
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Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21320	414 Council St.	Jose Mieses	Single Family Alteration/Addition	Bathroom in basement and egress window	5,500	\$38.40
21332	1112 Charles St.	Jeff Gruennert	Single Family Alteration/Addition	Garage remodel to living space	25,000	\$111.00
						<b>\$180.90</b>

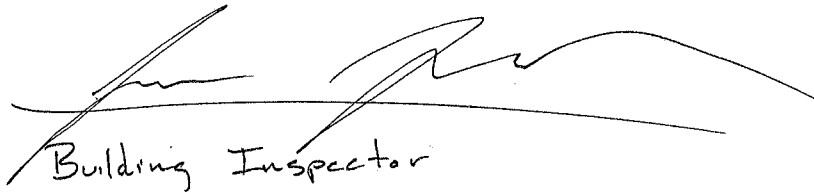
Group Total: 3

						<b>\$5,850.75</b>
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Total Records: 47

12/3/2020

Submitted 12/3/20

  
Building Inspector



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

**Date:** November 9, 2020

**TO:** City Council  
**FROM:** Michelle Ebbert, City Clerk/Treasurer  
**SUBJECT:** 2021 Employee Handbook

**Background:**

The Employee Handbook is a vital tool that provides employees with the policies and programs that affect their employment. Staff reviews the handbook annually for any revisions. In August 2017, we partnered with an Attorney from Boardman Clark to review the existing policies in relation to legal standards.

In July of 2019, we began a membership with MRA, an Human Resource firm with locations in Wisconsin, Minnesota and Illinois. One of the many services they offer are Handbook reviews in light of new employee practices, including workplace accommodations, contagious diseases and pandemics, remote work and FMLA.

**Discussion:**

MRA performed a review of our handbook that suggested a new layout that properly flowed. I participated in a very productive three-hour conference call reviewing every paragraph with our assigned Human Resource Manager.

While the appearance was enhanced, some of the contents were defined more in depth and updated to include missing policies (pregnancy accommodation, continuation of medical coverage (COBRA), Social Security, Emergency Closings, etc).

Modifications as follows:

- Holidays granted upon hire to eligible employees (prior employees had to complete 30 days of work to be eligible) - Page 15
- Employee using approved and accrued sick or vacation before and after the observed holiday will receive holiday pay – Page 16
- If an employee does not qualify for a holiday during unpaid/paid time off work, the holiday hours will be removed from their bank – Page 16
- Vacation accrual may be pro-rated during unpaid/paid time off work – Page 21

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

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

**Financial Analysis:**

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

**Staff Recommendation:**

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

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



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

**Date:** December 8, 2020

**TO:** City Council

**FROM:** Andy Selle, P.E.

**SUBJECT:** Transfer of Block Grant Funds - Airport

**Background:**

Federal grants support the National Plan of Integrated Airport Systems, which the Fort Atkinson Municipal Airport is included within. The Federal Government has implemented a GONE Act which is an effort to close old and outstanding federal grants, and the Wisconsin Bureau of Aeronautics (WBOA) is working to close 2015-2017 Block Grants whose Period of Performance (PoP) will expire. These grants are shifted among airports with projects in given cycles to ensure that all of the WI- appropriated funds are spent.

Entitlement Type (Passenger, Cargo or Nonprimary)	Fiscal Year	Amount
Block Grant 71	2015	\$ 92,000.00
Block Grant 79	2016	\$ 150,000.00
Block Grant 89	2017	\$ 150,000.00
<b>Total</b>		<b>\$ 392,000.00</b>

**Discussion:**

WBOA plans and executes projects using the Block Grant funds. Projects are developed by WBOA based upon the inclusion of such in a capital improvement plan for the airport and the formal petition of the airport to implement the project. The last such project was the fuel system upgrades at the airport installed in June 2019. On average the airport is delegated \$160K/year in grants that have a 4 year lifecycle. Projects require a 5% local match, traditionally provided by the airport fuel tax. Future projects for the airport CIP plan include the acquisition of property, crackfill of the pavement, runway lighting upgrades, and installation of possible weather monitoring system on the grounds. The airport committee met and agreed to recommend approval of the request to transfer these funds to other airports.

**Recommendation:**

I support the committee recommendation that the Block Grant funds be transferred for use by other airports to fund existing project expenses.



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

**Date:** November 30, 2020

**TO:** City Council

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

**SUBJECT:** Authorization to pursue refinancing State Trust Fund Loan

**Background:**

In November 2015, the City Council provided authorization to apply for a State Trust Fund Loan (SFTL) to borrow \$1,300,000 to refinance the City's WRS (Wisconsin Retirement Service) Prior Service Pension Liability. Prior to the SFTL, the borrowing was financed through the State at 7.2%.

The approved STFL was a 20 year fixed term at a rate of 3.75%.

**Discussion:**

I was contacted by Justin Fischer, Director at Baird, to discuss refinancing the STFL based on low market interest rates that could be locked in during January 2021 with potential savings of over \$100,000. Final savings will be determined once rates are locked in and presented to Council for approval.

Justin Fisher will be available at the December 15<sup>th</sup> meeting to provide an update on the refinancing and anticipated timeline.

**Financial Analysis:**

Should rates not be favorable and Council decided to not refinance at this time, no fee would be imposed.

**Staff Recommendation:**

To authorize the Finance Director to consult with Baird on refinancing the State Trust Fund Loan in 2021.



**100**  
YEARS

## City of Fort Atkinson

City Council Meeting

December 15, 2020

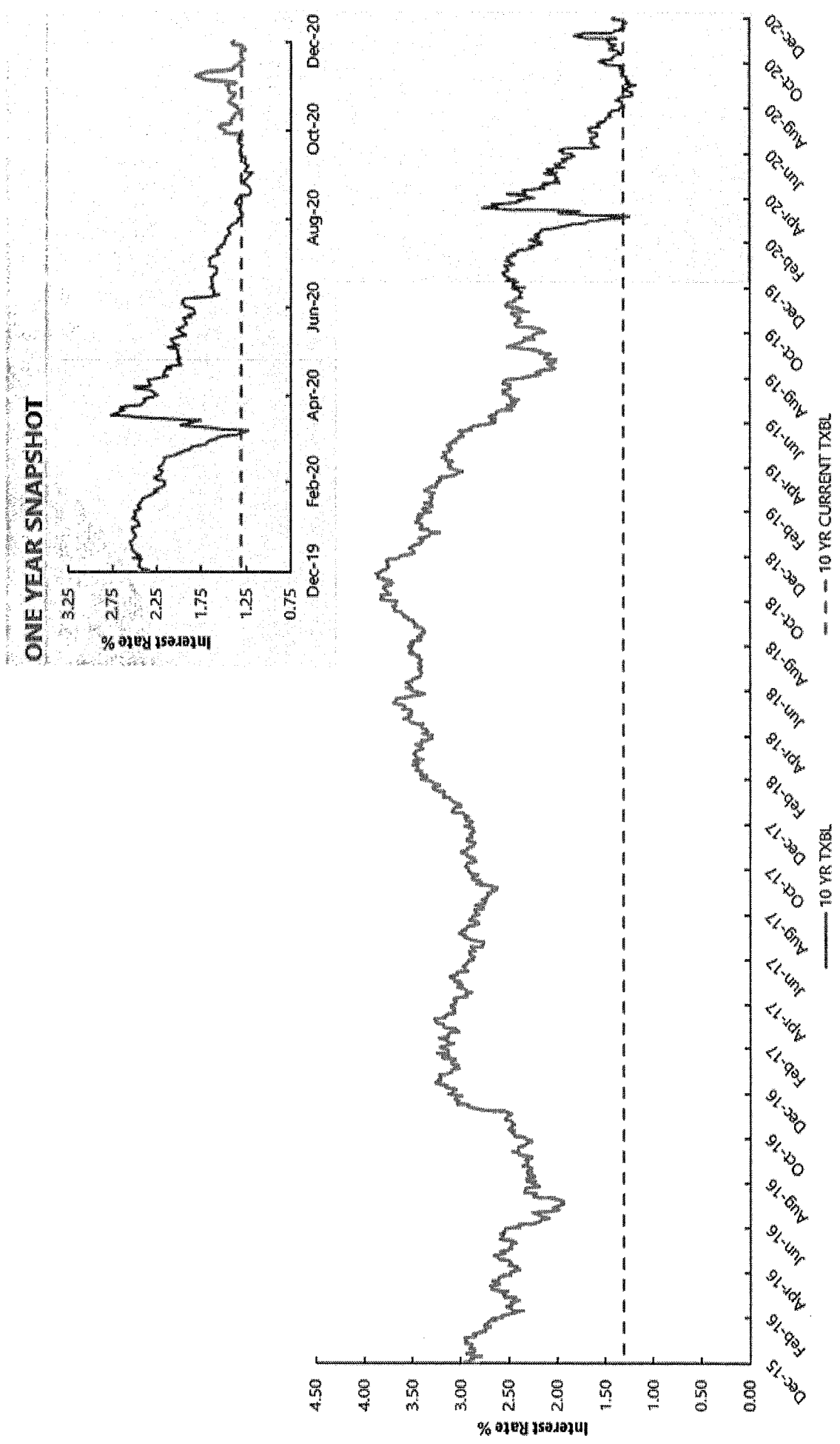
Justin A. Fischer, Director

[jfischer@nwbaird.com](mailto:jfischer@nwbaird.com)  
777 East Wisconsin Avenue  
Milwaukee, WI 53202  
Phone 414.765.3827  
Fax 414.298.7354

# City of Fort Atkinson

BAIRD

## Taxable Interest Rates (10-Year AAA Taxable MMD)





# City of Fort Atkinson

BAIRD

## Tentative Timeline

- City Council considers Plan of Finance.....December 15, 2020
  - Preparations are made for issuance
    - ✓ Private Placement Memorandum
    - ✓ Marketing
- City Council considers Award Resolution (finalizes terms and interest rates).....January 19, 2021
- Closing (STFL Paid off) .....February 22, 2021

## Borrowing/Structure/Purpose

<b>Estimated Size:</b>	<b>\$1,074,000</b>
<b>Issue:</b>	Taxable General Obligation Refunding Bonds
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• Refinance 2016 STFL for debt service savings</li> </ul>
<b>Structure:</b>	Matures February 1, 2022 – 2035
<b>First Interest:</b>	August 1, 2021
<b>Preliminary Call Date:</b>	Anytime with 30 Days' Notice
<b>Estimated Interest Rate:</b>	2.10%
<b>Estimated Gross Savings:</b>	<b>\$118,325 (net of issuance cost)</b>
<b>Estimated PV Savings<sup>1</sup>:</b>	\$97,063
<b>Estimated PV Savings %:</b>	9.311%

<sup>1</sup> Present value calculated using the All-Inclusive Cost (AIC) of 2.43%, respectively as the discount rate.

## 2016 Refinancing Illustration

BEFORE REFINANCING				AFTER REFINANCING					
Calendar Year	\$1,296,058 State Trust Fund Loan Dated January 26, 2016		TOTAL DEBT SERVICE	\$1,296,058 State Trust Fund Loan Dated January 26, 2016		\$1,074,000 Taxable G. O. Refunding Bonds (CR) Dated February 22, 2021 (a)		TOTAL NEW DEBT SERVICE	POTENTIAL DEBT SERVICE SAVINGS
	PRINCIPAL (3/15)	RATE (3/15)		INTEREST (3/15)	PRINCIPAL (2/1)	INTEREST (2/1 & 8/1) TIC= 2.10%			
2021	\$55,894	3.750%	\$97,082	\$55,894	\$2,096	\$8,839	\$8,839	\$66,828	\$30,254
2022	\$57,990	3.750%	\$97,082	***		\$19,634	\$87,634	\$87,634	\$9,448
2023	\$60,164	3.750%	\$97,082	***		\$69,000	\$87,857	\$87,857	\$9,226
2024	\$62,326	3.750%	\$97,082	***		\$70,000	\$88,002	\$88,002	\$9,081
2025	\$64,758	3.750%	\$97,082	***		\$72,000	\$89,050	\$89,050	\$8,033
2026	\$67,186	3.750%	\$97,082	***		\$73,000	\$89,016	\$89,016	\$8,066
2027	\$69,706	3.750%	\$97,082	***		\$74,000	\$88,888	\$88,888	\$8,195
2028	\$72,252	3.750%	\$97,082	***		\$75,000	\$88,640	\$88,640	\$8,443
2029	\$75,029	3.750%	\$97,082	***		\$77,000	\$89,256	\$89,256	\$7,827
2030	\$77,843	3.750%	\$97,082	***		\$79,000	\$89,726	\$89,726	\$7,356
2031	\$80,762	3.750%	\$97,082	***		\$80,000	\$89,060	\$89,060	\$8,022
2032	\$83,754	3.750%	\$97,082	***		\$82,000	\$89,266	\$89,266	\$7,817
2033	\$86,931	3.750%	\$97,082	***		\$83,000	\$88,331	\$88,331	\$8,752
2034	\$90,191	3.750%	\$97,082	***		\$85,000	\$88,268	\$88,268	\$8,814
2035	\$93,573	3.750%	\$97,082	***		\$87,000	\$88,105	\$88,105	\$8,977
	\$1,098,359		\$1,456,235	\$55,894	\$2,096	\$1,074,000	\$1,249,936	\$1,307,926	\$148,309
Maturities callable 1/1-8/31 each year.									
Partially Supported by Water, Sewer, & Storm									
CALLABLE MATURITIES				REFINANCED WITH 2021 ISSUE.					
				***					
Partially Supported by Water, Sewer, & Storm									
(1) This illustration represents a mathematical calculation of potential interest cost savings (cost), assuming hypothetical rates based on current rates for municipal bonds +25bps as of 12/2/20. Actual rates may vary. If actual rates are higher than those assumed, the interest cost savings would be lower. This illustration provides information and is not intended to be a recommendation, proposal or suggestion for a refinancing or otherwise to be considered as advice.									
LESS TRANSFER FROM PRIOR ISSUE D/Y FUND.....									
ROUNDING AMOUNT.....									
POTENTIAL GROSS SAVINGS.....									
(30,254)									
\$270									
\$118,325									
(2) POTENTIAL PRESENT VALUE SAVINGS \$.....									
POTENTIAL PRESENT VALUE SAVINGS %.....									
\$97,063									
9.311%									

**Maturities callable 1/1-8/31 each year.**

Partially Supported by Water, Sewer, &amp; Storm

Partially Supported by Water, Sewer, &amp; Storm

CALLABLE MATURITIES

REFINANCED WITH 2021 ISSUE.

1 ISSUE.

(1) This illustration represents a mathematical calculation of potential interest cost savings (cost), assuming hypothetical rates based on current rates for municipal bonds +25bps as of 12/2/20. Actual rates may vary. If actual rates are higher than those assumed, the interest cost savings would be lower. This illustration provides information and is not intended to be a recommendation, proposal or suggestion for a refinancing or otherwise to be considered as advice.

(2) Present value calculated using the All Inclusive Cost (AIC) of 2.43% as the discount rate.

Interest Rate Sensitivity			
Change in Rates	Est. PV % Savings	Est. PV \$ Savings	
-0.30%	11.700%	\$121,973	
-0.20%	10.894%	\$113,570	
-0.10%	10.102%	\$105,307	
+0.10%	8.528%	\$88,906	
+0.20%	7.753%	\$80,819	
+0.30%	6.994%	\$72,913	



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

**Date:** December 11, 2020

**TO:** City Council

**FROM:** Andy Selle, PE

**SUBJECT:** 2021 Shared Ride Taxi Application

**Background:** The City procured the services of the Brown Cab Company in 2019. Their contract is a 2 year contract with three – one year options. The first two years were set at 15,900 hours at a rate of \$30.49/hr for a total of \$484,791. 2021 is the first of their 3 – one year options. The contract total is paid from a combination of Federal and State subsidy (projected at 56% in 2021) and fares collected from passengers. We manage these two revenue sources to match the contract total to end the year with no cost to the City. Success is not guaranteed. This management goal remains intact for the 2021 program as well.

**Discussion:** The 2021 contract value is \$30.79/hr for a total of \$489,561. In quarters one and two of 2020, ridership was down due to the pandemic. Fare revenue for these two quarters combined was \$73,983. Q2 receipts have averaged 25% of total receipts for the last 4 years, although this year are down due to the pandemic (12%). Any shortfall in 2020 due to COVID will be covered by the Federal stimulus funds. 2021 appears will be the same as well, removing any financial responsibility from the City.

	2020	2019	2018	2017	2016	2015	2014	2013
<b>Elderly Adult</b>	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00
<b>Base Adult</b>	\$ 3.25	\$ 3.25	\$ 3.25	\$ 3.25	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00
<b>Student</b>	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50
<b>After 10 PM</b>	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	N/A	N/A	N/A	N/A
<b>Agency Fare</b>	\$ 8.50	\$ 6.25	\$ 6.25	\$ 6.25	\$ 4.60	\$ 4.60	\$ 4.60	\$ 4.60
<b>Extra Mileage</b>	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 1.75	\$ 1.75	\$ 1.75	\$ 1.75
<b>Public Trips</b>	36000	36,091	34,262	34,600	33,692	38,131	43,783	43,471
<b>Agency Trips</b>	12300	11,760	12,397	11,476	11,311	12,632	13,344	9,327
<b>Total Trips</b>	48,000	47,851	46,659	46,076	50,763	50,763	57,127	52,798
<b>Hourly Rate</b>	\$ 30.49	\$ 30.49	\$ 26.76	\$ 26.27	\$ 25.98	\$ 25.93	\$ 25.93	\$ 26.19
<b>Contract Hours</b>	15900	15900	14835	14835	14835	14800	14803	14802
<b>Total Contract</b>	\$ 484,791	\$ 484,791	\$ 396,985	\$ 389,715	\$ 385,413	\$ 383,764	\$ 383,842	\$ 387,664
<b>Collected Fares</b>	\$ 198,883	\$ 206,936	\$ 187,772	\$ 187,772	\$ 187,945	\$ 155,785	\$ 165,610	\$ 164,070
<b>Federal Subsidy</b>	\$ 267,799	\$ 274,052	\$ 224,415	\$ 219,410	\$ 220,803	\$ 224,847	\$ 224,893	\$ 214,402
<b>Total</b>	\$ 466,681	\$ 480,988	\$ 412,188	\$ 407,182	\$ 408,748	\$ 380,632	\$ 390,503	\$ 378,472
<b>City Outlay</b>	\$ 18,110	\$ 3,803	\$ (15,203)	\$ (17,467)	\$ (23,335)	\$ 3,132	\$ (6,661)	\$ 9,192
	= estimated							

	2010 Trips	2011 Trips	2012 Trips	2013 Trips	2014 Trips	2015 Trips	2016 Trips	2017 Trips	2018 Trips	2019 Trips	2020 Trips
January	4301	4605	4523	4467	5372	4767	4098	4280	4435	3867	4356
February	4087	4432	4684	4304	5499	4695	3910	3892	4165	4101	4554
March	4245	4573	4654	4474	5338	4549	3823	4494	4326	4087	3050
April	4021	4445	4344	4260	5214	4424	3700	3661	3734	3812	1753
May	3986	4278	4357	4295	4929	4391	3462	3887	3852	4017	2039
June	4176	4228	4334	4086	4281	4239	3443	3678	3768	3732	2516
July	4158	4280	4039	4207	4090	4033	3258	3457	3489	3915	2625
August	4238	4138	4203	4230	4227	3907	3620	3545	3860	3970	2416
September	4005	3928	3908	4275	4258	3816	3694	3605	3551	3748	2406
October	4371	4387	4417	4810	4671	4334	3800	3681	3941	4431	2531
November	4366	4520	4276	4526	4517	3659	3907	3894	3742	4121	2172
December	4556	4670	4006	4864	4731	3949	4288	4002	3796	4050	
	2010 Total	2011 Total	2012 Total	2013 Total	2014 Total	2015 Total	2016	2017	2018	2019 (est)	2020 (est)
	50,510	52,484	51,745	52,798	57,127	50,763	45,003	46,076	46,659	47,851	32,418

The Transportation Advisory Committee met to review the proposed 2021 Contract. Minutes of the Transportation Committee are attached. The committee approved the state mandated COLA increase of 1.9% to the hourly rate. No increase in hours was requested or suggested.

Fort Atkinson continues to promote a financially robust program that can continue to provide a level of service within the community in an environment of diminishing State and Federal subsidies.

The application for the 2021 program includes detailed submittals and information, available for review if any Councilperson desires a detailed review of the grant. At the heart of the application is the *Management Plan*, attached here.

**Recommendation:** I recommend the Council approve the recommendation from the Transportation and Traffic Review Committee to renew the Brown Cab contract for 2021 and submit the grant application.

**WITH REPLACEMENT VEHICLES PROPOSAL****OFFEROR PRICING PROPOSAL AND AFFIDAVIT OF NON-COLLUSION**

**BOTH PAGES OF THIS PRICING PROPOSAL MUST BE SUBMITTED IN A SEPARATELY SEALED ENVELOPE. PAGE 2 (AFFIDAVIT) MUST BE NOTARIZED.**

**The outside of the envelope should clearly state "Price Proposal" and the Offeror's name. It should include both pricing proposals – labeled "with replacement vehicles" and "without replacement vehicles. Include the price proposal only with the proposal marked "Original - Procurement Administrators Copy."**

I Brown Cab Service, Inc., hereby submit the following price proposal for providing the shared-ride taxi service in accordance with the terms and conditions of this Request for Proposal. This proposal includes hourly service rates for the succeeding years of the contract. The hourly rate covers all operating and administrative costs of providing the service. I fully understand that all revenues collected by the contracted Contractor belong to the Municipality.

For purposes of calculating the rate for option years for this RFP, include an annual rate increase of 1% each year for the remaining three option years. These rates are for evaluation purposes only. The actual price for an option year shall be based upon the percent change in the CPI-U from the preceding year applied to the current contract year price to obtain the option year price. For the purpose of exercising service year options, WisDOT will recognize the change in CPI-U from August of the preceding year to August of the current contract year. This information becomes available in mid-September of each year.

**BASE PERIOD (CONTRACT YEARS 1 & 2)**

***Contractor's Hourly Service Rate:*** \$ 30.49

**OPTION YEAR 1 (CONTRACT YEAR 3)**

***Contractor's Hourly Service Rate:*** \$ 30.79

**OPTION YEAR 2 (CONTRACT YEAR 4)**

***Contractor's Hourly Service Rate:*** \$ 31.10

**OPTION YEAR 3 (CONTRACT YEAR 5)**

***Contractor's Hourly Service Rate:*** \$ 31.41

**AFFIDAVIT OF NON-COLLUSION****Solicitation Number** City of Fort Atkinson

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the responder (if the responder is an individual), a partner in the company (if the responder is a company) or an officer or employee of the responding corporation having the authority to sign on its behalf (if the responder is a corporation);
2. That the attached offer (proposal) has been arrived at by the responder (Offeror) independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;
3. That the contents of the solicitation response (the Offeror's proposal) have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses (Offers); and
4. I certify that the statements in this affidavit are true and accurate.

Authorized Signature: Date: 10/19/18Name of Firm or Entity: Brown Cab Service, Inc.Subscribed and sworn to me this 10<sup>th</sup> date of OctoberSigned Notary Public: My Commission Expires: 10/23/2021

**Christina L. Bankes**  
Notary Public  
State of Wisconsin

**WITHOUT REPLACEMENT VEHICLES PROPOSAL****OFFEROR PRICING PROPOSAL AND AFFIDAVIT OF NON-COLLUSION**

**BOTH PAGES OF THIS PRICING PROPOSAL MUST BE SUBMITTED IN A SEPARATELY SEALED ENVELOPE. PAGE 2 (AFFIDAVIT) MUST BE NOTARIZED.**

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For purposes of calculating the rate for option years for this RFP, include an annual rate increase of 1% each year for the remaining three option years. These rates are for evaluation purposes only. The actual price for an option year shall be based upon the percent change in the CPI-U from the preceding year applied to the current contract year price to obtain the option year price. For the purpose of exercising service year options, WisDOT will recognize the change in CPI-U from August of the preceding year to August of the current contract year. This information becomes available in mid-September of each year.

**BASE PERIOD (CONTRACT YEARS 1 & 2)**

***Contractor's Hourly Service Rate:*** \$ 33.49

**OPTION YEAR 1 (CONTRACT YEAR 3)**

***Contractor's Hourly Service Rate:*** \$ 33.82

**OPTION YEAR 2 (CONTRACT YEAR 4)**

***Contractor's Hourly Service Rate:*** \$ 34.16

**OPTION YEAR 3 (CONTRACT YEAR 5)**

***Contractor's Hourly Service Rate:*** \$ 34.50

**AFFIDAVIT OF NON-COLLUSION****Solicitation Number** City of Fort Atkinson

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the responder (if the responder is an individual), a partner in the company (if the responder is a company) or an officer or employee of the responding corporation having the authority to sign on its behalf (if the responder is a corporation);
2. That the attached offer (proposal) has been arrived at by the responder (Offeror) independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;
3. That the contents of the solicitation response (the Offeror's proposal) have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses (Offers); and
4. I certify that the statements in this affidavit are true and accurate.

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

Date: 10/10/18Name of Firm or Entity: Brown Cab Service, Inc.Subscribed and sworn to me this 10th date of October

Signed Notary Public: \_\_\_\_\_

My Commission Expires: 10/23/2021

**Christina L. Bankes**  
**Notary Public**  
**State of Wisconsin**





## Fort Atkinson Shared-Ride Taxi Quarterly Report (December 2020)

Fort Atkinson Shared-Ride Taxi is funded in part by the US Federal Transit Administration, the Wisconsin Department of Transportation, and the users. If the program runs a deficit, then the City of Fort Atkinson must contribute to cover the shortfall.

### **Hours of Operation**

Monday thru Thursday – 6:30AM until 7:00PM  
 Friday – 6:30AM until 2:30AM (next morning)  
 Saturday -- 7:00AM until 2:30AM (next morning)  
 Sunday – 7:00AM until 4:00PM

### **Holidays**

Memorial Day	Closed
Labor Day	Closed
Easter	7:00AM until Noon
Thanksgiving	7:00AM until Noon
Christmas Eve	closes early at 7:00PM
Christmas Day	7:00AM until Noon
New Year's Eve	stays open late—until 2:30AM
New Year's Day	Closed

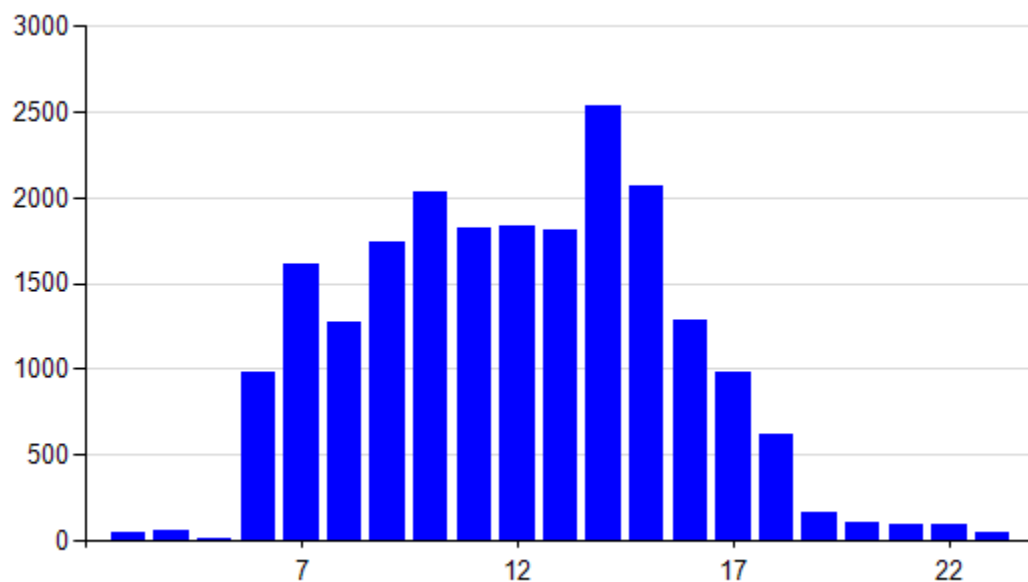
**Ridership:** Although there was a strong beginning to 2020, ridership took a sharp downturn due to the COVID-19 pandemic, with April being a very weak month. Although the number of trips has increased from that low point, there still seems to be a plateau at lower numbers than years past.

	2015 Trips	2016 Trips	2017 Trips	2018 Trips	2019 Trips	2020 Trips
January	4767	4098	4280	4435	3867	4356
February	4695	3910	3892	4165	4101	4554
March	4549	3823	4494	4326	4087	3050
April	4424	3700	3661	3734	3812	1753
May	4391	3462	3887	3852	4017	2039
June	4239	3443	3678	3768	3732	2516
July	4033	3258	3457	3489	3915	2625
August	3907	3620	3545	3860	3970	2416
September	3816	3694	3605	3551	3748	2406
October	4334	3800	3681	3941	4431	2531
November	3659	3907	3894	3742	4121	2172*
December	3949	4288	4002	3796	4050	

2015 Total	2016 Total	2017 Total	2018 Total	2019 Total	2020 (observed)
50,763	45,003	46,076	46,659	47,851	28,246

**Service Goals & Meeting Customer Expectations:** It is Brown Cab’s goal to pick up customers in 20 minutes or less. While this is challenging due to CDC guidelines to only transport one rider at a time, we are currently averaging 6 minutes between calls for service and actual pickup. As ridership increases, we will likely experience a temporary lengthening of this time frame until CDC guidelines on single riders are relaxed.

**Other Metrics:** In addition to measuring the length of time we keep our patrons waiting, we also measure the number of trips dispatched per hour. We look at the “busy hour” report to see if we have sufficient staff scheduled. Below is a graph of showing all the trips serviced from September 1<sup>st</sup> to November 30<sup>th</sup>. We have been experiencing a later peak than past periods, potentially due to changes in employment for our patrons. The lack of an active school schedule also changes the dynamic.



**Out-of-City Trips:** Currently we charge an extra \$2.00 for each mile (or part of a mile) beyond the City Limits. Out-of-City trips have always been subject to availability. We reserve the right to refuse to leave the City limits if we are experiencing high volumes of riders and if the fleet is not offering timely service for in-City trips. Each year the number of people desiring to go out of City (often for medical appointments) has increased. We tell patrons that we will try (but we cannot guarantee) that trips only a mile or two out-of-city will be serviced nearly as rapidly as in-city trips.

Patrons who wish to travel to neighboring communities (Jefferson, Johnson Creek, Whitewater, and Lake Mills) are told that they must make their requests at least an hour in advance, and such trips will only be made on the following schedule: 9AM, 11AM, 1PM and 4:30PM (except we do not offer the 4:30PM option on Sundays). The schedule and information are posted on our Facebook page.

Taxicab services in these other communities have adopted the same schedule.

**Service to Jefferson, Whitewater, Lake Mills, Johnson Creek:**

Requests must be made at least two hours in advance.

Patrons should expect to share the vehicle.

Drivers begin making pickups on the following schedule:

9:00AM

11:00AM

1:00PM

4:30PM (except no 4:30PM trip on Sundays)

**Personnel & Operations:** Brown Cab employs a mix of full-time and part-time drivers. We are budgeted for 15,900 service hours per year. Many of our part-time drivers are semi-retired and appreciate this opportunity to earn a little income as they provide service to their neighbors.

Our company's Dispatch Center is located here in Fort Atkinson. Five dispatchers are assigned to dispatch to seven cities during our busiest hours. We dispatch to Fort Atkinson, Whitewater, Jefferson, Lake Mills, Edgerton, Sauk Prairie, and Sun Prairie.

**Title VI and Non-discrimination:** Brown Cab displays information in our vehicles, on our brochures, and our website explaining that we offer service to the public and that we do not discriminate. In our promotional efforts we include the concept that all are welcome---anyone can ride. Brown Cab coaches our dispatchers and drivers about these non-discrimination concepts in accordance with Federal Title VI law and hold our employees to those standards of conduct. The following card is present on every dashboard and included on our promotional brochures:

Notifying the Public of Rights Under Title VI

**THE CITY OF FORT ATKINSON**

- ✓ The **City of Fort Atkinson** operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **City of Fort Atkinson**.
- ✓ For more information on the **City of Fort Atkinson's** civil rights program, and the procedures to file a complaint, contact Andy Selle at 920-563-7760, email [aselle@fortatkinsonwi.net](mailto:aselle@fortatkinsonwi.net), or visit the Municipal Building at 101 North Main Street, Fort Atkinson, WI 53538. For more information, visit [www.fortatkinsonwi.net](http://www.fortatkinsonwi.net)
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 920-563-7760.  
*Si se necesita informacion en otro idioma de contacto, 920-563-7760.*

**Marketing:**

**Print & Radio Advertising:** Brown Cab will continue working with WFAW on an advertising campaign to raise awareness of our service and increase ridership. We will continue to advertise in local area churches and civic organizations, as well as seek new outlets to place advertisements and print media.

**Social Media:** Brown Cab will be seeking to increase our audience through social media in the next few months, particularly focusing on leveraging Facebook as the platform of choice. In addition to increasing the frequency of posts we will be using Facebook to deliver more information to passengers about hours and services to create a higher level of service awareness.

**Late Night Service:** We stay open late on Friday and Saturday nights. From September 1<sup>st</sup> through November 30<sup>th</sup> we provided 159 trips that took place after 7:00 PM. This low number was likely caused by the State of Wisconsin's Stay at Home initiative.



**Vehicles:** The City owns most of the vehicles we use in Fort Atkinson. Brown Cab has a lease to use the City-owned vehicles. Brown Cab owns spare vehicles and substitute vehicles. Brown Cab is responsible for insuring and maintaining all the vehicles, whether owned or leased.

The City of Fort Atkinson was awarded grant money to purchase a replacement vehicle for use in the shared-ride taxicab fleet. This grant will cover 80% of the cost of a replacement vehicle.

## Fort Atkinson Fleet - Asset Management Plan

The TAM plan calls for Cab 1001 to be replaced in 2020, and in each future year another cab will be replaced.

	To Be Replaced This Coming Year						New This Year	
	Fort Atkinson	Fort Atkinson	Fort Atkinson	Fort Atkinson	Fort Atkinson	Fort Atkinson	Spare	Spare
Revenue Vehicle#	1005	1002	1001	1003	1004	1006	Van 201	Van 1602
ADA Accessible?	AMB	AMB	AMB	AMB	AMB	WC	AMB	WC
Make & Model	Dodge Grand Caravan	Dodge Grand Caravan	Dodge Grand Caravan	Dodge Grand Caravan	Dodge Grand Caravan	Dodge Grand Caravan	Chevy Van	Ford E-350 Braun Van
Year of Manufacture	2011	2011	2011	2011	2011	2019	2016	2007
Total Length	16	16	16	16	16	16	21	21
Federal Funds	100%	100%	100%	100%	100%	80%	0%	0%
Purchase Date	2011	2011	2011	2011	2011	2019	2018	2017
Ownership	Fort Atkinson	Fort Atkinson	Fort Atkinson	Fort Atkinson	Fort Atkinson	Fort Atkinson	Brown Cab	Brown Cab
Lessee	Brown Cab	Brown Cab	Brown Cab	Brown Cab	Brown Cab	Brown Cab	(none)	(none)
VIN	2D4RN4DG7BR 652830	2D4RN4DG7BR 652827	2D4RN4DG5BR 652826	2D4RN4DG9BR 652828	2D4RN4DG0BR 652829	2C4RDGBG7K R740314	1GAZGPPG9 H1243272	1FTSS34L97D A82497
Odometer on 9/30/2019	173765	188781	189489	164474	174266	1803	52338	136422
Vehicle Condition	Adequate	Poor	Poor	Good	Adequate	Excellent	Very Good	Good
Replace in:	2020	2021	2022	2023	2024	2025	2024	2021

### Current (2020) Fare Schedule

Elderly	\$2.00	
Extra Person	\$2.00	(additional rider in same party)
Full Fare	\$3.25	
Student	\$2.50	
Child <6	FREE	
Package	\$4.25	
Extra Miles	\$2.00	(each mile beyond city limit)
Wait Time	20 cents	(each minute after 5 free mins)
Agency	\$8.50	(applies to limited number of corporate customers)

## **TRANSIT SYSTEM MANAGEMENT PLAN – 2021 WISDOT 5311/85.20 APPLICATION**

**APPLICANT:** City of Fort Atkinson

The 2021 Transit System Management Plan is an account of the services to be provided by your system in calendar year 2021. The Plan also details any expansion or reduction of services during the next calendar year, as well as the system's goals and objectives for 2021 and beyond.

The purposes of the management plan are to provide WisDOT with a description of the services to be provided during the ensuing year, ensure the maintenance or improvement of service available to the public, identify and implement various policies and practices to increase the efficiency of transit operations, and ensure state funds will be spent wisely.

The Department will also use the management plan as a basis for monitoring and evaluating the performance of the participating transit system during the contract period. Transit policy and management decisions made and actions taken during the contract period must be in conformance with the management plan.

Any proposed deviations from the management plan must be reported to the Department and approved by the Department prior to implementation. Failure to do so will jeopardize continued assistance.

Each applicant is required to prepare a management plan in accordance with the outline given below. The level of detail required will vary according to the size and complexity of the system involved, but each topic must be addressed by all applicants.

**Please include your answers to the below questions within this document, adding pages at the end of the document if needed.**

**Please change the font (size/color/italicized/bold) of your answers so they stand out from the questions.**

**Paragraphs with borders and shaded gray do not require any input from the applicant.**

**If using information from your 2020 application as the basis for your responses, please cut-and-paste into this document – do not simply re-submit last year's version of the Management Plan.**

## **I. ORGANIZATIONAL INFORMATION**

- (1) Which municipal/tribal/county department is responsible for administering and/or operating the transit service?

City of Fort Atkinson, Andy Selle, City Engineer

- (2) Are there any third-party vendors hired (or agreements with government agencies) for operations of the transit system? Do you hire any third-party entities (non-government entities) for marketing, advertising, outside maintenance, fuel or other goods and services?

Brown Cab Service, Inc.

- (3) Are any administrative services performed by a third party? (e.g. accumulating quarterly reports, submitting applications to WisDOT or FTA, hiring staff)

This is done in-house with assistance from Brown Cab Service, Inc.

- (4) Will the municipality/transit commission/county have a single audit conducted in 2021? *Note: OMB SuperCircular 2 CFR 200 requires this if your municipality/county/transit commission receives more than \$750,000 in total federal (not just transit) grants.*

No

- (5) For any system with a transit commission, board of directors or transit advisory committee:

- a. How often does the commission/board/committee meet?

Quarterly

- b. What is their role in the transit system? Do they set system policies? Vote on fare increases/decreases? Other?

Vote on policy and recommend it to council for approval

- c. List commission/board members and their contact information

Name	Company/Title	Phone	Term
Bruce Johnson	Council Member	920-988-7115	Unlimited
Mark Maas	Citizen	920-563-3550	Unlimited
Jack Rice	Citizen	920-563-7333	Unlimited
Andy Selle	City Engineer	920-563-7760	Unlimited
Tom Williamson	Asst. City Engineer	920-563-7760	Unlimited
Adrian Bump	Police Chief	920-563-7777	Unlimited
Kent Smith	Public Works Supv.	920-563-7771	Unlimited
Jeff Armstrong	City Electrician	920-563-7765	Unlimited
Josh Carter	School Dist. Representative	920-563-7808	Unlimited

## II. SERVICE DESCRIPTION

- (1) Click boxes below for each service type that applies to your system. Provide comments below the checkboxes, if needed.
- ☐ Fixed route (no deviation)
  - ☐ Fixed route (deviation)
  - ☒ Demand response (e.g. shared-ride taxi, door-to-door bus, paratransit)

- (2) List the hours of operation for each service in the system.

Monday – Thursday: 6:30am – 7:00pm

Friday and Saturday: 7:00am – 2:30am

Sunday: 7:00am – 4:00pm

Holiday (Easter, Thanksgiving, Christmas Day): 8:00am – 12:00pm

New Year's Eve: until 2:30am

Holidays the Service is closed include:

New Years Day

Memorial Day

Labor Day

Special City Events:

Rhythm on the River – additional drivers will be required for this event and will be Negotiated specifically with the contractor.

- (3) List all municipalities, counties, or other pertinent areas in which your system stops as part of a fixed-route service or picks up riders through a demand-response service. Be specific as to the type of service you provide each community.



Primary Service Area: This shared-ride taxi service operates within the City Limits of the City of Fort Atkinson

Extended Coverage Area: When possible, service may be extended to up to five miles beyond the City Limits. Fees for extra miles beyond the City Limits will be charged according to the posted schedule. Service within the City Limits will always take priority.

Limited Inter-City Service: Inter-city service to Jefferson, Whitewater, Johnson Creek, and Lake Mills will be offered weekly at the scheduled times. Advance reservation is required. Fees for extra miles beyond the City Limits will be charged according to the posted schedule.

- (4) Outline the extent to which you will deviate from fixed-route service, if applicable.

N/A

- (5) Detail scheduling and dispatching methods for demand response services, whether they are for shared-ride taxi or paratransit services.

Dispatch handled by phone, radio, and tablet during operating hours.

- (6) Complete the following table listing the vehicles used at peak service times (the times where most vehicles are on the road), and the total number of vehicles available to the system. Include all vehicles used in the service – not just ones owned by the city. Calculate the spare ratio: (total vehicles in fleet minus vehicles used at peak) divided by (vehicles used at peak). Example: a system with 5 vehicles, 4 of which are on the road at peak time, has a spare ratio of 25%  $((5 - 4) / 4)$ .

Vehicle Type	Vehicles Operating at Peak Time	Total Vehicles Available	Spare Ratio (Total –Peak)/Peak
Sedan			%
Mini-van	6	9	50%
Cutaway (mini-bus or medium bus)	1	2	50%
Heavy-duty bus			%
Other:			%
Other:			%
<b>TOTAL</b>	<b>7</b>	<b>11</b>	<b>57%</b>

\*Only 6 vehicles owned by City

- (7) List all community events for which the system provides transit services on an annual basis (i.e. county fairs, festivals).

Rhythm on the River (mid-August)-additional drivers.

- (8) List all requests from a third party for service for special events outside regular service hours (e.g. wedding receptions, shopping trip for a group of individuals) in the past year. List only services that have not been listed in your past application budgets. Add rows to table, if needed. **If you did not perform the requested service, state that in the Dates of Service row.**

Party Requesting Service	Type of Service Provided	Dates of Service	Amount Paid to System for Service
N/A			

### III. SERVICE CHANGES

This section should describe anticipated changes in the levels of service provided by the participating transit system effective during 2021, *as well as any changes implemented after March 1, 2020.* Please note if the changes are due to COVID or to other planning efforts. Each change in level of service should be discussed separately and each discussion should include the following:

- (1) A detailed description of the change, including whether it includes an increase or decrease of service hours/number of vehicles or drivers, or an expansion or reduction of service area;

N/A

- (2) The date on which the change is to be (or was) implemented;

N/A

- (3) The reasons for instituting the change;

N/A

- (4) A statement indicating why the change is essential to the preservation or enhancement of the transit system

N/A

- (5) If there was public input into the decision.

N/A

- (6) The projected impact of the changes upon operating revenues and expenses during

calendar year 2021.

N/A

Any significant changes in fares or service levels (elimination/addition/expansion of a daily or weekly service, elimination/addition of a service route, etc.) must be preceded by public notice approximately 30 days before implementation.

- (1) Public notices must be advertised at least once in newspapers and/or web sites of each community affected by the changes.
- (2) The proposed changes must be identified on the agenda of at least one meeting open to the public. A separate public meeting on the changes is not necessary, but if the topic is to be discussed a general City Council or County Board meeting, it must be on the agenda and clearly stated on the public notice so transit stakeholders are aware.
- (3) The results of the public meeting, including all comments from members of the public on transit issues, must be documented in a concise yet thorough manner for future reviews by WisDOT and FTA staff.

(7) If there have been significant changes in service (moving from fixed-route to demand-response, publicly-operated to privately-operated or vice versa, expansion from a municipal to county-wide system, etc.) over the history of the transit system, please summarize them. It is not necessary to describe any changes from the past year already noted above.

N/A

(8) List any significant maintenance or construction issues for any transit-specific facilities, and whether any upgrades or renovations are scheduled for the upcoming year. Describe any expected process towards a new transit facility over the next year, if applicable.

N/A

#### IV. FARES

This section should document in detail the fare schedule in effect on January 1, 2021. Add a table, if needed.

- (1) For Section 5311 applicants, the tariff schedule should include the fare rates which are in effect for various demographic groups (e.g. age, disability, veterans, etc.) and the hours of the day and days of the week, etc. for which they apply. If agency fares have been established, they should be noted as well.

Base Adult Fare: \$3.25 Elderly/Disabled Fare: \$2.00 Student Fare: \$2.50

Per mile outside service area: \$2.00; Additional Passenger: \$2.00; Package Delivery: \$4.25; After 10 p.m. all fares: \$5.00; Wait Time: \$0.20/minute; Extra Bags:3 for \$1.50  
Agency Fare: \$8.50; Stop in route: \$2.00

- (2) In addition to documenting your January 1, 2021 fares, describe any anticipated changes in fare structure during calendar year 2021 or beyond. Any proposed changes in fare structure must be coordinated with your passenger counting program when the average fare method is used.

N/A

- (3) Describe any fares set for managed care or other agencies, including the name of the agency and the rate. Note if there is an administrative fee taken from the agency fare to cover reporting and other costs associated with these riders.

Care Wisconsin: \$8.50

Inclusa: \$8.50

Community Care: \$8.50

Iris: \$8.50

## **V. COST ALLOCATION PLAN**

If the transit system enacts a Cost Allocation Plan to distribute costs through an indirect cost rate charged to a transit assistance grant, please upload a copy of that plan in the Resources section of BlackCat. If your system only charges direct costs to your federal grants (salary, fringes) or only pays a third-party provider through an invoicing process, no Cost Allocation Plan is required.

N/A

## **VI. PROCEDURES FOR ESTABLISHING 2021 REVENUE PASSENGERS & OPERATIONAL DATA**

This section should describe in detail the procedures to be utilized for establishing 2021 revenue passenger trips.

- (1) Revenue passenger trips are determined by (choose one):

- ☒ Actual Count (e.g. automated fare counters, driver logs)  
☐ Average-fare method (estimated)

- (2) If the average fare method is to be used, include a schedule of the surveys required to determine the average fare.

## **VII. MARKETING/ADVERTISING PLAN**

Describe your 2021 marketing and/or advertising plan, including:

- (1) where promotional materials are posted (newspapers, grocery stores, colleges, community centers, etc.),
- (2) scheduled radio/television advertisements during 2021, and
- (3) utilization of interior or exterior advertising on vehicles.

Also provide any additional information about the marketing tools or advertising methods your system has tried in the past (successfully or not).

1. Promotional materials in local grocery stores, City Hall, Senior Center, Clinics
2. No radio or TV advertising – cost/benefit has not been there in the past
3. Cab phone number on both inside and outside of vehicles
4. City's website

## **VIII. COORDINATION OF LOCAL TRANSIT SERVICES**

Detail project coordination accomplished with other providers of transportation in the service area and the applicant's efforts to maximize the integration of existing funding sources with funds being applied for under the Section 5311 program.

- (1) Describe your efforts to coordinate with any other transportation providers (private or publicly-owned) operating within or outside your service area. Efforts may include transfer arrangements, coordination of routes to avoid unnecessary duplication of service, coordination of fare structure, etc.

Brown Cab is represented, along with other transportation providers, on Jefferson Co. TCC. These meetings allow sharing of information to eliminate duplication of service.

- (2) Describe coordination efforts with local social service agencies, particularly with those agencies providing services (non-transportation) to low income, minority, non-English speakers, elderly, or disabled clientele. Any systems receiving 85.21 in-kind match must address that coordinated service here. Efforts might include purchase-of-service agreements, establishing routes and schedules based on the transportation needs of agency clients, providing front-door service to the agencies and to traffic generators frequented by their clients (e.g., senior citizen centers, nursing homes, clinics), providing schedules, route maps and other information aids.

Information is provided to human services, medical facilities and other agencies. We work to coordinate with clinics and hospitals, and have regular communication with county human services and ADRC.

- (3) Summarize public outreach and involvement activities undertaken during the past year and list the steps taken to ensure that minority persons and individuals with limited English proficiency had meaningful access to these activities.

An LEP access plan has been established and used by the City and the provider during 2020.

- (4) List recent coordination efforts with local businesses or business districts regarding commuter routes or transportation services related to employment or commerce.

N/A

- (5) Identify any municipal, county or regional transportation coordinating committees on which someone from the transit system serves.

County of Jefferson TCC. Participation on CTAA study of transportation in the Highway 26 corridor by both the City and provider. WURTA and WATO membership and committees.

## **IX. SERVICE AND PERFORMANCE GOALS**

The section documents multi-year service and performance goals for the participating transit system as required by s.85.20, Wis. Stats. The goals must set annual targets and cover a 4-year period (2021-2024).

- (1) Complete the table below:

Estimated Operating Statistics				
	2021	2022	2023	2024
System Expenses	490,518	496,900	503,350	509,900
Passenger Count	34,400	34,850	35,300	35,750
Passenger Revenue	122,950	124,550	126,200	127,800
Revenue Hours	15,880	15,880	15,880	15,880
Population Estimate	12,355	12,355	12,355	12,355
Performance Indicators				
	2021	2022	2023	2024
Expense/Revenue Hour	30.89	31.29	31.70	32.11
Expense/Passenger	14.26	14.26	14.26	14.26
Revenue/Expense Ratio	.25	.25	.25	.25
Passenger/Revenue Hour	2.17	2.19	2.22	2.25
Passengers/Capita	2.78	2.82	2.86	2.89
Revenue Hours/Capita	1.29	1.29	1.29	1.29

(2) **Provide a short explanation for any projected increases or decreases in these figures.**

For example, an increase in expenses per passenger could be attributed to rising fuel and labor costs. Increases in expected passenger counts should be justified by historical data or expected service or population growth.

Anticipated decreases are due to Covid-19

(3) List the municipalities/counties used for calculating the population estimate for the “per capita” measures.

Municipality/County	Population Estimate
City of Fort Atkinson	12,355
<b>Total:</b>	<b>12,355</b>

A few tips for determining the most accurate population estimate for your service area to calculate the “per capita” figures:

- (1) Shared-ride taxi or municipal bus systems should include the entire population for the municipality(ies) that it services. It is not necessary to include the populations of small municipalities that happen to fall within a predetermined ring (i.e. 5 miles) around the municipality included as part of the service area – although they can be included if they are a significant ridership.
- (2) Municipalities or tribes that are local share partners for the service should have their populations included within the service area, as should any municipalities where a fixed-route or deviated fixed-route system stops regularly but does not contribute local share.
- (3) The full population of a county should not be included within a service area unless the demand-response service covers the entire county.
- (4) Bus systems headquartered in a municipality that is not located in a federally-defined Urbanized Area (UZA) offering service into urban areas (population over 50,000) should not count the urban population as part of their service area.

## **X. COMPLIANCE SITE REVIEW ELEMENTS**

The following statements address issues identified during WisDOT Compliance Site Reviews, which are held to help transit systems understand the responsibilities tied to the receipt of federal and state assistance grants. Please click the checkbox on either True or False for each item.

You do not need to include these documents, policies or procedures within your application, nor do you have to implement any immediate changes in your system’s procedures before receiving funds.

**However, these documents are REQUIRED to meet federal and state regulations regarding transit assistance grants. All items for which you marked “False” should be created and implemented as soon as possible so they are in place before your next Compliance Site Review. Failing to do so could impact your ability to receive future grants.**

Contact CSR Manager Judy Egnor at [judy.egnor@dot.wi.gov](mailto:judy.egnor@dot.wi.gov) or 608-266-8968 with questions about these items or on applicable WisDOT document templates.

While FTA Section 5307 recipients are not subject to WisDOT Compliance Site Reviews, these items are likely to be discussed during Triennial Reviews.

TRUE	FALSE	ITEM
------	-------	------



<input type="checkbox"/>	<input type="checkbox"/>	1. The grantee has written documentation regarding general accounting practices, credit card usage, and cash management policies. This documentation may be adopted from the municipal, county, or tribal government.
<input type="checkbox"/>	<input type="checkbox"/>	2. The grantee has a separate transit account, if within a municipal/county/tribal government structure, and that the balances for FTA and WisDOT grants for each year are tracked to ensure no funds from previous grants are used for future operating or capital purchases.
<input type="checkbox"/>	<input type="checkbox"/>	3. The grantee has a written Procurement Policies and Procedures document, or as formally adopted WisDOT's procurement policies.
<input type="checkbox"/>	<input type="checkbox"/>	4. The grantee (not just the third-party provider) has a vehicle replacement schedule that stating when each vehicle within the fleet will be disposed, and that schedule matches their four-year capital plan as listed in the WisDOT BlackCat system.
<input type="checkbox"/>	<input type="checkbox"/>	5. The grantee (not just the third-party provider) has a Vehicle Disposal Guidance document, or formally adopts the WisDOT Disposal Guidance so that FTA-funded vehicles are disposed of properly.
<input type="checkbox"/>	<input type="checkbox"/>	6. If the grantee owns a facility that was constructed with the aid of FTA funds, there is a facility maintenance plan to address how the structure and internal elements of the facility are maintained for maximum useful life.
<input type="checkbox"/>	<input type="checkbox"/>	7. A representative of the grantee receives and reviews a semi-annual vehicle maintenance report and conducts an annual inspection of all vehicles to ensure they are being maintained properly, even if leased to a third-party vendor.
<input type="checkbox"/>	<input type="checkbox"/>	8. The grantee has completed its Title VI Plan, which is posted within the transit system facility, on the subrecipient's web site, as well as cards posted in each vehicle operating the service.
<input type="checkbox"/>	<input type="checkbox"/>	9. The grantee reviews invoices and operation reports from its vendors on a quarterly basis to ensure service amounts and expense are as expected per the original Request for Proposal and any annual local agreement.
<input type="checkbox"/>	<input type="checkbox"/>	10. The grantee has written training manuals regarding Title VI, ADA, safety, and other procedures available for operators, dispatchers and other staff, or has copies of those documents from their third-party provider to ensure training is conducted.
<input type="checkbox"/>	<input type="checkbox"/>	11. The grantee states in promotional information, web sites, as well as ADA plans (for fixed route systems) that <i>reasonable modifications</i> to service will be made to meet the needs of individuals with disabilities.
<input type="checkbox"/>	<input type="checkbox"/>	12. The grantee possesses and follows a drug and alcohol test policy for safety-sensitive employees (typically drivers and supervisors) and has working knowledge of 49 CFR Part 40 & Part 655. If the grantee hires a third-party provider for transit service, it should receive a copy of the provider's drug and alcohol policy.



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

**Date:** December 3, 2020

**TO:** City Council  
**FROM:** Michelle Ebbert, City Clerk/Treasurer  
**SUBJECT:** Disallowance of Claim – Firkus

**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 November 30<sup>th</sup> I received a Notice of Claim under State Statute 893.80 from John Firkus of 1137 Peterson Street regarding a sewer backup at his property at on October 16, 2020.

EMC conducted the appropriate research with the Public Works Department. Following investigation, the City was found to not be responsible for the sewer backup and is requesting the Council to formally disallow the claim.

**Financial Analysis:**

No financial impact.

**Staff Recommendation:**

To recommend the disallowance of the claim submitted by Mr. Firkus as recommended by EMC Insurance.

December 2, 2020

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

Re: Claim Number: 1631097  
Insured: City of Fort Atkinson  
Date of Loss: 10/16/2020  
Claimant: John Firkus

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 Mr. John Firkus. 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 Mr. John Firkus. This letter should be sent certified, restricted delivery, with 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 November 23, 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. Once you receive a copy of the certified mail receipt, please forward a copy to us.

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)



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)



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

**Date:** December 11, 2020

**TO:** City Council  
**FROM:** Michelle Ebbert City Clerk/Treasurer  
**SUBJECT:** Granting Operator Licenses

**Background:**

The following are applicants for operator licenses. The applications have been reviewed and approved for accuracy by the Police Department. The following licenses are recommended for approval by the City Council.

**Discussion:**

REGULAR FOR THE TERM OF **2020-2022:**

- |    |                     |           |
|----|---------------------|-----------|
| 1. | Dzejljan Vedziovski | Kwik Trip |
| 2. | Abigail Maerz       | Bridge    |
| 3. | Tiffany McCulloch   | Bridge    |
| 4. | Sarah Hausmann      | Bridge    |
| 5. | Lindsey R. Meyers   | Bridge    |
| 6. | Liberty Woychick    | Kwik Trip |

**Financial Analysis:**

None.

**Staff Recommendation:**

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