



**AGENDA
CITY COUNCIL MEETING
REMOTE VIA PHONE USING ZOOM
FEBRUARY 16, 2021 ~ 7:00 P.M.**

[https://us02web.zoom.us/j/89629718663?
pwd=NVprRERkRncxTGdNdIBCNGcxU
kltUT09](https://us02web.zoom.us/j/89629718663?pwd=NVprRERkRncxTGdNdIBCNGcxUkltUT09)

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+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 February 2, 2021 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. Resolution declaring the month of May as “No Mow May” in the City of Fort Atkinson.

Action – Reject – Approve and adopt Resolution.

8. Reports of Officers, Boards and Committees

- a. Building, Plumbing and Electrical Permit Report for January, 2021.

Action – Accept and file.

9. Unfinished Business

- a. 2020 call data update on adult care facilities.

Action – Accept and file.

10. New Business

- a. Review and approve change order for additional high rack and pallet rack system at Fire Station.

Action – Reject – Approve.

- b. Review and approve request for purchase of network server hardware, software, and installation services at Wastewater Utility as budgeted.

Action – Reject – Approve.

11. Miscellaneous

- a. Grant operator licenses.

Action – Reject – Approve.

- b. Change of Agent for license for Kwik Trip Inc. dba Stop-N-Go #1502, 313 Madison Ave.

Action – Reject – Approve.

- c. City, Sewer, Water and Stormwater Utility Financial Statements as of January 31, 2021.

Action – Accept and file.

- d. Report on 2020 tax collections and on 2020 delinquent personal property taxes.

Action – Accept and file.

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, , and (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; RE: Sale of property and update personnel.

Action -- City Council may reconvene into open session should action be necessary.

13. Adjournment

CITY OF FORT ATKINSON
City Council Minutes ~ February 2, 2021

CALL MEETING TO ORDER.

President 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: City Attorney, City Clerk/Treasurer, City Engineer, Park & Recreation Director and Interim Manager.

APPROVAL OF MINUTES OF JANUARY 19, 2021 REGULAR COUNCIL MEETING.

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

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. *Request to change April 6, 2021 City Council meeting to Thursday, April 8, 2021, due to election.*

Cm. Johnson moved, seconded by Cm. Housley to approve the request to change April 6, 2021 City Council meeting to Thursday, April 8, 2021, due to election. Motion carried via Zoom.

b. *Request to change name of Arrowhead Park to Rotary Arrowhead Park.*

Director Franseen reviewed the request by the Rotary Club to rename the park following their donations and dedication to the development of the park.

Cm. Housley moved, seconded by Cm. Johnson to approve the request to change the name of Arrowhead Park to Rotary Arrowhead Park. Motion carried via Zoom.

RESOLUTIONS AND ORDINANCES

a. *Resolution combining Wards for April 6, 2021 Spring Election*

Cm. Kotz moved, seconded by Cm. Johnson to approve and adopt Resolution combining wards for April 6, 2021 Spring Election. Motion carried unanimously via Zoom.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. *Minutes of Plan Commission meeting held January 26, 2021.*

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

UNFINISHED BUSINESS

a. *Recommendation from Plan Commission to approve Certified Survey Map re-dividing lots two (2) and three (3) at W5226 Curtis Mill Rd – Extraterritorial.*
Engineer Selle reviewed the recommendation for the CSM.

Cm. Scherer moved, seconded by Cm. Johnson to approve the recommendation from Plan Commission to approve Certified Survey Map re-dividing lots two (2) and three (3) at W5226 Curtis Mill Rd – Extraterritorial. Motion carried via Zoom.

b. *Review and approve authorization to solicit borrowing terms for purchase of Public Works Capital Equipment and street repair.*
Clerk Ebbert presented the discussion on the Council authorization from April 2020 to solicit bids for borrowing the street improvements. The Council had approved the 2021 CIP that included borrowing for Public Works Capital Equipment. Interest rates are favorable and Staff is requesting authorization to seek rates for borrowing. Staff will return with rates and confirmation of equipment bids and street repair.

Cm. Kotz moved, seconded by Cm. Johnson to authorize Staff to solicit borrowing terms for purchase of Public Works Equipment and street repair. Motion carried via zoom.

NEW BUSINESS

a. *Review and approve quote to sealcoat Glacier River Bike Trail and four tennis courts at Rock River Park as budgeted.*

Director Franseen presented quotes for the budgeted project. The Department has worked with Midwest Sealcoat in the past and has been very happy with their product. To cover the \$42,000 estimate, there is \$28,500 budgeted in the Parks Capital Outlay, a private donation in the amount of \$12,000 and the remaining amount of \$1,500 will be expensed to the parks supplies account.

Cm. Scherer moved, seconded by Cm. Kotz to approve the quote from Midwest Sealcoat not to exceed \$42,000 to sealcoat the Glacial River Bike Trail and four tennis courts at Rock River Park. Motion carried unanimously via Zoom.

MISCELLANEOUS

a. *City, Sewer, Water, Stormwater Utility, and Funds 4, 5, 6, 7, 12, 13, and 14 Year-End Financial Statements as of December 31, 2021, and approve non-lapsing accounts and year-end appropriations.*

Clerk Ebbert reviewed the financials, over draws, under budget accounts and carry over of non-lapsing funds.

Cm. Kotz moved, seconded by Cm. Johnson to accept and file year-end financial statements for all funds. Motion carried unanimously via Zoom.

Cm. Scherer moved, seconded by Cm. Johnson appropriate \$579,007.86 from the General Fund for the overdrawn accounts. Motion carried unanimously via Zoom.

Cm. Kotz moved, seconded by Cm. Johnson to approve non-lapsing accounts of \$2,131,432.66 from 2020 to 2021. Motion carried unanimously via Zoom.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. *Verified claims.*

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

ADJOURNMENT

Cm. Scherer moved, seconded by Cm. Johnson moved to adjourn. Meeting adjourned 7:44 pm.

Respectfully submitted
Michelle Ebbert



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 10, 2021

TO: City Council
FROM: Michelle Ebbert, Clerk/Finance Director
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 Resident/Individual category. There were no nominations for the Community Organization or Local Business categories.

<i>Local business</i>	<i>No nominations</i>
<i>Community organization</i>	<i>No nominations</i>
<i>Resident/Individual</i>	<i>Kaitlin Myren-Celkis</i>

Financial Analysis:
None.

Staff Recommendation:
Staff is recommending the above award be presented. A plaque will be prepared for Pres. Becker to present to Ms. Myren-Celkis at the City Council meeting.

**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: Kaitlin Muren-Celkis
Address: 430 Jefferson St. Fort Atkinson
Phone No.: 608-219-0582

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.)


(See attached)

4. Name of individual/group submitting nomination:

Name: Kris England
Address: 65875 Hedrick Dr. Fort Atkinson
Phone No.: 920 650-1108

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.


Council President

Kaitlin has been working hard to create rain barrels in their yard for their gardens, to make their gardens more sustainable by using organic methods and edible plants that are native, and to offer a certified, local *Little Free Library*. Overall, she is very resourceful and deserving of this honor.

* I could
write a LOT more,
but needed to
stick to 50
words or
less



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 10, 2021

TO: City Council

FROM: Andy Selle, PE ; Brooke Franseen

SUBJECT: No Mow May

Background:

Heart of the City has expressed interest in introducing a temporary exception to Section 102-121 "Vegetation" Part (b)(1) which allows for grass to exceed the stated eight inch maximum to facilitate promotion and education of habitat necessary for successful emergence and survival of pollinators in the month of May.

Discussion:

This proposed exception would allow rear yards of residential properties or designated City owned property to be exempt from enforcement of Section 102-121 "Vegetation" requiring grass to be kept less than 8 inches tall. The exemption would expire on June 1, 2021.

The four pieces of City owned property to be included in this exception are:

- Barrie Park near the playground on the corner
- North Main St. and N Fourth St by the train tracks
- A swatch near the electronic sign at Jones Park
- Wilcox Park section

Staff have reviewed the request and, provided it is kept to the rear yards and promptly mowed by the June 1 deadline, believe it can move forward on a trial basis for this year.

The request will require a temporary change to the ordinance as noted.

Recommendation:

City staff recommends approval of the temporary exception to Section 102-121 "Vegetation" Part (b)(1) from May 1, 2021 to June 1, 2021, thus declaring "No Mow May" in the City of Fort Atkinson. The formal exception is attached.

Resolution:

Whereas, Fort Atkinson residents require food to sustain their lives and one of every three bites of food consumed requires pollinators,

Whereas, the City has a strong public interest in and duty toward the continuing survival of its residents,

Whereas, the pollinators whose activities generate our food consists of bees, butterflies, moths, birds, as well as many others and these pollinator species are in decline due to pesticide treatments and mowing, urban sprawl, habitat loss, disease and parasites,

Whereas, the formative period for establishment and nourishment of pollinator species occurs in late Spring and early Summer upon emergence from hibernation, at the same time supporting plants emerge and blossom, offering them habitat and forage opportunities,

Whereas, the United States Environmental Protection Agency recognized the necessity of protecting pollinators by establishing a very first “National Pollinator Week” proclamation last year for the week of June 22-26, 2020, and

Whereas, pollinator foraging and development is reduced by leaf removal and mowing of grass,
Now, Therefore,

BE IT RESOLVED that the City of Fort Atkinson recognize a “No Mow May” initiative for the promotion and education about this critical period for pollinator emergence and survival, allowing for the creation of crucial pollinator-supporting habitat and early Spring foraging opportunities, and that in the rear yards of residential properties or as designated on City owned property by the Director of Parks and Recreation, until June 1, 2021 the City of Fort Atkinson shall temporarily suspend enforcement of Section 102-121 “Vegetation” Part (b) (1) - *Grass and weeds shall be less than eight inches tall on improved, unimproved or vacant properties unless addressed otherwise in this section.*



Permit Report

01/01/2021 - 01/31/2021

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

21397	611 E. Sherman Ave.	Fort Healthcare	Add/Alter Commercial	Negative pressure area	30,500	\$242.40
21401	1905 Central Coast Ln.	Riverstone	Add/Alter Commercial	moving door and sink	6,000	\$34.00
						\$276.40

Group Total: 2

Group: Demo/Raze

21400	426 McMillen St.	Fort Healthcare	Demo/Raze	Raze of existing office building	0	\$80.00
						\$80.00

Group Total: 1

Group: Electrical

21385	200-202 Heritage Dr.	JT Developers	Electrical	New Condo; 200 amp service	0	\$260.00
21390	108 Radloff St.	Henri Kinson	Electrical	New single family home electrical	0	\$195.00
21393	421 Washington St	Eugene Dabel	Electrical	Addition/Remodel	0	\$42.50
21394	1200 Aztec Ct	John Tuttle	Electrical	Addition	0	\$60.00
21398	1513 Lena Ln.	Lynn & Cindy Staude	Electrical	New Single Family Electrical	0	\$150.00
21404	411 McKee Ct.	Kimberly Kirby	Electrical	Water heater	0	\$40.00
21406	411 McKee Ct.	Miguel Lira	Electrical	furnace & fan	0	\$45.00
21408	611 E Sherman Ave.	Fort Healthcare	Electrical	OB neg pressure room	0	\$45.75

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21414	313 Madison Ave.	Kwik Trip Inc.	Electrical	replace service entrance conductor	0	\$36.00
21415	1720-1722 Montclair Pl.	RTLE Properties LLC	Electrical	New two family Electric	0	\$160.00
						\$1,034.25

Group Total: 10

Group: HVAC

21391	108 Radloff St.	Henri Kinson	HVAC	New single family home hvac	0	\$135.00
21392	506 Hillcrest Dr	Valeria Santana	HVAC	Fireplace	0	\$65.00
21396	639 Grant St.	Jon Pundsack	HVAC	Replace Furnace	0	\$65.00
21405	515 Lexington Blvd	Miguel Lira	HVAC	Replace Furnace	0	\$65.00
21413	1543 Rangita St.	Lynn Lese-Krive	HVAC	Replace Furnace	0	\$65.00
						\$395.00

Group Total: 5

Group: Plumbing

21387	28 Wilson Ave.	Treesa Landry	Plumbing	Sewer Lateral	0	\$105.00
21388	1614-1618 Premier Pl.	Joseph Esther	Plumbing	Sewer & Water Laterals	0	\$180.00
21389	421 Washington St	Eugene Dabel	Plumbing	Bathroom	0	\$54.00
21402	1905 Central Coast Ln.	Riverstone	Plumbing	sink	0	\$36.00
21403	411 McKee Ct.	Seider Heating & Plbg	Plumbing	Water Heater	0	\$36.00
21407	313 Madison Ave.	Kwik Trip Inc.	Plumbing	2 sinks	0	\$42.00
21410	611 E Sherman Ave.	Fort Healthcare	Plumbing	sink	0	\$36.00

Permit #	Permit Location	Owner Name	Project type	Permit Description	Estimated Project Cost	Total Fees
21412	337 Robert St.	Brett Riggs	Plumbing	replacing water supply trunk lines	0	\$36.00
						\$525.00

Group Total: 8

Group: Right of Way Opening Permit

21386	28 Wilson Ave		Right of Way Opening Permit	Street Opening	0	\$50.00
21409	Lillian St	WE Energies	Right of Way Opening Permit	Street Opening	0	\$50.00
21411	200 Heritage Dr		Right of Way Opening Permit	Street Opening	0	\$50.00
						\$150.00

Group Total: 3

Group: Sign

21399	825 Lexington Blvd.	World Finance Corp	Sign	Temp. sign permit	500	\$55.00
						\$55.00

Group Total: 1

Group: Single Family Alteration/Addition

21395	813 Dempster St.	Jason Hare	Single Family Alteration/Addition	egress window	6,716	\$31.50
						\$31.50


Group Total: 1

						\$2,547.15
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Total Records: 31

2/1/2021

Submitted 2/1/21


Building Inspector



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 8, 2021

TO: Fort Atkinson City Council

FROM: Adrian Bump, Police Chief

SUBJECT: 2020 Call Data Update on Adult Care Facilities

Background:

The City of Fort Atkinson enacted a temporary moratorium on the approval of new 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 shows call data specific to the police departments response to Adult Care Facilities. The data shows the actual call volume from CBRF's coming into the police department annually. The current numbers show data gathered from 2010 through 2020.

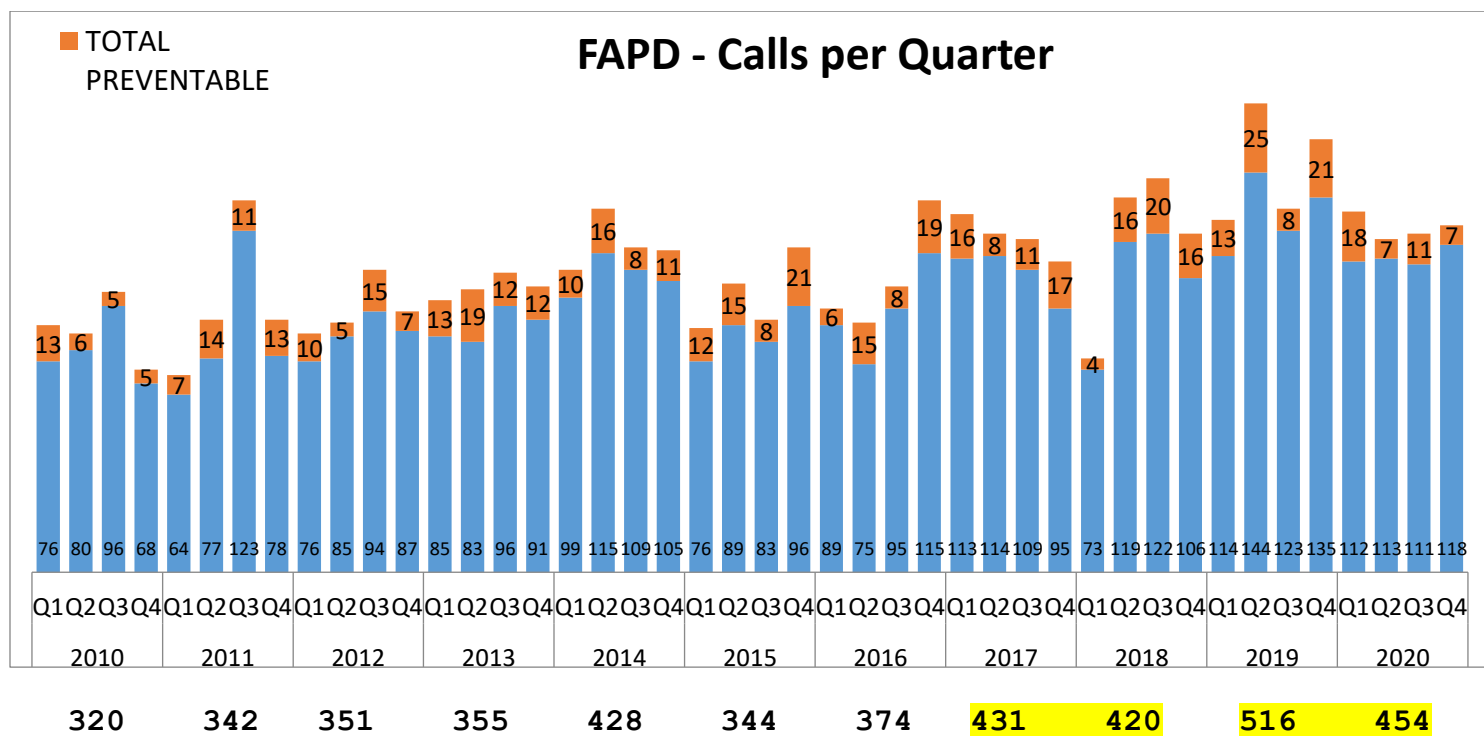
2020 Data & Update:

Qualifying Chronic Nuisance Property Group Homes:

There is currently four (4) CBRFs that have qualified under the City Ordinance related to Chronic Nuisance Properties. 502 Nikki Lane, 509 Nikki Lane, 28 E Sherman Ave, and 1212 Adrian Blvd. These CBRFs have all been issued warning letters for being Chronic Nuisance Properties. Further qualifying calls would result in fines and bills for service.

2010 - 2020 Police Call Data

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



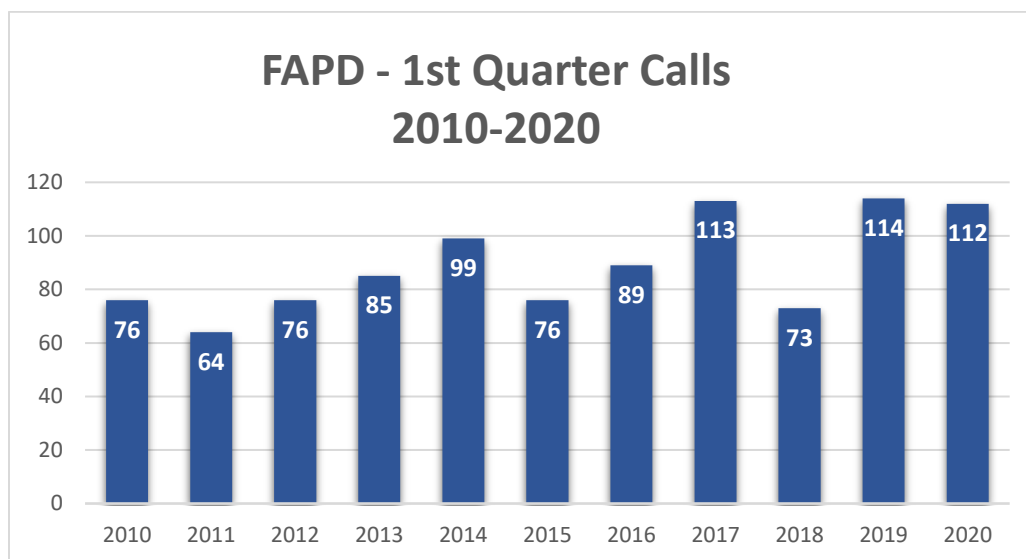
2010 - 2020 Police Call Data (Continued)

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 after working to reduce preventable calls. We found that the calls continued to remain at high levels. Our efforts to try and reduce the preventable calls provided no value in reducing the burden on emergency services. We have seen an increase in all calls for group homes. Call data shows that the past four years reflect a significant increase in emergency service calls. 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.

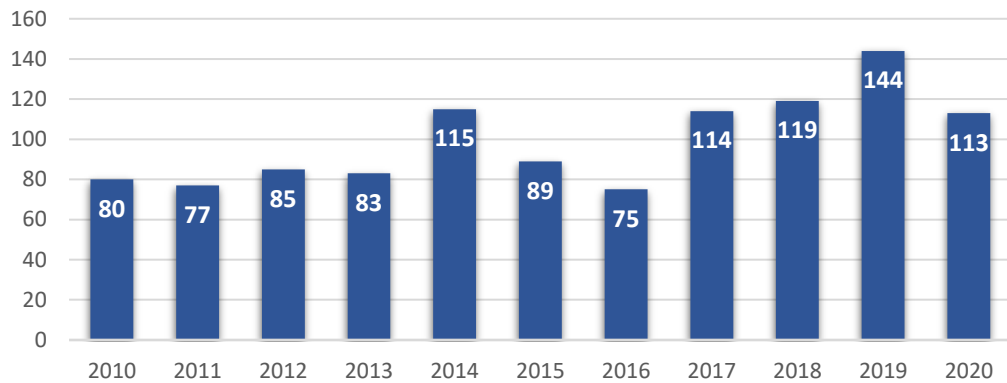
2020 Call Data shows a significant rise in calls for service to these businesses/homes over a four-year period. 2020 was the second highest year for CBRF call volume since 2010 when we first noticed the negative impact on emergency services. It's important to also recognize the continued upward trend in call volume that has occurred since the lift of the moratorium in mid-2018.

Below is a look at the numbers related to CBRFs by quarter for 2010-2020.

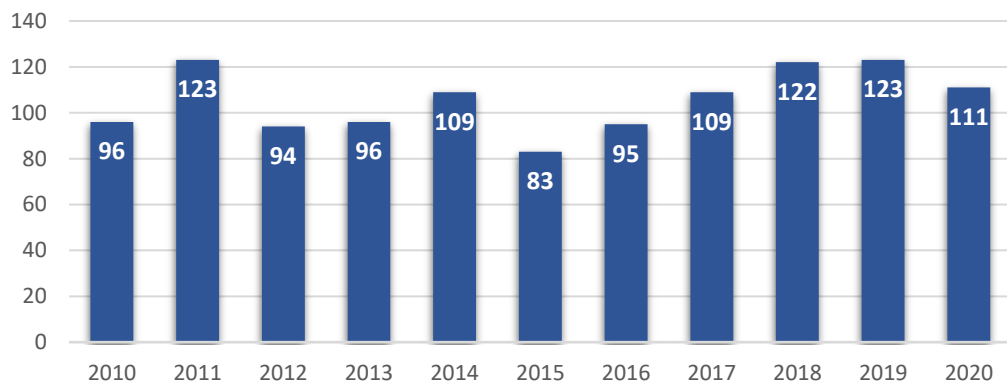
Comparing Quarters from 2010-2020



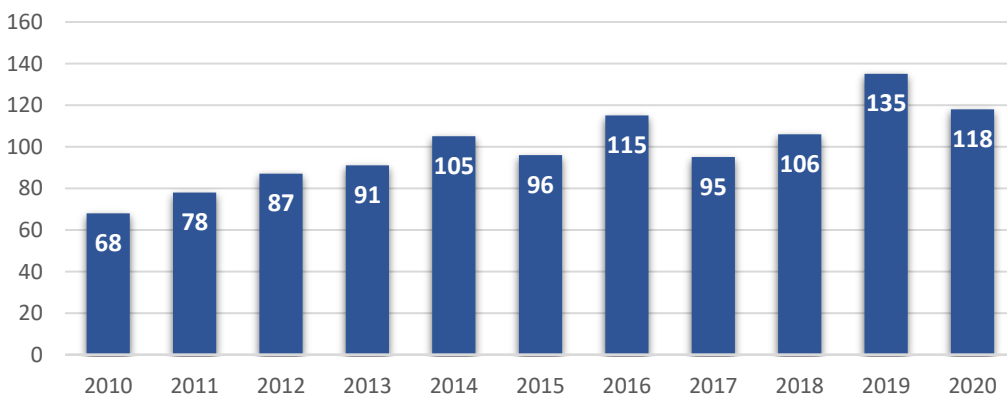
FAPD - 2nd Quarter Calls 2010-2020



FAPD - 3rd Quarter Calls 2010-2020



FAPD - 4th Quarter Calls 2010-2020



Final Observations:

Call volume continues to stay at high levels for this specific type of business and reinforces the thought that the best run facility will still require a base level of emergency service for their population. The high number of facilities within our community will continue to impact and strain public safety services. Adjustments to public safety manpower and resources is the final option toward a solution that has not been implemented.

The increased volume of calls and the increasing time that many calls for service require reveal that Fort Atkinson's Public Safety is working beyond its capacity most days. The Police Department saw an increase of 970 calls for service in 2019 (12% increase). The Police Department only had a decrease of 39 calls for service in 2020 even after a decision to reduce proactive traffic enforcement and other non-essential calls for service reactive to COVID-19. If we specifically look at the Adult Care Facilities in Fort Atkinson, we see a 19% increase in calls for service from 2018 to 2019. In 2020 we see only a slight decrease in calls for service, but see that we currently have a yearly average of 455 calls for service to CBRF's over the past four years. The average officer handles approximately 560 calls a year within our agency. These calls for services are 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 23 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



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 5, 2021

TO: City Council

FROM: Daryl Rausch, Fire Chief

SUBJECT: Fire station change order for Spacesaver

Background

During the initial bidding for the fire station, Spacesaver was awarded the bid for storage shelving cabinets and lockers for the building. Spacesaver provided all the requested items at material cost only with manufacturing and installation listed as a \$100,000 donation. One area that we were unsure of needs was in the apparatus maintenance shop so this area was not provided for in the original bid.

The new shop area was built in a portion of the former apparatus bays with a 15' high ceiling. This excess height provides for a large amount of parts and supply storage if correctly configured. Spacesaver does not manufacture this type of high rack storage but has agreed to source and install the racking as part of the overall installation.

The additional cost to add this high rack and pallet rack system is \$4,497.00

Discussion

This addition makes better use of the high ceiling space to provide additional storage that could otherwise not be utilized

Financial Impact & Funding Source

The funding for this portion of the project is available from the furnishings budget in the project and represents no additional or unexpected cost for the project. Remaining Balance in furnishings budget is \$31,707.33.

Recommendation

We recommend approval of the attached change orders.



Spacesaver Storage Systems, Inc.
1450 Janesville Avenue
Fort Atkinson, Wisconsin, USA 53538-2798
Tel: 920.563.6362 | Fax: 920.563.2702
www.spacesaver.com

Date: 01/27/2021

To: Fort Atkinson Fire Dept.

Attn: Mike Lawrence / Mike Reel

Subject: Project Change Request

Dear Mr. Lawrence

Please find attached revised cost summary for **FORT ATKINSON FIRE DEPT.** This proposal includes the following:

Room 120

- North wall; Pallet racking system \$2,275.00
- East wall; Widespan racking system \$912.00
- South wall; Cantilever wall system \$710.00
- West wall; Widespan racking system \$600.00

TOTAL NET INCREASE \$ 4,497.00

Please sign and return a copy of this proposal should you wish for us to proceed with this work.

Please do not hesitate to call me with any questions.

QUOTE VALID FOR 60 DAYS

Sincerely,

Jen Coates
Spacesaver Project Manager

PC1477-10-12
SSDWI9.1.25



Storage Solved®

Project Change Approval											
Project Name: Fort Atkinson Fire Dept	Project Number	Date									
Requested by: Jen Coates	JNT-000362	01/27/21									
Change Information											
<u>Description of change:</u> -RM 120 Additional Widespan & Pallet Rack System <ul style="list-style-type: none"> North wall; pallet rack system \$2,275.00 East wall; widespan rack system \$912.00 South wall; widespan rack system \$712.00 West wall; widespan rack system \$600.00 											
<u>Reason For Change:</u> customer request											
<u>Breakout Cost of Change:</u> <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 60%;">Spacesaver material</td> <td style="width: 10%; text-align: center;">\$4,283.08</td> <td style="width: 30%;"></td> </tr> <tr> <td>5% margin</td> <td style="text-align: center;">+</td> <td style="text-align: center;"><u>\$213.92</u></td> </tr> <tr> <td>TOTAL</td> <td></td> <td style="text-align: center;">\$4,497.00</td> </tr> </table>			Spacesaver material	\$4,283.08		5% margin	+	<u>\$213.92</u>	TOTAL		\$4,497.00
Spacesaver material	\$4,283.08										
5% margin	+	<u>\$213.92</u>									
TOTAL		\$4,497.00									
<u>Total Net Contract Increase:</u> \$4,497.00											
<u>Change to Project Schedule:</u> additional 2 days <ul style="list-style-type: none"> Change orders will not be processed, parts ordered, or work completed without written change order approval or receipt of this signed document. Request contract extension if this work will go beyond the contract date. 											
Required Approvals											
SSC Jen Coates Project Manager	Sign:	Date: 01/27/21									
Customer (print name)	Sign:	Date:									

PC1477-10-12
SSDWI9.1.25





CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 10, 2021

TO: City Council

FROM: Paul Christensen, Wastewater Supervisor

SUBJECT: Utility Network Server Replacement

Background: The 2021 Wastewater Utility budget contains \$10,000 for the replacement of network server for the Utility. The server was last replaced in 2013 and is running Windows Server 2008, which is no longer supported.

Discussion: The server replacement includes the hardware, Windows Server 2019 Standard Edition and licenses, and labor for setup and installation. The server tower was purchased in late 2020 to take advantage of an end of year discount from HP Enterprise.

Financial Analysis: A proposal was requested from Ignatek, the City's IT provider, for the remainder of the project. We received the following quoted price.

Ignatek, Janesville, WI	\$7,578.00
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Staff Recommendation: Staff recommends the purchase of the network server hardware, software, and installation services from Ignatek, LLC for the cost of \$7,578.00. The server tower cost was \$1,327.00, bringing the total project cost to \$8,905.00.



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 12, 2020

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

Background:

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

Discussion:

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

- | | | |
|----|--------------------|--------------------------|
| 1. | Heather Morgan | Bridge |
| 2. | Christopher Berndt | Stop-n-Go |
| 3. | Danielle Drays | Kwik Trip Janesville Ave |

Financial Analysis:

None.

Staff Recommendation:

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



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 10, 2021

TO: City Council

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

SUBJECT: Change of Agent - Kwik Trip Inc dba Stop-No-Go #1502, 313 Madison Ave

Background:

Alcohol Licenses issued to Limited Liability Companies must appoint an agent to operate the business. Agent responsibilities per Statute are listed below:

(6) LICENSES TO CORPORATIONS AND LIMITED LIABILITY COMPANIES; APPOINTMENT OF AGENTS.

125.04(6)(a)(a) Agent. No corporation or limited liability company organized under the laws of this state or of any other state or foreign country may be issued any alcohol beverage license or permit unless:

125.04(6)(a)1. 1. The entity first appoints an agent in the manner prescribed by the authority issuing the license or permit. In addition to the qualifications under sub. (5), the agent must, with respect to character, record and reputation, be satisfactory to the issuing authority.

125.04(6)(a)2. 2. The entity vests in the agent, by properly authorized and executed written delegation, full authority and control of the premises described in the license or permit of the entity, and of the conduct of all business on the premises relative to alcohol beverages, that the licensee or permittee could have and exercise if it were a natural person.

125.04(6)(b) (b) Successor agent. A corporation or limited liability company may cancel the appointment of an agent and appoint a successor agent to act in the agent's place, for the remainder of the license year or until another agent is appointed, as follows:

125.04(6)(b)1. 1. The successor agent shall meet the same qualifications required of the first appointed agent.

125.04(6)(b)2. 2. The entity shall immediately notify the issuing authority, in writing, of the appointment of the successor agent and the reason for the cancellation and new appointment.

125.04(6)(c) (c) Authority of successor. A successor agent shall have all the authority, perform all the functions and be charged with all the duties of the previous agent of the corporation or limited liability company until the next regular or special meeting of the issuing authority if a license is held. However, the license of the corporation or limited liability company shall cease to be in force if, prior to the next regular or special meeting of the issuing authority, the clerk of the licensing authority receives notice of disapproval of the successor agent by a peace officer of the municipality issuing the license.

Discussion:

Stop-N-Go #1502 submitted documentation for appointment of a new agent, Dawn Brehmer to the 313 Madison Avenue location owned by Kwik Trip Inc. A background was conducted.

Financial Analysis:

A Change of Agent fee, \$10.00 was paid by Kwik Trip.

Staff Recommendation:

Approval of the appointment of Dawn Brehmer as Agent of Stop N Go #1502.



Legal

PHONE 608-781-8988

FAX 608-793-6120

1626 Oak St., P.O. Box 2107

La Crosse, WI 54602

www.kwiktrip.com

February 1, 2021

City Clerk
City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538-1896

RE: Appointment of Agent
Stop-N-Go 1502

Dear City Clerk:

A new manager, Dawn Brehmer, has been assigned to take over leadership responsibilities of the Stop-N-Go 1502 convenience store. Therefore, we would like to appoint Dawn as the agent of the store.

Enclosed please find completed Appointment of Agent and Auxiliary Questionnaire forms as well as a \$10.00 check to cover the administrative fee. I respectfully request that you include this change request on the agenda of your next City Council meeting for consideration.

Please contact me if you require any further information at (608)793-6262 or DHafner@kwiktrip.com. Thank you in advance for your assistance with this matter.

Yours truly,

Deanna Hafner
Licensing Agent

Enclosures



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: February 10, 2021

TO: City Council
FROM: Michelle Ebbert, City Clerk/Treasurer/Finance Director
SUBJECT: Real and Personal Property Tax Collections

Background:

Real Property and Personal Property tax bills are mailed to property owners in early December with two installment options for payment. The first installment is due on or before January 31st to the City Clerk/Treasurer. The second installment is due on or before July 31st to the County Treasurer. Property owners may pay the entire amount on or before January 31st.

Discussion:

Included is the YTD Postponed/Delinquent summary of personal property and real estate tax collections for 2020.

2020: Total real property \$21,152,969.25.	Collected \$17,325,358.85 or 82%.
2020: Total personal property \$389,011.90.	Collected \$366,943.27 or 94%

Prior years for comparison.

2019: Total real property \$20,877,930.22. Collected \$16,391,475.23 or 79%.

2019: Total personal property \$412,637.65. Collected \$393,983.32 or 95%.

2018: Total real property \$19,743,086.92. Collected \$15,687,448.77 or 79%.

2018: Total personal property \$389,794.15. Collected \$379,884.14 or 97%.

2017: Total real property \$19,090,207.29. Collected \$15,396,427.17 or 80%.

2017: Total personal property \$445,476.80. Collected \$415,162.70 or 93%.

Financial Analysis:

Delinquent personal property accounts were mailed a follow up invoice on February 10th reminding them of the outstanding balance that was due January 31st.

Delinquent balances accrue 1% interest each month, beginning in March.

Staff Recommendation:

We have been very successful in collecting balances and offering payment plans if requested. However, I would like the authorization to refer the unpaid personal property taxes to the City Attorney for collection if collection attempts are unsuccessful.