



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JUNE 20, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/5997866403?pwd=alcreldSbGpNUVI1VnR1RWF5bXovdz09>

Meeting ID: 599 786 6403

Passcode: 53538

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AGENDA

1. **Call meeting to order**
2. **Roll call**
3. **Public Hearings – None**
4. **Public Comment:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*
5. **Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*
 - a. Review and possible action relating to the **minutes of the June 6, 2023 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the June 13, 2023 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the minutes of the June 14, 2023 **Parks and Recreation Advisory Board** (Franseen, Parks and Recreation Director)
- d. Review and possible action relating to **building, plumbing, and electrical permit report for May 2023** (Draeger, Building Inspector)
- e. Review and possible action relating to the City Clerk-issued **License and Permit Report for May 2023** (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of May 31, 2023 (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to **Citizen Appointments to Committees, Commissions, and Boards** (Houseman, City Manager)

6. Petitions, Requests, and Communications

- a. Review and possible action relating to proclamation recognizing **July as Parks and Recreation Month** in the City of Fort Atkinson (Houseman, City Manager)

7. Resolutions and Ordinances:

- a. Second and possible third/final reading and action on an Ordinance relating to a **Zoning Map Amendment** to change the zoning from Downtown Periphery Mixed Use (DPMU) to Neighborhood Mixed Use (NMU) for the properties located at 211 Milwaukee Avenue East and 210 South Water Street East (Selle, City Engineer/Director of Public Works)

8. Reports of Officers, Boards, and Committees:

- a. City Manager's Report (Houseman, City Manager)

9. Unfinished Business – None

10. New Business:

- a. Review and possible action to authorize the City Manager to **sign a contract for agenda management services** with CivicPlus (Houseman, City Manager)
- b. Review and possible action relating to the **Wastewater Utility 2022 Compliance Maintenance Annual Report (CMAR)** to Wisconsin Department of Natural Resources (Christensen, Wastewater Superintendent)
- c. Review and possible action relating to the 2023-2025 **Fort Youth Tackle Football Field Use and Concession Stand Agreement** (Franseen, Parks and Recreation Director)

- d. Review and possible action to **Upgrade and Improve Neighborhood Storm Warning Sirens** (Rausch, Fire Chief)

11. Miscellaneous – None

12. Claims, Appropriations and Contract Payments:

- a. Review and possible action relating to the **Verified Claims** presented by the Director of Finance and authorization of payment (Ebbert, Clerk/Treasurer/Finance Director)

13. Adjournment

Date Posted: June 16, 2023

CC: City Council; City Staff; City Attorney; News Media; Fort Atkinson School District; Fort Atkinson Chamber of Commerce

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City of Fort Atkinson
City Clerk/Treasurer's Office
101 N. Main Street
Fort Atkinson, WI 53538

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JUNE 6, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER:

President Johnson called the meeting to order at 7:00 pm.

2. THE CITY CLERK WILL ADMINISTER THE OATH OF OFFICE TO NEWLY APPOINTED ELECTED COUNCIL MEMBER LESCOHIER (EBBERT, CLERK/TREASURER/FINANCE DIRECTOR)

3. ROLL CALL

Present: Council members Becker, Jaeckel, Lescohier, Schultz and President Johnson. Also present: City Manager, City Clerk/Treasurer, City Attorney, City Engineer, Public Works Superintendent, Park & Recreation Director and Museum Director.

4. PUBLIC HEARING – NONE

5. PUBLIC COMMENT:

Nate Friedl, 430 N High Street – Vice President of the Jefferson Half Mile ATV Club. He supports the use of ATV/UTV on City streets.

Dean Trost, 1315 Montclair Place – President of a local group and supports the use of ATV/UTV on City streets.

6. CONSENT AGENDA:

a) Review and possible action relating to the minutes of the May 16, 2023 regular Fort Atkinson City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)

b) Review and possible action relating to the minutes of the May 23, 2023 regular Fort Atkinson Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)

c) Review and possible action relating to the minutes of the May 25, 2023 License Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)

d) Review and possible action relating to the minutes of the June 1, 2023 Police and Fire Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)

e) Review and possible action relating to a Temporary Class B Retailer's Licenses for the Fort Atkinson Historical Society Special Events (Ebbert, Clerk/Treasurer/Finance Director)

f) Review and possible action Special Event: Lemke Legacy 5K on Saturday, July 15, 2023 from 9 a.m. to 11 a.m. at Lion's Park Shelter, Glacier Trail (Ebbert, Clerk/Treasurer/Finance Director)

g) Review and possible action Special Event: Fort Fall Fiesta on Saturday, Sept. 9, 2023 from 9 a.m. to 4 p.m. at Jones Park (Ebbert, Clerk/Treasurer/Finance Director)

h) Review and possible action Special Event: Dwight Foster Food Truck Festival on Sunday, Sept. 10, 2023 from 11 a.m. to 3 p.m. at 200 block of Merchants Avenue (Ebbert, Clerk/Treasurer/Finance Director)

i) Review and possible action relating to Citizen Appointments to Committees, Commissions, and Boards (Houseman, City Manager)

Cm. Becker moved, seconded by Cm. Jaeckel to approve the Consent Agenda as listed, items 6.a. through 6.i. Motion carried.

7. PETITIONS, REQUESTS, AND COMMUNICATIONS – NONE

8. RESOLUTIONS AND ORDINANCES

a) Third and Final reading of an Ordinance to adopt Amendments to the City of Fort Atkinson Comprehensive Plan (Selle, City Engineer/Director of Public Works)

Engineer Selle reviewed the unanimous recommendation that arose from the joint meeting of the City Council and Plan Commission on May 9, 2023 that included the following properties: 426 McMillen Street, 500, 550, 650 and 660 McMillen Street, 601 Handeyside Lane and two parcels bounded by High Street and McMillen Street.

Cm. Becker moved, seconded by Cm. Schultz to enact the ordinance to adopt the amendments to the City of Fort Atkinson Comprehensive Plan. Motion carried.

b) Third and Final reading of an Ordinance relating to a Zoning Map Amendment to change the zoning from Institutional (I) to Single Family Residential (SR-5) and Duplex (DR-8) for the property formerly addressed 426 McMillen St. (Selle, City Engineer/Director of Public Works)

Engineer Selle discussed the process that began with the first reading of the Zoning Map Amendment to rezone the property formerly addressed 426 McMillen Street from Institutional (I) District to Single-family Residential (SR-5) District for Lots 2-5 and from Institutional (I) District to Duplex Residential (DR-8) for Lot 1 at its meeting May 2, 2023. The Plan Commission recommended City Council approval of the proposed Zoning Map Amendments to rezone the property at a Joint meeting of the Plan Commission and City Council on May 9, 2023. The City Council held the second reading of the Zoning Map Amendment at the May 9, 2023 meeting. Cm. Schultz moved, seconded by Cm. Jaeckel to enact the ordinance amending the Official Zoning Map of the City of Fort Atkinson to change the zoning of the subject property from Institutional to Single-Family Residential and Duplex. Motion carried.

c) First reading of an Ordinance relating to a Zoning Map Amendment to change the zoning from Downtown Periphery Mixed Use (DPMU) to Neighborhood Mixed Use (NMU) for the property located at 211 Milwaukee Avenue East and 210 South Water Street East (Selle, City Engineer/Director of Public Works)

Engineer Selle presented the request from the property owner, Rock River Assets, LLC, who had applied for a Zoning Map Amendment for the vacant properties located at 211 Milwaukee Avenue East and 210 South Water Street East. She has requested to change the zoning from Downtown Periphery Mixed Use (DPMU) to Neighborhood Mixed Use (NMU) to facilitate future development. At the meeting on May 23, 2023, the Plan Commission reviewed this matter and

recommended that the City Council adopt an Ordinance changing the zoning of the property with the following conditions: Combining of the 2-lots by CSM, approved by Plan Commission and City Council, Site Plan review and approval by the Plan Commission prior to the issuance of any building permits and any other recommendations of City staff and the Plan Commission.

Cm. Jaeckel moved, seconded by Cm. Schultz to direct the City Manager to prepare this Ordinance for a second Reading at the June 20, 2023 City Council meeting. Motion carried with Cm. Becker abstaining.

9. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

a) City Manager's Report (Houseman, City Manager)

No action required.

10. UNFINISHED BUSINESS – NONE

11. NEW BUSINESS:

a) Review and possible action relating to Council Appointments to Committees, Commissions, and Boards by Council President (President Johnson)

Cm. Becker moved, seconded by Cm. Lescohier to approve the council appointments to Committees, Commission and Boards by the Council President. Motion carried.

b) Review and possible action on the 2022 Department of Natural Resources annual Recycling Report (Selle, City Engineer/Director of Public Works)

Engineer Selle reviewed the annual report documents that the city recycled 762.23 tons of materials. This is compared to 1005.91 in 2021. The city recycled 121.15 pounds per capita, which surpasses the standard of 106.55 pounds. The city has met the collection standard. The City's net eligible recycling costs excluding yard waste are \$225,262.10 which exceeds our Grant amount. The city will receive the full amount of the grant, \$35,132.55.

Cm. Becker moved, seconded by Cm. Schultz to approve the 2022 Department of Natural Resources annual Recycling Report. Motion carried.

c) Review and possible action relating to Alcohol Beverage License applications for the licensing period of July 1, 2023 to June 30, 2024 (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert presented the applications for renewal beginning July 1, 2023. License renewal letters are sent to current license holders in March with a due date of April. This allows Staff time to review the applications and follow up with any questions. The Police Department also conducts a premise compliance check which allows positive contact between the Officers and business holders. The Officers provide a report of their inspection and share any concerns. Quotas exist for Class A Intoxicating Liquor, Class A Fermented Malt and Class B Intoxicating Liquor. Of said quotas, there are two licenses available for Class A Fermented Malt Beverages.

Cm. Lescohier moved, seconded by Cm. Schultz to approve the Renewal Alcohol Beverage License applications listed in the staff report for the licensing period of July 1, 2023 to June 30,

2024, contingent upon all monies owned to the City are paid prior to license issuance by the City Clerk. Motion carried.

d) Review and possible action relating to Cigarette and Tobacco Products Retail License applications for the licensing period of July 1, 2023 to June 30, 2024 (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert reviewed the cigarette license applications. No concerns were raised from the applications submitted.

Cm. Schultz moved, seconded by Cm. Becker to approve the Cigarette and Tobacco Products Retail License applications for the licensing period of July 1, 2023 to June 30, 2024, contingent upon all monies owned to the City are paid prior to license issuance by the City Clerk. Motion carried.

e) Review and possible action relating to Alcohol Beverage License application for the licensing period of July 1, 2023 to June 30, 2024 (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert discussed the license held by Connie Jansen doing business as Remmingtons' LLC at 1245 Whitewater Avenue (Jansen's Banquet Hall). The Jansen's sold the property to Corey and Maren McGrath and they have been operating the space jointly until the license was approved. Jansen has provided a letter surrendering their license upon approval of the application from McGrath.

Cm. Jaeckel moved, seconded by Cm. Schultz to approve the Alcohol Beverage License application for the licensing period of July 1, 2023 to June 30, 2024 for McGrath Catering contingent upon all monies owed are paid prior to license issuance by the City Clerk. Motion carried.

12. MISCELLANEOUS – NONE

13. CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS:

a) Review and possible action relating to the Verified Claims presented by the Director of Finance and authorization of payment (Ebbert, Clerk/Treasurer/Finance Director)

Cm. Leschier moved, seconded by Cm. Schultz to approve the Verified Claims as presented. Motion carried.

14. ADJOURNMENT

Cm. Becker moved, seconded by Cm. Schultz to adjourn. Meeting adjourned at 7:40 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer/Finance Director



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JUNE 13, 2023 – 4:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

Manager Houseman called the meeting to order at 4:00 pm.

2. ROLL CALL

Present: Manager Houseman, Engineer Selle, Council Rep Schultz, Commissioners: Gray, Shull, Kessenich and Highfield. Also present: Public Relations Executive Assistant, Assistant City Engineer and Building and Zoning Administrator.

**3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE MAY 23, 2023
REGULAR PLAN COMMISSION MEETING**

Highfield moved, seconded by Selle to approve the minutes from the May 23, 2023 Plan Commission meeting as submitted. Motion carried.

**4. PRESENTATION: SUPPLEMENTAL INFORMATION RELATING TO THE PRELIMINARY PLAT
FOR THE PROPERTY FORMERLY ADDRESSED 426 MCMILLEN ST. (SELLE)**

Engineer Selle discussed the supplemental information relating to the preliminary plat for the property formerly addressed 426 McMillen St.

The Plan Commission approved the Preliminary Plat, the Zoning Map Amendment, and the Comprehensive Plan Amendments for the parcels of interest at the meeting on May 9. The City Council approved the Preliminary Plat, the Zoning Map Amendment, and the Comprehensive Plan Amendments at the meeting on June 6, 2023.

Traditionally the Preliminary Plat would include the details of the right of way improvements, standards for which exist within the Land Division and Development Code. Selle explained those details were not available for May 9 and instead are being submitted for information and comment, but no approvals are necessary.

Details of the Right of Way Improvements include:

- 30' Street width, curb face to curb face – allowing street parking on both sides
- Sidewalk on both sides of the new road and south along McMillan
- +/- 10' terrace on both side
- Stormwater pond to manage current and future development

- Water, sewer, and storm infrastructure to support new development
- Terrace trees along both sides
- Street lighting at the McMillan intersection

The proposed improvements meet all of the requirements of the Land Division and Development Ordinance. A few details of the infrastructure require updates to meet particular City of Fort Atkinson preferences for elements like water curb stops etc. The end of the road is currently planned to end in a temporary hammerhead, which is not ideal, but will be allowed with a commitment from the applicant to construct the proposed extension of Handeyside Lane to establish continuity. A deadline for this work will be spelled out in a Development Agreement that will be reviewed and approved by City Council.

Com. Kessenich asked about inconsistencies between the description in the packet and the plans including McMillen St. saying it will have sidewalk in addition to the new street. Selle said the final plan set was not included in the packet. She also asked about the width of the terrace. Selle said the terrace will be a minimum of 10 feet. Kessenich also asked about the plans for street lights on the new street. Sells said there is a light planned for the intersection.

5. **ADJOURNMENT**

Gray moved, seconded by Kessenich to adjourn. Meeting adjourned at 4:10 pm.

Respectfully submitted,
Sarah Weihert
Public Relations Executive Assistant



City of Fort Atkinson
Parks & Recreation's Office
30 N. Water St. W.
Fort Atkinson, WI 53538

**PARKS AND RECREATION ADVISORY BOARD MEETING
IN PERSON AND VIA ZOOM
WEDNESDAY, JUNE 14, 2023 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Director Franseen called the meeting to order at 4:00 p.m.

2. Roll call

Present: Don Neste, Steve Mahoney, Robert Cassiday, Rocky Baldry, Hillary Baird, Becky Romens, City Council Rep Kyle Jaeckel, Parks Maint. Supervisor JJ Yanke, Parks & Rec Director Brooke Franseen, City Manager Rebecca Houseman

3. Election of the Chair of the Parks and Recreation Advisory Board for the term of June 14, 2023 – June 1, 2024 (Franseen)

Cassiday nominated Don Neste to the position of Chair for the 2023-2024 year.
Seconded by Mahoney. Don Neste accepted the nomination. No other nominations were made.

4. Election of the Vice Chair of the Parks and Recreation Advisory Board for the term of June 14, 2023 – June 1, 2024 (Neste)

Mahoney nominated himself for the position of Vice Chair for the 2023-2024 year.
Seconded by Cassiday. No other nominations were made.

5. Review and possible action relating to the minutes of the March 8, 2023 Parks and Recreation Advisory Board meeting

Mahoney moved, seconded by Cassiday to approve the minutes of March 8, 2023.
Motion carried.

6. Old Business:

a) Update relating to the Fees in Lieu of Parkland Dedication and Park Development Fees (Franseen)

No action required.

b) Update relating to the Ballfield Lighting Subcommittee (Baldry)

No action required.

Baird noted it may be worth looking into solar panels.

The next meeting is set for July 11 at 8:30 a.m. at City Hall Conference Room.

c) Review and possible recommendation to Finance Committee relating to the 2024 Field Fees (Franseen)

Baldry noted the organization meetings were appreciated and felt the fees were comparable and fair.

Baird asked if there is a fee if City staff needs to spend more time to clean up after ball games. Franseen noted there is a statement in the Field Rental Policy regarding extra clean-up or repair costs to be assessed to the renter.

Cassiday asked about the review process of the fees. Houseman noted the fees will now be listed in the Fee Resolution and be reviewed annually.

Jaeckel moved to recommend approval of the 2024 Field Fees to the Finance Committee with the exception of the organizations who hold a user agreement. Romens seconded. Motion carried.

7. New Business:

a) Review and possible recommendation to the City Council relating to the 2023-2025 Fort Youth Tackle Football (FYTF) user agreement to City Council (Franseen)

Neste recommended to include verbiage in the agreement requiring the organization to have contents insurance.

Mahoney moved to recommend approval of the 2023-2025 FYTF user agreement to City Council subject to including verbiage requiring contents insurance. Baldry seconded. Motion carried.

8. Miscellaneous:

a) Director's report (Franseen)

The Senior Center women's restroom is scheduled for a renovation under the capital project plan this year. The women's restroom has a new vanity and new partitions. The last piece of the puzzle is new lighting in the women's and men's restrooms.

Thank you to Mike Williams, the Beautification Council, FFA students, and the parks staff for revitalizing a landscaping area on the Riverwalk in front of the condos. The BC led the project and worked with the Parks and Rec staff to see it through.

Now that the Parks & Rec Dept. has adopted a Comprehensive Outdoor Recreation Plan (CORP), the City is eligible to apply for grant dollars to assist with large projects through the DNR. The 2023 grant project was in partnership with Friends of Haumerson's Pond to build a garage/concession building at Haumerson's Pond. The grant requires a matching grant, which the Friends group already had secured through the Fort Atkinson Community Foundation, in addition to fundraising efforts. Staff should be notified by fall if the grant was awarded.

The Aquatic Center is open and busy. On opening day, Staff saw over 1,000 people in attendance. In average, the attendance has been in the range of 500-1,000 per day weather dependent. As of June 13, 460 family passes have been sold compared to a total of 500 in 2022; and 54 single passes compared to a total of 70 in 2022.

The Department purchased a laser grading machine to assist in leveling out the baseball and softball fields. The plan is to renovate one or two fields this fall.

The Department filled all seasonal positions this year, with some exceptions of requested limited hours and a number of un-paid vacation days requested. Most seasonal staff began June 12, so Staff is excited to be fully staffed again and complete some projects this summer.

Franseen spoke during the Fort Atkinson FacTalks in May with Kevin Wiesmann from Jefferson County Parks as a co-speaker.

A few projects on the park's list include getting the fountains turned on at Barrie and behind the Police Dept., installing a swinging bench at Jones Park (paid for by a donor), installing a shed at the Senior Center (also funded by a donor), repairing a part of the Municipal Building roof, painting the Bandshell at Barrie Park, removing dead Ash trees, and stump grinding the stumps that remain from taking down a number of dead Ash trees at Rock River Park in 2022.

Programming updates:

- Adult Recess was held in the rain in May and still had about 75 people in attendance. The next event is September 8, 2023.
- The large dance recital was held in May at the Young Auditorium in Whitewater with over 1,200 people in attendance and about 400 class registrations.
- Two Intro to Pickleball classes are offered this summer as a new offering and both classes are maxed out with participation of 16 people with a waitlist for each class over 10 people.
- There are 32 teams playing in the Adult Softball program at Ralph Park. Last year there were 30 teams. Fort Atkinson Parks & Rec has as many teams in the softball league as Watertown, Whitewater, and Jefferson combined.
- Skate 'n Learn is a new program this year for kids learning how to skate at the Wheels Park. The first class begins this week. The program is at capacity of 15 kids with 8 kids on the waitlist.
- There are about 80 kids signed up for the Girl's Fast Pitch Softball League that begins next week. Grades 3-8. It's about the same number of participants as 2022.
- Stuff 'n Fluff is a popular program every year and the next event is tomorrow, June 15. This program is also full at a capacity of 25 kids ages 3-11.

- Bark River Paddlers is a new program this year in partnership with Jefferson County Parks and there are currently 18 people signed up with 12 spots remaining. The event is Sat, July 8 at 10am paddling from Burnt Village to the Municipal Building.
- 97% of the most popular swim lessons are full at capacity for all summer.
- Lastly, another new program this year is a Cornhole Tournament during Baseball Fest this Sat, June 17 at Jones Park. Currently, there are 12 teams signed up with a maximum of 25 teams. Registration is open until midnight, June 15.

9. Next Meeting: Wednesday, September 13, 2023 at 4:00 p.m.

10. Adjournment

Jaeckel moved, seconded by Mahoney to adjourn. Meeting adjourned at 5:17 p.m.

Respectfully submitted,
Brooke Franseen
Parks and Recreation Director



Permit Report

05/01/2023 - 05/31/2023

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

5/12/2023	23277	827 Banker Rd	Madison College	Add/Alter Commercial	Altering vending area and bathroom	50,000	\$217.80
5/9/2023	23245	1642 Janesville Ave	J and F Real Estate LLC	Add/Alter Commercial	Altering cafe and storage area to create new office space	20,000	\$170.00
5/2/2023	23209	611 E Sherman Ave	Fort Healthcare	Add/Alter Commercial	Demo and rebuild Fort Memorial's Ambulatory Services parking lot. Scope includes new asphalt paving, concrete paving, concrete curbs & gutters, concrete sidewalks, underground storm utilities, underground electrical, retaining wall and new monument signs and landscaping.	1,038,959	\$1,535.00
							\$1,922.80

Group Total: 3

Group: Deck

5/30/2023	23315	1022 Grant St	Fred Latron	Deck	Front porch	2,500	\$76.25
							\$76.25

Group Total: 1

Group: Electrical

5/31/2023	23320	1002 Jefferson St	Donna Miller	Electrical	AIR CONDITIONER	300	\$45.00
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					BRANCH CIRCUIT		
5/25/2023	23313	109 Robert St	Lawrence Schell	Electrical	service upgrade	2,500	\$70.00
5/24/2023	23310		Brian W Bloschenko	Electrical	Electric Panel	900	\$70.00
5/23/2023	23309	207 Hickory St	Nancy Mortenson	Electrical	Solar	10,000	\$210.00
5/23/2023	23306	1504 Lena Ln	Joseph Graham	Electrical	solar	22,793	\$440.00
5/23/2023	23305	604 Chippewa Ct	Sharon Erickson	Electrical	Solar	9,854	\$190.00
5/23/2023	23304	351 Ramesh Ave	Charles Manley	Electrical	Solar	8,795	\$200.00
5/23/2023	23303	210 Heritage Dr	JT Developers and Contractors	Electrical	New single family home	15,000	\$205.00
5/23/2023	23302	208 Heritage Dr.	JT Developers and Construction	Electrical	New single family home	15,000	\$205.00
5/20/2023	23299		wilber waggoner	Electrical	WIRING IN SUN ROOM ADDITION	2,000	\$114.50
5/18/2023	23296	311 Garfield St.	Pam Wheeler	Electrical	bathroom	500	\$40.75
5/17/2023	23295	1115 Grove St	John Brophy	Electrical	basement partial finish	1,000	\$45.50
5/17/2023	23293	208 Barrie St	Emily Ashland	Electrical	outlets and wiring for washer and dryer	400	\$36.50
5/15/2023	23285	34 Elm St	Jonas Mosey	Electrical	New Solar Array	14,625	\$70.00
5/15/2023	23284	1642 Janesville Ave	J and F Real Estate LLC	Electrical	Altering cafe and storage area to create new office space	0	\$35.00
5/15/2023	23282	1418 Greene St	Terry Hoffman	Electrical	6 additional 20amp outlets/ 6 additional 15amp outlets	1,000	\$44.00
5/15/2023	23279	510 W Hilltop Tr	Nathan Korth	Electrical	Basement remodel, 25 openings	2,000	\$53.75
5/11/2023	23272	636 Jackson St	henri kinson	Electrical	new wiring , exsisting service	10,000	\$168.75
5/10/2023	23270	413 Edward St	Peter Ramirez	Electrical	Service Change	0	\$70.00
5/9/2023	23250		Jacob Brock	Electrical	Bathroom Addition	10,000	
5/9/2023	23242	1204 Comanche	Kim Purucker	Electrical	Solar PV	42,007	\$70.00
5/2/2023	23235	101 N Fourth St.	Vince Hotter	Electrical	add 4 outlets, repair 100A	10	\$70.00

					overhead service damaged by fire		
5/1/2023	23228	507 Grove St	Jon Winski	Electrical	replacing knob and tube in walls and attic	0	\$51.50
5/2/2023	23222	611 E Sherman Ave	FORT ATKINSON MEMORIAL HOSPITAL	Electrical	(727307)- Adding (10) new light poles for a parking lot, (2) new car charging stations (220V), (3) signs, piping for 2 future car stations, and (4) 4" conduits for future improvements (it's called a duct package).	180,000	\$175.00
							\$2,680.25

Group Total: 24

Group: Erosion Control

5/2/2023	23210	611 E Sherman Ave	Fort Healthcare	Erosion Control	Demo or ambulatory services parking lot. New pavement, sidewalks, storm utilities and retaining wall.	1,038,959	\$125.00
							\$125.00

Group Total: 1

Group: Fence

5/15/2023	23281	1319 Montclair Pl	Tom Pierce	Fence	New wood privacy fence	6,981	\$85.00
5/12/2023	23275	1304 Montclair Pl	Randall Wendorf	Fence	5' Chain link Fence in backyard	5,000	\$60.00
5/10/2023	23268	408 Whitewater Ave	Tyler Wegner	Fence	6' Privacy fence in backyard, treated wood	2,000	\$85.00
5/9/2023	23246	317 Jackson St.	Lisa Losianowycz	Fence	Fence	250	\$50.00
5/9/2023	23243	301 Nadig Dr.	Travis Young	Fence	Chain link in back yard and some wood fence	3,426	\$60.00

5/4/2023	23239	1401 Commonwealth Dr.	Mallory Rivera	Fence	Wood Privacy Fence 6' tall	5,000	\$85.00
5/4/2023	23237	309 Jefferson St	Heidi Laudon	Fence	6' dogeared stockade	5,668	\$60.00
5/2/2023	23233	108 W Cramer St	Sherry Behnken	Fence	Chain Link fence	1,681	\$60.00
5/1/2023	23229	1112 Laurie Dr	Christine Roth	Fence	Fence in side and rear yard	12,000	\$60.00
							\$605.00

Group Total: 9

Group: HVAC

5/18/2023	23297	636 Jackson St.	Rex A Baker	HVAC	New furnace, ac and ductwork	12,000	\$165.00
5/17/2023	23291	636 Jackson	Jacob Donnelly	HVAC	New furnace, air conditioner and ductwork	12,000	\$165.00
5/11/2023	23273	510 W Hilltop Tr	Nathan Korth	HVAC	Heat Runs, Basement supply air and return air	0	\$74.00
5/10/2023	23267	100 N Main St, and 1 and 3 N. Water St E	Paul Redenius	HVAC	Replace Furnace and AC in 100 N main, Furnace in #1 N Water E, Furnace in #3 N water St E	0	\$175.00
5/10/2023	23266	1519 Rangita St	Eric Hudson	HVAC	Replace Ac	0	\$70.00
5/10/2023	23265	70 N Main St	Premier Bank	HVAC	Replace AC Unit 2.5 ton	0	\$70.00
5/10/2023	23264	115 Lucile St	Gay Beck	HVAC	Replace AC	0	\$70.00
5/10/2023	23263	302 Maple St	Paul Redenius	HVAC	Replace Ac	0	\$70.00
5/10/2023	23262	611 Robert St.	Catherine Powers	HVAC	Replace Furnace	0	\$70.00
5/10/2023	23261	1309 Greene St	Dan Burhans	HVAC	Replace Furnace and AC	0	\$105.00
5/10/2023	23260	1250 Janette	Greg Cook	HVAC	Replace AC	0	\$70.00
5/10/2023	23259	1203 Navaho Ct	Roger Beers	HVAC	Replace AC	0	\$70.00
5/10/2023	23258	512 Frederick Ave	Jim Ament	HVAC	Replace AC	0	\$70.00
5/10/2023	23257	822 Florence St	Justin Veale	HVAC	Replace Furnace and AC	0	\$105.00
5/10/2023	23256	311 E Cramer St	Jordan Schueler	HVAC	Replace Furnace and AC	0	\$105.00

5/10/2023	23255	817 Edgewater Rd	Dave Dobson	HVAC	Replace Furnace and AC	0	\$105.00
5/10/2023	23254	1201 Aztec Ct	Rick Armstrong	HVAC	Replace furnace and AC	0	\$105.00
5/10/2023	23253	324 Robert St	Paul Dabel	HVAC	Replace Furnace and AC	0	\$105.00
5/10/2023	23252	1205 Industrial Dr	Ashers Storage	HVAC	New Furnace	0	\$95.00
5/10/2023	23251	725 Caswell St	Mary Pat Cook	HVAC	Replace AC 2.5ton	0	\$70.00
5/8/2023	23241	413 Edward St	Peter Ramirez	HVAC	Installing Mini-split	0	\$60.00
							\$1,994.00

Group Total: 21

Group: New Duplex

5/16/2023	23289	1712 Montclair Pl	Aeryn T Barry	New Duplex	New Duplex	460,000	\$3,010.00
							\$3,010.00

Group Total: 1

Group: Other

5/23/2023	23307		Leo Kern	Other	handi cap ramp	1,469	\$120.00
5/22/2023	23301	716 Van Buren St	Michael Becker	Other	Finish basement/update	45,000	\$203.00
5/17/2023	23292	208 Barrie St.	Emily Ashland	Other	replacing wall in bathroom	30	\$45.00
							\$368.00

Group Total: 3

Group: Plumbing

5/30/2023	23317	330 Zida St	Russ Toeller	Plumbing	Install of gas line for garage heater (reznor/modine). Underground poly gas line and some black pipe in garage to unit.	1,000	\$35.00
5/30/2023	23316	213 E Sherman	Margrett Bare	Plumbing	Upstairs Bathroom and Laundry Hookups	0	\$59.00
5/25/2023	23312	602 Rogers St	Lemke, Joyce	Plumbing	Bathtub and surround being replaced with a walkin shower and surround, including the	19,295	\$47.00

					mixing valve and trap		
5/25/2023	23311	311 Garfield St.	Pam Wheeler	Plumbing	Bathroom remodel	30,000	\$47.00
5/23/2023	23308		Armstrong, Gerald	Plumbing	Bathtub and surround being replaced with a walkin shower and surround, including the mixing valve and trap	10,191	\$47.00
5/17/2023	23294	510 W Hilltop Tr	Nathan korth	Plumbing	Upper rough plumbing	5,000	\$59.00
5/15/2023	23280	31 Elm St	Dave and Cheryl Costa	Plumbing	replace mixer valve and replace tub/wall unit	8,394	\$41.00
5/9/2023	23249		Jacob Brock	Plumbing	Bathroom addition	10,000	
5/8/2023	23240	636 Jackson St	Jake Donnelly/Donnelly Custom Carpentry	Plumbing	whole home replumb	16,500	\$125.00
							\$460.00

Group Total: 9

Group: Right of Way Opening Permit

5/30/2023	23319	1105 N Main St.	Evergreen Cemetery	Right of Way Opening Permit	Boring new Gas service	0	\$50.00
5/30/2023	23318	1721 Montclair Pl	Roxolid Creations	Right of Way Opening Permit	Installing new Gas and Electric Services	0	\$50.00
5/26/2023	23314	925 JEFFERSON ST		Right of Way Opening Permit	GAS MAIN RELOCATION	0	\$50.00
5/22/2023	23300	1423 Lakeview Dr	Amanda Dieter	Right of Way Opening Permit	Driveway	0	\$50.00
5/16/2023	23288	500 N Main St	Norma	Right of Way Opening Permit	replacing apron and sidewalk	0	\$50.00
5/12/2023	23276	208 Barrie St	Emily Ashland	Right of Way Opening Permit	underground service cable	0	\$50.00
5/10/2023	23271	1203 Klement St	GFL Solid Waste	Right of Way Opening Permit	Underground Fiber INstallation	0	\$50.00
5/9/2023	23247	1310 and 1320 Campus Dr	Tip of the Spear LLC	Right of Way Opening Permit	Retire Gas Service	0	\$50.00
5/1/2023	23227	607 Chippewa Ct	Gary W Heikkinen	Right of Way Opening Permit	Driveway apron and gutter	0	\$50.00

5/2/2023	23211	611 E Sherman Ave	Fort Healthcare	Right of Way Opening Permit	Remove curb & gutter for new Fort Memorial entrance, storm tie-in and temp entrance. Barricade off parking lanes on both sides of the street.	7,500	\$150.00
5/4/2023	22190	550 S 4TH ST E		Right of Way Opening Permit	NEW 200AMP SERVICE	0	\$50.00
							\$650.00

Group Total: 11

Group: Shed

5/10/2023	23269	1010 Pawnee Ct	Scott Scheibel	Shed	120 Sq Ft Shed	2,500	\$90.00
							\$90.00

Group Total: 1

Group: Single Family Alteration/Addition

5/15/2023	23286	34 Elm St	Jonas Mosey	Single Family Alteration/Addition	New Solar Array	14,625	\$185.00
5/9/2023	23248	64 Jackson St	Jacob Brock	Single Family Alteration/Addition	Bathroom addition approximately 7'x14'	10,000	\$24.50
5/3/2023	23236	1204 Comanche	Kim Purucker	Single Family Alteration/Addition	Solar PV	42,007	\$455.00
5/1/2023	23231	1609 Stacey Ln	Carol Maas	Single Family Alteration/Addition	Converting existing deck into 3-season	29,000	\$70.00
							\$734.50

Group Total: 4

Group: Zoning

5/16/2023	23290	1712 Montclair Pl	Aeryn T Barry	Zoning	New Duplex	460,000	\$100.00
5/15/2023	23283	1511 Lena	Clayton Farrell	Zoning	Flagpole	100	\$25.00
5/15/2023	23278	111 Frederick Ave	Michelle Vasquez	Zoning	Replacing chain link with wood privacy	2,000	\$25.00
5/12/2023	23274	1304 Montclair Pl	Randall Wendorf	Zoning	5' Chain link Fence in backyard	5,000	\$25.00
5/9/2023	23244	301 Nadig Dr.	Travis Young	Zoning	Chain link in back yard and	3,426	\$25.00

					some wood fence		
5/4/2023	23238	309 Jefferson St	Heidi Laudon	Zoning	6' dogeared stockade	5,668	\$25.00
5/2/2023	23234	108 W Cramer St	Sherry Behnken	Zoning	Chain Link fence	1,681	\$25.00
5/1/2023	23232	1609 Stacey Ln	Carol Maas	Zoning	Converting existing deck into 3-season	0	\$25.00
5/1/2023	23230	1112 Laurie Dr	Christine Roth	Zoning	Fence in side and rear yard	12,000	\$25.00
							\$300.00

Group Total: 9

							\$13,015.80
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Total Records: 97

6/5/2023



Jedidiah Draeger
Building Inspector/Zoning Administrator



City of Fort Atkinson
City Clerk/Treasurer's Office
101 N. Main Street
Fort Atkinson, WI 53538

MEMORANDUM

DATE: June 20, 2023

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to the City Clerk-issued License and Permit Report for May 2023

The following is a list of the Licenses and Permits issued by the City Clerk for the period of May 16th, 2023 through June 20th, 2023 per the City of Fort Atkinson Municipal Code of Ordinances. No action is necessary by City Council, as these licenses and permits have already been issued. This report is for informational purposes only.

BEEKEEPING

None

OPERATOR

Licensing Period – July 1, 2022 – June 30, 2024

Applicant	Place of Employment	Recommended Approval by Fort Atkinson Police Department
Cassidy Spies	Soup's On	Y
Joshua Bennet	General's Baseball Team	Y
Mara McGlynn	Brock's River Walk Tavern & Grill	Y
Gwen Sachse	Fort 88	Y
Chloe White	Proof Speakeasy	Y
Bobbi Zimmerman	The American Legion	Y
Anthony Burcham	Walgreens	Y
Kat Kessler	Beauty & The Bean	Y
Kathleen Koehler	Beauty & The Bean	Y
Rebecca Schultz	County Inn & Suites	Y

MOBILE MERCHANT

Harry Schroeder	Oakdale Farms	Y
Lyle Farrell	Tree Ripe Fruit	Y

DOOR-TO-DOOR RESIDENTIAL / DIRECT SELLER

None



City of Fort Atkinson
City Manager's Office
101 N. Main St.
Fort Atkinson, WI 53538

MEMORANDUM

DATE: June 20, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to Citizen Appointments to Committees, Commissions, and Boards

BACKGROUND

The City has a wide variety of Committees, Commissions, and Boards made up of citizens, staff, and elected officials. Some of these groups are outlined in the City's Ordinances. Most often, the City Manager is responsible for appointing citizen members, subject to approval by the City Council. Similarly, in most cases, the Council President is responsible for appointing Council members to these groups.

DISCUSSION

The following citizen member is eligible for appointment to the Commission below for the term indicated:

1. Economic Development Commission:

- a. John Donohue for the remainder of a vacant three-year term ending in 2025

Note the following vacancies for citizens on City Commissions, Committees, and Boards:

- Board of Zoning Appeals (two seats)
- Cable Television Committee (one seat)
- Tourism Commission (one seat)

Staff continues to work on filing these vacancies and encourages members of the public to submit an [application](#) to serve if interested.

FINANCIAL ANALYSIS

The appointments of citizens to these Committees, Commissions, and Boards is not expected to impact the City financially.

RECOMMENDATION

Staff recommends that the City Council confirm the appointments listed in this memo through the Consent Agenda.

ATTACHMENTS

Citizen Service Information Form



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

CITIZEN SERVICE INFORMATION FORM

Name (Print): DONOHUE, JOHN MICHAEL

Date: June 2, 2023

Home Address: 1550 Raveen Street 9, Fort Atkinson, WI 53538

Business Name/Address:

I am a retired military commissioned officer; legal administrator and litigation analyst; consultant; and university instructor and administrator. I am not currently affiliated with a business, per se, but am highly active in civic affairs.

Telephone (Cell): 434-409-2127 **(Work):** 434-409-2127

Email Address: enterprise2007@earthlink.net

How long have you lived in the City of Fort Atkinson? I have resided in Fort Atkinson a net total of 29 years. Our family located to Fort Atkinson in 1963, sixty years ago. However, I was out of town for military duty and other professional pursuits in Washington, D.C. and Virginia for 31 of those years, from 1986 to 2017.

Which Boards, Commissions and/or Committees interest you? Economic Development Commission

Please give a brief overview of your background, experience, interest or concerns in the above areas:

RELEVANT EDUCATION. I hold dual master's degrees: a Master of Arts degree in Development Banking (MADB), from the American University, Washington, D.C. (class of 1993); and a Master of Social Work (MSW) degree, from the University of Wisconsin-Whitewater (class of 2022). I am currently enrolled in the Master of Public Administration (MPA) degree program at the University of Wisconsin-Oshkosh.

BACKGROUND & EXPERIENCE. As to economic development issues, my degree in development banking focuses on such matters as economic theory, capital investment, development finance, cost-benefit analysis, the development project cycle, and financial statement analysis. My Master's thesis focused on the conversion of a former U.S. military base in Turkey to an oilseed processing facility. The MADB degree allowed me to work as a consultant for the World Bank in Washington, where my focus was in working with international NGOs to establish economic development indicators, which in turn, were intended to help improve the World Bank's shift toward "participatory" economic development, and ultimately to improve financial returns to the Bank's loan portfolio. As a consequence of this and other experiences, I wrote and published a textbook entitled, *Small Business Creation and Development*.

As to macro-social work issues, my primary focus in completing my Master of Social Work degree was macro-social work, more specifically, in public policy formation. I am currently an active member of the Legislative & Social Policy Committee, a lobbying function, for the National Association of Social Workers, Wisconsin Chapter.

My advanced degrees and professional experiences as indicated above are complementary to each other, as well as to the Fort Atkinson Economic Development Commission, providing an intersection between development



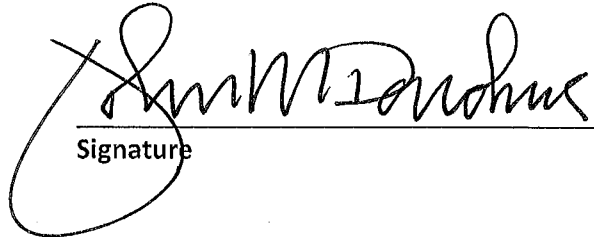
City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

finance and social and policy ramifications. My knowledge and experience in economic development as described above, will help to inform the Economic Development Commission in its decision making, in such areas as the review and possible recommendation to the City Council relating to, for example, the disposition of City-owned real estate; and, for example, consideration of financial and personal information from applicants for the City of Fort Atkinson's Capital Catalyst Revolving Loan Fund (CCRLF) and action related to such application, both such matters having been considered by the Commission on August 29, 2022.

Thank you for your consideration.

References:

1. Eric Schultz _____ Phone: 920-312-1646
2. Kurt Chapman _____ Phone: 608-201-0641



Signature

Return this form to:
City Manager's Office
101 North Main Street
Fort Atkinson WI 53538
lidskiowski@fortatkinsonwi.net



MEMORANDUM

DATE: June 20, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to proclamation recognizing July as Parks and Recreation Month in the City of Fort Atkinson

BACKGROUND

Since 1985, people in the United States have celebrated Park and Recreation Month in July to promote building strong, vibrant and resilient communities through the power of parks and recreation and to recognize the more than 160,000 full-time park and recreation professionals — along with hundreds of thousands of part-time and seasonal workers and volunteers — that maintain our country's local, state and community parks.

Through efforts by National Recreation and Park Association, the U.S. House of Representatives passed an official resolution for Park and Recreation Month in 2009 and introduced the resolution in 2017 and 2018. Park and recreation agencies across the country are recognizing the month with summer programs, events, contests, commemorations and celebrations.

The services that park and recreation professionals provide are vital for our communities — from protecting open space and natural resources to helping fight obesity and providing activities and resources for all people. This has been especially true throughout the COVID-19 pandemic. Park and Recreation Month encourages everyone to reflect on the exponential value park and recreation professionals bring to communities.

DISCUSSION

The City of Fort Atkinson offers expansive Parks and Recreation programming including youth sports, adult leagues, dance classes, Senior Center, Aquatic Center and more.

According to NRPA's [2021 Engagement with Parks Report](#), people place a high value on the programs and services that park and recreation agencies deliver to their local communities every day and strongly support their mission.

- 260 million people in the United States visited a local park or recreation facility at least once during the past year.
- More than seven in 10 U.S. residents have at least one local park, playground, open space or recreation center within walking distance of their homes

- Four in five U.S. adults seek high-quality parks and recreation when choosing a place to live
- 87 percent of people agree that parks and recreation is an important service provided by their local government
- Nearly nine in 10 people agree that it is important to fund local park and recreation agencies to ensure every member of the community has equitable access to amenities, infrastructure and programming

According to a [2021 NRPA Park Pulse poll](#), more than nine in ten U.S. adults say it is important for local government to invest in community infrastructure, such as parks, community centers, recreation facilities and senior centers.

The success of the programming in the City of Fort Atkinson is thanks to the dedicated staff of the Parks and Recreation Department including Brooke Franseen, Brett Ketterman, Chris Nye, Brad Friese, J.J. Yanke, Rick Allard, Josh Crandall, David Radloff, and Mathew Thompson.

FINANCIAL ANALYSIS

Approving the proclamation is not expected to have a financial impact on the City.

RECOMMENDATION

Staff recommends the council approve the proclamation to recognize the month of July as Parks and Recreation month to raise awareness about the great programming available in the City of Fort Atkinson and in appreciation of the Parks and Recreation Department staff.

ATTACHMENTS

Proclamation Recognizing July as Park and Recreation Month

**PROCLAMATION
DESIGNATING JULY AS PARKS AND RECREATION MONTH**

WHEREAS, parks and recreation is an integral part of communities throughout this country, including the City of Fort Atkinson; and

WHEREAS, parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

WHEREAS, parks and recreation encourages physical activities by providing space for popular sports, dance, community programs, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS, park and recreation programming and education activities, such as out-of-school time programming like the Youth Center, youth sports and environmental education, are critical to childhood development; and

WHEREAS, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS, parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, the City of Fort Atkinson recognizes the benefits derived from parks and recreation resources.

NOW, THEREFORE, I, Bruce Johnson, City Council President of the City of Fort Atkinson, do here by recognize the month of July as Parks and Recreation Month in the City of Fort Atkinson and encourage all residents, visitors, and guests to enjoy the City's parks, aquatic center, and recreational programming in July and throughout the year.

Proclaimed this 20th day of June, 2023.

CITY OF FORT ATKINSON

Bruce Johnson, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: June 20, 2023

TO: Fort Atkinson City Council

FROM: Andy Selle, P.E., City Engineer/Director of Public Works

RE: Second and possible third/final reading of an ordinance relating to a **Zoning Map Amendment** to change the zoning from Downtown Periphery Mixed Use (DPMU) to Neighborhood Mixed Use (NMU) for the properties located at 211 Milwaukee Avenue East and 210 South Water Street East

BACKGROUND

Melanie Becker, on behalf of property owner Rock River Assets, LLC, has applied for a Zoning Map Amendment for the vacant properties located at 211 Milwaukee Avenue East and 210 South Water Street East. She has requested to change the zoning from Downtown Periphery Mixed Use (DPMU) to Neighborhood Mixed Use (NMU) to facilitate future development.

RECOMMENDATION

At the meeting on May 23, 2023, the Plan Commission reviewed this matter and recommended that the City Council adopt an Ordinance changing the zoning of the property with the following conditions:

- Combining of the 2-lots by CSM, approved by Plan Commission and City Council
- Site Plan review and approval by the Plan Commission prior to the issuance of any building permits.
- Any other recommendations of City staff and the Plan Commission.

The first reading of the ordinance was performed at the council meeting on June 6, 2023.

Staff recommends that the City Council perform the second reading of this Ordinance, suspend the rules and offer a third reading of the Ordinance; and then enact the Ordinance changing the zoning of the subject properties subject to the conditions outlined above.

ATTACHMENTS

PC Staff Report Packet; Draft Ordinance Amending the Official Zoning Map



City of Fort Atkinson
Zoning Administrator's Office
101 N. Main Street
Fort Atkinson, WI 53538

ZONING MAP AMENDMENT REPORT TO THE PLAN COMMISSION

DATE: May 23, 2023

FILE NUMBER: ZMA-2023-02

PROPERTY ADDRESSES: 211 Milwaukee Avenue East and 210 South Water Street East

EXISTING ZONING: DPMU, Downtown Periphery Mixed Use

PARCEL NUMBER: 226-0514-0323-026 and 226-0514-0323-027

PROPOSED ZONING: NMU, Neighborhood Mixed Use

OWNER: Rock River Assets, LLC

EXISTING LAND USE: Vacant

APPLICANT: Melanie Becker, Rock River Assets, LLC

REQUESTED USES: TBD

BACKGROUND ON CSM and REZONING REVIEW:

Section 15.10.31 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for a Zoning Map Amendment process. This requires a public hearing, review, and approval by the Plan Commission and the City Council on the consistency of the proposal with adopted plans.

REQUEST OVERVIEW:

The proposed rezoning includes two existing parcels at 211 Milwaukee Avenue East and 210 South Water Street East. Both properties are currently zoned DPMU, and the applicant is seeking to rezone both to NMU to provide additional residential development opportunities. Today, there are no structures on the site and no development plans associated with the rezoning at this time.

The applicant has expressed that in an attempt to sell the properties over the past several years, all interest has been related to a potential residential development. The DPMU zoning district does not permit residential development as a standalone land use. However, the NMU zoning district provides the ability for a range of residential development opportunities (single-family, two-family, and multi-family), in addition to commercial and mixed-use opportunities.

The Re-Zone will be made contingent upon submittal and approval of a CSM, or other legal instrument, that would combine the two lots prior to any development plans.

REZONING REVIEW:

Both properties are currently zoned DPMU. This zoning district allows for and is oriented to a mix of small and large-scale commercial, institutional, and residential land uses in a mixed-use format that acts as a buffer between the historic character of downtown and lower-density residential

neighborhoods surrounding it. The Comprehensive Plan identifies the properties as Downtown on the [Future Land Use Map](#). Attached is a summary of the consistency between the proposed rezoning and the Comprehensive Plan.

The proposed project's lot requirements must meet the minimum standards of the NMU zoning district to be rezoned. All proposed land uses and structures must also meet the minimum standards of the district, however, those are not identified as this time and are subject to Site Plan review whenever they are applied for.

If the proposed CSM is approved, the minimum lot dimensions will be met by the proposed development, as shown below:

Bulk Regulation	NMU Standard	Proposed New Parcel
Minimum Lot Area	8,000 square feet	8,712 square feet
Minimum Lot Width	65 feet	66 feet
Minimum Lot Depth	120 feet	132 feet
Minimum Lot Frontage at ROW	30 feet	66 feet

ZONING MAP AMENDMENT CRITERIA:

A Zoning Map Amendment must be reviewed per the requirements of Section 15.10.31(4)(b) of the Zoning Ordinance. City Staff is required to provide a written report regarding this review to assist the Plan Commission and Common Council in reviewing the proposed amendment.

1. Does the proposed Zoning Map Amendment advance the purposes of the Zoning Ordinance as outlined in Section 15.01.03? Yes. The proposed zoning map amendment protects the health, safety, morals, comfort, convenience, and general welfare of the public. This will be accomplished through consistency with neighboring land use patterns and advancement of community goals within adopted plans.
2. Is the proposed Zoning Map Amendment in harmony with the Comprehensive Plan? Yes. The proposed zoning map amendment helps accomplish many of the community's goals as identified in the Comprehensive Plan and is consistent with the Downtown designation on the Future Land Use. See attached Comprehensive Plan consistency document for more information.
3. Does the proposed Zoning Map Amendment maintain the desired consistency of land uses, land use intensities, and land use impacts within the pertinent Zoning District? Yes. The proposed zoning map amendment is consistent with the Comprehensive Plan and the intended mix of uses in this transitional area from the historic downtown footprint along Main Street into the residential neighborhoods to the east, west, and south.
4. Does the proposed Zoning Map Amendment address any of factors that are not accomplished on the current Zoning Map? Yes. The proposed zoning map amendment addresses factors that have changed in the market making the subject property more appropriate for a different zoning district.

PUBLIC NOTICE:

A public hearing is required for Rezoning review and action. All required public hearing notices have been properly posted in compliance with state law.

COMPREHENSIVE LAND USE PLAN (2019):

The subject properties are located within the Central Neighborhoods Planning Area (see attachments) and are identified on the boundary of the Historic Downtown Planning Area and Neighborhood Planning Area on the plan. The opportunities indicated on the plan include urban living experience, neighborhood character, and historic preservation balanced with modernization.

The subject properties are also shown as Downtown on the Future Land Use Map. This designation includes a pedestrian-oriented commercial, office, community facility, and residential land use mix with minimal building setbacks and on-street parking. Through the zoning ordinance rewrite process and development of the new zoning map, the Downtown land use designation was viewed as compatible with multiple zoning districts based on the scale of development and its surrounding environs. This includes the NMU, DPMU, and DHMU zoning district.

Staff believes the proposal is in concert with the Comprehensive Plan.



DISCUSSION:

The applicant has discussed multiple options with City staff over the last year and has come up with the proposed rezoning as the best path forward for marketability of the properties. The City's Management Team has reviewed the application and all comments have been included within this document.

The proposed rezoning aims to provide additional land use opportunities for potential infill development to take place in the future. This location is inherently a transitional area that includes a variety of land uses, but still maintains the character and appropriate scale of the surrounding neighborhood.

Overall, the proposed rezoning meets the requirements of the City's ordinances, is in alignment with adopted City plans, and could potentially provide new tax base through a future infill development.

RECOMMENDATION:

City staff recommends approval of the Rezoning from DPMU to NMU, subject to the following conditions:

- Combining of the 2-lots by CSM, approved by Plan Commission and City Council
- Site Plan review and approval by the Plan Commission prior to the issuance of any building permits.
- Any other recommendations of City staff and the Plan Commission.

ATTACHMENTS:

- Rezoning Application
- City Staff Comprehensive Plan Consistency Memo
- [Comprehensive Plan Future Land Use Map](#)
- [Public Notice](#)

211 Milwaukee Ave E and 210 S. Water Street E
City Staff Comprehensive Plan Consistency Memo

- Parcels are currently zoned: Downtown Periphery Mixed Use
- Parcels are currently shown on the Future Land Use Map as: Downtown
- Requested zoning change to: Neighborhood Mixed Use

During the Zoning Ordinance rewrite process, all parcels throughout the City of Fort Atkinson were rezoned into the newly developed zoning districts. In the downtown area, south of the Rock River, a variety of new zoning districts were applied to best fit existing land use and reflect the adopted Comprehensive Plan Future Land Use Map.

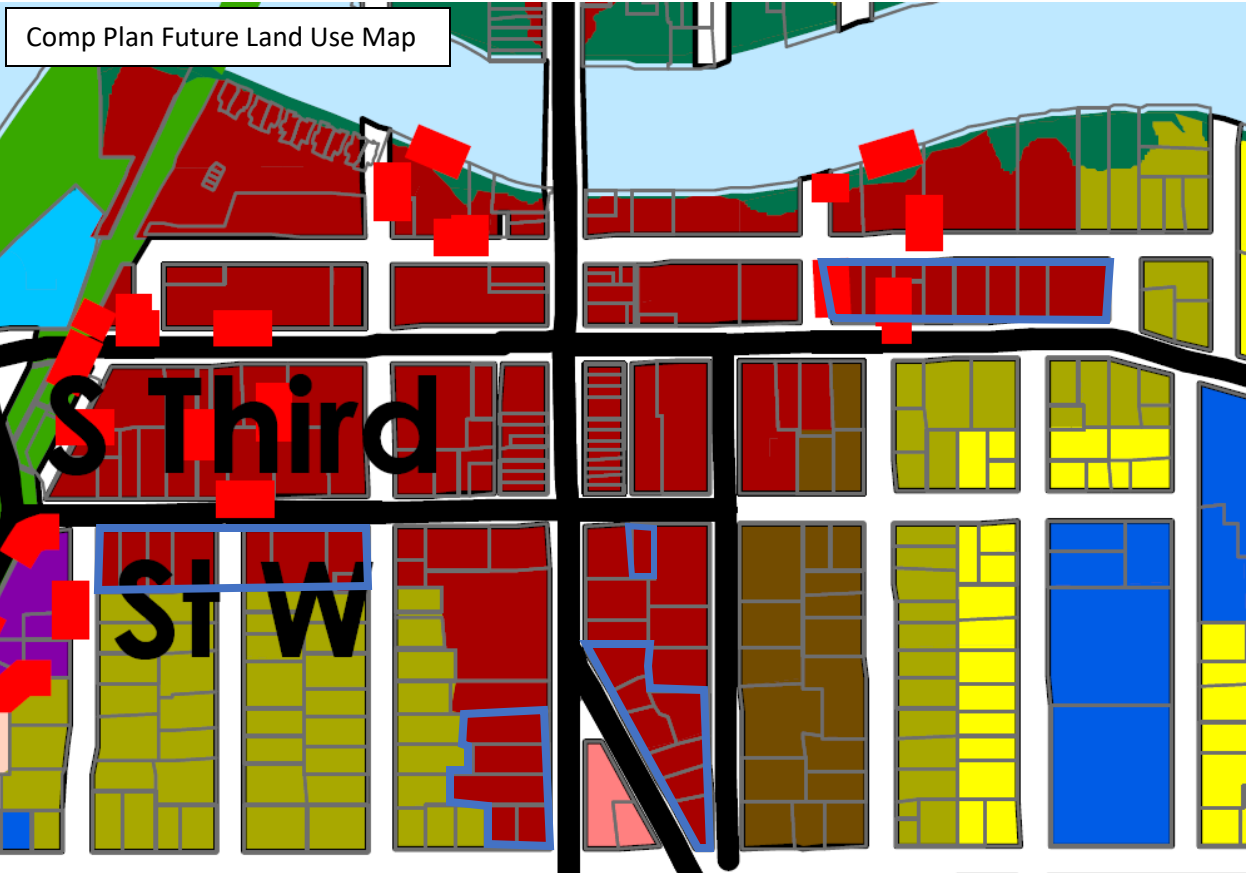
Below are two maps: the existing Zoning Map and Future Land Use Map. There are several examples throughout this area in which it was viewed that the Downtown Future Land Use category was consistent with the Neighborhood Mixed Use zoning district. This includes the block in which the requested zoning change is located. It is clear that the Downtown Future Land Use category was viewed as compatible with multiple zoning districts based on the scale of development and its surrounding environs. These include the NMU, DPMU, and DHMU zoning districts.

The Zoning Code Section 15.02.30 NMU Zoning District, states that the intent of the district is “to permit residential development and small-scale commercial uses that are compatible with adjacent residential uses and established neighborhood-level commercial corridors. Residential uses are intended to occur at an approximate density of 10 dwelling units per acre.”

Additionally, the Comprehensive Plan lists the following recommended policies and programs regarding the Downtown Future Land Use Map category:

- Avoid extensive, uninterrupted areas of strip commercial development in future commercial areas by interspersing office, community facilities, and appropriate residential land uses.
- Allow in the new Zoning Ordinance for increased flexibility in the land uses and development density and intensity allowed in the new zoning districts created.
- Encourage retail and service businesses and recreational uses in areas that will conveniently serve existing and new City neighborhoods.
- Make sure that new buildings and redevelopment projects near the edge of the downtown extend the pedestrian character and form of the downtown area. For example, attempt to site new buildings in this area close to public streets with parking on street and to the sides and rear of buildings, and ensure that there are sidewalks serving the site.
- Preserve and enhance the character of the downtown by encouraging compatible new development and redevelopment, where appropriate.

It is in my opinion that the proposed rezoning is consistent with the Comprehensive Plan and the intended mix of uses in this transitional area from the historic downtown footprint along Main Street into the residential neighborhoods to the east, west, and south. To further clarify this situation in the future, it is recommended that a Comprehensive Plan amendment take place to update all Future Land Use Map categories to reflect the consistent new zoning districts, instead of the old ones.





**City of Fort Atkinson Procedural Checklist for Zoning Map Amendments
(Rezoning)
Requirements per Section 15.10.31**

This form is designed to be used by the Applicant as a guide to submitting a complete application to amend the Official Zoning Map and by the City to process the application.

Name, company, and client (if applicable): Melanie Becker, Rock River Assets, LLC

Phone number: 920-723-4923 Email: beckerm@firstweber.com

Property address of requested zoning change: 211 Milwaukee Ave E & 210 S Water St E,
Fort Atkinson

Zoning change request from DPMU to NMU

I Application Packet Requirements

The Applicant shall submit an electronic or paper copies, as may be required by the City, of the application.

- ☒ A map of the subject property to scale, depicting the following:
 - ☒ All lands for which the zoning is proposed to be amended and all other lands within 100 feet of the boundaries of the subject property.
 - ☒ All parcel numbers for the subject property.
 - ☒ Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - ☒ All lot dimensions of the subject property.
 - ☐ A graphic scale and north arrow. ?
- ☒ Legal description of the property.
- ☒ Written justification for the proposed Official Zoning Map amendment, including evidence that the application is consistent with the Comprehensive Plan.
- ☐ Any further information needed by the Plan Commission to facilitate the making of a comprehensive report to the Plan Commission and City Council.

II Criteria Used to Evaluate the Proposed Zoning Map Amendment

The Zoning Administrator shall review the complete application and evaluate whether the proposed amendment:

1. Advances the purposes of this Chapter as outlined in Section 15.01.03 and the applicable rules of Wisconsin Department of Administration and the Federal Emergency Management Agency.
2. Is in harmony with the Comprehensive Plan.
3. Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.

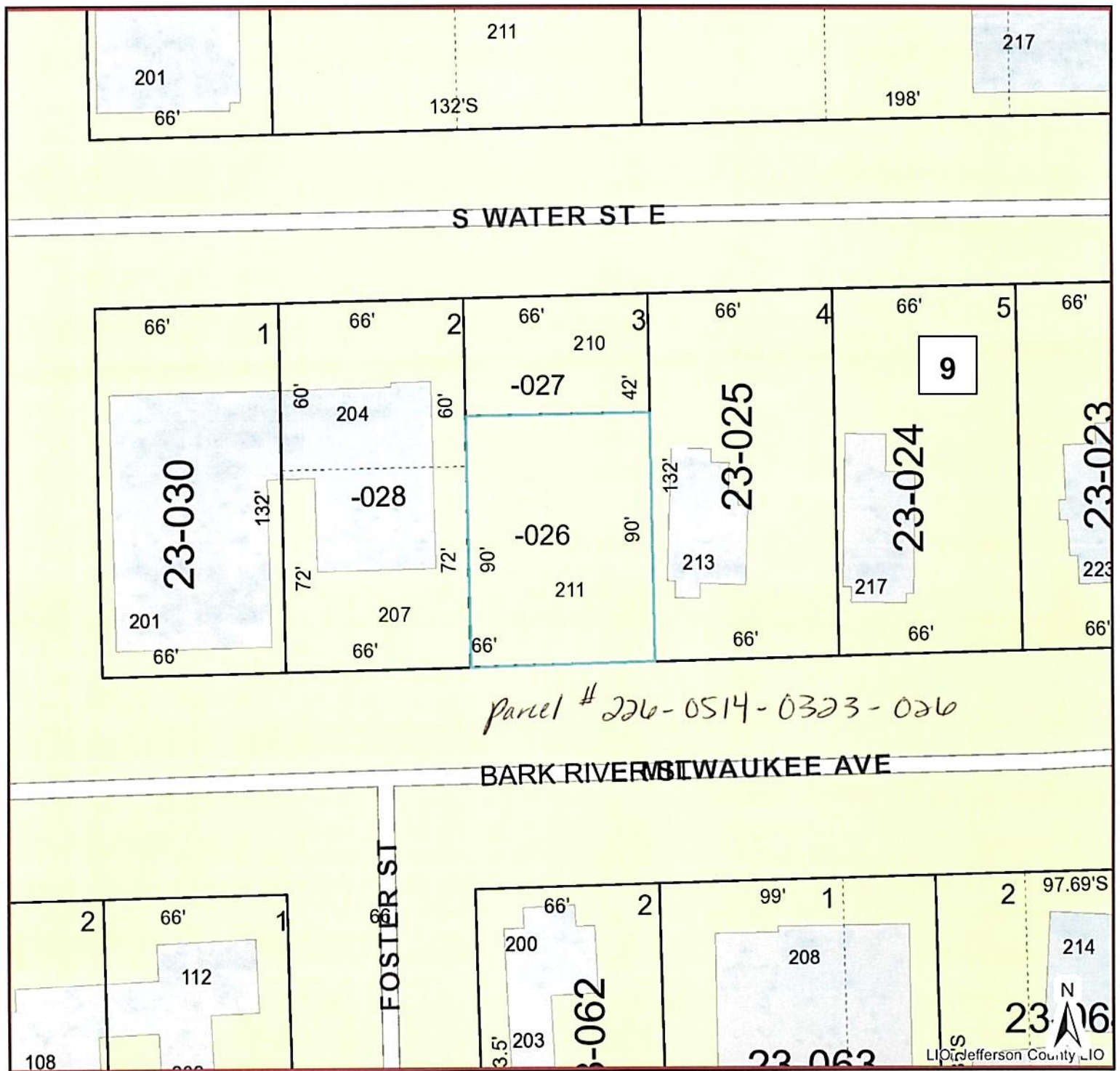


4. Addresses any of the following factors that are not properly addressed on the current Official Zoning Map:
- a. The designations of the Official Zoning Map are not in conformance with the Comprehensive Plan.
 - b. A mapping mistake was made, including the omission on the Official Zoning Map of an approved zoning map amendment.
 - c. Factors have changed (such as new data, infrastructure, market conditions, development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
 - d. Growth patterns or rates have changed, creating the need for an amendment to the Official Zoning Map.

III Process Checklist

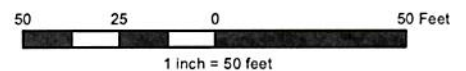
- | | |
|--|-------------|
| <input type="checkbox"/> Staff-Applicant meeting (if applicable) | Date: _____ |
| <input type="checkbox"/> Application fee of \$200.00 received by City Clerk | Date: _____ |
| <input type="checkbox"/> Reimbursement of professional consultant costs agreement executed. | Date: _____ |
| <input type="checkbox"/> Receipt of complete application packet by Zoning Administrator | Date: _____ |
| <input type="checkbox"/> City Staff input | Date: _____ |
| <input type="checkbox"/> Class 2 legal notice sent to official newspaper by City Clerk | Date: _____ |
| <input type="checkbox"/> Class 2 legal notice published on _____ and _____ | Date: _____ |
| <input type="checkbox"/> Notification of neighboring property owners within 100 feet of the petition | Date: _____ |
| <input type="checkbox"/> Notification of clerks of municipalities within 1,000 feet of the petition | Date: _____ |
| <input type="checkbox"/> Notification of airports within 1 mile of the petition | Date: _____ |
| <input type="checkbox"/> Plan Commission Public Hearing, review and recommendation | Date: _____ |
| <input type="checkbox"/> City Council review and action | Date: _____ |

211 Milwaukee Ave E Base Map

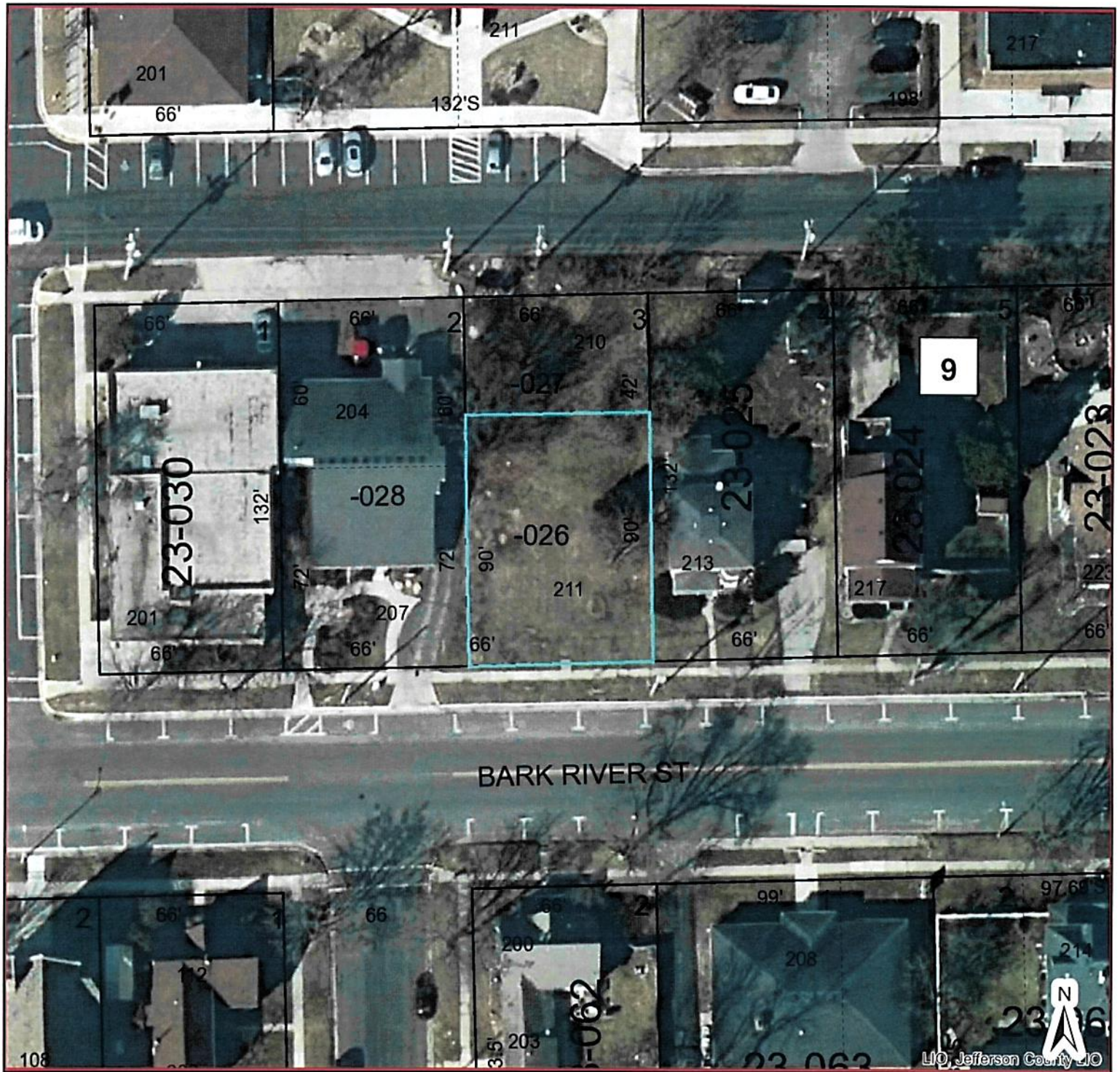


Parcel # 226-0514-0323-026

- | | |
|--|--|
|  Municipal Boundaries |  Road Right of Ways |
| Parcel Lines |  Section Lines |
|  Property Boundary |  Surface Water |
|  Old Lot/Meander Lines |  Map Hooks |
|  Rail Right of Ways |  Tax Parcels |



211 Milwaukee Ave E Aerial Map

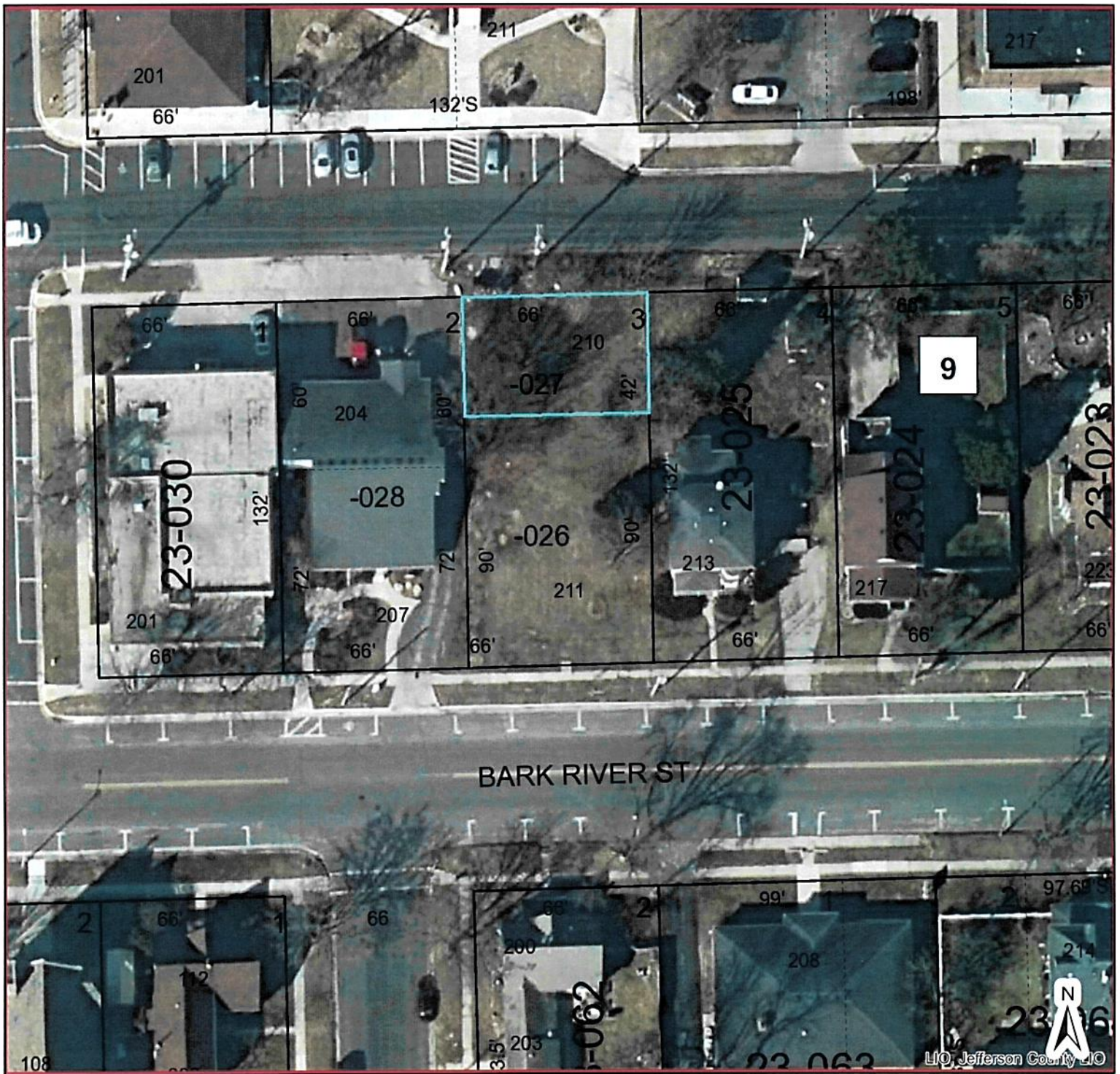


- Municipal Boundaries
- Parcel Lines
- Property Boundary
- Old Lot/Meander Lines
- Rail Right of Ways
- Road Right of Ways
- Section Lines
- Surface Water
- Map Hooks
- Tax Parcels

[illegible]

-

210 S Water St E Aerial Map



- Municipal Boundaries
- Road Right of Ways
- Parcel Lines**
- Section Lines
- Property Boundary
- Surface Water
- Old Lot/Meander Lines
- Map Hooks
- Rail Right of Ways
- Tax Parcels

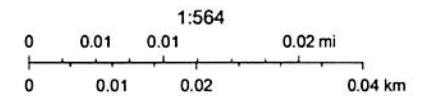


ArcGIS Web Map



3/29/2023, 11:37:20 AM

- | | |
|---|---|
| CITY OF FORT ATKINSON | MRH-30 - Multi-Family Residential |
| City of Fort Atkinson Municipal Boundary 2022 | NMU - Neighborhood Mixed Use |
| City of Fort Atkinson Base Zoning | DPMU - Downtown Periphery Mixed Use |
| TF-10 - Two Flat Residential - 7,200sf | DHMU - Downtown Historic Mixed Use |
| MRM-12 - Multi-Family Residential | City of Fort Atkinson 1.5 Mile Extra-Territorial Jurisdiction |



Public Parcel Search

Parcel Number - 226-0514-0323-026

Parcel Status - ACTIVE

[MAP](#)

Data Updated - March 29, 2023 11:01am

PARCEL INFORMATION

Municipality	CITY OF FORT ATKINSON
State-Municipality-Code	226
Township	05
Range	14
Section	03
Quarter-Quarter	23 - SW1/4 of NW1/4.
ID	026

PARCEL OWNERS

ROCK RIVER ASSETS LLC

PARCEL ADDRESSES

211 E MILWAUKEE AVE
FORT ATKINSON, WI 53538

BILLING ADDRESS

ROCK RIVER ASSETS LLC
415 ROCK RIVER LN
FORT ATKINSON, WI 53538

PROPERTY SIZE

Acres	Front	Depth
0.136	66.00	90.00

BRIEF LEGAL DESCRIPTION

(NOT FOR USE ON LEGAL DOCUMENTS)

Description

S90FT OF LOT 3, BLK 9, DWIGHT FOSTER ET AL ADD.

VALUATION INFORMATION

Assessment Year	2022	2021
Tax District	1	1
Assessment Acres	0.136	0.136
Assessed Land Value	\$29,500	\$29,500
Assessed Improved Value	\$0	\$0
Total Value	\$29,500	\$29,500

Current year valuations are subject to change until Board of Review final adjournment

TAX INFORMATION

TAX YEAR	2022	NOT DELINQUENT	
General Taxes	841.39		
First Dollar	0.00		
Lottery Credit	0.00	Paid	Balance
General Tax	841.39	841.39	0.00
Specials	0.00	0.00	0.00
MFL			
Tax Totals	841.39	841.39	0.00

Category	Assessed Value	Average	Estimated
Land	29,500	Assessment	Market
Improv.		Ratio	Value
Total	29,500	0.7374	40,000
First Installment	421.39	Second Installment	420.00

DISTRICT INFORMATION

Type	State Code	Description
School District	281883	FORT ATKINSON SCH DT
Technical College	400	MATC

RECORDED TRANSFER DOCUMENTS

Doc Type	Status	Document Date	Sale Amt	Doc. No.
WAR-DEED	P	06/28/2018	75,000	1398742
WAR-DEED	X	05/02/2003	137,500	1120018
WAR-DEED	X	10/22/1980		772340

Public Parcel Search

Parcel Number - 226-0514-0323-027

Parcel Status - ACTIVE

[MAP](#)

Data Updated - March 29, 2023 11:01am

PARCEL INFORMATION

Municipality	CITY OF FORT ATKINSON
State-Municipality-Code	226
Township	05
Range	14
Section	03
Quarter-Quarter	23 - SW1/4 of NW1/4.
ID	027

PARCEL OWNERS

ROCK RIVER ASSETS LLC

PARCEL ADDRESSES

210 S WATER ST E
FORT ATKINSON, WI 53538

BILLING ADDRESS

ROCK RIVER ASSETS LLC
415 ROCK RIVER LN
FORT ATKINSON, WI 53538

PROPERTY SIZE

Acres	Front	Depth
0.064	66.00	42.00

BRIEF LEGAL DESCRIPTION

(NOT FOR USE ON LEGAL DOCUMENTS)

Description

N42FT OF LOT 3, BLK 9, DWIGHT FOSTER ET AL ADD.

VALUATION INFORMATION

Assessment Year	2022	2021
Tax District	1	1
Assessment Acres	0.064	0.064
Assessed Land Value	\$14,000	\$14,000
Assessed Improved Value	\$0	\$0
Total Value	\$14,000	\$14,000

Current year valuations are subject to change until Board of Review final adjournment

TAX INFORMATION

TAX YEAR	2022	NOT DELINQUENT	
General Taxes	399.30		
First Dollar	0.00		
Lottery Credit	0.00	Paid	Balance
General Tax	399.30	399.30	0.00
Specials	0.00	0.00	0.00
MFL	-		
Tax Totals	399.30	399.30	0.00

Category	Assessed Value	Average	Estimated
Land	14,000	Assessment	Market
Improv.		Ratio	Value
Total	14,000	0.7374	19,000
First Installment	200.30	Second Installment	199.00

DISTRICT INFORMATION

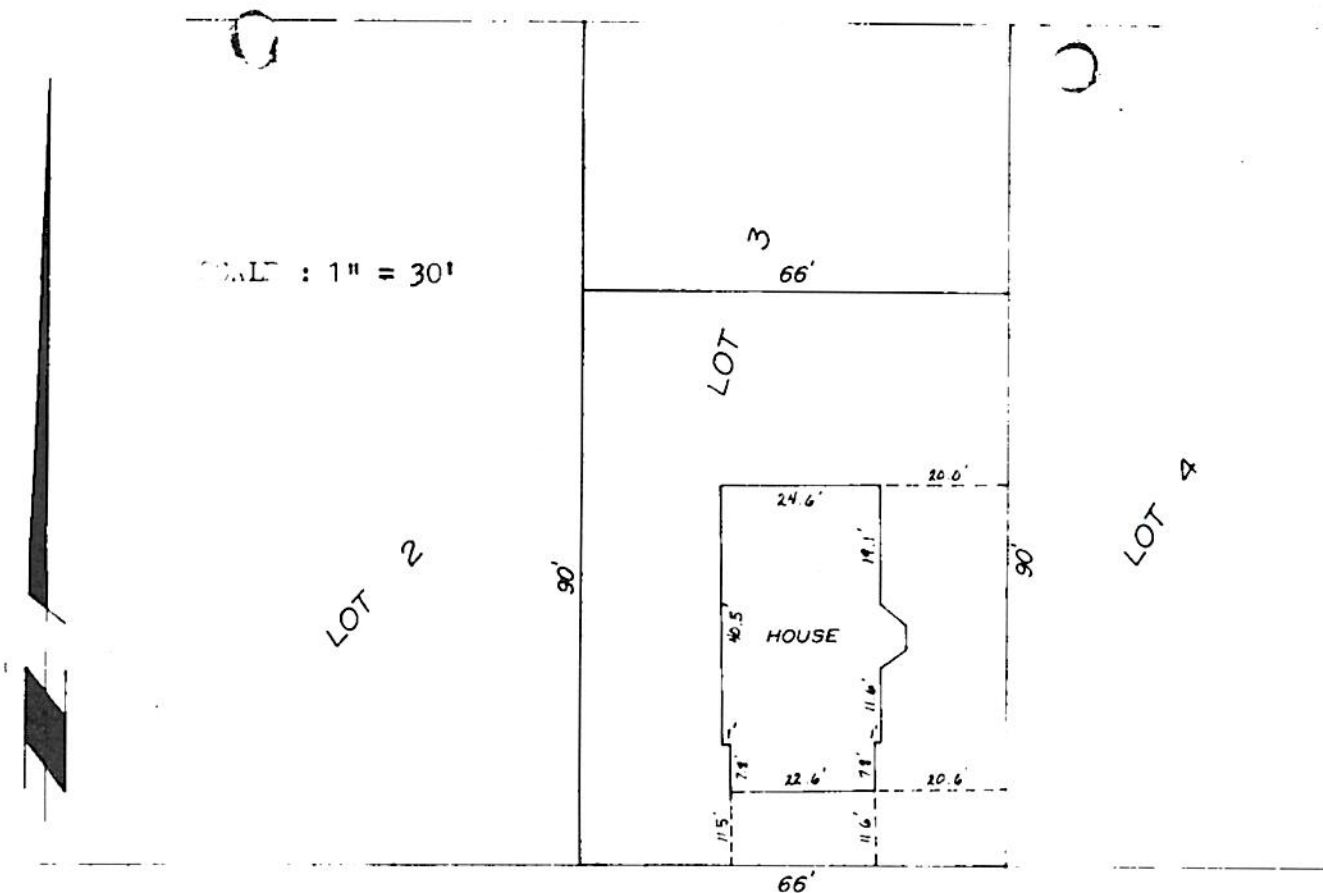
Type	State Code	Description
School District	281883	FORT ATKINSON SCH DT
Technical College	400	MATC

RECORDED TRANSFER DOCUMENTS

Doc Type	Status	Document Date	Sale Amt	Doc. No.
WAR-DEED	P	06/28/2018	75,000	1398742
WAR-DEED	X	05/01/2002	65,000	1084643
WAR-DEED	X	09/30/1997	45,000	980402

I am requesting this Zoning Map amendment because I have tried to sell this property for the past year with no interest, due to the current zoning of Downtown Periphery Mixed-Use. All interest I have had was from parties interested in building a single family home, or other residential living arrangement. An amendment to the Zoning Map, changing this land to Neighborhood Mixed Use, would allow this to happen. The neighboring properties to the east are zoned NMU, so I believe that the change would maintain the overall plan for this neighborhood.

I understand that I will need to merge these two parcels into one, in order to meet the minimum setback requirements for Neighborhood Mixed Use.



NOTE: In accordance with A-E 5.01 (1)(b) this inspection has been exempted in writing from the requirements of A-E 5.01 Minimum Standards for Property surveys. Lot dimensions are shown as recorded on the original plat. These dimensions were not necessarily verified in the field and no lot stakes were set in the course of this inspection.

DESCRIPTION

The south 90 feet of Lot 3, Block 9, DWIGHT FOSTER ET AL ADDITION in Section 3, T5N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin

CERTIFICATION

I certify that the property described above has been inspected under my responsible direction and supervision and that the above map is an accurate representation of the size and location of the property and the location and dimensions of all visible structural improvements, if any.

This inspection is made for the exclusive use of the present owners of the property and also those who purchase, mortgage or guarantee the title thereto, and is certified for one year from date hereto.

211 Milwaukee Ave E and 210 S. Water Street E
City Staff Comprehensive Plan Consistency Memo

- Parcels are currently zoned: Downtown Periphery Mixed Use
- Parcels are currently shown on the Future Land Use Map as: Downtown
- Requested zoning change to: Neighborhood Mixed Use

During the Zoning Ordinance rewrite process, all parcels throughout the City of Fort Atkinson were rezoned into the newly developed zoning districts. In the downtown area, south of the Rock River, a variety of new zoning districts were applied to best fit existing land use and reflect the adopted Comprehensive Plan Future Land Use Map.

Below are two maps: the existing Zoning Map and Future Land Use Map. There are several examples throughout this area in which it was viewed that the Downtown Future Land Use category was consistent with the Neighborhood Mixed Use zoning district. This includes the block in which the requested zoning change is located. It is clear that the Downtown Future Land Use category was viewed as compatible with multiple zoning districts based on the scale of development and its surrounding environs. These include the NMU, DPMU, and DHMU zoning districts.

The Zoning Code Section 15.02.30 NMU Zoning District, states that the intent of the district is “to permit residential development and small-scale commercial uses that are compatible with adjacent residential uses and established neighborhood-level commercial corridors. Residential uses are intended to occur at an approximate density of 10 dwelling units per acre.”

Additionally, the Comprehensive Plan lists the following recommended policies and programs regarding the Downtown Future Land Use Map category:

- Avoid extensive, uninterrupted areas of strip commercial development in future commercial areas by interspersing office, community facilities, and appropriate residential land uses.
- Allow in the new Zoning Ordinance for increased flexibility in the land uses and development density and intensity allowed in the new zoning districts created.
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It is in my opinion that the proposed rezoning is consistent with the Comprehensive Plan and the intended mix of uses in this transitional area from the historic downtown footprint along Main Street into the residential neighborhoods to the east, west, and south. To further clarify this situation in the future, it is recommended that a Comprehensive Plan amendment take place to update all Future Land Use Map categories to reflect the consistent new zoning districts, instead of the old ones.



Agenda
City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

MEMORANDUM

DATE: June 20, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action to authorize the City Manager to sign a contract for agenda management services with CivicPlus

BACKGROUND

City staff has done research on the efficiencies that can be created by using an agenda management system to prepare for and distribute City Council, Plan Commission and other board meeting agendas and packets.

Currently the process of creating electronic City Council and Board, Commission, and Committee packets entails many steps including compiling information from various departments, editing, and up to an entire afternoon of work in Adobe arranging documents and creating bookmarks.

DISCUSSION

Over the past several years City staff have been putting steps in place to improve communication with the City Council and residents, and to increase access to information about City finances and services. By utilizing an agenda management solution, City Council and other board documents will be easier for residents to access and will create efficiencies for City staff.

The CivicPlus Agenda and Meeting Management software will allow staff to create agenda items and manage live meetings. The software provides time-saving automation while allowing the balance of conveniences with manual controls and overrides. The system will also allow for internal collaboration and custom workflows, version tracking and approvals.

The software compiles items and all the information, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. The software allows the creation of multiple packet versions instantly to include or exclude specific attachments for different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

The implementation of this product will also allow for a more automated minutes taking module for the City Clerk.

FINANCIAL ANALYSIS

The 2023 budget includes funds for agenda management software in the amount of \$10,000 in the dues and subscriptions account. The proposal from CivicPlus will cost \$8,157 in the first year and \$5,035.80 in year two. The initial cost includes the annual fee of \$4,796, Premium Configuration \$2,220, Custom Template Design \$420, virtual consulting \$480 and two virtual training sessions of half a day for \$720 each. The year one cost includes a \$1,199 discount due the City having multiple services with the company. The ongoing annual cost of the web-based software is expected to be similar to the cost in year two (\$5,000). If approved, staff intends to continue to budget for this subscription.

Staff reviewed several options for agenda management software over the past 18 months. Staff viewed demonstrations of functionality, internal interface, workflow, and ease of use for the end-users. Staff received proposals from three firms, including Granicus, Champion Data Systems, and Revize. The cost of the Granicus product was \$7,000 (year 1 discounted price), and cost of the Champion Data Systems product was \$6,500 (year 1). There was no cost for the Revize product; however, after reviewing this new and underdeveloped system, staff determined that using the product would actually take more staff time and effort than our current system. The Granicus and Champion products were more developed, but did not meet the needs of Staff. After thorough review, staff determined that the CivicPlus product provided the best value and functionality.

RECOMMENDATION

Staff recommends the City Council authorize the City Manager to execute the contract with CivicPlus for agenda management software for the cost of \$8,157 in 2023, with funds from the City Manager Dues and Subscriptions account (01-51-5132-1400).

ATTACHMENTS

CivicClerk – New Branding – Premium No LMM (1); SOW Fort Atkinson WI 061223 discounted

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-41533-1

4/25/2023 9:15 AM

5/31/2023

Client:

FORT ATKINSON, WISCONSIN

Bill To:

FORT ATKINSON, WISCONSIN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Karen Bond	x	karen.bond@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	CivicClerk Annual Fee	CivicClerk Annual Fee - Agenda and Minutes Management	Renewable	USD 4,796.00
1.00	CivicClerk Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable	USD -1,199.00
1.00	Agenda & Meeting Management Select Premium Implementation Package	Premium Implementation Package – Up to 15 # of Boards		USD 0.00
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration	One-time	USD 2,220.00
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template	One-time	USD 420.00
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting	One-time	USD 480.00
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time	USD 720.00
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time	USD 720.00

List Price - Year 1 Total	USD 9,356.00
Total Investment - Initial Term	USD 8,157.00
Annual Recurring Services - Year 2	USD 5,035.80

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Due at Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

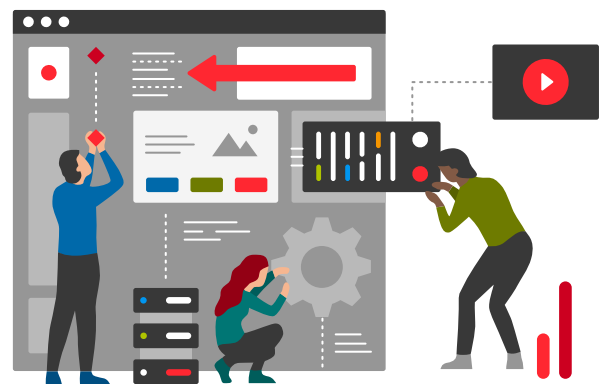
PO Number: (Info needed on Invoice (PO or Job#) if required)



agenda and meeting
management

SELECT

Premium Implementation



Powering and Empowering
Government

CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and citizen relationship management, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

20+ Years
12,000+ Customers
900+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2022 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Local government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering local governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Features & Functionality

Agenda & Meeting Management Select System

CivicPlus' Agenda & Meeting Management Select software is the fastest, most intuitive way to streamline the entire agenda management process — from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with Select is easy with customized workflows, version tracking, and built-in communication tools.

Our innovators designed it to offer configuration flexibility so that the system can be scaled from the most simple agenda process to the most complex. Built-in integrations and a suite of APIs make working with other internal applications easy. Agenda & Meeting Management Select's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

Fully Integrated, Cloud-Based Software Suite

- User-friendly, modern interface
- Unlimited users
- Unlimited storage
- Highly configurable to your agenda and meeting management processes
- Adaptable permission settings
- Confidential attachments
- Field-level versioning
- Integrated code of ordinances
- Built-in integrations with Dropbox, Microsoft's One Drive, Google Drive, Laserfiche, Zoom, and API availability (additional fees may apply)
- Single sign-on through the CivicPlus Platform
- Secure Cloud-Based Hosting
- Automatic Updates
- Customer-Defined Roadmap
- Enhanced Analytics for Data Visibility

Part of the Integrated CivicPlus Platform

Our powerful CivicPlus Platform is the foundation on which all our CivicPlus solutions are built, allowing them to work seamlessly and securely, leveraging existing data, and reducing information silos so your administrative staff can collaborate efficiently. Administrators can take advantage of authentication using our identity provider integrations to provide a single sign-on experience for internal users. The entire system is cloud-based, eliminating the need for internal application management. Agenda & Meeting Management Select is hosted in Microsoft's Azure cloud service, providing a stable multi-user environment while ensuring high availability and uptime. CivicPlus is also the only technology provider that offers an integration between our agenda & meetings software and an online code of ordinances—with Municode Codification.



Agenda Management

FLEXIBLE, CUSTOMIZED TEMPLATES

Standardized templates throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

EFFICIENTLY MANAGE AGENDA PACKETS OF ANY SIZE

The software compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

CONVENIENT, ANYTIME AGENDA MODIFICATIONS

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically rennumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

CREATE AGENDA ITEMS IN SECONDS

An easy-to-use item entry allows staff members to enter agenda items, upload attachments, and send through the workflow with a few clicks. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for Select to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

AUTOMATE YOUR APPROVALS PROCESS

The workflow engine streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

CUSTOM TAGS TO GROUP LIKE AGENDA ITEMS

Administrators can set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.



Meeting Management

AUTOMATED MINUTES SETUP

A fully-integrated minutes module will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the minutes module with a single click.

KEEP UP WITH THE MEETING ACTION

Meetings move fast. Agenda & Meeting Management Select's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls. (additional fees apply)



SPEAKER MANAGER

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

EASY, INTUITIVE MINUTES-TAKING

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

If using CivicPlus Media's integrated video streaming and video-on-demand service, you can also create bookmarks for the accompanying video during the live meeting. Additional fees apply

Additional fees apply.



Board Portal

FLEXIBLE ACCESS

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, OneDrive, Google Drive, or post to the Board Portal. It is optimized for all devices, including desktops, laptops, and tablets. No separate application required.

A PERSONAL MEETING REPOSITORY

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.

FIND WHAT YOU NEED- FASTER

Agenda & Meeting Management Select automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate past items, attachments, minutes, and agendas by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.



Public Resident Portal

CONTENT ACCESSIBILITY

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video. Additional fees apply for CivicPlus Media and closed captioning.

CONTENT TRANSPARENCY

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.

Public Resident Portal

- Resident portal to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Side-by-side agenda and video display with optional CivicPlus Media live streaming and on-demand video service (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Mobile-responsive
- Custom branding
- Integrated live or on-demand video with bookmarks to easily jump to desired content (additional fees apply)
- Optional public commenting forum
- Easily jump to past, current, upcoming events with an embedded calendar and continuous scrolls



The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

CivicPlus Portal empowers residents to be more engaged and informed about progress in your community. Portal streamlines the resident user experience as they interact with the CivicPlus products leveraged by you – driving revenue, trust, and satisfaction.

With a single username and password, they can watch a public meeting recording, submit a public works request, pay a utility bill, or register for an upcoming event. The result is more engaged and informed voters and fewer phone calls, walk-ins, or emails to your department asking how to find documents or submit records requests.

INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with Select today:

- Automatically add agenda or minute files to the Document Center to be displayed on a CivicEngage® Central website after they are published in Select
- Set-up a workflow to post in the CivicEngage Central News Flash once you've published your Select meeting documents

Shorten your pre-meeting to-do list and send your meeting information instantly with a custom integration using the Integration Hub.



Integrated Code of Ordinances & Web

As the only local government software provider with an integrated codification, agenda and meeting management, and municipal website solution offering, our suite allows for digital transformation of the entire legislative process - from the start of the agenda process to the final online publishing of the newly adopted legislation.

If you are a customer of CivicPlus' codification services, the cutting-edge integration between your meetings & agenda management and code of ordinances reduces the manual steps associated between your agenda management and codification processes. As an example, you can send ordinances directly to the CivicPlus for codification by our team of legal editors. When pushed from Agenda & Meeting Management Select, this uncoded legislation will be visible on the landing page of our Online Code Hosting platform nearly instantaneously. You can also take this to the next level by integrating our Municipal Website solutions with our Online Code Hosting system, allowing for one-stop search, capabilities. With this integration, the public can instantly access your code, meetings, packets, and agendas in one simple search straight from your municipal website.



EXAMPLES OF MEANINGFUL CIVIC EXPERIENCE INTEGRATIONS

The following are examples of integrations between the CivicPlus Agenda & Meeting Management Select with other CivicPlus solutions and tools. If you have yet to experience all that CivicPlus can provide, please reach out for additional information and a quote.

CivicEngage Municipal Websites	<ul style="list-style-type: none"> • Set-up a workflow to post in CivicEngage's News Flash once you've published your meeting documents. • Automatically add agenda or minute files to CivicEngage's Document Center to be displayed on your website after they are published in Select. • Meeting information and dates are automatically integrated to the CivicEngage Calendar. • Meeting files are automatically included in the website's search results.
Codification	<ul style="list-style-type: none"> • Send adopted ordinances to the Codification Legal Team in one click. • Send ordinances straight to your online code portal as "Adopted and Not Yet Codified". • Instantly link your online code to the meeting content produced within Select.
CivicPlus Media	<ul style="list-style-type: none"> • Share high-definition, on-demand video or live video feeds of your meetings directly from Select and CivicPlus Media, seamlessly integrated with your meeting agendas and equipped with clear bookmarking and navigation.
Integration Hub	<ul style="list-style-type: none"> • Third-party integrations examples include integrations with Zoom, Webex, and GoToMeetings, and with Laserfische, Google Drive, Dropbox, and other APIs.



Implementation

Project Timeline

Twelve to Fourteen Weeks

While every implementation is unique, the following timeline can provide you with information about the different implementation stages and what you can expect at each stage.

PHASE 1: INITIATE	<ul style="list-style-type: none">• Project Kickoff communication including timeline, deliverables, and an implementation questionnaire to capture details for your configuration
PHASE 2: ANALYZE	<ul style="list-style-type: none">• Template Review meeting to review and discuss needs for Proposed Agenda Template• Obtain internal approvals on Proposed Agenda Template and send in final approval
PHASE 3: OPTIMIZE	<ul style="list-style-type: none">• Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options• Premium system configuration is completed and handed off for review, testing, and feedback• Configuration adjustments made per submitted feedback
PHASE 5: EDUCATE	<ul style="list-style-type: none">• Live, virtual training sessions are conducted within configured site
PHASE 6: LAUNCH	<ul style="list-style-type: none">• System Launch



Premium Implementation Plan

Implementation & Support Experience Designed for You

Agenda & Meeting Management Select has the experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Premium Implementation Package is the perfect fit for automating manual or inefficient agenda and meeting processes. It is designed for organizations with less than 50 internal users and a desire for a guided implementation experience. A dedicated and knowledgeable Implementation consultant will manage your project from end-to-end—consulting and collaborating with your team, configuring the system to automate your process, and delivering live virtual training to your user groups. Key project staff will have online access to the timeline and all expected checkpoints and deliverables for a fully transparent implementation.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning Technical Support team.

CONSULTING

Up to 2 Hours of Virtual Consultation

During this consulting session, your implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your custom template designs and discuss the configurations that will be made to ensure your workflows match your current agenda and meeting processes.

DESIGN

We will design up to 5 custom templates to ensure consistency in system-generated meeting documents: Agendas, Item/Staff Report, Minutes, Agenda Script.

CONFIGURATION

Our team will configure your system with Premium customization options to map existing processes to our Agenda & Meeting Management Select system. Additional custom configurations can be made by administrative users at any time using Help Center resources.

TRAINING

Up to 4 hours of Virtual Training

Your implementation consultant will guide user groups through live, virtual training sessions using your custom configured Agenda & Meeting Management Select solution. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence.

AWARD-WINNING

CivicPlus has been honored with one Gold Stevie® Award, two Silver Stevie® Awards, and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1000 Employees, and Most Valuable Response by a Customer Service Team (COVID-19). The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.



CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

Support at a Glance

- Technical support engineers available 8 a.m. – 6 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Operating system patches
- Testing and development

2021 Support Metrics

- Total Tickets – 103,759
- Average Chat Response – 3:48 Minutes
- Average Phone Response – 7:57 Minutes
- Customer Satisfaction Score – 95.7%
- Solved in One Touch – 71.2%



Hosting & Security

Redundant power sources and internet access ensures consistent and stable connections. We invest over 1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site is unparalleled.

CLOUD-HOSTING WITH AZURE

The infrastructure is fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model. Using a mix of Azure Virtual Machines and Storage Accounts, all processing and data storage is done within this environment. All users need is a web browser to access and utilize the application. Your system is monitored 24/7/365 with a 99.9% guaranteed up-time (excluding maintenance). Additional details regarding our hosting and security services can be provided upon request.

DISASTER RECOVERY

Agenda & Meeting Management Select utilizes Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions. All data is written to a GRS account which creates copies of that data in data centers across multiple Azure regions, so access to the data is always available. Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines.



Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.



Enhancement Options

CivicPlus Media: Live Streaming & On-Demand Video

Increase resident engagement and participation by sharing high-definition live video feeds of your meetings directly from Agenda & Meeting Management Select and CivicPlus Media. Stream up to 3 concurrent live proceedings and seamlessly integrate all video content directly into your meeting agendas. Videos feature clear bookmarking and navigation so viewers can quickly find discussions of interest. Viewers can watch videos from any device with no software or application downloads necessary. Integrated closed captioning services are available at an additional cost.

Live Meeting Manager

CivicClerk's fully integrated Live Meeting Manager will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. One-click control allows you to update your in-chamber display screens, set your video bookmarks, and queue items in the Board Portal for your elected and appointed officials.

- Automatic Video Bookmarking – Automatically timestamp agenda items to their corresponding discussion in the meeting video so those watching the recording can quickly access topics of interest.
- Display Pages – Keep meeting participants informed and engaged by displaying the current item, speaker, or vote results automatically to the constituents attending the meeting.
- Flexible Voting – Minutes takers can record motions and votes instantly in Live Meeting Manager or initiate electronic voting when desired. Apply motions and votes to individual agenda items or multiple agenda items as a group.

Boards & Committees Module

The Boards and Committees module tracks vacancies, applications, and appointments. Interactive dashboards give you quick access to actionable information. Easily manage rosters and generate communications using customized templates. Store system-generated communications and other necessary documentation at the board or individual member level. Track training and other internal requirements. Additional fees apply.

Historical File Import

As part of your implementation project, we will import up to 7,500 PDF, MP4, or MP3 documents to your new system. The process includes indexing your imported agendas for keyword searching and retrieval. You and your citizens will still have access to this historical information with increased functionality. Historic meeting documents imported into CivicPlus Agenda & Meeting Management Select by your implementation consultant will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.





MEMORANDUM

DATE: June 20, 2023

TO: Fort Atkinson City Council

FROM: Paul Christensen, Wastewater Superintendent

RE: Review and possible action relating to the Wastewater Utility 2022 Compliance Maintenance Annual Report (CMAR) to WDNR

BACKGROUND

The State of Wisconsin Natural Resources code 208 requires that each wastewater treatment facility complete and submit an annual evaluation on the condition and performance of its treatment and collection systems.

The format for this report is a web based form completed online. The grading system is an A, B, C, D & F based system for the individual sections and an overall grade point average for the entire report. Each section has its own grade and stands alone. It is possible to fail an individual section but still have an overall passing grade point. Any section grade below a C requires a response and action plan to be sent to the WDNR.

DISCUSSION

The Utility's 2022 grades are as follows:

- Influent flow and loadings = A
- Effluent quality: BOD = A
- Effluent quality: TSS = A
- Effluent Quality: Ammonia = A
- Effluent quality: Phosphorus = A
- Biosolids quality and management = A
- Preventive maintenance and staffing = A
- Operator certification = A
- Financial management = A
- Collection systems = A

Our overall grade point average for 2022 is 4.00 (2021 = 4.00; 2020 = 3.84) and indicates that overall the plant is in good condition and is operating at a high level.

There were no point deductions for the 2022 report year. In past years we received point deductions for the influent flow exceeding the 90% and 100% of the design flow threshold. 2022 was an average year for precipitation.

Despite the average precipitation year, the City is continuing to address infiltration and inflow issues in the collection system. A sanitary sewer overflow (SSO) did occur on February 27, 2022 in Rock River Park. This resulted in approximately 8,000 – 12,000 gallons of wastewater flowing into a grass area, and marshy pond on the far South end of the park. The SSO was caused by a blockage in the downstream river crossing siphon structure. The blockage was removed, and the siphon is inspected and cleaned regularly.

RECOMMENDATION

Staff recommends the City Council authorize the resolution for the filing of the 2022 Compliance Maintenance Annual Report as required by Ch. NR208, Wisconsin Administrative Code.

ATTACHMENTS

2022 CMAR Report

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2023

2022

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	1.7285	x	538	x	8.34	=	7,751
February	1.7700	x	568	x	8.34	=	8,386
March	1.9224	x	582	x	8.34	=	9,335
April	2.3006	x	452	x	8.34	=	8,673
May	2.1505	x	395	x	8.34	=	7,093
June	2.2239	x	420	x	8.34	=	7,795
July	2.0556	x	377	x	8.34	=	6,460
August	1.8329	x	450	x	8.34	=	6,873
September	2.1351	x	329	x	8.34	=	5,857
October	2.0016	x	367	x	8.34	=	6,130
November	2.1103	x	402	x	8.34	=	7,077
December	2.0656	x	359	x	8.34	=	6,179

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	2.7	x	90	=	2.43
		x	100	=	2.7
Design BOD, lbs/day	12235	x	90	=	11011.5
		x	100	=	12235

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

0

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2023

2022

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2022-05-03

☐ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☐ Yes

☒ No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

☒ Yes

☒ Yes

☒ Yes

☐ No

☐ No

☐ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☒ Yes

995,100

gallons

☐ No

Holding Tanks

☒ Yes

2,033,447

gallons

☐ No

Grease Traps

☐ Yes

gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance was not affected

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

☐ Yes

☒ No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: 5/9/2023
Reporting For: 2022

<div><div><div><div><div><div></div></div><div>● Yes</div></div><div><div><div></div></div><div>○ No</div></div></div><div>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</div><div>We received landfill leachate of 5,123,608 gallons. We limit the amount of leachate we discharge daily to prevent plant performance issues.</div></div></div>	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2023

2022

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	8	1	0	0
February	30	27	10	1	0	0
March	30	27	8	1	0	0
April	30	27	8	1	0	0
May	30	27	6	1	0	0
June	30	27	6	1	0	0
July	30	27	5	1	0	0
August	30	27	3	1	0	0
September	30	27	2	1	0	0
October	30	27	3	1	0	0
November	30	27	5	1	0	0
December	30	27	4	1	0	0

* Equals limit if limit is ≤ 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- ☒ Yes

Enter last calibration date (MM/DD/YYYY)

2022-05-03

- ☐ No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

none

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

- ☐ Yes

- ☒ No

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
5/9/2023 **2022**

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

- ☒ Yes
- ☐ No

If Yes, please explain:

We failed the chronic portion of WET Testing 10-10-22. We had to do a retest on 2-13-23 and 2-27-23 and passed both. We had previously drained a clarifier for construction purposes and believe that is what caused the failure.

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

- ☐ Yes
- ☐ No
- ☒ N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2023

2022

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	10	1	0	0
February	30	27	10	1	0	0
March	30	27	8	1	0	0
April	30	27	8	1	0	0
May	30	27	7	1	0	0
June	30	27	8	1	0	0
July	30	27	8	1	0	0
August	30	27	4	1	0	0
September	30	27	3	1	0	0
October	30	27	3	1	0	0
November	30	27	4	1	0	0
December	30	27	2	1	0	0

* Equals limit if limit is ≤ 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:		7	3
Exceedances		0	0
Points		0	0
Total Number of Points		0	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:

5/9/2023

2022

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	14		.692	0					
February	14		1.118	0					
March	14		.338	0					
April	14		.135	0					
May	14		.291	0					
June	14		.673	0					
July	14		.306	0					
August	14		.327	0					
September	14		.201	0					
October	14		.511	0					
November	14		.911	0					
December	14		1.837	0					
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1.5	0.645	1	0
February	1.5	0.592	1	0
March	1.5	0.464	1	0
April	1.5	0.429	1	0
May	1.5	0.487	1	0
June	1.5	0.598	1	0
July	1.5	1.356	1	0
August	1.5	0.197	1	0
September	1.5	0.229	1	0
October	1.5	0.327	1	0
November	1.5	0.429	1	0
December	1.5	0.231	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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[illegible]

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Outfall No. 003 - SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75		<6.3			<5.8			3.7				3.8		0	0
Cadmium		39	85		.53			.5			.87				.67		0	0
Copper		1500	4300		210			340			450				420		0	0
Lead		300	840		7.1			17			23				15		0	0
Mercury		17	57		<.3			.54			.84				.66		0	0
Molybdenum	60		75		8.7			12			19				18	0		0
Nickel	336		420		10			15			22				15	0		0
Selenium	80		100		<15			<14			9.1				9.3	0		0
Zinc		2800	7500		360			500			700				610		0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)

- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2022 - 03/31/2022
Density:	237,408
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Aerobic Digestion
Process Description:	Fecal coliform results were taken over a two week period from 1/17/2022 to 01/25/2022. Samples were taken from the sludge storage building.

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Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2022 - 06/30/2022
Density:	323,491
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Fecal coliform results were taken over a two week period from 04/18/2022 to 04/25/2022. Samples were taken from the sludge storage building.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2022 - 09/30/2022
Density:	408,108
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Aerobic Digestion
Process Description:	Fecal coliform results were taken over a three week period from 07/18/2022 to 08/02/2022. Samples were taken from the sludge storage building.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2022 - 12/31/2022
Density:	920,868
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Fecal coliform results were taken over a two week period from 10/17/2022 to 10/25/2022. Samples were taken from the sludge storage building.

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

○ Yes (40 Points)

● No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

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5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	003
Method Date:	03/31/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>=38
Results (if applicable):	39.4

Outfall Number:	003
Method Date:	06/30/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	43.5

Outfall Number:	003
Method Date:	09/30/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>=38
Results (if applicable):	61.3

Outfall Number:	003
Method Date:	12/31/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	65.4

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

☐ Yes (40 Points)

☒ No

If yes, what action was taken?

6. Biosolids Storage

6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?

☒ >= 180 days (0 Points)

☐ 150 - 179 days (10 Points)

☐ 120 - 149 days (20 Points)

☐ 90 - 119 days (30 Points)

☐ < 90 days (40 Points)

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<div>o N/A (0 Points)</div> <div>6.2 If you checked N/A above, explain why.</div> <div></div>	0
<div>7. Issues</div> <div>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</div> <div></div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div></div> <p>Could use more help/staff for:</p> <div></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points)<input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">○ Paper file system○ Computer system● Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">○ Excellent● Very good○ Good○ Fair○ Poor <p>Describe your rating:</p>	

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All work orders and preventive maintenance have been completed as scheduled. Most processes were rehabilitated or replaced in 2022. New processes also added, decreasing average age of equipment significantly.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

PAUL R CHRISTENSEN

Certification No:

13010

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	X	NA	NA

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

0

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff
- ☐ An arrangement with another certified operator
- ☐ An arrangement with another community with a certified operator
- ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- ☐ A consultant to serve as your certified operator
- ☐ None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

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OIT and Basic Certification: ○ Averaging 6 or more CECs per year. ○ Averaging less than 6 CECs per year. Advanced Certification: ● Averaging 8 or more CECs per year. ○ Averaging less than 8 CECs per year.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

1. Provider of Financial Information

Name:

Michelle Ebbert

Telephone:

920-397-9901

(XXX) XXX-XXXX

E-Mail Address
(optional):

mebbert@fortatkinsonwi.gov

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

● Yes (0 points) ☐

○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2022

● 0-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A (private facility)

2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)

○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2022

● 1-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 499,400.00

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 499,400.00

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+

\$ 398,400.00

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 897,800.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

None.

3.3 What amount should be in your Replacement Fund? \$ 897,800.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Plant Upgrading and Phosphorous Compliance to be completed in 2021 - 2023.	\$15,000,000	2022
2	Collection system rehabilitation including sewer lining, televising, and smoke testing. Approximately \$450,000/year, 2022 - 2026.	\$450,000	2023
3	Rebuild/replace 1992 gravity belt thickener.	\$184,000	2025
4	Rebuild Grit Removal System.	\$400,000	2024

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 3

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	8,885	
February	7,902	
March	8,347	
April	8,830	
May	6,887	
June	7,356	
July	6,156	
August	6,049	
September	7,669	
October	6,216	
November	8,184	
December	9,686	
Total	92,167	0
Average	7,681	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☒ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

☒ No

☐ Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

At Sherman and Water St lift stations there is a plan to upgrade to variable speed pumps in 2025.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	327,126	53.58	6,105	240.28	1,361	
February	297,850	49.56	6,010	234.81	1,268	
March	284,615	59.59	4,776	289.39	983	
April	337,306	69.02	4,887	260.19	1,296	
May	344,621	66.67	5,169	219.88	1,567	
June	367,487	66.72	5,508	233.85	1,571	
July	334,921	63.72	5,256	200.26	1,672	
August	332,565	56.82	5,853	213.06	1,561	
September	364,832	64.05	5,696	175.71	2,076	
October	319,664	62.05	5,152	190.03	1,682	
November	319,664	63.31	5,049	212.31	1,506	
December	317,729	64.03	4,962	191.55	1,659	
Total	3,948,380	739.12		2,661.32		0
Average	329,032	61.59	5,369	221.78	1,517	0

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☒ Aerobic Digestion
- ☐ Anaerobic Digestion
- ☒ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☒ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☒ Nitrification
- ☒ SCADA System
- ☐ UV Disinfection
- ☒ Variable Speed Drives

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☐ Other:

7.2.2 Comments:

We continually evaluate equipment and processes for energy efficiency.

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

Influent pumps were replaced this year replacing 75Hp pumps with 60Hp pumps. Two 100Hp high efficiency turbo blowers replaced 1992 era 200Hp blowers. We are planning a solar project for 2024.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

☒ No

☐ Yes

If Yes, how is the biogas used (Check all that apply):

☐ Flared Off

☐ Building Heat

☐ Process Heat

☐ Generate Electricity

☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

☒ No

☐ Yes

☐ Entire facility

Year:

By Whom:

Describe and Comment:

☐ Part of the facility

Year:

By Whom:

Describe and Comment:

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

We had a goal to televise more than 4 percent of sewer line and we did. We accomplished 5 percent.

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2021-11-02

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
 - ☒ New sewer and building sewer design, construction, installation, testing and inspection
 - ☐ Rehabilitated sewer and lift station installation, testing and inspection
 - ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
 - ☒ Fat, oil and grease control
 - ☒ Enforcement procedures for sewer use non-compliance
 - ☒ Operation and Maintenance [NR 210.23 (4) (d)]
- Does your operation and maintenance program and equipment include the following:
- ☒ Equipment and replacement part inventories
 - ☒ Up-to-date sewer system map

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☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

☒ A description of routine operation and maintenance activities (see question 2 below)

☐ Capacity assessment program

☒ Basement back assessment and correction

☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements

☒ Construction, Inspection, and Testing

☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

☒ Responsible personnel communication procedures

☒ Response order, timing and clean-up

☒ Public notification protocols

☒ Training

☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☐ Special Studies Last Year (check only those that apply):

☐ Infiltration/Inflow (I/I) Analysis

☐ Sewer System Evaluation Survey (SSES)

☐ Sewer Evaluation and Capacity Management Plan (SECAP)

☐ Lift Station Evaluation Report

☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning % of system/year

Root removal % of system/year

Flow monitoring % of system/year

Smoke testing % of system/year

Sewer line televising % of system/year

Manhole inspections % of system/year

Lift station O&M # per L.S./year

Manhole rehabilitation % of manholes rehabbed

Mainline rehabilitation % of sewer lines rehabbed

Private sewer inspections % of system/year

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Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="37.56"/>	Total actual amount of precipitation last year in inches
<input type="text" value="34.15"/>	Annual average precipitation (for your location)
<input type="text" value="67"/>	Miles of sanitary sewer
<input type="text" value="3"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="3"/>	Number of basement backup occurrences
<input type="text" value="3"/>	Number of complaints
<input type="text" value="2.025"/>	Average daily flow in MGD (if available)
<input type="text"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.01"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.04"/>	Basement backups (number/sewer mile)
<input type="text" value="0.04"/>	Complaints (number/sewer mile)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

	Date	Location	Cause	Estimated Volume
0	2/27/2022 10:30:00 AM - 2/27/2022 11:30:00 AM	Rock River Park - Fort Atkinson, WI 53538 Manhole #WWI-30	Plugged Sewer	12,000

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurrences in the future?

Downstream lines and river siphon were cleaned and are now monitored and cleaned on a schedule. Remote monitoring system will be installed in 2023.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

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<div></div> <p>5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please describe:</p> <div></div> <p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <div>I/I was similar to the previous year as rainfall was only slightly above average.</div> <p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <div>Continued evaluation of collection system. A sewer lining program is planned.</div>	
---	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0022489

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	148
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE
2022 COMPLIANCE MAINTENANCE ANNUAL REPORT
FOR THE CITY OF FORT ATKINSON
WASTEWATER UTILITY**

WHEREAS, the State of Wisconsin has established Chapter NR 208, Compliance Maintenance; and

WHEREAS, NR 208, Compliance Maintenance, requires owners of publicly owned sewerage utilities to take necessary actions to avoid water quality degradation and prevent violations of Wisconsin Pollutant Discharge Elimination System (WPDES) permit effluent limits; and

WHEREAS, owners of publicly owned sewerage utilities must submit a Compliance Maintenance Annual Report (CMAR) to the Wisconsin Department of Natural Resources (WDNR) annually; and

WHEREAS, the City of Fort Atkinson's 2022 CMAR has been completed and is in compliance with all requirements of NR 208.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Atkinson does hereby authorize the filing of the 2022 CMAR as required by Ch. NR 208, Wisconsin Administrative Code, and DNR Facility Permit 0022489-08-0 for the year 2022.

BE IT FURTHER RESOLVED that the City of Fort Atkinson being the owner and the operator of the Wastewater Utility does hereby inform the WDNR that the following actions were taken by the City Council:

1. This Resolution does acknowledge that the governing body has reviewed the CMAR; and
2. This Resolution further documents that all actions necessary to maintain effluent requirements contained in the WPDES Permit are being adhered to.

Adopted this 20th day of June 2023.

CITY OF FORT ATKINSON

Bruce Johnson, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: June 20, 2023

TO: Fort Atkinson City Council

FROM: Brooke Franseen, Parks and Recreation Director

RE: Review and possible action relating to the 2023-2025 Fort Youth Tackle Football Field Use and Concession Stand Agreement

BACKGROUND

The City currently has a number of informal, unwritten agreements in place relating to the use of parks and fields by private organizations. Staff has a goal of formalizing these agreements through written documents to ensure clarity and consistency in these valued partnerships. The attached Field Use and Concession Stand Agreement between the City of Fort Atkinson and Fort Youth Tackle Football clearly identifies the responsibilities of each group involved and provides a framework for future participating organizations.

The purpose of establishing a user agreement, such as this, is to foster a strong partnership with the organizations utilizing specific fields while offering youth sports at an affordable rate. Fort Youth Tackle Football (FYTF) has a long-standing history of utilizing the Kiwanis Football Fields at Rock River Park, and they have had priority access to these fields. In addition to FYTF utilizing the Football Fields, Parks and Recreation also hosts grades K-3 games on five Saturdays in the fall, and Fort Atkinson Youth Soccer Association occasionally schedules practices on the football fields as well, depending on the availability. Under the proposed Agreement, the City will maintain control over the scheduling of the Kiwanis Football Fields.

DISCUSSION

FYTF has made significant contributions at the Kiwanis Football Fields through their fundraising efforts. This includes funding, building, and maintaining the concession stand, press box, storage garage, small storage shed, two scoreboards, and light poles and fixtures.

While FYTF is responsible for repair or replacement of all the aforementioned items, they must seek approval from the Parks and Recreation Director or their designee. This approval process is crucial in maintaining consistency of color and facade throughout the parks, as well as ensuring that new buildings or structures are not built without proper City approvals.

FYTF holds public liability insurance and will hold the City harmless from any third party claims which arise from the leased property.

The City currently has concession stand lease agreements with the Fort Atkinson Lion's Club at Ralph Park, Fort Youth Baseball at Memorial Park, and the Fort Atkinson Generals Baseball Team, Inc. at Jones Park.

On June 14, 2023 the Parks and Recreation Advisory Board unanimously recommended City Council approve the 2023-2025 Kiwanis Football Fields Field Use and Concession Stand Agreement between the City of Fort Atkinson and the Fort Youth Tackle Football Program, INC.

FINANCIAL ANALYSIS

This User Agreement will result in an annual general revenue for the City of \$12 per participant or minimum of \$2,000 each season. In 2022, 145 kids were enrolled.

Additionally, the Lease portion of the Agreement will result in an annual general revenue for the City of \$200. In addition to that, FYTF typically donates to projects that support Kiwanis Football Fields, which staff expects to continue in the future.

The City is responsible for the maintenance of the fields including fertilizing, mowing, and aerating. The field use payment is to help offset costs accrued at the designated user agreement locations.

RECOMMENDATION

The Parks and Recreation Advisory Board met on June 14th and recommended that the City Council approve the 2023-2025 Kiwanis Football Fields Field Use and Concession Stand Agreement between the City of Fort Atkinson and the Fort Youth Tackle Football Program, INC. Staff concurs with this recommendation.

ATTACHMENTS

2023-2025 Kiwanis Football Fields Field Use and Concession Stand Agreement
Exhibit A: Kiwanis Football Fields & Concession Stand Map

**CITY OF FORT ATKINSON
FIELD USE & CONCESSION STAND AGREEMENT**

THIS AGREEMENT made and executed this ____ day of _____, 2023, by and between the City of Fort Atkinson, (hereinafter the "CITY") and the entity identified below (hereinafter the "LICENSEE"). Together, the CITY and LICENSEE may be referred to as the "Parties."

LICENSEE:	Fort Youth Tackle Football Program, INC.
ADDRESS:	P.O. Box 447
CITY/STATE/ZIP CODE:	Fort Atkinson, WI 53538

In consideration of the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the parties agree as follow:

SCOPE OF USE: The CITY hereby grants the LICENSEE the right to use the following facilities during the periods identified:

FACILITY: **Kiwanis Football Fields & Concession Stand – See Exhibit A**
 Rock River Park, 1300 Lillian St. Fort Atkinson, WI 53538

PERMITTED USE:

Fort Youth Tackle Football Program, INC. ("FYTF") may host practices and games at the Kiwanis Football Fields at Rock River Park between August 1st and October 31st in a calendar year for the term of this Agreement. Use of the concession stand is included in this Agreement.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

- 1) TERM OF THE AGREEMENT:** The CITY does hereby authorize the LICENSEE the right to use the Kiwanis Football Fields and operate the Football Field concession stand in Rock River Park in the City of Fort Atkinson. This lease shall be for three years commencing with the 2023 football season through the 2025 football season.

- 2) SEASON AND HOURS OF OPERATION:** The football season generally begins in August of each year and is generally completed by the end of October. The concession stand may be open up to one hour before LICENSEE games, during the game, and up to two hours after the completion of said games. The concession stand may not remain open beyond the hours that Rock River Park is open to the public, unless the event is otherwise permitted through the Special Event Permit Process. The actual hours that the concession stand is open will be

dependent on the LICENSEE schedule, which is determined by the LICENSEE on or before August 10th of each year prior to the start of the season. The schedule is subject to change due to weather and/or other conflicts. Said schedule will be provided to the Parks and Recreation Department as soon as it is finalized. If anything changes in the schedule after it is submitted to the Parks and Recreation Department, the LICENSEE is to inform the Parks and Recreation Department immediately.

3) DATES USE IS AUTHORIZED:

- a) Games will not begin until on or after August 1st and no games shall be played after October 31st of each calendar year.
- b) Practices will not begin until on or after August 1st and no practices shall be played after October 31st of each calendar year.
- c) LICENSEE will have first priority for the Kiwanis Football Fields between August 1st and October 31st.

4) RESPONSIBILITIES OF LICENSEE:

- a) LICENSEE is responsible for the administration and on-site supervision of their program including actions of their staff and registered participants as well as the equipment and supplies that are the property of the team.
- b) LICENSEE shall be responsible for lining of the Kiwanis Football Fields during the football season. Additional field maintenance shall be pre-approved by the Parks and Recreation Director or that person's designee.
- c) LICENSEE shall be responsible for keeping the area in the immediate vicinity around the concession stand, playing fields, parking lot, and common areas free and clear of paper, bottles, and other trash and refuse during and after the Kiwanis Football Fields and concession stand are occupied.
- d) LICENSEE shall be responsible for maintaining proper liability insurance including coverage of contents within the facilities, naming the CITY as additionally insured, relating to the events and concession stand operations and shall hold the CITY harmless from any third party claims which arise from the property.
- e) LICENSEE shall provide a copy of the insurance certificate to the Parks and Recreation Department annually with the schedule and shall show the CITY such proof upon request throughout the year.
- f) LICENSEE shall be charged by the CITY for any damage to equipment or property owned by the CITY due to negligence by the LICENSEE.
- g) LICENSEE shall be responsible for the cleaning, maintenance, repair, and replacement of all items and fixtures on the interior and exterior of the concession stand, press box, storage garage, and small storage shed

- including light poles, light fixtures, four goal posts, and the two scoreboards that are property of and owned by the LICENSEE.
- h) Additional improvements and large-scale maintenance to the property including, but not limited to, items such as press box, bleachers, scoreboards, storage areas, concession stand, lighting, etc. are not permitted herein and will be considered through a separate agreement following proper City policies and committees for review and approval.
 - i) LICENSEE shall be responsible for submitting Board Members' names, phone numbers, and emails to the Parks and Recreation Department in conjunction with the Annual Meeting outlined in 8) below.

5) RESPONSIBILITIES OF THE CITY:

- a) The CITY shall perform any necessary building maintenance and/or equipment repairs for any buildings or items owned by the CITY as funding and staff time allows.
- b) The CITY shall be responsible for the maintenance and supplies of the restrooms.
- c) The CITY shall be responsible for the maintenance of the fields at Kiwanis Football Fields, to include all normal turf maintenance such as mowing, fertilizing, aerating, and similar activities, at the CITY'S discretion.
- d) The CITY shall maintain the irrigation system.
- e) The CITY shall be responsible for paying all utility bills (including water, electric, sewer, and storm water) and garbage collecting services relating to the Kiwanis Football Fields, including the concessions building and restroom building.
- f) The CITY shall maintain control over the scheduling of the Kiwanis Football Fields.
- g) The CITY shall winterize the restrooms, drinking fountains, and plumbing systems in the concession stand building.

6) CONCESSION SALES AND OPERATIONS: LICENSEE shall have the exclusive right to sell concessions from the concession stand.

- a) In connection with concession operations at Kiwanis Football Fields, LICENSEE must obtain necessary permits and licenses for operation, purchase and pay for all concession products, purchase concession equipment and make repairs to same at its sole expense, and maintain proper health standards as required by the County Health Department.
- b) At the end of each season, LICENSEE shall remove all product from the concession building no later than 1 week after the last game. The CITY shall not be responsible for damage to LICENSEE property or any property stolen from LICENSEE during the term of this Agreement.

- c) LICENSEE shall make no modifications, additions, alterations, or changes in any way to the concession building without written permission of the Parks and Recreation Director or that person's designee.
 - d) Use of the concession stand by third-party groups shall be with the approval of LICENSEE and CITY and out-of-pocket expenses incurred by LICENSEE shall be paid to LICENSEE by the third-party group.
- 7) **SCOREBOARDS:** LICENSEE gathered funds to sponsor the two scoreboards as shown in Exhibit A in 1996 for specific use of LICENSEE.
 - a) At the time of this agreement, the CITY does not have a use for the two scoreboards. As such, the LICENSEE shall be solely responsible for all costs and expenses associated with any maintenance, improvements, or replacements to the physical scoreboards or scoreboard control units, and any changes to the ad panels.
 - b) LICENSEE shall make no modifications, additions, alterations, or changes in any way to the two scoreboards without written permission of the Parks and Recreation Director or that person's designee.
- 8) **ANNUAL MEETING.** In an effort to establish and maintain effective communication relating to Kiwanis Football Fields, the CITY and LICENSEE agree to conduct an Annual Meeting on or around July 1st of each year to review a drafted schedule, any scheduled use of the concession stand by outside organizations, and any other pertinent items related to Kiwanis Football Fields.
- 9) **SIGNAGE.** No sign shall be posted on the property at any time without prior approval from the Parks and Recreation Director or that person's designee and in conformance with the with the City's Zoning Code.
- 10) **STORAGE.** All equipment used by LICENSEE can be stored in the storage garage on the north end of the fields, in addition to the storage shed on the southwest end of the fields. These areas shall be kept neat and orderly and accommodate other user groups including Fort Atkinson Parks and Recreation. LICENSEE shall be responsible for securing all of the items so stored. Under no circumstances, shall the CITY be liable for the loss of any such items.
- 11) **SPECIAL EVENT POLICY.** LICENSEE shall be required to submit a Special Event Application to the City of Fort Atkinson for any qualifying events, including large events and tournaments at least 30 days prior to the event date.
- 12) **KEYS.** LICENSEE will possess the number of keys listed below:

- a) President and Vice President: two total sets including keys to the two equipment sheds, concession stand, electrical panel, bathrooms, pressbox, and gates
- b) Board Members: five total sets including keys to the two equipment sheds and the concession stand
- c) Coaches:
 - a. 6th, 7th, and 8th grade teams possess one set of keys per grade for a total of 3 sets including keys to the two equipment sheds
 - b. 4th and 5th grade coaches will not be issued keys

The LICENSEE shall collect all keys at the end of the season and keep them for the following season. The keys shall not be copied unless authorized by the Parks and Recreation Director or that person's designee.

13) FIELD USE PAYMENT:

- a) Fees in the amount of \$12 per participant or minimum of \$2,000 shall be due on or before September 5th of each season.
- b) The above annual rate shall only apply to LICENSEE use of Kiwanis Football Fields. If LICENSEE uses other City fields, it shall pay the fee stated in the current Fee Resolution.
- c) LICENSEE may request additional dates to use Kiwanis Football Fields outside of the agreement dates subject to an additional fee as stated in the current Fee Resolution.

14) CONCESSION STAND LEASE PAYMENT. In the exchange for the use of the concession stand, LICENSEE will pay the CITY in the amount of \$200.00 annually on or before September 5th.

15) NO ASSIGNMENT. LICENSEE shall not assign this lease without written consent of the CITY.

16) MODIFICATION AND NOTIFICATION. This lease may be modified only in writing with the mutual consent of the Parties. Any written notices to the Parties shall be sent as followed:

CITY

City of Fort Atkinson
 Attn: Parks and Recreation Department
 30 North Water St. West
 Fort Atkinson, WI 53538

LICENSEE

Fort Youth Tackle Football Program, INC.
 P.O. Box 447
 Fort Atkinson, WI 53538

17) APPLICABILITY: The laws of the State of Wisconsin shall apply to the interpretation and enforcement of this lease.

IN WITNESS WHEREOF, this Agreement has been executed on the date and year above written by the City of Fort Atkinson and by the Fort Youth Tackle Football Program, INC.

Date approved by City Council

CITY OF FORT ATKINSON

Rebecca Houseman,
City Manager

Michelle Ebbert,
City Clerk/Treasurer/Finance Director

Brooke Franseen,
Director of Parks and Recreation

FORT ATKINSON YOUTH TACKLE FOOTBALL

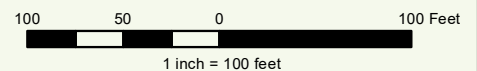
Printed Name:
FYTF Board President

Printed Name:
FYTF Board Vice President

Exhibit A: Kiwanis Football Fields & Concession Stand



-  Field Lights
-  Goal Posts





MEMORANDUM

DATE: June 20, 2023

TO: Fort Atkinson City Council

FROM: Daryl Rausch, Fire Chief

RE: Review and possible action to Upgrade and Improve Neighborhood Storm Warning Sirens

BACKGROUND

In April 2023, Emergency Communication System inspected the City's neighborhood storm warning sirens. There are four such sirens in the City, located on Cloute Hill on the water tower property, at Ralph Park near Wheels Park, on Jamesway at the lift station, and on the roof of the Municipal Building. The inspection found some immediate repair and replacement needs for two of the siren locations.

This proposal focuses on addressing the immediate needs of replacing the Jamesway siren and replacing the deteriorated pole at Ralph Park. A recent maintenance check (see Attachment 1) revealed that the siren near Jamesway and Endl Blvd is not working correctly and cannot be fixed due to the unavailability of replacement parts. Additionally, the siren at Ralph Park requires a pole replacement.

DISCUSSION

1. Replacement of Jamesway Siren: The Jamesway siren is currently not functioning correctly, and it cannot be fixed due to the unavailability of replacement parts. To rectify this issue, staff proposes replacing the Jamesway siren unit with a new one. Additionally, relocating the siren for improved distribution will be considered. This replacement project will involve the following:
 - Cost of Parts: \$14,113.00
 - Cost of Labor: \$8,675.00
 - Relocation expenses to ensure serviceability from the public right-of-way are included in the cost.
2. Pole Replacement at Ralph Park: The siren at Ralph Park requires a pole replacement due to deterioration. To address this issue, staff recommends replacing the deteriorated pole with a new one. The pole replacement project will incur the following cost:
 - Cost of Pole Replacement: \$6,775.00

By implementing these replacements, the City can ensure the coverage, reliability, and redundancy of the storm warning siren system. These improvements will contribute to the City's emergency preparedness and resilience.

FINANCIAL ANALYSIS

Emergency Communications Systems provided proposals to replace and relocate the siren on Jamesway (Attachment 2) and to replace the pole for the siren at Ralph Park (Attachment 3).

Jamesway Siren: Replace the siren at Endl and Jamesway. This will involve a replacement unit and possibly relocating it to improve distribution. The cost of this project will be \$14,113.00 for parts and \$8,675.00 for labor. This cost also includes relocating the siren, so it is serviceable from the public right-of-way. The total cost for this site is **\$22,788.00**.

Ralph Park Siren: Replace the pole for the siren at Ralph Park. This involves replacing the deteriorated pole only. The cost of this repair is **\$6,775.00**.

This project was not identified in the City's CIP, nor was it budgeted in 2023. However, due to the function of these sirens in warning residents of dangerous storm conditions, staff feels it is necessary to move forward with these two projects as soon as possible. Sufficient funds are not available within the Emergency Management or Electrical Department budgets for these projects. Staff proposes to fund this project through the Emergency Management – Supplies account (\$4,000 budgeted in 2023) and through the American Rescue Plan Act funds.

Proposed Funding Tables for Neighborhood Storm Warning Siren Project		
Table 1: Project Costs		
Project	Total Cost	
Jamesway Siren Replacement	\$	22,788.00
Ralph Park Pole Replacement	\$	6,775.00
TOTAL:	\$	29,563.00
Table 2: Funding Sources		
Funding Sources	Account Number	Amount Expended
Emergency Management	01-52-5261-0600	\$ 4,000.00
American Rescue Plan Act	22-50-5000-1000	\$ 25,563.00
TOTAL:		\$ 29,563.00

RECOMMENDATION

Staff recommends that the City Council approve the siren replacement at Jamesway and the pole replacement at Ralph Park for a total cost of \$29,563.00 to be funded as outlined in Table 2 above.

ATTACHMENTS

Attachment 1 - Service Reports for Existing Sirens

Attachment 2 - Replacement Jamesway Siren

Attachment 3 - Repair of Ralph Park Siren



Attachment 1 Service Reports

ECS Service Report

1-WAY SYSTEM



Project Information

Customer Name: <u>Fort Atkinson</u>	Date of Service: <u>4-11-23</u>
Customer Contact #	Site # <u>1</u>
Address: <u>Water tower</u>	
Primary Technician: <u>Bill VOH</u>	
Secondary Technician:	

Siren Information

(Document issues found and replacement parts in notes section below)

Siren Controller Type: <u>FC</u>	S/N:	
Siren Head Type: <u>Thunder bolt</u>	S/N:	
Gear Driven <input type="checkbox"/> Chec	Belt Driven <input checked="" type="checkbox"/> Chec	Belt Condition <input type="checkbox"/> Good <input type="checkbox"/> Replace Next Year <input type="checkbox"/> Bad
Cabinet Type <input checked="" type="checkbox"/> Metal <input type="checkbox"/> Aluminum	Cabinet Condition <input type="checkbox"/> Good <input type="checkbox"/> Recommend Replacement	
Service <input type="checkbox"/> Overhead <input checked="" type="checkbox"/> Underground <input type="checkbox"/> Other:	Meter # <u>—</u>	
Input Voltage: <u>VAC</u>	Cabinet Height: <u>10'</u>	F: <u>—</u> C: <u>—</u>
200 AMP Fuse <input type="checkbox"/> Good <input type="checkbox"/> Bad <u>N/A</u>	Rotation: <u>Ohms</u>	Chopper: <u>Ohms</u>
Charger 1: <u>—</u> VDC	Charger 2: <u>—</u> VDC	Charger 3: <u>—</u> VDC
Charger 4: <u>—</u> VDC	Charger Fuses <input type="checkbox"/> Pass <input type="checkbox"/> Fail <u>N/A</u>	Transformer Rectifier: <u>—</u> VDC
Battery 1: <u>—</u> CCA	Battery 2: <u>—</u> CCA	Battery 3: <u>—</u> CCA
Battery 4: <u>—</u> CCA	<input type="checkbox"/> Replace (low CCA)	<input type="checkbox"/> Replace (low CCA)
Total Battery: <u>—</u> VDC	Radio Battery: <u>—</u> VDC	
Battery Model: <u>—</u>	Radio Model: <u>Federal</u>	
Antenna Model: <u>10AS</u>	Antenna Height: <u>12'</u>	
Pole Condition <input checked="" type="checkbox"/> Good <input type="checkbox"/> Bad	Pole Height: <u>40</u>	
Board Voltage <input checked="" type="checkbox"/> AC <input type="checkbox"/> DC	Cabinet Locks? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

1-way System Inspection Check List

(If no/fail, document reason in notes section below)

Electrical Connections <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail <u>Some Corrosion</u>	Cleaned Cabinets <input checked="" type="checkbox"/> Yes
Grounding System <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Surge Protector <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Antenna Cable Secure <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Decon Bags <input checked="" type="checkbox"/> Replaced
Visual Rotation <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Rust Inhibitors <input checked="" type="checkbox"/> Replaced
Audible Siren <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Uploaded to Drive <input type="checkbox"/> Yes

Notes: - Unable to get to compressor or siren head due to ground conditions. Note need FSSO + dry

241.3, 243.1, 241.8

Technician Signature: _____

Attachment 1 Service Reports



ECS Service Report

1-WAY SYSTEM



Project Information

Customer Name: Fort Atkinson	Date of Service: 4-11-23
Customer Contact #	Site # 2
Address: Wheels Park	
Primary Technician: Bill VDH	
Secondary Technician:	

Siren Information

(Document issues found and replacement parts in notes section below)

Siren Controller Type: FC		S/N: —	
Siren Head Type:		S/N:	
Gear Driven <input type="checkbox"/> Chec	Belt Driven <input type="checkbox"/> Chec	Belt Condition <input type="checkbox"/> Good	<input type="checkbox"/> Replace Next Year <input type="checkbox"/> Bad
Cabinet Type <input checked="" type="checkbox"/> Metal <input type="checkbox"/> Aluminum	Cabinet Condition <input type="checkbox"/> Good <input checked="" type="checkbox"/> Recommend Replacement		
Service <input checked="" type="checkbox"/> Overhead <input type="checkbox"/> Underground <input type="checkbox"/> Other:			Meter # —
Input Voltage: 244.3 VAC	Cabinet Height: 7'	F: —	C: —
200 AMP Fuse <input type="checkbox"/> Good <input type="checkbox"/> Bad	Rotation: — Ohms	Chopper: Ohms	
Charger 1: — VDC	Charger 2: — VDC	Charger 3: — VDC	Charger 4: — VDC
Charger Fuses <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input checked="" type="checkbox"/> N/A	Transformer Rectifier: — VDC		
Battery 1: — CCA <input type="checkbox"/> Replace (low CCA)	Battery 2: — CCA <input type="checkbox"/> Replace (low CCA)	Battery 3: — CCA <input type="checkbox"/> Replace (low CCA)	Battery 4: — CCA <input type="checkbox"/> Replace (Low CCA)
Total Battery: — VDC	Radio Battery: — VDC		
Battery Model: —	Radio Model: —		
Antenna Model: 10AS	Antenna Height: 10'		
* Pole Condition <input type="checkbox"/> Good <input checked="" type="checkbox"/> Bad	Pole Height: Class 4 - 35'		
Board Voltage <input checked="" type="checkbox"/> AC <input type="checkbox"/> DC	Cabinet Locks? <input type="checkbox"/> Yes <input type="checkbox"/> No		

1-way System Inspection Check List

(If no/fail, document reason in notes section below)

Electrical Connections <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Cleaned Cabinets <input checked="" type="checkbox"/> Yes
Grounding System <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Surge Protector <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Antenna Cable Secure <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Decon Bags <input checked="" type="checkbox"/> Replaced
Visual Rotation <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Rust Inhibitors <input checked="" type="checkbox"/> Replaced
Audible Siren <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Uploaded to Drive <input type="checkbox"/> Yes

Notes: - Unable to access siren head due to ground conditions

- Pole is leaning

* Pole is rotted and in a unsafe condition *

- Please see photos

241.3 242.6, 241.4

Technician Signature: _____

Attachment 1 Service Reports

Service Report
JameswayECS Service Report
1-WAY SYSTEM

Project Information

Customer Name: <u>Fort Atkinson</u>	Date of Service: <u>4-11-23</u>
Customer Contact #	Site # <u>4</u>
Address: <u>1st station Jamesway + Endl Blvd</u>	
Primary Technician: <u>Bill VDH</u>	
Secondary Technician:	

Siren Information

(Document issues found and replacement parts in notes section below)

Siren Controller Type: <u>FCX</u>	S/N: <u>12225</u>
Siren Head Type: <u>Thunderbolt</u>	S/N:
Gear Driven <input type="checkbox"/> Chec <input checked="" type="checkbox"/> Belt Driven <input checked="" type="checkbox"/> Chec	Belt Condition <input type="checkbox"/> Good <input checked="" type="checkbox"/> Replace Next Year <input type="checkbox"/> Bad
Cabinet Type <input checked="" type="checkbox"/> Metal <input type="checkbox"/> Aluminum	Cabinet Condition <input type="checkbox"/> Good <input type="checkbox"/> Recommend Replacement
Service <input type="checkbox"/> Overhead <input checked="" type="checkbox"/> Underground <input type="checkbox"/> Other: <u>well</u>	Meter #
Input Voltage: <u>242.6</u> VAC	Cabinet Height: <u>17'</u> F: <u>11</u> C: <u>6</u>
200 AMP Fuse <input type="checkbox"/> Good <input type="checkbox"/> Bad	Rotation: Ohms Chopper: Ohms
Charger 1: <u>—</u> VDC Charger 2: <u>—</u> VDC	Charger 3: <u>—</u> VDC Charger 4: <u>—</u> VDC
Charger Fuses <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input checked="" type="checkbox"/> N/A	Transformer Rectifier: <u>—</u> VDC
Battery 1: <u>—</u> CCA Battery 2: <u>—</u> CCA	Battery 3: <u>—</u> CCA Battery 4: <u>—</u> CCA
<input type="checkbox"/> Replace (low CCA)	<input type="checkbox"/> Replace (low CCA)
Total Battery: <u>—</u> VDC	Radio Battery: <u>—</u> VDC
Battery Model:	Radio Model: <u>Federal</u>
Antenna Model: <u>10AS</u>	Antenna Height: <u>12'</u>
Pole Condition <input checked="" type="checkbox"/> Good <input type="checkbox"/> Bad	Pole Height: <u>45'</u>
Board Voltage <input checked="" type="checkbox"/> AC <input type="checkbox"/> DC	Cabinet Locks? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1-way System Inspection Check List

(If no/fail, document reason in notes section below)

Electrical Connections <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail
Grounding System <input type="checkbox"/> Pass <input type="checkbox"/> Fail
Antenna Cable Secure <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail
Visual Rotation <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Audible Siren <input checked="" type="checkbox"/> Pass <input checked="" type="checkbox"/> Fail

Cleaned Cabinets <input type="checkbox"/> Yes
Surge Protector <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Decon Bags <input checked="" type="checkbox"/> Replaced
Rust Inhibitors <input checked="" type="checkbox"/> Replaced
Uploaded to Drive <input type="checkbox"/> Yes

Notes: - Installed FCX
 - Furnished short antenna cable + adapter
 - Chopper bad (disabled for now so sound is output better than being blocked)
 - See photos

240.9, 241.7, 242.9

Technician Signature: _____

Phone: (920) 423-3311 - Email: Bill@Siren-Service.com
 Website: www.EmergencyCommunicationSystems-ecs.com

Attachment 1 Service Reports



ECS Service Report

1-WAY SYSTEM



Project Information

Customer Name: <u>Fort Atkinson</u>	Date of Service: <u>4-11-23</u>
Customer Contact #	Site # <u>3</u>
Address: <u>City Hall</u>	
Primary Technician: <u>Bill VDH</u>	
Secondary Technician:	

Siren Information

(Document issues found and replacement parts in notes section below)

Siren Controller Type: <u>DC FCBH</u>	S/N: <u>12021</u>
Siren Head Type: <u>7001 SRNB</u>	S/N: <u>DC1515 N04</u>
Gear Driven <input type="checkbox"/> Chec <input checked="" type="checkbox"/> Belt Driven <input type="checkbox"/> Chec <input checked="" type="checkbox"/>	Belt Condition <input type="checkbox"/> Good <input type="checkbox"/> Replace Next Year <input type="checkbox"/> Bad
Cabinet Type <input type="checkbox"/> Metal <input checked="" type="checkbox"/> Aluminum	Cabinet Condition <input checked="" type="checkbox"/> Good <input type="checkbox"/> Recommend Replacement
Service <input type="checkbox"/> Overhead <input type="checkbox"/> Underground <input checked="" type="checkbox"/> Other: <u>Fire station</u>	Meter # <u>—</u>
Input Voltage: <u>126.3</u> VAC	Cabinet Height: <u>Roof top</u>
200 AMP Fuse <input checked="" type="checkbox"/> Good <input type="checkbox"/> Bad	Rotation: <u>4.1</u> Ohms
Charger 1: <u>53.9</u> VDC	Chopper: <u>1.0</u> Ohms
Charger 2: <u>—</u> VDC	Charger 3: <u>—</u> VDC
Charger Fuses <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Charger 4: <u>—</u> VDC
Battery 1: <u>878</u> CCA	Transformer Rectifier: <u>—</u> VDC
Battery 2: <u>567</u> CCA	Battery 3: <u>708</u> CCA
<input type="checkbox"/> Replace (low CCA)	<input type="checkbox"/> Replace (low CCA)
Battery 4: <u>706</u> CCA	<input type="checkbox"/> Replace (Low CCA)
Total Battery: <u>53.1</u> VDC	Radio Battery: <u>—</u> VDC
Battery Model: <u>Mix</u>	Radio Model: <u>Federal</u>
Antenna Model: <u>10A5</u>	Antenna Height: <u>60'</u>
Pole Condition <input type="checkbox"/> Good <input type="checkbox"/> Bad	Pole Height: <u>10'</u>
Board Voltage <input checked="" type="checkbox"/> AC <input checked="" type="checkbox"/> DC	Cabinet Locks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1-way System Inspection Check List

(If no/fail, document reason in notes section below)

Electrical Connections	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail
Grounding System	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail
Antenna Cable Secure	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail
Visual Rotation	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A
Audible Siren	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail

Cleaned Cabinets	<input checked="" type="checkbox"/> Yes
Surge Protector	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Decon Bags	<input checked="" type="checkbox"/> Replaced
Rust Inhibitors	<input checked="" type="checkbox"/> Replaced
Uploaded to Drive	<input type="checkbox"/> Yes

Notes: Replaced 1 Siren Battery,
Recommend replacing 2 siren batteries 2024

Technician Signature: _____

Attachment 2 Jamesway Siren Replacement

Estimate



Emergency Communication Systems

Safety First

1750 Hamilton Court
Little Chute, WI 54140
920-585-4001

Date	Estimate #
5/12/2023	5888



Name / Address
City of Fort Atkinson 101 N Main St Fort Atkinson, WI 53538

Description	Qty	Rate	Total
<p>Site 4 (Jamesway)</p> <ul style="list-style-type: none"> •Install (1) Federal Signal Siren per Federal Signal installation specifications at site approved by the City •Furnish and install (1) 50 foot wooden class 2 pole •Furnish and install 4 batteries as recommended by Federal Signal battery specifications •Furnish and install electrical accessories for 120 vAC operation of sirens •Coordinate diggers hotline at siren sites •Remove and dispose of old siren, pole and affiliated equipment •Program, Test and Optimize System <p>City/Village is responsible for electrical utility cost (if any) for connecting the utility power or commercial power to the electrical disconnect installed by ECS at the pole, unless otherwise negotiated.</p> <p>The following rock clause will apply: In the event that rock or any other obstructions are encountered while digging, work at the site will be discontinued until the City/Village can offer an alternate site that will not require unexpected expenses to Emergency Communication Systems such as the cost of rock removal.</p>	1	8,675.00	8,675.00

Total

Phone #
920-585-4001

E-mail
Bill@Siren-Service.com

Web Site
www.EmergencyCommunicationSystems-ECS.com

Attachment 2 Jamesway Siren Replacement



2645 Federal Signal Drive
University Park, Illinois 60484-0975
800.548.7229
alertnotification.com

Contact Name: Nick Armstrong

Customer: Fort Atkinson

Address: 101 N. Main St

City: Fort Atkinson

Country: USA

Office Phone:

State: WI

Zip: 53538

E-mail: narmstrong@fortatkinsonwi.gov

Mobile Phone: 920-728-3117

Quotation No.: ANS

51223141733

Reference quote no. on your order

Upon receipt of your order and acceptance by Federal Signal Corporation, the equipment herein will be supplied at the quoted prices below.
Delivery schedule cannot be established until radio information is supplied, if applicable.

May 12, 2023

Item No.	Qty.	Federal Model/ Part No.	Description	Unit Price	Total
1			Project Name		
2			Command and Control		
3					
4					
5					
6					
7					
8			Equipment		
9	1	Equinox	SIREN, DC, ROTATING, 500HZ NOMINAL. THE EQUINOX SIREN	\$8,551.00	\$8,551.00
10	1	DCB	CNTRL,DCB	\$4,396.00	\$4,396.00
11	1	RP164	ANT,GROUNDING PLANE	\$172.00	\$172.00
12	1	AMB-RP164	ANTENNA MOUNTING BRACKET FOR RP164 POLE OR WALL	\$69.00	\$69.00
13	1	10A3	CABLE, 25' PL259 MALE & ADPT	\$223.00	\$223.00
14					
15					
16					
17					
18			Services/Installation		
19					
20					
21					
22					
			Freight		
23	1	Freight1	INLAND FREIGHT	\$702.00	\$702.00
Total Weight:				Total:	\$14,113.00

Prices are firm for 90 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for 6 months. This quotation is expressly subject to acceptance by Buyer of all Terms stated in the attached Terms document, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds \$50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Safety & Security Systems Group, Federal Signal Corporation. Installation is not included unless specifically quoted as a line item above. Adverse Site Conditions, including rock, caving soil conditions, contaminated soil, poor site access availability, and other circumstances which result in more than 2 hours to install a pole, will result in a \$385.00 per hour fee, plus equipment. Trenching is additional. Power Clause, bringing power to the equipment is the responsibility of the purchaser. Permit Clause, any special permits, licenses or fees will be additional. See attached Terms sheet.

Delivery: 8-10 Weeks

Freight Terms: FOB - University Park, IL (Factory)

Terms: Equipment - Net 30 Days upon Shipment
Services - Net 30 Days, as completed

Proposed By: Bill Van Dyn Hoven

Company: Emergency Communication Systems

Address: 1750 Hamilton Ct

City, State, Zip: Little Chute, WI 54140

Country: USA

Work Phone 920-585-4001

Fax: 920-423-3302

Approved By: Bill Van Dyn Hoven

William Van Dyn Hoven
Signature:

Purchase order MUST be made out to:

Federal Signal Corporation, Alerting & Notification Systems, 2645 Federal Signal Drive, University Park, IL 60484

Attachment 2 Jamesway Siren Replacement



2645 Federal Signal Drive
University Park, Illinois 60484-0975
800.548.7229
alertnotification.com

Contact Name: Nick Armstrong

Customer: Fort Atkinson

Address: 101 N. Main St

City: Fort Atkinson

Country: USA

Office Phone:

State: WI

Zip: 53538

E-mail: narmstrong@fortatkinsonwi.gov

Mobile Phone: 920-728-3117

Quotation No.: ANS

51223141733

Reference quote no. on your order

Upon receipt of your order and acceptance by Federal Signal Corporation, the equipment herein will be supplied at the quoted prices below.
Delivery schedule cannot be established until radio information is supplied, if applicable.

May 12, 2023

SHIPPING ADDRESS

Contact Name: Craig Roepke

Customer: Pleasant Praire Fire

Address: 3801 Springbrook Rd

City: Pleasant Prair

Country: USA

Phone: 262-694-8027

State: WI

Zip: 53158

Email: croepke@pleasantprairewi.gov



Attachment 3 Ralph Park Siren Repair

Estimate

Emergency Communication Systems

Safety First

1750 Hamilton Court
Little Chute, WI 54140
920-585-4001

Date	Estimate #
5/12/2023	5888



Name / Address
City of Fort Atkinson 101 N Main St Fort Atkinson, WI 53538

Description	Qty	Rate	Total
<p>Site 2 (Wheels Park)</p> <ul style="list-style-type: none">•Recommend having us reinstall the new pole in a more accessible location for a utility truck.•Remove and reinstall siren•Remove and dispose of old siren pole•Furnish and install (1) 50 foot wooden class 2 pole•Remove and reinstall electrical accessories for 120 vAC operation of sirens•Coordinate diggers hotline at siren sites•Program, Test and Optimize System <p>City/Village is responsible for electrical utility cost (if any) for connecting the utility power or commercial power to the electrical disconnect installed by ECS at the pole, unless otherwise negotiated.</p> <p>The following rock clause will apply: In the event that rock or any other obstructions are encountered while digging, work at the site will be discontinued until the City/Village can offer an alternate site that will not require unexpected expenses to Emergency Communication Systems such as the cost of rock removal.</p>	1	6,775.00	6,775.00
Total			\$15,450.00

Phone #
920-585-4001

E-mail
Bill@Siren-Service.com

Web Site
www.EmergencyCommunicationSystems-ECS.com