



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, JULY 16, 2024 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/5997866403?pwd=alcreldSbGpNUVl1VnR1RWF5bXovdz09>

Meeting ID: 599 786 6403
Passcode: 53538

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If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 397-9901. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Public Hearings**
- 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 **regular July 2, 2024 City**

Council meeting (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the July 8, 2024 License Committee** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the minutes of the **regular July 9, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to the **minutes of the July 9, 2024 Finance Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action relating to the **minutes of the July 11, 2024 Police and Fire Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action relating to the **minutes of the July 11, 2024 Sex Offender Residence Board meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to **building, plumbing, and electrical permit report for June 2024** (Draeger, Building Inspector/Zoning Administrator)
- h. Review and possible action relating to the City Clerk-issued **License and Permit Report for June 2024** (Ebbert, Clerk/Treasurer/Finance Director)
- i. Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of June 30, 2024 (Ebbert, Clerk/Treasurer/Finance Director)
- j. Review and possible action on a **Special Event: Fort Fall Fiesta**, September 14, 2024 from 12:00 - 4:00 p.m. at Jones Park (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

7. Resolutions and Ordinances

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

10. New Business

- a. Review and possible action relating to the **purchase of a rear load minivan** for the City's Shared Ride Taxi Program (Selle, City Engineer/Director of Public Works)
- b. Review and possible action on a **Public Monument Review - World War II Memorial at McCoy Park**, 1202 Madison Avenue (Dayton, Director of Parks and Recreation)
- c. Review and possible action **Public Monument Review - Batting Cage Project at Jones Park**, 615 Janesville Avenue (Dayton, Parks and Recreation)
- d. Review and possible action relating to a three-lot **Certified Survey Map** for the

unaddressed property located on the 1400 block of Lakeview Drive (Draeger, Building/Zoning Administrator)

- e. Review and possible action relating to **Renewal Alcohol Beverage License** applications for the licensing period of July 17, 2024 through June 30, 2025. (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action relating to **Cigarette and Tobacco Product Applications** for the licensing period of July 17, 2024 through June 30, 2025. (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to the **purchase of Harris portable radios and Kenwood mobile radios from Gencomm** at a cost not to exceed \$319,194.59 (Peterson, Fire Chief)

11. Miscellaneous

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: July 12, 2024

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

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**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JULY 2, 2024 – 7:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Cm. Becker, Cm. Jaeckel, Cm. Johnson, Cm. Schultz and President Lescohier. Also present: City Manager, City Attorney, City Engineer, City Clerk/Treasurer/Finance Director, Public Works Superintendent, Building Inspector, Fire Chief and Park and Recreation Director.

3. Public Hearings

None.

4. Public Comment

David Frigo, 409 Milo Street. Spoke about the Farmer's Market and meetings those representatives have had regarding the location of the market. He suggested using other parking areas. He also discussed the former community garden on Grove Street and relocating/reopening it.

Jean Heiman, 709 Van Buren Street. She referenced a sewer back up in December 2023. She submitted an insurance claim which was reviewed by the City's Insurance Company and recommended be disallowed. She would like the City to pay half of her expenses.

John Hausz, 104 Jefferson Street. He inquired on broken-up sidewalks in the City and progress to repair those sections. He spoke with the Rock River Coalition and invasive species, wondering if something is being done. He commented on a rezoning request for a property owned by Mr. Logan and the anticipated use of that property. He also discussed an uncle that served and then recited the Pledge of Allegiance.

5. Consent Agenda

Cm. Becker moved, seconded by Cm. Johnson to approve the Consent Agenda as presented.

*a. Review and possible action relating to the **minutes of the regular June 18, 2024 City***

Council meeting (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the June 25, 2024 regular Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action on a **Special Event: Fourth of July Glow Run**, July 4, 2024, from 6 pm to 9 pm at the Jones Market and Glacial River Trail (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to **Citizen Appointments** to Committees, Commissions, and Boards (Houseman, City Manager)

6. Petitions, Requests, and Communications

None.

7. Resolutions and Ordinances

- a. **Second and possible third/final reading of an Ordinance relating to a Zoning Map Amendment** to change the zoning for the property located at 1233 Janesville Avenue (226-0514-0924-004) from Light Industrial (LI) to Urban Mixed Use (UMU) (Draeger, Building/Zoning Administrator)

Building Inspector Draeger reviewed the submission by property owner Andrew Logan has applied for a Zoning Map Amendment for the property located at 1233 Janesville Avenue. The property is currently Zoned LI- Light Industrial, and the applicant is seeking to rezone to UMU - Urban Mixed Use to provide for greater flexibility in the permitted uses on the site. Draeger added, at the meeting on June 11, 2024, 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: • Site Plan review and approval by the Plan Commission for New Signage and Exterior Alterations. • Any other recommendations of City staff and the Plan Commission. The council had the first reading of the ordinance at the meeting on June 18, 2024. There have been no comments received by staff since this last meeting.

Cm. Becker moved, seconded by Cm. Johnson to suspend the rules and waive the third reading of the ordinance to amend the Official Zoning Map of the City of Fort Atkinson, Wisconsin. Motion carried on a unanimous voice vote.

Cm. Becker moved, seconded by Cm. Johnson to adopt the Ordinance relating to a Zoning Map Amendment to change the zoning for the property located at 1233 Janesville Avenue from Light Industrial to Urban Mixed Use. Motion carried on a unanimous voice vote.

8. Reports of Officers, Boards, and Committees

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

No action was taken.

9. Unfinished Business

None.

10. New Business

a. Review and possible action relating to Change Order #2 for the Public Works and Parks Operations facility (Williamson, Public Works Superintendent)

Public Works Superintendent Williamson reviewed the contract approved by the City Council included 5% (\$577,200) of the construction contract cost as contingency to address unknown items outside the original scope of the construction contract. Change Order #2, included with this memorandum, documents two items added, changed, or altered to improve the original intended design. The first additional item is the result of requested changes by City staff. There are five steel doors on the existing West (Parks) Shed. The replacement of these doors were not included in the original construction project, but the condition of such have deteriorated to the point that replacement with this project is economical and efficient. The replacement fiberglass doors, which match the new facility, will improve the aesthetic and long term maintenance of the West (Parks) Shed. The cost of the five doors is \$25,372. The second item included with Change Order #2 is the additional costs associated with the poor soil conditions found during excavation of the building footings. As a result of this poor structural material in areas intended to support the walls and roof structure of the new facility, the contractor has been required to remove the poor soils and replace them with a more structurally sound crushed aggregate material. This cost has been documented at \$94,000, with a small section of interior footings remaining. Staff has reviewed the previous data with the design architect, soils engineer, and contractor, and have requested the \$105,000.00 contained in the attached change order, anticipating this last section of footing.

Cm. Becker moved, seconded by Cm. Johnson to approve Change Order 2 of the Public Works and Parks Operations facility construction contract at a cost not to exceed \$130,372.00. Motion carried on a unanimous voice vote.

11. 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. Jaeckel moved, seconded by Cm. Johnson to approve the list of Verified Claims as presented. Motion carried on a unanimous voice vote.

*b. Review and possible action relating to **disallowance of a claim** against the City of Fort Atkinson, Majewski (Ebbert, City Clerk/Treasurer/Finance Director).*

Clerk/Treasurer Ebbert stated that in July 2021, the League of Wisconsin Municipalities

Mutual Insurance (LWMMI) became our insurance carrier for property, liability and worker's compensation. Statewide Services, Inc administers the claims for the LWMMI and performs an investigation and obtain facts regarding submitted notice of claims. Their research includes interviewing employees and on-site investigation. A final determination is then made and provided to Staff.

The claimant sustained a back-up of sewer water into their basement. A notice of incident was filed on January 31st and submitted to the City's insurance company for review. Statewide Services spoke with City employees to learn the cause of loss was an unnoticed clog within the City's sewer main, and that the City did not cause the clog by their operations. It was confirmed there is no evidence that the City failed to adhere to any ministerial duties or mandates regarding the maintenance of the sewer main, and absent a ministerial duty, WI statute 893.80 affords the City discretionary immunity. Statewide's investigation has revealed that the City was not negligent for this incident and therefore, recommends that the City disallow this claim pursuant to the Wisconsin Statute for disallowance of claim 893.80(1g). The disallowance of the claim shortens the statute of limitations period to six months for any future lawsuit relating to this matter.

Cm. Jaeckel moved, seconded by Cm. Johnson to disallow the claim against the City of Fort Atkinson pursuant to Wis. Stat. 893.80(1)(g). Motion carried on a unanimous voice vote.

c. *Review and possible action relating to **disallowance of a claim** against the City of Fort Atkinson, Heiman (Ebbert, City Clerk/Treasurer/Finance Director).*

Clerk/Treasurer Ebbert stated that in July 2021, the League of Wisconsin Municipalities Mutual Insurance (LWMMI) became our insurance carrier for property, liability and worker's compensation. Statewide Services, Inc administers the claims for the LWMMI and performs an investigation and obtain facts regarding submitted notice of claims. Their research includes interviewing employees and on-site investigation. A final determination is then made and provided to Staff.

The claimant sustained a back-up of sewer water into their basement. A notice of incident was filed and submitted to the City's insurance company for review. Statewide Services spoke with City employees to learn the cause of loss was an unnoticed clog within the City's sewer main, and that the City did not cause the clog by their operations. It was confirmed there is no evidence that the City failed to adhere to any ministerial duties or mandates regarding the maintenance of the sewer main, and absent a ministerial duty, WI statute 893.80 affords the City discretionary immunity. Statewide's investigation has revealed that the City was not negligent for this incident and therefore, recommends that the City disallow this claim pursuant to the Wisconsin Statute for disallowance of claim 893.80(1g). The disallowance of the claim shortens the statute of limitations period to six months for any future lawsuit relating to this matter.

Cm. Becker moved, seconded by Cm. Jaeckel to disallow the claim against the City of Fort Atkinson pursuant to Wis. Stat. 893.80(1)(g). Motion carried on a unanimous voice vote.

- d. *Review and possible action relating to **disallowance of a claim** against the City of Fort Atkinson, Root (Ebbert, City Clerk/Treasurer/Finance Director).*

Clerk/Treasurer Ebbert stated that in July 2021, the League of Wisconsin Municipalities Mutual Insurance (LWMMI) became our insurance carrier for property, liability and worker's compensation. Statewide Services, Inc administers the claims for the LWMMI and performs an investigation and obtain facts regarding submitted notice of claims. Their research includes interviewing employees and on-site investigation. A final determination is then made and provided to Staff.

The claimant sustained a back-up of sewer water into their basement. A notice of incident was filed on January 31st and submitted to the City's insurance company for review. Statewide Services spoke with City employees to learn the cause of loss was an unnoticed clog within the City's sewer main, and that the City did not cause the clog by their operations. It was confirmed there is no evidence that the City failed to adhere to any ministerial duties or mandates regarding the maintenance of the sewer main, and absent a ministerial duty, WI statute 893.80 affords the City discretionary immunity. Statewide's investigation has revealed that the City was not negligent for this incident and therefore, recommends that the City disallow this claim pursuant to the Wisconsin Statute for disallowance of claim 893.80(1g). The disallowance of the claim shortens the statute of limitations period to six months for any future lawsuit relating to this matter.

Cm. Jaeckel moved, seconded by Cm. Johnson to disallow the claim against the City of Fort Atkinson pursuant to Wis. Stat. 893.80(1)(g). Motion carried on a unanimous voice vote.

12. Miscellaneous

- a. *The City Council may consider a motion to convene in closed session pursuant to State Stat. §19.85(1)(g) in order to confer with legal counsel who is rendering oral or written advice concerning strategies to be adopted by the Council with respect to **current litigation***

Cm. Becker moved, seconded by Cm. Johnson to convene in closed session pursuant to State Stats. Section 19.85(1)(g) in order to confer with legal counsel who is rendering oral or written advice concerning strategies to be adopted by the Council with respect to current litigation. Motion carried on a unanimous voice vote.

- b. *The City Council may return to open session to take action on an Agreement relating to current litigation (Houseman, City Manager)*

Cm. Jaeckel moved, seconded by Cm. Becker to reconvene into open session. Motion carried on a unanimous voice vote.

Cm. Becker moved, seconded by Cm. Johnson to approve the Settlement Agreement and Mutual Release relating to the Hwy 12 LLC/Estate of Ramesh Shah Lawsuit. Motion carried on a unanimous voice vote.

13. Adjournment

Cm. Jaeckel moved, seconded by Cm. Becker to adjourn. Meeting adjourned at 8:09 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



**LICENSE COMMITTEE MEETING
IN PERSON AND VIA ZOOM
MONDAY, JULY 8, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

President Lescohier called the meeting to order at 4:00 pm.

2. Roll call

Present: Cm. Jaeckel, Cm. Schultz and President Lescohier. Also present: City Manager and City Clerk/Treasurer/Finance Director.

3. New Business

- a. Review and possible recommendation to the City Council relating to **Renewal Alcohol Beverage License** applications for the licensing period of July 17, 2024 through June 30, 2025. (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk/Treasurer Ebbert presented the application from Family Dollar Stores of Wisconsin, LLC to renew their Class "A" Fermented Malt Beverage License for use at 1517 Madison Avenue. This only allows the sale of fermented malt beverage/beer for off-site consumption. All documentation was completed appropriately and they are current on all monies owed to the City of Fort Atkinson.

Cm. Schultz moved, seconded by Cm. Jaeckel to recommend to City Council approve the Family Dollar Store #26250 Alcohol License Application for the licensing period of July 17, 2024 to June 30, 2025. Motion carried.

- b. Review and possible recommendation to the City Council relating to **Cigarette and Tobacco Product Applications** for the licensing period of July 17, 2024 through June 30, 2025. (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk/Treasurer Ebbert provided the application from Family Dollar Stores of Wisconsin LLC renew their Cigarette, Tobacco and Electronic Vaping Device Retail License Application. The application confirms they only sell cigarettes and tobacco products, however they are allowed to sell electronic devices. Family Dollar is current on monies owed and have paid the license fee.

Cm. Schultz moved, seconded by Cm. Jaeckel to recommend the City Council approve the Cigarette and Tobacco Products Retail License Application for Family Dollar Store #26250 for the licensing period of July 17, 2024 to June 30, 2025. Motion carried.

4. Adjournment

Cm. Schultz moved, seconded by Cm. Jaeckel to adjourn. Meeting adjourned at 4:11 pm.

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



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JULY 9, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Commissioners Hough, Highfield, Kessenich, Shull, Council Rep Schultz, Manager Houseman and Engineer Selle. Also present: City Clerk/Treasurer, City Attorney, Building Inspector, Park & Recreation Director and Park & Recreation Supervisor.

3. New Business

*a. Review and possible action relating to the **minutes of the regular June 25, 2024 Plan Commission meeting***

No action was taken.

*b. Review and possible recommendation to the City Council on a **Public Monument Review - World War II Memorial at McCoy Park, 1202 Madison Avenue (PMR-2024-02) (Dayton)***

Park & Rec Director Dayton provided that a donor has requested to install a proposed World War II monument located in McCoy Park. This type of request requires Plan Commission and City Council review and approval through the Public Monument/Building Review process. Multiple locations within the park were reviewed with final recommendation of installation on the Northeast corner of the property. This location was most suitable because of its elevation and existing slope. The statue would be installed using a peg and slot system. The statue will have four 1" rods attached to the underside of the base. The four rods will slide into four corresponding 1.5" holes drilled into the granite base and concrete footing. An adhesive will secure the statue to the base and prevent water from getting between the statue and the base. Six light fixtures will be installed flush to the ground, using a consistent design like the other existing statues in the park. Uplighting will provide illumination during the evening hours. A 4' deep concrete footing will be installed under the statue and stone base to help support the monument's weight.

Hough moved, seconded by Highfield to recommend that the City Council approve this

request for a Public Monument/Building Review allowing the installation of the World War II memorial at McCoy Park. Motion carried.

- c. *Review and possible recommendation to the City Council on **Public Monument Review - Batting Cage Project at Jones Park, 615 Janesville Avenue (PMR-2024-03) (Dayton)***
Park & Recreation Supervisor Yanke presented a proposal in conjunction with the Fort Atkinson Generals for a new batting cage to be located in Jones Park. Currently, Jones Park does not have a permanent batting cage on site. The Fort Atkinson High School team installs a temporary batting cage each season with the expectation that it will only be used and maintained by their staff. The temporary system is not astatically pleasing and loses tension often, requiring it to be set back up. There are four user groups in the City that utilize the Jones Park baseball diamond. There is unanimous support from the user groups for the installation of a permanent structure that can be utilized by all parties, and the greater community overall. The Parks and Recreation Department maintains all the existing batting cages within the parks system. Landscaping responsibilities include mowing and weed whipping around trees and signs. This new monument will not add any additional landscaping maintenance to the department.

Schultz moved, seconded by Shull to recommend that the City Council approve this request for a Public Monument/Building Review allowing the installation of the batting cages at Jones Park. Motion carried.

- d. *Review and possible recommendation to the City Council relating to a three-lot **Certified Survey Map** for the unaddressed property located on the 1400 block of Lakeview Drive (CSM-2024-02) (Draeger)*
Building Inspector Draeger stated that the City's Zoning Ordinance was adopted in October 2020 and created new residential zoning designations that promote in-fill development by allowing smaller lots and higher density. This proposed three-lot Certified Survey Map creates three smaller lots from two larger lots created under a previous code. The proposed CSM will use the combined square footage of the existing two lots and equally divide the space to create three lots of the same SR-5 Zoning designation as the existing two lots, requiring no Zoning Map Amendment.

Kessenich moved, seconded by Schultz to recommend the City Council approve this preliminary Certified Survey Map creating 3 SR-5 lots from the original 2 lots. Motion carried.

- e. *Review and possible action on a **Site Plan Review for DG Market** to be located on the property along the 1400 block of Janesville Avenue, parcel number 226-0514-0931-012 (SPR-2024-03) (Draeger)*
Building Inspector Draeger introduced the submission from Dollar General who is proposing to develop a new 12,480 square foot retail building on the 1-acre northern outlot located near the CubeSmart Self Storage property, which was the former Shopko shopping center complex. The property is currently a paved parking area that remains from its former use. The proposed development includes a new retail building, paved parking/access area, paved loading area, stormwater management, and landscaped area.

No Janesville Avenue access changes are proposed, as the existing driveway serving the CubeSmart Self Storage building will remain in place. Vehicle, pedestrian, and bicycle access to the property will come from the south side of the property into the site. Other components of the Site Plan include a new sidewalk extension parallel to Janesville Avenue extending from the cemetery to the southern property line, 31 new vehicle parking stalls located between Janesville Avenue and the proposed new retail building, a new loading area south of the proposed retail building, outdoor lighting within the parking area and around the new building, fencing along the northern property line, stormwater management in the southwest corner of the property, retaining wall along the south property line, and landscaping in front of the building and parking area facing Janesville Avenue.

Dennis Meekhof - Mann Construction spoke on exterior bolts that would be placed for seasonal banners.

A representative from Dollar General addressed the Plan Commission on the retention wall, related expenses for building materials and the requirement of Class 1 materials. A statement was made that DG is struggling with the costs of Class 1 materials that were reviewed prior to Plan Commission with Staff.

Engineer Selle moved, seconded by Highfield to recommend approval of the Site Plan, subject to the following conditions:

- Waive the requirement for the maximum driveway size because the Zoning Ordinance only requires the 24-foot maximum at the access point to the right-of-way and the proposed development does not take access directly from the right-of-way.
- Accept the landscaping plan as shown with the required total number of points being met for Yards using plantings within the stormwater management area.
- Require the applicant to provide signage plans (if desired) that meet the requirements of the Zoning Ordinance, subject to approval by the Plan Commission. A signage plan will return for Plan Commission approval.
- Require submittal of new sidewalk layout, water and sanitary layout and details, as well as copy of recorded stormwater maintenance agreement as noted above
- Any other recommendations from City staff and the Plan Commission.

Manager Houseman stated that Class 1 materials are required as part of the Zoning Ordinance and are required for this zoned property. Engineer Selle stated many projects occurring in the City are utilizing Class 1 materials. The proposed building will be located in the Janesville Avenue corridor.

Manager Houseman called for the vote. Motion carried 7-0 in favor.

4. Adjournment

Kessenich moved, seconded by Schull to adjourn. Meeting adjourned at 5:00 pm.

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



**FINANCE COMMITTEE MEETING
IN PERSON
TUESDAY, JULY 9, 2024 – 5:00 PM
CITY HALL – SECOND FLOOR CONFERENCE ROOM**

MINUTES

1. Call meeting to order

President Lescohier called the meeting to order at 5:14 pm.

2. Roll call

Present: Cm. Becker, Cm. Schultz and President Lescohier. Also present: City Manager and City Clerk/Treasurer/Finance Director.

3. New Business

*a. Review of documentation associated with updates to the **2024 Non-Represented Pay Plan** (Houseman, City Manager)*

Manager Houseman reviewed the non-represented pay plan outline due to position descriptions, adjustments to pay grades and ranges due to the market, recruitment and compression. No action was taken.

b. Presentation of 2025 Budget Information Available (Houseman, City Manager)

Manager Houseman reviewed notable 2025 budget information including the schedule, meeting dates and budget expectations. No action was taken.

4. Adjournment

Cm. Becker moved, seconded by Cm. Schultz to adjourn. Meeting adjourned at 6:09 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director



**POLICE AND FIRE COMMITTEE MEETING
IN PERSON
THURSDAY, JULY 11, 2024 – 11:00 AM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Co-Chairperson Turk called the meeting to order 11:00 am.

2. Roll call

Present: Commissioners Schultz, Raub and Turk. Also present: City Manager, City Clerk/Treasurer, Police Chief and Fire Chief. Absent: Commissioners Hartwick and Jones.

3. Approval of Minutes

*a. Review and possible action relating to the **minutes of the June 4, 2024 Police and Fire Commission meeting.***

Schultz moved, seconded by Raub to approve the June 4, 2024 Police and Fire Commission meeting. Motion carried.

4. New Business

*a. Review and possible action relating to the appointment of top candidate(s) from the Fire/EMS Department recruitment process for **Firefighter/Paramedics and/or Firefighter/AEMTs (Peterson)***

Chief Peterson reviewed the process of recruitment with candidate Josh Bull being selected. Appropriate pre-employment measures were taken without concern.

Schultz moved, seconded by Raub to approve the appointment of top candidate Josh Bull as a full-time Firefighter/EMT Advanced to the Fire/EMS Department. Motion carried.

*b. Review and possible action relating to the **promotional process for filling detective position(s) (Bump)***

Chief Bump reviewed his matrix for filling vacancies within the Department. Internal candidates were interviewed for the Detective position with recommendation of Ryan Wagner to general detective effective Sunday August 4th and Heather Peck to second

general detective in October/November 2024.

Schultz moved, seconded by Raub to appoint Ryan Wagner to General Detective and Officer Heather Peck to second General Detective. Motion carried.

Schultz moved, seconded by Raub to establish an eligibility list for the detective position with expiration of December 31, 2024 and including Officer Vanessa Leonard. Motion carried.

5. Adjournment

Schultz moved, seconded by Raub to adjourn. Meeting adjourned at 11:17 am.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



**SEX OFFENDER RESIDENCE BOARD
IN PERSON
THURSDAY, JULY 11, 2024 – 2:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Manager Houseman called the meeting to order at 2:00 pm.

2. Roll call

Present: Committee member Rottmann, Councilperson Schultz (arrived at 2:08 pm), Chief Bump and Manager Houseman. Also present: Detective Hefty, City Attorney and City Clerk/Treasurer.

3. New Business

- a. *Review and possible action relating to the **Sex Offender Residence Appeal Form** from Russell Solem.*

Note that the Board may go into closed session to discuss medical, personal or social history and treatment options of the appellants pursuant to Wisconsin Statutes Section 19.85(1)(f).

Detective Hefty was able to confirm the location of the applicant for a period of time which was requested from the June meeting.

Bump moved, seconded by Schultz to go into Closed Session pursuant 19.85(1)(f) in order to discuss medical, personal, or social history and treatment options of the appellant. Motion carried on a unanimous voice vote.

Bump moved, seconded by Schultz to reconvene into open session at 2:21 pm. Motion carried on a unanimous voice vote.

Rottmann moved, seconded by Schultz to grant the offenders' request for exemption with the following conditions: remain compliant with all requirements of the registry, requirements of extended supervision and, after that is complete, the same rules apply to the conditions of extended supervision. Motion carries 3-1.

- b. *Review and possible action relating to the **Sex Offender Residence Appeal Form** from Randy Enos.*

Note that the Board may go into closed session to discuss medical, personal or social history and treatment options of the appellants pursuant to Wisconsin Statutes Section 19.85(1)(f).

Randy Enos currently resides at the location where he has requested to reside. He moved into the Madison Avenue property within days of submitting the residency appeal packet. Mr. Enos moved here to be near family and support. He is unemployed, on disability and healing from recent surgery. He had resided in Whitewater and the Town of Koshkonong prior. He stated his support includes his son, daughter-in-law and grandchildren. He communicates with a friend in New York. He left the residence in the Town due to living conditions, personal safety and roommates.

Chief Bump noted inconsistencies in the application that was submitted. Mr. Enos apologized for his application that contained errors.

Bump moved, seconded by Schultz to go into Closed Session pursuant 19.85(1)(f) in order to discuss medical, personal, or social history and treatment options of the appellant. Motion carried on a unanimous voice vote.

Schultz moved, seconded by Bump to reconvene into open sessions at 2:48 pm. Motion carried on a unanimous voice vote.

Schultz moved, seconded by Rottmann to grant the offenders' request for exemption with the following conditions that the offender does not violate any City Ordinances or State Statute and complies with a 12-month check in on July 11, 2025. Motion carried.

4. Adjournment

Rottmann moved, seconded by Schultz to adjourn. Meeting adjourned at 2:55 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer/Finance Director



Permit Report

06/01/2024 - 06/30/2024

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

6/30/2024	24415	1335 N High St.	Niina Konz	Add/Alter Commercial	Remodel, add 2nd bathroom and quiet room for indoor child play area. 10 yrs old and under.	100,000	\$1,174.00
6/13/2024	24372	225 S Water St E	PRATIK PATEL	Add/Alter Commercial	REPLACING & FIXING RAILLING (NEW)	4,000	\$60.00
6/10/2024	24365	309 Bluff St	St Pauls Lutheran	Add/Alter Commercial	Additon	117,500	\$275.00
6/5/2024	24360	711 Zaffke St	City of Fort Atkinson	Add/Alter Commercial	install 2 ericsson antennas, 1 dengyo antenna, 1 radio.	30,000	\$435.00
							\$1,944.00

Group Total: 4

Group: Commercial/ Industrial

6/18/2024	24381	201 E Cramer St	Opportunities Inc.	Commercial/ Industrial	56000 SF Warehouse Addition with 6 loading docks	4,710,000	\$17,335.00
							\$17,335.00

Group Total: 1

Group: Deck

6/25/2024	24409	209 Council St	Jacob Sass	Deck	Replace front porch	2,000	\$121.00
6/25/2024	24408	420 Zida St	Dallas Banda	Deck	Remove existing steps/landing.	2,000	\$102.50

					Build deck in place.		
6/19/2024	24385	521 Adams St	Volodymyr Tanieiev	Deck	Rebuild Deck and New Front Porch	8,500	\$139.00
							\$362.50

Group Total: 3

Group: Electrical

6/30/2024	24416		Todd Wileman	Electrical	UG temporary service	264	
6/26/2024	24411	535 Robert St	Ryan and Michelle Whisner	Electrical	Currently 100 amp service, upgrading to 200 amp service with disconnect. Sub panel feed to the 3rd floor. Bathroom remodel (dedicated circuit)	9,200	\$95.00
6/26/2024	24410	1007 W Cramer St	Nancy Hucke	Electrical	electrical to garage	3,000	\$77.00
6/23/2024	24406	407 Grant St	Sam Lombardo	Electrical	100 Amp Service upgrade	1,500	\$70.00
6/19/2024	24383	1507 Radhika St	Thu Nguyen/magsamen and mitchell magsamen	Electrical	Adding 2 bedrooms and an office. Building rooms in basement	1,000	\$51.50
6/19/2024	24382	311 Garfield St	Pam Wheeler	Electrical	trench electrical to shed	1,500	\$65.25
6/17/2024	24380	408 Curtis Cir	Betty Strese	Electrical	New bathroom	500	\$43.00
6/17/2024	24378	1531	FIRESIDE DINNER THEATRE	Electrical	Rewire and Additional Openings	45,000	\$205.00
6/12/2024	24370	611 E Sherman Ave	FORT ATKINSON MEMORIAL HOSPITAL	Electrical	(HC00002170) Renovation to the South third of the hospital. 4 total floors of work and a penthouse	2,484	

					with additional air handling equipment.		
6/11/2024	24367	811 Boldt st	JOSEPH JONES TRUST	Electrical	UPGRADE SERVICE FROM 100 TO 200 AMP	2,000	\$70.00
6/6/2024	24361	205 E Blackhawk Dr.	HOPPE NORTH AMERICA INC	Electrical	Replace existing RTU	501	\$45.00
6/1/2024	24354	504 Monroe St	Eric Pelletier	Electrical	Installing 7 outlets, 8 can lights, 1 outdoor light, 1 WAP, and 2 speakers in new addition	1,500	\$53.50
							\$775.25

Group Total: 12

Group: Fence

6/20/2024	24389	322 Jones Ave	Megan Haas	Fence	Fence to cover the area on the side of the house and behind the garage	5,828	\$85.00
6/14/2024	24374	320 Grove St	Robert Langenohl	Fence	6ft White privacy fence, polyvinal, trimax 2. Red lines on survey are fence approximation.	16,000	\$85.00
6/4/2024	24357	311 Garfield St	Pam Wheeler	Fence	6ft vinyl privacy fence	8,000	\$85.00
							\$255.00

Group Total: 3

Group: Foundation Repair

6/28/2024	24414	1113 Laurie Dr.	Antione Gray	Foundation Repair	installing interior drainage with existing sump	2,754	\$35.00
6/20/2024	24386	625 Grant St	Andy Schroedl	Foundation Repair	install interior drainage w/ sump pump	1,088	\$35.00
							\$70.00

Group Total: 2

Group: HVAC

6/19/2024	24384	1507 Radhika St	Thu nguyen/magsamen and mitchell magsamen	HVAC	Building rooms in basement	1,000	\$68.00
6/17/2024	24379	201 E Cramer St	Opportunities, Inc.	HVAC	Building Expansion	74,660	\$2,985.00
6/16/2024	24377	1633 Montclair	Roxolid Creations LLC	HVAC	New ductwork furnace and ac	18,000	\$408.65
6/13/2024	24371	1531 S Main St	Fireside Restaurant	HVAC	Replacing two furnace and AC's	43,750	\$175.00
6/12/2024	24369	1251 Janette St	Nelson	HVAC	Venting of (1) kitchen hood 400 CFM or under to exterior of house. RG Heating will run this vent thru attic and terminate thru roof. NOTE: Flashing of roof cap assumed to be done by other.	1,045	\$60.00
6/5/2024	24359	1680 Madison Ave	Fort Atkinson Hotel Group LLC	HVAC	AC Replacement	5,680	\$70.00
6/1/2024	24355	504 Monroe St	Eric Pelletier	HVAC	Installing 2 new supply vents and 1 return vent from existing furnace to bedroom addition	500	\$49.95
							\$3,816.60

Group Total: 7

Group: New Single Family

6/20/2024	24394	1705 Montclair Pl	Roxolid Creations	New Single Family	New 1-Story Single Family	340,000	\$2,993.00
							\$2,993.00

Group Total: 1

Group: Other

6/28/2024	24413	207 Adams St	Douglas Coons	Other	Roof mounted solar PV	15,000	

Group Total: 1

Group: Plumbing

6/20/2024	24387	625 Grant St	Andy Schroedl	Plumbing	install sump pump	1,726	\$41.00
6/7/2024	24364	302 Martin St	Tanner Buttke	Plumbing	New basement bathroom with sewage ejector	0	\$59.00
6/6/2024	24362	801 W Rockwell Ave	Matt Hensel	Plumbing	Add/Modify Fire Protection in cooler C.	154,000	\$203.00
6/5/2024	24358	1815 Janesville Ave	1815 Core, LLC	Plumbing	Restore Wet Sprinkler System to Operational after freeze up.	0	\$71.00
							\$374.00

Group Total: 4

Group: Pool/Hot Tub

6/3/2024	24356	1501 Agnes rd	Nova Jiongco	Pool/Hot Tub	above ground pool	2,000	\$95.00
							\$95.00

Group Total: 1

Group: Right of Way Opening Permit

6/27/2024	24412	201 Park St	Fort Schools	Right of Way Opening Permit	WR4989282 New Gas Service	0	\$50.00
6/21/2024	24405	Riverside Dr & Robert St		Right of Way Opening Permit	New Electrical WR 4760848	0	\$50.00
6/21/2024	24404	800 Hackbarth Rd		Right of Way Opening Permit	New Electrical WR 4984256	0	\$50.00
6/21/2024	24403	1330 Jamesway St		Right of Way Opening Permit	New Electrical WR 4940833	0	\$50.00
6/21/2024	24402	409 Nadig Dr		Right of Way Opening Permit	New Electrical WR 4940835	0	\$50.00
6/21/2024	24401	1206 Janesville Ave		Right of Way Opening Permit	New Electrical WR 4940830	0	\$50.00

6/21/2024	24400	1250 Jamesway St		Right of Way Opening Permit	New Electrical WR 4940832	0	\$50.00
6/21/2024	24399	1529 Jamesway		Right of Way Opening Permit	New Electrical WR 4940834	0	\$50.00
6/21/2024	24398	408 Highland Ave		Right of Way Opening Permit	New Electrical WR 4940837	0	\$50.00
6/21/2024	24397	1525 Summit Dr		Right of Way Opening Permit	New Electrical WR 490839	0	\$50.00
6/21/2024	24396	1430 Endl Blvd		Right of Way Opening Permit	New Electrical WR 4940841	0	\$50.00
6/21/2024	24395	710 Highland Ave		Right of Way Opening Permit	New Electrical WR 4940840	0	\$50.00
6/20/2024	24392	1212 Talcott Ave		Right of Way Opening Permit	New Electrical WR 4940831	0	\$50.00
6/20/2024	24391	1450 Janesville Ave		Right of Way Opening Permit	New Electrical WR 4940838	0	\$50.00
6/20/2024	24390	413 Highland Ave		Right of Way Opening Permit	New Electrical WR 4940835	0	\$50.00
6/10/2024	24366	821 Florence St	Richard Guthrie	Right of Way Opening Permit	New driveway apron and sidewalk	0	\$50.00
6/1/2024	24353	1708 MONTCLAIR PL	TEMPO DESIGNED HOMES	Right of Way Opening Permit	NEW WATER AND SEWER LATERALS	0	\$385.00
							\$1,185.00

Group Total: 17

Group: Single Family Alteration/Addition

6/30/2024	24417	521 Adams St	Volodymyr Tanieiev	Single Family Alteration/Addition	renovation of Kitchen, Bathroom, and adding 1 bedroom.	25,000	\$235.00
6/15/2024	24376	1507 Radhika St	Thu nguyen/magsamen and mitchell magsamen	Single Family Alteration/Addition	Adding 2 bedrooms in basement and 1 office.	8,000	\$200.00
6/6/2024	24363	1531 S Main St	Fireside Theatre	Single Family Alteration/Addition	Bathroom expansion and remodel and adding two bedrooms.	45,000	\$247.50
							\$682.50

Group Total: 3

Group: Windows/Doors

6/14/2024	24373	1208 Aztec Ct.	Robert Kieckbusch	Windows/Doors	Egress window installation, connecting to existing crock and sump.	5,775	\$62.25
							\$62.25

Group Total: 1

Group: Zoning

6/24/2024	24407	900 W Sherman Ave	Mishell Draeger	Zoning	detached Screened encloser Kit build	3,000	\$50.00
6/14/2024	24375	825 Florence St	Donald W Hupke	Zoning	replacing existing fence in same location	4,500	\$25.00
6/12/2024	24368	500 Hillcrest Dr	Alison Miles	Zoning	New wood privacy fence to replace previous 4ft in back yard	2,000	\$25.00
							\$100.00

Group Total: 3

							\$30,050.10
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Total Records: 63

7/8/2024



Jedidiah Draeger
Building Inspector/Zoning Administrator



MEMORANDUM

DATE: July 16, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to the City Clerk-issued License and Permit Report for June 2024 (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

The following is a list of the Licenses and Permits issued by the City Clerk for the period of June 18, 2024 through July 16, 2024 per the City of Fort Atkinson Municipal Code of Ordinances.

DISCUSSION

BEEKEEPING

None

OPERATOR

Licensing Period – July 1, 2024 – June 30, 2026

Applicant		Place of Employment	Recommended Approval by Fort Atkinson Police Department	Cost
Caela	Dieken	Country Inn & Suites	Y	\$40
Brenna	Schilt	Paddys, 1062, PaddyShack	Y	\$40
Alexandra	Scullin	Bridge	Y	\$30
Stephanie	VonAlven	Bridge	Y	\$30
Kyle	Olson	Bridge	Y	\$30
Kaela	Hutter	American Legion	Y	\$30
Rebecca	Schultz	Country Inn & Suites	Y	\$30
Lindsey	Zeisler	Country Inn & Suites	Y	\$30
Jayshn	West	Country Inn & Suites	Y	\$30
Jessica	Boeve	Bienfang's	Y	\$30
Octavia	Haines	Fat Boyz	Y	\$30
Nancy	Mortensen	Kwik Trip #439	Y	\$30
Julia	Baker	Fort 88 Smokehouse	Y	\$30

Liriden	Lumani	Tavern on Rock	Y	\$30
Brienne	Graber	Tavern on Rock	Y	\$30
Jesse	Pelnar	Paddyshack	Y	\$30
Shaughn	Kennedy	Paddyshack	Y	\$30
Theresa	Huser	Open	Y	\$40
Lucas	Shoemaker	Festival Foods	Y	\$30
Dylan	Dietzman	Festival Foods	Y	\$30
Thomas	Hayd	Festival Foods	Y	\$30
Nathan	Kozak	Festival Foods	Y	\$30
James	Tibbets	Festival Foods	Y	\$30
Tonya	Redenius	Soup's ON	Y	\$30
Ross	Weber	KP Mart	Y	\$30
James	Servin	Walgreens	Y	\$30
Lauren	Lincoln	Walgreens	Y	\$30
Emma	Korias	Walgreens	Y	\$30
Megan	Schroeder	Walgreens	Y	\$30
Micha	Fromader	Lions	Y	\$30
Signe	Kind	Paddys & Paddyshack	Y	\$30
Mikayla	Kind	Paddys & Paddyshack	Y	\$30
Kelli	Hetts	Paddyshack	Y	\$30
Laura	Marquardt	Bienfang's	Y	\$30
Jared	Tews	Paddyshack	Y	\$30
Manjit	Singh	Sunny's Quick Mart	Y	\$30
Harjot	Singh	Sunny's Quick Mart	Y	\$30
Danielle	Nelson	Paddy's Pub	Y	\$30
Maria	Cortez	La Cabana	Y	\$30
Amity	Sierra	La Cabana	Y	\$30
Taylor	May	Riverstone Premier	Y	\$40
Dominique	Sookikian	Riverstone Premier	Y	\$40
Mariah	Fitz	Paddys & 10-62	Y	\$30
Janelle	Pallan	Paddys & 10-62	Y	\$30
Olivia	Christ	Paddys & 10-62	Y	\$30
Morgan	Wiedenhof	Soup's ON	Y	\$30
Jason	Crandall	10-62 & Paddyshack	Y	\$30
Vanessa	Velez	Walgreens	Y	\$30
Dian	Banning	Walgreens	Y	\$30
Valeria	Cazanove Pena	Walgreens	Y	\$30
Orvil	Fuentes-Flores	Walgreens	Y	\$30
Grace	Mueller	Walgreens	Y	\$30
Mitchell	Fanning	Paddys	Y	\$30
Michelle	Gottschalk	Paddyshack	Y	\$40
Kenneth	Kleman	American Legion	Y	\$30
Susan	Crandall	Stop N Go	Y	\$30
Camille	Penate-Brock	Paddyshack	Y	\$40

MOBILE MERCHANT

Kenneth	Bass Jr	Indian River – Holiday Inn	Y	Reissue
Harry	Schroeder	Oakdale Farms – Verlo Parking Lot	Y	\$50
Jennifer	Smith	Tree Ripe Citrus – Riverstone Event Center	Y	\$35
Sergio	Sampayo Vega	Sampa Tacos LLC – Advance Auto Parts	Y	\$75

DOOR-TO-DOOR RESIDENTIAL / DIRECT SELLER

Zach	Lange	Dan Chin Homes	Y	\$25
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FINANCIAL ANALYSIS

In accordance with the City's Ordinances and Fee Schedule, a total \$1780.00 was collected for Operator's licenses, \$25 for Direct Seller's licenses, and \$160 for Mobile Merchant licenses.

RECOMMENDATION

These licenses have been issued by the City Clerk's Office in accordance with the City's Ordinances. No further action by the City Council is necessary.

ATTACHMENTS

None



MEMORANDUM

DATE: July 16, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Fort Fall Fiesta, September 14, 2024 from 12:00 - 4:00 p.m. at Jones Park (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

The Special Event Guide defines a special event as a planned extraordinary occurrence or temporary aggregation of attractions, open to the public, that (a) is conducted on public property, (b) is conducted on private property and has a substantial impact on public property, (c) has activities that request special temporary licenses; or (d) require special city services, whether open to the public or not, including but not limited to, any of the following: street closures, provisions of barricades, garbage cans, stages or special no parking signs, special electrical services, or special police protection. Special events include, but not limited to, neighborhood and community festivals, parades, processions, fairs, and bicycle or foot races.

DISCUSSION

Event: Fort Fall Fiesta

Date and Hours of Event: Saturday, September 14, 2024 12:00 – 4:00pm

Set up Time: 9:00 am - 12:00 pm

Location: Jones Park, Janesville Avenue

Contact Person: Whitney Townsend; wtownsned@fortcommunity.com

Estimated Number of Attendees: 500-1,000

The application and event information was routed to all City Departments without comments or concerns.

FINANCIAL ANALYSIS

There is no financial impact to the City of Fort Atkinson for the event.

RECOMMENDATION

Staff recommends that City Council approve the Unity Project: Fort Fall Fiesta on Saturday September 14, 2024 from 12:00 pm to 4:00 pm.

ATTACHMENTS

1. Fall Fiesta Park Reservation 2024
2. Fall Fiesta Application 2024
3. EVENT MAP



Fort Atkinson Parks and Rec
30 N Water St West
Fort Atkinson, WI 53538
(920) 397-9910

FACILITY
RESERVATION

Whitney B Townsend
414 Council St
Fort Atkinson, WI 53538
(920) 723-9390

Facility: Jones Park Shelter - 615 Janesville Ave, Fort Atkinson, WI
Facility Hours: 53538
Reservation: :
09/14/24, Sat 9:00AM to 10:00PM
I will be completing a special event application with the City of Fort Atkinson.
Reservation approved by NASH on 03/26/24 02:59PM

RECEIPT NO: 12856
Date: 03/26/24 02:59pm
Fee: \$110.00
Discount: 0.00
Tax: 0.00
Total: 110.00
Paid: Credit Card 110.00
Balance: 0.00

Fee Details: Reservation Fee: \$60.00
Damage Deposit \$50 \$50.00
Will you have music, a live band, or amplified sound at your event?: Yes
Will you be putting up a tent/driving any type of stakes into the ground?: Yes
Will you be roasting a pig at your event?: No
What type of event are you having?: We are hosting the 7th annual Fort Fall Fiesta. We reserve the shelter in case we need it.

Estimated Attendance: 300

STATEMENT OF AGREEMENT

PARK SHELTER RESERVATION POLICIES

- 1. FEES:** All fees must be paid at the time of reservation. There is a fee for the rental of a shelter and a security deposit. You may change shelters or the date 30 days prior to your event at no charge depending on availability. All shelter reservations are taken on a first-come, first-serve basis.
- 2. PARK HOURS:** City parks are open 7 days a week. NO overnight camping is allowed in the city parks. Park shelters are reserved from 9:00 a.m. - 10:00 p.m.
- 3. ON THE DAY OF YOUR EVENT:** It is your responsibility to take this reservation permit with you to the park on the day of your event. The office reserves one event a day per shelter. If someone is using the facility when you arrive, politely tell them that you have it reserved, show them this form and ask them to leave. If they refuse to leave, notify the Police Department at 920-397-9905 immediately.
- 4. KEYS:** If keys are required for your shelter, we ask that you pick them up 1-2 business days before your event and return them to the Parks & Recreation Office the following business day. You will receive your security deposit then (The Fort Parks & Recreation reserves the right to withhold the security key deposit if the shelter is not properly cleaned or if there is damage). If you forget to pick up the keys prior to your event and it is after normal business hours (Mon-Fri 8-12 & 12:30-4:30p.m.), see #19 below for directions. Additional charges may apply.

STATEMENT OF AGREEMENT

5. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are allowed at your event, as long as you don't sell it. However, if anything is in glass bottles, you are required to remove the glass from the premises or be sure to dispose of it in the recycle bins supplied.
6. **PICNIC TABLES:** There are picnic tables in and around every shelter, and shall not be removed from the park or shelter area.
7. **CLUBHOUSE SEATING:** There are 10 picnic tables located outside of clubhouse on the patio. Inside the shelter there are 8 8' round banquet tables with 6 chairs at each table. There are an additional 10 8' rectangular tables and additional chairs located in the storage room at the clubhouse. If you need more chairs and tables, they can be rented through the Parks and Recreation Department depending upon availability.
8. **GRILLING:** Each shelter provides a grill. Any additional grills must be placed outside of the shelter. Grilling is not allowed underneath any shelter. When done grilling, let coals burn down themselves. Do not dispose of hot coals in the dumpsters or garbage bags. Fires may be started or maintained only in areas specifically designated and equipped for outdoor cooking.
9. **FORT ATKINSON DISC GOLF:** There is a 9-hole Par 3 Disc Golf Course located in Rock River Park that is open to the community. If renting the Clubhouse, there are discs for your group to use for the disc golf course provided by the Parks & Rec. Department. Discs must be returned to the Clubhouse after use.
10. **DRIVING/PARKING IN CITY PARKS:** There shall be NO driving or parking on the grass in the parks. All parking should be in the parking lots. Absolutely no vehicles are allowed on the bridge at Rock River Park. All damages will be assessed to the permit signer.
11. **TENTS/STAKES:** Because of underground electric throughout the parks, anything being driven into the ground requires prior contact with Diggers Hotline: (800) 242-8511 for line location and with the Fire Department: 920-397-9908 for a general permit, if applicable. This must be done five days prior to your event.
12. **ROASTING A PIG:** If you will be roasting a pig at the park shelter on the day of your event, you are required to contact the Parks Shop at 920-397-9912 to schedule an appointment to meet with a Parks employee. The employee will meet you at the shelter to explain where the pig roaster can be placed and let you know what needs to be done in preparation and clean-up of the roaster. This meeting must be done five days prior to your event date.
13. **ELECTRICAL OUTLETS:** All shelters are equipped with electrical boxes or strips. You will need a key to unlock these boxes or strips to access any electricity. Do not overload the electrical outlets (20-amp max. per outlet). If an outlet blows, press the reset button. If a fuse blows, notify the office the next business day.
14. **APPEARANCE:** No changes in the physical appearance of any shelter shall occur, including placing nails, tacks, or staples in the woodwork. Damages will be assessed to the permit signer.
15. **SHELTER CLEAN-UP:** All park shelters should be left as you find them. Neat, clean, and damage free upon the conclusion of your event. Any clean-up and/or repair costs will be assessed to the permit signer. The Clubhouse floors must be mopped, swept and bathrooms cleaned at the conclusion of your event (cleaning supplies are supplied and are located in the storage room in the Clubhouse).
16. **GARBAGE:** All paper and rubbish should be put in trash cans. Trash cans with liners are provided and placed around the park shelter area. The trash shall be disposed of in the dumpsters within the park. Any glass bottles must be removed from the premises or placed in recycle bins that are supplied. Do not dispose of hot coals in the dumpsters or garbage bags.
17. **MUSIC/BANDS:** Music is allowed, however, (by City Ordinance 17.03) no person using park facilities shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed.

STATEMENT OF AGREEMENT

18. RESTROOMS: All park restrooms should be left as you find them. Neat, clean, and damage free upon the conclusion of your event. Any cleanup and/or repair costs will be assessed to the permit signer.

19. PARKS EMPLOYEE ASSISTANCE: If you need immediate assistance, contact the Fort Atkinson Police Department at 920-397-9905. The Police Department will contact a Parks Personnel if needed.

20. FUTURE RESERVATIONS: Shelters may be reserved beginning Jan. 3, or one year in advance for an additional \$100.

21. PARK SHELTER REFUND POLICY:

- A. Full refunds are given, at no charge for cancellation requests received at 30 days prior to the event date.
- B. There is no charge to change the date and/or location if the request is received 30 days or more prior to the event date.
- C. Cancellations and changes received 29 to 14 days prior to the event date (counting notice date and event date) will be issued a 50% refund.
- D. No cancellations or changes will be accepted 13 days or fewer before the event date (counting notice date and event date).

22. QUESTIONS: If you have any further questions, please contact the Fort Parks & Recreation Office at 920-397-9910 during office hours.
(Hours: Mon-Fri 8-12 & 12:30-4:30 p.m.)

Signature _____ Waiver agreed to online
(If under 18, parent or guardian)

Date 03/26/24 02:49pm

 CITY OF FORT ATKINSON Special Event Application Fee: \$25.00	
Name of Business/Group Organizing Event:	
Contact Person for Event:	
Phone Number:	cell: 920-723-9390 work: 920-563-7305 Email:
Day of Event Contact Person (if different from above):	Phone: Email:
Special Event Details	
Event Name:	
Event Date (mm/dd/yyyy):	
Event Location:	
Estimated Number of Attendees:	Hours of Event:
Event Setup Time:	Event Tear Down Time:
Event Description:	
Goal/Purpose of Event:	
Attach a map of the event including:	Designated parking areas and available number of spaces*, directional signage for events (i.e. parking guidance), pedestrian street crossing locations, location of any traffic control barricades or personnel to ensure safe coordination of vehicles and pedestrians <i>* If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking</i>
Check all applicable boxes:	
☐ I am renting a city park	Attach copy of paid park rental from Parks & Recreation Department. Equipment rentals are reservable through the Parks & Recreation office 920-397-9910. You are responsible for picking up, setting up, tearing down, and return of equipment. Each park is equipped with picnic tables and garbage/recycling receptacles, and additional are available upon request. If additional cans are requested, the event coordinator will need to pick up additional can liners from Park & Recreation office. The event coordinator is responsible for trash and recycling disposal. If there is no dumpster on site, a dumpster may be required and is the responsibility of the event coordinator.
☐ I am renting city equipment	Please secure and submit payment for requested equipment prior to submitting Special Event Application. *Attach a map with a location for drop off of equipment with this application. 8’ white plastic table (43 available; \$4.50/each) Qty ____ Metal folding chair (190 available; \$0.75/each) Qty ____ Additional Picnic Table (\$15/each; includes delivery & pick up)* Qty ____ Additional Garbage/Recycling Can* Qty ____ Barricades* Qty ____ Traffic Cones* Qty ____
☐ Electrical Access	The City Electrician may reach out to you to address any needs/concerns. Please specify if you have any requests or requirements beyond current access:

☐ I will be having music	(Per City Ordinance 17.03) no person shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed Start Time of Music: _____ End Time of Music: _____
☐ I will be closing a street(s)*	Barricades can be provided by Public Works upon request * Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity
☐ I will be selling beer and/or wine*	Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-9901 prior to submitting this application. *Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.
☐ I will be erecting a tent, canopy or other temporary structure.*	 *Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511
☐ I am having a walk/race*	*See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.
By signing, I agree to the following statements: I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I understand that I may need to contact multiple Departments to arrange for assistance. I understand I am responsible for timely clean up after the event. I understand that additional charges may apply and that I can be billed after my event. Responsible Party Signature: <u>Whitney Townsend</u> Submission Date: _____	
For Office Use Only: Date Received: _____ Date Paid: _____ Council Approval / Denial Date: _____ Date applicant notified of Council action and any event stipulations: _____ Event Stipulations:	

*Drop off tables and chairs in south lot off Park St.

Parking along S 6th St.





MEMORANDUM

DATE: July 16, 2024

TO: Fort Atkinson City Council

FROM: Andy Selle, Director of Public Works

RE: Review and possible action relating to the purchase of a rear load minivan for the City's Shared Ride Taxi Program (Selle, City Engineer/Director of Public Works)

BACKGROUND

As a part of the 2024 Shared Ride Taxi program through the State of Wisconsin, the City is authorized to purchase a new Taxi to replace one of the aging vehicles in the fleet. Funds were included in the 2024 Capital Improvements Budget (\$20,000) for the City's portion of a new taxi vehicle.

DISCUSSION

As part of the taxi program and the approved contract with Running, Inc., the City's contracted service provider, the City purchases the handicapped accessible mini-vans used in the program and retains ownership thereof. The vehicles are then leased to Running, Inc., (doing business as Brown Cab) to be used for the City's taxi program.

The City purchases the vehicles through a State contract program, therefore guaranteeing that the vehicles meet the specifications for handicap accessibility. The State uses specific vendors for the Public Transit Assistance Program recipients. The vendor for rear-load mini vans is Transportation Equipment Sales Corp of Ohio. The City has six taxis in service at this time, five 2011 Dodge Caravans and one 2020 Dodge Caravan. The proposed purchase would replace one of the 2011 Caravans. The City recently received a new 2024 Chrysler Pacifica to replace one of the 2011 models. The van is not yet in service due to completion of required paperwork with the Department of Transportation. Note that the purchase of the taxi received in June 2024 was approved by the City Council on December 5, 2023 using the \$13,000 budgeted for such purchase in 2023. Staff is requesting that the Council approve the purchase of a taxi in 2024, per the 2024 budget.

FINANCIAL ANALYSIS

The total cost of the vehicle is \$72,373.00. The City received a grant from the Wisconsin Department of Transportation in 2024 of \$82,000 to purchase a new taxi. However, that grant will reimburse the City after the vehicle is purchased and procured. The City's share of the

vehicle will be \$14,452.40

The City has placed \$20,000 in the 2024 budget to cover taxi-related expenses. Note that the source of funding is ARPA.

RECOMMENDATION

Staff recommends the City Council authorize the City Manager to order a new rear-load minivan at a cost not to exceed \$72,373 from Transportation Equipment Sales Corp. Note that \$57,809.60 will be reimbursed from the Wisconsin DOT grant, and the remaining \$14,452.40 to be funded through the Taxi Fund with ARPA funds.

ATTACHMENTS

1. Human Service Price Sheet

Human Service Vehicle Price Sheet

August 1, 2023 to July 31, 2024

#	Accessible Vehicle Types	Vendor	Model	Seat Layouts (Amb. / WC)	Last Years Price	Price	Vendor Contact	Email	Phone
Bid #510467 - Minivans and Bariatric Rear									
1	Minivan, Side Load Ramp	A&J Commercial	Chrysler Voyager LX	3/2	\$67,746	\$75,198	Corey Kupsh	coreyk@ajmobility.com	920-775-9333
2	Minivan, Rear Load Ramp	TESCO	Chrysler Voyager LX	3/2	\$65,101	\$72,262	Cathy Hanley	chanley@tescobus.com	847-302-3641
Bid #510515 Human Service Vehicles - Transit Bariatric Vehicles									
3	Medium Roof Transit Bariatric Rear Load Ramp	A&J Commercial	Transit 350 XL	7/0 - 3/1 - 3/2	n/a	\$76,541	Corey Kupsh	coreyk@ajmobility.com	920-775-9333
4	Medium Roof Transit Bariatric Side Load Ramp	A&J Commercial	Transit 350 XL	7/1 - 5/2 - 5/1	n/a	\$76,726	Corey Kupsh	coreyk@ajmobility.com	920-775-9333
5	High Roof Transit Bariatric Rear Load Ramp	A&J Commercial	Transit 350 XL	7/0 - 3/1 - 3/2	n/a	\$77,725	Corey Kupsh	coreyk@ajmobility.com	920-775-9333
6	High Roof Transit Bariatric Side Load Ramp	A&J Commercial	Transit 350 XL	7/1 - 5/2 - 5/1	n/a	\$77,910	Corey Kupsh	coreyk@ajmobility.com	920-775-9333
Bid #510366 Medium Buses									
9	Med. Bus, Side Load Lift	TESCO	ECII (Ford 450)	12/1 - 10/2 - 8/3	\$137,695	\$143,340	Cathy Hanley	chanley@tescobus.com	847-302-3641
10	Med. Bus, Honeycomb Fiberglass, Side Load Lift	A&J Commercial	VIP 2500 (Ford 450)	12/1 - 10/2 - 8/3	\$129,735	\$144,006	Corey Kupsh	coreyk@ajmobility.com	920-775-9333
11	Med. Lg. Bus, Side Load Lift	TESCO	ECII (Ford 450)	13/1 - 11/2 - 9/3	\$140,282	\$146,034	Cathy Hanley	chanley@tescobus.com	847-302-3641
12	Med. Lg. Bus, Honeycomb Fiberglass, Side Load Lift	A&J Commercial	VIP 2500 (Ford 450)	13/1 - 11/2 - 9/3	\$129,435	\$143,673	Corey Kupsh	coreyk@ajmobility.com	920-775-9333



MEMORANDUM

DATE: July 16, 2024

TO: Fort Atkinson City Council

FROM: Ben Dayton, Director of Parks and Recreation

RE: Review and possible action on a Public Monument Review - World War II Memorial at McCoy Park, 1202 Madison Avenue (Dayton, Director of Parks and Recreation)

BACKGROUND

Staff in the Parks and Recreation Department have been working with a donor to install a proposed World War II monument located in McCoy Park. The donor, who has previously donated towards other monuments within the park, has worked closely with staff on the site plan. At the forefront of the design was to ensure continuity between the existing monuments at McCoy Park.

The World War II memorial will consist of a statue which is set on a stone base. At the entrance to the space there will be 2 benches that are to include the names of two Medal of Honor recipients and a short quote. A 25' diameter concrete pad will be installed, using tan-colored decorative concrete.

Chapter 5 of the Comprehensive Plan encourages the enhancement and beautification of the downtown, commercial corridors, and other key places throughout the community with increased landscaping, signage, public infrastructure, and public art. This project is inline with this goal.

DISCUSSION

Staff presented the monument to the Plan Commission at the July 9, 2024, meeting the requirements of the Public Monument/Building Review application. The Plan Commission reviewed this item and recommended that the City Council approve the monument through this process. Staff will continue to work with the donor to bring this project to completion.

FINANCIAL ANALYSIS

The monument will be funded through the Schumacher Field of Interest Fund with the Fort Atkinson Community Foundation. Staff will work directly with the Community Foundation for reimbursement after the completion of the project. Additional funds will remain in this account with the intention of having a funding source available for any future maintenance expenses

that come up.

RECOMMENDATION

The Plan Commission recommended approval of the Public Monument at McCoy Park at the meeting on July 9, 2024. Staff recommends the council approve the Public Monument Review for the World War II monument at McCoy Park.

ATTACHMENTS

1. Plan Commission Memorandum WWII
2. Public Monument-Building Review application Mabel Schumacher 7.9.24
3. FINAL -WWII Memorial 7.2.24
4. WW II Memorial Material Examples
5. PUBLIC ART IN FORT ATKINSON



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

PUBLIC MONUMENT/BUILDING REVIEW REPORT TO THE PLAN COMMISSION

DATE: July 9, 2024

PROPERTY ADDRESS: 1202 Madison Avenue

PARCEL NUMBER: 226-0614-3333-016

OWNER: City of Fort Atkinson

APPLICANT: Fort Atkinson Parks and Recreation

FILE NUMBER: PMR-2024-02

EXISTING ZONING: I - Institutional

PROPOSED ZONING: I - Institutional

EXISTING LAND USE: McCoy Park

REQUESTED USES: New WWII Monument

BACKGROUND

Staff in the Parks and Recreation Department have been working with a donor to install a proposed World War II monument located in McCoy Park. This type of request requires Plan Commission and City Council review and approval through the Public Monument/Building Review process.

REQUEST OVERVIEW

Staff is requesting the review on behalf of a donor who has previously donated towards other monuments within the park. The donor and staff worked together on the site plan to ensure continuity between the existing monuments at McCoy Park.

Multiple locations within the park were reviewed and staff recommends installing the monument on the Northeast corner of the property. This location was most suitable because of its elevation and existing slope. The statue would be installed using a peg and slot system. The statue will have four 1" rods attached to the underside of the base. The four rods will slide into four corresponding 1.5" holes drilled into the granite base and concrete footing. An adhesive will secure the statue to the base and prevent water from getting between the statue and the base. Six light fixtures will be installed flush to the ground, using a consistent design like the other existing statues in the park. Uplighting will provide illumination during the evening hours. A 4' deep concrete footing will be installed under the statue and stone base to help support the monument's weight.

Two benches will be placed on the edge of the concrete pad on both sides of the path entrance. The benches will be made from a similar granite to those around the Veterans Memorial. On one bench, the names of Fort Atkinson Medal of Honor veterans will be etched into the long edge facing the statue. The inscription will be as follows: "Gerald Endl; Fort Atkinson, WI; U.S. Army Staff Sergeant; Medal of Honor Recipient; March 27, 1945" and "Kenneth Gruennert; Helenville, WI; U.S. Army Sergeant; Medal of Honor Recipient; December 42, 1942"

On the second bench, there will be a quote from author Stephen Ambrose, “The American citizen soldiers knew the difference between right and wrong, and they didn’t want to live in a world in which wrong prevailed. So they fought, and won, and all of us, living and yet to be born, must be profoundly grateful.”

Public notice is not required for the Public Monument Review process. City staff has reviewed this request and has no objections to the statue, the location, or the memorial inscriptions.

DISCUSSION

COMPREHENSIVE LAND USE PLAN (2019):

The Comprehensive Plan outlines cultural resource goals, objectives, and policies in Chapter 5: Cultural Resources. It encourages the enhancement and beautification of downtown, commercial corridors, and other key places throughout the community with increased landscaping, signage, public infrastructure, and public art. Further, the Plan identifies the goal of preserving, enhancing, and promoting the City’s unique character and cultural and historic assets. An objective within this goal is to promote the City’s unique cultural assets as a source of community pride and as an attraction.

As can be seen in the attached Public Art in Fort Atkinson document, the City enjoys a wide variety of public art within the parks, open spaces, and public areas of the City. McCoy Park is considered the Veterans Park of the City. As noted in the information packet, all the existing statues and memorials are in honor of various conflicts and military service.

The proposed statute is in line with and furthers the objective of using such public art as a source of community pride and attraction.

PUBLIC MONUMENT PURPOSE:

One of the objectives of the Public Monument/Building Review process is to identify and explain the public purpose of a proposed public monument to ensure that it serves the community as a whole, not just an individual or group.

The statue will include a memorial to World War II; however, as a piece of public art, it will certainly serve the community as a whole by providing interest and attraction to McCoy Park.

MAINTENANCE PLAN FOR MONUMENT:

Another objective of the Public Monument/Building Review process is to identify the short and long-term maintenance needs of the monument or building and properly plan for them, with the hope that all future maintenance, repair, and replacement of structures does not fall onto the City.

The Parks and Recreation Department maintains all of the existing monuments within McCoy

Park. Landscaping responsibilities include mowing and weed whipping around trees and signs. This new monument will not add any additional landscaping maintenance to the department.

For the lighting, staff will utilize LED lights which have a significant lifespan. Although this is not indefinite, and bulbs will need to be replaced eventually.

This specific location is in a high traffic area, which is well lit, reducing the chance of vandalism. In the event of the statue being graffitied, paint thinner can be used to remove any graffiti without damaging the surface. Staff will perform the work to remove potential graffiti. In the event of a broken or bent piece, staff will work with the artist to properly repair the statue. The donor has acknowledged if the statue needs any repair, that it will be funded through the Friends of McCoy Park fund within the Fort Atkinson Community Foundation. The donor and the Friends of McCoy Park members would be notified of any repairs if needed.

The stamped decorative concrete will need to be resealed every 2-5 years. The cost for this will be covered by the Fort Atkinson Community Foundation, Mabel Schumacher Field of Interest Fund.

Memorials like this do not require much additional maintenance, but it will not be maintenance-free. Staff will be required to perform general maintenance periodically.

RECOMMENDATION

Staff recommends that the Plan Commission review the application and recommend that the City Council approve this request for a Public Monument/Building Review allowing the installation of the World War II memorial at McCoy Park.

ATTACHMENTS

1. Public Monument-Building Review application Mabel Schumacher 7.9.24
2. FINAL -WWII Memorial 7.2.24
3. WW II Memorial Material Examples
4. PUBLIC ART IN FORT ATKINSON

City of Fort Atkinson
Monument/Building Review

Name of property and client:

Mabel G. Schumacher
920-650-1599
schu848@charter.net

McCoy Park
1202 Madison Avenue

Proposed Monument:

World War II Memorial to be placed in McCoy Park

Rational for Monument:

Fort Atkinson has a strong veteran community that honors the memory of veterans who have fought and often made the supreme sacrifice to protect our nation. Currently, there is no formal monument recognizing World War II veterans.

McCoy Park has been designated as a Veterans Park, and currently contains several memorials, including the World War I Doughboy, Veterans Flag memorial, World War I memorial, Spanish-American War, and K9 Veterans memorial.

In an effort to honor those who served in World War II, including my husband, Vernon A. Schumacher, I request permission to have a memorial erected in their memory in McCoy Park.

Signature *Mabel G. Schumacher* Date 06/28/2024

City of Fort Atkinson Procedural Checklist for Public Monument/Building Review Requirements per Wis. Statutes 62.23 (5) and Section 15.10.42 of the Zoning Ordinance

This form is designed to be used by the Applicant as a guide to submitting a complete application for a site plan and by the City to process the application.

Name, company, and client (if applicable): _____

Phone number: _____ Email: _____

Property address for site plan: _____

I Applicability

Site plan review and approval shall be required for changes to site characteristics (listed in Section 15.10.42).

II Application Requirements

The Applicant shall submit an electronic copy or paper copies, if required by the City, of the application. Applications for site plans shall contain all of the following, unless specific application requirements are waived in writing by the Zoning Administrator.

- ☐ Written description of the intended use describing in reasonable detail the following:
 - ☐ Existing zoning district(s) and proposed zoning district(s), if different.
 - ☐ Existing and proposed land uses, including a survey of existing buildings or monuments onsite.
 - ☐ Projected number of residents, employees, and/or daily customers.
 - ☐ Demonstration of compliance with the applicable standards and requirements of the City of Fort Atkinson Municipal Code.
 - ☐ Demonstration of consistency with the Comprehensive Plan.
 - ☐ Fencing materials (Section 15.06.40).
 - ☐ Explanation of the purpose of the public monument or building (must serve a public purpose)
 - ☐ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
- ☐ A small location map showing the subject property and illustrating its relationship to the nearest street intersection.
- ☐ Pre-Development Site Information.
 - ☐ Legal description of the subject property.
 - ☐ Existing property lines and setback lines.
 - ☐ Existing structures and paved areas.
 - ☐ Existing right of way lines with bearings and dimensions clearly labeled.

- ☐ Existing easements and utilities.
- ☐ Existing and proposed topography with a maximum contour interval of 2 feet, except where existing ground is on a slope of less than 2 percent where one foot contours shall be shown.
- ☐ The outer edges of all natural resource areas (i.e. floodplains, shorelands, wetlands, drainageways, woodlands, steep slopes).
- ☐ Proposed Post-Development Site Information.
 - ☐ Property lines and setback lines.
 - ☐ Location of all proposed structures and use areas, including paved areas, building entrances, walks, drives, decks, patios, fences, utility poles, and drainage facilities.
 - ☐ Proposed right of way lines with bearings and dimensions clearly labeled.
 - ☐ Proposed access points onto public streets and access drives on the subject property.
 - ☐ Location and dimension of all on-site parking (and off-site provisions if they are to be employed), including a summary of the number of parking stalls provided.
 - ☐ Location of all proposed parking and traffic circulation areas.
 - ☐ Location and configuration of all visibility triangles proposed on the subject property.
 - ☐ Location and dimension of all loading and service areas on the subject property.
 - ☐ Location of all outdoor storage areas and the design of all screening devices.
 - ☐ Location of all rooftop, wall-mounted, and ground-mounted mechanical equipment, and the design of all screening devices.
 - ☐ Location and type of all stormwater facilities and management approach to be employed and a copy of the proposed maintenance agreement.
 - ☐ Location of snow storage areas, except for single family and two family residential.
 - ☐ Proposed easement lines and dimensions with a key provided and explanation of ownership and purpose. Easement documents governing public access or cross access should be provided for review.
 - ☐ Location and size of all gas, electric, water, storm and sanitary utilities serving the parcel.
 - ☐ Location, type, height, size, and lighting of all signage on the subject property.
 - ☐ In the legend, include the following data for the subject property: lot area, flood area, floor area ratio, impervious surface area, impervious surface ratio, and building heights.
 - ☐ Proposal short and long-term maintenance plan for proposed buildings and/or monuments.
- ☐ Detailed Landscaping Plan. If required, a landscape plan depicting the location, type, and size at time of planting and maturity of all landscaping features as required in Article VIII.
- ☐ Grading and Erosion Control Plan. Scaled drawing depicting existing and proposed grades, including retention walls and related devices, and erosion control measures. Written erosion control plan indicating pre-site disturbance elements, maintenance and inspection timing of same during construction, provisions for temporary stabilization during construction and final stabilization plan.
- ☐ Elevation Drawings.
 - ☐ Elevations of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment and all rooftop, wall-mounted, and ground-mounted mechanical equipment.
 - ☐ Depict exterior materials, texture, color, and overall appearance.

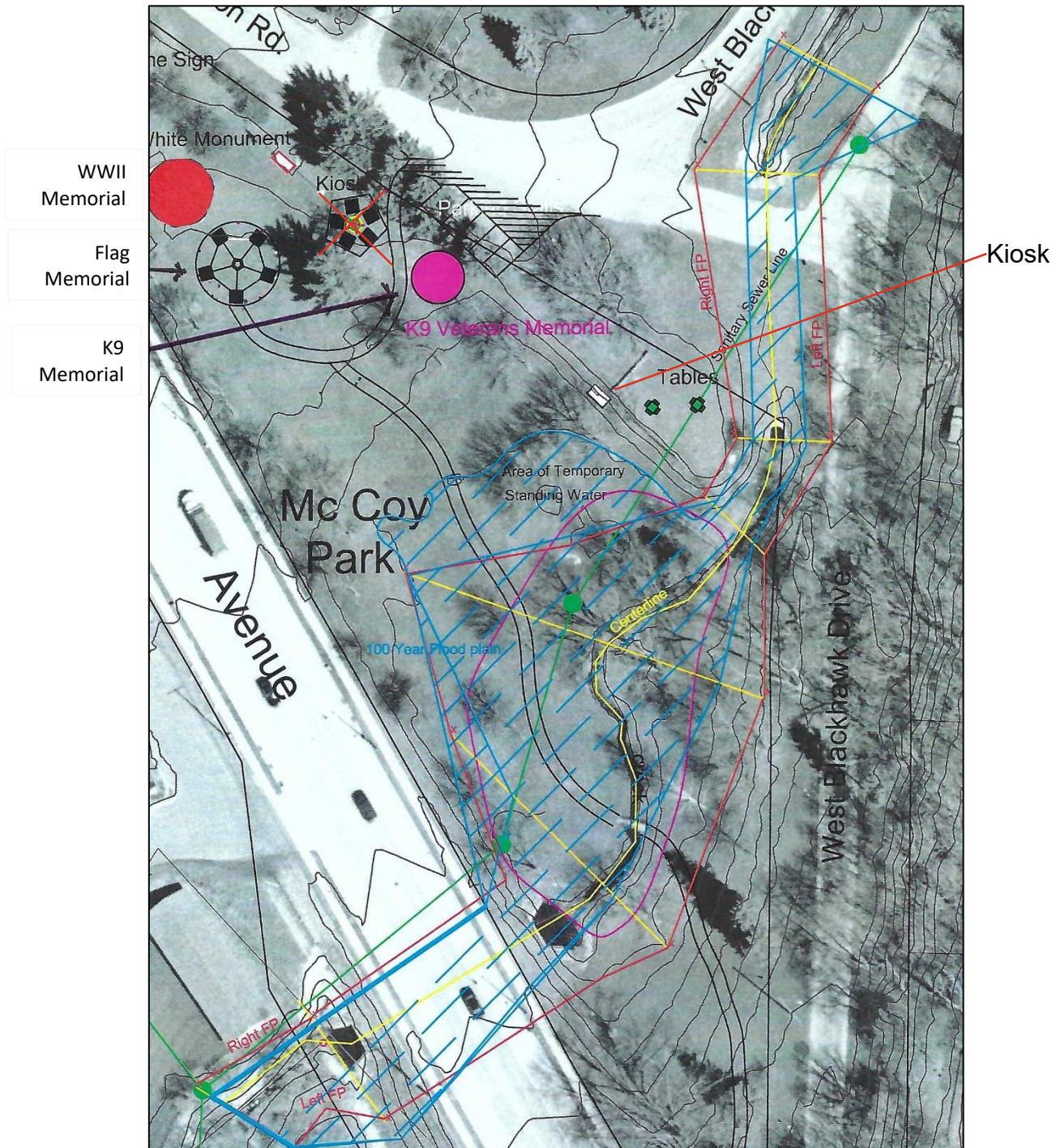
- ☐ Perspective renderings of the proposed project and/or photos of similar structures may also be submitted, but not in lieu of drawings showing the actual intended appearance of the building(s).
- ☐ Photometric Plan
 - ☐ Location, type, height, design, illumination power, and orientation of all exterior lighting on the subject property.
 - ☐ Impact of lighting across the entire property to the property lines rounding to the nearest 0.10 foot candles.
- ☐ Operational Plan.
 - ☐ Describe the proposed hours of operation and traffic generation.
 - ☐ Describe the goal of this monument or building including how it will serve the public and improve the site on which it may be located.
 - ☐ Procedures for snow removal, except for single and two family residential.

III Process Checklist

- | | |
|--|-------------|
| ☐ Pre-Application conference with Staff (recommended) | Date: _____ |
| ☐ Reimbursement of professional consultant costs agreement executed | Date: _____ |
| ☐ Receipt of final application packet by Engineering | Date: _____ |
| ☐ City Staff input | Date: _____ |
| ☐ Review and action by Engineering and Zoning Administrator | Date: _____ |
| ☐ Plan Commission review and recommendation_____ | Date: _____ |
| ☐ Review and action_____ | Date: _____ |

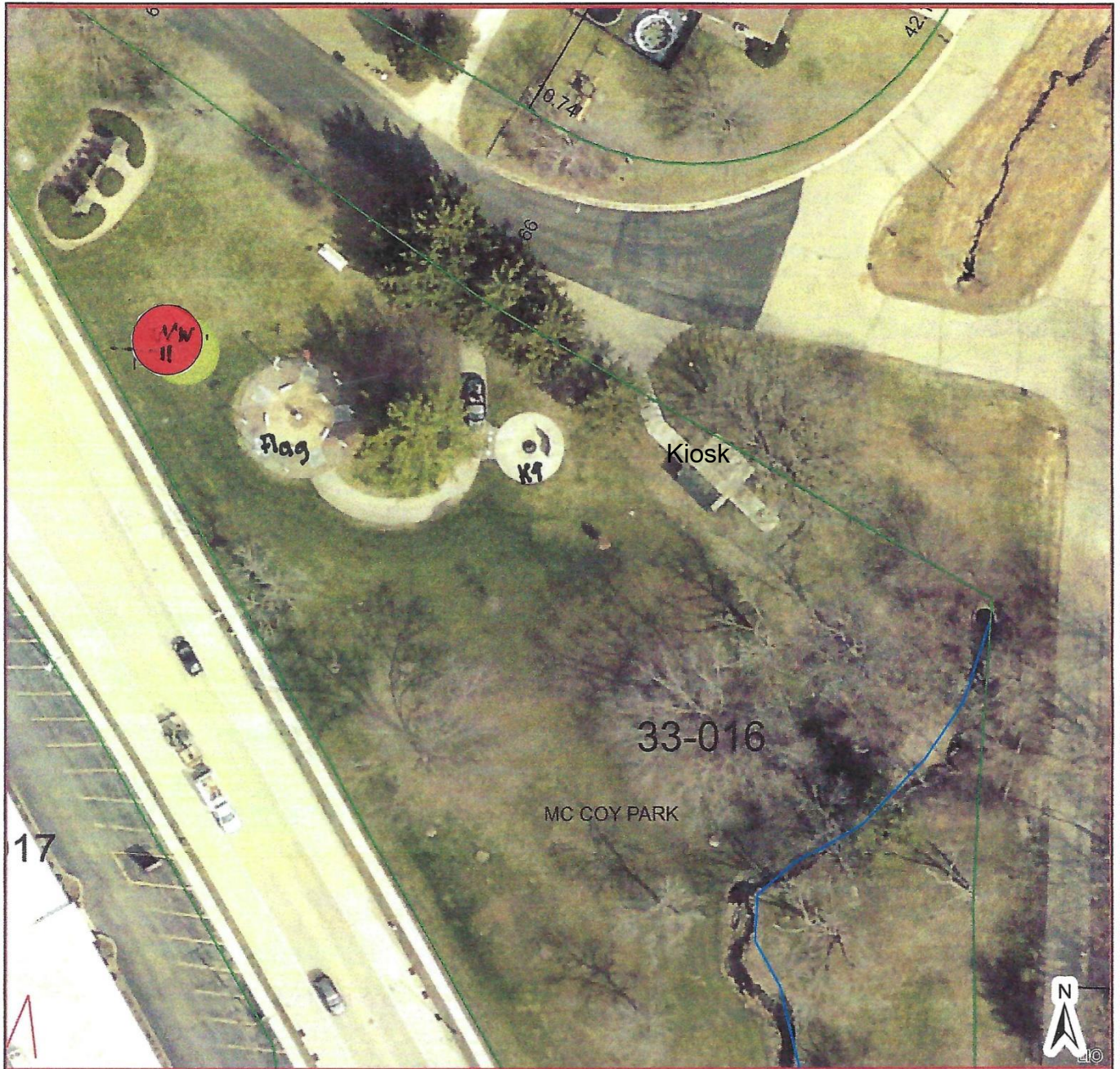
Applicant signature: _____ **Date:** _____

Proposal – World War II Memorial McCoy Park



Proposal – World War II Memorial
McCoy Park

Jefferson County Land Information



Municipal Boundaries

Right of Ways

Parcel Lines

Property Boundary

Old Lot/Meander/Other Carto-Lines

Rail Right of Ways

Section Lines

Surface Water

Map Hooks

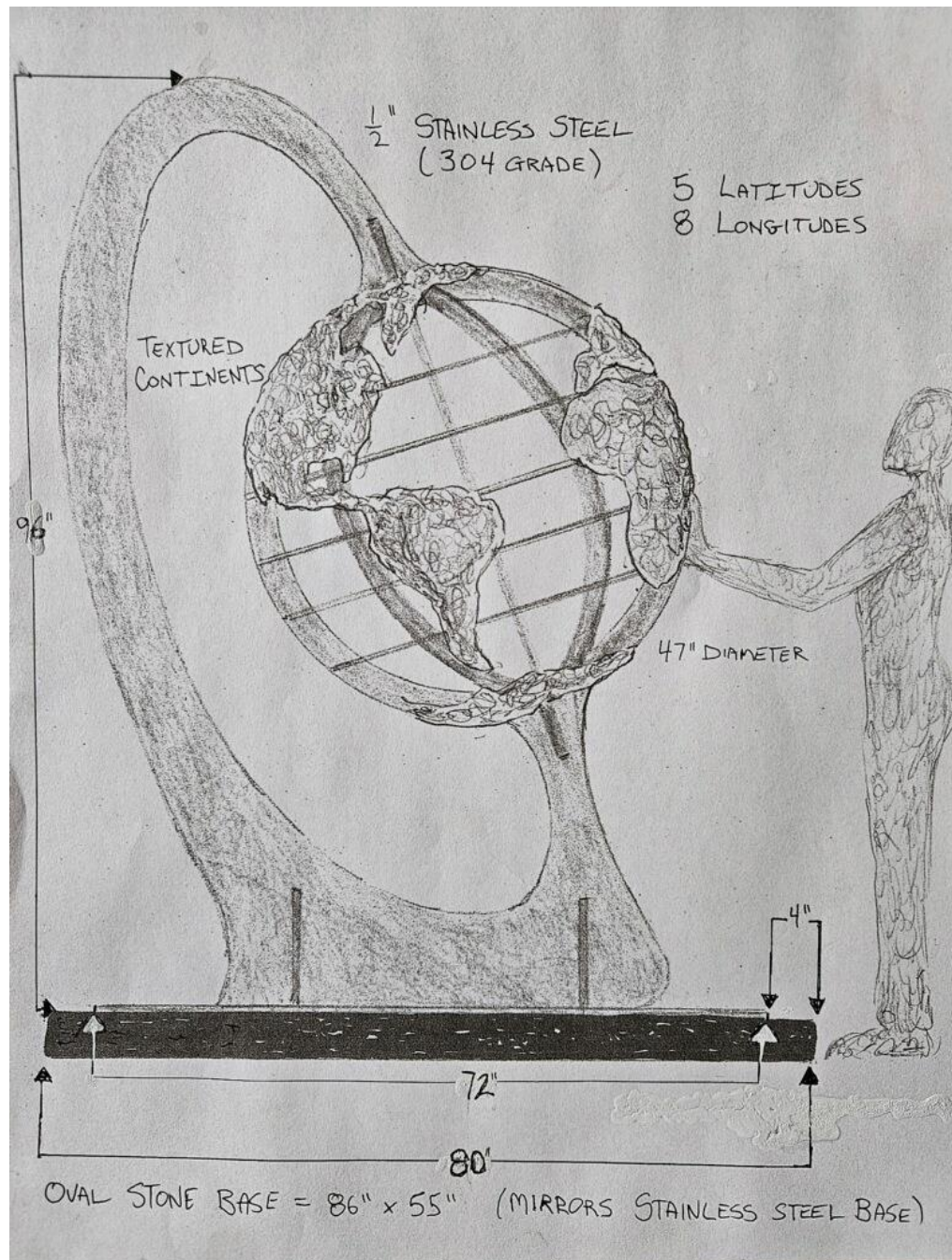
Tax Parcel Information

Site Plan:

1. Concrete pad dimensions 24' diameter. Decorative concrete to match existing Veterans Memorial concrete.
2. Blacktop path to connect to existing Veterans Memorial.
3. Up-lighting to match existing lighting at Veterans Memorial and the War Dog Memorial
4. Two monument information panes at the entry of the monument.

50 25 0 50 Feet

Proposal – World War II Memorial
McCoy Park



Material – $\frac{1}{2}$ " brushed stainless steel

Memorial base – 72" x 47" oval

Globe – 47" diameter

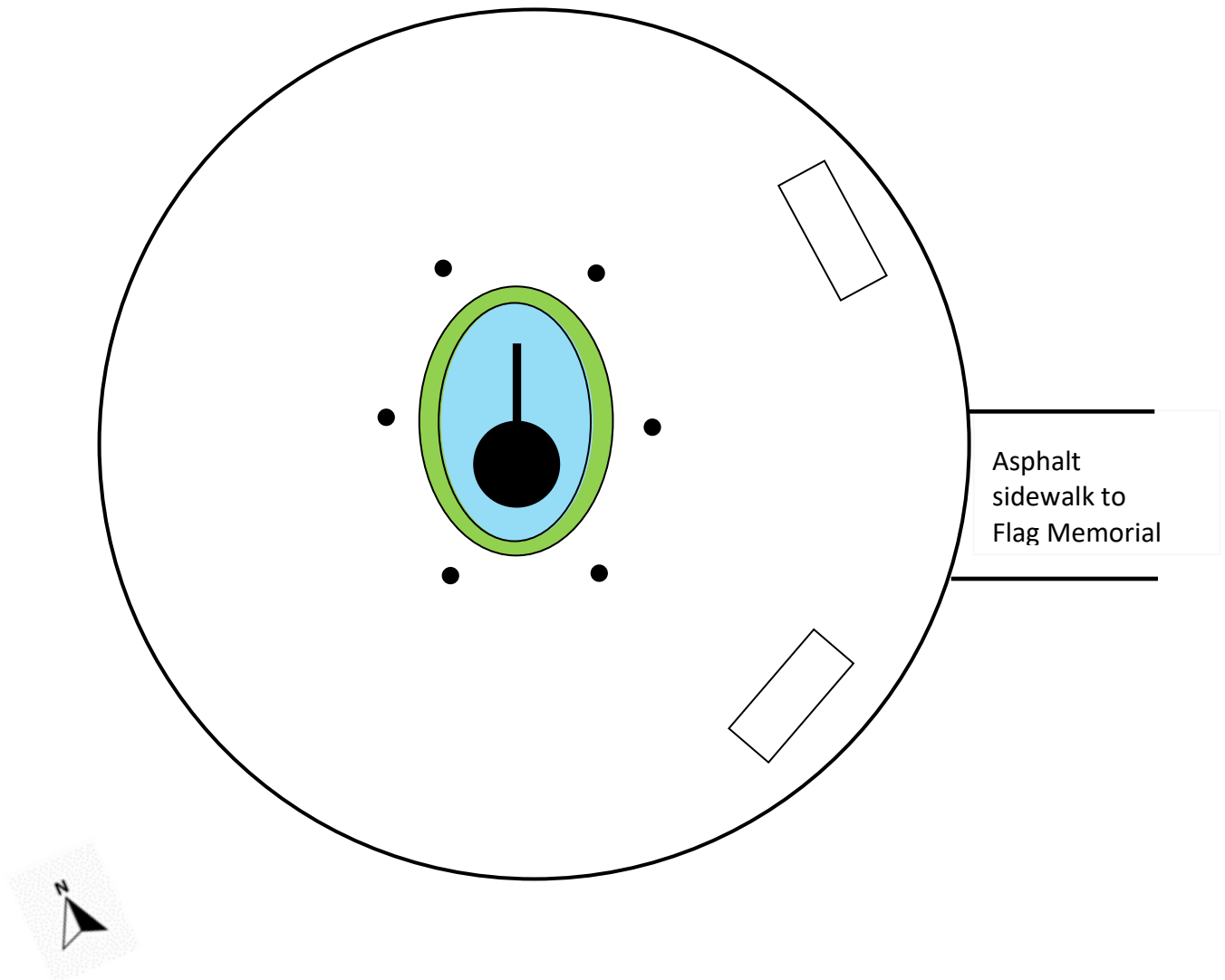
Granite base – 80" x 55" x 6" oval

Arc height – 96"

Continents – textured stainless steel

Cement foundation – colored/textured cement (same as Veterans Flag Memorial)

Proposal – World War II Memorial
McCoy Park



Uplighting: 2 in front; 2 in back; 1 north side; 1 south side

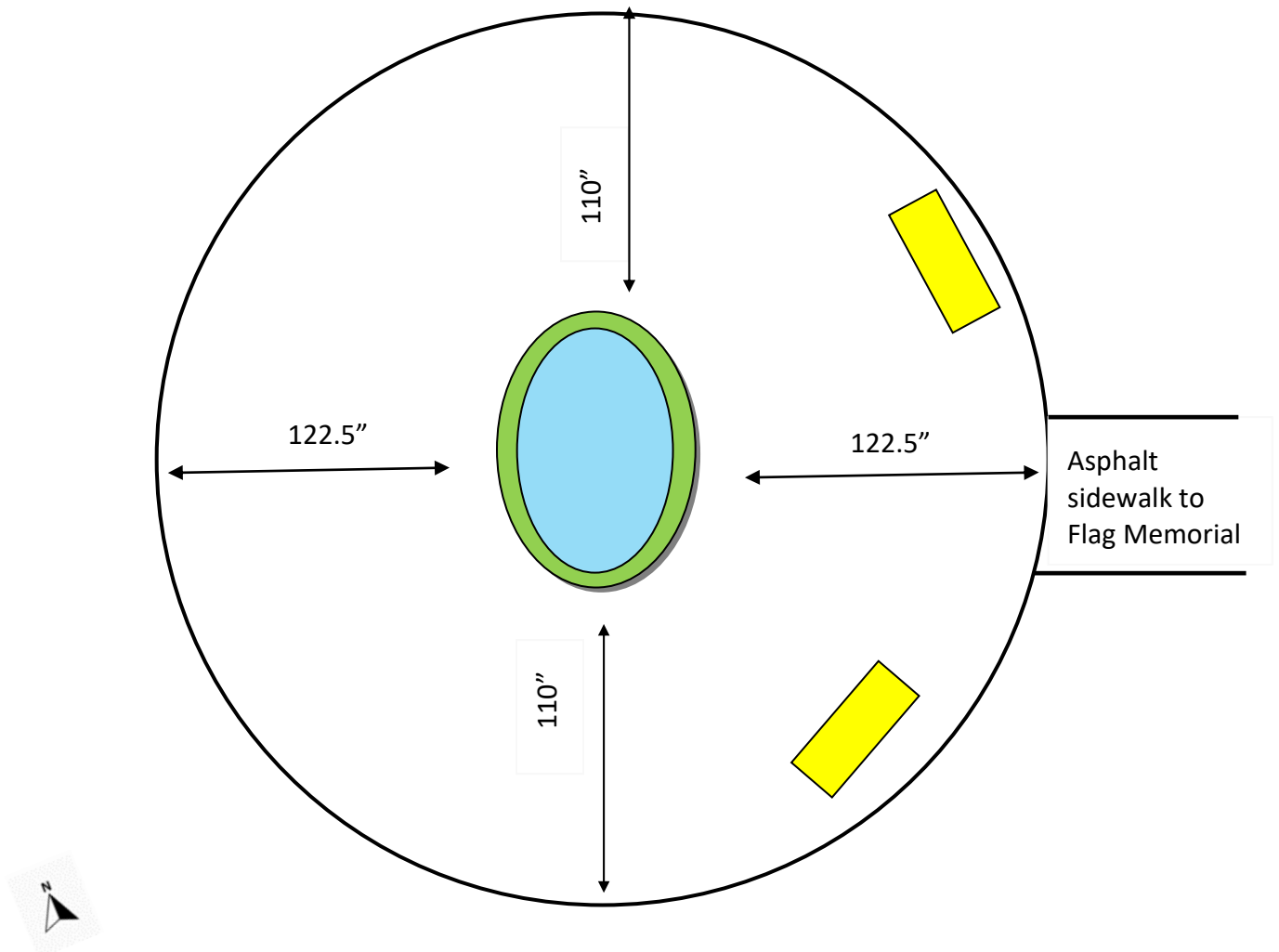
Cement base – 25' in diameter

Black granite base (green) – 80" x 55" x 6" oval

Height of arc – 96"

Diameter of globe – 47"

Proposal – World War II Memorial
McCoy Park



Cement base – 25' in diameter; 4' footing under statue

Black granite base (green) – 80" x 55" x 6" oval

Stainless steel base (blue) – 72" x 47" oval

Asphalt sidewalk from Flag Memorial to WW II Memorial

Two 4' granite garden benches (yellow)—one engraved
with Medal of Honor recipients; one with Ambrose quote



Gerald Endl
 Fort Atkinson, WI
 U.S. Army Staff Sergeant
 Medal of Honor Recipient
 March 27, 1945

Kenneth Gruennert
 Helenville, WI
 U.S. Army Sergeant
 Medal of Honor Recipient
 December 42, 1942

Example: Exact bench design forthcoming.



"The American citizen soldiers knew the difference between right and wrong, and they didn't want to live in a world in which wrong prevailed. So they fought, and won, and all of us, living and yet to be born, must be profoundly grateful."

◆ Author Stephen Ambrose ◆

TRAALITE Inc.
255 Vineland Ave
City of Industry, CA 91746 US
6263368722
csr@traalite.com
www.traalite.com



Estimate

ADDRESS
CITY of FORT ATKINSON

SHIP TO
CITY of FORT ATKINSON

ESTIMATE # 1869
DATE 06/20/2024

QTY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
1	T-W014	MR-16 Paver Well Light - MR-16, 6 3/8" Dia. x 7 3/8" H	81.00	81.00
SUBTOTAL				81.00
TAX				0.00
TOTAL				\$81.00

Accepted By

Accepted Date

John Block, Jr., CM

Watertown Memorial Co., Inc.

112 N. 4th Street

Watertown, WI 53094

920-261-0914 or 800-924-7831

www.wttnmem.com

Following is pricing for the known components of this project -

\$9250 All polished Superior Black granite base size 80" x 55" x 6"
delivered to site

\$13250 (2) all polished Superior Black granite benches - assembled with
all wanted engraving on the backrest - delivered to site
(no problem to make the bullnose and half bullnose square cut)

For permanent placement of these pieces we will need to be able to get our
setting vehicle close enough to the location to use our crane.

All on-site labor charges (other than permanent placement of benches which
is included in price) will be billed at our regular labor rate which is currently
\$210 per hour (2 men & truck).

Received 7/2/24

World War II Memorial Material Examples



Stamped decorative concrete.

Color to match with existing tan concrete.



Example of light fixture.



Example of stone base.

Dark granite, polished finish.

PUBLIC ART IN FORT ATKINSON

Updated 7/1/24

Rock River Park



Rotary Arch

\$6,896



Football Field Entrance

\$3,000



Puppy Serenade

\$10,093

Jones Park



Pitcher/Catcher Entrance

\$3,747



Sullivan Memorial

\$1,700



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



South Entrance

\$3,500



North Entrance

\$8,000

Riverwalk



Fallen Soldier

\$2,500



Al Haukom Plaque

\$3,000



Fishing Boy Statue and Plaque

\$8,365



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

Downtown



Library

\$40,000



Schink Memorial

\$3,600



Park & Rec

\$1,500



Park & Rec

\$2,000



Police Fountain

\$2,500



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



Firefly

\$11,740



Barie Park Fountain

\$10,000



Native American Statues along Main St. Bridge

\$20,000



Pocket Park Clock

\$15,000

McCoy Park



McCoy Park Memorial

\$5,000



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



Veteran's Memorial

\$76,500



War Dog Memorial

\$62,000

Memorial Park



Memorial Park

\$6,500

Lions Park



Vorpal Memorial

\$2,200



Lion

\$1,000



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



Lion

\$1,000



Klatt/Abendroth Sculpture

\$12,000



Starkweather sculpture

\$10,000



Folk Art Pole

\$5,000



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

Bicentennial Park



Helping Hands Fountain

\$5,022



McKee Memorial

\$16,500

Glacial River Bike Trail



Entrance Arch

\$14,100



Swing Kids

\$2,775



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



Endless Days

\$4,000



Bike Club Sculpture

\$2,500



Dog Club Sculpture

\$5,000



Roahen Sculpture

\$12,000



Ensweiler Sculpture

\$6,000



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



Lorine Niedecker

\$2,000



"Is It Art?"

\$1,000

Wheels Park



Freestyle Skateboarder

\$4,380

TOTAL

\$413,618



MEMORANDUM

DATE: July 16, 2024

TO: Fort Atkinson City Council

FROM: Ben Dayton, Director of Parks and Recreation

RE: Review and possible action Public Monument Review - Batting Cage Project at Jones Park, 615 Janesville Avenue (Dayton, Parks and Recreation)

BACKGROUND

Currently, Jones Park does not have a permanent batting cage on site. The Fort Atkinson High School team installs a temporary batting cage each season with the expectation that it will only be used and maintained by their staff. The temporary system is not aesthetically pleasing and loses tension often, requiring it to be set back up.

The Jones Park horseshoe pit area has not been used often over the past several years. Yet, it still requires maintenance to keep it looking acceptable. Removal of the horseshoe pits is listed in the Park and Recreation Department's Comprehensive Outdoor Recreation Plan (23'-28'). Rather than just removing this park feature and restoring the space to grass, the proposed plan would be to repurpose this unused space for the benefit of the community. The batting cage would be accessible all community members, not just the existing user groups that play at Jones Park.

DISCUSSION

Staff in the Parks Department have been working with several user groups on the proposed new batting cage located in Jones Park. This type of request requires Plan Commission and City Council review and approval through the Public Monument/Building Review process. This project received a recommendation of approval by both the Parks and Recreation Advisory Board and the Plan Commission. Staff would recommend that the batting cage at Jones Park also be approved by City Council.

FINANCIAL ANALYSIS

The estimated cost for this project is \$39,631.00. The Generals and parks staff will be conducting several fundraisers to finance this project. The Parks and Recreation Department received a substantial donation from Lloyd Knoepfel's estate in 2021. A portion of the funds from this donation will be used to pay for the batting cage. Also, an in-kind donation of artificial turf from the Fort Atkinson High School Athletic Department, valued at \$5,000. Lastly, staff will

be applying for several grants, including a grant from the Fort Atkinson Community Foundation. Staff does not anticipate using general fund tax dollars to support the initial construction of this project; however, City staff will spend time managing the fundraising and construction. Additionally, City staff will maintain the facility in the future.

RECOMMENDATION

The Plan Commission recommended approval of this batting cage project at Jones Park through the Public Monument/Building Review process at the meeting on July 9, 2024. Staff recommends the council approve the Jones Park Batting Cage project.

ATTACHMENTS

1. Plan Commission Memorandum Batting
2. Jones Park Batting Cage 7.9.24 Packet
3. Jones Park Batting Cage 7.9.24 Batting Cage Quote and Specs
4. Jones Park Batting Cage 7.9.24 Concrete Quote
5. Jones Park Batting Cage 7.9.24 Light Fixtures



PUBLIC MONUMENT/BUILDING REVIEW REPORT TO THE PLAN COMMISSION

DATE: July 9, 2024

PROPERTY ADDRESS: 615 Janesville Avenue

PARCEL NUMBER: 226-0514-0442-000

OWNER: City of Fort Atkinson

APPLICANT: Fort Atkinson Parks and Recreation

FILE NUMBER: PMR-2024-03

EXISTING ZONING: I - Institutional

PROPOSED ZONING: I - Institutional

EXISTING LAND USE: Jones Park

REQUESTED USES: Batting Cage Project

BACKGROUND

Staff in the Parks Department have been working with the Fort Atkinson Generals on a proposed new batting cage located in Jones Park. This type of request requires Plan Commission and City Council review and approval through the Public Monument/Building Review process.

REQUEST OVERVIEW

Currently, Jones Park does not have a permanent batting cage on site. The Fort Atkinson High School team installs a temporary batting cage each season with the expectation that it will only be used and maintained by their staff. The temporary system is not astatically pleasing and loses tension often, requiring it to be set back up.

There are four user groups in the City that utilize the Jones Park baseball diamond. There is unanimous support from the user groups for the installation of a permanent structure that can be utilized by all parties, and the greater community overall.

Staff is requesting the review on behalf of park staff and the Generals. The staff worked together on the site plan to ensure availability and functionality of the location at Jones.

This location was chosen because the horseshoe pits are no longer in use, yet still require constant maintenance. The batting cages would be installed on a 65'x53' concrete slab. Six 9" poles will be set in 2' wide 4' deep augured footings. The batting cage design is both durable and maintenance friendly. Utilizing the existing infrastructure, four light fixtures will be installed on existing light poles. The intention is to allow limited access to lighting at this time.

The Generals and parks staff will be conducting several fundraisers to finance this project. Additionally, staff will be applying for several grants.

Public notice is not required for the Public Monument Review process. City staff has reviewed this request and has no objections to the statue, the location, or the memorial inscriptions.

DISCUSSION

COMPREHENSIVE LAND USE PLAN (2019):

The Comprehensive Plan outlines cultural resource goals, objectives, and policies in Chapter 5: Cultural Resources. It encourages the enhancement and beautification of downtown, commercial corridors, and other key places throughout the community with increased landscaping, signage, public infrastructure, and public art. Further, the Plan identifies the goal of preserving, enhancing, and promoting the City's unique character and cultural and historic assets. An objective within this goal is to promote the City's unique cultural assets as a source of community pride and as an attraction.

PUBLIC MONUMENT PURPOSE:

One of the objectives of the Public Monument/Building Review process is to identify and explain the public purpose of a proposed public monument to ensure that it serves the community as a whole, not just an individual or group.

As stated earlier, the existing horseshoe pits have been underutilized for many years. **Re-purposing** this space with the batting cage will provide an improvement to the park, without sacrificing any existing open space. The batting cage will be accessible for public use as well.

MAINTENANCE PLAN FOR MONUMENT:

Another objective of the Public Monument/Building Review process is to identify the short and long-term maintenance needs of the monument or building and properly plan for them, with the hope that all future maintenance, repair, and replacement of structures does not fall onto the City.

The Parks and Recreation Department maintains all the existing batting cages within the parks system. Landscaping responsibilities include mowing and weed whipping around trees and signs. This new monument will not add any additional landscaping maintenance to the department.

For the lighting, staff will utilize LED lights which have a significant lifespan. Although this is not indefinite, and bulbs will need to be replaced eventually.

In the event of the batting cages being graffitied, paint thinner can be used to remove any graffiti without damaging the surface. Staff will perform the work to remove potential graffiti. In the event of a broken or bent piece, staff will work with the distributor to properly repair the batting cages.

RECOMMENDATION

Staff recommends that the Plan Commission review the application and recommend that the City Council approve this request for a Public Monument/Building Review allowing the installation of the batting cages at Jones Park.

ATTACHMENTS

1. Jones Park Batting Cage 7.9.24 Packet
2. Jones Park Batting Cage 7.9.24 Batting Cage Quote and Specs
3. Jones Park Batting Cage 7.9.24 Concrete Quote
4. Jones Park Batting Cage 7.9.24 Light Fixtures

Jones Batting cages

Model: 2-wide Mastodon batting cage system with 2 soft toss

- Mastodon 2-wide batting cage 60'x 28'6" with 2 soft toss sets for each side. Each batting cage is 60'x14'3" with 24" between each net. Everything is included- mounting poles, nets, cables, hardware.

- Location-Jones Park existing horseshoe pit

- Park staff to remove existing fence and horseshoe pits.

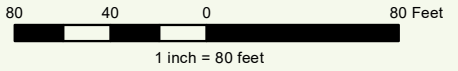
Prep and form up area for new batting cages. Auger holes for posts and level and brace them for pour. Gravel and compact inside of forms. Restoration around batting cages when completed. Purchase glue and glue down turf.

- City electrician install new lighting fixtures
- Pence concrete LLC. – lay rebar mat, fill 6 existing post holes, pour 65'x53' 4" thick concrete pad, and saw cut floor for control joints.
- High School donating turf for the batting cages - **\$5,000 Estimate**
- Fort Atkinson Generals supplied raffle ticket license # and helped promote/sell raffle tickets.
- \$50 a ticket and 500 tickets will be sold
- \$8000 in payout money and the rest of the proceeds goes towards the Jones batting cages
- Payouts are 1st- \$1000, 2-11th \$500, 12-19th \$250

Jefferson County Land Information



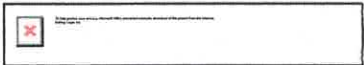
- PLSS Sections
- Right of Ways
- Cartographic Lines**
- Property Boundary
- Old Lot/Meander/Other Carto-Lines
- Rail Right of Ways
- Surface Water
- Map Hooks
- Tax Parcel Information



Batting Cage Project Total:	\$39,631.00
Concrete	\$12,000
Gravel	\$800
Batting Cage	\$23,681
Lighting	\$550
Batters Box hitting mats	\$2,400
Landscaping materials	\$200
Donations and Inhouse Work:	
Turf	high school (\$5000)
Removal of fences and horseshoe pits	park staff (40 hours x 3)
Site prep	park staff (40 hours x 3)

Jeremiah Yanke

From: Evan Fenton <store+3918790723@t.shopifyemail.com>
Sent: Friday, May 17, 2024 12:56 PM
To: Jeremiah Yanke
Subject: Batting Cages Inc - Payable Quote #D13607



PAYABLE QUOTE #D13607

Complete your purchase

[Complete your purchase](#)

or [Visit our store](#)

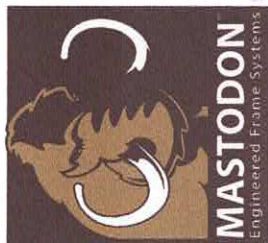
Order summary

PDB-14X14X55-K42-MAS-DW-2ST × 1		\$20,181.11
Subtotal		\$20,181.11
Shipping		\$3,500.00
Total		\$23,681.11 USD

Customer information

Shipping address

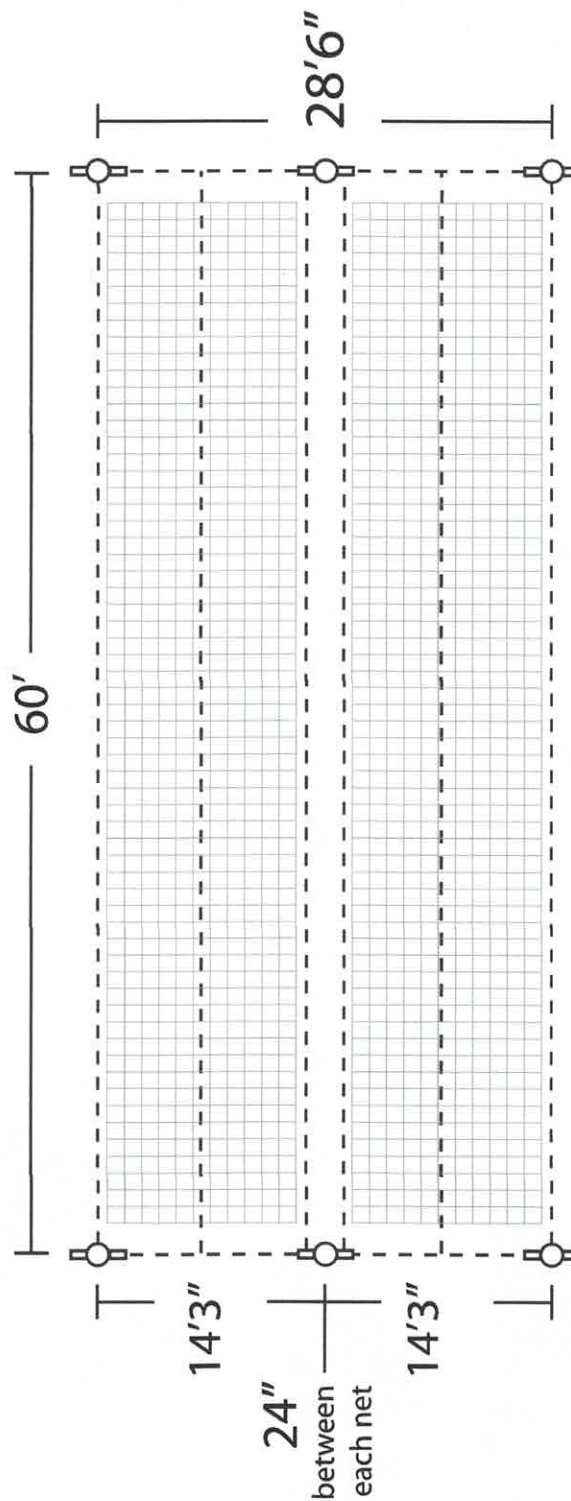
Billing address



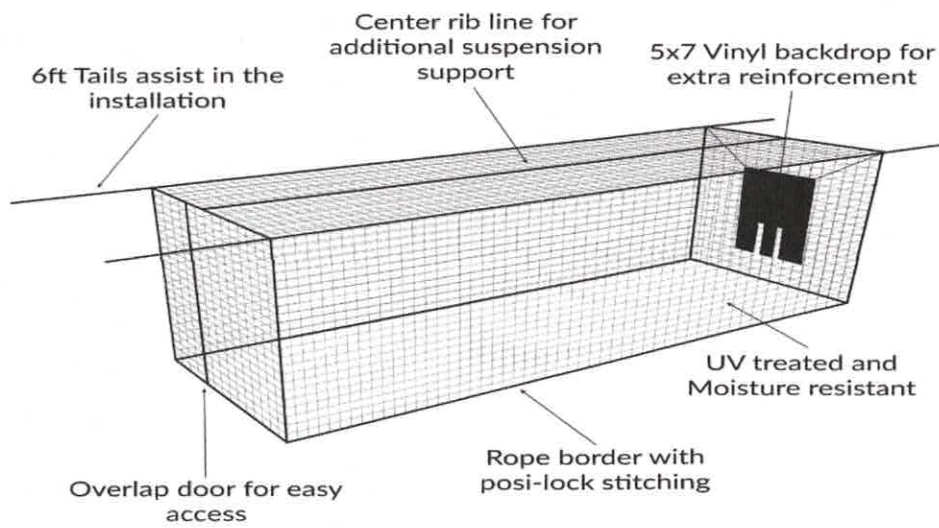
2-WIDE MASTODON BATTING CAGE SYSTEM

12'W x 55'L

--- 3/16" Aircraft Cable



All dimensions are to center of pole.
All poles to be planted 4'6" in the ground,
using 2500lb. hydraulic concrete.





What's Included

- [#42 K VX200™ Beartrap net with an integrated door](#)
- 8.625" Steel poles with corrosion-resistant coating
- [Vinyl backdrop w/ 2 hanging cords](#)
- Galvanized Steel Carabiners
- [300ft of 3/16" galvanized cable](#)

Features

- Single or multi-stall options
- Cable tensioning system
- Installation available
- 20-year pole warranty
- 5-year limited net warranty ([Learn more](#))

#42 K VX200 Beartrap Batting Cage Net

Our Beartrap™ net is simply the best outdoor commercial batting cage available. An excellent choice for a high-end backyard net, but also perfectly suitable for commercial applications! We have sold thousands of these cages to colleges, professional baseball teams, and municipalities.

Beartrap premium netting contains a UV inhibitor with a polymer commonly used in bulletproof vests. We extruded the individual fibers and braided them into twine. Lastly, we dipped the twine in a black carbon-based dye, adding UV protection and color stability. For quality assurance, we conducted side-by-side comparisons of K VX200™ and nylon. We found that these enhancements significantly extend the outdoor life of our netting. Our Beartrap netting remains intact and dark black while nylon slowly breaks down and fades to brown.

5x7 Vinyl Backdrop

Extend the life of your batting cage with our heavy-duty vinyl backdrop. This backdrop panel is 5' wide x 7' tall and is designed to take a beating from pitching machines.

Note: Please do not attach the lower corners of the vinyl backdrop tight to the net. Doing so will cause the net to tear from heightened wear. We recommend 6" of slack with twine or bungee loops.

8.625" Steel Poles with Corrosion-Resistant Coating

All poles are corrosion dipped, finished with STRYK 5388, and sealed with a welded top cap preventing internal corrosion. STRYK 5388 forms a solid coating that bonds to the substrate, preventing corrosion even if the coating is scratched or damaged. STRYK 5388 is a thick rust-inhibitive coating used on the Alaska pipeline with a high degree of impermeability to moisture. The finish remains highly flexible and elastic in extreme

temperatures. It will not support fungal growth in humid or water-immersed environments or crack in extreme weather conditions.

Cable Tensioning System

Our cable tensioning system uses galvanized hardware, including 3/16" aircraft cable, cable clamps, thimble eye nuts, eye bolts, institutional-grade threaded rods, and curved washers. To achieve the proper cable tension, the poles in the system shown have 11.5' exposed and approximately 4.5' in the ground.

Multi Stall Mastodon™

Two Mastodon™ batting cages side by side, sharing the center poles. This system helps you save money on materials, labor, and shipping costs. Each cage is two feet apart so that balls from one lane will not injure players in another lane



Pence Concrete LLC.
411 Grove Street
Fort Atkinson, WI 53538
penceconcrete@gmail.com

DATE: 05/21/2024

PROPOSAL

*Payment due upon
completion*

Proposal for: Jones Park Batting Cages

For project located at: Jones Park, Fort Atkinson, WI 53538

Description:

NO SET UP-CONCRETE POUR AND LABOR ONLY

65' x 53' pad for batting cages (3,445 Sq. Ft.)
4000 PSI concrete, 4" thick with rebar mat
Fill 6 existing post holes
Saw cut floor

PROPOSED project price: \$12,000.00

Please note, there may be additional cost to this proposal price in the event of any changes to proposal as written above, or additional work added and completed after proposal is submitted to potential customer. Cost may also vary depending on changing cost and availability of materials from our material suppliers. Proposal is valid for 30 days from date listed. Please contact Pence Concrete if you would like to proceed with your project after 30 days of this proposal to ensure accurate project cost.

4th of July Sale us Buy One, Get One 23% Off with Code: "FREEDOM"

Search over 24,000 lighting products



HOUSE-LIGHTING.COM



ITEM: WL-PLF-100W-50K-T3-W-2

~~\$203.99~~ \$130

SELECT PRODUCT



ITEM: WL-SAL-40V-50K-T3-

~~\$129.99~~ **\$89.99**

S&P 500 +0.29%

Distribution: Type 3

roasts/the-quasar-led-shoebox-floodlight-100-watt-14-000-lumens-120-277v-white-finish

3



MEMORANDUM

DATE: July 16, 2024

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Building/Zoning Administrator

RE: Review and possible action relating to a three-lot Certified Survey Map for the unaddressed property located on the 1400 block of Lakeview Drive (Draeger, Building/Zoning Administrator)

BACKGROUND

The proposed CSM will use the combined square footage of the existing two lots and equally divide the space to create three lots of the same SR-5 Zoning designation as the existing two lots, requiring no Zoning Map Amendment.

DISCUSSION

At the meeting on July 9, 2024, the Plan Commission reviewed this matter and recommended that the City Council approve the Preliminary Survey Map with the following conditions:

- Approve this preliminary Certified Survey Map creating 3, SR-5 lots from the original 2 lots.

After the Plan Commission reviewed this item, Staff further reviewed the Land Division and Development Ordinance (LDDO - Chapter 70) and found that sidewalks are required for new and infill land divisions and development. Staff has communicated the requirement for sidewalk to the property owner, and sidewalk will be installed prior to final occupancy of the structures. The location and specifications of the sidewalk will be reviewed through the building permit process and does not have to be shown on this CSM.

FINANCIAL ANALYSIS

The proposed Certified Survey Map creates one additional single family lot and increases the potential for an increase to the tax base with three new homes.

RECOMMENDATION

Staff recommends the City Council approve the preliminary Certified Survey Map as proposed contingent on the required 8' side setback required for the SR-5 Zoning District being shown on

the Final Certified Survey Map.

ATTACHMENTS

1. Plan Commission Memorandum
2. CSM Application
3. 124-259 Preliminary CSM 20240711



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

PRELIMINARY CERTIFIED SURVEY MAP REPORT TO THE PLAN COMMISSION

DATE: July 9, 2024

PROPERTY ADDRESS: 1418, 1422, 1424 Lakeview Drive

PARCEL NUMBERS: 226-0514-0942-018, 226-0514-0942-106

OWNER: CC&E Building and Remodeling

APPLICANT: CC&E Building and Remodeling

FILE NUMBER: CSM-2024-02

EXISTING ZONING: SR-5 Single Family Residential

PROPOSED ZONING: SR-5 Single Family Residential

EXISTING LAND USE: Residential/Vacant

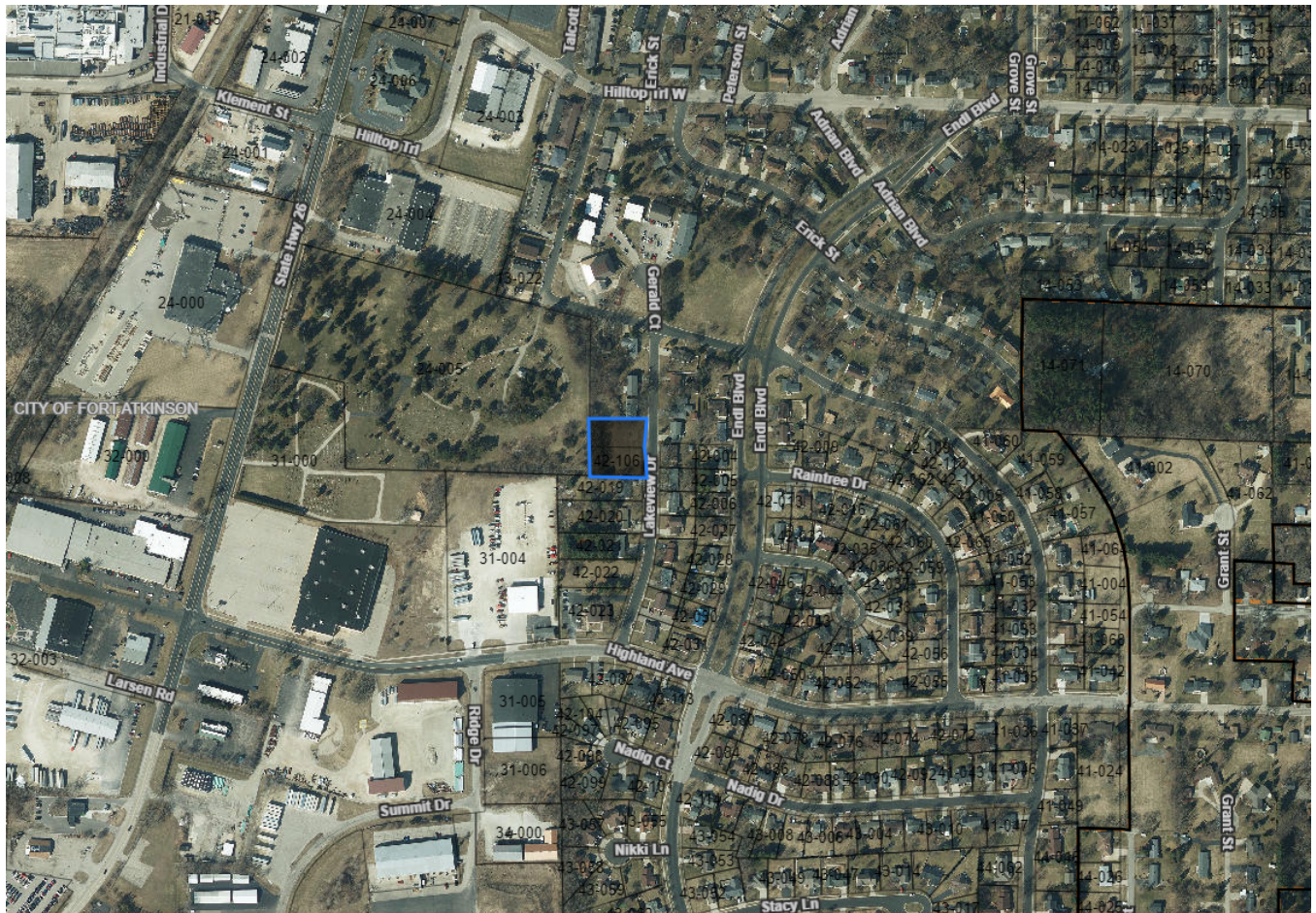
REQUESTED USES: N/A

BACKGROUND

The City's Zoning Ordinance was adopted in October 2020 and created new residential zoning designations that promote in-fill development by allowing smaller lots and higher density. This proposed three-lot Certified Survey Map creates three smaller lots from two larger lots created under a previous code.

REQUEST OVERVIEW

The proposed CSM will use the combined square footage of the existing two lots and equally divide the space to create three lots of the same SR-5 Zoning designation as the existing two lots, requiring no Zoning Map Amendment.



Public Notice is not required.

DISCUSSION

The City is in need of additional housing and this land division creates a much-needed single family lot. The area that surrounds the subject parcels is primarily zoned SR-5 Single Family, which is the city's second most dense residential designation. The three lots meet the density, intensity, and bulk regulations for the SR-5 Single Family Residential - 5 District.

	SR-5 Density Regulations	Proposed Lots
Minimum Lot Area	8,000 square feet	Met - 11,622 square feet
Minimum Lot Width	65 feet	Met - 65 feet
Minimum Lot Depth	120 feet	Met - 179 feet
Minimum Lot Frontage at Right of Way	30 feet	Met - 64 feet

COMPREHENSIVE PLAN

The proposed land division sits on the borders of the South Neighborhood Planning Area and the Janesville Ave Business District Planning Area. This is an established residential neighborhood that is bordered by Lakeview Cemetery and some Medium Industrial to the West and a mixture of higher density residential to the North and South. The city's Future Land Use Map shows the subject parcels as appropriate for single-family residential uses. The proposed land division is in concert with the Comprehensive Plan.

RECOMMENDATION

Staff recommends that the Plan Commission recommend the City Council approve this preliminary Certified Survey Map creating 3 SR-5 lots from the original 2 lots.

ATTACHMENTS

1. CSM Application
2. 124-259 Preliminary CSM Revised



CITY OF FORT ATKINSON, WISCONSIN

Application for Land Division

Date of Application: 06/13/2024

Property Owner/Applicant: CCE Building & Remodeling

Address of Property: 1428 Lakeview Drive Fort Atkinson, WI 53538

Mailing Address: 331 Garfield Street Fort Atkinson, WI 53538

Phone Number: (920) 728-7855

Email: chatter@ccebuildingpros.com

Current Zoning: SR-5: Single Family Residential

Requested Zoning:

Narrative of Proposed Use:

Surveyor: Ryan M. Combs

☒ Preliminary Certified Survey Map
☐ Subdivision Preliminary Plat

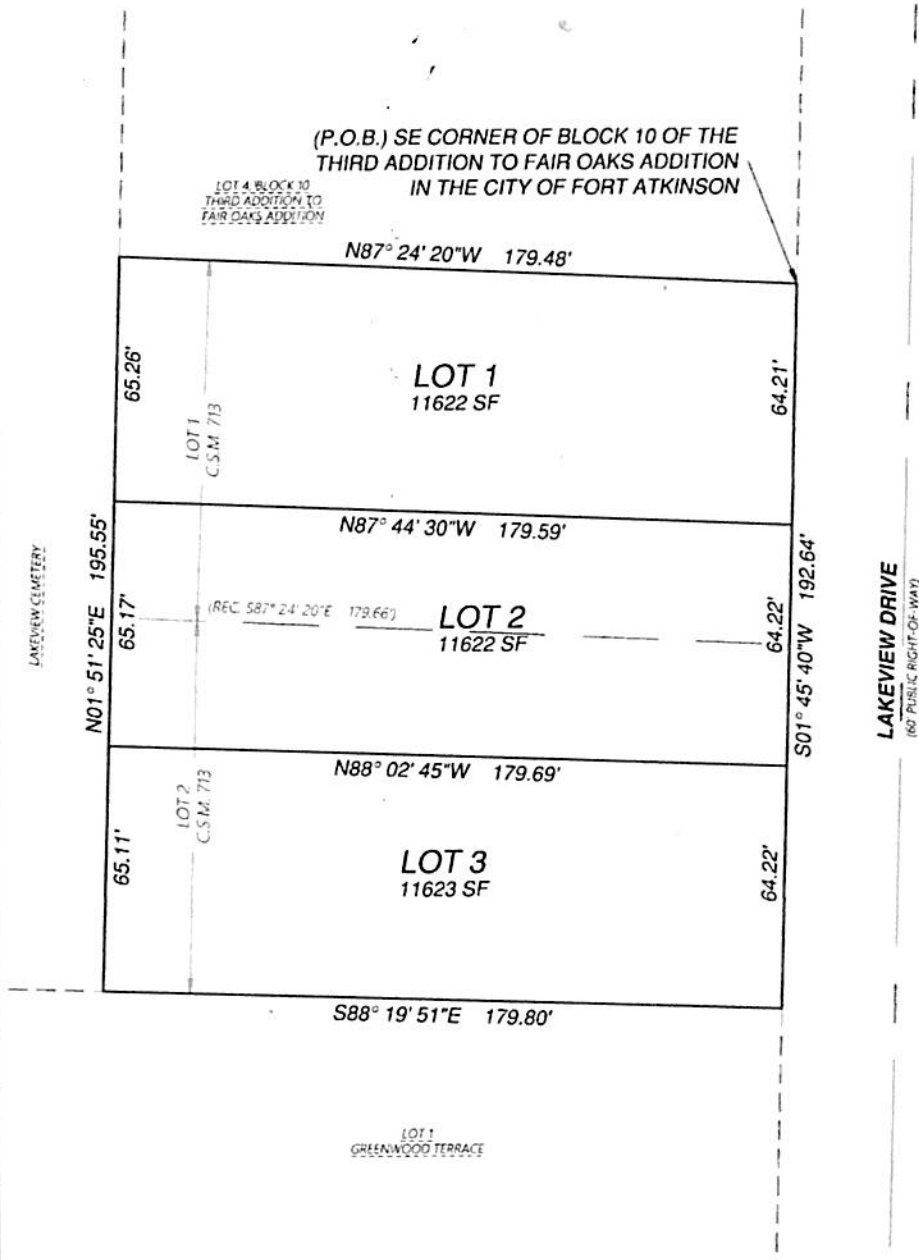
☐ Certified Survey Map
☐ Subdivision Final Plat

\$10/lot or \$100 maximum filing fee paid on:

(Planning Commission reviews request and makes recommendation to City Council; City Council reviews recommendation and approves or denies land division.)

PRELIMINARY CERTIFIED SURVEY MAP

OF LOTS 1 AND 2 OF CERTIFIED SURVEY MAP 713, RECORDED IN VOLUME 3, PAGE 84 OF CERTIFIED SURVEYS OF JEFFERSON COUNTY, LOCATED IN THE NW 1/4 OF THE SE 1/4 OF SECTION 9, T.5N., R.14E., OF THE 4TH PM, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.



NOTES:

DIVIDE LOTS 1 AND 2 INTO 3 LOTS

THIS SURVEY IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

ASSUMED N01°45'40"E ALONG THE WEST LINE OF LAKEVIEW DRIVE

Project No. 124-259A For: CCE BUILDING & REMODELING



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

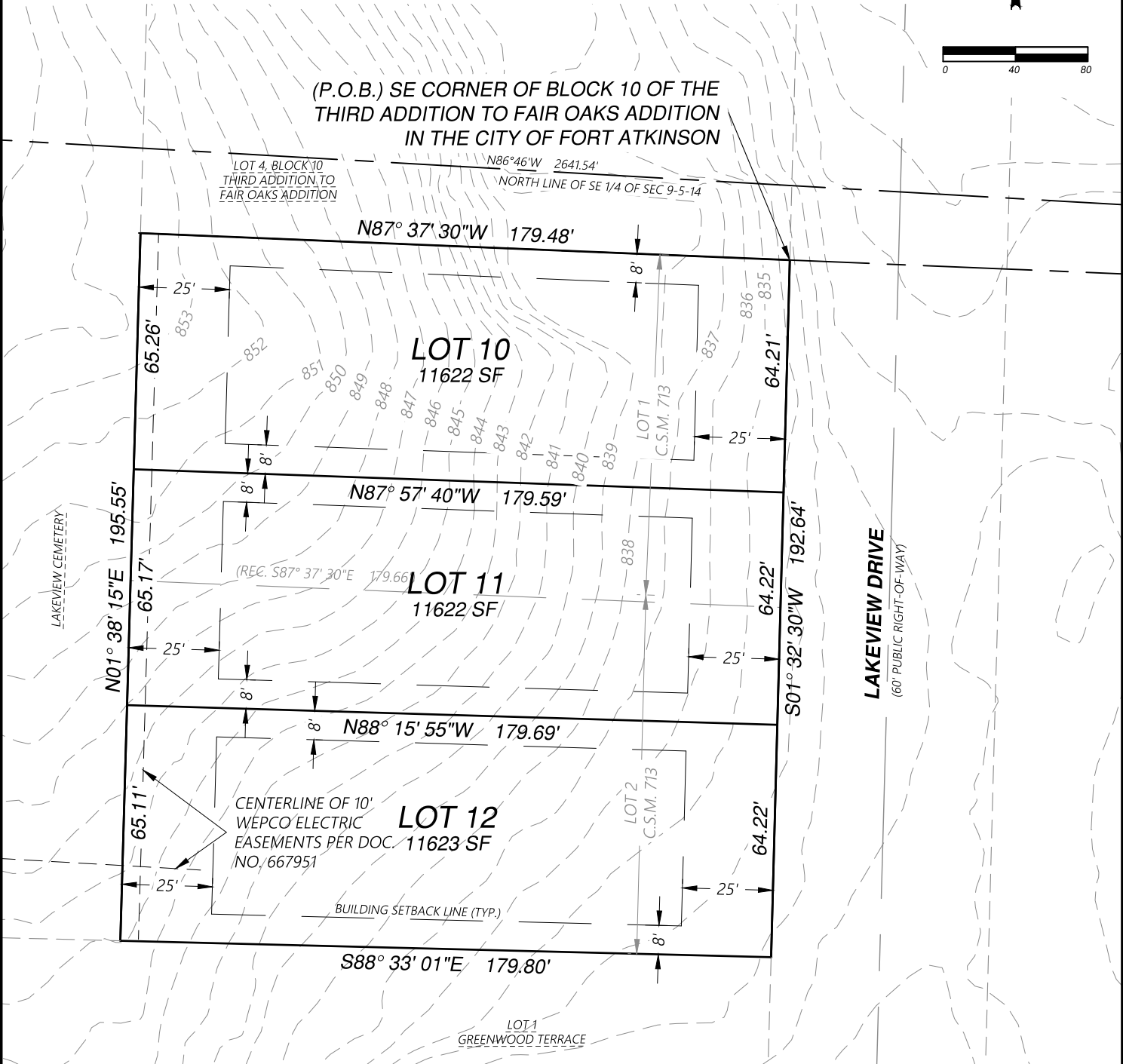
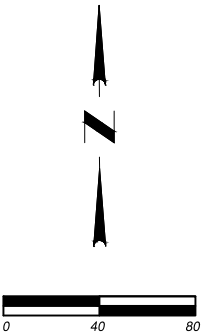
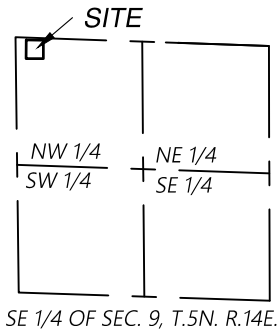
109 W. MILWAUKEE ST.
JANESVILLE, WI 53548
www.combsurvey.com

tel: 608-752-0575
fax: 608-752-0534

PRELIMINARY CERTIFIED SURVEY MAP

OF LOTS 1 AND 2 OF CERTIFIED SURVEY MAP 713, RECORDED IN VOLUME 3, PAGE 84 OF CERTIFIED SURVEYS OF JEFFERSON COUNTY, LOCATED IN THE NW 1/4 OF THE SE 1/4 OF SECTION 9, T.5N., R.14E., OF THE 4TH PM, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

CLIENT:
CCE BUILDING & REMODELING
331 GARFIELD AVENUE
FORT ATKINSON, WI 53538



NOTES:

DIVIDE LOTS 1 AND 2 INTO 3 LOTS

THIS SURVEY IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

ASSUMED N87°37'30"W ALONG THE SOUTH LINE OF BLOCK 10 OF THIRD ADDITION OF FAIR OAKS ADDITION.

Project No. 124-259A



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. MILWAUKEE ST
JANESVILLE, WI 53548
www.combsurvey.com

tel: 608-752-0575
fax: 608-752-0534



MEMORANDUM

DATE: July 16, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Renewal Alcohol Beverage License applications for the licensing period of July 17, 2024 through June 30, 2025.
(Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. There are three classes of Licenses; Class A, Class B and Class C. "Class C" pertains strictly to wine with consumption on-site in a restaurant. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remembered because alcohol is consumed *Away* from the premises. Likewise, Class B you consume on-site, for example *Bar*.

Table 1: Type of license, beverage and where consumption is permitted.

<u>Type of License</u>	<u>Type of Beverage</u>	<u>Consumption Location</u>
"Class A"	Intoxicating Liquor	Off-site
Class "A"	Fermented Malt	Off-site
"Class A" Liquor: Cider Only*	Cider Only	Off-site
"Class B"	Intoxicating Liquor	On-site
Class "B"	Fermented Malt	On-site
"Class C"	Wine only	On-site
Reserve "Class B"	Intoxicating Liquor	On-site
Temporary Class "B" **	Fermented Malt	On-site
Temporary "Class B" **	Wine	On-site

*The 2015-17 Wisconsin State Budget (2015 Act 55) provides that municipalities shall issue a "Class A" liquor license if both of the following apply:

- The “Class A” liquor license application is for sales limited to cider products only.
- The application for a “Class A” liquor license holds a Class “A” beer license for the same premises.

2015 Act 55 provision also defines ‘cider’ to mean any alcohol beverage that is obtained from the fermentation of the juice of apples or pears and that contains not less than 0.5 percent alcohol by volume and not more than 7.0 percent alcohol by volume. “Cider” includes flavored, sparkling, and carbonated cider.

** Temporary Class “B” Fermented Malt and Temporary “Class B” Wine – these licenses are issued throughout the year to lodges, societies, bona fide clubs, chambers, non-profit, etc.

Table 2: Existing Quotas

<u>License</u>	<u>Quota</u>	<u>Licenses Issued</u>	<u>Licenses Available</u>
“Class A” Intoxicating Liquor	16 - 1 per 750 residents	16	0
Class “A” Fermented Malt	17 - 1 per 750 residents	16	1
“Class B” Intoxicating Liquor	25 - 1 per 500 residents	25	0
RESERVE	4 - \$10,000 one-time fee	4	0
“Class B” Intoxicating Liquor			

licenses.

DISCUSSION

Family Dollar Stores of Wisconsin, LLC has applied to renew their Class “A” Fermented Malt Beverage License for use at 1517 Madison Avenue. This only allows the sale of fermented malt beverage/beer for off-site consumption.

FINANCIAL ANALYSIS

Alcohol license fees for this license is \$100.00 with a late publication cost of \$100.00

RECOMMENDATION

Staff recommends that the City Council approve of the Family Dollar Store #26250 Alcohol License Application for the licensing period of July 17, 2024 to June 30, 2025.

ATTACHMENTS

None



MEMORANDUM

DATE: July 16, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Cigarette and Tobacco Product Applications for the licensing period of July 17, 2024 through June 30, 2025.
(Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

The State of Wisconsin regulates cigarette and tobacco product licensing for local governments through Chapter 139.

139.34 Permits required.

[139.34\(1\)\(1\)](#)[139.34\(1\)\(a\)](#) No person may manufacture cigarettes in this state or sell cigarettes in this state as a distributor, jobber, vending machine operator or multiple retailer and no person may operate a warehouse in this state for the storage of cigarettes for another person without first filing an application for and obtaining the proper permit to perform such operations from the municipality.

- The local governing body has the authority to issue licenses to those selling cigarette and tobacco related products over the counter.
- Licensed premises may be inspected by law enforcement officers during all reasonable hours, including all business hours.

No retailer may sell or give away cigarettes or tobacco products to minors; no retailer may sell individual cigarettes

DISCUSSION

Family Dollar Stores of Wisconsin LLC submitted an application to renew their Cigarette, Tobacco and Electronic Vaping Device Retail License Application. This is an annual application.

Table 1: Submitted Cigarette and Tobacco Product applications

<u>Legal Name</u>	<u>Trade Name</u>	<u>Trade Address 1</u>
-------------------	-------------------	------------------------

Family Dollar Stores of Wisconsin LLC	Family Dollar Store #26250	1517 Madison Avenue #A
--	----------------------------	------------------------

FINANCIAL ANALYSIS

Cigarette and Tobacco Products license fee for the licensing period of July 17, 2024 to June 30, 2025 is \$100.00. Publication of the application is not required.

RECOMMENDATION

Staff recommends that the City Council approve the Cigarette and Tobacco Products Retail License Application for Family Dollar Store #26250 for the licensing period of July 17, 2024 to June 30, 2025.

ATTACHMENTS

None



MEMORANDUM

DATE: July 16, 2024

TO: Fort Atkinson City Council

FROM: Bruce Peterson, Fire Chief

RE: Review and possible action relating to the purchase of Harris portable radios and Kenwood mobile radios from Gencomm at a cost not to exceed \$319,194.59 (Peterson, Fire Chief)

BACKGROUND

The Fort Atkinson Fire Department uses portable (handheld) and mobile (vehicle-installed) radios for emergency communications at incident scenes and with our two dispatch centers: the Jefferson County Sheriff's Office and the Fort Atkinson Police Department. Currently, the department's portable radios, purchased in 2011, are no longer supported by Motorola for parts or firmware upgrades and have reached the end of their 15-year service life.

Recently, the Jefferson County Sheriff's Office upgraded the county's radio network. This upgrade necessitated that fire and police departments update their communications equipment to ensure compatibility with the new system. While our department has continued to use its existing radio equipment, we have encountered significant issues, including poor reception inside structures, missed communications when scanning multiple channels, and limited range in both the city and surrounding townships.

Most departments in the county have already upgraded their radio equipment to align with the new Jefferson County system. Our department has aimed to be fiscally responsible by using existing equipment for as long as possible.

DISCUSSION

A Request for Proposals was issued to vendors of portable and mobile radios on April 30th, 2024. This purchase aims to replace our current portable radios and most of the mobile radios in our vehicles, which was identified in previous Capital Improvement Plans (CIP).

The Department tested portable radios from Motorola, Harris, and Kenwood in real-world conditions. Staff used these radios daily, evaluating them from various locations to assess reception, clarity, ease of use, and transmission range.

Although Motorola has been a leader in public safety communications equipment, the Harris

radios outperformed Motorola in several areas, including ease of use and price. Most importantly, the Harris radios provided the best coverage and transmission in both the City of Fort Atkinson and the surrounding townships.

While Harris portable radios are relatively new to the public safety market, the brand is well-established in military settings. Several area public safety departments, including those in Walworth County, Janesville, Milwaukee, Rockford, and Rock County, have switched to Harris radios.

Research was also conducted on the most suitable mobile radio products for the department. The department currently uses several Kenwood mobile radios, which have proven to be durable, user-friendly, and offer superior range and transmission. The department has been installing the same Kenwood mobile radios in the latest fire and EMS equipment over the past several years.

FINANCIAL ANALYSIS

The replacement of portable and mobile radios was included in the 2024 CIP budget at a total cost of \$303,200. The lowest bid from Gencomm for a combination of 47 Harris portable radios (with associated batteries, charging stations, and programming) and 14 Kenwood mobile radios (with associated installation, programming and remote radio heads) came in at \$319,194.59. This is roughly \$16,000 over the CIP budgeted amount. However, the City has flexibility in using excess borrowed funds from another project to supplement this project.

The other bid submitted by Baycom, the Motorola dealer for mobile and portable radios, came in at \$395,598.72. This proposal is \$76,404.13 higher than the Gencomm proposal for Harris portable radios and Kenwood mobile radios.

Given the fact that the Harris portable radios were the preferred unit in testing and staff preference and the fact the Harris portable radios came in under budget and significantly less expensive than the Motorola radios, the staff are highly confident that this is the best choice. In addition, staff have previously identified Kenwood mobile radios as their preference due to the value and reliability they have shown over the past several years.

RECOMMENDATION

Staff recommends that the Fort Atkinson City Council authorize the City Manager to accept the proposal from Gencom for the purchase of new portable radios and mobile radios with the associated support equipment and programming for a cost not to exceed \$319,194.59, as budgeted in the 2024 CIP using funds borrowed for that purpose.

ATTACHMENTS

1. Baycom Bid DF-240520-1 Fort Atkinson
2. Gencomm Radio Bid Fort Atkinson
3. Radio RFP Final



A Lifeline in the Moments that Matter

May 24, 2024

Chief Bruce Peterson
City of Fort Atkinson Fire Department
101 N. Main St.
Fort Atkinson, WI 53538

Subject: Proposal for Fort Atkinson Fire Department's Two-Way Radio Purchase

Dear Chief Peterson:

Motorola Solutions, Inc. and Baycom are pleased to have the opportunity to provide Fort Atkinson Fire Department with best-in-class communications equipment and services. Motorola and Baycom have taken great care to propose a solution that will meet your needs.

To best meet the two-way communications needs of Fort Atkinson Fire Department, we would like you to consider the following:

- Baycom has been a Motorola dealership since 1956.
- Fort Atkinson FD's current XTL mobiles and XTS portables were purchased by Tom Emrick in late 2011 and have been in service ever since with minimal costs to maintain the equipment.
- Jefferson County Fire Departments that are currently using similar equipment: Ixonia, Jefferson, Palmyra, Rome, Sullivan, Waterloo, and Watertown.
- Dane County Fire Departments that are currently using similar equipment: City of Madison, Black Earth, Cross Plains, Dane, DeForest, Fitchburg, Maple Bluff, Truax Field, Mazo, McFarland, Middleton, Mount Horeb, Oregon, Sun Prairie, Verona, and Waunakee.
- With Baycom's Radio Management server, and APX Device Monitor, Baycom can remotely maintain the programming and firmware within all APX radios. No more paying for travel to send a technician to make changes to your radio fleet. Having this capability will save thousands of dollars over the total lifetime of ownership of this new equipment.

We thank you for the opportunity to furnish Fort Atkinson Fire Department with "best in class" solutions and we hope to strengthen our relationship by supplying the equipment for this project. Our goal is to provide you with the best products and services available in the communications industry.

Sincerely,

Derek Foster

Derek Foster
Communications Consultant
Phone: (608) 445-0832, Email: dfoster@baycominc.com



A Lifeline in the Moments that Matter

BAYCOM, Inc.

1545 Corporate Center Dr

Sun Prairie, WI 53590

Cell: 608-445-0832 Email: dfoster@baycominc.com

Date: 5/20/2024

Quote Number: DF-240520-1

Prepared for: Fort Atkinson Fire Department

Attn: Chief Bruce Peterson

Address: 101 N. Main St.

City, State, Zip: Fort Atkinson, WI 53538

Phone: 920-397-9908

E-Mail: bpeterson@fortatkinsonwi.gov

Qty.	Item ID	Description	Unit Price	Total
Motorola APX Radio Equipment w/ WCA Contract Pricing (27% Off List)				
<i>This Quote is provided by BAYCOM acting as an MR for Motorola Solutions</i>				
8	a	Motorola APX8500 Mobile - Single Head, 100 Watt <u>Includes:</u> VHF, 3000 Channels, E5 Control Head, Remote Mount, Palm Microphone & 7.5W External Speaker <u>Software:</u> P25 Trunking for WISCOM <u>Warranty:</u> Standard Three Year	\$6,760.55	\$54,084.40
8	b	Motorola APX8500 Mobile - Dual Control Head, 100 Watt <u>Includes:</u> VHF, 3000 Channels, (2) E5 Control Heads, Remote Mount 17' & 50' Cables, (2) Palm Microphones & (2) 7.5W External Speakers <u>Software:</u> P25 Trunking for WISCOM <u>Warranty:</u> Standard Three Year	\$7,364.99	\$58,919.92
1	c	Motorola APX Mobile Radio Programming Cable *For remote programming via Baycom's APX Radio Management	\$45.76	\$45.76
52	d	Motorola APX6000Li Model 2.5 Portable <u>Includes:</u> VHF, 6 Watt, Dual Display w/ Partial Keypad, High-Capacity IMPRES 2 UL Battery, Antenna, Carrying Holster, Spare IMPRES 2 UL Battery & XE500 Remote Speaker Microphone w/ Channel Selector Knob <u>Software:</u> P25 Trunking for WISCOM <u>Warranty:</u> Standard Three Year	\$4,802.29	\$249,719.08

6	e	Motorola IMPRES 2 Multi-Unit Charger (6 charging slots)	\$1,244.80	\$7,468.80
20	f	Motorola IMPRES 2 Single-Unit Charger	\$136.15	\$2,723.00
1	g	Motorola APX Portable Radio Programming Cable *For remote programming via Baycom's APX Radio Management	\$67.76	\$67.76
1	h	Codeplug Development for APX8500 Mobiles *One-time fee per model of APX radio	\$435.00	\$435.00
1	i	Codeplug Development for APX8500 Mobiles *One-time fee per model of APX radio	\$435.00	\$435.00
68	j	Programming of APX8500 Mobiles & APX6000Li Portables	\$65.00	\$4,420.00
8	k	On-Site Installation of New Motorola APX8500 Single Head *Assumes transceiver and control head is staying in it's current location	\$810.00	\$6,480.00
8	l	On-Site Installation of New Motorola APX8500 Dual Head *Assumes transceiver and control heads are staying in it's current location	\$1,350.00	\$10,800.00

Quote does not include any miscellaneous equipment for mobile radio installations

(I.e. Antennas, antenna system equipment, faceplates, non-standard mounting equipment, headset adapter cables)

		Item Total:	\$395,598.72
		Shipping:	N/A
		Sub Total:	\$395,598.72
		Tax:	Exempt
Price valid 60 days from date of Quote		Total:	\$395,598.72

Quoted by: Derek Foster

Date: 5/20/2024

Accepted by: _____

Date: _____

Note: Price quoted for payment by check or ACH transfer



Madison - (608)271-4848
Milwaukee - (262)439-2000
Eau Claire - (715)225-7604
WI Rapids - (715)424-3050
McHenry - (815)385-4224

2880 Commerce Park Drive
Madison, WI 53719
800-356-3200 | www.gencomm.com

SALES QUOTE

Sales Quote No: 33003

Date: 5/24/24

Account No: 1845

Bill To: Fort Atkinson Fire Department
124 West Milwaukee Avenue
Fort Atkinson, WI 53538
USA

Ship To: Fort Atkinson Fire Department
Attn: Mike Lawrence
124 West Milwaukee Avenue
Fort Atkinson, WI 53538
USA

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On	
Ron Sampson	Pending	Installation	NET 30 Days	7/26/24	
Notes					
Chief Buce Peterson Division Chief Mike Lawrence					
VM7000 100 watt mobile radio and XL-200 Multi Band capable HAZ-LOC radio (Standard 3 Year Warranty) (Standard 2 Year Warranty)					
Optional feature for Kenwood Mobile radio: P25 Phase 2 - TDMA feature is \$380.00 additional per radio at time of order 50 Foot rear control cable is \$104.00 additional					
Optional Feature for Harris portable radio: *** P25 Phase 2 -TDMA feature upgrade is \$203.50 each at time of order *** Glove Friendly Knob Kit (5 Vol & 5 Ch knobs) is \$25.00 each					
Item No	Description	Quantity	UM	Price	Amount
VM7730HBF-P	Kenwood Viking VHF Hi Power Deck for Multi-Deck, Single Head Use	6.00	Each	\$4,686.24	\$28,117.44
KCH-20RV	KCH-20 Single Remote Head	6.00	Each	\$0.00	\$0.00
KCT-71M2	Kenwood Remote Control Cable (17 feet)	6.00	Each	\$0.00	\$0.00
KMC-65M	Kenwood Mobile Mic 8-Pin Plug	6.00	Each	\$0.00	\$0.00
KCT-23M4	Kenwood DC Cable (75/110W Remote mount)	6.00	Each	\$0.00	\$0.00
KMB-36	Kenwood/EFJ High Power Mounting Bracket VM7730	6.00	Each	\$0.00	\$0.00
597539077901	EF Johnson USB Micro A-B Cable	6.00	Each	\$0.00	\$0.00
KCT-18	Kenwood Ignition sense cable	6.00	Each	\$0.00	\$0.00
KES-5A	Kenwood External speaker, 40W max input	6.00	Each	\$0.00	\$0.00
KCT-72M	Kenwood External Accessory Connection Cable for KCH-19M / KCH-20RM	6.00	Each	\$0.00	\$0.00
8322000002	EF Johnson P25 Conventional Option	6.00	Each	\$0.00	\$0.00
8322000005	EF Johnson P25 Phase 1 Trunking Option	6.00	Each	\$0.00	\$0.00
8326000006	EF Johnson 1024 Channels/Talkgroups	6.00	Each	\$0.00	\$0.00
8323000005	EF Johnson ARC4 (ADP Compatible) Viking	6.00	Each	\$0.00	\$0.00
8326000015	EF Johnson 25KHz Disabled	6.00	Each	\$0.00	\$0.00
8326000034	Customer Transmit Power Levels	6.00	Each	\$0.00	\$0.00
8323000003	EF Johnson DES-OFB (Multi-Key)	6.00	Each	\$0.00	\$0.00
VM7730HBF-P	Kenwood Viking VHF Hi Power Deck for Multi-Deck, Single Head Use	8.00	Each	\$5,492.80	\$43,942.40
KCH-20RV	KCH-20 Single Remote Head	16.00	Each	\$0.00	\$0.00
KCT-71M2	Kenwood Remote Control Cable (17 feet)	8.00	Each	\$0.00	\$0.00
KCT-71M3	Kenwood Remote Control Cable (25 Feet)	4.00	Each	\$0.00	\$0.00
KMC-65M	Kenwood Mobile Mic 8-Pin Plug	16.00	Each	\$0.00	\$0.00



Madison - (608)271-4848
Milwaukee - (262)439-2000
Eau Claire - (715)225-7604
WI Rapids - (715)424-3050
McHenry - (815)385-4224

2880 Commerce Park Drive
Madison, WI 53719

800-356-3200 | www.gencomm.com

SALES QUOTE

Sales Quote No: 33003

Date: 5/24/24

Account No: 1845

Bill To: Fort Atkinson Fire Department
124 West Milwaukee Avenue
Fort Atkinson, WI 53538
USA

Ship To: Fort Atkinson Fire Department
Attn: Mike Lawrence
124 West Milwaukee Avenue
Fort Atkinson, WI 53538
USA

KCT-23M4	Kenwood DC Cable (75/110W Remote mount)	8.00	Each	\$0.00	\$0.00
KMB-36	Kenwood/EFJ High Power Mounting Bracket VM7730	8.00	Each	\$0.00	\$0.00
597539077901	EF Johnson USB Micro A-B Cable	8.00	Each	\$0.00	\$0.00
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8322000005	EF Johnson P25 Phase 1 Trunking Option	8.00	Each	\$0.00	\$0.00
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8323000005	EF Johnson ARC4 (ADP Compatible) Viking	8.00	Each	\$0.00	\$0.00
8326000015	EF Johnson 25KHz Disabled	8.00	Each	\$0.00	\$0.00
8326000034	Customer Transmit Power Levels	8.00	Each	\$0.00	\$0.00
RFU-505-ST	RF Ind UHF Male Connector for RG58/U, 58A/U, RG141, & LMR-200 cable, 0-500MHz freq range, PL259	14.00	Each	\$9.55	\$133.70
KLF-2	Kenwood Line Filter (suppresses alternator whine, 25dB, 25A max)	14.00	Each	\$40.96	\$573.44
PROG	Programming and assembly of radio equipment	14.00	Each	\$60.00	\$840.00
K794	PCTEL Thick Roof Mount, 0-1000 MHz, 3/4" Hole, No Connector	14.00	Each	\$31.94	\$447.16
EM-FLX-M10008-WB-Z28	EM Wave Wideband 1/4 wave antenna. VHF Wiscomm Certified	14.00	Each	\$75.00	\$1,050.00
C-EB30-KCH-1P	Havis 1-Piece Faceplate 3" Mounting Space, Fits Kenwood KCH-20R remote	22.00	Each	\$29.00	\$638.00
MR-47X	Firecom Mobile Radio Interface for Kenwood TK/NX-5000 series w/ KCH-20R Remote Head	3.00	Each	\$215.00	\$645.00
LABORSERV	Service Labor - Interface Firecom, set audio levels	3.00	Each	\$240.00	\$720.00
LABORINSTALL	Installation Labor - Removal of single head radio and installation of single head radio	6.00	Each	\$400.00	\$2,400.00
LABORINSTALL	Installation Labor - Removal of dual head radio and installation of dual head radio - Ambulances	3.00	Each	\$800.00	\$2,400.00
LABORINSTALL	Installation Labor - Removal of dual head radio and installation of dual head radio (Engines, Squad and Tower)	5.00	Each	\$900.00	\$4,500.00
XL-PPM1M-NA	L3 PORTABLE, XL-200P, PKP, BLK, US, NA	47.00	Each	\$2,518.50	\$118,369.50
XL-FW2X	Harris Operation, Load NIFOG Personality	47.00	Each	\$0.00	\$0.00
XL-PL8Y	Harris Encryption Feature Lite for XL-200P	47.00	Each	\$0.00	\$0.00
XL-PL9E	Harris, feature, single-key AES encryption	47.00	Each	\$0.00	\$0.00
XL-PL4U	Harris Feature, Single Key DES, Encryption	47.00	Each	\$0.00	\$0.00
XL-PKGPT	Harris Feature Package, P25 Trunking	47.00	Each	\$1,242.00	\$58,374.00



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SALES QUOTE

Sales Quote No: 33003

Date: 5/24/24

Account No: 1845

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124 West Milwaukee Avenue
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USA

Ship To: Fort Atkinson Fire Department
Attn: Mike Lawrence
124 West Milwaukee Avenue
Fort Atkinson, WI 53538
USA

XL-PL4J	Harris Single Band VHF Feature	47.00	Each	\$0.00	\$0.00
XL-PA4L	L3 Harris Battery, LI-ION, 4800, HI-CAP, HAZLOC Radio C1D2	47.00	Each	\$189.75	\$8,918.25
XL-NC5Z	Harris Antenna, Flex, Helical, 136-870 MHz (14035-4000-01)	47.00	Each	\$86.25	\$4,053.75
XL-CH6F	Harris XL-200P Charger, Single Bay +	20.00	Each	\$172.50	\$3,450.00
XL-AE3J	L3 Harris Remote Speaker Mic, XL XTRM, XL200P, BLK	47.00	Each	\$548.55	\$25,781.85
XL-PA4M	Harris Li-Ion, Hi Capacity 4800 mAh, C1D2, Spare	47.00	Each	\$158.70	\$7,458.90
XL-CH6G	L3Harris Charger, 6-Bay, Premium, XL-200P, Option also accommodates the XL-400P	6.00	Each	\$652.05	\$3,912.30
XL-HC3L	Harris Belt Clip, Metal	47.00	Each	\$20.70	\$972.90
XL-CJ3A	Harris Cable, USB Programming	1.00	Each	\$185.00	\$185.00
SS-SW1E	Harris RPM2 and a PC-Lock license (Programming software and updates)	1.00	Each	\$895.00	\$895.00
KCT-71A50	Kenwood KCT-71A Extended Control Head cable 50 ft. (Upgrade 4 - 25' control cables to 50')	4.00	Each	\$104.00	\$416.00

Returns & exchanges are accepted within 30 days of purchase and require an RMA number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be cancelled once shipped from vendor/manufacture. Radio and infrastructure equipment/manufacturers carry a 25% restocking fee.

Subtotal	\$319,194.59
Freight	\$0.00
Sales Tax	\$0.00
Sales Order Total	\$319,194.59

* A 3% surcharge applies to all credit card payments.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

Quote Accepted By _____ Date _____



Fort Atkinson Fire Department

124 Milwaukee Avenue West

Fort Atkinson, WI 53338

(920) 397-9908

Request for Proposal (RFP) for Mobile and Portable Radios

Issuing Organization: City of Fort Atkinson Fire Department

Date: April 30, 2024

1. Introduction: Fort Atkinson Fire Department is seeking proposals for the procurement of mobile and portable radios to enhance communication efficiency and reliability within the department. The selected radios will be used by firefighters and emergency personnel during operations, ensuring seamless communication in critical situations.

2. Scope of Work: The scope of work includes the supply, delivery, installation, and programming (i, and testing of mobile and portable radios. The radios must comply with industry standards and meet the specific requirements outlined below:

3. Requirements:

a. Mobile Radios:

- Quantity - 8 Single Head
- Quantity - 8 Dual Head
- Frequency Range: VHF 136-174
- Power Output: 100 Watts
- Channel Capacity: 96 Channels or Greater
- Display: Front
- Keypad: Navigation and Programmable buttons
- Programmable Function Keys: Home, Scan, Zone Control, etc.
- Emergency Alert Feature: No Emergency Alert Needed
- Encryption Capability: No Encryption Needed
- Weatherproofing: Meets all standards for outdoor, all-weather use
- Compatibility with Existing Infrastructure:
 - 2016-2019 P25 CAP (Compliance Assessment Program) Certified
 - P25 Phase I Conventional (LSM/CQPSK Compatible)
 - P25 Phase I Trunking for WISCOM
- Other Features:
 - Customer Programming Enabled (Cable and Software)

- Bluetooth Capable

b. Portable Radios:

- Quantity - 52 Portable including battery, antenna, and carrying holster.
- Quantity – 52 spare batteries.
- Quantity – 6 Multi-Unit Charger (6 charging slots)
- Quantity – 20 Single Unit Charger
- Frequency Range: VHF 136-174
- Power Output: 6 Watts
- Channel Capacity: 96 Channels or Greater
- Display: Front and Top
- Keypad: Navigation Keys, no numeric Keypad
- Battery Life: 4800 mAh battery or Greater
- Emergency Alert Feature: No Emergency Alert Needed
- Encryption Capability: No Encryption Needed
- Intrinsically Safe Design: Approved for Firefighting/Hazmat conditions
- Compatibility with Existing Infrastructure:
 - 2016-2019 P25 CAP (Compliance Assessment Program) Certified
 - P25 Phase I Conventional (LSM/CQPSK Compatible)
 - P25 Phase I Trunking for WISCOM
- Other Features:
 - Customer Programming Enabled (Cable and Software)
 - Wired remote speaker microphone with Channel Selection knob, Programable buttons, and large PTT button for gloved hand (Intrinsically Safe)
 - Bluetooth Capable

4. Proposal Submission Guidelines: Interested vendors are requested to submit their proposals in accordance with the following guidelines:

- Proposals must be submitted in electronic format to bpeterson@fortatkinsonwi.gov no later than 4:00 pm May 24, 2024. Bidders shall receive confirmation that the RFP has been received.
- Proposals should include detailed specifications, pricing, warranty information, and any additional relevant details.
- Vendors must provide proof of compliance with industry standards and certifications where applicable.
- Proposals should outline the vendor's experience in providing similar solutions to public safety organizations.

5. Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Compliance with Requirements: How well does the proposed solution meet the specified requirements?
- Technical Specifications: Does the proposed solution offer advanced features and functionalities?
- Cost-effectiveness: Is the proposed pricing competitive and reasonable?
- Warranty and Support: What warranty and support services are offered by the vendor?
- Vendor Experience: What is the vendor's experience in providing solutions to public safety organizations?

6. Timeline:

- RFP Issuance Date: April 30, 2024.
- Proposal Submission Deadline: 4:00 pm May 24, 2024.
- Evaluation Period: May 27, 2024 -June 7, 2024
- Contract Award: June 18, 2024 (Date subject to change to meeting City Council schedule)

7. Additional Information: For any inquiries or clarification regarding this RFP, please contact Division Chief Mike Lawrence at mlawrence@fortatkinsonwi.gov or 920-397-9908.

The City of Fort Atkinson Fire Department reserves the right to accept or reject any proposal and to waive any irregularities or informalities in the proposals received. Submission of a proposal indicates acceptance of the terms and conditions outlined in this RFP.

The City of Fort Atkinson Fire Department reserves the right to negotiate with a single vendor or multiple vendors after the RFP is received.

Signed,

Chief Bruce Peterson

City of Fort Atkinson Fire Department

April 30, 2024