



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, AUGUST 6, 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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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 July 16, 2024 regular City**

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

- b. Review and possible action relating to the **minutes of the July 16, 2024 Ordinance Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **minutes of the July 30, 2024 Loan Review Committee** (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to the **minutes of the August 1, 2024 Joint Review Board meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action relating to **Citizen Appointments** to Committees, Commissions, and Boards (Houseman, City Manager)
- f. Review and possible action on a **Special Event: Tour de Fort**, August 24, 2024 from 6:30 a.m. - 4:00 p.m. at Jones Park, Lions Pavillion, and 3 bike routes (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

- a. Review and possible action on a proclamation recognizing **National Water Quality Month** (Houseman, City Manager)

7. Resolutions and Ordinances

- a. First reading of an Ordinance creating section 94-5 of the City of Fort Atkinson Municipal Code relating to the authority of Crossing Guards (Bump, Police Chief)
- b. First reading of an Ordinance to amend Section 66-38 of the City of Fort Atkinson Code of General Ordinances relating to members of the Plan Commission (Houseman, City Manager)

8. Reports of Officers, Boards, and Committees

- a. City Manager's Report (Houseman, City Manager)
- b. Public Works and Parks Operation Facility - Project Update Q2 (Williamson, Public Works Superintendent)

9. Unfinished Business

10. New Business

- a. Review and possible action relating to an Intergovernmental Agreement between the City of Fort Atkinson and the Fort Atkinson School District **Police School Resource Officer (PSRO) Program 2024-2027** (Bump, Police Chief)
- b. Review and possible action relating to the proposal from August Winters & Sons, Inc. for \$10,125 to perform an **emergency replacement** of a 12-inch pipe serving the Water Utility Main Station Reservoir (Armstrong, Water Utility Superintendent)

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: August 2, 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 16, 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 Clerk/Treasurer, City Engineer, Building Inspector, Park & Recreation Director, Park & Recreation Maintenance Supervisor, Fire Chief, Division Chief and Library Director.

3. Public Hearings

None.

4. Public Comment

None.

5. Consent Agenda

Cm. Becker moved, seconded by Cm. Jaeckel to approve the consent agenda items 5.a. through 5. j. as presented. Motion carried.

- 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

None.

7. Resolutions and Ordinances

None.

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 the **purchase of a rear load minivan** for the City's Shared Ride Taxi Program (Selle, City Engineer/Director of Public Works)*
Engineer Selle stated 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 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.

Cm. Becker moved, seconded by Cm. Johnson to 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. Motion carried.

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)***

Director Dayton stated that his Department has 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. 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.

Cm. Jaeckel moved, seconded by Cm. Schultz to approve the Public Monument Review for the World War II monument at McCoy Park. Motion carried.

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

Director Dayton and Supervisor Yanke stated that staff in the Parks Department has 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. 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.

Cm. Becker moved, seconded by Cm. Jaeckel to 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 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)***

Inspector Draeger reviewed the proposed CSM that 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. 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 condition of approving the 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.

Cm. Jaeckel moved, seconded by Cm. Schultz to 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. Motion carried.

- 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)*

Clerk/Treasurer Ebbert provided the submission from Family Dollar to renew their Class "A" Fermented Malt Beverage License for use at 1517 Madison Avenue. This license allows for off-site consumption.

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

- 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)*

Clerk/Treasurer Ebbert reviewed the submitted application for Family Dollar to sell cigarettes, tobacco and electronic vaping devices. This is an annual license with a fee of \$100.

Cm. Schultz moved, seconded by Cm. Jaeckel to approve the Cigarette, Tobacco and Electronic Vaping Retail License application for Family Dollar #26250 for use at 1517 Madison Avenue for the licensing period July 17, 2024 to June 30, 2025. Motion carried.

- 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)*

Chief Peterson stated that 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. 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. 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.

Cm. Schultz moved, seconded by Cm. Becker to 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. Motion carried.

11. Miscellaneous

None.

12. Claims, Appropriations and Contract Payments

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

Cm. Becker moved, seconded by Cm. Jaeckel to approve the list of Verified Claims as presented. Motion carried.

13. Adjournment

Cm. Schultz moved, seconded by Cm. Jaeckel to adjourn. Meeting adjourned at 7:39 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



**ORDINANCE COMMITTEE MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JULY 16, 2024 – 6:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

President Lescohier called the meeting to order at 6:00 pm.

2. Roll call

Present: Cm. Becker, Cm. Johnson and President Lescohier. Also present: City Manager, City Clerk/Treasurer, Police Chief and Building Inspector.

3. New Business

- a. Review and possible recommendation to the City Council relating to an Ordinance creating section 94-5 of the City of Fort Atkinson Municipal Code relating to the authority of Crossing Guards (Bump, Police Chief)

Chief Bump introduced the purpose of the memo which serves as background on the draft ordinance for Adult Crossing Guards. Wisconsin State Law provides authority to municipalities to appoint Adult School Crossing Guards to protect persons crossing crosswalks in the vicinity of schools. The authority offered to municipalities to appoint these crossing guards through State Statutes is only given if the municipality adopts an ordinance. The City currently has no such ordinance. Currently, the City employs adult crossing guards. However, adopting this ordinance which references both sections of Wisconsin Statutes would allow for the possibility of the School District taking on the employment of adult crossing guards in the future if mutually agreed upon between the City and the School District, without requiring a change in the ordinance.

Cm. Becker moved, seconded by Cm. Johnson to recommend that the City Council review and perform three readings of such before adoption, with the goal of adoption prior to the beginning of the 2024-2025 school year. Motion carried.

- b. Review and possible recommendation to the City Council relating to an amendment to Section 66-38 of the City of Fort Atkinson Code of General Ordinances relating to members of the Plan Commission (Houseman, City Manager)

Manager Houseman discussed that for many years, the City Engineer position and the Public Works Director position were combined into one position. In 2024, the Assistant City Engineer position, which has not been filled, was upgraded to a City Engineer position with a new job description and responsibilities. The Public Works Director will oversee the Engineering Division of the Public Works Department, as led by the City Engineer. Section 66-38 relating to Personnel of the Plan Commission indicates that the City Manager serves as the chairperson and the City Engineer serves as the secretary. Houseman stated that staff proposes to amend Section 66-38 to allow the City Manager to appoint either the City Engineer or the Public Works Director to serve as the Secretary of the Plan Commission. Currently, City Engineer/Public Works Director Andy Selle serves as the Secretary of the Plan Commission. Mr. Selle is a Professional Engineer and prepares or reviews the preparation of the staff reports, information, and analysis presented to the Plan Commission for review and action. However, when the City hires a new City Engineer, this person would serve on the Plan Commission if the ordinance is not amended. Providing the City Manager the discretion over which position serves on the Plan Commission will allow the person best suited for the role the opportunity to serve.

Cm. Becker moved, seconded by Cm. Johnson to recommend that the City Council review and perform three readings of the proposed Ordinance change to Section 66-38 of the City of Fort Atkinson Municipal Code relating to the personnel appointed to the Plan Commission. Motion carried.

4. Adjournment

Cm. Johnson moved, seconded by Cm. Becker to adjourn. Meeting adjourned at 6:17 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer/Finance Director



**LOAN REVIEW COMMITTEE
IN PERSON AND VIA ZOOM
TUESDAY, JULY 30, 2024 – 1:30 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Manager Houseman called the meeting to order at 1:30 pm.

2. Roll call

Present: Robert Cassiday, Jim Bowers, Mark McGlynn. Also present: City Manager, City Clerk/Treasurer and Deb Reinbold.

3. Approval of Minutes

- a. Review and possible action relating to the **Minutes** of the Loan Review Committee meeting on August 28, 2023*
No action taken.

4. New Business

- a. The Loan Review Committee will adjourn into **closed session** per Wis. Stat. §19.85(1)(f) to consider financial and personal information of an applicant for the City of Fort Atkinson's Capital Catalyst Revolving Loan Fund (CCRFL)*
Deb Reinbold of ThriveED/JCEDC introduced Ms. Konz. Niina Ajango Konz owner of Little Rainbows Play Place, a indoor playground and party space presented her business plan to the Committee. The mission is to give parents and children a welcoming inclusive and supportive environment for learning safety through play while creating connections within and between families. The location will be 1335 N. High Street.

McGlynn moved, seconded by Bowers to move into closed session pursuant to Wis. Stat 19.85(1)(f) to consider financial and personal information of an applicant for the City of Fort Atkinson's Capital Catalyst Revolving Loan Fund. Motion carried unanimously.

- b. The Loan Committee will return to open session and may make a recommendation to the*

*Economic Development Commission relating to an Application from **Little Rainbows Play Place LLC for the CCRLF***

McGlynn moved, seconded by Bowers to reconvene into open session. Motion carried unanimously.

McGlynn moved, seconded by Cassiday to make a recommendation approving the loan for Little Rainbows Play Place LLC in the amount of \$50,000 at a fixed rate of 2% for a 7 year loan subject to securing the \$50,000 value of the loan in equity. Motion carried unanimously.

5. Adjournment

Bowers moved, seconded by Cassiday to adjourn. Meeting adjourned at 2:32 pm.

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



**JOINT REVIEW BOARD MEETING
IN PERSON AND VIA ZOOM
THURSDAY, AUGUST 1, 2024 – 9:00 AM
MUNICIPAL BUILDING – SECOND FLOOR**

MINUTES

1. Call meeting to order

Chairperson Manager Houseman called the meeting to order at 9:00 am.

2. Roll call

Present: JRB Members: Chairperson and City Representative Rebecca Houseman; Jefferson County Representative Ben Wehmeier; Fort Atkinson School District Representative Nathan Knitt; and Citizen Representative Jonah Ralston. Also present: City Clerk/Treasurer. Madison Area Technical College Representative Shawna Marquardt arrived at 9:02 am.

3. New Business

a. Approval of the Minutes from the Joint Review Board meeting of August 14, 2023

Knitt moved, seconded by Wehmeier to approve the Joint Review Board meeting of August 14, 2023. Motion carried.

b. Review and possible action relating to the 2023 Annual Report for Tax Increment District 6

Manager Houseman provided the following summary for TID 6. TID No. 6 was created as an Industrial TID on January 18, 2000. 2018 was the last year to incur TIF related costs. This TID has been designated as a “distressed TID” which allows the City to extend its life by 10 years to recover the costs associated with the improvements to the TID. This designation also allows the City’s other TIDs (No. 7 and No. 8) to donate excess increment to this TID. In 2023, TID No. 7 allocated \$252,260 and TID No. 8 allocated \$484,784 to TID No. 6. This TID is required to close by 2033; however, it may be terminated early if/when all costs are recovered. Per the Current Status document prepared by the City’s Financial Advisors, TID No. 6 is expected to recover all funds by 2025. See the attached draft TID 6-8 Affordable Housing Extension and Closure Timeline document for more information. The City Council will receive a full report on this TID and future plans at a workshop scheduled for August 20, 2024. At the end of 2023, there was a negative fund balance of \$816,305 in the TID. In addition to this debt, and as can be seen on the enclosed cash flow pro forma, this TID owes the City’s General Fund another \$1,472,315 from financial support throughout its life. The pro forma shows all these debts, including existing debt service,

being paid off in 2025, with the TID potentially generating a positive balance in the subsequent years. Future plans for this TID include closing the TID when costs are recovered; extending the life for an additional year to provide funds for an affordable housing program; and creating a new TID including the undeveloped and under-developed land within the current TID.

- c. *Review and possible action relating to the **2023 Annual Report for Tax Increment District 7***
Manager Houseman reviewed TID 7 which was created as a Blight Elimination TID on January 18, 2000. 2022 was the last year to incur TIF-related costs. As such, no new projects, incentives, or financing may be implemented. This TID was scheduled to close in 2027; however, because it has been designated as a Donor to Distressed TID No. 6, its life can be extended to 2033, consistent with a maximum legal life of the TID of 27 years plus 6 years as a Donor to Distressed. At the end of 2023, there was a nominal positive balance of \$3,632 in this TID. This TID will remain open to support TID 6, which may close as early as 2026. Future plans for this TID include closing the TID when TID No. 6 is solvent; extending the life for an additional year to provide funds for affordable housing; and creating a new TID including any remaining blighted land within the current TID.
- d. *Review and possible action relating to the **2023 Annual Report for Tax Increment District 8***
Manager Houseman presented TID No. 8, known as the NW Corridor Development TID, was created on September 15, 2009, as a Mixed Use TID. This TID stands out as the city's most successful. Its life can be extended to 2033 due to its designation as a Donor to TID No. 6; however, the City intends to close this TID as soon as practicable. Beginning 2023 with a balance of \$850,128, TID No. 8 saw revenues of \$1,130,757, which included a tax increment of \$1,075,602 and investment income of \$49,028. Expenditures totaled \$189,772 for the year, which included administration costs, interest and fiscal charges, principal on long-term debt, and other expenditures. The ending balance for 2023 stood at a healthy \$1,306,329. The positive fund balance may be strategically utilized in 2024 as a donation to TID No. 6 in order to work toward TID No. 6 closure in 2026. Future plans for this TID may include closure as soon as 2025 and extending the life of the TID to provide funds for affordable housing.

Wehmeier moved, seconded Marquardt to approve the annual reports for TIDs 6, 7 and 8. Motion carried unanimously.

- e. *Review of Status of **Tax Increment Districts 9 and 10***
Manager Houseman discussed the newly created TIDs which are not reported with the DOR as revenue has not been generated yet.

TID NO. 9

In late 2022, the Joint Review Board approved a new mixed-use TID (TID No. 9), which overlays TID No. 8, and includes recently annexed land as well as undeveloped and underdeveloped land. This TID was created to support the development of the City-owned land along Banker Road, as well as additional major projects as described in the Project Plan. The JRB approved the TID and Project Plan on November 1, 2022, and the TID was established in 2023. The first major project within this TID will be a multi-family

development on the City-owned parcel located on the south side of the newly-platted and dedicated Trillium Drive. City staff has been working with Intrepid Investments over the past several months under a Pre-Development Agreement that allows for project due diligence. The City has borrowed funds to pay for certain public infrastructure, which is currently being designed.

TID NO. 10

TID No. 10 was created as a Blight Elimination TID in November 2022, with values established on January 1, 2023. TID No. 10 in Fort Atkinson is projected to run until 2050, with the final tax collection slated for 2051. The expenditure period will end in 2043. The first project within TID No. 10 was an effort from Forth HealthCare to move four houses to make room for an expanded parking lot located adjacent to the hospital and outside the TID No. 10 boundaries. The City and Fort HealthCare are working on a Development Agreement so that the TID can pay back a portion of the cost of the road infrastructure necessary to support the relocation of the houses. In addition to those houses, this project created a vacant duplex lot, which Fort HealthCare hopes to sell to be developed as soon as practicable. The JRB approved this TID and Project Plan on November 1, 2022.

No action was taken.

4. Adjournment

Ralston moved, seconded by Marquardt to adjourn. Meeting adjourned at 9:20 am.

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



MEMORANDUM

DATE: August 6, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

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

BACKGROUND

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

DISCUSSION

The following citizen members are eligible for appointment or reappointment to the Committees, Commissions, and Boards below for the terms indicated:

Sex Offender Residency Board

- Christopher A Parsons for a term ending in 2027

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

- Airport Committee (one seat)
- Cable Television Committee (one seat)
- Economic Development Commission (one seat)
- Library Board (one seat)

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

FINANCIAL ANALYSIS

The appointments of citizens to these Committees, Commissions, and Boards is not expected to

impact the City financially.

RECOMMENDATION

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

ATTACHMENTS

None



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

Name of Business/Group Organizing Event: Fort Atkinson Lions Club

Contact Person for Event: Jason Fiege, Jeff Woods, Dean Hanke, Dave Ring

Phone Number: 920-542-4099

Email: fortionsclub@gmail.com

Day of Event Contact Person (if different from above):

Phone: 920-542-4099

Email:

Special Event Details

Event Name: Tour de Fort - John McKenzie and Don Bakker Memorial Bike Ride

Event Date (mm/dd/yyyy): Saturday August 24, 2024

Event Location: Jones Park Lions Shelter (registration), various bike routes

Estimated Number of Attendees: 75-100

Hours of Event: 8:30 am - 4 pm

Event Setup Time: 6:30 am

Event Tear Down Time: 4:00 pm

Event Description: Annual bike ride, 3 routes that travel through various city streets and out to surrounding towns. The routes all end at Jones Park. Lions work with surrounding towns for permission to use their roads, spray paint arrows for riders (most use electronic mapping)

Goal/Purpose of Event: Memorial Ride in honor Fort Atkinson Lions. The ride is open to the public with many riders from all over the state. Funds to be donated back to the community, support the Lions Camp, Lions Foundation and continue the mission of Lions Clubs supporting vision, diabetes, hunger and other community needs.

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

** If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking*

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.

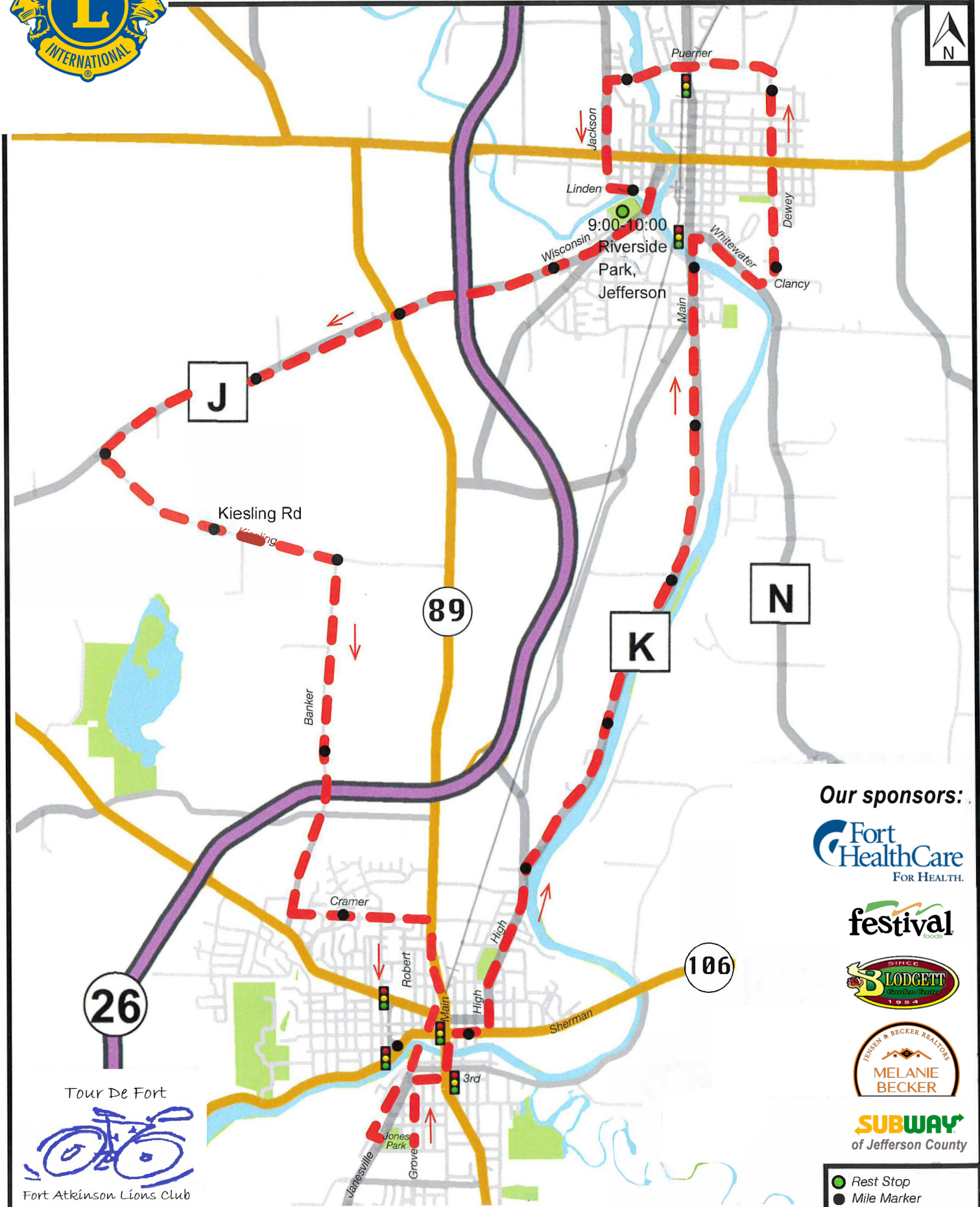
Please specify if you have any requests or requirements beyond current access:

Continued



Tour de Fort

16 Miles



Our sponsors:



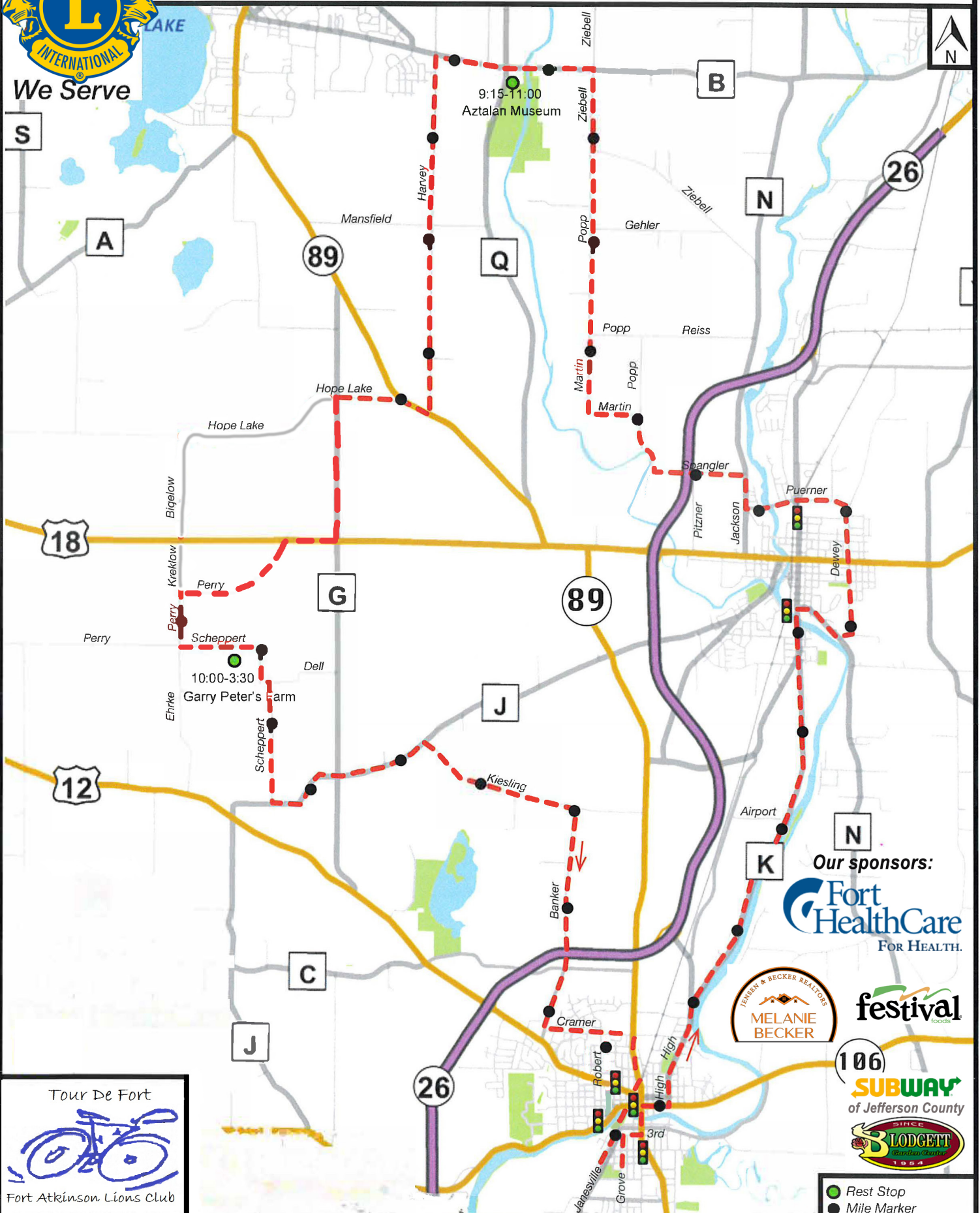
- Rest Stop
- Mile Marker





Tour de Fort

31 Miles





MEMORANDUM

DATE: August 6, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action on a proclamation recognizing National Water Quality Month (Houseman, City Manager)

BACKGROUND

Wisconsin has long been known for its bountiful natural resources, which include 84,000 miles of rivers and streams, approximately 800 miles of Great Lakes shoreline, more than 15,000 inland freshwater lakes, five million acres of wetlands and 1.2 quadrillion gallons of groundwater. The Rock River runs through the City of Fort Atkinson.

DISCUSSION

The Fort Atkinson Water Utility works daily to provide a safe, uninterrupted supply of drinking water. The water supply is tested continuously to ensure that it is safe and meets or exceeds all state, local and federal requirements.

FINANCIAL ANALYSIS

This month, the City of Fort Atkinson, joins the Department of Natural Resources in reaffirming its commitment to making meaningful investments in water infrastructure, taking proactive measures to prevent water pollution and to remedy conditions that arise to ensure the highest quality of water in the City of Fort Atkinson.

RECOMMENDATION

Staff recommends the Council approve the proclamation recognizing National Water Quality Month in the City of Fort Atkinson.

ATTACHMENTS

1. Proclamation National Water Quality Month

**PROCLAMATION
RECOGNIZING NATIONAL WATER QUALITY MONTH**

WHEREAS, Wisconsin has long been known for its bountiful natural resources, which include 84,000 miles of rivers and streams, approximately 800 miles of Great Lakes shoreline, more than 15,000 inland freshwater lakes, five million acres of wetlands and 1.2 quadrillion gallons of groundwater; and

WHEREAS, water is among Fort Atkinson's most valuable resources and ensuring its excellence is essential to the health, safety and quality of life of citizens; and

WHEREAS, the Fort Atkinson Water Utility works daily to provide a safe, uninterrupted supply of drinking water. The water supply is tested continuously to ensure that it is safe and meets or exceeds all state, local and federal requirements; and,

WHEREAS, this month, the City of Fort Atkinson, joins the Department of Natural Resources in reaffirming its commitment to making meaningful investments in water infrastructure, taking proactive measures to prevent water pollution and to remedy conditions that arise to ensure the highest quality of water in the City of Fort Atkinson; and

NOW, THEREFORE, I, Davin Lescohier, as City Council President of the City of Fort Atkinson, and on behalf of my Council colleagues, do hereby proclaim the month of August 2024, as National Water Quality Month in the City of Fort Atkinson.

Proclaimed this 6th day of August, 2024.

CITY OF FORT ATKINSON

Davin Lescohier, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: August 6, 2024

TO: Fort Atkinson City Council

FROM: Adrian Bump, Police Chief

RE: First reading of an Ordinance creating section 94-5 of the City of Fort Atkinson Municipal Code relating to the authority of Crossing Guards (Bump, Police Chief)

BACKGROUND

The purpose of this memo is to serve as background on the draft ordinance for Adult Crossing Guards. Wisconsin State Law provides authority to municipalities to appoint Adult School Crossing Guards to protect persons crossing crosswalks in the vicinity of schools. The authority offered to municipalities to appoint these crossing guards through State Statutes is only given if the municipality adopts an ordinance. The City currently has no such ordinance.

DISCUSSION

Authority to direct and stop traffic on the roadway while assisting children and other pedestrians across the street at or near our schools can only be legally done if done so under the protections and authority of law.

Wisconsin State Statutes governing this authority is as follows:

349.215 Authority to appoint school crossing guards. The governing body of any city, village, town or county may by ordinance provide for the appointment of adult school crossing guards for the protection of persons who are crossing a highway in the vicinity of a school. The school crossing guards shall wear insignia or uniforms which designate them as school crossing guards and shall be equipped with signals or signs to direct traffic to stop at school crossings.

History: 1979 c. 344.

120.13 School board powers. The school board of a common or union high school district may do all things reasonable to promote the cause of education, including establishing, providing and improving school district programs, functions and activities for the benefit of pupils, and including all of the following:

(31) School crossing guards. Upon the adoption of a resolution to do so and approval of the resolution by the governing bodies of all of the cities, villages and towns located in whole or in part within the school district, provide for the appointment of adult school crossing guards for

the protection of persons who are crossing a highway in the vicinity of a school. The school crossing guards shall wear insignia or uniforms which designate them as school crossing guards and shall be equipped with signals or signs to direct traffic to stop at school crossings.

The attached draft ordinance references both sections of State Statutes, which would allow the City or the School District to employ adult crossing guards with the authority to stop traffic for pedestrians. The draft ordinance also makes it unlawful to disobey an adult crossing guard, which would allow the Police Department to take enforcement action if a situation occurred where such action was necessary or in the public interest.

Currently, the City employs adult crossing guards. However, adopting this ordinance which references both sections of Wisconsin Statutes would allow for the possibility of the School District taking on the employment of adult crossing guards in the future if mutually agreed upon between the City and the School District, without requiring a change in the ordinance.

The ordinance also outlines a penalty for its violation. Section 1-10 of the City's Municipal Code allows for a penalty not to exceed \$1,000 for a violation. However, the language in the proposed ordinance is permissive (*may*) so that the Police Department maintains discretion.

FINANCIAL ANALYSIS

The ordinance is not expected to have a financial impact on the City.

RECOMMENDATION

The Ordinance Committee met on July 16, 2024 and recommended staff bring this ordinance before the full City Council for a first reading. Staff recommends the City Council direct the City Manager to prepare this Ordinance for a second and possible third/final reading on August 20, 2024.

ATTACHMENTS

1. Draft Ord No. - Section 94-5 Crossing Guard Authority

ORDINANCE NO. ____

**AN ORDINANCE TO CREATE SECTION 94-5
OF THE CITY OF FORT ATKINSON CODE OF GENERAL ORDINANCES
RELATING TO AUTHORITY OF ADULT CROSSING GUARDS**

WHEREAS, Wisconsin Statutes §349.215 and §120.13(31) provide authority to local governing bodies, including City Councils and School Boards, to appoint adult school crossing guards for the protection of persons who are crossing a highway in the vicinity of a school; and

WHEREAS, the City of Fort Atkinson employs adult crossing guards to assist children and adults safely travel to and from certain schools in the City; and

WHEREAS, the City is required to adopt an ordinance providing authority to the crossing guards to stop traffic and keep traffic stopped for pedestrians in order for the City to have enforcement authority.

NOW THEREFORE, the City Council of the City of Fort Atkinson, Wisconsin, does hereby ordain as follows:

Section 1. Section 94-5 of the City of Fort Atkinson Municipal Code is hereby created to read as follows:

"Sec. 94-5. – ~~Reserved~~Adult School Crossing Guards.

(a) Authority. Pursuant to §349.215 and §120.13(31) of Wisconsin Statutes, those adult persons hired by the City of Fort Atkinson or the Fort Atkinson School District to act as "School Crossing Guards" shall have the authority to stop vehicular traffic and to keep it stopped as long as necessary at their respective school crossings for the purpose of permitting persons to cross the street.

(b) Unlawful to Disobey. It shall be unlawful for any person to refuse or fail to comply with any lawful order, signal, or direction of any adult School Crossing Guard given for the purpose of permitting persons to cross the street.

(c) Any violation of this ordinance may be subject to the penalties as found in Section 1-10 of the Municipal Code."

Section 2. Effective Date. This ordinance shall take effect after passage, publication, and attestation as required by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin,
this _____ day of _____, 2024.

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Fort Atkinson City Council

Davin Lescohier, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

DRAFT



MEMORANDUM

DATE: August 6, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: First reading of an Ordinance to amend Section 66-38 of the City of Fort Atkinson Code of General Ordinances relating to members of the Plan Commission (Houseman, City Manager)

BACKGROUND

For many years, the City Engineer position and the Public Works Director position were combined into one position. Earlier in 2024, the City Manager upgraded the Assistant City Engineer position, which has not been filled, to a City Engineer position with a new job description and responsibilities. The Public Works Director will oversee the Engineering Division of the Public Works Department, as led by the City Engineer.

DISCUSSION

Generally speaking, the two job descriptions outline the duties of each position. However, there are references to both positions in the City's Code of General Ordinances. Section 66-38 relating to Personnel of the Plan Commission indicates that the City Manager serves as the chairperson and the City Engineer serves as the secretary.

Staff proposes to amend Section 66-38 to allow the City Manager to appoint either the City Engineer or the Public Works Director to serve as the Secretary of the Plan Commission. Currently, City Engineer/Public Works Director Andy Selle serves as the Secretary of the Plan Commission. Mr. Selle is a Professional Engineer and prepares or reviews the preparation of the staff reports, information, and analysis presented to the Plan Commission for review and action. However, when the City hires a new City Engineer, this person would serve on the Plan Commission if the ordinance is not amended. Providing the City Manager the discretion over which position serves on the Plan Commission will allow the person best suited for the role the opportunity to serve.

FINANCIAL ANALYSIS

Staff does not anticipate any financial impact associated with this ordinance amendment.

RECOMMENDATION

The Ordinance Committee met on July 16, 2024 and recommended staff bring this ordinance before the full City Council for a first reading. Staff recommends the City Council direct the City Manager to prepare this Ordinance for a second reading on August 20, 2024.

ATTACHMENTS

1. Current Sec._66_38. Plan Commission Personnel
2. Draft Ord No. - Section 66-38 Plan Commission Personnel

ARTICLE II. CITY PLAN COMMISSION¹

Sec. 66-36. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commission means the city plan commission.

Cross reference(s)—Definitions generally, § 1-2.

Sec. 66-37. Created.

There is created and established a city plan commission in accordance with the provision of Wis. Stats. § 62.23.

(Code 1969, § 3.03(A))

Sec. 66-38. Personnel.

(a) *Number of members.* The commission shall consist of:

- (1) The city manager, who shall serve as chairperson;
- (2) The city engineer, who shall serve as secretary;
- (3) One member of the council; and
- (4) Four citizens.

(b) *Selection and term.* The member of the commission from the council and the citizen members of the commission shall be elected or appointed for such terms and in such manner as provided in Wis. Stats. § 62.23.

(c) *Qualifications, vacancy, compensation.* All citizen members of the commission shall be persons of recognized experience and qualifications. The members of the commission shall hold office until their respective successors are selected and have qualified. Should a vacancy occur in the term of any citizen member, a successor shall be appointed as provided by statute to fill such unexpired term. No member of the commission shall receive any compensation for his/her services as such member.

(Code 1969, §§ 3.03(B)—(D); Ord. No. 559, 2-15-00)

¹Cross reference(s)—Boards, commissions and committees, § 2-301 et seq.

Sec. 66-39. Powers and duties.

The commission shall have all the power, authority, duties and qualifications as are prescribed by state statute and such further power, authority, duties and qualifications as may be prescribed by resolution or ordinance of the council.

(Code 1969, § 3.03(E))

ORDINANCE NO. ____

**AN ORDINANCE TO AMEND SECTION 66-38
OF THE CITY OF FORT ATKINSON CODE OF GENERAL ORDINANCES
RELATING TO THE MEMBERS OF THE PLAN COMMISSION**

WHEREAS, the City of Fort Atkinson enjoys the Council-Manager form of government governed by Wis. Stats. §64.01 to §64.15; and

WHEREAS, the City Council has created a Plan Commission under the authority of Wis. Stats. §62.23, which provides the City Council and the Mayor (City Manager) the latitude of determining the membership of the Plan Commission; and

WHEREAS, the current Plan Commission consists of the City Manager (Chairperson), the City Engineer (Secretary), a Representative from the City Council, and four citizen members; and

WHEREAS, the City Engineer and Director of Public Works positions had been previously combined into one position; but have since been separated into two distinct positions; and

WHEREAS, the City Manager would like discretion in choosing who the other municipal representative on the Plan Commission is, depending on the experience, knowledge, and skills of the persons in the roles of City Engineer and Director of Public Works.

NOW THEREFORE, the City Council of the City of Fort Atkinson, Wisconsin, does hereby ordain as follows:

Section 1. Section 66-38 of the City of Fort Atkinson Municipal Code is hereby amended to read as follows:

“Sec. 66-38. – Personnel.

(a) Number of members. The commission shall consist of:

1. The city manager, who shall serve as chairperson;
2. The city engineer or public works director, who shall serve as secretary at the discretion of the city manager;
3. One member of the council; and
4. Four citizens.

(b) Section and term. The member of the commission from the council and the citizen members shall be elected or appoint for such terms and in such manner as provided in Wis. Stats. §62.23.

(c) *Qualifications, vacancy, compensation.* All citizen members of the commission shall be persons of recognized experience and qualifications. The members of the commission shall hold office until their respective successors are selected and have qualified. Should a vacancy occur in the term of any citizen member, a successor shall be appointed as provided by statute to fill such unexpired term. No member of the commission shall receive any compensation for his/her services as such member.

(Code 1969, §§ 3.03(B)—(D); Ord. No. 559, 2-15-00)”

Section 2. Effective Date. This ordinance shall take effect after passage, publication, and attestation as required by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, this _____ day of _____, 2024.

Fort Atkinson City Council

Davin Lescohier, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: August 6, 2024

TO: Fort Atkinson City Council

FROM: Adrian Bump, Police Chief

RE: Review and possible action relating to an Intergovernmental Agreement between the City of Fort Atkinson and the Fort Atkinson School District Police School Resource Officer (PSRO) Program 2024-2027 (Bump, Police Chief)

BACKGROUND

The City of Fort Atkinson and the School District of Fort Atkinson have partnered for many years on the Police School Resource Officer program. The attached agreement represents an extension of this partnership through 2027.

DISCUSSION

The Agreement outlines the responsibilities of the City and the School District to support the Police School Resource Officer program. Officer Ben Boeve currently services as the PSRO and will continue to serve in this role for the 2024-2025 school year. This position is typically very busy during the school year, working between 9 schools and assisting the entire District population in ensuring a safe learning environment. The position is focused on schools but also acts as a law enforcement liaison between the City, the Police Department, County Human Services, and the District. These relationships are extremely important, and this position serves a valuable role in connecting the Fort Atkinson community.

When school is not in session, the PSRO acts as a detective and handles sensitive crimes such as child abuse cases. The PSRO can also assist in patrol shifts that are vacant and need to be filled. The person in this position also manages the School Crossing Guard Program and the Bike Safety Program that is run in conjunction with the District's summer school program. The PSRO leads the Run, Hide, Fight Program. Lastly, staff encourages the PSRO not to take time off during the school year, so the summer is a time when use of paid time off is encouraged.

FINANCIAL ANALYSIS

The PSRO is an employee of the City and is paid by the City. However, this Agreement provides for cost-sharing between the City and the School District for this position. The parties split the cost of the position (salary and benefits), with the City funding the worker compensation and police professional liability premiums for the position. The cost to the school district for the 2024-2025 school year will be approximately \$62,174. The cost of the position for the

remaining years of the contract will be determined on an annual basis and communicated to the school district in advance of the first bi-annual invoice.

RECOMMENDATION

The School District of Fort Atkinson School Board approved this Intergovernmental Agreement at the July meeting. Staff recommends that the City Council approve the Intergovernmental Agreement between the City of Fort Atkinson and the School District of Fort Atkinson for the extension of the Police School Resource Officer program for the 2024-2025 to 2026-2027 school years (2024-2027).

ATTACHMENTS

1. Fort Atkinson SRO IGA - 2024-2027 Clean
2. REDLINE SRO IGA - 2024-2027

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF FORT ATKINSON AND
THE FORT ATKINSON SCHOOL DISTRICT
POLICE SCHOOL RESOURCE OFFICER (PSRO) PROGRAM
2024-2027**

WITNESS, this Agreement made between the City of Fort Atkinson, Wisconsin, 101 N. Main Street, (here in after referred to as “the City”) and the Fort Atkinson School District, 201 Park Street, Fort Atkinson, WI.(here in referred to as “the School District”). The parties hereby agree as follows:

1. PURPOSE: The purpose of this Agreement is to define the duties and responsibilities of the City, its Police Department and the School District in the operation of a Police School Resource Officer (PSRO) Program in the School District.
2. TERMS:
 - a. APPLICABLE TERM: This Agreement shall be for 1 year beginning on July 1, 2024 and will continue to June 30, 2027.
 - b. EXTENDED TERM: The City and School District will review the PSRO program no less than 90 days prior to its termination to determine if the agreement should be extended beyond June 30, 2027.
 - c. TERMINATION: The City and School District reserve the right to cancel this Agreement, with or without reason or cause, on sixty (60) days written notice to the other party. Should this agreement be terminated without cause, the City shall return to School District a prorated amount of the payment paid by School District.
3. PERSONNEL: The Chief of Police shall select and assign the PSRO, upon the recommendation of a selection panel, composed in-part with representatives of the School District. Nothing in this agreement shall be construed to alter the authority of the Chief of Police to select, assign and supervise police officers who work in the PSRO assignment; however, the School District may request the removal of an officer if they are dissatisfied with his or her performance. The City shall be responsible for conducting local background checks and State of Wisconsin Department of Justice background checks on the selected officer prior to assignment.
4. CHAIN OF COMMAND: The PSRO is an employee of the City, and will report to the police department’s Supervisor for Investigations or designee. The normal day-to-day direction of PSRO activities is the responsibility of the Lieutenant of Investigations with input from School District administration.

5. HOURS OF WORK/WORK SCHEDULE: The PSRO shall maintain a normal work schedule as provided in the City's collective bargaining agreement. Normal work days are Monday through Friday during the school calendar year. The normal work hours are eight consecutive hours.
6. WORK DAYS: The PSRO shall be available to the School District for all teacher-contract days scheduled by the school calendar, and subject to other terms of this contract. The parties recognize the importance of the PSRO presence on school days. If the school closes due to inclement weather conditions or other unforeseen circumstances, the City has no obligation to assign the PSRO to a school.

The PSRO shall prepare and file with the Investigations supervisor or designee, a monthly schedule of actual work days for the school year. The PSRO work schedule will be maintained and shared with school principals/designees. Any significant modification from the schedule must have prior approval of the Lieutenant and the Officer to the greatest extent possible. In the event of an emergency leave or sick time needed, the above individuals must be notified as soon as possible and the City will provide coverage should the School District require such coverage during the officer's absence.

7. EMERGENCY SITUATIONS: In case of a serious emergency, major investigation or unforeseen circumstances in the community, a ranking officer of the police department may temporarily reassign the PSRO from the school in order to perform investigative, patrol or other assigned duties within this department; however, the officer will be returned to the school as soon as possible.

In the event that the PSRO will be off duty for an extended period of time, longer than one month, the city and school district will need to meet to discuss the ability of the City to fulfill the terms of this agreement.

8. ABSENCES: The PSRO shall notify all Principals/designees and the Captain of Investigations, on any day he or she is not available to work because of illness or for any other reason.
9. ACTIVITY REPORT: The PSRO shall record activities through the police department approved records management system. The School District shall be provided a summary of this data if requested.
10. UNIFORM & EQUIPMENT: The PSRO will have discretion on the appropriate dress for the day, which may include plain clothes or the department's uniform. The uniform, all equipment along with a squad car are the responsibility of the city to provide and maintain.

11. WEAPON: The PSRO is first and foremost, a police officer and is required to carry a duty weapon while on assignment in the schools. If certain circumstances require the officer to temporarily remove his or her weapon, it will be secured in a location that is readily accessible to the PSRO. The firearm, ammunition and all training and certifications related to firearms are the responsibility of the city.
12. OFFICER EVALUATION: All Principals or designees will be encouraged to provide input and feedback to the Lieutenant of Police as part of the PSRO annual performance evaluation. The evaluation will be completed annually according to the police department's performance evaluation policy.
13. HANDLING OF POLICE RELATED INCIDENTS: Incidents occurring on school premises that require police intervention shall be investigated by the PSRO. He or she shall conduct a police investigation and prepare incident reports in accordance with state and federal law, department policies and procedures and accepted law enforcement practices.
14. SERVICES PROVIDED BY THE RESOURCE OFFICERS: The PSRO shall provide the following services to the School District. The main role of the PSRO is to provide a safe, drug free school environment for all students and faculty. Letters (a) thru (g) are at the top of the priority list for the PSRO. The school is encouraged to assist the police department to ensure that the PSRO time is efficiently used in these areas. The school is encouraged to provide training and staffing for those duties/tasks that would take away from these priorities.
 - a. Work closely and collaboratively with all school administration to provide a safe school environment.
 - b. Act in the capacity of a sworn, on-duty officer. Provide a law enforcement presence in the school to which assigned.
 - c. Prepare a plan, review and train annually for school intrusions.
 - d. Assisting with preparing, participating in the review process, train and execute emergency protocols for natural and unnatural disasters.
 - e. Investigate or assist in the investigation of crimes or ordinance violations to which students in the assigned school may be a party or have information.
 - f. Patrol school buildings, grounds and parking lots to which assigned for the purpose of enforcing state, federal and local laws.
 - g. Provide educational program for the students and staff.
15. OVERTIME: Any overtime that is authorized by a school principal and the School District shall be funded 100% by the School District. (Sporting Events, Dance, Graduation, Etc) Any overtime that is authorized by a ranking officer of the police department and City shall be funded 100% by the City. This includes overtime stemming from an active call or investigation that extends the officers shift or causes

officer to go on duty to address. Any overtime must be pre-approved through the PSRO's supervisor and documented on the agency Master Schedule.

16. **GUIDANCE COUNSELING:** The PSRO shall not engage in academic guidance counseling activities and shall refer any students who requires guidance counseling to the school guidance counseling staff.
17. **SCHOOL DISCIPLINE RULES:** The PSRO is not to engage in the routine and customary disciplinary actions of student's conduct that is normally handled by a member of the School District's administrative staff. However, the PSRO may refer such disciplinary matters that he or she deems appropriate to a member of the School District's administrative staff.
18. **PUPIL RECORDS:** The City and School District agree that any disclosure of pupil records that is made by the School District of Fort Atkinson to the Fort Atkinson Police Department shall be made only (1) to appropriate parties in connection with an emergency when knowledge of the information disclosed is necessary to protect the health and safety of an individual, (2) when the disclosure is for the purpose of providing services to a pupil before adjudication, or (3) as the law may otherwise permit. At such time pupil records are disclosed to the PSRO, those records shall remain confidential unless otherwise stated in the Fort Atkinson Police Department Policy Title 112 – Open Records – Article VII (A) (1).
19. **COORDINATING COMMITTEE:** The City and School District may establish a coordinating committee that would periodically meet to discuss and review the PSRO Program.
20. **EQUIPMENT AND FACILITIES:** The City will provide the PSRO all equipment normally provided to a police officer. The School District will provide private office space, desk and a secure file cabinet to enable the PSRO to perform the duties of the position.

Property purchased by either the School District or the City will remain the specific property of the provider.
21. **SCHOOL DISTRICT POLICIES:** The PSRO does hereby agree to follow and must acknowledge such through signature, all District policies including acceptable use of technology. In a case where District policies conflict with Police Department policy and/or training and emergency response protocols, Police Department policy, training and emergency response protocols shall override District policies.
22. **COMPENSATION:** The compensation of the PSRO, including wages and fringe benefits, and professional liability insurance shall be paid by the City based on the cost sharing provisions described in paragraph 24.

23. LIABILITY: Each party shall be liable for the acts of its own officers and employees. Each party does hereby agree to and does hereby indemnify and hold harmless the other party from any acts or omissions of its officers or employees which may give rise to any liability or claims of liability of damages, actions, or judgments with respect to the operation of the PSRO Program. Each party shall maintain policies of general liability insurance to cover its obligations in this regard. Each party shall provide to the other a certificate of insurance annually to demonstrate compliance with this provision.
24. COST SHARING: The parties agree that the PSRO Program is a cost shared full-time position. Costs to be shared include the salary, and benefit package (health, life, dental and retirement). These costs will be shared as follows:

50% City / 50% District annually for duration of agreement.

Worker compensation and police professional liability premiums for the officer assigned to the PSRO assignment will be provided fully by the City.

The parties further agree that the amount due will be based on the calculated cost noted in this paragraph unless actual costs differ significantly from the estimated cost (with the School District being responsible for approximately \$62,174 for the 2024-2025 school year). The City will bill the District bi-annually in two equal installments on December 1st and June 1st of each contract year. Payments will be due within thirty (30) days of billing date.

AMENDMENTS: This agreement may be modified by the mutual written agreement of the parties.

Dated this _____ day of _____ 2024

City of Fort Atkinson

School District of Fort Atkinson

By: _____
City Manager

By: _____
School Board President

Attest: _____
City Clerk

Attest: _____
Superintendent of Schools

INTER-GOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF FORT ATKINSON AND THE FORT ATKINSON SCHOOL
DISTRICT

POLICE SCHOOL RESOURCE OFFICER (PSRO) PROGRAM
2024-2027

WITNESS, this Agreement made between the City of Fort Atkinson, Wisconsin, 101 N. Main Street, ~~Fort Atkinson, WI, City of Fort Atkinson Police Department, 101 S. Water Street W, Fort Atkinson, WI~~ (here in after referred to as “the City”) and the Fort Atkinson School District, 201 Park Street, Fort Atkinson, WI.(here in referred to as “the School District”). The parties hereby agree as follows:

1. **PURPOSE**: The purpose of this Agreement is to define the duties and responsibilities of the City, its Police Department and the School District in the operation of a Police School Resource Officer (PSRO) Program in the School District.
2. **TERMS**:
 - a. **APPLICABLE TERM**: This Agreement shall be for 1 year beginning on July 1, 202~~3~~4 and will continue to June 30, 202~~4~~7.
 - b. **EXTENDED TERM**: The City and School District will review the PSRO program no less than 90 days prior to its termination to determine if the agreement should be extended beyond June 30, 202~~4~~7.
 - c. **TERMINATION**: The City and School District reserve the right to cancel this Agreement, with or without reason or cause, on sixty (60) days written notice to the other party. Should this agreement be terminated without cause, the City shall return to School District a prorated amount of the payment paid by School District.
3. **PERSONNEL**: The Chief of Police shall select and assign the PSRO, upon the recommendation of a selection panel, composed in-part with representatives of the School District. Nothing in this agreement shall be construed to alter the authority of the Chief of Police to select, assign and supervise police officers who work in the PSRO assignment; however, the School District may request the removal of an officer if they are dissatisfied with his or her performance. The City shall be responsible for conducting local background checks and State of Wisconsin Department of Justice background checks on the selected office prior to assignment.
4. **CHAIN OF COMMAND**: The PSRO is an employee of the City, and will report to the police department’s Supervisor for Investigations or designee. The normal day-to-day direction of PSRO activities is the responsibility of the Lieutenant of Investigations with input from School District administration.
5. **HOURS OF WORK/WORK SCHEDULE**: The PSRO shall maintain a normal work schedule as provided in the City’s collective bargaining agreement. Normal work days are Monday through Friday during the school calendar year. The normal work hours are eight consecutive hours.
6. **WORK DAYS**: The PSRO shall be available to the School District for all teacher-contract days scheduled by the school calendar, and subject to other terms of this contract. The parties

recognize the importance of the PSRO presence on school days. If the school closes due to inclement weather conditions or other unforeseen circumstances, the City has no obligation to assign the PSRO to a school.

The PSRO shall prepare and file with the Investigations supervisor or designee, a monthly schedule of actual work days for the school year. The PSRO work schedule will be maintained and shared with school principals/designees. Any significant modification from the schedule must have prior approval of the Lieutenant and the Officer to the greatest extent possible. In the event of an emergency leave or sick time needed, the above individuals must be notified as soon as possible and the City will provide coverage should the School District require such coverage during the officer's absence.

7. EMERGENCY SITUATIONS: In case of a serious emergency, major investigation or unforeseen circumstances in the community, a ranking officer of the police department may temporarily reassign the PSRO from the school in order to perform investigative, patrol or other assigned duties within this department; however, the officer will be returned to the school as soon as possible.

In the event that the PSRO will be off duty for an extended period of time, longer than one month, the city and school district will need to meet to discuss the ability of the City to fulfill the terms of this agreement.

8. ABSENCES: The PSRO shall notify all Principals/designees and the Captain of Investigations, on any day he or she is not available to work because of illness or for any other reason.
9. ACTIVITY REPORT: The PSRO shall record activities through the police department approved records management system. The School District shall be provided a summary of this data if requested.
10. UNIFORM & EQUIPMENT: The PSRO will have discretion on the appropriate dress for the day, which may include plain clothes or the department's uniform. The uniform, all equipment along with a squad car are the responsibility of the city to provide and maintain.
11. WEAPON: The PSRO is first and foremost, a police officer and is required to carry a duty weapon while on assignment in the schools. If certain circumstances require the officer to temporarily remove his or her weapon, it will be secured in a location that is readily accessible to the PSRO. The firearm, ammunition and all training and certifications related to firearms are the responsibility of the city.
12. OFFICER EVALUATION: All Principals or designees will be encouraged to provide input and feedback to the Lieutenant of Police as part of the PSRO annual performance evaluation. The evaluation will be completed annually according to the police department's performance evaluation policy.
13. HANDLING OF POLICE RELATED INCIDENTS: Incidents occurring on school premises that require police intervention shall be investigated by the PSRO. He or she shall conduct a police investigation and prepare incident reports in accordance with state and federal law, department policies and procedures and accepted law enforcement practices.

14. SERVICES PROVIDED BY THE RESOURCE OFFICERS: The PSRO shall provide the following services to the School District. The main role of the PSRO is to provide a safe, drug free school environment for all students and faculty. Letters (a) thru (g) are at the top of the priority list for the PSRO. The school is encouraged to assist the police department to ensure that the PSRO time is efficiently used in these areas. The school is encouraged to provide training and staffing for those duties/tasks that would take away from these priorities.
- a. Work closely and collaboratively with all school administration to provide a safe school environment.
 - b. Act in the capacity of a sworn, on-duty officer. Provide a law enforcement presence in the school to which assigned.
 - c. Prepare a plan, review and train annually for school intrusions.
 - d. Assisting with preparing, participating in the review process, train and execute emergency protocols for natural and unnatural disasters.
 - e. Investigate or assist in the investigation of crimes or ordinance violations to which students in the assigned school may be a party or have information.
 - f. Patrol school buildings, grounds and parking lots to which assigned for the purpose of enforcing state, federal and local laws.
 - g. Provide educational program for the students and staff.
15. OVERTIME: Any overtime that is authorized by a school principal and the School District shall be funded 100% by the School District. (Sporting Events, Dance, Graduation, Etc) Any overtime that is authorized by a ranking officer of the police department and City shall be funded 100% by the City. This includes overtime stemming from an active call or investigation that extends the officers shift or causes officer to go on duty to address. Any overtime must be pre-approved through the PSRO's supervisor and documented on the agency Master Schedule.
16. GUIDANCE COUNSELING: The PSRO shall not engage in academic guidance counseling activities and shall refer any students who requires guidance counseling to the school guidance counseling staff.
17. SCHOOL DISCIPLINE RULES: The PSRO is not to engage in the routine and customary disciplinary actions of student's conduct that is normally handled by a member of the School District's administrative staff. However, the PSRO may refer such disciplinary matters that he or she deems appropriate to a member of the School District's administrative staff.
18. PUPIL RECORDS: The City and School District agree that any disclosure of pupil records that is made by the School District of Fort Atkinson to the Fort Atkinson Police Department shall be made only (1) to appropriate parties in connection with an emergency when knowledge of the information disclosed is necessary to protect the health and safety of an individual, (2) when the disclosure is for the purpose of providing services to a pupil before adjudication, or (3) as the law may otherwise permit. At such time pupil records are disclosed to the PSRO, those records shall remain confidential unless otherwise stated in the Fort Atkinson Police Department Policy Title 112 – Open Records – Article VII (A) (1).
19. COORDINATING COMMITTEE: The City and School District may establish a coordinating committee that would periodically meet to discuss and review the PSRO Program.

20. EQUIPMENT AND FACILITIES: The City will provide the PSRO all equipment normally provided to a police officer. The School District will provide private office space, desk and a secure file cabinet to enable the PSRO to perform the duties of the position.

Property purchased by either the School District or the City will remain the specific property of the provider.

21. SCHOOL DISTRICT POLICIES: The PSRO does hereby agree to follow and must acknowledge such through signature, all District policies including acceptable use of technology. In a case where District policies conflict with Police Department policy and/or training and emergency response protocols, Police Department policy, training and emergency response protocols shall override District policies.
22. COMPENSATION: The compensation of the PSRO, including wages and fringe benefits, and professional liability insurance shall be paid by the City based on the cost sharing provisions described in paragraph 24.
23. LIABILITY: Each party shall be liable for the acts of its own officers and employees. Each party does hereby agree to and does hereby indemnify and hold harmless the other party from any acts or omissions of its officers or employees which may give rise to any liability or claims of liability of damages, actions, or judgments with respect to the operation of the PSRO Program. Each party shall maintain policies of general liability insurance to cover its obligations in this regard. Each party shall provide to the other a certificate of insurance annually to demonstrate compliance with this provision.
24. 24. COST SHARING STANDARD: The parties agree that the PSRO Program is a cost shared full-time position. Costs to be shared include the salary, and benefit package (health, life, dental and retirement). These costs will be shared as follows:

50% City / 50% District annually for duration of agreement.

Worker compensation and police professional liability premiums for the officer assigned to the PSRO assignment will be provided fully by the City.

The parties further agree that the amount due will be based on the calculated cost noted in this paragraph unless actual costs differ significantly from the estimated cost (with the School District being responsible for approximately \$62,17459,214 for the 20234-20245 school year). The City will bill the District bi-annually in two equal installments on December 1st and June 1st of each contract year. Payments will be due within thirty (30) days of billing date.

AMENDMENTS: This agreement may be modified by the mutual written agreement of the parties.

Dated this _____ day of _____ 20234

City of Fort Atkinson

School District of Fort Atkinson

By: _____
City Manager

By: _____
School Board President

Attest: _____

Attest: _____

City Clerk

Superintendent of Schools

DRAFT



MEMORANDUM

DATE: August 6, 2024

TO: Fort Atkinson City Council

FROM: Jeff Armstrong, Water Utility Superintendent

RE: Review and possible action relating to the proposal from August Winters & Sons, Inc. for \$10,125 to perform an emergency replacement of a 12-inch pipe serving the Water Utility Main Station Reservoir (Armstrong, Water Utility Superintendent)

BACKGROUND

A 12-inch piece of ductile iron pipe that feeds into the City's downtown Main Station Reservoir developed a crack and is leaking. Staff from the Water Utility have applied a temporary repair clamp on top of the crack to stop the leak. This 33-year-old pipe is the main supply line from both wells 3 and 4 that supplies water to the 300,000 gallon downtown storage reservoir and will need to be replaced.

DISCUSSION

Upon diagnosing the issue, staff reached out to two contractors to review and work and provide cost estimates: August Winters & Sons, Inc. and Municipal Well & Pump. The proposal from Municipal Well & Pump was \$16,370. The proposal from August Winters & Sons, Inc. was \$10,125. The City has worked with both contractors before. They are both reputable and have performed satisfactorily in the past.

Due to the emergency nature of the repair and the length of time needed to manufacture and receive the pipe, staff needed to choose a contractor and start the process prior to City Council approval in line with the City's Financial Stability Guidebook. Staff chose August Winter & Sons, Inc. to perform the work based on their proposal of \$10,125.

FINANCIAL ANALYSIS

The cost for this repair was not budgeted, but there are funds available in the Water Utility Fund Reservoir Maintenance account (03-33-0065-0000) for this project. \$42,000 was budgeted in this account in 2024; and as of the end of July, 45% (\$19,103) of the account has been spent. Staff is not concerned about the use of funds in this account for the pipe replacement project.

RECOMMENDATION

Staff recommends that the City Council authorize staff to accept the proposal from August Winters & Sons, Inc. for \$10,125.00 to replace the 12-inch pipe feeding the main station reservoir.

ATTACHMENTS

1. August Winter and Sons Proposal
2. Municipal Well and Pump Quote



AUGUST WINTER & SONS, INC.
MECHANICAL CONTRACTOR & FABRICATOR

www.augustwinter.com

2323 N. Roemer Road
Appleton, WI 54911
PO Box 1896
Appleton, WI 54912-1896
P: (920) 739-8881
F: (920) 739-2230

5613 Schofield Ave.
Schofield, WI 54476
P: (715) 355-7555
F: (715) 355-9048

July 25, 2024

TO: Fort Atkinson
Attn: Jeff Armstrong

RE: Fort Atkinson 12 inch Spool Replacement (AWS #24-01554)

We are pleased to provide you with our proposal for the above-mentioned project for the pricing below.

We offer the above for the sum of \$10,125

Our proposal includes the following:

- ◆ (1) 12" x 4'-10" spool w/(3) taps, primed
- ◆ (2) New 12" bolt packs
- ◆ Labor and travel to demo and install new spool
- ◆ Demo of one existing 12" spool

We exclude the following items:

- ◆ Electrical Wiring
- ◆ Flushing and testing
- ◆ Draining and cleaning
- ◆ Painting/coating
- ◆ Overtime
- ◆ Bonds (add 1%)
- ◆ Sales and use tax
- ◆ Liquidated damages
- ◆ Asbestos removal/Abatement
- ◆ Permits and/or State plan approvals
- ◆ Premium time and/or holiday pay
- ◆ Costs associated with project delays beyond our control

This proposal is based on prices now in effect. Our quotation will be protected for 2 days. It is also subject to the August Winter & Sons Conditions of Proposal, a copy of which is available upon request.

August Winter & Sons, Inc. is a full-service design/build, mechanical contractor providing fabrication and/or installation of specialty items such as piping, plumbing, HVAC systems and custom tanks. We appreciate the opportunity of quoting this work. If you have any questions or further information is required, please feel free to contact us.

Sincerely,
AUGUST WINTER & SONS, INC.

Craig Van Grinsven
cvangrinsven@augustwinter.com
Mobile: 920-585-1122
(kjlw)

HVAC * PLUMBING * TANK FABRICATION * PROCESS PIPING * IND. SHEETMETAL
SPECIALTY METAL FAB. * ASME PRESSURE VESSELS * ASME CODE WELDING * 24 HR. SERVICE * ENGINEERING
STATE OF WISCONSIN LICENSED MASTER PLUMBERS, LICENSE NUMBER 871958



Project Proposal

Re: Fort Atkinson 12" pipe Replacement

Item #	Item Description	Quantity	Units	Unit Price	Extended Price
1	New 12" Ductile Pipe & SS Bolts			\$ -	\$ -
2	1" Corp Stop W/Chemical injection Quills (3)			-	-
3	Labor to R&R Pipe	1	LSUM	16,370.00	16,370.00
4				-	-
5	Adder if applicable			-	-
6	Domestic 12" Ductile Add \$1200.00			-	-
7				-	-
8				-	-
9	Note:			-	-
10	May need to expose 12" flange seam in concrete			-	-
11	to determine if flange is angle cut before			-	-
12	ordering new pipe			-	-
13	Pricing does not include concrete repair work or			-	-
14	any outside excavations.			-	-
15				-	-
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47				-	-
48				-	-
Total Project Proposal					\$ 16,370.00

Dated: July 10, 2024

By:

Tom Piscitello

Tom Piscitello
Project Manager
Municipal Well & Pump

P.O. Box 311, Waupun, WI 53963 – Office: 920-324-3400 – Toll-Free: 800-383-7412 – Fax: 920-324-3431

www.municipalwellandpump.com