



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, OCTOBER 1, 2024 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/86483953124?pwd=Nd8wSXu2lT3DtD9oWOTwibQWQgIO0w.1>

Meeting ID: 864 8395 3124

Passcode: 53538

Dial by Location

+1 312 626 6799

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 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 September 11, 2024**

Parks and Recreation Advisory Board meeting (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the September 17, 2024 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **minutes of the September 18, 2024 Sex Offender Residence Board meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to the **minutes of the September 24, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action relating to a **Temporary Retailer's License** for Rotary Club of Fort Atkinson Wine Walk, on October 11, 2024.

6. Petitions, Requests, and Communications

7. Resolutions and Ordinances

- a. First reading of an **Ordinance annexing the territory addressed 1222 Van Buren Street** (to be addressed 113 Wilson Avenue) to the City of Fort Atkinson (Draeger, Building/Zoning Administrator)

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 **Change Order #3** for the Public Works and Parks Operations facility (Williamson, Public Works Superintendent)
- b. Review and possible action relating to a **Certified Survey Map** for the property located at 1200 Whitewater Avenue (Draeger, Building and Zoning Administrator)
- c. Review and possible action relating to a **Certified Survey Map** for the property located at **1222 Van Buren Street** (to be addressed 113 Wilson Avenue) (Draeger, Building and Zoning Administrator)
- d. Review and possible action relating to the **elevator repair project at the Hoard Historical Museum** with Schumacher Elevator Company at a cost not to exceed \$93,876 in 2025 with a down payment of \$25,000 in 2024 (Lee, Museum Director)
- e. Review and possible action on a **storm sewer lining contract** for Roosevelt Street with Visu-Sewer at a cost not to exceed \$32,436. (Selle, Director of Public Works/City Engineer)

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)

12. Miscellaneous

- a. The City Council may consider a motion to convene in closed session pursuant to State Stat. Section 19.85(1)(e) to conduct other specified business where competitive or bargaining reasons require a closed session (FAPPA Union Memorandum of Understanding) (Houseman, City Manager)
- b. The City Council will remain in closed session pursuant to State Stat. §19.85(1)(e) to **deliberate or negotiate the purchasing of public properties**, where competitive or bargaining reasons require a closed session (Houseman, City Manager)
- c. Review and possible action relating to a **Memorandum of Understanding** between the City of Fort Atkinson and the Fort Atkinson Professional Police Association (Houseman, City Manager)

13. Adjournment

Date Posted: September 27, 2024

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

Visit us online! City news and information can be found at www.fortatkinsonwi.gov, and be sure to follow us on Facebook @FortAtkinsonWI.



**PARKS AND RECREATION ADVISORY BOARD MEETING
IN PERSON AND VIA ZOOM
WEDNESDAY, SEPTEMBER 11, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Director Dayton called the meeting to order at 4:06 pm

2. Roll call

Kyle Jacekel, Steve Mahoney, Ryan Baldry, Robert Cassidy, Hillary Baird, Simon Dorfman; Also present: Landon Stachel

Absent: Becky Romans

3. Approval of Minutes

- a. Review and possible action relating to the minutes of the June 12, 2024 Parks and Recreation Advisory Board meeting (Baird)*

Jaeckel motioned to approve the June 12, 2024 Parks and Recreation Advisory Board meeting minutes. Seconded by Dorfman

4. Unfinished Business

- a. Discussion relating to the Ballfield Lighting Subcommittee (Dayton)*

Dayton discussed the status of the committee based on the work that has taken place up to date. He will be contacting those who served on this committee previously and will start the process of scheduling the next meeting. Additional stakeholders may also be added to the committee, to ensure that all appropriate user groups are represented.

Baird asked if any communication would send out with an update on the status of the committee.

Dayton said he will give notice of the next Ballfield Lights Subcommittee meeting and include an agenda.

5. New Business

a. *Review and possible recommendation to the Planning Commission relating to **Glacial River Trail Eagle Scout Bike Repair Station and Pump Project (Landon Stachel)***

Stachel delivered a presentation outlining the proposed Bike Repair Station and Pump as part of his Eagle Scout final project.

Dayton commented that he and Stachel met in June to discuss the project. He also mentioned that the proposed location was selected in conjunction with city staff.

Dayton mentioned that the location near the Wastewater Treatment Facility is actually located on county property and if chosen as the site for this project, Stachel would need to get in contact with Jefferson County Parks.

During the presentation, Baird commented that Bicyclewise in Whitewater may be another opportunity for donations during the fundraising portion of his project.

Dayton mentioned that this project would need to go through the Public Monument and Building review process and that Landon will need to complete the application prior to staff presenting this to Planning Commission.

Jaeckel asked how much the unit would cost.

Dorfman asked who the manufacturer of the bike repair station was. He also commented that there are several different types on the market.

Stachel presented two different styles of repair stations. Baldry asked if the only difference was the air pump on the side.

Stachel shared that there were two units that he had landed on. A basic unit, that would cost less but does not include the bike pump. The more expensive option includes the bike pump and retractable cords for the tools.

Baldry and Dorfman commented that there are similar units to this one on the county bike trail leading to Jefferson. He continued to say that this would be a great project that would benefit the community. Baird also concurred.

While discussing the possible locations that were presented, Jaeckel said that the Rotary Depot along the Glacial River Trail would be a great choice for the Bike Repair station.

Baird suggested that the final location should be visible.

Stachel commented that all the proposed locations were picked because they were well lit, and highly visible from the street and on the trail.

Jackle mentioned that the bike pump would probably be the most used part of the station.

Dayton mentioned that the Rotary Club was also interested in the possibility of adding a bike pump to the trail. He mentioned this to Stachel prior to the meeting as another opportunity to partner or fundraise for his project. Also, that he had told the Rotary Club representative about the potential of partnering with Stachel.

Dorfman said that it would be worthwhile to reach out to our local bike shops for additional feedback on the type of unit and to see if they may be able to purchase one at a discounted rate.

Baldry asked if the intent would be to pour new concrete as well.

Stachel said that he would like to gain more experience with this project, and it would be preferable to install a concrete pad. This would also give his fellow troop members an opportunity to get involved with the project.

Dayton mentioned that moving forward, any Eagle Scout Project would require assistance from a Parks Department staff member during the actual installation. This will provide the volunteers with a knowledgeable resource to help assist them. Also, this will ensure that the project is done at a high standard.

Baldry asked if there is long-term maintenance required from the Parks Dept. Over the years the pump will lose pressure.

Stachel said that the pump will eventually fail, but from his research, repairing the pump is straight forward. Also, some of the other tools will eventually need to be replaced, depending on wear and tear.

Jakel commented that the unit should be placed close enough to the trail but not too close to cause interference with other bikers.

Dorfman recommended the Rotary Depot site as well.

Biard motioned to approve the recommendation to the Planning Commission. Baldry seconded the motion.

6. Miscellaneous

a. Director's Report (Dayton)

City Council President Davin Lescohier delivered two proclamations to the Parks and

Recreation Department. In July, we celebrated Parks and Recreation Month. To promote this, we ran a community-wide scavenger hunt throughout the Parks system. During the month of September, we are now officially celebrating Senior Centers Month.

Included in the 2024 CIP was a new pool heater for the Aquatic Center, which was originally scheduled to be installed in May. We received news from the contractor that the unit was delayed in production and would not be ready for installation prior to the start of the 2024 season. Richter Heating and Cooling work with staff to get the existing heater up and running and help maintain it until the new unit arrived. Thankfully, the new heater was installed at the beginning of August. It worked well for the remainder of the season!

In August, Director Ben Dayton attended the Financial Stability Certification Program which was offered by the Wisconsin Parks and Recreation Association. The conference spanned two and a half days and was specifically designed for park and recreation professionals. Staff will also be working with the Park and Recreation Board in the near future to help better define our services so that we can provide the greatest impact for the community. The department is looking forward to implementing many of the concepts and strategies in the coming years.

Aquatic Center:

- The Aquatic Center had a total attendance of 28,138 visitors this summer!
- The pool Robot Vacuum arrived in June! We conducted a survey with the staff members to come up with a name for our newest employee. After narrowing the suggestions down to 5 possible names, the staff voted once more to select the perfect name. They came up with Squeegee!
- The department sold a total of 506 family passes and 54 individual passes for the 2024 season.
- Swimming safely is an important life skill that is best taught at a young age. We are happy to say that we had 815 children in our public swim lesson programs. We also provide private lessons for individuals or small groups. 123 children received private lessons this season.
- Challenges: We made the decision to over staff for the 2024 season. Based on experience from previous seasons, we have seen staff leave for better paying jobs for different reasons. This year many of the staff that were hired at the beginning of the year stayed onboard for the entire summer. On a positive note, we will have a larger pool of returning staff for the 2025 season.

Main Street Dance:

- This summer we hosted our Summer Intensive Camp; we had 30 dancers take part in this 5 day program. Dancers practiced 7 hours each day in preparation for their dance show on Friday night. We had approximately 200 spectators attend the

show at the Fort Atkinson High School Auditorium.

- The Summer Dance Program had a total of 371 dancers participating between two sessions.

Parks:

- We had an AMAZING group of seasonal staff working for us this summer. Staff received lots of positive feedback from community members complimenting us on how nice the planters and flowerbeds looked this summer.
- With help from the City Electrician, all lamp light fixtures at Barrie Park have officially been converted to LED bulbs. This transition was made over the past several years using funds within the general Parks Maintenance budget.
- To date, we have a total of 348 shelter rentals on the books for 2024. Shelters will be closing for the winter mid-October, excluding Haumerson's Pond Warming House, which is our only year-round shelter.
- Jones Park is continuing to receive updates to the baseball field. The batters box and pitchers' mounds were rebuilt on both the main field and the bullpens. This was thanks to a donation from the Fort Atkinson Generals.
- The Batting Cage project is moving along. We were able to raise enough money to apply for a matching grant with the Community Foundation. We need to recognize the following groups for their support: The Generals, Fort Atkinson Athletic Department, the Parks Staff, W & A Distribution Services, Fort Youth Baseball, Jr. Blackhawk Baseball, Lloyd Knoepfel memorial fund, and several other individuals. We will hear from the Community Foundation in mid-October.
- Challenges: Each year it has been a challenge to keep up with day-to-day operations while also opening up our facilities prior to seasonal staff arriving for the summer.

Recreation:

- Registration numbers for our adult sports leagues are still high and have been on par with this previous year.
 1. Fall Volleyball - (2023) = 25 teams | (2024) = 23 teams
 2. Winter Volleyball – (2023) = 31 teams | (2024) = 28 teams
 3. Summer Softball – (2023) = 34 teams | (2024) = 31 teams
 4. Fall Softball – (2023) = 12 teams | (2024) = 12 teams
- We offered a new open play Ultimate Frisbee program on Wednesdays in June from 6:00 – 8:00 p.m. at the Kiwanis Football Fields. We started off with only 6 people, but by the end of June we finished with over 20 people! Now there is an independent Fort Atkinson Ultimate Frisbee Club that will continue to play during the summer to come!
- The 2024-2025 Fall/Winter Guide is out (both paper and digital) and registration is

open! There are a few new program offerings that we are excited about: Goaltimate (which is like half-court Ultimate Frisbee) and a hand knit blanket class (taught by Jessie from Chroma Art Studios) and a Babysitter Training course!

- Challenges: We are starting to lose some of our long tenured umpires/referees to retirement. A upcoming challenge will be to find new & younger umpires/referees for our adult sports leagues.

Senior Center:

- Day trips continue to go very well for the Senior Center with buses going to the Clausen Music show in Coloma in July, Brewers games in June and August, Domes and Ten Chimneys in August and a full bus already scheduled for the Island Resort Casino trip in October and Sanfilippo Estate in December.
- New Sidewalk and Curb Cutout were installed this summer. This project was included in the 2024 CIP. Work was completed in July and the results look great!
- The Senior Center received a gracious donation from a local couple. The donation will be used to purchase replacement TV's and TV stands which are used for our Wii bowling league.
- Challenge: We struggle to find local instructors and "experts" to teach new classes and activities at the Senior Center.

7. Next Meeting

a. Wednesday, December 11, 2024 at 4:00 p.m.

8. Adjournment

Jakel moved to adjourn the meeting, Dorfman seconded. Meeting adjourned at 5:15pm



**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, SEPTEMBER 17, 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, Park & Recreation Director, Library Director and Fire Chief.

3. Public Hearings

None.

4. Public Comment

John Hausz, 104 Jefferson Street - referenced an electric vehicle that the Council had authorized the purchase of at the Council's last meeting and inquired on electric blankets used to distinguish vehicle fires. He referenced a vehicle fire in California. He also questioned buying another Ambulance.

Ron Martin, 409 Nadig Drive - He questioned the Council Agenda that includes purchase of a new Ambulance. He asked how it fits into the referendum and if another referendum will occur in the future.

5. Consent Agenda

Cm. Jaeckel moved, seconded by Cm. Schultz to approve the Consent Agenda as presented. Motion carried unanimously.

- a. *Review and possible action relating to the **minutes of the August 27, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the September 3, 2024 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the **minutes of the September 10, 2024 Finance***

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

- d. *Review and possible action relating to **building, plumbing, and electrical permit report for August 2024** (Draeger, Building Inspector/Zoning Administrator)*
- e. *Review and possible action relating to the City Clerk-issued **License and Permit Report for August 2024** (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of August 31, 2024 (Ebbert, Clerk/Treasurer/Finance Director)*
- g. *Review and possible action on a **Special Event: Hispanic Heritage Month Celebration, Saturday, September 28, 2024, 4:00- 8:30 pm** (Ebbert, Clerk/Treasurer/Finance Director)*
- h. *Review and possible action on a **Special Event: Haunted Hike Friday, Oct. 18, 2024 and Saturday, Oct. 19, 2024 from 6 to 9 pm at Haumerson's Pond** (Ebbert, Clerk/Treasurer/Finance Director)*
- i. *Review and possible action on a **Special Event: Rotary Wine Walk Friday, Oct. 11, 2024, from 4:30-8:30 pm in downtown Fort Atkinson** (Ebbert, Clerk/Treasurer/Finance Director)*
- j. *Review and possible action relating to the **Citizen Appointment of Wyatt Cooper** to the Economic Development Commission (Houseman, City Manager)*

6. Petitions, Requests, and Communications

- a. *Presentation on the Summer Aquatic Center season (Dayton, Director of Parks and Recreation)*
Park & Recreation Director Dayton gave a presentation on the 2024 Aquatic Center. No action was taken.

7. Resolutions and Ordinances

- a. *Review and possible action relating to a Resolution **requesting exemption from the County Library Tax** for the City of Fort Atkinson (Houseman, City Manager)*
Manager Houseman discussed that the Jefferson County Board has established a County Library Service and levies a County Library Tax. State Statutes provide that a municipality is exempt from this County Library Tax if the municipality levies a minimum amount for public library services. Annually, in September, the County calculates the minimum levy for municipalities to qualify for this exemption. In August, the City received the attached letter from the Jefferson County Finance Department reminding the City of the minimum appropriation to the Dwight Foster Public Library in order to be exempt from paying the County Library Tax. Per the attached documentation and statutory calculation, the City is required to appropriate at least \$292,719 to the Dwight Foster Public Library to be exempt from the tax. The City is proposing to levy \$624,000 in property taxes to fund Library operations in 2025. This amount exceeds the minimum appropriation for exemption from the County Library Tax. The proposed amount to be levied (\$624,000) represents an increase of \$8,000 over the 2024 levied amount of \$616,000, or 1.3%.

Cm. Schultz moved, seconded by Cm. Becker to adopt the Resolution requesting exemption from the County Library Tax and direct the City Clerk to provide copies of the Resolution to the County Clerk and the Jefferson County Library Council Administrator. Motion carried unanimously.

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 **repair of Fort Atkinson Fire Department Tender 8192** at a cost between \$16,000 and \$18,000 (Peterson, Fire Chief)*

Chief Peterson stated that Tender 8192 is a vital piece of equipment for the fire department, carrying 3,000 gallons of water. In 2018, to extend the life of the 1994 vehicle and repair the leaking stainless steel tank, the vehicle was outfitted with a plastic liner inside the steel tank. However, during a recent training session, a leak was discovered in the tank, and the dump chutes were found to be misaligned. The vehicle was returned to the original repair vendor, Stainless & Repair Inc., in Marshfield, WI. Upon inspection, a more significant issue was identified with numerous broken welds in the interior tank baffles. To address this problem, the rear steel cover must be removed, and all interior welds must be re-welded. This issue is likely a result of poor workmanship by a subcontractor who is no longer in business. Additionally, the original vendor has changed ownership, and the 1-year warranty has expired. If approved, the repair is anticipated to take approximately two weeks. Peterson added that Staff has discussed all available options for the repair of Tender 8192. If the vehicle is not repaired, the department would be left with only one 3,000-gallon tender in operation. This is not aligned with the Department's response plan, which includes having two tenders available for all non-hydrated areas. A single tender would also eliminate availability of a backup tender for mutual aid or when the primary tender is out of service for repairs. Staff consulted the City's Attorney to review options for legal recourse and determined that the tank is beyond the 1-year warranty provided by the vendor and the 30-year warranty from the subcontractor is now null and void due to the subcontractor's dissolution.

Cm. Becker moved, seconded by Cm. Johnson to approve the inner tank liner repair for Fire Department Tender 8192 at a cost between \$16,000 and \$18,000 with S&R Truck, LLC in Marshfield. Motion carried unanimously.

- b. *Review and possible action relating to the **purchase of a new Fire Department ambulance** from Foster Coach Sales, Inc. at a cost not to exceed \$378,948 (Peterson, Fire Chief)*

Chief Peterson stated that Ambulance 8157, a 2004 GMC Kodiak ambulance, was purchased in 2022 in anticipation of the department taking over full-time EMS coverage. This was purchased with the intent of being the "ready reserve" ambulance, meaning it would be the third ambulance in the fleet, used only as needed. According to NFPA guidelines, ambulances have an expected life span of 15 years, factoring in the high levels of use, extended idle time, and the resulting wear and tear. Ambulance 8157 has now been in service for over 20 years. The Department's five-year Capital Improvement Plan (CIP) originally scheduled this ambulance for replacement in 2026. However, delivery times for emergency vehicles have drastically increased, and if a new ambulance is ordered in September 2024, the earliest estimated delivery date is January 2027. The purchase of this ambulance will maintain the department's fleet of three ambulances; two front line responses and one in ready reserve status. If approved for purchase and upon receipt, the new ambulance will go into front line status and be the first vehicle out. This will be done for the first year to find any issues before any warranties expire. After that, the ambulances are rotated every few months to keep the mileage down on the newest vehicle and exercise all the ambulances. When the new ambulance is received and put into service, staff will either recommend that the Council declare Ambulance 8157 surplus and attempt to sell it or consider converting the vehicle into a specialty rig such as a rehab unit, water rescue unit, or command van. Peterson noted the total cost for the new ambulance is \$378,948, which includes the remounting feature designed to extend the vehicle's service life and maximize its long-term value. It is important to note that this proposal does not cover additional capital equipment required for the ambulance. These items include a patient cot (\$42,994), CPR device (\$21,500), a patient stair chair (\$9,901), and an EKG machine (\$55,000), which have been included in the five-year CIP for purchase in 2026. This vehicle comes with a 3-year warranty on the body, a 7-year/100,000-mile warranty on the electrical system, and a 7-years/84,000 miles on the paint.

Cm. Becker moved, seconded by Cm. Johnson to recommend the purchase of the ambulance from Foster Coach Sales, Inc. at a cost not to exceed \$378,948, to be funded through the anticipated 2026 general obligation borrowing and paid for upon receipt in 2027. Motion carried unanimously.

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

13. Adjournment

Cm. Becker moved, seconded by Cm. Jaeckel to adjourn. Meeting adjourned at 7:53 pm.

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



**SEX OFFENDER RESIDENCE BOARD MEETING
IN PERSON
WEDNESDAY, SEPTEMBER 18, 2024 – 4:00 PM
CITY HALL – COUNCIL CHAMBERS**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Manager Houseman, Council Representative Schultz, Citizen member Rottman and Citizen member Parsons.

Also present: City Attorney, and Deputy Clerk Thom.

3. New Business

- a. Review and possible action relating to the **Sex Offender Residence Appeal Form** from Gabriel Thomas Lopez.*

Manager Houseman stated that the City has enacted an Ordinance that limits residency of designated offenders outside of a 1,500-foot radius of any facility for children, schools, parks, libraries, athletic facilities, etc. in the City of Fort Atkinson unless this Board approves an offender's appeal and waives such requirement. The Commission then asked questions of Mr. Lopez. Mr. Lopez stated the property he was seeking an appeal to reside at is no longer accurate. They attempted to purchase the property, but it did not occur. Mr. Lopez does not have an address to request an appeal for.

Citizen Rottman moved, seconded by Council Member Schultz to 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). Motion carried unanimously at 4:33 PM

Citizen Parsons, seconded by Council Member Schultz to return to open session at 4:40. Motion carried unanimously.

The Board will not take any action until a new address is provided. Thereupon the Board

will meet and utilize the testimony provided within this meeting to make a decision.

4. Adjournment

Citizen Rottman motioned to adjourn, seconded by Council Member Schultz to adjourn 4:43 PM.

Respectfully submitted,
Courtney Thom
Deputy Clerk



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, SEPTEMBER 24, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Manager Houseman, Engineer Selle, Commissioners Highfield, Kessenich and Council Rep Schultz. Also present: City Attorney, City Clerk/Treasurer and Building Inspector.

Absent: Commissioners Hough and Shull.

3. New Business

*a. Review and possible action relating to the **minutes of the August 27, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Highfield moved, seconded by Kessenich to approve the minutes of the August 27, 2024 Plan Commission meeting. Motion carried.

*b. Review and possible recommendation to the City Council relating to a petition for **annexation** of a property located at 1222 Van Buren Street (to be addressed 113 Wilson Avenue) to the City of Fort Atkinson (PFA-2024-01) and a one-lot **Certified Survey Map** (Draeger)*

Inspector Draeger reviewed the submission from applicants John and Jane Anderson who purchased the subject property located in the Town of Koshkonong in April 2023 and are Petitioning to Annex the territory into the City. The applicants have requested to hook up to city sewer and water due to a failed septic system and by Ordinance must annex the property into the city when public utilities are available. Public Utilities are in place on Wilson Ave. The applicants will hook up to the city sewer and water and abandon the existing well. The applicants are currently accessing Wilson Ave through a parcel that they own, which is located within the City. This is a unique situation as the parcels must be combined to allow for annexation and the approval of the CSM may not occur without the annexation. This conundrum is the reason for these two approvals being combined as part of this Petition to Annex. The new parcel created by the CSM meets most of the bulk regulations for the SR-7 Zoning. A Zoning Amendment will not be necessary as the parcel being used as access to Wilson Ave is currently Zoned SR-7 Single Family.

Selle moved, seconded by Schultz to recommend to the City Council approval of the Preliminary CSM

combining parcels depicted on the attached Preliminary CSM and also recommend the City Council perform three readings and adopt the ordinance annexing the territory as depicted on the attached Preliminary Plat and Legal Description and assign a zoning classification of SR-7. Motion carried.

- c. *Review and possible recommendation to the City Council relating to a **Certified Survey Map** for the property located at 1200 Whitewater Avenue (CSM-2024-06) (Draeger)*
Inspector Draeger presented the submission for a one-lot Certified Survey Map for review by the Plan Commission. The CSM represents the property owner's request to remove the western 14,691 square feet of parcel 226-0514-1023-037 ("east parcel") and to attach it to parcel 226-0514-1023-031 ("west parcel"). There is currently a building on the east side of the east parcel, and the applicants and owner believe a larger undeveloped west parcel will be attractive for higher density residential development. The proposed lot reconfiguration is in the Whitewater Avenue Corridor Planning Area and is shown as Planned Mixed-Use on the Future Land Use Map. The current zoning and proposed reconfiguration are in concert with the City Comprehensive Plan. The current Zoning of the property of Urban Mixed Use does permit a large variety of uses including; Multi-unit housing, Office spaces, Mixed-Use buildings, Indoor Sales and Services, Restaurants, and Drive-Through and In-vehicle Sales, and several more similar uses.

Kessenich moved, seconded by Highfield to recommend the City Council approve the Preliminary Certified Survey Map for the property located at 1200 Whitewater Avenue. Motion carried.

4. Adjournment

Selle moved, seconded by Kessenich to adjourn. Meeting adjourned at 4:16 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: October 1, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to a Temporary Retailer's License for Rotary Club of Fort Atkinson Wine Walk, on October 11, 2024.

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 remember as you consume alcohol *Away* from the premises. Likewise, Class B you consume on-site, for example *Bar*.

Alcohol licenses are further defined by the quotation marks used. For example, "Class A" refers to intoxicating liquor while Class "A" refers to fermented malt beverages. These licenses can also be issued together as a combination license, most common for grocery stores.

Temporary Class "B" (picnic) beer and/or wine licenses may sell fermented malt beverages to consumers at a picnic or similar gathering of limited duration. Such licenses may be issued only to bona fide clubs, chambers of commerce, county or local fair associations, agricultural societies, churches, lodges, societies, veteran's organizations that have been in existence for at least six months.

There is no limit to the number of Temporary Class "B" fermented malt beverage licenses that may be issued to an eligible organization in a calendar year. However, there is a limit of two Temporary "Class B" wine licenses that may be issued to an eligible organization in a 12-month period.

Temporary license holders must have licensed operators (bartenders) and they must purchase their products from a Distributor/Wholesaler.

DISCUSSION

Organization: Rotary Club of Fort Atkinson

Street Location: Various locations

Manager of affair: Margaret Bare

Name of Event: Fort Atkinson Wine Walk 2024

Date of Event: Friday October 11, 2024 - 4:30 pm to 8:30 pm

Premises: Various locations within downtown Fort Atkinson.

The Named Organization Applied for the Following License(s): "Class C" Wine License

A 'wine walk' or 'beer walk' is a single-day event at which customers are served a glass of beer or wine at multiple locations that do not qualify for regular alcohol licenses (jewelry store, art gallery, clothing boutiques, salons, furniture stores).

A municipality may issue up to 20 Temporary "Class B" (wine only) licenses to a qualified organization (bona fide club, church, lodge/society, Chamber of Commerce, Veteran's Organization) for a **wine walk** for a specific date and time with the following requirements:

- The licenses must be issued to a single qualified organization that is the sponsor of the wine walk.
- The licenses must be issued for the same date and time.
- An admission fee must be charged for participation and no additional fee can be charged for the wine.
- A municipality may authorize the licensee to permit unaccompanied underage patrons on the license's premise only if the underage person is acting as a designated driver and has been provided a means of identification, such as a wristband by the licensee.
- No person may serve wine after 9:00 pm on premises for which Temporary "Class B" (wine only) licenses are issued for a wine walk.
- A qualified organization may receive Temporary "Class B" (wine only) licenses for up to two events during a 12-month period.
- A licensed premises, such as a restaurant or tavern, may participate in the wine walk but the sponsoring organization cannot be issued a temporary license for a premises that already holds a license.

Licensees must purchase all wine from liquor or beer wholesalers or small winery cooperative wholesalers authorized to sell wine to retail licenses

Each premises on the wine walk must have licensed operators/bartenders to serve the alcoholic products.

FINANCIAL ANALYSIS

There is a \$10.00 license fee per Application for Temporary Retailer's License. Publication is not required for these licenses.

RECOMMENDATION

Staff recommends that the City Council approve the Temporary Class B Retailer's License to sell/serve wine to Rotary Club of Fort Atkinson for the Fort Atkinson Wine Walk scheduled for Friday October 11, 2024 at 4:30 pm to 8:30 pm contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

ATTACHMENTS

1. Rotary Application Wine Walk 10112024

License(s) Requested	Fees	
☒ Temporary "Class B" Wine ☐ Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$
	Total Fees	\$ 10.00

Part A: Organization Information

1. Organization Name Rotary Club of Fort Atkinson		
2. Organization Permanent Address PO Box 345		
3. City Fort Atkinson	4. State WI	5. Zip Code 53538
6. Mailing Address (if different from permanent address)		
7. FEIN 39-6076862	8. Date of Organization/Incorporation 01/01/19	9. State of Organization/Incorporation WI
10. Phone (920) 723-4008	11. Email mbare@forttaxservice.com	
12. Organization type (check one) ☒ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☐ No		
14. Wisconsin Seller's Permit Number (if applicable)		

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Tuttle Woods	Lisa	Co-President	(920) 728-0217
Nelson	Jim	Co-President	(920) 723-6196
Haubenschild	Carla	Secretary	(920) 222-6030
Cheek	Bob	Sargeant at Arms	(920) 723-4329
Bare	Margaret	Treasurer	(920) 723-4008

Continued →

Part C: Event Information

1. Name of Event (if applicable) Fort Atkinson Wine Walk 2024			
2. Dates of Operation Friday October 11, 2024		3. Hours of Operation 4:30-8:30	
4. Premises Address			
5. City FortAtkinson		6. State WI	7. Zip Code 53538
8. County Jefferson	9. Governing Municipality ☒ City ☐ Town ☐ Village of: Fort Atkinson		10. Aldermanic District
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Each Location will have a table at the front of their business to serve the walkers. Each location will be given one certain wine for their business to serve. Most of the sites are on Main Street with a couple off of Sherman Ave W			

Part D: Attestation

Who must sign this application?

- one officer or director of the nonprofit organization

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Bare		First Name Margaret		M.I. A
Title Treasurer	Email mbare@fortatkinservice.com	Phone 920-723-4008		
Signature Margaret E Bare		Date		

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 9.16.2024	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk M. H. H. H. H. H.	



MEMORANDUM

DATE: October 1, 2024

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Building/Zoning Administrator

RE: First reading of an Ordinance annexing the territory addressed 1222 Van Buren Street (to be addressed 113 Wilson Avenue) to the City of Fort Atkinson (Draeger, Building/Zoning Administrator)

BACKGROUND

Applicants John and Jane Anderson are requesting that the the property located at 1222 Van Buren Street be annexed to the City of Fort Atkinson due to a failed septic system.

DISCUSSION

The applicants purchased the subject property located in the Town of Koshkonong in April 2023 and are petitioning to Annex the territory into the City. The applicants have requested to hook up to city sewer and water due to a failed septic system and by Ordinance must annex the property into the city when public utilities are available. Public Utilities are in place on Wilson Ave. The applicants will hook up to the city sewer and water and abandon the existing well. The property will be addressed 113 Wilson Avenue when annexed to the City.

FINANCIAL ANALYSIS

When a parcel is annexed by unanimous consent by the property owner, state statutes (66.0217(2)) require that the municipality to which the property is being annexed pay the government from which it is being detached a lump sum representing the lost taxes for the next five years. For this annexation, the City is required to pay the Town of Koshkonong a lump sum of \$2,715.95, representing five years of the Town's portion of the tax bill. Staff proposes to use funds from the Economic Development expenses account (01-56-5644-0600) for this payment. In 2024, \$5,000 was budgeted in this account, and that amount may be exceeded. It is difficult to predict expenses associated with annexation due to the unknown number of annexations annually as well as the unknown value of each parcel that may annex.

RECOMMENDATION

The Fort Atkinson Plan Commission met on September 24, 2024, recommended the City Council approve the Preliminary CSM combining parcels depicted on the attached Preliminary CSM (later on the agenda), and recommended the City Council perform three readings and adopt the

ordinance annexing the territory as depicted on the attached Preliminary Plat and Legal Description with a zoning classification of SR-7.

Staff recommends that the City Council perform a first reading of the Ordinance annexing the property location at 1222 Van Buren Street (to be addressed 113 Wilson Avenue) and direct the City Manager to prepare the ordinance for a second and possible third/final reading at the meeting on October 15, 2024.

ATTACHMENTS

1. Plan Commission Memo
2. Plat of Survey and Legal Description
3. Petition for Annexation
4. CSM
5. Annex Review Questionnaire 14696 - Anderson
6. Annex Review Question - Town
7. Draft Annexation Ordinance - Anderson



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

Petition For Annexation and Certified Survey Map Review REPORT TO THE PLAN COMMISSION

DATE: September 24, 2024

FILE NUMBER: PFA-2024-01

PROPERTY ADDRESS: 1222 Van Buren Street (to become 113 Wilson Ave)

EXISTING ZONING: A-T Ag Transition (Town)

PARCEL NUMBER: 016-0514-0422-033

PROPOSED ZONING: SR-7 Single Family Residential (City)

OWNER: John R Anderson Trust, Jane M Anderson Trust

EXISTING LAND USE: Single Family Residential

APPLICANT: John and Jane Anderson

REQUESTED USES: No Change Requested

BACKGROUND

Applicants John and Jane Anderson purchased the subject property located in the Town of Koshkonong in April 2023 and are Petitioning to Annex the territory into the City. The applicants have requested to hook up to city sewer and water due to a failed septic system and by Ordinance must annex the property into the city when public utilities are available. Public Utilities are in place on Wilson Ave. The applicants will hook up to the city sewer and water and abandon the existing well.

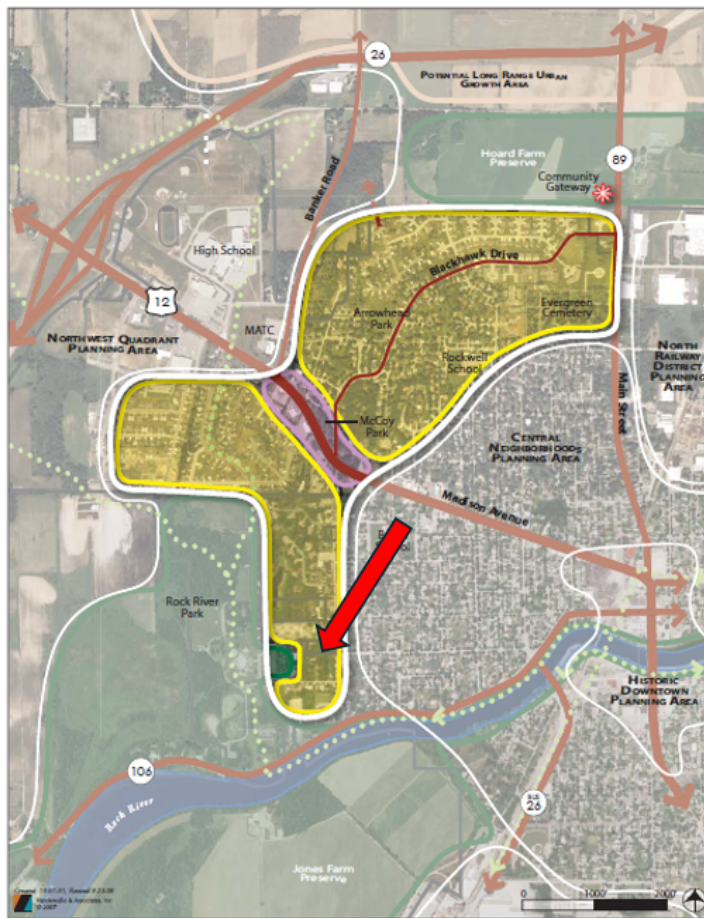
REQUEST OVERVIEW

The subject parcel is located in the North Neighborhood Planning Area and is shown as Neighborhood in Figure: 2.13. The parcel is currently a single family residence and is in concert with the City Comprehensive Plan by remaining a Single Family Use.

NORTH NEIGHBORHOOD PLANNING AREA

FIGURE: 2.13

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



Annexation by Unanimous Consent and certified survey maps do not require a public notice.

DISCUSSION

The subject parcel is located in the Town of Koshkonong, and the applicants are requesting to be annexed into the city. However, the parcel does not have direct access to a public right-of-way, which is required by the City's ordinances. The applicants are currently accessing Wilson Ave through a parcel that they own, which is located within the City. This is a unique situation as the parcels must be combined to allow for annexation and the approval of the CSM may not occur without the annexation. This conundrum is the reason for these two approvals being combined as part of this Petition to Annex. The new parcel created by the CSM meets most of the bulk regulations for the SR-7 Zoning. A Zoning Amendment will not be necessary as the parcel being used as access to Wilson Ave is currently Zoned SR-7 Single Family.

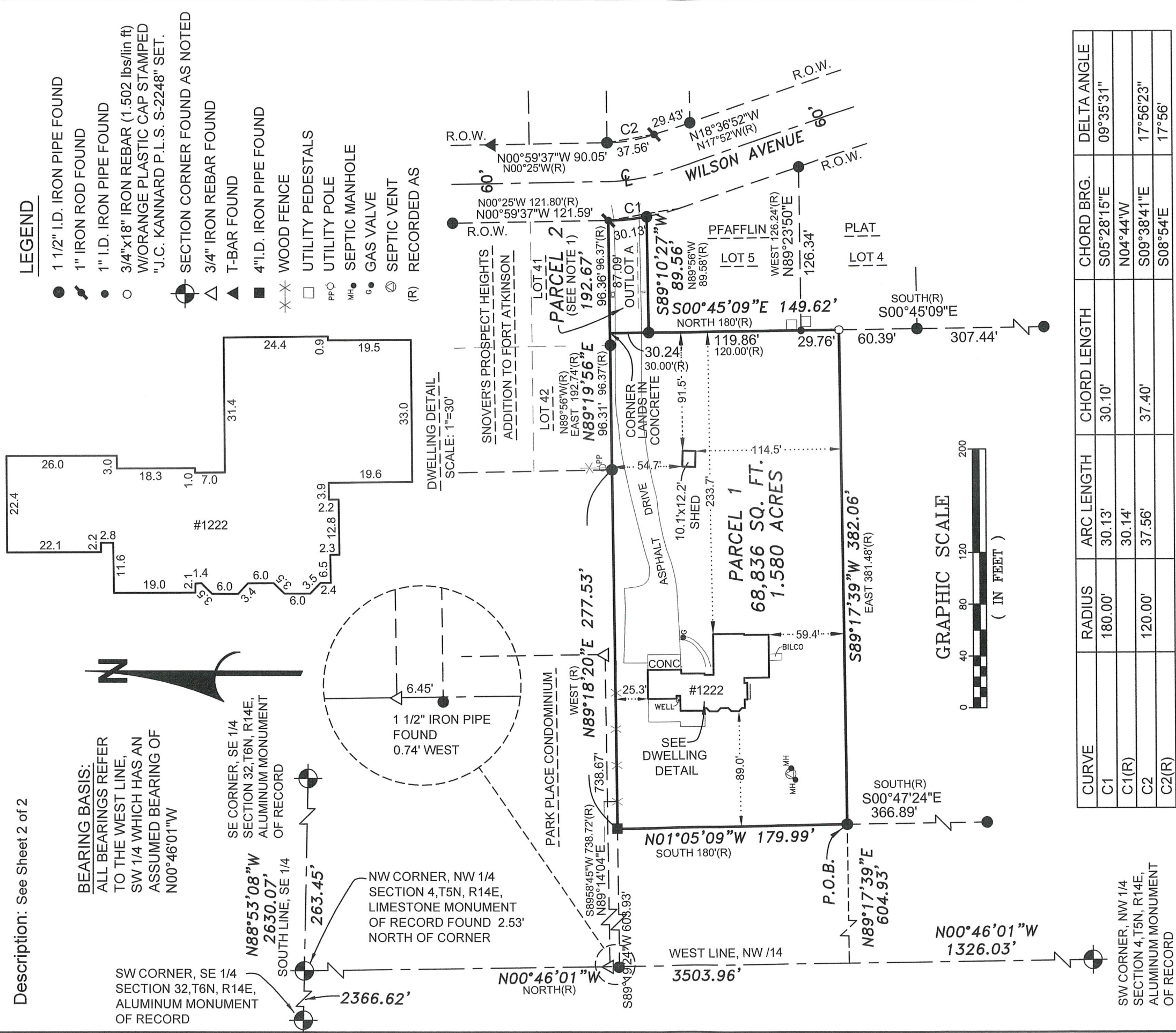
Plat of Survey

Survey For: John R. & Jane M. Anderson Revocable Trust dated 06/12/2018

Location: #1222 Van Buren Street, City of Fort Atkinson & Town of Koshkonong, Jefferson County, Wisconsin.

Description: See Sheet 2 of 2

BEARING BASIS:
ALL BEARINGS REFER
TO THE WEST LINE,
SW 1/4 WHICH HAS AN
ASSUMED BEARING OF
N00°46'01"W



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BRG.	DELTA ANGLE
C1	180.00'	30.13'	30.10'	S05°28'15"E	09°35'31"
C1(R)		30.14'		N04°44'W	
C2	120.00'	37.56'	37.40'	S09°38'41"E	17°56'23"
C2(R)				S08°54'E	17°56'



- NOTES:
- Parcel 2 contains 2,648 Square Feet or 0.061 Acre.
 - All offset distances are to the building corners (not overhang).

SOUTHWEST
SURVEYING & ASSOCIATES, Inc.
WT065 COUNTY ROAD CI, HELENVILLE, WI. 53137
262-495-4910
920-674-4884

I, the undersigned, do hereby certify that I have surveyed the above described (property) and the above map is a true representation thereof and shows the size and location of the Property, its exterior boundaries, the location and dimensions of all visible structures thereon, fences, apparent easements and roadways and visible encroachments, if any, this survey complies with Chapter A-E 7, to the best of my knowledge and belief.

THIS IS A JOHN C. KANNARD AUTHORIZED PRINT ONLY IF SIGNATURE APPEARS IN RED INK ON BLACK LINE PRINT.

JOHN C. KANNARD, Professional Land Surveyor

SHEET 1 OF 2
DATE: MARCH 5, 2024
JOB NO: A-223113

Plat of Survey

Survey For: John R. & Jane M. Anderson Revocable Trust dated 06/12/2018

Location: #1222 Van Buren Street, City of Fort Atkinson & Town of Koshkonong, Jefferson County, Wisconsin.

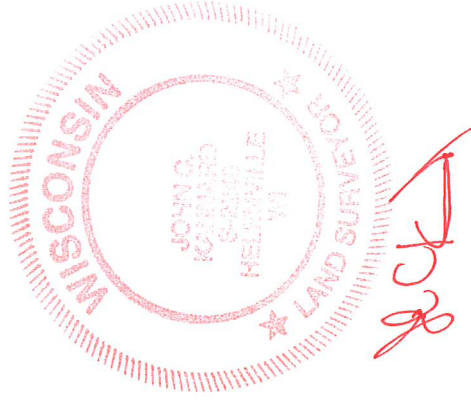
Descriptions: (Parcel 1) Being a part of the NW 1/4 of the Fractional NW 1/4 of Section 4, T5N, R14E, Town of Koshkonong, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the Aluminum Monument that marks the Southwest corner of the NW 1/4 of said Section 4; Thence N00°46'01"W, along the West line of said fractional NW 1/4, a distance of 1326.03 feet; Thence N89°17'39"E, a distance of 604.93 feet, to a Found 1 1/2" I.D. Iron Pipe that marks the POINT OF BEGINNING of the lands to be described: Thence N01°05'09"W, a distance of 179.99 feet, to a Found 4" I.D. Iron Pipe; Thence N89°18'20"E, a distance of 277.53 feet, to a Found 1 1/2" I.D. Iron Pipe that marks the Southwest corner of Lot 42 of Snover's Prospect Heights Addition to Fort Atkinson; Thence N89°19'56"E, along the South line of Lot 41 and said Lot 42 of Snover's Prospect Heights Addition to Fort Atkinson, a distance of 105.58 feet, to the Northwest corner of Outlot "A" of Pfafflin Plat; Thence S00°45'09"E, along the West line of said Outlot "A" and Lots 4 and Lot 5 of said Pfafflin Plat, a distance of 179.86 feet, to a Set 3/4"x18" Iron Rebar (1.502 lbs/lin ft) w/orange plastic cap stamped "J.C. Kannard P.L.S. S-2248"; Thence S89°17'39"W, a distance of 382.06 feet, to the POINT OF BEGINNING, containing 68,836 Square Feet or 1.580 Acres of land, more or less.

(Parcel 2)

Outlot A, according to Pfafflin Plat, Being a part of the NW 1/4 of the Fractional NW 1/4 of Section 4, T5N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin.

Subject to all rights, reservations, restrictive covenants and easements recorded or unrecorded.





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

PETITION FOR ANNEXATION TO THE CITY OF FORT ATKINSON

Address(es) of Property: 1222 VAN BUREN ST. FORT ATKINSON, WI. 53538

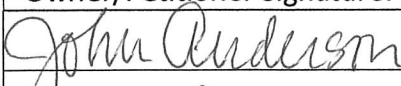
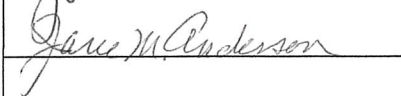
Parcel Number(s): 016-0514-0422-033

The current population or territory to be annexed and/or attached is 2 persons.

We, the undersigned, constituting all of the owners of the real property in Jefferson County, Wisconsin, lying contiguous to the City of Fort Atkinson, respectfully petition the City Council of the City of Fort Atkinson to annex the territory described and shown on the attached scale map to the City of Fort Atkinson, Jefferson County, Wisconsin. (Plat of Annexation or Attachment must include a legal description of the subject property.)

We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation or consolidation proceedings, if any.

We further respectfully request that this property be zoned residential.

Owner/Petitioner Signature:	Print Name:	Address:	Date:
	John Anderson	1216 Sherman Ave W FORT ATKINSON WI	6-16-2023
	Jane Anderson	same as above	6-16-2023

Personally came before me this 16th day of June, 2023, the above named,

(day)

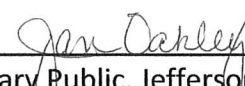
(month)

(year)

John and Jane Anderson to me known to be the persons who executed the foregoing instrument and acknowledged the same.

RECEIVED
JUN 19 2023
CITY OF FORT ATKINSON
CLERK / TREASURER




Notary Public, Jefferson County, Wisconsin (SEAL)

My Commission is permanent or expires on: 9-7-25

CERTIFIED SURVEY MAP No. _____

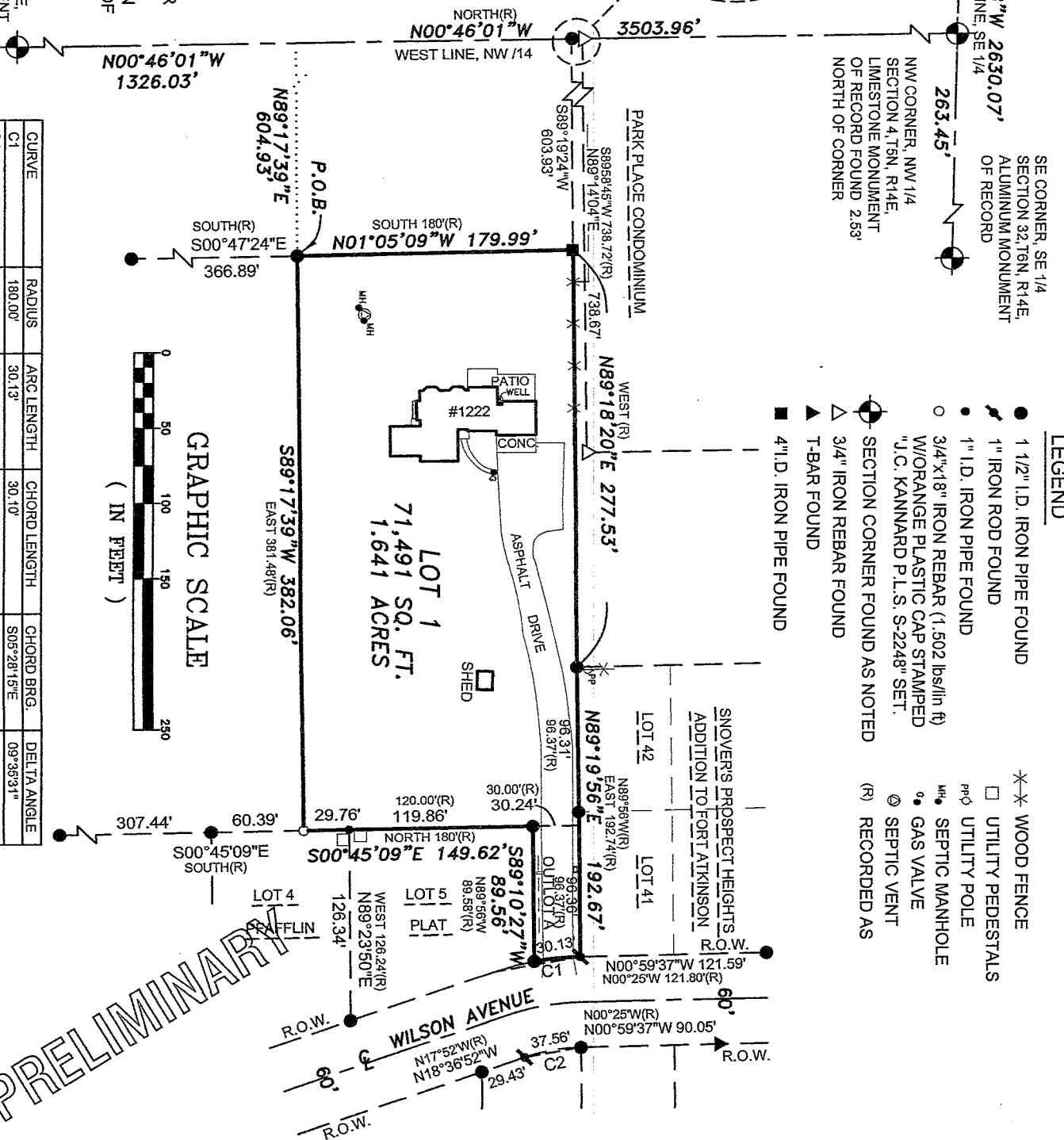
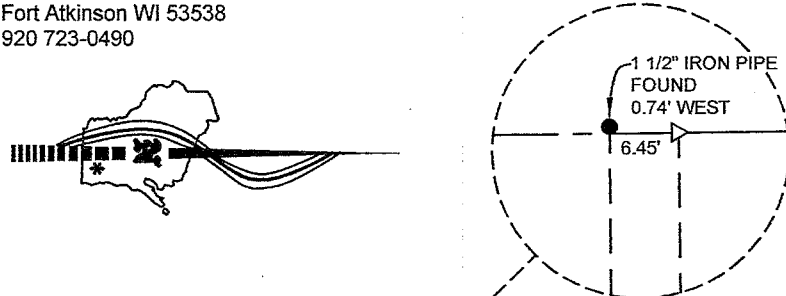
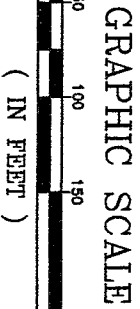
BEING OUTOT "A" OF PFAFFLIN PLAT AND OTHER LANDS LOCATED IN THE NW 1/4 OF THE FRACTIONAL NW 1/4 OF SECTION 4, T5N, R14E, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

OWNERS:
John R. & Jane M. Anderson Trust
1216 W. Sherman Avenue
Fort Atkinson WI 53538
920 723-0490

BEARING BASIS:
ALL BEARINGS REFER TO THE WEST LINE, SW 1/4 WHICH HAS AN ASSUMED BEARING OF N00°46'01"W

SW CORNER, NW 1/4 SECTION 4, T5N, R14E, ALUMINUM MONUMENT OF RECORD

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BRG.	DELTA ANGLE
C1	180.00'	80.13'	30.10'	S05°28'15"E	09°35'31"
C1(R)		30.14'		N04°44'W	
C2	120.00'	37.56'	37.40'	S09°38'41"E	17°56'23"
C2(R)				S08°54'E	17°56'



- LEGEND
- 1 1/2" I.D. IRON PIPE FOUND
 - 1" IRON ROD FOUND
 - 1" I.D. IRON PIPE FOUND
 - 3/4"x18" IRON REBAR (1,502 lbs/lin ft)
 - WORANGE PLASTIC CAP STAMPED "J.C. KANNARD P.L.S. S-2248" SET.
 - SECTION CORNER FOUND AS NOTED
 - 3/4" IRON REBAR FOUND
 - T-BAR FOUND
 - 4" I.D. IRON PIPE FOUND
 - WOOD FENCE
 - UTILITY PEDESTALS
 - UTILITY POLE
 - SEPTIC MANHOLE
 - GAS VALVE
 - SEPTIC VENT
 - RECORDED AS

PRELIMINARY

SOUTHWEST
SURVEYING & ASSOCIATES, Inc.
P.O. BOX K, PALMYRA, WI. 53156
262-495-4910
920-674-4884

SHEET 1 OF 2
DATE: AUGUST 25, 2023
JOB NO: A-223113

CERTIFIED SURVEY MAP No. _____

BEING OUTLOT "A" OF PFAFFLIN PLAT AND OTHER LANDS LOCATED IN THE NW 1/4 OF THE FRACTIONAL NW 1/4 OF SECTION 4, T5N, R14E, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, John C. Kannard, Professional Land Surveyor No. 2248, hereby certify:

That I have surveyed, divided, mapped this Certified Survey Map being Outlot "A" of Pfafflin Plat and other lands located in the NW 1/4 of the fractional NW 1/4 of Section 4, T5N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin, bounded and described as follows:

Being a part of the NW 1/4 of the Fractional NW 1/4 of Section 4, T5N, R14E, Town of Koshkonong, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the Aluminum Monument that marks the Southwest corner of the NW 1/4 of said Section 4; Thence N00°46'01"W, along the West line of said fractional NW 1/4, a distance of 1326.03 feet; Thence N89°17'39"E, a distance of 604.93 feet, to a Found 1 1/2" I.D. Iron Pipe that marks the POINT OF BEGINNING of the lands to be described: Thence N01°05'09"W, a distance of 179.99 feet, to a Found 4" I.D. Iron Pipe; Thence N89°18'20"E, a distance of 277.53 feet, to a Found 1 1/2" I.D. Iron Pipe that marks the Southwest corner of Lot 42 of Snover's Prospect Heights Addition to Fort Atkinson; Thence N89°19'56"E, along the South line of Lot 41 and said Lot 42 of Snover's Prospect Heights Addition to Fort Atkinson and the North line of Outlot "A" of Pfafflin Plat, a distance of 192.67 feet, to a Found 1" Iron Rod that marks the Northeast corner of said Outlot "A" and to a point of curvature said curve having it's center point in the Easterly direction, a radius of 180.00 feet, a delta angle of 09°35'31", a chord bearing of S05°28'15"E, a chord distance of 30.10 feet; Thence Southeasterly along the arc of said curve, a distance of 30.13 feet, to a Found 1 1/2" Iron Pipe that marks the Southeast corner of said Outlot "A"; Thence S89°10'27"W, along the South line of said Outlot "A", a distance of 89.56 feet, to a Found 1 1/2" Iron Pipe that marks the Northwest corner of Lot 5 of the Pfafflin Plat; Thence S00°45'09"E, along the West line of Lots 4 and Lot 5 of said Pfafflin Plat, a distance of 149.62 feet, to a Set 3/4"x18" Iron Rebar (1.502 lbs/lin ft) w/orange plastic cap stamped "J.C. Kannard P.L.S. S-2248"; Thence S89°17'39"W, a distance of 382.06 feet, to the POINT OF BEGINNING, containing 71,491 Square Feet or 1.641 Acres of land, more or less.

Subject to all rights, reservations, restrictive covenants and easements of record.

I further certify that I have made this survey and map under the direction of CBF Investment Co. LLC, owner of said lands, and that this Certified Survey Map is a correct representation of the boundary surveyed and described and that I have complied fully with the provisions of Chapter 236.34 of the State of Wisconsin Statutes, and the subdivision regulations of City of Fort Atkinson in surveying and mapping same.

Certified this 25th day of August, 2023

John C. Kannard, P.L.S. 2248

CITY OF FORT ATKINSON APPROVAL:

This Certified Survey Map is hereby approved by the City of Fort Atkinson.

Dated this ____ day of _____, 2023

Michelle Ebbert, City Clerk.

Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645
Madison WI 53701
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **Anderson**

Petition Number: **14696**

1. Territory to be annexed: From **TOWN OF KOSHKONONG** To **CITY OF FORT ATKINSON**

2. Area (Acres): **1.576**

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

a. Annual town property tax on territory to be annexed:

~~\$ 2916.95~~ **543.19**

a. Title of boundary agreement _____

b. Year adopted _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): **2,715.95**

c. Participating jurisdictions _____

d. Statutory authority (pick one)

c. Paid by: ☒ Petitioner ☐ City ☐ Village

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

☐ Other: _____

4. Resident Population: Electors: **2** Total: **2**

5. Approximate **present land use** of territory:

Residential: **100** % Recreational: _____ % Commercial: _____ % Industrial: _____ %

Undeveloped: _____ %

6. If territory is undeveloped, what is the **anticipated use**?

Residential: **100** % Recreational: _____ % Commercial: _____ % Industrial: _____ %

Other: _____ %

Comments: _____

7. Has a ☐ preliminary or ☐ final plat been submitted to the Plan Commission: ☐ Yes ☒ No

Plat Name: **Scheduled for September**

8. What is the **nature of land use adjacent** to this territory in the city or village?

Residential

In the town?: **Residential**

9. What are the **basic service needs** that precipitated the request for annexation?

☒ Sanitary sewer

☒ Water supply

☐ Storm sewers

☐ Police/Fire protection

☐ EMS

☐ Zoning

Other _____

10. Is the city/village or town capable of providing needed utility services?

City/Village ☒ Yes ☐ No

Town ☐ Yes ☐ No

If yes, approximate timetable for providing service:

Sanitary Sewers immediately

City/Village

☒

Town

☐

or, write in number of years. _____

Water Supply immediately

☒

☐

or, write in number of years. _____

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?

☐ Yes ☒ No

If yes, identify the nature of the anticipated improvements and their probable costs: _____

11. Planning & Zoning:

a. Do you have a comprehensive plan for the City/Village/Town? ☒ Yes ☐ No

Is this annexation consistent with your comprehensive plan? ☒ Yes ☐ No

b. How is the annexation territory now zoned?

Residential

c. How will the land be zoned and used if annexed?

Residential

12. Elections: ☐ New ward or ☐ Existing ward? Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, elections@wi.gov or see their annexation checklist here: <http://elections.wi.gov/forms/el-100>

13. Other relevant information and comments bearing upon the public interest in the annexation:

Prepared by: ☐ Town ☒ City ☐ Village

Name: Michelle Ebbert

Email: mebbert@fortatkinson.wi.gov

Phone: 920.397.9901

Date: 9-6-24

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

(March 2018)

Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645
Madison WI 53701
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **Anderson**

Petition Number: **14696**

1. Territory to be annexed: From **TOWN OF KOSHKONONG** To **CITY OF FORT ATKINSON**

2. Area (Acres): **1.574**

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

a. Annual town property tax on territory to be annexed:

\$ **543.19**

a. Title of boundary agreement _____

b. Year adopted _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): **\$2715.95**

c. Participating jurisdictions _____

d. Statutory authority (pick one)

c. Paid by: ☒ Petitioner ☐ City ☐ Village

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

☐ Other: _____

4. Resident Population: Electors: **2** Total: **2**

5. Approximate **present land use** of territory:

Residential: **100** % Recreational: _____ % Commercial: _____ % Industrial: _____ %

Undeveloped: _____ %

6. If territory is undeveloped, what is the **anticipated use**?

Residential: **100** % Recreational: _____ % Commercial: _____ % Industrial: _____ %

Other: _____ %

Comments: _____

7. Has a ☐ preliminary or ☐ final plat been submitted to the Plan Commission: ☐ Yes ☐ No

Plat Name: _____

8. What is the **nature of land use adjacent** to this territory in the city or village?

Residential

In the town?: **Residential**

9. What are the **basic service needs** that precipitated the request for annexation?

☐ Sanitary sewer ☐ Water supply ☐ Storm sewers

☐ Police/Fire protection ☐ EMS ☐ Zoning

Other: _____

10. Is the city/village or town capable of providing needed utility services?

City/Village ☒ Yes ☐ No Town ☐ Yes ☒ No

If yes, approximate timetable for providing service: City/Village Town

Sanitary Sewers immediately ☐ ☐
or, write in number of years. _____

Water Supply immediately ☐ ☐
or, write in number of years. _____

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?

☐ Yes ☐ No

If yes, identify the nature of the anticipated improvements and their probable costs: _____

11. Planning & Zoning:

a. Do you have a comprehensive plan for the City/Village/Town? ☐ Yes ☐ No

Is this annexation consistent with your comprehensive plan? ☐ Yes ☐ No

b. How is the annexation territory now zoned? A-T Ag Transition

c. How will the land be zoned and used if annexed? _____

12. Elections: ☐ New ward or ☐ Existing ward? Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, elections@wi.gov or see their annexation checklist here: <http://elections.wi.gov/forms/el-100>

13. Other relevant information and comments bearing upon the public interest in the annexation:

Prepared by: ☒ Town ☐ City ☐ Village

Name: Caitlin Kincannon

Email: clerk@koshkonongwi.gov

Phone: 920 563 4510

Date: 9/9/2024

(March 2018)

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

ORDINANCE NO. _____

**AN ORDINANCE ANNEXING
THE TERRITORY ADDRESSED 1222 VAN BUREN STREET (113 WILSON AVENUE)
TO THE CITY OF FORT ATKINSON**

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

Section 1. TERRITORY ANNEXED. That pursuant to Wis. Stats. §66.0217 of the Wisconsin Statutes, and the Petition for Annexation filed by the property owners by unanimous consent, the following described territory in the Town of Koshkonong, Jefferson County, Wisconsin, is hereby annexed to the City of Fort Atkinson, Wisconsin:

BEING A PART OF THE NW ¼ OF THE FRACTIONAL NW ¼ OF SECTION 4, T5N, R14E, TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE ALUMINUM MONUMENT THAT MARKS THE SOUTHWEST CORNER OF THE NW ¼ OF SAID SECTION 4; THENCE N00°46'01"W, ALONG THE WEST LINE OF SAID FRACTIONAL NW ¼, A DISTANCE OF 1326.03 FEET; THENCE N89°17'39"E, A DISTANCE OF 604.93 FEET, TO A FOUND 1 ½" I.D. IRON PIPE THAT MARKS THE POINT OF BEGINNING OF THE LANDS TO BE DESCRIBED: THENCE N01°05'09"W, A DISTANCE OF 179.99 FEET, TO A FOUND 4" I.D. IRON PIPE; THENCE N89°18'20"E, A DISTANCE OF 277.53 FEET, TO A FOUND 1 ½" I.D. IRON PIPE THAT MARKS THE SOUTHWEST CORNER OF LOT 42 OF SNOVER;S PROSPECT HEIGHTS ADDITION TO FORT ATKINSON; THENCE N89°19'56"E, ALONG THE SOUTH LINE OF LOT 41 AND SAID LOT 42 OF SNOVER;S PROSPECT HEIGHTS ADDITION TO FORT ATKINSON, A DISTANCE OF 105.58 FEET, TO THE NORTHWEST CORNER OF OUTLOT "A" OF PFAFFLIN PLAT; THENCE S00°45'09"E, ALONG THE WEST LINE OF SAID OUTLOT "A" AND LOTS 4 AND 5 OF SAID PFAFFLIN PLAT, A DISTANCE OF 179.86 FEET, TO A SET ¾"X18" IRON REBAR (1.502 LBS/LIN FT) W/ ORANGE PLASTIC CAP STAMPED "J.C. KANNARD P.L.S. S-2248"; THENCE S89°17'39"W, A DISTANCE OF 382.06 FEET, TO THE POINT OF BEGINNING, CONTAINING 68,836 SQUARE FEET OR 1.580 ACRES OF LAND, MORE OR LESS (TOWN PARCEL NUMBER 016-0514-0422-035; TOWN ADDRESS 1222 VAN BUREN STREET).

Section 2. EFFECT OF ANNEXATION. From and after the effective date of this Ordinance the territory described in Section 1 above shall be part of the City of Fort Atkinson for any and all purposes provided by law and any persons coming or residing within such

territory shall be subject to all Ordinances, rules, and regulations governing the City of Fort Atkinson.

Section 3. PAYMENT TO THE TOWN OF KOSHKONONG. The property owner has requested annexation to the City per Wis. Stats. §66.0217(2) – Direct Annexation by Unanimous Approval. The City of Fort Atkinson agrees to pay the Town of Koshkonong one lump sum of \$2,715.95 to represent the lost Town taxes for the next five years, as required by Section 66.0217(14) of the Wisconsin Statutes.

Section 4. ZONING CLASSIFICATION. A) The Territory annexed to the City of Fort Atkinson by this Ordinance is temporarily designated to be part of the following district of the City for zoning purposes and subject to all provisions of Title 15 of the Code of General Ordinances in the City of Fort Atkinson entitled “Zoning Ordinance” relating to such district classifications and to zoning in the City: SR-7, Single-family Residential District – 7. **B)** The boundaries of these designated districts are established as shown on the map filed in the office of the City Clerk.

Section 5. WARD DESIGNATION. The territory described in Section 1 of this Ordinance is hereby made part of Ward 1 of the City of Fort Atkinson, subject to all ordinances, rules, and regulations of the City. The population of this territory is zero (0) on the effective date of this Ordinance.

Section 6. SEVERABILITY. If any provision of this Ordinance is found to be invalid or unconstitutional or if the application of this Ordinance or any person or circumstance is invalid or unconstitutional such invalidity or unconstitutionality shall not affect the other provisions or application of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

Section 7. EFFECTIVE DATE. This Ordinance shall take effect upon passage and publication and after November 5, 2024.

Adopted this _____ day of _____, 2024.

CITY COUNCIL OF THE CITY OF FORT ATKINSON

Davin Lescohier, City Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

DRAFT



MEMORANDUM

DATE: October 1, 2024

TO: Fort Atkinson City Council

FROM: Tom Williamson, Public Works Superintendent

RE: Review and possible action relating to Change Order #3 for the Public Works and Parks Operations facility (Williamson, Public Works Superintendent)

BACKGROUND

At the January 4, 2024, regular meeting of the City Council, Gilbank Construction was awarded the contract for construction services to build the new Public Works and Parks Operations Facility. At that meeting City Council provided for a 5% contingency in the amount of \$577,200. This request continues the process, known as Change Orders, to adjust the contract amount (both increase and decrease) that may affect this contingency.

DISCUSSION

Change Order #3, included with this memorandum, documents ten (10) items added, changed, or altered to improve the original intended design. All noted in the financial table below and in the attached formally submitted change order in this Council Packet.

The various items associated with proposed change order #3 are the result of items missed during the design phase and requested items staff felt were needed to improve the facilities' performance, and to better suit the City's needs as the Public Works and Parks Operations Facility grows with the community into the future.

FINANCIAL ANALYSIS

The total request associated with this Change Order #3 is \$61,671.00. The project contingency balance is as follows, assuming the approval of Change Order #3:

ITEM	DESCRIPTION	CREDIT/DEBIT
INITIAL CONTIGNECY	5% of initial contract	\$577,200.00
APPROVED CHANGE ORDER #1 (5.7.24)	7 items – truck wash add, salt shed adds, bridge crane deduct, CO sensors add	-\$224,304.87
APPROVED CHANGE ORDER #2 (7.2.24)	2 items - Removal of unsuitable soil and replacement with compacted granular fill,	-\$130,372.00

	Replace (5) man doors, frames, and hardware at West Parks Garage.	
PROPOSED CHANGE ORDER #3	10 items - Replace West Shed Windows, Stair 02 Footings, Add Curb and Gutter, Fireside Parking Revisions, Water Service Revisions to West Shed, EV Charging infrastructure, West Shed Aprons and Loops, Replacement West Shed Power Feed, Panel, and Disconnect, Parts Room Bollards, Pressure Washer Doors.	-\$61,671.00
	CONTINGENCY BALANCE:	\$160,852.13

At this point in the construction process, the unknowns associated with the conditions below the ground are, to the greatest extent, anticipated to be completed and staff move forward anticipating fewer risks of significant change orders. As with any project of this size, there will likely be additional change orders, but we expect them to be relatively minor in nature and associated with improvements that come to light as the building and overall site take shape during the remainder of construction.

RECOMMENDATION

Staff recommends approval of Change Order #3, in the amount of \$61,671.00.

ATTACHMENTS

1. 76130_Change Order 03_100124

CHANGE ORDER

Distribution To:
OWNER
ARCHITECT
CONTRACTOR

Project:	Fort Atkinson Public Works & Parks Operations Facility 600 Talcott Avenue Fort Atkinson, WI 53538	Change Order No.:	Three
		Initiation Date:	01-Oct-24
To:	Mr. Gary Gilbank Gilbank Construction, Inc. 301 Scot Drive Clinton, WI 53525	Architect's Project No.:	76130
		Contract For:	General Construction
		Contract Date:	05-Jan-24

You are directed to make the following changes in this Contract:

1 RFP #09 - Replace windows on West Garage.	\$3,465.00
2 RFP #10 - Stair 02 Footings for Precast Bearing	\$6,336.00
3 RFP #11 - Add Curb and Gutter to Contain Telephone Utility	\$952.00
4 RFP #12 - Fireside Parking Lot Grading Revisions.	\$5,659.00
5 RFP #13 - Water Service Revisions at West Garage, Upsize to 2".	\$9,293.00
6 RFP #15 - EV Charging Station	\$5,781.00
7 RFP #16 - West Garage Concrete Aprons and Overhead Door Exterior Loops	\$5,049.00
8 RFP #17 - Replacement Power Feed, Panel, and Disconnect for West Garage.	\$19,328.00
9 RFP #18 - Parts Room Overhead Door Bollards.	\$1,100.00
10 RFP #19 - Pressure Washer Doors	\$4,708.00

Total Increase/(Decrease) costs to project	\$61,671.00
--	-------------

Not valid until signed by both the Owner and Architect. Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract time.

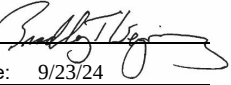
The original contract Sum was	\$11,544,000.00
Net Change by previously authorized Change Orders	\$349,326.07
The Contract Sum Prior to this Change Order	\$11,893,326.07
The Contract Sum will be Increase by this Change Order	\$61,671.00
The New Contract Sum including this Change Order will be	\$11,954,997.07
The Contract Time will be Changed by this Change Order	0 days
The Date of Substantial Completion as of the date of this Change Order Therefore is:	May 26, 2025

ANGUS-YOUNG ASSOCIATES

Architect
Angus Young
Mr. Bradley Werginz

Contractor
Gilbanks Construction, Inc.
Mr. Gary Gilbank

Owner
City of Fort Atkinson
Mr. Andy Selle
Ms. Rebecca Houseman

By: 
Date: 9/23/24

By: _____
Date: _____

By: _____
By: _____

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

July 14, 2024

Request for Proposal #09

Replace 3 Windows at Parks Garage

Project: Fort Atkinson – Public Works & Parks Operations
Project #: 76130

Brad,

The following is the change request to replace 3 windows at the Parks Garage.
We included Wintech self-framing windows
See attached plan & material proposal.

Caliber Construction	\$3,150
10% P&O	<u>\$ 315</u>
	\$3,465

Total Cost	<u>\$ 3,465</u>
------------	-----------------

Let me know if you have any questions:

Sincerely

Gary Gilbank

Gary Gilbank

From: Gary Loos <caliberconstruction1@yahoo.com>
Sent: Saturday, July 13, 2024 9:58 AM
To: Gary Gilbank
Cc: Jason Burtness
Subject: Re: Fort Windows in parks Building Pricing

Gary,

We found the Wintech self framing windows. \$650 a window. I would like \$400 a window for labor. That should cover me if I run into any problems or need trims.

Approx 6 week lead time.

Also, just so you and Jason are aware. The parks building is ready for paint on our end. Closures, sacrificial trim and peak boxes are installed. We also replaced all the screws in the roof.

Thank you,

Gary

[Yahoo Mail: Search, Organize, Conquer](#)

On Sat, Jul 13, 2024 at 9:36 AM, Gary Gilbank
<garyg@gilbankconstruction.com> wrote:

Gary,

Can you ask the VP rep when he will have this pricing?

Thank You

Gary Gilbank

Gilbank Construction, Inc.



GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

July 5, 2024

Request for Proposal #10

Add Footing & Masonry Wall @ Stair S02

Project: Fort Atkinson – Public Works & Parks Operations

Project #: 76130

Brad,

The following is the change request per RFP #10:

- Excavate & backfill for approx. 50' of footing 2'-4" BFF
- 50' concrete footing (2' x 1' w/ 3 rows #4 rebar)
- 2 courses of 8" block grouted solid

Silha	\$ 980
Gilbank	\$1,780
Lavery Masonry	<u>\$3,000</u>
	\$5,760
10% P&O	<u>\$ 576</u>
Total Cost	\$6,336

Let me know if you have any questions:

Sincerely

Gary Gilbank

Gary Gilbank

From: Mike Wilcox <mwilcox@silhaexcavation.com>
Sent: Wednesday, June 26, 2024 2:22 PM
To: Gary Gilbank
Cc: crutz@silhaexcavation.com; 'Aaron Reed'; 'Jack Fletcher'
Subject: RE: 76130 - RFI #44 Foundation Walls or Footing @ Stair S02

Excavate and backfill footing - \$980.00. thanks! MIKE

Mike Wilcox



348 N. US Highway 14
Janesville, WI 53546
Off: 608-752-4322
Cell: 608-449-9974
mwilcox@silhaexcavation.com

CONFIDENTIALITY NOTICE: The information contained in this email message and any attachments is intended only for the personal and confidential use of the designated recipients named above. If the reader of this message is not the intended recipient, you are hereby notified that you have received this document in error and that review, dissemination, distribution or copying of this message is strictly prohibited. If you have received this communication in error, please notify the sender immediately by forwarding the received message to mwilcox@silhaexcavation.com and delete the message from your computer system. Thank you for your assistance.

From: Charlie Rutz <crutz@silhaexcavation.com>
Sent: Wednesday, June 26, 2024 2:13 PM
To: Mike Wilcox <mwilcox@silhaexcavation.com>
Subject: Fwd: 76130 - RFI #44 Foundation Walls or Footing @ Stair S02

Sent from my iPad

Begin forwarded message:

From: Gary Gilbank <garyg@gilbankconstruction.com>
Date: June 25, 2024 at 4:46:08 PM CDT
To: Charlie Rutz <crutz@silhaexcavation.com>
Subject: FW: 76130 - RFI #44 Foundation Walls or Footing @ Stair S02

Charlie,

See email below and attached, I sent this to the wrong Charlie originally.
I also sent to Aaron

Thank You



MJ LAVERY & SONS
MASONRY CONSTRUCTION

Martin Lavery-Owner
386 N. Gilbert St.
Footville, WI 53537
Cell- (608)295-4801
Email – mjlavery.sons@gmail.com

Proposal-ADD

For: Gilbank Construction
Attn: Gary Gilbank
Job Name: Fort Atkinson DPW
Fort Atkinson, WI

This is the add for approx. 50 foot of wall that's added for 2 courses of 8" CMU grouted solid.

Price: \$3,000

Signed *Martin & Jameson Lavery* Date 7/2/2024

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

July 23, 2024

Request for Proposal #11

REV1 - CB# 02- Add Curb & Gutter & Landscape to Contain Telephone Pedestal

Project: Fort Atkinson – Public Works & Parks Operations

Project #: 76130

Brad,

The following is the change request per CB #02:

- Add approx. 41' of curb & gutter
- Add Landscaping
- Black dirt vs. asphalt

41' C&G @ \$26/ft	\$1,066
Mulch Only	\$ 200
Black Dirt vs. Asphalt	<u>(\$ 400)</u>
	\$ 866
10% P&O	<u>\$ 86</u>

Total Cost \$ 952

Let me know if you have any questions:

Sincerely

Gary Gilbank

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

August 17, 2024

Request for Proposal #12

CB# 03- Add Work @ Fireside Parking & Salt Shed Lot

Project: Fort Atkinson – Public Works & Parks Operations

Project #: 76130

Brad,

The following is the change request per CB #03:

- Adjust elevations
- Add approx. 80' of curb & gutter
- Add 3' wide asphalt strip

80' C&G @ \$26/ft	\$2,080
3' wide asphalt strip	\$2,415
Adjust elevations	<u>\$650</u>
	\$5,145
10% P&O	<u>\$ 514</u>

Total Cost **\$ 5,659**

Let me know if you have any questions:

Sincerely

Gary Gilbank

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

July 23, 2024

Request for Proposal #13

Plumbing Changes @ Parks Garage per Revised P101G

Project: Fort Atkinson – Public Works & Parks Operations

Project #: 76130

Brad,

The following is the change request per RFP #13:

- See attached proposal for breakdown

DeGarmo Plumbing \$8,449

10% P&O \$ 844

Total Cost \$9,293

Let me know if you have any questions:

Sincerely

Gary Gilbank



Proposed Change Order

Gilbank
PO 718
Clinton, Wisconsin, 53525

Project Number: 12192023
Project Name: Fort Public Works

Work Description

Costs for adding water and backflow to Parks Building

All Provisions from original proposal apply.

Itemized Breakdown

Description	Qty	Net Price U	Total Mat.	Labor U	Total Hrs.
1"90 Elbow, Close Ruff, Wrot Copper, B75, Press Joint, Water CXC	-9.000	9.55 E	-85.95	0.024 E	-0.216
1"Clevis Hanger, Carbon Steel, Copper Plated, Adjustable, Anvil CT-65	-14.000	0.00 E	0.00	0.554 E	-7.756
1"Copper, Press Joint, Fitting Joint	-18.000	0.00 E	0.00	0.040 E	-0.720
1"Copper, Pressfit, Pipe Joint	-4.000	0.00 E	0.00	0.040 E	-0.160
1"Coupling, Wrot Copper, B75, W/Dimple Stop, Press Joint	-4.000	6.15 E	-24.60	0.024 E	-0.096
1"Pipe Cut, Copper Wheel Cutter, Type L	-1.000	0.00 E	0.00	0.000 E	0.000
1"Pipe, Copper B88, Hard, PE, 20 Ft. Type L	-82.000	4.99 E	-409.18	0.030 E	-2.460
1/4" x 1"Washer, Fender, Carbon Steel, Zinc Plated	8.000	0.25 E	2.00	0.000 E	0.000
1/4" x 2-1/4"Concrete Anchors, Carbon Steel, Zinc Plated, Kwik Bolt, Expansion Anchor	8.000	2.00 E	16.00	0.000 E	0.000
2" Backflow	1.000	1,024.00 E	1,024.00	0.800 E	0.800
2" Quick Couple	2.000	50.00 E	100.00	0.800 E	1.600
2"90 Elbow, Close Ruff, Wrot Copper, B75, Press Joint, Water CXC	7.000	42.43 E	297.01	0.040 E	0.280
2"Ball Valve, Class 150, Bronze, Metal Handle, ProPress, C X C	5.000	129.50 E	647.50	0.088 E	0.440
2"Bronze, 150#, Pressfit, Valve Joint	10.000	0.00 E	0.00	0.064 E	0.640
2"Clevis Hanger, Carbon Steel, Copper Plated, Adjustable, Anvil CT-65	11.000	6.00 E	66.00	0.554 E	6.094
2"Copper, Press Joint, Fitting Joint	27.000	0.00 E	0.00	0.064 E	1.728
2"Copper, Pressfit, Pipe Joint	3.000	0.00 E	0.00	0.064 E	0.192
2"Coupling, Wrot Copper, B75, W/Dimple Stop, Press Joint	3.000	18.45 E	55.35	0.032 E	0.096
2"Male Adapter, Bronze, Press Joint, C X MPT	4.000	50.96 E	203.84	0.040 E	0.160
2"Pipe Cut, Copper Wheel Cutter, Type L	1.000	0.00 E	0.00	0.000 E	0.000
2"Pipe, Copper B88, Hard, PE, 20 Ft. Type L	82.940	17.37 E	1,440.67	0.038 E	3.152

Proposed Change Order

Project Name: Fort Public Works

2"Strut Clamps, Carbon Steel, Electro-Galvanized, Pipe Clamp, w/Controlled Squeeze Shoulder Bolt	4.000	15.00 E	60.00	0.000 E	0.000
2"Tee, Wrot Copper, B75, Press Joint, C X C X C	3.000	61.05 E	183.15	0.040 E	0.120
3/8"All Thread Rod, Carbon Steel, Zinc Plated, Anvil 146	-9.000	0.56 E	-5.04	0.000 E	0.000
3/8"Hex Nut, Carbon Steel, Zinc Plated	-6.000	0.25 E	-1.50	0.000 E	0.000
3/8"Upper Attachment Allowance (\$10.00 per rod diameter inch)	-3.000	1.00 E	-3.00	0.000 E	0.000
Poly and Install	1.000	150.00 E	150.00	20.000 E	20.000
Strut, Carbon Steel, Painted, 12 Gauge, 1-1/8" Slotted, 1-5/8 x 1-5/8, 10' Lengths	4.000	3.50 E	14.00	0.000 E	0.000
Totals	34.940		3,730.25		23.894

Extension Materials	Total
Database Material	3,730.25
Material Adjustment	0.00
Total Extension Materials	3,730.25

LABOR

Field Labor	Hours	Rate	Total
CO Project Management @10%	2.39	150.92	360.61
Foreman @10%	2.39	117.87	281.64
Plumber	23.89	105.86	2,529.42
Small Tools and Safety @6.5%	1.55	105.86	164.41
VOM @ 4.50 per hour	23.89	4.50	107.52
Warranty @ 1.5%	0.36	105.86	37.94
Total Field Labor			3,481.54

General Expenses	Qty	Duration	Cost/Unit	Tax %	OH %	MU %	Total
Consumables	3,481.45	1.000	0.02			10.000	76.59
Total General Expenses							76.59

Subcontracts	Cost	Tax %	OH %	MU %	Total
Insulation.	400.00	0.000		10.000	440.00
Total Subcontracts					440.00

Summary	%	Values	Totals
Total Material			3,730.25
Total Quotes			0.00
Field Labor		3,481.38	
Shop Labor		0.00	
Incidental Labor		0.00	
Indirect Labor		0.00	
Total Labor			3,481.38
Total Equipment			0.00
Total General Expenses			76.59
Total Subcontracts			400.00
Total Cost			7,721.26
Subcontract Overhead	10.000	40.00	

Proposed Change Order

Project Name: Fort Public Works

Global Overhead (on Prime Cost less Subs)	0.00	
Subcontract Markup	0.00	
Global Markup (on Net Cost less Subs)	0.00	
Total Overhead and Markup		40.00
Total Change		8,449.39

Proposed Change Order

Project Name: Fort Public Works

Client Acceptance

PCO #: 2

Final Amount: 8,449.39

Name: _____

Date: _____

Signature: _____

I hereby accept this quotation and authorize the contractor to complete the above described work

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

August 28, 2024

Request for Proposal #15

Electric Vehicle Receptacle

Project: Fort Atkinson – Public Works & Parks Operations

Project #: 76130

Brad,

The following is the change request per RFP #15:

- Owner provided charging port
- See attached proposal for breakdown

VP Plus	\$5,256
10% P&O	<u>\$ 525</u>
Total Cost	\$5,781

Let me know if you have any questions:

Sincerely

Gary Gilbank



VP Plus, Inc.
PO Box 448
Lake Geneva, WI 53147

Change Order

Date	Chg Order #
8/26/2024	15396

Billing Address
Gilbank Construction 301 Scot Drive Clinton, WI 53525

Project Address
Parks Building Remodel 600 Talcott Ave Fort Atkinson, WI 53538 PO#FORTDPW6 invoices by 20th

PO Number	Prev Estimate/Change	Plan Date	Estimate Valid For	Rep
			Net 15	JHV

This change order includes all additions & subtractions from previous change orders.

Description	Qty	U/M	Cost	Total
Provide and install a 70A 2P GFCI Breaker in panel LVP-1A, Circuit 10,12 Provide raceway and wiring to owner charging port, mounted on the southside of column at grid line	1		5,256.00	5,256.00



Vanderstappen Power Plus has merged with Foremost Electric.
All aspects of your experience as a customer will remain the same.

Owner's Signature & Date		Total \$5,256.00
Phone 262-249-8584	Fax 262-275-8599	www.vpplus.net

Wisconsin Lien Law. You are hereby notified that persons or companies furnishing labor or materials for construction on your property may have lien rights on your land and buildings if they are not paid. Those entitled to lien rights, in addition to undersigned prime contractor, are those who contract directly with you or those who give you identification notice within sixty days after they first furnish labor or materials for the construction.

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

August 17, 2024

Request for Proposal #16

Remove & Replace Concrete Stoops & Aprons @ Parks Building

Project: Fort Atkinson – Public Works & Parks Operations

Project #: 76130

Brad,

The following is the change request replacing concrete stoops & aprons @ the Parks Building:

- Remove & dispose of existing concrete
- Install 6 – 5'x5' concrete stoops
- Install 2 – 10' x 18' concrete aprons
- Assist Owner with loop detector installation

Remove & replace concrete	\$4,590
10% P&O	<u>\$ 459</u>

Total Cost	<u>\$ 5,049</u>
------------	------------------------

Let me know if you have any questions:

Sincerely

Gary Gilbank

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

September 12, 2024

Request for Proposal #17

Power to parks Building

Project: Fort Atkinson – Public Works & Parks Operations

Project #: 76130

Brad,

The following is the change request per RFI #52:

- See attached proposal for breakdown

VP Plus	\$17,571
10% P&O	<u>\$ 1,757</u>
Total Cost	\$ 19,328

Let me know if you have any questions:

Sincerely

Gary Gilbank



VP Plus, Inc.
801 Geneva Pkwy
Suite 1
Lake Geneva, WI 53147

Change Order

Date	Chg Order #
9/11/2024	15418

Billing Address
Gilbank Construction 301 Scot Drive Clinton, WI 53525

Project Address
Parks Building Remodel 600 Talcott Ave Fort Atkinson, WI 53538 PO#FORTDPW6 invoices by 20th

PO Number	Prev Estimate/Change	Plan Date	Estimate Valid For	Rep
			Net 15	JHV

This change order includes all additions & subtractions from previous change orders.

Description	Qty	U/M	Cost	Total
RFI #52 Install 1-1/4 conduit from MDP panel to Parks Garage Install disconnect, transformer and panel. Pull wiring and terminate	1		17,571.00	17,571.00
Breakdown of cost as follows Gear & Accessories - \$5,220.00 Labor - \$7,680.00 Material - \$1,671.00 Equipment - \$3,000.00				



Vanderstappen Power Plus has merged with Foremost Electric.
All aspects of your experience as a customer will remain the same.

Owner's Signature & Date		Total \$17,571.00
Phone 262-249-8584	Fax 262-275-8599	www.vpplus.net

Wisconsin Lien Law. You are hereby notified that persons or companies furnishing labor or materials for construction on your property may have lien rights on your land and buildings if they are not paid. Those entitled to lien rights, in addition to undersigned prime contractor, are those who contract directly with you or those who give you identification notice within sixty days after they first furnish labor or materials for the construction.

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

September 11, 2024

Request for Proposal #18

Install 2 Bollards @ Parts Room Door

Project: Fort Atkinson – Public Works & Parks Operations

Project #: 76130

Brad,

The following is the change request per RFP #18:

- Install 2 sch. 40 bollards and plastic covers at the exterior of the Parts Room overhead door.

Total Cost \$ 1,100

Let me know if you have any questions:

Sincerely

Gary Gilbank

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

September 19, 2024

Request for Proposal #19

Install Double Door @ Pressure Washer
Swap Gate from Equipment Mezz. To Parts Mezz.

Project: Fort Atkinson – Public Works & Parks Operations
Project #: 76130

Brad,

The following is the change request RFP #19 per response from RFI #51:

- Install 2 hollow metal doors & frame at opening to pressure washer per the response to RFI #51
 - Material \$2,380
 - Install \$1,200
 - Paint \$ 700
 - \$4,280
 - \$ 428
 - Total Cost \$4,708

- Swap the Gate openings from the Equipment Mezz. and the parts Mezz.
 - Caliber Const. \$ 450
 - Gilbank \$ 150
 - \$ 600
 - \$ 60
 - Total Cost \$ 660

Let me know if you have any questions:

Sincerely

Gary Gilbank

Gary Gilbank

From: jnelson@qualitydh.com
Sent: Friday, September 13, 2024 8:25 AM
To: Jason Burtness
Cc: Gary Gilbank
Subject: RE: Pricing for additional door at Fort Atkinson DPW

Jason,

Happy Friday!

Price for added opening which includes, pin thru frame, pair of doors, with hinges and top surface bolts only is

\$2,380.00.

That includes a louver in each door.

Do you want some form of control on those? We could do crash chains fairly inexpensively. Otherwise, they are free swinging.

The FRP doors are set to ship week of 9/27. We would have them the following week.

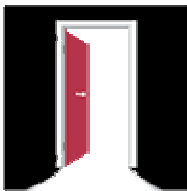
Should I get that new opening going for you?

Thanks,

Joe
Install 16 hours @ \$75 = \$1,200 (inc. lift)
Paint (inc. lift) \$ 700

Joe Nelson

Quality Door & Hardware
2807 S. 163rd St.
New Berlin, WI 53151
O-262-786-7150
D-715-818-4286



**QUALITY DOOR
AND HARDWARE** LLC

From: Jason Burtness <jasonb@gilbankconstruction.com>
Sent: Thursday, September 12, 2024 2:56 PM
To: jnelson@qualitydh.com
Cc: Gary Gilbank <garyg@gilbankconstruction.com>
Subject: Pricing for additional door at Fort Atkinson DPW

Hi Joe,

CALIBER CONSTRUCTION

3911 S. Colorado Trail
Janesville, WI 53546 US
(608)359-1370
Caliberconstruction1@yahoo.com

INVOICE

BILL TO
Gilbank Construction
301 Scot Dr
Clinton, WI 53525

INVOICE
DATE
TERMS
DUE DATE
Gilbank #87
09/17/2024
Net 30
10/17/2024

P.O. NUMBER
FORTDPW29

DESCRIPTION	AMOUNT
Fort Atkinson DPW-additional charges	
Moved gate and guardrail from one mezzanine to another	450.00
Cutting and raising mounting brackets/studs for guardrails to be installed	1,260.00
BALANCE DUE	\$1,710.00

Jason 2 Hours = \$150



MEMORANDUM

DATE: October 1, 2024

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Building/Zoning Administrator

RE: Review and possible action relating to a Certified Survey Map for the property located at 1200 Whitewater Avenue (Draeger, Building and Zoning Administrator)

BACKGROUND

The applicants have submitted a one-lot Certified Survey Map for review by the Plan Commission. The CSM represents the property owner's request to remove the western 14,691 square feet of parcel 226-0514-1023-037 ("east parcel") and to attach it to parcel 226-0514-1023-031 ("west parcel"). There is currently a building on the east side of the east parcel, and the applicants and owner believe a larger undeveloped west parcel will be attractive for higher density residential development.

DISCUSSION

Please see the Plan Commission staff report for additional information.

FINANCIAL ANALYSIS

Staff does not anticipate an immediate financial impact. However, this land division creates a larger parcel with the UMU zoning district that could accommodate multi-family or commercial development, which would add value to the tax base and positively impact the community.

RECOMMENDATION

At the meeting on September 24, 2024, the Plan Commission reviewed this matter and recommended that the City Council approve the preliminary Certified Survey Map. Staff recommends that the City Council approve the Certified Survey map as submitted.

ATTACHMENTS

1. Plan Commission Memo
2. CSM Application 1200 Whitewater Ave
3. 1200 Whitewater Preliminary CSM 9.11.24



PRELIMINARY CSM REVIEW REPORT TO THE PLAN COMMISSION

DATE: September 24, 2024

PROPERTY ADDRESS: 1200 Whitewater Ave.

PARCEL NUMBERS: 226-0514-1023-031, 226-0514-1023-037

OWNER: Richard F Klopik Trust

APPLICANT: Steven Mode and Joanne Larson

FILE NUMBER: CSM-2024-06

EXISTING ZONING: Urban Mixed-Use

PROPOSED ZONING: No Change Requested

EXISTING LAND USE: N/A

REQUESTED USES: N/A

BACKGROUND

The applicants have submitted a one-lot Certified Survey Map for review by the Plan Commission. The CSM represents the property owner's request to remove the western 14,691 square feet of parcel 226-0514-1023-037 ("east parcel") and to attach it to parcel 226-0514-1023-031 ("west parcel"). There is currently a building on the east side of the east parcel, and the applicants and owner believe a larger undeveloped west parcel will be attractive for higher density residential development.

REQUEST OVERVIEW

The proposed lot reconfiguration is in the Whitewater Avenue Corridor Planning Area and is shown as Planned Mixed-Use on the Future Land Use Map. The current zoning and proposed reconfiguration are in concert with the City Comprehensive Plan. The current Zoning of the property of Urban Mixed Use does permit a large variety of uses including; Multi-unit housing, Office spaces, Mixed-Use buildings, Indoor Sales and Services, Restaurants, and Drive-Through and In-vehicle Sales, and several more similar uses.

WHITEWATER AVENUE CORRIDOR PLANNING AREA

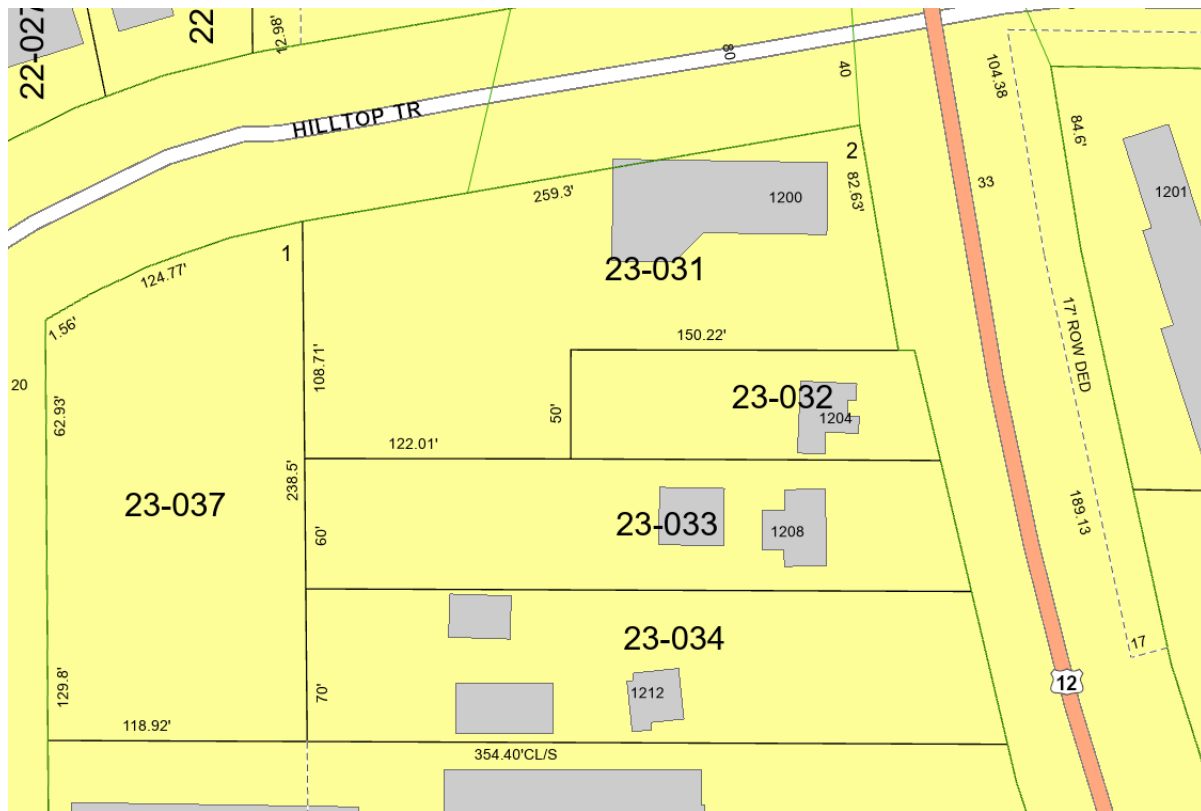
FIGURE: 2.20
CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



Public Notice is not required for a CSM Review.

DISCUSSION

The applicants and owner are proposing to reconfigure property lines between adjacent properties. The reconfiguration would reduce the size of parcel facing Whitewater Ave by 14,691 Sf and combine that portion with the existing lot to the West. The new lot configuration meets the Bulk Regulations for the Urban Mixed Use Zoning. It should be noted that the existing parcel along Whitewater Ave has an existing non-conforming structure on the property. The non-conforming structure is not positively or negatively affected by the proposed reconfiguration. The new larger vacant Lot 1 (east parcel) seen on the attached Preliminary CSM would be 40,815 Sf and the new Lot 2 (west parcel) is reduced to 13,029 Sf. The new larger lot 1 creates an opportunity for a larger and higher density development.



RECOMMENDATION

Staff recommends that the Plan Commission recommend the City Council approve the Preliminary Certified Survey Map.

ATTACHMENTS

1. CSM Application 1200 Whitewater Ave
2. 1200 Whitewater Preliminary CSM 9.11.24



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

City of Fort Atkinson Certified Survey Map Application

This form is designed to be used by the Applicant as a guide to submitting a complete application for review of a Certified Survey Map by the City to process the application.

APPLICANT Name, company, and client (if applicable): Steven L Mode & Joanne Larson
Wayne Hayes Real Estate LLC

Phone number: 920-563-3956 Email: Steve.Mode@waynehayesrealestate.com

OWNER Name, company, and client (if applicable): Richard F Klopac Trust
Contact - Ryan Klopac

Phone number: 920-723-8329 Email: ryan@firesdbtheatre.com

Postal address for proposed CSM: 1200 Whitewater Ave

Parcel Identification Numbers Involved: 226-0514-1023-031
226-0514-1023-037

Brief description of proposed division or combination and purpose: Owner proposes moving
14691 sq. ft from The East parcel & Attach it to The West Parcel to
create a developable parcel for residential purposes. Current
Zoning is Urban Mixed Use which allows this development type.

I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

- ☒ A map of the subject property to scale depicting:
 - ☒ All lands and boundaries for the parcel(s)
 - ☒ Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - ☒ All lot dimensions of the subject property.
 - ☒ A graphic scale and a north arrow.
- ☒ Legal Description
- ☒ All easements, setbacks or land restrictions on the parcel(s)



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

II Process Checklist

- | | |
|--|---------------|
| ☐ Application fee of \$100 plus \$10 per additional lot received by City Treasurer
(Maximum \$500) | Date: _____ X |
| ☐ Receipt of complete application packet by Zoning Administrator | Date: _____ |
| ☐ City Staff Review | Date: _____ |
| ☐ Plan Commission Public Hearing, review and recommendation | Date: _____ |
| ☐ City Council review and action | Date: _____ |

Dated this 9 day of August, 20 24

Respectfully submitted,



(Signature of Applicant) Steven L. Mode

PLAT OF SURVEY

PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 1361, RECORDED IN VOLUME 4, PAGES 355 THRU 357 OF CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY, WISCONSIN, AS DOCUMENT NO. 765429, LOCATED IN THE SW 1/4 OF THE NW 1/4 OF SECTION 10, T.5N., R.14E. OF THE 4TH P.M., CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

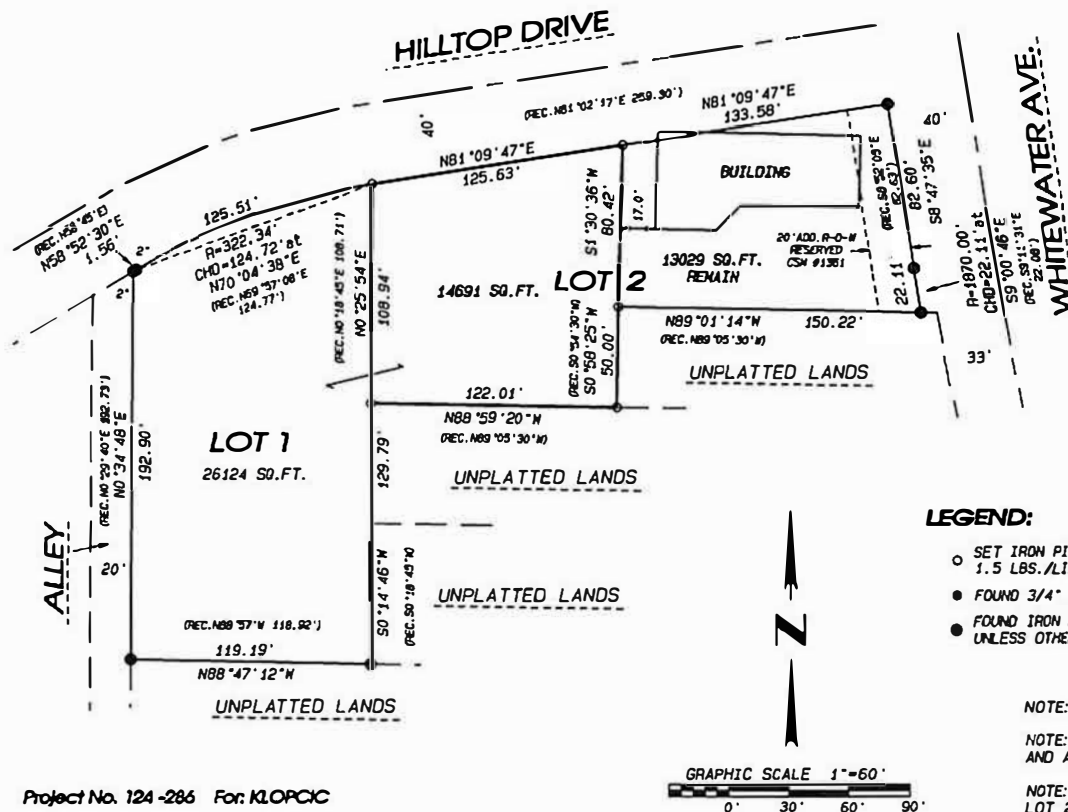
DESCRIBED AS FOLLOWS: BEGINNING AT AND IRON PIN AT THE SW CORNER OF SAID LOT 2; THENCE N0°25'54"E ALONG THE WEST LINE OF SAID LOT, 108.94 FEET TO AN IRON PIN AT THE NW CORNER OF SAID LOT 2; THENCE N81°09'47"E ALONG THE NORTH LINE OF SAID LOT, 125.63 FEET TO AN IRON PIN; THENCE S1°30'36"W 80.42 FEET TO AN IRON PIN AT A CORNER OF SAID LOT 2; THENCE S0°58'25"W 50.00 FEET TO AN IRON PIN AT A CORNER OF SAID LOT 2; THENCE N88°59'20"W 122.01 FEET TO THE PLACE OF BEGINNING. CONTAINING 14691 SQ.FT.

Note: The above description is for the transfer of land between adjoining parcels and cannot be transferred as a separate parcel.

STATE OF WISCONSIN
COUNTY OF ROCK SS.

I HEREBY CERTIFY THAT I HAVE SUPERVISED THE SURVEY OF THE PROPERTY DESCRIBED HEREON FOR THE EXCLUSIVE USE OF RICHARD F. KLOPCIC TRUST AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE PLAT HEREON DRAWN CORRECTLY REPRESENTS SAID SURVEY AND ITS LOCATION AND COMPLIES WITH CHAPTER A-E7.

GIVEN UNDER MY HAND AND SEAL THIS 30TH DAY OF JULY, 2024.
AT JANESVILLE, WISCONSIN.



JEFFREY R. GARDE PLS NO. 2766

If the surveyor's signature is not red in color, the map is a copy and may contain unauthorized alterations. The certification contained hereon shall not apply to any copies.

Combs & Associates

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 N. Milwaukee St.
Janesville, WI 53448
www.combsurvey.com

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



- Land Surveying
- Land Planning
- Civil Engineering

JULY 30, 2024

TO: KLOPCIC TRUST

RE: DESCRIPTION OF LAND TO BE TRANSFERRED TO ADJOINING LOT

PART OF LOT 2 OF CERTIFIED SURVEY MAP NO.1361, RECORDED IN VOLUME 4, PAGES 355 THRU 357 OF CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY, WISCONSIN, AS DOCUMENT NO.765429, LOCATED IN THE SW 1/4 OF THE NW 1/4 OF SECTION 10, T.5N., R.14E. OF THE 4TH P.M., CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

DESCRIBED AS FOLLOWS: BEGINNING AT AND IRON PIN AT THE SW CORNER OF SAID LOT 2; THENCE N0°25'54"E ALONG THE WEST LINE OF SAID LOT, 108.94 FEET TO AN IRON PIN AT THE NW CORNER OF SAID LOT 2; THENCE N81°09'47"E ALONG THE NORTH LINE OF SAID LOT, 125.63 FEET TO AN IRON PIN; THENCE S1°30'36"W 80.42 FEET TO AN IRON PIN AT A CORNER OF SAID LOT 2; THENCE S0°58'25"W 50.00 FEET TO AN IRON PIN AT A CORNER OF SAID LOT 2; THENCE N88°59'20"W 122.01 FEET TO THE PLACE OF BEGINNING. CONTAINING 14691 SQ.FT.

Note: The above description is for the transfer of land between adjoining parcels and cannot be transferred as a separate parcel.

Note: The above description is subject to any and all easements and agreements, recorded or unrecorded.

Project No.124-286A

Public Parcel Search

Parcel Number - 226-0514-1023-031

Parcel Status - ACTIVE

[MAP](#)

Data Updated - August 09, 2024 1:01pm

PARCEL INFORMATION

Municipality	CITY OF FORT ATKINSON
State-Municipality-Code	226
Township	05
Range	14
Section	10
Quarter-Quarter	23 - SW1/4 of NW1/4.
ID	031

PARCEL OWNERS

KLOPCIC TRUST, RICHARD F

PARCEL ADDRESSES

1200 WHITEWATER AVE
FORT ATKINSON, WI 53538

BILLING ADDRESS

RICHARD F KLOPCIC TRUST
PO BOX 7
FORT ATKINSON, WI 53538

PROPERTY SIZE

Acres	Front	Depth
0.735	0.00	0.00

BRIEF LEGAL DESCRIPTION

(NOT FOR USE ON LEGAL DOCUMENTS)

Description

LOT 2, CSM 1361-4-355, DOC 765429. SUBJ TO SEWER ESMT IN DOC 1416765.

VALUATION INFORMATION

Assessment Year	2024	2023
Tax District	1	1
Assessment Acres	0.735	0.735
Assessed Land Value	\$100,000	\$100,000
Assessed Improved Value	\$70,000	\$70,000
Total Value	\$170,000	\$170,000

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

TAX INFORMATION

TAX YEAR	2023	NOT DELINQUENT	
General Taxes	3,211.42		
First Dollar	86.56		
Lottery Credit	0.00	Paid	Balance
General Tax	3,124.86	3,124.86	0.00
Specials	0.00	0.00	0.00
MFL			
Tax Totals	3,124.86	3,124.86	0.00

Category	Assessed Value	Average	Estimated
Land	100,000	Assessment	Market
Improv.	70,000	Ratio	Value
Total	170,000	0.9750	174,400
First Installment	1,562.86	Second Installment	1,562.00

DISTRICT INFORMATION

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

RECORDED TRANSFER DOCUMENTS

Doc Type	Status	Document Date	Sale Amt	Doc. No.
QCD	A	12/15/1996		968375
	P	00/00/0000		708075

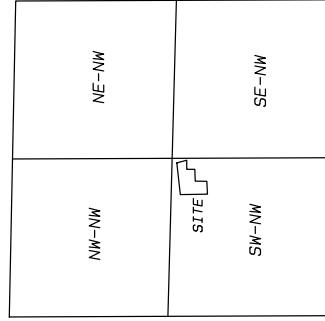
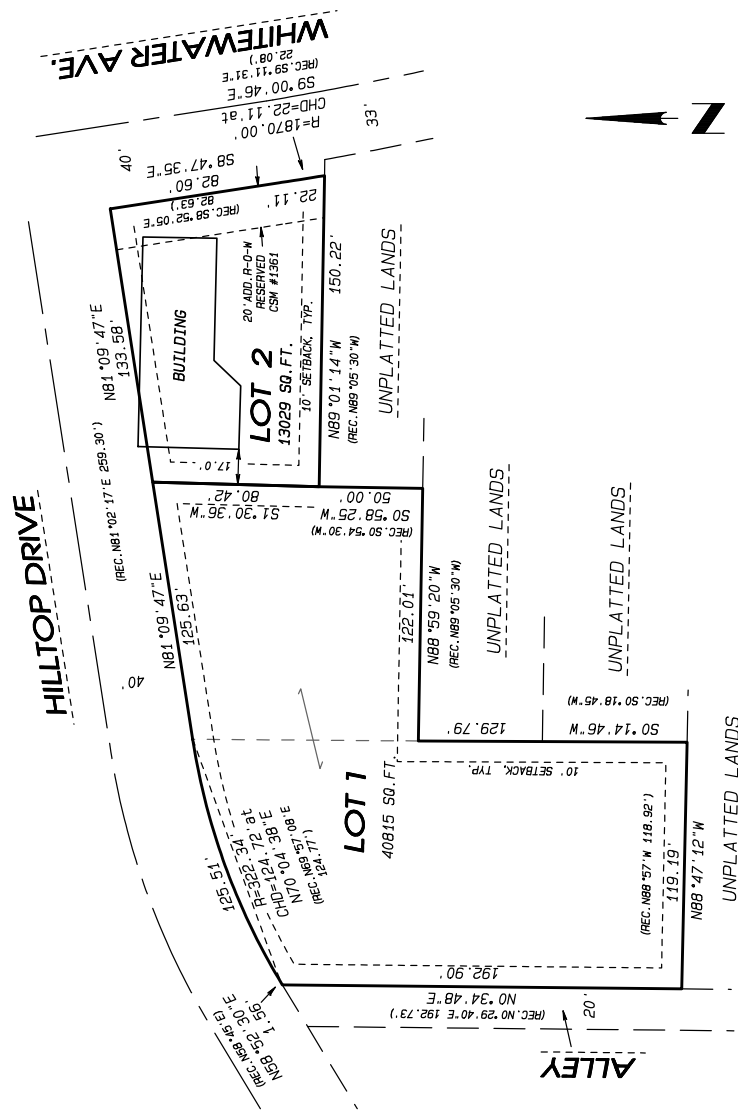
PRELIMINARY CERTIFIED SURVEY MAP

LOTS 1 AND 2 OF CERTIFIED SURVEY MAP NO. 1361, RECORDED IN VOLUME 4, PAGES 355 THRU 357 OF CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY, WISCONSIN, AS DOCUMENT NO. 765429, LOCATED IN THE SW 1/4 OF THE NW 1/4 OF SECTION 10, T.5N., R.14E. OF THE 4TH P.M., CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

OWNER: RICHARD F. KLOPCIC TRUST
PO BOX 7
FORT ATKINSON, WI 53538

OWNER'S AGENT: STEVE MODE - WAYNE HAYES REAL ESTATE
111 SHERMAN AVENUE
FORT ATKINSON, WI 53538
steve.mode@waynehayesrealestate.com
414.331.6704

ZONING OF SUBJECT PARCELS: UMU - URBAN MIXED USE
BUILDING SETBACKS: 10', TYPICAL



NW1/4, SECTION 10, T.5.N, R.14.E.

Date: 9/11/2024

Combs & Associates, Inc.

• LAND SURVEYING • LAND PLANNING • CIVIL ENGINEERING

109 W. Milwaukee St.
Jefferson, WI 53538
tel: 608 752-0575
fax: 608 752-0534
www.combsurvey.com



Project No. 124-286 For: KLOPCIC



MEMORANDUM

DATE: October 1, 2024

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Building/Zoning Administrator

RE: Review and possible action relating to a Certified Survey Map for the property located at 1222 Van Buren Street (to be addressed 113 Wilson Avenue) (Draeger, Building and Zoning Administrator)

BACKGROUND

Applicants John and Jane Anderson purchased the subject property located in the Town of Koshkonong in April 2023 and are Petitioning to Annex the territory into the City. The applicants have requested to hook up to city sewer and water due to a failed septic system and by Ordinance must annex the property into the city when public utilities are available. Public Utilities are in place on Wilson Ave. The applicants will hook up to the city sewer and water and abandon the existing well.

DISCUSSION

This is a unique situation as the parcels must be combined to allow for annexation and the approval of the CSM may not occur without the annexation. This conundrum is the reason for these two approvals being combined as part of this Petition to Annex. The new parcel created by the CSM meets most of the bulk regulations for the SR-7 Zoning. A Zoning Amendment will not be necessary as the parcel being used as access to Wilson Ave is currently Zoned SR-7 Single Family.

FINANCIAL ANALYSIS

Staff does not anticipate any financial impact associated with this certified survey map.

RECOMMENDATION

The Plan Commission recommended the City Council approve the CSM at a meeting on September 24, 2024.

Staff recommends that the City Council approve the Preliminary CSM, combining parcels depicted on the attached Preliminary CSM, subject to the annexation of the property located at 1222 Van Buren Street (to be addressed 113 Wilson Avenue).

ATTACHMENTS

1. Plan Commission Memo (1)
2. CSM
3. Plat of Survey and Legal Description



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

Petition For Annexation and Certified Survey Map Review REPORT TO THE PLAN COMMISSION

DATE: September 24, 2024

FILE NUMBER: PFA-2024-01

PROPERTY ADDRESS: 1222 Van Buren Street (to become 113 Wilson Ave)

EXISTING ZONING: A-T Ag Transition (Town)

PARCEL NUMBER: 016-0514-0422-033

PROPOSED ZONING: SR-7 Single Family Residential (City)

OWNER: John R Anderson Trust, Jane M Anderson Trust

EXISTING LAND USE: Single Family Residential

APPLICANT: John and Jane Anderson

REQUESTED USES: No Change Requested

BACKGROUND

Applicants John and Jane Anderson purchased the subject property located in the Town of Koshkonong in April 2023 and are Petitioning to Annex the territory into the City. The applicants have requested to hook up to city sewer and water due to a failed septic system and by Ordinance must annex the property into the city when public utilities are available. Public Utilities are in place on Wilson Ave. The applicants will hook up to the city sewer and water and abandon the existing well.

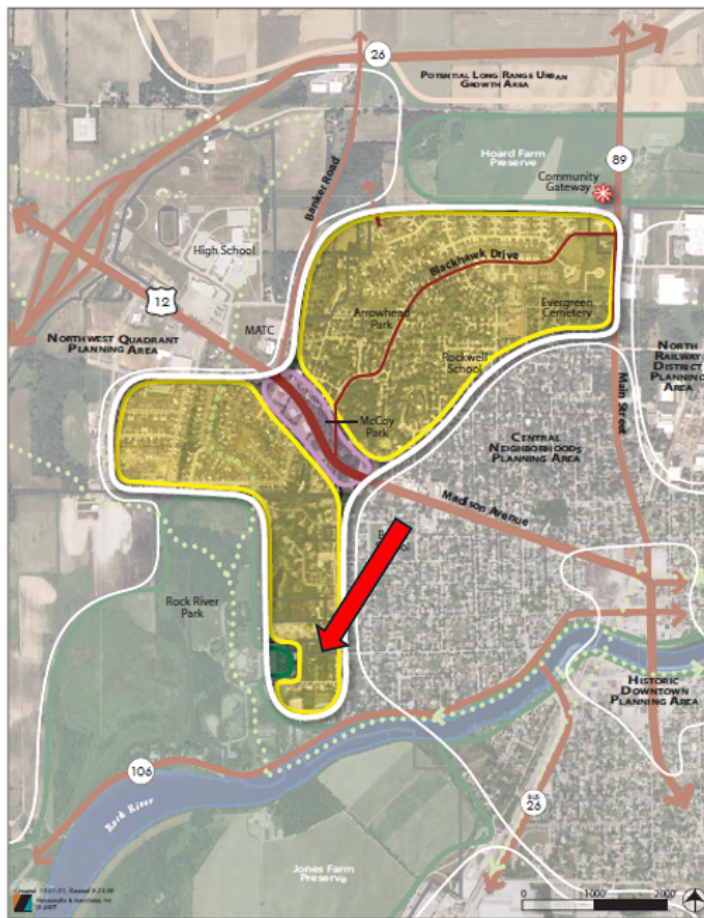
REQUEST OVERVIEW

The subject parcel is located in the North Neighborhood Planning Area and is shown as Neighborhood in Figure: 2.13. The parcel is currently a single family residence and is in concert with the City Comprehensive Plan by remaining a Single Family Use.

NORTH NEIGHBORHOOD PLANNING AREA

FIGURE: 2.13

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



Annexation by Unanimous Consent and certified survey maps do not require a public notice.

DISCUSSION

The subject parcel is located in the Town of Koshkonong, and the applicants are requesting to be annexed into the city. However, the parcel does not have direct access to a public right-of-way, which is required by the City's ordinances. The applicants are currently accessing Wilson Ave through a parcel that they own, which is located within the City. This is a unique situation as the parcels must be combined to allow for annexation and the approval of the CSM may not occur without the annexation. This conundrum is the reason for these two approvals being combined as part of this Petition to Annex. The new parcel created by the CSM meets most of the bulk regulations for the SR-7 Zoning. A Zoning Amendment will not be necessary as the parcel being used as access to Wilson Ave is currently Zoned SR-7 Single Family.

CERTIFIED SURVEY MAP No. _____

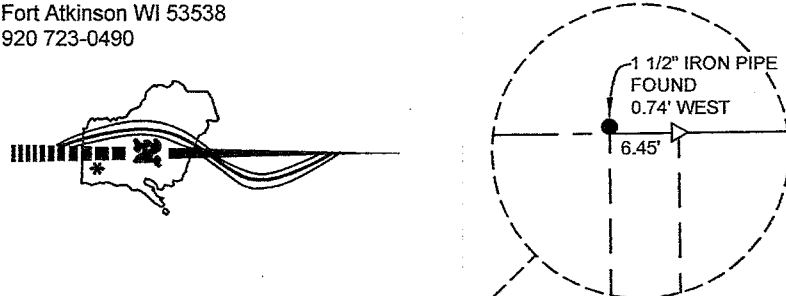
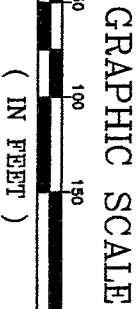
BEING OUTOT "A" OF PFAFFLIN PLAT AND OTHER LANDS LOCATED IN THE NW 1/4 OF THE FRACTIONAL NW 1/4 OF SECTION 4, T5N, R14E, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

OWNERS:
John R. & Jane M. Anderson Trust
1216 W. Sherman Avenue
Fort Atkinson WI 53538
920 723-0490

BEARING BASIS:
ALL BEARINGS REFER TO THE WEST LINE, SW 1/4 WHICH HAS AN ASSUMED BEARING OF N00°46'01"W

SW CORNER, NW 1/4 SECTION 4, T5N, R14E, ALUMINUM MONUMENT OF RECORD

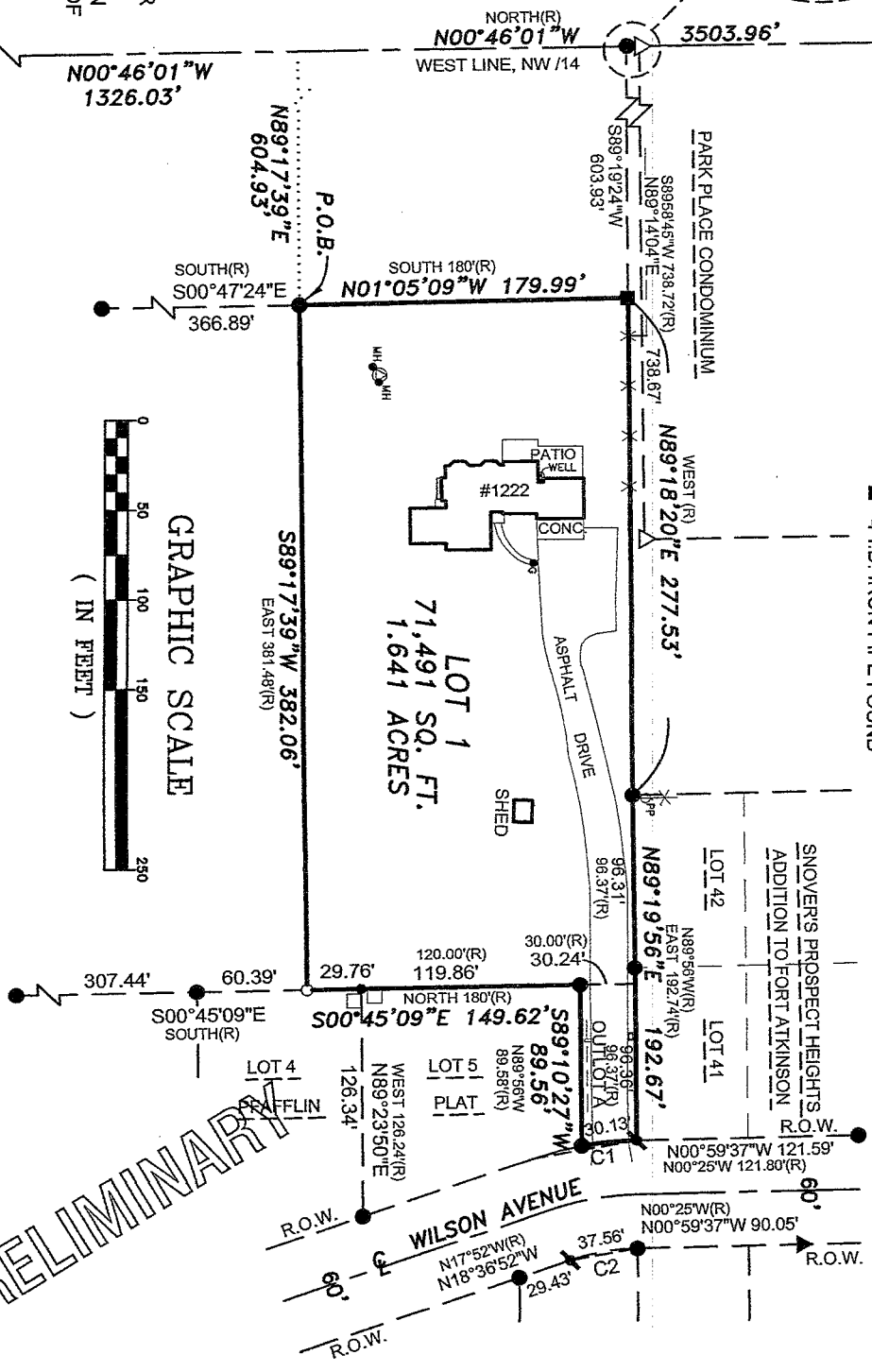
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BRG.	DELTA ANGLE
C1	180.00'	80.13'	30.10'	S05°28'15"E	09°35'31"
C1(R)		30.14'		N04°44'W	
C2	120.00'	37.56'	37.40'	S09°38'41"E	17°56'23"
C2(R)				S08°54'E	17°56'



SW CORNER, SE 1/4 SECTION 32, T6N, R14E, ALUMINUM MONUMENT OF RECORD
N88°53'08"W 2630.07'
SOUTH LINE, SE 1/4
263.45'
SE CORNER, SE 1/4 SECTION 32, T6N, R14E, ALUMINUM MONUMENT OF RECORD

NW CORNER, NW 1/4 SECTION 4, T5N, R14E, LIMESTONE MONUMENT OF RECORD FOUND 2.53' NORTH OF CORNER

- LEGEND
- 1 1/2" I.D. IRON PIPE FOUND
 - 1" IRON ROD FOUND
 - 1" I.D. IRON PIPE FOUND
 - 3/4"x18" IRON REBAR (1,502 lbs/lin ft) W/ ORANGE PLASTIC CAP STAMPED "J.C. KANNARD P.L.S. S-2248" SET.
 - SECTION CORNER FOUND AS NOTED
 - 3/4" IRON REBAR FOUND
 - T-BAR FOUND
 - 4" I.D. IRON PIPE FOUND
 - WOOD FENCE
 - UTILITY PEDESTALS
 - UTILITY POLE
 - SEPTIC MANHOLE
 - GAS VALVE
 - SEPTIC VENT
 - (R) RECORDED AS



PRELIMINARY

SOUTHWEST
SURVEYING & ASSOCIATES, Inc.
P.O. BOX K, PALMYRA, WI. 53156
262-495-4910
920-674-4884

SHEET 1 OF 2
DATE: AUGUST 25, 2023
JOB NO: A-223113

CERTIFIED SURVEY MAP No. _____

BEING OUTLOT "A" OF PFAFFLIN PLAT AND OTHER LANDS LOCATED IN THE NW 1/4 OF THE FRACTIONAL NW 1/4 OF SECTION 4, T5N, R14E, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, John C. Kannard, Professional Land Surveyor No. 2248, hereby certify:

That I have surveyed, divided, mapped this Certified Survey Map being Outlot "A" of Pfafflin Plat and other lands located in the NW 1/4 of the fractional NW 1/4 of Section 4, T5N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin, bounded and described as follows:

Being a part of the NW 1/4 of the Fractional NW 1/4 of Section 4, T5N, R14E, Town of Koshkonong, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the Aluminum Monument that marks the Southwest corner of the NW 1/4 of said Section 4; Thence N00°46'01"W, along the West line of said fractional NW 1/4, a distance of 1326.03 feet; Thence N89°17'39"E, a distance of 604.93 feet, to a Found 1 1/2" I.D. Iron Pipe that marks the POINT OF BEGINNING of the lands to be described: Thence N01°05'09"W, a distance of 179.99 feet, to a Found 4" I.D. Iron Pipe; Thence N89°18'20"E, a distance of 277.53 feet, to a Found 1 1/2" I.D. Iron Pipe that marks the Southwest corner of Lot 42 of Snover's Prospect Heights Addition to Fort Atkinson; Thence N89°19'56"E, along the South line of Lot 41 and said Lot 42 of Snover's Prospect Heights Addition to Fort Atkinson and the North line of Outlot "A" of Pfafflin Plat, a distance of 192.67 feet, to a Found 1" Iron Rod that marks the Northeast corner of said Outlot "A" and to a point of curvature said curve having it's center point in the Easterly direction, a radius of 180.00 feet, a delta angle of 09°35'31", a chord bearing of S05°28'15"E, a chord distance of 30.10 feet; Thence Southeasterly along the arc of said curve, a distance of 30.13 feet, to a Found 1 1/2" Iron Pipe that marks the Southeast corner of said Outlot "A"; Thence S89°10'27"W, along the South line of said Outlot "A", a distance of 89.56 feet, to a Found 1 1/2" Iron Pipe that marks the Northwest corner of Lot 5 of the Pfafflin Plat; Thence S00°45'09"E, along the West line of Lots 4 and Lot 5 of said Pfafflin Plat, a distance of 149.62 feet, to a Set 3/4"x18" Iron Rebar (1.502 lbs/lin ft) w/orange plastic cap stamped "J.C. Kannard P.L.S. S-2248"; Thence S89°17'39"W, a distance of 382.06 feet, to the POINT OF BEGINNING, containing 71,491 Square Feet or 1.641 Acres of land, more or less.

Subject to all rights, reservations, restrictive covenants and easements of record.

I further certify that I have made this survey and map under the direction of CBF Investment Co. LLC, owner of said lands, and that this Certified Survey Map is a correct representation of the boundary surveyed and described and that I have complied fully with the provisions of Chapter 236.34 of the State of Wisconsin Statutes, and the subdivision regulations of City of Fort Atkinson in surveying and mapping same.

Certified this 25th day of August, 2023

John C. Kannard, P.L.S. 2248

CITY OF FORT ATKINSON APPROVAL:

This Certified Survey Map is hereby approved by the City of Fort Atkinson.

Dated this ____ day of _____, 2023

Michelle Ebbert, City Clerk.

Plat of Survey

Survey For: John R. & Jane M. Anderson Revocable Trust dated 06/12/2018

Location: #1222 Van Buren Street, City of Fort Atkinson & Town of Koshkonong, Jefferson County, Wisconsin.

Description: See Sheet 2 of 2

BEARING BASIS:
ALL BEARINGS REFER
TO THE WEST LINE,
SW 1/4 WHICH HAS AN
ASSUMED BEARING OF
N00°46'01"W

1/4

N88°53'08"W
2630.07'
SOUTHLINE SE 1/4

SE CORNER, SE 1/4
SECTION 32, T6N, R14E,
ALUMINUM MONUMENT
OF RECORD

N88°53'08"
2630 07'

2030.07
TH LINE, SE 1/4

263.45'

NW CORNER, NW 1/4
SECTION 4, T5N, R14E,
LIMESTONE MONUMENT
OF RECORD FOUND 2.53
NORTH OF CORNER

N00°46'01
NORTH(R)

WEST LINE, NW 1/4
3503.96'

P.O.B.-

N89°17'39"E
604.93'

N00°46'01"W
1326.03'

GRAPHIC SCALE
(IN FEET)

SW CORNER, NW 1/4
SECTION 4, T5N, R14E,
ALUMINUM MONUMENT
OF RECORD

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BRG.	DELTA ANGLE
C1	180.00'	30.13'	30.10'	S05°28'15"E	09°35'31"
C1(R)		30.14'		N04°44'W	
C2	120.00'	37.56'	37.40'	S09°38'41"E	17°56'23"
C2(R)				S08°54'E	17°56'

NOTES:

1) Parcel 2 contains 2,648 Square Feet or 0.061 Acre.

2) All offset distances are to the building corners (not overhang).

SOUTHWEST
SURVEYING & ASSOCIATES, INC.

W1065 COUNTY ROAD CI, HELENVILLE, WI. 53137
262-495-4910
920-674-4884

State of Wisconsin) ss I certify that I have surveyed the above described (property) and the above map is a true representation thereof and shows the size and location of the Property, its exterior boundaries, the location and dimensions of all visible structures thereon, fences, apparent easements and roadways and visible encroachments, if any, this survey complies with Chapter A-E 7, to the best of my knowledge and belief.

THIS IS A JOHN C. KANNARD AUTHORIZED
PRINT ONLY IF SIGNATURE APPEARS IN
RED INK ON BLACK LINE PRINT.

JOHN C. KANNARD, Professional Land Surveyor

SHEET 1 OF 2
DATE: MARCH 5, 2024
JOB NO: A-223113

Plat of Survey

Survey For: John R. & Jane M. Anderson Revocable Trust dated 06/12/2018

Location: #1222 Van Buren Street, City of Fort Atkinson & Town of Koshkonong, Jefferson County, Wisconsin.

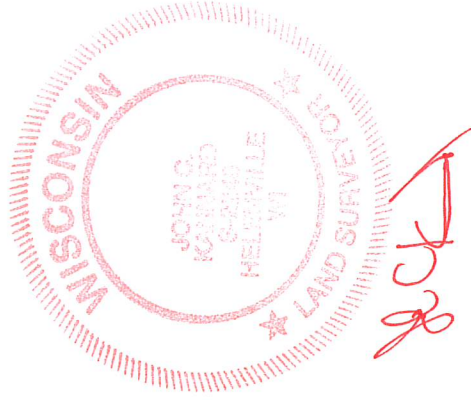
Descriptions: (Parcel 1) Being a part of the NW 1/4 of the Fractional NW 1/4 of Section 4, T5N, R14E, Town of Koshkonong, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the Aluminum Monument that marks the Southwest corner of the NW 1/4 of said Section 4; Thence N00°46'01"W, along the West line of said fractional NW 1/4, a distance of 1326.03 feet; Thence N89°17'39"E, a distance of 604.93 feet, to a Found 1 1/2" I.D. Iron Pipe that marks the POINT OF BEGINNING of the lands to be described: Thence N01°05'09"W, a distance of 179.99 feet, to a Found 4" I.D. Iron Pipe; Thence N89°18'20"E, a distance of 277.53 feet, to a Found 1 1/2" I.D. Iron Pipe that marks the Southwest corner of Lot 42 of Snover's Prospect Heights Addition to Fort Atkinson; Thence N89°19'56"E, along the South line of Lot 41 and said Lot 42 of Snover's Prospect Heights Addition to Fort Atkinson, a distance of 105.58 feet, to the Northwest corner of Outlot "A" of Pfafflin Plat; Thence S00°45'09"E, along the West line of said Outlot "A" and Lots 4 and Lot 5 of said Pfafflin Plat, a distance of 179.86 feet, to a Set 3/4"x18" Iron Rebar (1.502 lbs/lin ft) w/orange plastic cap stamped "J.C. Kannard P.L.S. S-2248"; Thence S89°17'39"W, a distance of 382.06 feet, to the POINT OF BEGINNING, containing 68,836 Square Feet or 1.580 Acres of land, more or less.

(Parcel 2)

Outlot A, according to Pfafflin Plat, Being a part of the NW 1/4 of the Fractional NW 1/4 of Section 4, T5N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin.

Subject to all rights, reservations, restrictive covenants and easements recorded or unrecorded.





MEMORANDUM

DATE: October 1, 2024

TO: Fort Atkinson City Council

FROM: Merrilee Lee, Museum Director

RE: Review and possible action relating to the elevator repair project at the Hoard Historical Museum with Schumacher Elevator Company at a cost not to exceed \$93,876 in 2025 with a down payment of \$25,000 in 2024 (Lee, Museum Director)

BACKGROUND

The Hoard Historical Museum's public areas are comprised of three floors, all of which are accessible via the elevator. The elevator is slated for significant mechanical replacement in 2025.

DISCUSSION

Schumacher Elevator Company, the company performing the repairs, has submitted the attached proposal to make these substantial repairs in 2025. The project was included in the 2025-2029 CIP approved by the City Council along with the 2024 Budget in November 2023. Likewise, this project will be included in the 2025 CIP when it is presented to the City Council on October 9, 2024. However, in order to be placed on the schedule in 2025, Schumacher Elevator Company has requested a down payment of \$25,000 for the project be remitted in 2024. The total cost of the project is \$93,876 per the attached proposal.

The repairs are necessary because the elevator's internal components, aside from the elevator car, are obsolete, and replacement parts cannot be found. At any given time, the elevator could stop working, and the Museum would be without an elevator until Schumacher could perform these proposed repairs. The elevator already includes Schumacher's propriety equipment so proposals from other firms were not sought.

FINANCIAL ANALYSIS

All museum CIP budget expenditures are funded from the City's Museum trust fund. The initial \$25,000 would be paid for by the City's general fund, which would later be reimbursed later from the City's Museum trust fund. The total project cost of \$93,876 will be paid for through the City's Museum Trust. The balance in the City's Museum Trust is currently \$793,727.

RECOMMENDATION

Staff recommends that the City Council approve the proposal from Schumacher Elevator Company for elevator repairs in 2025 for \$93,876 with a down payment of \$25,000 to be paid for through the general fund and reimbursed through the City's Museum Trust.

ATTACHMENTS

1. Elevator Bid



PROPOSAL

REVISION 1
SEC003063-1

HOARD HISTORICAL MUSEUM

PREPARED FOR:

PREPARED BY:
BO MCMAHON
ESTIMATOR & PROJECT MANAGER
bo.mcmahon@schumacherelevator.com
(319) 406-1228

PROPOSAL ISSUED:
8/2/2024

PROPOSAL VALID-TO:
9/1/2024

PROPOSAL OVERVIEW

HOARD HISTORICAL MUSEUM

PROJECT ID: SEC003063-1

PROPOSAL PRICE: \$93,876.00

Submitted on 8/2/2024

PRICE BREAKDOWN

Item	Description	Quantity	Price
1	Hydraulic In-Ground / Custom PKG / 2500 lb / 100 fpm / 3 stops / F	1	\$93,876.00
BASE PRICE			\$93,876.00

ADDITIONAL NOTES

Proposal is based on completion of project on or before 12/31/2025.

PACKAGE DETAILS | ITEM ID: 1

General Notes	Package Details	Elevator Specifications
Proposal dimensions are for estimating purposes only and not for construction use. All dimensions and components are to be verified during the engineering process and are subject to change.	Project Type: Mod Package ID: 1 Package Type: Custom Package Quantity: 1 Code Compliance: 2016	Elevator Type: Hydraulic Sub-Type: In-Ground Capacity: 2500 Loading Class: Passenger Speed: 100 FPM Travel: 18,375'0" Stops: 3 Openings: 3 (Front: 3 Rear: 0 Side: 0) Operation: Simplex Door Type: Passenger Entrance Size: 3'6" x 7'0" Door Locations: Front CP Cab Layout: Standard Cab

Building Notes	Fixtures	Door Operator Equipment
Power Supply: 480 volt / 3 phase Control Space/Room: Adjacent Left Pit Access: Bottom Landing Seismic Requirement: Non-Seismic	Car Position Indicator: Schumacher Car Station: #4 Stainless Swingout with Flush Dome Buttons Phone: Rath Hall Stations: #4 Stainless Flush Mount with Flush Dome Buttons Fire Service Indicator in hall Hall Access Switch(es): Top & Bottom Line Loss Key Switch Phase I Hall Switch: FEO-K1-3P, 2KP Hall Station Tri-Flame: Aluminum Sign Car Traveling Lantern	Door Screen: FCU47 (2D) Hatch Door Operator Equipment Car Door Operator Equipment Door Operator: MOVFR

Controller Equipment	Hoistway Equipment	
Controller: Schumacher Hydro PLC SS-5 Cartop inspect station Landing Package: Schumacher APS CEDES Limit Switches / Brackets / Cams Motor Starting: Soft Start STARTER(NORDIC 12 - 44 FLA) Selector Tape	Multi-Cable (18GA, 42 Wire) Electrical Package Travel Cable	

ITEM ID: 1

PACKAGE TOTAL: \$93,876.00

OBLIGATIONS OF OWNER

The following work is the responsibility of the Owner, and at no cost to Schumacher Elevator Company. All work to be performed per the latest revision of the applicable national code and/or local code.

GENERAL WORK

- a. Provide all cutting of walls, floors or partitions, together with all repairs made necessary by such cutting or changes;
- b. Provide a staging and storage area close to the elevator hoistway;
- c. Provide for removal of all spoils and debris accumulated during excavation from the lowest landing of the premises as required;
- d. Both legal hoistway and machine room must be maintained at a temperature range 55°F - 85°F;
- e. Provide proper support and install inserts provided by Schumacher Elevator Company as shown on G-1 print of the approved drawings;
- f. Provide a legal machine room of adequate size, properly ventilated, lighted and heated per Elevator Code;
- g. Provide routing for hydraulic and electrical lines;
- h. Provide and install heat and smoke detectors as required;
- i. Complete all this work in such time as not to delay work of Schumacher Elevator Company;
- j. The price and installation schedule of Schumacher Elevator Company is based on these jobsite conditions existing at the beginning and during installation of the elevator equipment;
- k. Complete all work prior to state inspection, if reinspection is required, the cost will be shared by the parties involved.
- l. Provide a fire extinguisher in the machine room or in a location convenient to the machine space.
- m. In accordance with code, if sprinklers are installed in hoistway, machine room, control space or machine space, provide means to automatically disconnect the main line power supply of the affected elevator and any other power supplies used to move the elevator upon the application of water is required (**Not applicable in the state of Minnesota**);

HOISTWAY & PIT WORK

- n. Provide a legal hoistway of proper size with adequate pit depth, overhead height and be constructed to withstand forces and loads resulting from the use of the elevator;
- o. Provide code compliant means to extract water from the pit;
- p. Provide a hoisting beam as required at top of hoistway for digging and hoisting;
- q. Provide all necessary sill supports;
- r. Fill in around jack hole in pit, build in around door frames and grout under sills, as required by elevator contractor;
- s. Provide all cutting of walls, floors or partitions, together with all repairs made necessary by such cutting or changes;
- t. Provide all painting including hoistway doors and frames furnished with prime finish;
- u. Provide means to guard and protect the hoistway during the time the elevator is being installed;
- v. Provide sump pump and sump pit in elevator hoistway floor;

ELECTRICAL WORK

- w. Electrical disconnects, one for three phase and several single-phase power supplies, with properly sized wires, as require by the manufacturer;
- x. Provide standby power unit and means for starting it, that will deliver enough regulated power to the elevator disconnect switches to operate one or more elevators at a time at full-rated speed;
- y. Provide electrical power to machine room and connect to controller terminals, with an intervening fused disconnect properly located in machine room, including shunt trip breakers, if required;
- z. Provide a transfer switch for each feeder for switching from normal power to standby power and a contact on each transfer switch closed on normal power supply with two wires from this contact to one elevator controller;
- aa. Provide means for absorbing power regenerated by the elevator system when running with overhauling loads such as full load down;
- bb. Provide any required emergency power of adequate size to include switch gear and preconditioning signals, which may be required;
- cc. Provide without charge, adequate power for excavation and tools during construction, starting, testing, and adjusting of equipment;
- dd. Provide a separate 110-volt AC, 15-amp circuit fused disconnect terminated at controller;
- ee. Provide GFI outlet and guarded light and switch;
- ff. Provide means to guard and protect the hoistway during the time the elevator is being installed;
- gg. ASME A17.1 2019 & IBC 2018 Code - Emergency Operation & Signaling Devices

For states that have adopted the ASME A17.1 2019 code or IBC 2018 the owner shall provide in addition to a dedicated analog phone line [1] an ethernet connection with internet access to the controller cabinet in the machine room. Per code, the ethernet connection is required to have 4-hour back-up power in the event power loss.

[1] Other options may be substituted such as cellular or VOIP. Please consult your local IT or telecom provider. This option still requires back- up power and must be communicated with your Schumacher Elevator Representative

*Fire control panel by others- per National Fire Alarm Code 6.15.3.2

The owner agrees to indemnify and hold harmless Schumacher Elevator Company against all claims, damages, losses, expenses, fines, and penalties, including but not limited to attorneys' and/or consultants fees, arising out of or resulting from the failure of the owner to carry out any obligations of the owner outlined in the foregoing agreement.

PROJECT ID:



PROPOSAL ACCEPTANCE

VALID TO 9/1/2024

PREPARED FOR	PREPARED BY BO MCMAHON ESTIMATOR & PROJECT MANAGER SCHUMACHER ELEVATOR
--------------	---

Schumacher Elevator hereby proposes to furnish material and labor complete in accordance with the specifications outlined in this document (SEC003063-1) for the sum of:

\$93,876.00

This proposal document defines pricing, scope of work, and exclusions & clarifications. Your signature below signifies acceptance of this proposal document. A binding contract agreement is required to commence work. Contract payment terms are subject to credit review.

PURCHASER	SUPPLIER
Purchaser:	Supplier: Schumacher Elevator
Signature:	Signature: 
Name:	Name: Bo McMahon
Title:	Title: Estimator & Project Manager
Date Signed:	Date Signed: 8/2/2024





MEMORANDUM

DATE: October 1, 2024

TO: Fort Atkinson City Council

FROM: Andy Selle, Director of Public Works

RE: Review and possible action on a storm sewer lining contract for Roosevelt Street with Visu-Sewer at a cost not to exceed \$32,436. (Selle, Director of Public Works/City Engineer)

BACKGROUND

Aging storm and sanitary sewer within the City can either be dug up and replaced or lined in place using a structural plastic liner. A 320' section of storm sewer in Roosevelt Street just south of Madison Avenue is in need of repair. This section of storm sewer is broken, and there is a sink hole forming around the manhole in the street. Staff attempted to fix the hole in the pipe two years ago, but it was just a temporary solution.

DISCUSSION

In order to proceed with a more permanent solution and avoid the danger of a sink hole and additional damage to the road and infrastructure in the right-of-way, staff sought proposals from three firms to perform this storm sewer lining work. Three companies provided proposals after several months of follow up calls, due to the small size of the project. The proposals included a significant spread in estimated costs at \$32K, \$51K, and \$125K. The lowest bid was from Visu Sewer, which has completed similar work in the City in the past, at \$32,436.

FINANCIAL ANALYSIS

Funds for this work will come from the Stormwater Utility Collection System Maintenance account, currently budgeted at \$201,014 as a CIP Program annually.

RECOMMENDATION

Staff recommends the Council approve a contract with Visu-Sewer in the amount of \$32,436 for the sewer lining services on Roosevelt Street.

ATTACHMENTS

1. Speedy Clean Bid
2. Visu Sewer Proposal

3. 60 scale planview
4. PURIS Bid_ Storm Sewer Repair, Roosevelt St, Fort Atkinson



1380 Earl St
Menasha, WI 54952
920-734-4707

Quote

Date	Estimate
7/29/2024	3740

Name / Address	Service Point
City of Fort Atkinson 101 N Main St Fort Atkinson, WI 53538	Roosevelt St Fort Atkinson
Scope of Work	Projected Cost
Install approximately 320' of 15" Formadrain Cured In Place Pipe (CIPP) liner in storm sewer from MH at Elsie & Roosevelt to the intersection of Roosevelt & Madison Ave.. Reinstall service at 202'. NOTE: Speedy Clean will need to close the South bound drive lane on Roosevelt St. for approximately 100' North of Elsie Street, as well as the West bound lane for 100' on Elsie St to the intersection at Roosevelt. The catch basin (36) that is on the cross walk on the South side of the intersection of Roosevelt & Hwy 12 will also need to be accessed for the duration the project. Estimated duration of the project is 5 days. *Prep pipe *Flush out loose debris *Install CIPP liner *Reinstall service at 202' *Post televising repair	125,363.46
Total	
\$125,363.46	

WARRANTY: Cured in place repairs come with a 5-year warranty on parts and installation.

PLEASE REVIEW, IF ACCEPTED WITHIN 30 DAYS SPEEDY CLEAN WILL HONOR PRICING

Proposal Approval: Please list your option choice, sign quote and e-mail back to info@speedycleaninc.com or mail to:

Speedy Clean, Inc
1380 Earl St.
Menasha, WI 54952

Signature _____ Date: _____

Payment terms: 1/2 of the total estimate is due upon acceptance and the balance is due upon completion.

HOLD HARMLESS DISCLAIMER:

Due to the unique nature of the tasks and the unknown pipe conditions, completion of the work may not be possible. In good faith, Speedy Clean will make every possible effort to perform the work described or will determine that other methods will be needed to complete the repair; at that time, price will revert to a time and materials basis.

DESCALING DISCLAIMER:

The descaling tool is used to prep pipes for the CIPP lining process. This work is very specialized and requires several pieces of equipment on site. Descaling requires two men, and will involve a high-speed chain flail carbide head to descale, water jet to flush loose debris, and a mini camera to monitor work. If the pipe walls are thin and deteriorated, descaling will expose weak spots and flaws

Proposal

To: Andy Selle
City of Fort Atkinson
101 North Main Street
Fort Atkinson, WI 53538
(920) 563-7760

From: Mike Olsen
Visu Sewer, LLC.
W230 N4855 Betker Dr.
Pewaukee, WI 53072
262-695-2340

Date: 9/16/2024

Project: Storm Sewer CIPP Installation

Visu-Sewer is pleased to provide the following quotation for CIPP installation:

Install 318 linear feet of 15" x 7.5mm National Liner @ \$102.00 per linear foot **\$32,436.00**

The above listed price is based on a video inspection dated 7/16/2024 and assumes the current pipe condition is suitable for CIPP. Pricing includes:

- Labor, material, and equipment.
- Mobilization and Traffic Control
- One (1) pass jet cleaning and televising of sewers prior to installation.
- Installation of National Liner per manufacturer's instructions, ASTM 1216.
- Reinstatement of one (1) active service connections and televising of sewers after installation.

NOTES: Due to volatility in material pricing and availability this proposal is valid for 30 days from the date of origination. If a signed proposal has not been received within 30 days price(s) may be adjusted upon mutual agreement, or the proposal may be withdrawn by either party.

A Cure-In-Place Pipe (CIPP) installation is being attempted as a means of rehabilitating the original pipe to avoid excavation and pipe replacement. Due to the deteriorated structural condition of each pipe section, a pipe collapse may occur during any stage of the CIPP preparation and installation process (including cleaning, CCTV inspection and/or installation). **For any reason, if a pipe collapse occurs during any stage of the project, Visu-Sewer, LLC. will not be held liable for any costs associated with the collapse including but not limited to back-ups, excavation, equipment retrieval, pipe replacement or surface restoration, etc.** The final CIPP may have defects (e.g., wrinkles, lumps, etc.) and will be accepted "AS IS".

The City of Fort Atkinson will need to provide: drivable equipment access to all manholes, water from nearby hydrants (without charge), a dump site for captured debris. If needed, removal of obstructions (e.g., roots, deposits, and protruding taps), and heavy cleaning will be completed at a T&M rate of \$405.00 per hour. If needed, grouting of active leaks will be quoted separately. Mobilization and/ or time on site will be billed at a T&M rate of \$405.00 per hour for pipe sections not suitable for CIPP installation. Thank you for the opportunity to quote on this project. Please do not hesitate to call if you have any questions.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to standard practices or specifications submitted. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. If a collapse of the original pipe results during the lining process, Visu-Sewer, LLC. will not be held liable for costs associated with excavation, repairs, or restoration. Our workers are fully covered by Workmen's Compensation Insurance. This proposal may be withdrawn if not accepted within 30 days of issue. Terms - Net 30 days.

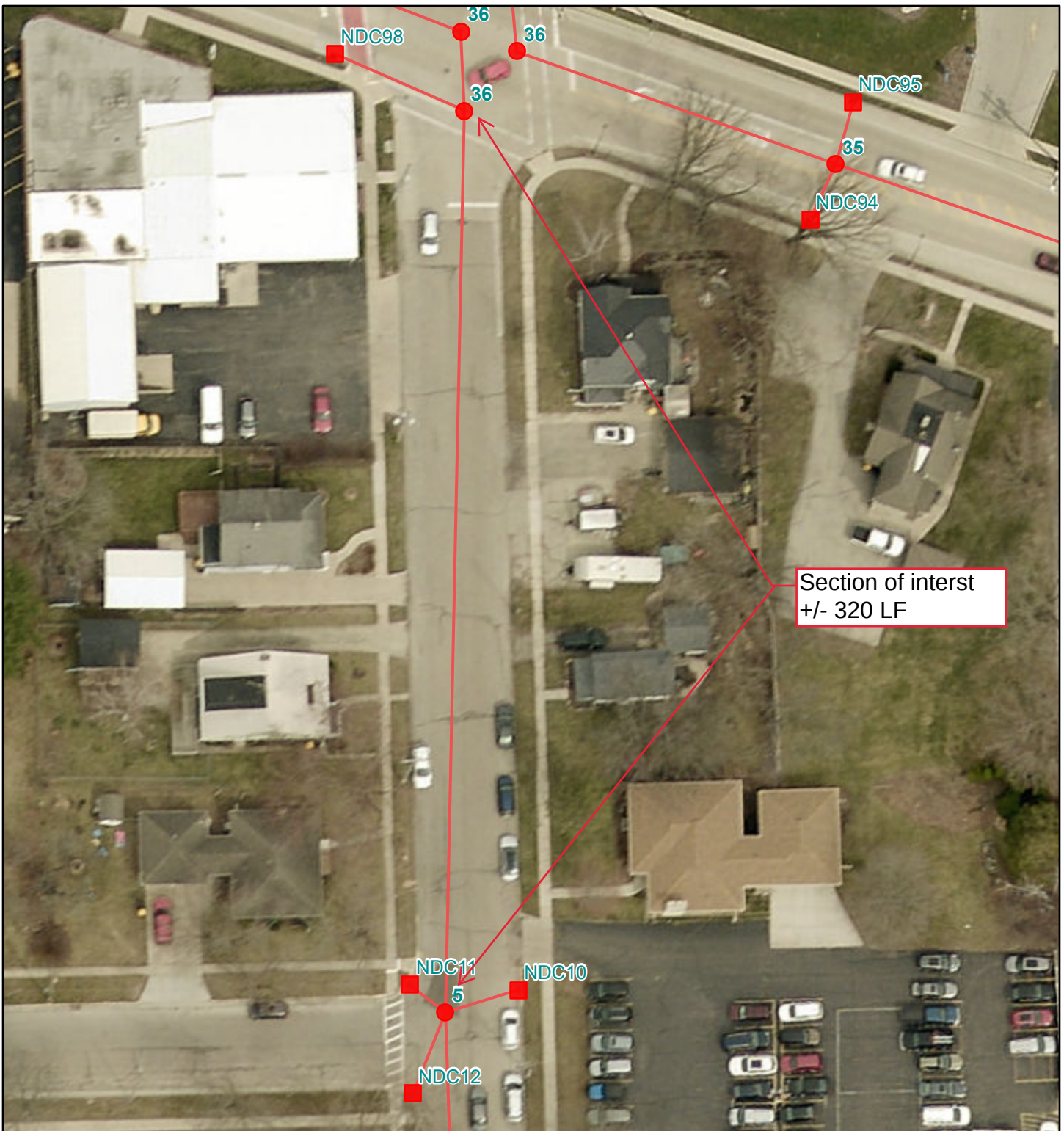
Acceptance of Proposal

The above prices / conditions are satisfactory and are hereby accepted. Visu-Sewer, LLC. is authorized to do the work as specified.

Date: _____ Signature: _____

www.visu-sewer.com

ArcGIS Web Map



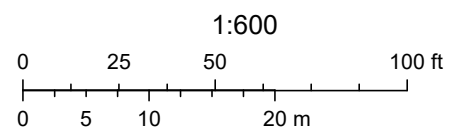
7/18/2024, 2:39:59 PM

Storm: Storm Main

Other

Storm: Storm Manhole

Storm: Catch Basin



From: [Pat Szyska](#)
To: [Andy Selle](#)
Cc: [Mark Cassineri](#)
Subject: RE: [EXTERNAL]: Storm Sewer Repair, Roosevelt St, Fort Atkinson
Date: Thursday, July 25, 2024 2:37:27 PM
Attachments: [image001.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image010.png](#)
[image011.png](#)

Andy,

Below is the pricing I have come up with for your request. If you want to move forward with this work as is, I can write up a formal proposal.

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	MOBILIZATION	1	LS	\$ 10,000.00	\$ 10,000.00
2	CLEANING/CCTV - 15" STORM SEWER	320	LF	\$ 15.00	\$ 4,800.00
3	CIPP LINING - 15" STORM SEWER	320	LF	\$ 90.00	\$ 28,800.00
4	GROUTING VOID BEHIND LINER AT MOUTH OF PIPE - ALLOWANCE	1	LS	\$ 7,500.00	\$ 7,500.00
TOTAL VALUE					\$ 51,100.00

To get some more discounted pricing we would need close to 2000' of pipe to rehab to give our crew at least a full week of work.

Keep us posted with any direction you end up taking this project. Thank You for the opportunity to quote.



Pat Szyska
Chief Estimator
📞 312-860-0224
✉️ Pat.Szyska@puriscorp.com

PURIS FAMILY OF COMPANIES

Inliner Solutions | Inland Waters Pollution Control | LiquiForce | PM Construction | Murphy Pipeline Contractors | Liner Products

From: Mark Cassineri <Mark.Cassineri@puriscorp.com>
Sent: Thursday, July 18, 2024 3:47 PM
To: Andy Selle <ASelle@fortatkinsonwi.gov>
Cc: Pat Szyska <Pat.Szyska@puriscorp.com>
Subject: RE: [EXTERNAL]: Storm Sewer Repair, Roosevelt St, Fort Atkinson

Good afternoon Andy,

Received, we will follow up. Pat Szyska is our Chief Estimator for future proposal requests.

Thank you,

Mark



Mark A. Cassineri, STSC
Area Director
📞 847-980-0444
✉️ mark.cassineri@puriscorp.com

From: Andy Selle <ASelle@fortatkinsonwi.gov>
Sent: Thursday, July 18, 2024 2:48 PM
To: Mark Cassineri <Mark.Cassineri@puriscorp.com>
Subject: [EXTERNAL]: Storm Sewer Repair, Roosevelt St, Fort Atkinson

Good afternoon Mark -

I have a storm sewer in Fort Atkinson that is in need of repair. I believe we can line it and would like a proposal from your firm to do so.

Here is a link to the video inspection of the pipe in question:

[Roosevelt St 5-36.mp4](#)

Attached is an inspection report of the pipe.

I may have more lining available, I would be interested in understanding how many feet we need before we begin to get into a discount on \$/LF

Please call me with any questions.

Thanks
Andy

Andy Selle, PE
Director of Public Works /City Engineer
City of Fort Atkinson
101 N. Main Street
Fort Atkinson WI 53538
aselle@fortatkinsonwi.gov
Office (920) 397-9901
www.fortatkinsonwi.gov



CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

CONFIDENTIALITY NOTE: The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast, a leader in email security and cyber resilience. Mimecast integrates email defenses with brand protection, security awareness training, web security, compliance and other essential capabilities. Mimecast helps protect large and small organizations from malicious activity, human error and technology failure; and to lead the movement toward building a more resilient world. To find out more, visit our website.