



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, DECEMBER 3, 2024 – 7:00 PM
CITY HALL – SECOND FLOOR**

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

Meeting ID: 864 8395 3124
Passcode: 53538

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AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Public Hearings**
- 4. Public Comment:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*
- 5. Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*
 - a. Review and possible action relating to the **minutes of the November 19, 2024 City**

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

- b. Review and possible action relating to the **minutes of the November 26, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **minutes of the November 20, 2024 Police and Fire Commission meeting** (Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

7. Resolutions and Ordinances

- a. First reading of an ordinance relating to a **Zoning Map Amendment** to change the zoning district for the property located at 211 Memorial Drive (parcel number 226-0514-0312-050), from Single Family Residential (SR-5) to Institutional (I) (ZMA-2024-02) (Draeger, Building Inspector/Zoning Administrator)
- b. Review and possible action relating to a **Resolution Adopting the 2025 Stormwater Utility Rate** (Selle, City Engineer/Director of Public Works)
- c. Review and possible action relating to a **Resolution Adopting the 2024 Wastewater Utility Rates** (Selle, City Engineer/Director of Public Works)

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

10. New Business

- a. Review and possible action relating to a **Public Monument Review - Eagle Scout Project to install bike repair stand** located at the Rotary Train Depot (Dayton, Director of Parks and Recreation)
- b. Review and possible action relating to a contract for **Construction Engineering Services** from Quam Engineering (Selle, Director of Public Works)
- c. Review and possible action relating to an Amendment to the Rural Fire Contract and Rural Ambulance Agreement between the City of Fort Atkinson and the Town of Oakland to **expand Fire/EMS services** (Peterson, Fire Chief)
- d. Review and possible action relating to the purchase of **Electronic Control Devices** under the Police Department 2025 CIP (Bump, Police Chief)
- e. Review and possible action relating to the **purchase of two squad cars** under the Police Department 2025 CIP (Bump, Police Chief)
- f. Review and possible action relating to a **Contract for City Engineer services** with Ruekert & Mielke, Inc. (Houseman, City Manager)

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. Closed Session

- 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 [**Review of Draft Development Agreement for Ridge View Estates**] (Houseman, City Manager)

13. Adjournment

Date Posted: November 11, 2024

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

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**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, NOVEMBER 19, 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 Clerk/Treasurer, City Attorney, Director of Public Works, Public Works Superintendent, Building Inspector

3. Public Hearings

None.

4. Public Comment

None.

5. Consent Agenda

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

- a. *Review and possible action relating to the **minutes of the November 7, 2024 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the November 12, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to **building, plumbing, and electrical permit report for October 2024** (Draeger, Building Inspector/Zoning Administrator)*
- d. *Review and possible action relating to the City Clerk-issued **License and Permit Report for October 2024** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of October 31, 2024 (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Review and possible action on a **Special Event: Chamber of Commerce, Holiday Market & Trolley Rides, Saturday, December 7, 2024, 9:00 AM - 3:00 PM.** (Ebbert,*

Clerk/Treasurer/Finance Director)

- g. Review and possible action on a **Special Event: Chamber of Commerce, Holiday Parade**, Sunday, December 8, 2024, 2:00 PM - 6:00 PM. (Ebbert, Clerk/Treasurer/Finance Director)*
- h. Review and possible action relating to a **Temporary Alcohol Beverage License for St. Joseph Catholic Church** for their event Tacos, Tamales & Trivia on Saturday December 7, 2024. (Ebbert, Clerk/Treasurer/Finance Director)*

6. Petitions, Requests, and Communications

- a. Public Works and Parks Operations facility - Project Update Q3 (Williamson, Public Works Superintendent)*

Superintendent Williamson provided an update on the construction of the Public Works and Parks Operations facility. No action required.

- b. Presentation from Trilogy Consulting, LLC relating to the City's Stormwater Utility, Water Utility, and Wastewater Utility (Selle, Director of Public Works)*

Director Selle and Trilogy gave a presentation on the Utility Funds, revenue and expense projections and explanations of rate increases. No action required at this time, but resolutions will be reviewed by Council on December 3, 2024.

- c. Review and possible action relating to a Petition by the City of Fort Atkinson to vacate Trillium Drive (Selle, Director of Public Works)*

Director Selle stated that Trillium Dr was platted in early 2024 using a Certified Survey Map, approved by Planning Commission and City Council. The boundaries of the right of way reflect a previous design for the development that is no longer appropriate. The right of way will be re-established in functionally the same area by the review (and expected) approval of a preliminary plat for all of the roads in the planned subdivision west of Banker Road.

Schultz moved, seconded by Jaeckel to accept the petition for the vacation of the Trillium Dr right of Way and instruct staff to prepare appropriate public notices. Motion carried.

7. Resolutions and Ordinances

- a. Review and possible action relating to a **Resolution Adopting the 2025 Annual Budget and Setting the Property Tax Levy for the City of Fort Atkinson, Jefferson County, Wisconsin** (Houseman, City Manager)*

Manager Houseman provided the following changes have been made since the draft budget document was presented to the City Council and the public at the public hearing on November 7, 2024: Staff has received and included the certified levies from all taxing jurisdictions; The charts and tables outlining the mill rates have been updated and included in Section C of the document; The final TID increment revenue has been determined and budgets updated; and The resolutions in Section Z have been updated. As

outlined in the attached Resolution, the total necessary levy needed to support the City's 2025 operations is \$9,710,108.88, including the TIDs. The total assessed value of the property within the City is \$1,302,076,400, which equates to a City Mill Rate of \$7.46 per \$1,000 of assessed property value.

Becker moved, seconded by Johnson to approve the Resolution Adopting the 2025 Annual Budget and Setting the Property Tax Levy for the City of Fort Atkinson, Jefferson County, Wisconsin. Motion carried

- b. *Review and possible action relating to a **Resolution Confirming the Total Levy for Taxing Jurisdictions in the City of Fort Atkinson and Determining the Mill Rate** (Houseman, City Manager)*

Jaeckel moved, seconded by Becker to approve the Resolution Confirming the Total Levy for Taxing Jurisdictions in the City of Fort Atkinson and Determining the Mill Rate. Motion carried.

- c. *Review and possible action relating to a **Resolution establishing the 2025 Schedule of Fees** for the City of Fort Atkinson, Jefferson County (Houseman, City Manager)*

Becker moved, seconded by Johnson to approve the Resolution establishing the 2025 Schedule of Fees for the City of Fort Atkinson, Jefferson County with an effective date of January 1, 2025. Motion carried.

- d. *Review and possible action relating to a Resolution approving interfund loans from the General Fund and the Wastewater Utility Fund to Tax Increment District #9 to support the Banker Road Public Infrastructure Project in the City of Fort Atkinson, Jefferson County, Wisconsin (Houseman, City Manager)*

Manager Houseman reviewed the resolution for interfund loans to support a 35-acre residential development on the west side of Banker Road between the City and Intrepid Investments. The award of this project is on this agenda for Council review and approval. The City borrowed \$3,200,000 in 2024 to support this project in order to develop the City owned land in the Banker Road neighborhood. At that time, the scope of the project was different, as outlined in the attached Resolution. The estimate for the construction costs associated with this project are outlined in the table below and include road and utility construction, construction oversight, design, contingency, and gas and electric utility infrastructure, for a total of \$4,810,239.58, which is \$1,610,239.58 more than the City borrowed for this project. Staff is proposing that the General Fund (Fund 1) loan \$625,000 to TID #9 (Fund 23) and that the Wastewater Utility Fund (Fund 2) loan \$1,000,000 to TID #9 (Fund 23) without interest and to be repaid with the schedule below. The City has a healthy General Fund fund balance, which exceeds the current minimum general fund fund balance policy. As of the 2023 Audit, the unassigned General Fund fund balance was \$3,828,062, which is 39% of budgeted general fund expenditures for the same year. The City's policy goal is 15-30%. Per the 2024 projections included in the City's 2025 budget document, staff anticipates the fund balance to grow (due to conservative budgeting on

interest income). Even with the temporary reduction of \$625,000 in the fund balance, the City would remain above the stated policy goal (around 32%). The City's financial advisors have indicated that such a loan with a payback schedule will not negatively impact the City's future bond rating. The City's Wastewater Utility has a healthy unrestricted net position that far exceeds 30% of total budgeted operating expenditures. The 2023 Audit shows the unrestricted net position of \$3,981,252. The 2023 budgeted expenditure total was \$3,364,350. With a temporary reduction of \$1,000,000 in the fund balance, the Utility would remain above 50% of budgeted total expenditures. The City's utility consultants have not expressed any concern over a loan of this nature.

Jaeckel moved, seconded by Becker to adopt the Resolution approving the interfund loans from the General Fund and the Wastewater Utility Fund to Tax Increment District #9 to support the Banker Road Public Infrastructure Project in the City of Fort Atkinson and direct the Clerk/Treasurer/Finance Director to execute the loan transaction and record the repayment schedule for future use. Motion carried.

8. Reports of Officers, Boards, and Committees

- a. *City Manager's Report (Houseman, City Manager)*
No action required.

9. Unfinished Business

None.

10. New Business

- a. *Review and possible action relating to an **Extraterritorial Certified Survey Map** for the property located at N1394 Schwemmer Lane (Draeger, Building/Zoning Administrator)*
Inspector Draeger reviewed the CSM request from the property owner who would like to break off a 1.1 acre residential parcel from the parent parcel along Schwemmer Lane in the Town of Koshkonong. This is within the 3-mile extraterritorial area of the City of Fort Atkinson and also within the 1.5-mile radius requiring review by the Plan Commission and approval by the City Council. The parcel has been rezoned to A-3 (Jefferson County Zoning), pending approval of the CSM. Staff recommends the council take no action on the proposed extraterritorial Certified Survey Map for the property located at N1394 Schwemmer Lane in the Town of Koshkonong. No action was taken.
- b. *Review and possible action on a contract for the **Banker Road public infrastructure** installation with Forest Landscaping and Construction in an amount not to exceed \$4,013,561.50 (Selle, Director of Public Works)*
Director Selle confirmed the City solicited bids for the construction of public improvements and extended grading of the proposed Banker Road Development. With eleven firms responding, the low bid was \$4,013,561.50 from Forest Landscaping and

Construction. The high bid was \$4,573,445.59 from Michels Road and Stone. The spread of the low and high was \$559,884 or about 14%. Construction is slated to begin yet in 2024, weather permitting, and contracts will be prepared following Council approval. The deadline for substantial completion is September 1, 2025. Forest Landscaping and Construction has performed work for the City for a number of years, and has met the required qualifications of the low bidder. The project will be funded from three sources; proceeds from the 2024 borrowing \$3,200,000, a loan to TID #9 from fund balance in the General Fund \$625,000, and a loan to TID #9 from fund balance in the Wastewater Utility, \$1,000,000. The total, \$4,825,000 is in excess of the construction contract, but includes other costs associated with the project which will come before Council for approval at later dates.

Becker moved, seconded by Jaeckel to approve the award to Forest Landscaping and Construction in an amount not to exceed \$4,013,561.50 under the financing terms noted above. Motion carried.

- c. *Review and approve for signature WDNR agreement formalizing Phosphorous Trading between the City and the Wastewater Treatment Plant (Selle, Director of Public Works)*
Director Selle refreshed the Council on the MS4 Permit held by the City (Municipal Separate Storm Sewer Systems) for stormwater discharge into the Bark and Rock Rivers. This permit is issued by the Wisconsin DNR and requires annual reports on progress made toward reductions in stormwater pollution, education on stormwater issues to the public etc. The amount of pollution the City is permitted to discharge into the rivers is governed by the TMDL (Total Maximum Daily Load), an allocation of acceptable pollution, based on scientific study, that the rivers can accommodate from the City without causing harm. Selle continued explaining the process; the MS4 Permit requires a reduction of 10 units of pollution; and the WPDES Permit also requires a reduction of 10 units of pollution. The City actually reduced the pollution into the river by 15 units following the treatment plant upgrades, which is 5 units more than needed for the WPDES Permit. The City will continue to operate at this level of pollution reduction for the foreseeable future. Staff approached the DNR in 2022 with a trading plan, to allow the additional 5 units of pollution under the WPDES Permit to be allocated as a credit toward the MS4 Permit. This would then reduce the required MS4 Permit's pollution reduction from 10 units, to 5 units. A significant win for the utility and taxpayers of Fort Atkinson, as reducing pollution units is very expensive. WDNR was intrigued by the idea and over the ensuing two years developed rules to allow this to occur. The City was the first in the state to move forward with this in 2022 and have now arrived at an agreement to govern the trade.

Jaeckel moved, seconded by Becker to authorize the City Manager to sign the WDNR agreement formalizing Phosphorous Trading between the City and Wastewater Treatment Plant. Motion carried.

- d. *Review and possible action relating to the **Preliminary Plat Review** for 611 and 609 Grove Street (Selle, Director of Public Works)*
Director Selle provided the Fort Atkinson Plan Commission's recommendation for approval

of the Preliminary Plat at a meeting on November 12, 2024. There are eight lots total, six owned by the City. City staff plan to put the six lots up for sale individually upon approval of this plat, with all potential sale transactions coming before Council for approval. Note the proposed deed restrictions included in the packet. The goals of these restrictions are to ensure that the design and use of the buildings fit with the character of the neighborhood and that they are built on promptly. Each lot is about 0.2 AC and is considered an in-fill lot. Based on similar, vacant, lots with stubbed sewer and water in the surrounding area, staff estimate a listing price of around \$55,000 for an initial entry into the market. Staff intends to use the services of the City Attorney to represent the City in these sales and closing documents.

Becker moved, seconded by Johnson to approve the Preliminary Plat for the property located at 611 and 609 Grove Street and authorize staff to list the City-owned parcels for \$55,000 each with the deed restrictions included in the staff report. Motion carried.

- e. *Review and possible action related to the **purchase and installation of replacement flooring** at the Wastewater Utility Main Building (Sweeney, Wastewater Superintendent)*
Wastewater Superintendent Christensen discussed the main building that features original flooring from 1992. Many areas of the flooring have been patched, and other areas are starting to crack and deteriorate. The 2024 CIP contains \$35,000 for replacement of this flooring. The proposal from Floorcare USA is over the estimated budget for the project by \$3,091. The Wastewater Utility generally uses operating funds for CIP items and has, thus far in 2024, underspent funds on CIP projects in excess of \$50,000. As such, the Wastewater Utility 2024 CIP budget can absorb this overage.

Jaeckel moved, seconded by Johnson to approve the proposal from Floorcare USA for replacement flooring at the WWTP at a cost not to exceed \$38,091 to be paid for using Wastewater CIP funds. Motion carried.

- f. *Review and possible action relating to the a contract for the **repair of the Memorial Park lift station** (Sweeney, Wastewater Superintendent)*
Wastewater Superintendent Christensen reviewed the Memorial Lift Station on Bark River Drive that was constructed in 1982. It was designed to pump wastewater from the north side of the city to the Wastewater Treatment Facility. There are four pumps in two wet wells and a control building with a backup generator and pump controls at this location. A small upgrade occurred in 1994, but it did not include the piping or the valves, which were in good condition at the time. The lift station consists of four pumps and associated piping, four 10" ball check valves and four 10" plug valves. When completing fall maintenance on the lift station, staff noticed that one of the 10" ball check valves was cracked. The side of the lift station with the cracked valve cannot be used until it is repaired. Further investigation was done by Utility staff and a mechanical contractor. Staff found that all the piping and valves are in very rough condition and in need of replacement. Replacing the four ball checks, four plug valves, and pump piping at the same time will save the Utility money on materials and labor. Note that the Memorial Lift Station is susceptible to Hydrogen Sulfide which is very corrosive to the piping and valves. The new piping

proposed will be stainless. This total expense of \$99,956 was not planned or budgeted in 2024; however, staff recommends that the fund from the Equipment Replacement Fund be used. This fund includes annual operating funds set aside specifically for unplanned equipment repair expenses.

Becker moved, seconded Johnson by to approve the proposal from Dorner for both the plug valves and ball check valves for a total of \$33,956 and the removal and installation proposal by Staab Construction for \$66,000 for a total of \$99,956 for repairs to the Memorial Park lift station using equipment replacement funds. Motion carried.

*g. Review and approve the Small Animal Collection Contract with the **Humane Society of Jefferson County** for 2025 (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert discussed the partnership with the City and the Humane Society of Jefferson County to maintain collection of small animals within the city limits. The contract has been approved annually (calendar year) by the City Council and the Humane Society Board. The shelter will continue to provide current pickup and drop-off service for stray animals to residents and law enforcement during regular business hours and will be able to pickup animals collected overnight after the shelter opens for regular business hours as well. Additional information is detailed in the attached contract. There are no provided changes to the contract or services provided for 2025. The Humane Society utilized our population value of 12,466 with a rate of \$2.74 per resident totaling \$34,146.80 per year. This reflects an increase of 2.5%. Annually, a 1.5% discount may be applied should we elect to provide the contract payment in one lump sum in the month of January. We have appreciated this offering and have taken advantage of the savings. With the discount, the annual fee is \$33,644.45, a savings of \$512.20. \$34,000 is budgeted for this service in the 2025 budget (01-53-5343-000).

Schultz moved, seconded by Johnson to approve and authorize the City Manager to sign the 2025 Small Animal Collection Contract with the Humane Society of Jefferson County in the amount of \$33,644.45 for the term of January 1, 2025, through December 31, 2025. Motion carried.

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

Clerk Ebbert reviewed the claim filed and reviewed by the City's insurance company, the League of Wisconsin Municipalities Mutual Insurance. On August 23, 2024, an auto accident occurred which resulted in damage to Mitchel Goldsmith's vehicle, which resulted in this particular claim. Statewide reported the City is not liable for Mr. Goldsmith's vehicle damage, due to the fact that Mr. Goldsmith did not yield to the Police Department squad car. Statewide recommended that the City disallow the claim. The disallowance of the claim shortens the statute of limitations period to six months for any future lawsuit relating to this matter.

Becker moved, seconded by Schultz to disallow the claim against the City of Fort Atkinson from the Claimant pursuant to Wisconsin Statutes 893.80(1)(g). Motion carried.

- i. *Review and possible action to authorize the City Manager to issue a **Request for Proposals for recruitment services** for a Director of Public Works (Houseman, City Manager)*

Manager Houseman stated that Director of Public Works Andy Selle submitted his letter of resignation with his last day on December 18, 2024. This position used to be the Director of Public Works/City Engineer. However, earlier this year, the City Manager split the position into two: the Director of Public Works and the City Engineer. The City Engineer position was a reclassification of an existing vacant position (Assistant City Engineer). The assistant position had been vacant for several years, and staff thought that upgrading the position may attract more people to the opening. Additionally, the combined Director and City Engineer position is overwhelming and unrealistic due to the quantity of work and expertise necessary to perform it. Staff has drafted a request for proposals to send to state and industry-specific recruiting firms. The City does not have the staff or capacity to perform this search without assistance. Staff would like to release the RFP and review the proposals. Any contract, agreement, or consultant services would return to the City Council for review and action before execution.

Schultz moved, seconded by Jaeckel to authorize the City Manager to release the Request for Proposals for the Director of Public Works recruitment services. Motion carried.

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)*

Becker moved, seconded by Johnson to approve the list of Verified Claims and authorize payment. Motion carried.

12. Adjournment

Becker moved, seconded by Schultz to adjourn. Meeting adjourned at 9:02 pm.

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



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, NOVEMBER 26, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Chairperson Manager Houseman, Director Selle, Council Representative Schultz, Commissioners Shull. Commissioner Highfield arrived at 4:25 pm. Also present: Park & Recreation Director, Building Inspector and Clerk/Treasurer. Absent: Commissioners Kessenich and Hough.

3. New Business

- a. **Public Hearing** relating to a Zoning Map Amendment to change the zoning district for the property located at 211 Memorial Drive (parcel number 226-0514-0312-050), from Single Family Residential (SR-5) to Institutional (I). (ZMA-2024-02) (Draeger, Building Inspector/Zoning Administrator)

Building Inspector Draeger presented the proposed rezoning request that includes one parcel located at the corner of Sherman Avenue and Memorial Drive. The 0.68-acre property is currently developed with an 8,000 square foot, single-story, commercial style building with the remainder of the site devoted to surface parking. This was the former location of the Fort Family Dental Clinic prior to that use moving to Madison Avenue. Located on the far East side of Fort Atkinson, the property is one block from the Fort Healthcare Hospital campus and is surrounded by single and two-family residential on all four sides. The applicant is seeking to rezone the property from Single-Family Residential (SR-5) to Institutional (I) to better match the existing development on the site today and reflect the similar uses that were formally on the site.

The public hearing was opened at 4:05 pm.

Mary Benson, 202 Memorial Drive - she expressed concern for street parking of the tenants of the subject property. Mrs. Benson wants to ensure their City services are not

disrupted, including trash pickup, leaf pickup and safety of entering and leaving their driveway. She also noted drainage from heavy rain and water main breaks that occur in the area that require extra attention from City Departments.

The public hearing was closed at 4:08 pm.

- b. *Review and possible action relating to the **minutes of the November 12, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
Selle moved, seconded by Schultz to approve the minutes of the November 12, 2024 Plan Commission meeting. Motion carried.
- c. *Review and possible recommendation to the City Council relating to a **Public Monument Review - Eagle Scout Project** to install a bike repair station located at the Rotary Train Depot (PMR-2024-04) (Dayton, Director of Parks and Recreation)*
Director Dayton introduced Eagle Scout Stachel. Landon Stachel is requesting to install an outdoor bike repair station for his final Eagle Scout Project. At the September 11, 2024 Park and Recreation Advisory Board meeting, Landon presented his project and received feedback regarding the installation location along the Glacial River Bike Trail. Board members and staff recommended the site north of the Rotary Train Depot shelter, near the existing bike racks.

Schultz moved, seconded by Shull to recommend that the City Council approve this request for a Public Monument/Building Review allowing the installation of the Bike Repair Station along the Glacial River Trail adjacent to the Rotary Train Depot shelter. Motion carried.

- d. *Review and possible recommendation to the City Council relating to a **Zoning Map Amendment** to change the zoning district for the property located 211 Memorial Drive (parcel number 226-0514-0312-050), from Single Family Residential (SR-5) to Institutional (I) (ZMA-2024-02) (Draeger, Building Inspector/Zoning Administrator)*
Building Inspector Draeger further discussed the applicant that is proposing to rezone the property to Institutional to enable the current and future use of the property. This is consistent with how the property has been developed, is currently oriented, and was used when it was a dental practice just a few years ago. The City's Management Team has reviewed the application, and all comments have been included within this document. The proposed rezoning aims to provide additional land use opportunities for the property that mirrors the neighborhood characteristics of intermixed Institutionally-zoned properties throughout this area and the existing development patterns of the site. Overall, the proposed rezoning meets the requirements of the City's ordinances, is in alignment with adopted City plans, and can provide activation of an existing vacant building and site.

Schultz moved, seconded by Shull to recommend the City Council review and approve the Zoning Map Amendment for property located at 211 Memorial Drive as presented. Motion carried.

- e. *Review and possible action on a **Conditional Use Permit** relating to a request for a small engine sale and repair facility to be located at 1200 Whitewater Avenue (CUP-2024-02)*

(Draeger, Building/Zoning Administrator)

Building Inspector Draeger provided the current property owner, the Richard Kloplic Trust, who has recently submitted for review to the Plan Commission a CSM that removed a portion of the subject parcel and combined it with a vacant land parcel to the West. The Hupke Power Center has been located in the Town of Koshkonong for some time and is looking to move the business to a more visible location in the City. The proposed Conditional Use would be located on the site of the existing commercial building adjacent to Highland Ave and Whitewater Ave. The building has been used for various engine and equipment repair shops over a span of many years. The requested location is Zoned UMU - Urban Mixed Use and lists Vehicle Service and Repair, Permitted as Conditional Use.

Staff recommends the Plan Commission Approve the requested Conditional Use Permit for a small engine sale and repair facility to be located at 1200 Whitewater Avenue with the following conditions:

- Outside storage shall not be permitted unless the applicant applies to amend this Conditional Use Permit and receives approval by the Plan Commission.
- The applicant must submit a site restoration plan to City staff within three months from the approval of this CUP, showing the stabilization of all gravel surfaces within five years of approval of this CUP. Stabilization includes removal of gravel to create green space and/or landscaping, paving of gravel area with asphalt or concrete, or other plans acceptable to City staff.
- All proposed site and building signage shall be approved by the Plan Commission prior to installation.

Schultz moved, seconded by Highfield to approve the Conditional Use Permit for a small engine sale and repair facility to be located at 1200 Whitewater Avenue with the conditions as noted in the Staff report. Motion carried.

4. Adjournment

Schultz moved, seconded by Selle to adjourn. Meeting adjourned at 4:33 pm.

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



**POLICE AND FIRE COMMITTEE MEETING
IN PERSON
WEDNESDAY, NOVEMBER 20, 2024 – 2:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Chairperson Jones called the meeting to order at 2:00 pm.

2. Roll call

Present: Chairperson Jones, Commissioners Hartwick, Turk and Raub. Also present: City Manager, City Clerk/Treasurer/Finance Director and Fire Chief.

3. Approval of Minutes

*a. Review and possible action relating to the **minutes of the October 17, 2024 Police and Fire Commission meeting.***

Turk moved, seconded by Hartwick to approve the minutes of October 17, 2024 Police and Fire Commission meeting. Motion carried.

4. New Business

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

Hartwick moved, seconded by Raub to approve the appointment of Mikaela Jergens the top candidate from the Fire/EMS Department recruitment process for Firefighter/Paramedic and/or Firefighter/AEMTs. Motion carried.

b. Review and possible action relating to the appointment of top candidate(s) from the Part Time Division Chief promotional assessment center (Peterson)

Turk moved, seconded by Hartwick to approve the appointment of top candidate Paul Verhalen from the Part Time Division Chief promotional assessment center. Motion carried.

c. Review and possible action relating to the appointment of top candidate(s) for the Part Time Captain position (Peterson)

Hartwick moved, seconded by Raub to approve the appointment of top candidate Nathan Lawrence for the Part Time Captain position. Motion carried.

5. Adjournment

Turk moved, seconded by Hartwick to adjourn. Meeting adjourned at 2:13 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: December 3, 2024

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Building/Zoning Administrator

RE: First reading of an ordinance relating to a Zoning Map Amendment to change the zoning district for the property located at 211 Memorial Drive (parcel number 226-0514-0312-050), from Single Family Residential (SR-5) to Institutional (I) (ZMA-2024-02) (Draeger, Building Inspector/Zoning Administrator)

BACKGROUND

The proposed rezoning includes one parcel located at the corner of Sherman Avenue and Memorial Drive. The 0.68-acre property is currently developed with an 8,000 square foot, single-story, commercial-style building with the remainder of the site devoted to surface parking. This was the former location of the Fort Family Dental Clinic prior to that use moving out to Madison Avenue.

Located on the far west side of Fort Atkinson, the property is one block from the Fort Healthcare Hospital campus and is surrounded by single and two-family residential on all four sides. The applicant is seeking to rezone the property from Single-Family Residential (SR-5) to Institutional (I) to better match the existing development on the site today and reflect the similar uses that were formally on the site.

The proposed future use of the property is consistent with its current use, which would not be permitted under the SR-5 Zoning District, but would be permitted by-right under the Institutional Zoning District.

DISCUSSION

The applicant is proposing to rezone the property to Institutional to enable the current and future use of the property. This is consistent with how the property has been developed, is currently oriented, and was used when it was a dental practice just a few years ago. The City's Management Team has reviewed the application, and all comments have been included within this document.

The proposed rezoning aims to provide additional land use opportunities for the property that mirrors the neighborhood characteristics of intermixed Institutionally-zoned properties

throughout this area and the existing development patterns of the site. Overall, the proposed rezoning meets the requirements of the City's ordinances, is in alignment with adopted City plans, and can provide activation of an existing vacant building and site.

FINANCIAL ANALYSIS

The Zoning Map Amendment will have no financial impact on the City.

RECOMMENDATION

A Public Hearing was held at the Plan Commission meeting on November 26, 2024. Also, at that meeting, the Plan Commission recommended the City Council perform three readings and adopt the ordinance, amending the Official Zoning Map.

City staff recommends that the City Council perform a first reading of the ordinance, amending the Official Zoning map for the property located at 211 Memorial Drive from (SR-5) Single Family to (I) Institutional, and direct the City Manager to prepare it for a second and possible third/final reading on December 17th.

ATTACHMENTS

1. Application
2. Owner Justification
3. Public Notice Sherman Ave with ZMA Map
4. Healthcare Planning Area
5. Future Land Use Map
6. Draft Ord. ZMA-2024-02 211 Memorial Dr

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

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

Name, company, and client (if applicable): Curt Polzin, Polzin Property LLC

Phone number: 715-764-0904 Email: curt.polzin@fortfamilydental.com

Property address of requested zoning change: 715 E Sherman Ave, Fort Atkinson, WI 53538
211 Memorial Dr, Fort Atkinson, WI 53538

Zoning change request from Single Family Residential - 5 (SR-5) to Institutional (I)

I Application Packet Requirements

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

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

II Criteria Used to Evaluate the Proposed Zoning Map Amendment

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

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

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

III Process Checklist

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

Justification for Proposed Official Zoning Map Amendment

All other commercial style buildings in this area are zoned (I) Institutional, which also more accurately suits the historic and current use of the property/building.

Parcel Numbers in the area, zoned Institutional, with commercial style buildings: 226-0514-0312-033, 226-0614-3434-026, 226-0614-3434-039, 226-0614-3434-040, 226-0614-3434-022, 226-0614-3434-038, 226-0614-3434-042, 226-0614-3434-044, 226-0614-3443-017, 226-0614-3434-021, 226-0614-3434-043

Parcel Numbers in the area, zoned Institutional, with residential style buildings: 226-0514-0312-033, 226-0614-3434-025

Parcel Numbers in the area, zoned Residential, with commercial style buildings: none (besides the parcel being requested to be rezoned Institutional 226-0514-0312-050)

Legal Description

LOTS 18, 19 & 20, BLK 3, WEIDEMANN 2ND ADD.

Parcel Number

226-0514-0312-050

Parking

There are a total of 31 parking stalls on the property: 23 in the front of the building and 8 in the back of the building.

Ingress/Egress

There are three different ingress/egress to the property. One is located off Sherman Ave and the other two are off Memorial Dr.



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

November 4, 2024

NOTICE TO THE PUBLIC

OFFICIAL NOTICE IS HEREBY GIVEN the Fort Atkinson Plan Commission will hold a public hearing to review and make a recommendation to the City Council on a request for a Zoning Map Amendment for the property located at 715 Sherman Ave. E. (parcel number 226-0514-0312-050), from Single Family Residential (SR-5) to Institutional (I). This zoning change has been requested to accommodate current and future use.

Said public hearing will be held in person at the Fort Atkinson Municipal Building, 101 N. Main St. and via Zoom on Tuesday, Nov. 26, 2024 at 4:00 p.m. at the City of Fort Atkinson Plan Commission meeting. Those interested in attending this meeting should follow the below link, or dial in for audio access.

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTU05VZlZzO9>

Meeting ID: 822 1486 0406

Passcode: 53538

Dial by your location

+1 312 626 6799

Any interested party will be given the opportunity to be heard at that time. The City Council will likely review the rezoning request at the meeting on Tuesday, Dec. 3, 2024 and again on Tuesday, Dec. 17, 2024.

The Plan Commission is seeking input from the public. For more information, please contact Building/Zoning Administrator Jedidiah Draeger at jdraeger@fortatkinsonwi.gov or (920)-397-9901. You may attend the public hearing via Zoom or submit a letter or email expressing your thoughts.

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

Jedidiah Draeger
Building/Zoning Administrator

Zoning Map Amendment



10/28/2024, 11:41:52 AM

Jefferson County Tax Parcels

City of Fort Atkinson Municipal Boundary 2022

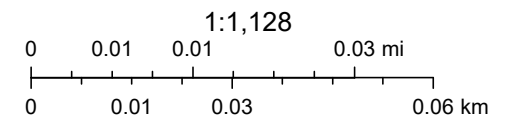
City of Fort Atkinson Base Zoning

SR-2 - Single Family Residential - 15,000sf

SR-5 - Single Family Residential - 8,000sf

I - Institutional

City of Fort Atkinson 1.5 Mile Extra-Territorial Jurisdiction



HEALTHCARE CENTER PLANNING AREA

FIGURE: 2.15

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



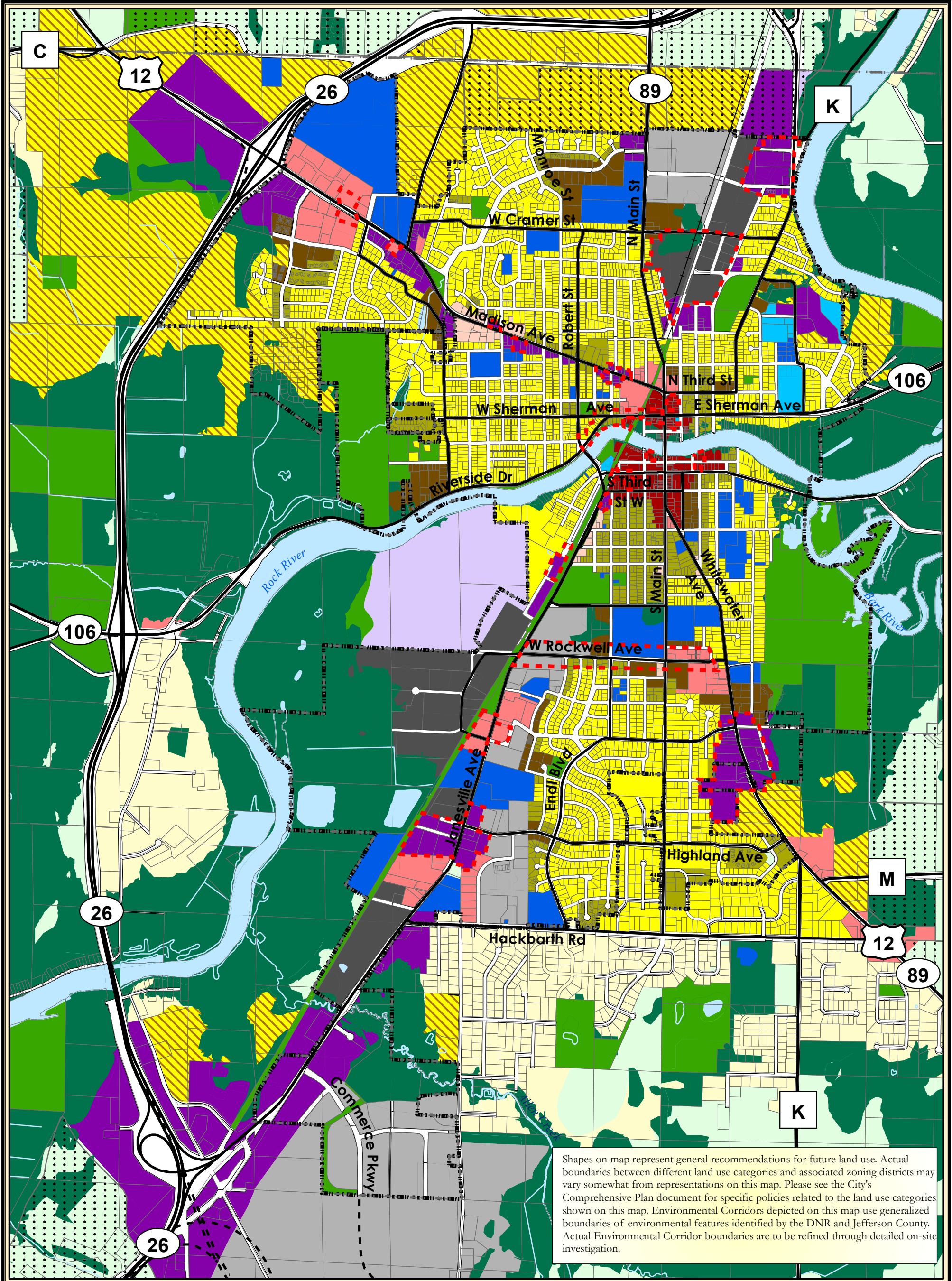
Opportunities

- Fort Atkinson Healthcare as regional marketing asset
- Healthcare expansion balanced with neighborhood preservation
- Single story healthcare building sites can expand up
- Access and wayfinding improvements
- Neighborhood preservation & senior housing development

Note: This map is not a Detailed Future Land Use Map or Future Transportation Map for zoning and other decision making. The purpose of this map is to show conceptual future growth options and facilitate public discussion.

Conceptual Land Uses

- Community Commercial
- Downtown
- Major Institutions
- Mixed-Use
- Neighborhood
- Employment
- Environmental Corridors
- Agriculture
- Existing Major Roads
- Potential Future Roads
- Main Trails (Existing & Proposed)



**City of Fort Atkinson
Comprehensive Plan**

Map 7: Future Land Use - City View

- City Boundaries
- Town Boundaries
- Parcels
- Right of Way
- Major Roads
- Previously Proposed Hwy 12 Bypass

- AG - Agriculture/Rural
- P - Parks
- EC - Environmental Corridor
- SF-U - Single Family Residential - Urban
- SF-E - Single Family Residential - Exurban
- TF - Two Family/Townhouse Residential
- MR - Manufactured Residential
- MF-R - Multi-Family Residential

- PN - Planned Neighborhood
- NC - Neighborhood Commerical
- CC - Community Commerical
- DT - Downtown
- LI - Light Industrial/Business Park
- GI - General Industrial
- CF - Community Facilities
- HF - Health Facilities
- PMU - Planned Mixed Use

- F-H - Farm-Historic
- UGA - Long Range Urban Growth Area
- Future Redevelopment Opportunity Area
- Surface Water

Sources: Jefferson County - County Land Use; Vandewalle and Associates - Fort Atkinson Land Use

0 0.125 0.25 0.5 0.75 Miles

VANDEWALLE & ASSOCIATES INC. 3/19/19 Amended: 6/6/23
Shaping places, shaping change

ORDINANCE NO. ____

**AN ORDINANCE
TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF FORT ATKINSON**

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

Section 1. Section 15.02.03 of the City of Fort Atkinson Zoning Ordinance, adopting the Map of Standard Zoning Districts, is hereby amended to change the zoning classification of the following described property from SR-5, Single-family Residential – 5, to I, Institutional:

Lots 18, 19, and 20 of Block 3, in the Weidemann Second Addition to the City of Fort Atkinson, Jefferson County, Wisconsin, consisting of 0.68 acres of land, addressed 211 Memorial Drive, parcel number 226-0514-0312-050.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect upon passage, posting, or publication as provided by law.

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

CITY OF FORT ATKINSON

Davin Lescohier, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: December 3, 2024

TO: Fort Atkinson City Council

FROM: Andy Selle, Director of Public Works

RE: Review and possible action relating to a Resolution Adopting the 2025 Stormwater Utility Rate (Selle, City Engineer/Director of Public Works)

BACKGROUND

The City Council authorized staff to work with Trilogy Inc. to aid in evaluating the current financial picture of the City's three utilities as well as look at forecasting future expenses and revenues. During the 2025 budget process that Council has reviewed over several recent meetings and workshops, the need for an increase in utility rates to meet anticipated expenses was noted, documented in more detail with the attached analyses. Trilogy provided a presentation at the last council meeting on their work. Staff has noted the salient points below and included the memo for each utility as an attachment.

STORMWATER UTILITY

- Past rates and revenues:
 - Increased by 25% in 2024, to \$65.63/ERU/Year
 - Rate increases are needed to fund:
 - Debt service for Public Works and Parks Facility
 - Ongoing maintenance and infrastructure replacement of the collection system
 - Re-establish depleted reserves
 - TMDL projects
- Projected (and Implemented) rate increase schedule:
 - 20% in 2025 (\$12.97/Year)
 - 15% in 2026 (\$12.00/Year)
 - 10% in 2027 (\$9.00/Year)
 - 5% in 2028 (\$4.80/Year)
 - 3% annually thereafter

WATER UTILITY

- Last full rate increase implemented in October 2021
- Funding annual replacement of 1% of water mains per year beginning in 2022
- Costs for related hydrants and services have risen much faster than anticipated
- 4.1% simplified rate increase in July 2024, possible
- May need to borrow a portion of additional main construction to be completed in 2026
- If eligible, Utility should seek simplified rate increases in 2025 (est. 4.0%) and 2026 (est. 3.0%) to maintain adequate reserves

WASTEWATER UTILITY

- Last full rate study was completed in 2020
- Overall increases of 6% per year were implemented in 2021, 2022, and 2023
- 2020 rate study projected 3% per year increases for 2024 and future years
- Recommended to continue with moderate annual rate increases based on updated revenues and expenses
- Rates were increased 3% in 2024
- Recommend another 3% increase for 2025
- Utility is projected to draw down reserves over the next few years

DISCUSSION

Overall the City's Utilities are in good financial shape. Both the Stormwater and Wastewater utilities are managed wholly by Council, whereas rates and services of the Water Utility are overseen by the Public Service Commission with local control within certain parameters.

FINANCIAL ANALYSIS

Note that the proposed Wastewater and Stormwater Utility rate increases have been incorporated into the 2025 Budget document.

RECOMMENDATION

Staff recommends that the City Council adopt the following resolutions:

- Resolution adopting 2025 Stormwater Utility Rate
- Resolution adopting 2025 Wastewater Utility Rates

ATTACHMENTS

1. Trilogy 2024 Stormwater Financials
2. Trilogy 2024 Wastewater Financials
3. Resolution Establishing Stormwater Utility Rate 2025
4. Resolution Establishing Wastewater Utility Rates 2025

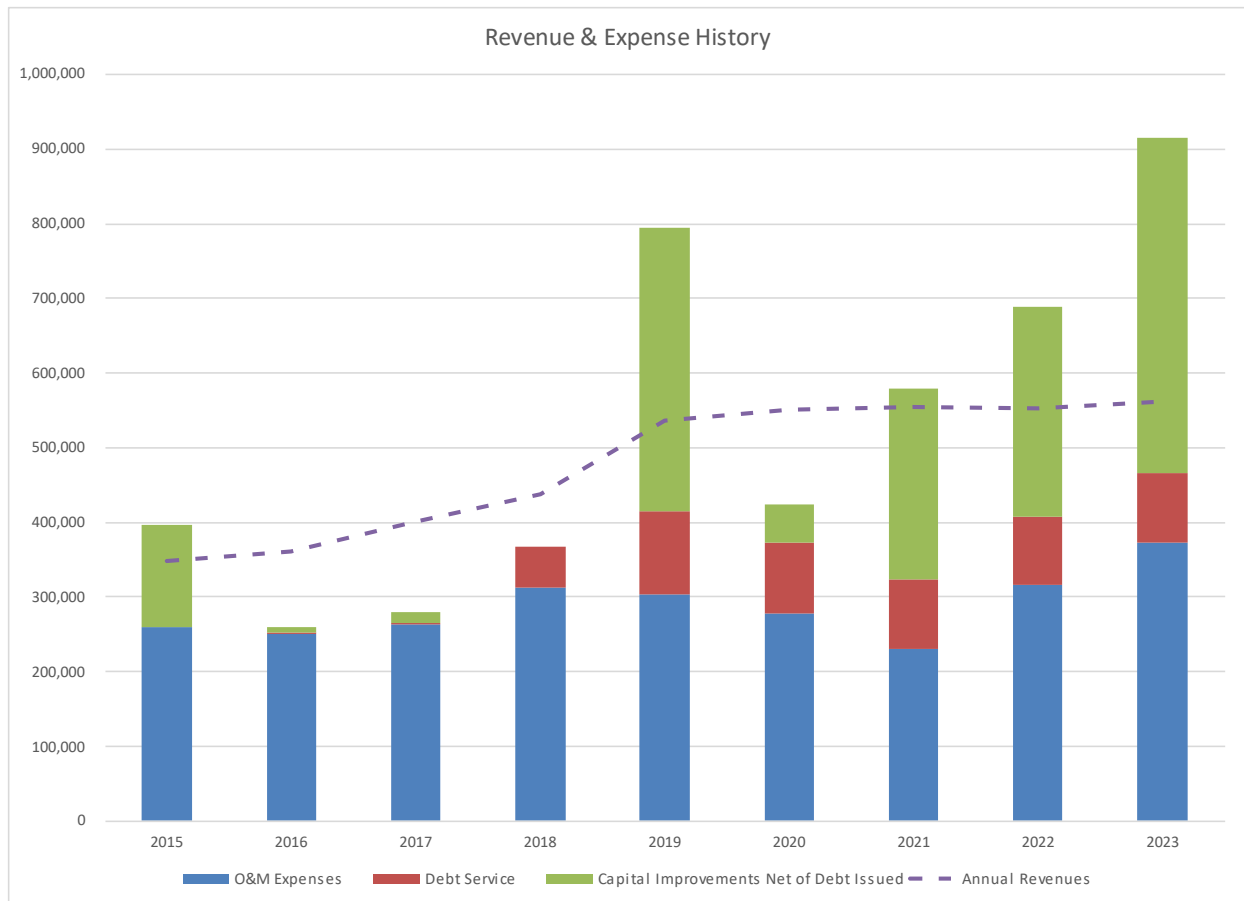
STORMWATER UTILITY FINANCIAL PLANNING

October 2024

Financial Projections and User Rates

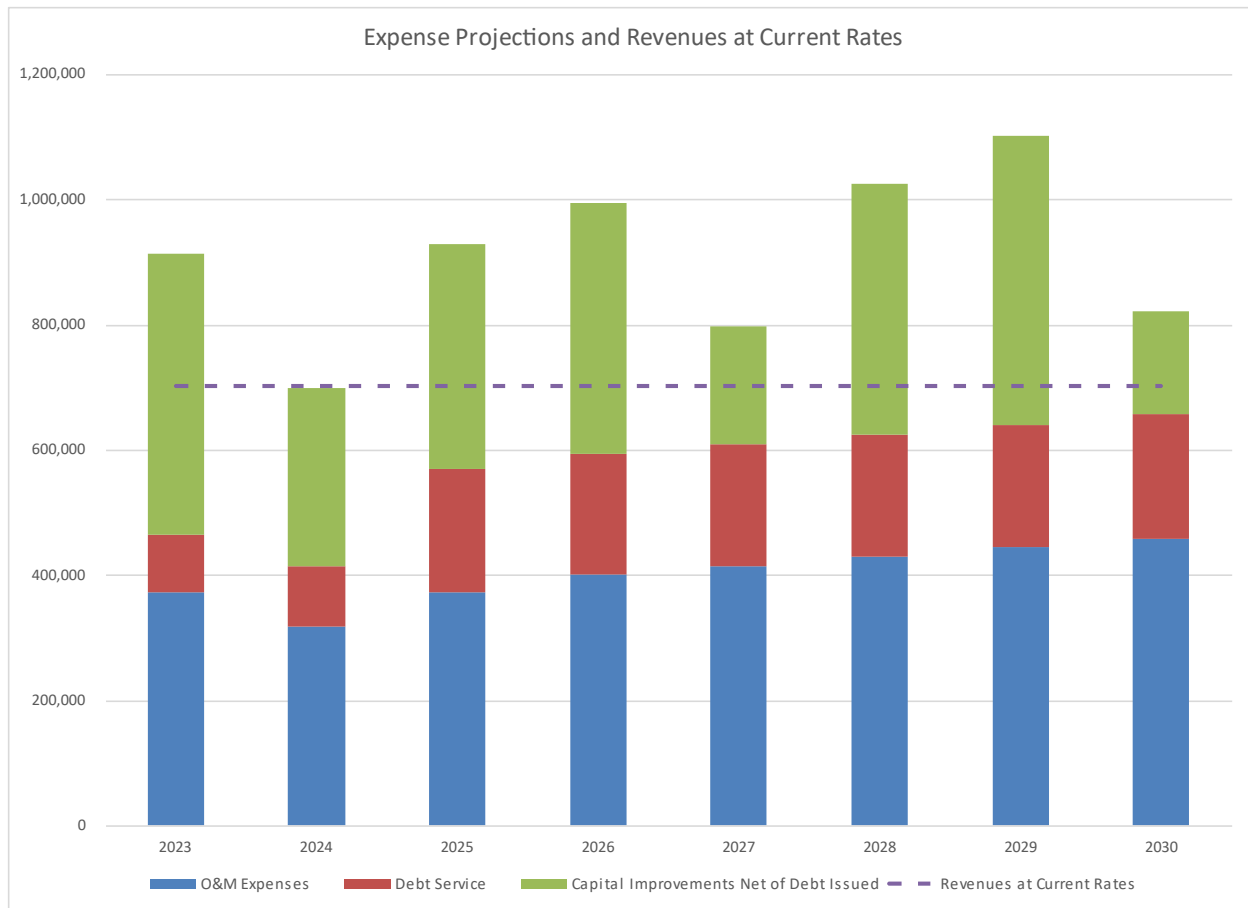
The City hired Trilogy Consulting to prepare the annual review of the Stormwater Utility's progress in meeting its financial goals and assess any needed updates to Utility policies and rates.

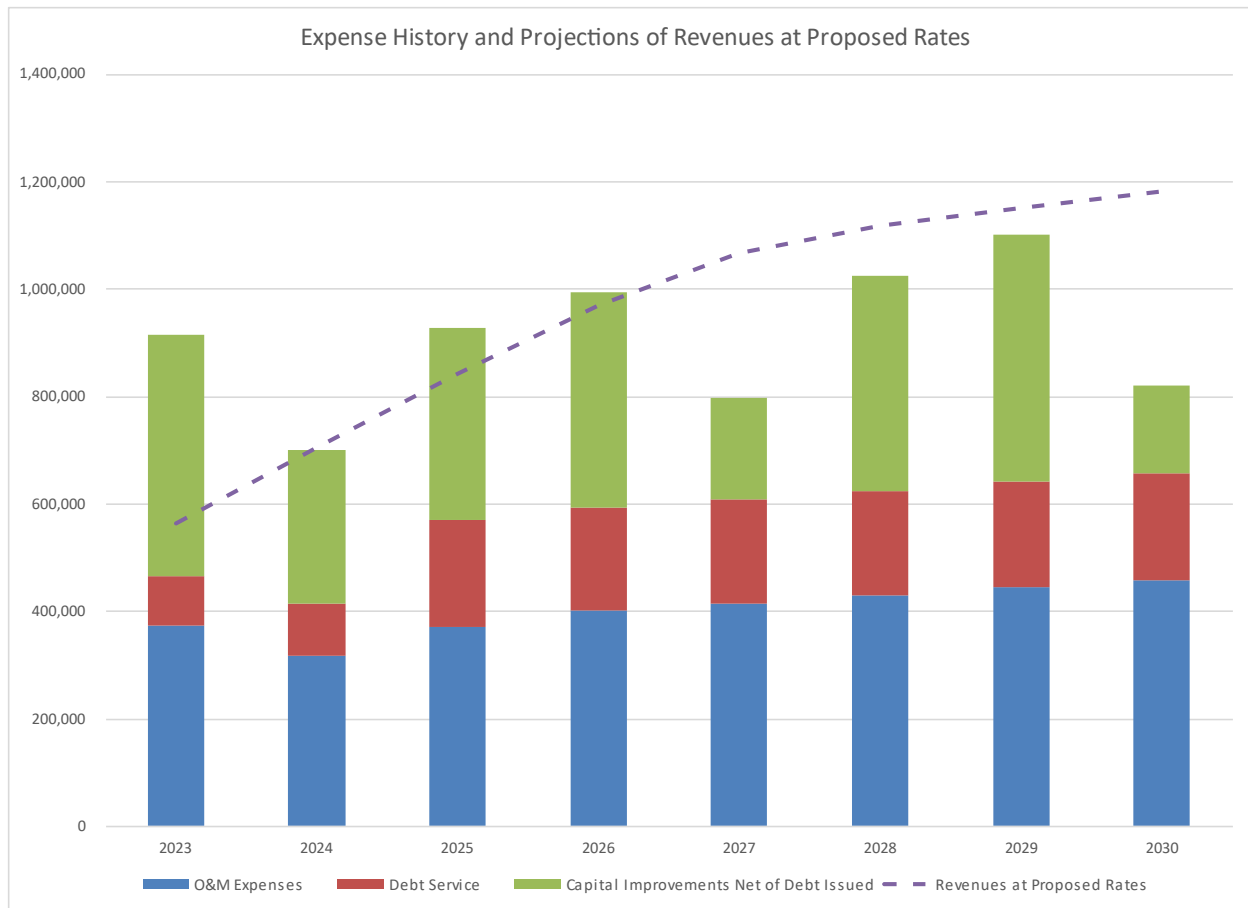
The Stormwater Utility was first implemented in September of 2009. Each property in the City is assigned a number of Equivalent Residential Units (ERUs), based on the amount of impervious area that contributes to storm water runoff. One ERU equals 3,096 square feet of impervious surface area. Every single-family home is assigned one ERU, with non-residential properties assigned ERUs based on actual measured impervious area. The original rate was \$27.60 per ERU per year. Rates gradually increased to the rate of \$52.50 in 2020 and were set at \$65.63 for 2024, a 25 percent increase. The increase in rates are projected to result in an increase in revenues of about \$140,000 from 2023 to 2024. Further, the large negative cash flow experienced in 2023 is projected to be diminished to about a break even, depending on any remaining unplanned work during the rest of 2024.



As of year-end 2022, the Utility had reserves of \$490,000. At year-end 2023, reserves had been drawn down to about \$165,000 to pay for capital projects, and they are projected to remain at a similar level by the end of 2024. As discussed in 2023, it is recommended that the Utility maintain a minimum operating reserve comprised of 2 month's operating expenses (\$62,000 in 2025), a full year's debt service payments (\$197,000 in 2025), and \$100,000 for emergency capital needs. For 2025, the minimum recommended reserve level would be about \$359,000.

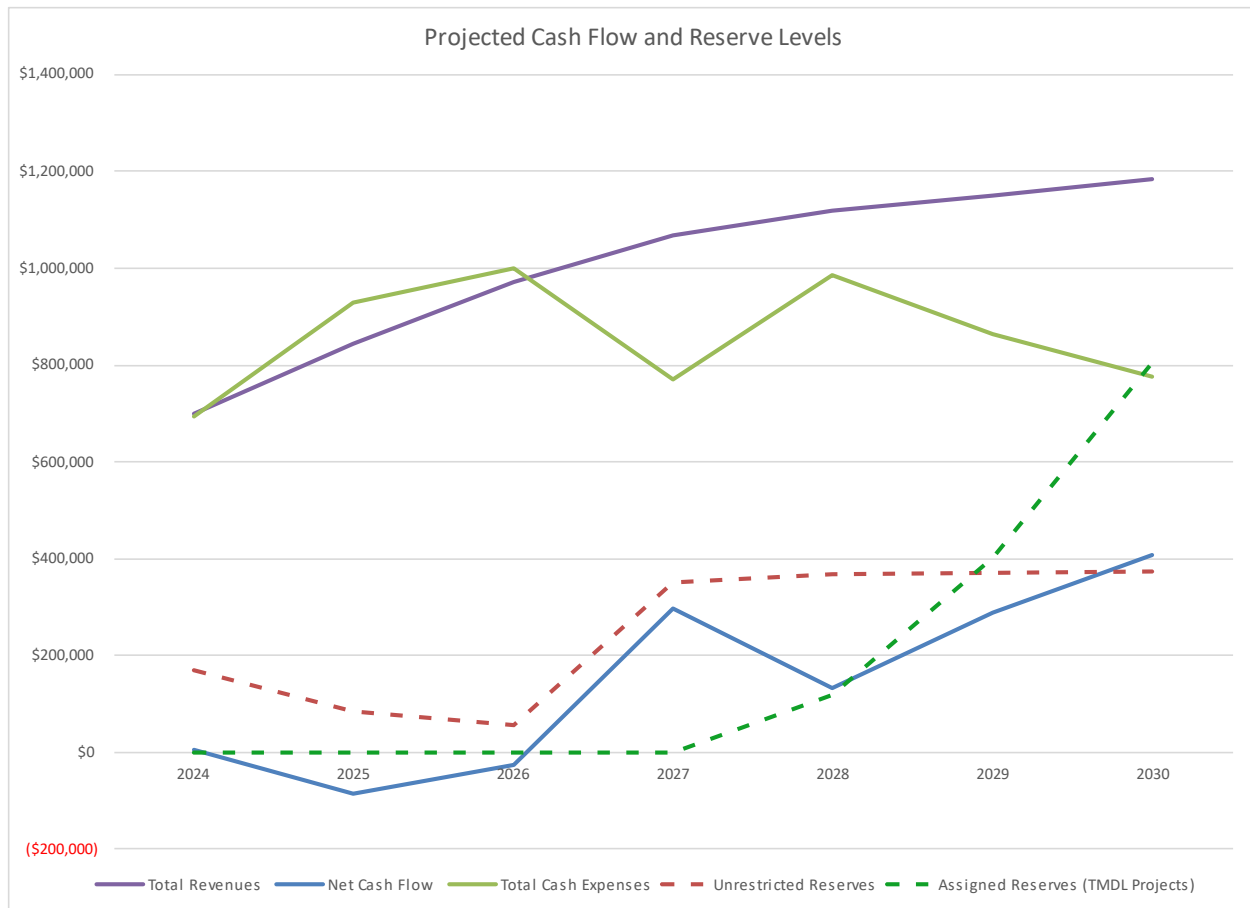
To continue the plan to build back Utility reserves while ensuring that annual obligations are satisfied, a 20 percent increase in the ERU rate (\$65.63 to \$78.60) is recommended for 2025, the same increase that was projected in the prior analysis. Additional increases in future years are recommended to keep the Utility financially healthy. Needed increases in future years are projected to be 15 percent in 2026 (\$78.60 to \$90.60), 10 percent in 2027 (to \$99.60), 5 percent in 2028 (to \$104.40), and inflationary increases of 3 percent annually thereafter. Inflation in O&M expenses is assumed to be about 3.0 percent annually beginning in 2025. The charts below show the Utility's projected cash needs compared to revenues at both present and proposed rates.





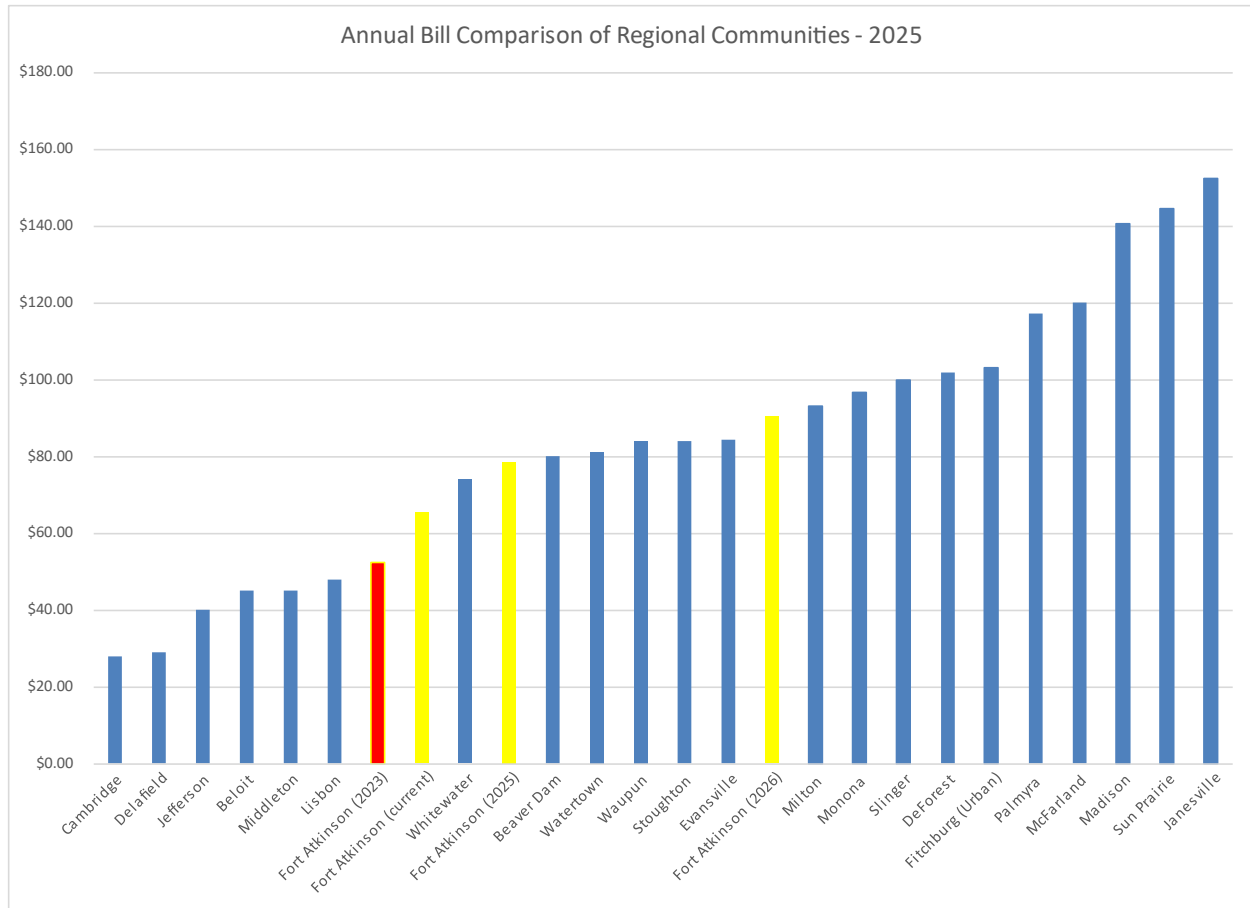
Reserve Management for Capital Projects

Building on the analysis prepared in 2023, Trilogy updated cash flow projections that would estimate the amount of annual cash that can be built up in reserves and then available for TMDL projects that are mandated by the DNR but do not have a set schedule for implementation. These projects will total somewhere between \$3 Million and \$5 Million, but again do not currently have a deadline for implementation. Before it can do that, however, the Utility should build up its operating reserve to a minimum level to ensure its long and short-term financial health. The following graph shows an updated look at cash flow and reserve levels under the proposed schedule of rate increases, both unrestricted reserves to be maintained for operating purposes, and a new assigned reserve for future TMDL projects. This projects that the utility will have built up funds to be used for TMDL projects beginning in 2029.



Stormwater Utility Fund	2024 Estimate	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Rate Increase per ERU		20.0%	15.0%	10.0%	5.0%	3.0%	3.0%
Revenues - Cash Basis							
Total Revenues	\$699,076	\$842,766	\$971,127	\$1,067,398	\$1,118,742	\$1,150,833	\$1,182,923
Expenses - Cash Basis							
Subtotal Other Expenses	\$90,865	\$196,823	\$193,492	\$194,556	\$195,745	\$196,759	\$197,599
Subtotal Project Management Expenses	\$130,420	\$139,920	\$143,608	\$147,406	\$151,318	\$155,348	\$159,498
Subtotal Insurance Expenses	\$9,502	\$9,700	\$9,894	\$10,092	\$10,294	\$10,500	\$10,710
Subtotal Planning & Engineering Expenses	\$81,000	\$116,000	\$117,860	\$119,776	\$121,749	\$123,782	\$125,875
Subtotal O&M (Street Cleaning) Expenses	\$43,000	\$48,000	\$48,990	\$50,010	\$51,060	\$52,142	\$53,256
Subtotal Storm Sewer Expenses	\$54,000	\$59,000	\$60,170	\$61,375	\$62,616	\$63,895	\$65,212
Total Cash Expenses	\$408,787	\$569,443	\$574,014	\$583,214	\$592,782	\$602,424	\$612,149
Net Cash Flow before Capital	\$290,289	\$273,323	\$397,113	\$484,183	\$525,960	\$548,408	\$570,774
Capital Expenditures							
Total Planned Capital	\$285,044	\$360,000	\$425,000	\$188,000	\$393,000	\$261,000	\$163,130
Net Cash Flow	\$5,245	(\$86,677)	(\$27,887)	\$296,183	\$132,960	\$287,408	\$407,644
Beginning of Year Fund Balance	\$164,882	\$170,127	\$83,450	\$55,563	\$351,747	\$484,707	\$772,115
Projected Net Cash Flow	\$5,245	(\$86,677)	(\$27,887)	\$296,183	\$132,960	\$287,408	\$407,644
End of Year Projected Fund Balance	\$170,127	\$83,450	\$55,563	\$351,747	\$484,707	\$772,115	\$1,179,759

The final chart below shows the annual charge per ERU for those other communities within the greater Rock River Basin that have stormwater utilities and that charge on an ERU (or similar) basis, along with the proposed increases through 2026. The median annual charge (excluding Fort Atkinson) is about \$84 per year (\$3 higher than 2023). Several of these communities have increased their stormwater charges in the last several years, including 2024, and may also be facing increases in the future to fund mandated capital spending.



SEWER UTILITY FINANCIAL PLANNING

October 2024

Financial Projections and User Rates

In 2020, the City retained Trilogy Consulting to prepare a Sewer Rate Study to develop recommended sewer rates to fund major upgrades to the wastewater treatment facility. The study, dated October 2020, recommended a series of three annual rate increases of 6.0 percent per year for 2021 through 2023 to provide sufficient revenues for debt coverage for the Clean Water Fund (CWF) loan for the wastewater treatment facility project. The City adopted the rates in November 2020.

A 25-year projection of user rates and cash flows was also prepared as part of the Sewer Rate Study to develop a plan to complete all necessary capital improvement projects and meet all debt requirements while maintaining the financial health of the Utility. A series of 3.0 percent per year rate increases were projected to be needed for 2024 and following years to allow the Utility to cash fund routine capital improvements while maintaining cash reserves at or above the recommended minimum level. The study also recommended that these future rate increases should be evaluated annually so that adjustments can be made to changes to the assumptions built into the cash flow projections.

In 2023, Trilogy Consulting completed an update to the cash flow projections for the Sewer Utility, recommending a 3.0 rate increase for 2024, and projecting the need for rate increases of 4.0 percent per year for 2025 through 2028.

This analysis was updated again in 2024 to review the recommended rates for 2025 and future years. Based on the updated analysis, rate increases of 3.0 percent per year are projected for 2025 through 2029. The update included:

- Updating the projections with actual sewer utility sales, operation and maintenance expenses, revenues, capital expenditures, cash flows, and reserve balances for 2023 through third quarter 2024.
- Updating the future capital improvement expenditures to incorporate the Utility's estimated 2024 capital improvements and the 2025-2030 Capital Improvement Program.
- Adjusting future projections of sales, revenues, and expenses based on recent trends and the Utility's 2025 budget.

The Utility's rate structure was also modified to: 1) include the industrial sampling costs into the rates per pound charged to high-strength industrial customers for pollutants loadings above normal domestic strength; and 2) develop rates per hundred cubic feet of wastewater for high-strength commercial customers that include the estimated pollutant loadings for each class of high strength commercial customer (fast food restaurant, sit down restaurant, and food store). Based on this analysis, current and proposed 2025 sewer rates are shown on the following page.

Flat Charge

Connection Size	2024	Proposed Rates - 2025	Percent Change
5/8	\$24.93	\$25.68	3%
3/4	\$24.93	\$25.68	3%
1	\$40.17	\$41.38	3%
1 1/4	\$52.53	\$54.11	3%
1 1/2	\$63.90	\$65.82	3%
2	\$93.70	\$96.51	3%
3	\$137.40	\$141.52	3%
4	\$168.10	\$173.14	3%
6	\$270.27	\$278.38	3%

Usage Charges

	Units	2024	Proposed Rates - 2025	Percent Change
Domestic Sewage	\$/CCF	\$2.67	\$2.76	3%
High-Strength Commercial				
Fast Food Restaurant	\$/CCF	\$13.39	\$13.79	3%
Food Store	\$/CCF	\$5.33	\$5.49	3%
Sit Down Restaurant	\$/CCF	\$7.56	\$7.79	3%
High-Strength Industrial				
Flow	\$/CCF	\$2.67	\$2.76	3%
	\$/1,000 gals	\$3.56	\$3.69	4%
BOD	\$/pound	\$0.48	\$0.54	13%
TSS	\$/pound	\$0.68	\$0.75	10%
Phosphorus	\$/pound	\$3.86	\$4.03	4%
TKN	\$/pound	\$1.39	\$1.48	7%
Septic Tank	\$/CCF	\$32.09	\$33.05	3%
	\$/1,000 gals	\$42.90	\$44.18	3%
Holding Tank - Residential	\$/CCF	\$9.19	\$9.46	3%
	\$/1,000 gals	\$12.28	\$12.65	3%
Holding Tank - Commercial	\$/CCF	\$11.05	\$11.38	3%
	\$/1,000 gals	\$14.77	\$15.21	3%
Landfill Leachate	\$/CCF	\$19.26	\$19.84	3%
	\$/1,000 gals	\$25.75	\$26.52	3%

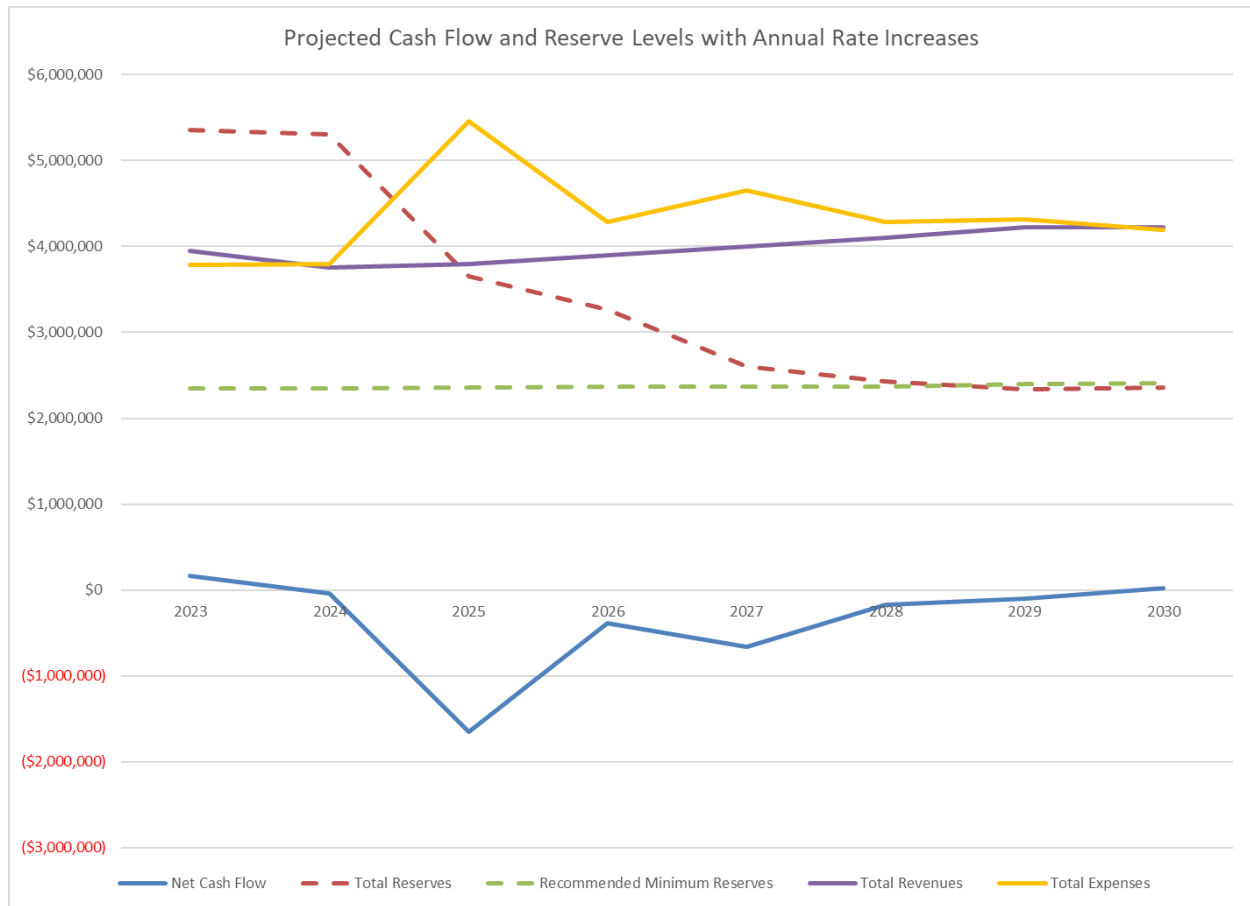
Cash Available for Capital

To help with future capital planning, the Utility asked Trilogy to prepare cash flow projections that estimate the amount of annual cash that is available for capital projects. Considering increases in operation and maintenance expenses, principal and interest payments for existing debt, conservative projections of future sales, and rate increases of 3.0 percent per year, the Utility is projected to be able to fund about \$4.1 million of capital projects from funds borrowed in 2024 for the WWTP solar project and annual revenues between 2025 and 2030. With over \$6.6 million in planned capital improvement projects for 2025 through 2030, the Utility is projected to draw down its cash reserves by almost \$2.5 million over the next several years. In addition, the City is planning to loan \$1.0 million of Utility funds to TID No. 9, expected to be paid back beginning in 2035.

As shown in the table below, the Utility's cash reserves are currently well above the recommended target reserve levels. At year end 2023 the Utility had \$3.9 million of unrestricted cash and just under \$1.4 million in the Equipment Replacement Fund (ERF). At a minimum, the Utility is required by the Wisconsin Department of Natural Resources to maintain an ERF balance equal to 10 percent of the value of its equipment, or currently about \$1.0 million. No additional deposits to the ERF are necessary currently. However, if the Utility uses these funds for unplanned equipment replacement, funds may need to be added to replenish these funds in the future. Even after using \$2.5 million of reserves to fund capital projects over the next six years and loaning funds to TID No. 9, the Utility's reserve funds are projected to remain at about the recommended target reserve levels.

These projections are based on numerous assumptions regarding trends in customer sales, inflation, and the Utility's Capital Improvement Program. The Utility should continue to evaluate the rates regularly and adjust the rates as needed to adapt to changing conditions, continue to support adequate spending on repairs and replacements, and maintain prudent reserves.

	2023	2024	2025	2026	2027	2028	2029	2030
Actual / Projected Rate Increase	6.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	0.0%
Total Cash In	\$3,947,128	\$3,757,332	\$3,797,786	\$3,893,085	\$3,999,854	\$4,104,845	\$4,221,640	\$4,219,860
O&M Expenses	\$2,231,048	\$2,198,881	\$2,260,325	\$2,276,282	\$2,293,068	\$2,309,665	\$2,430,706	\$2,447,651
PILOT to Water Utility for Meters	\$47,706	\$50,091	\$52,596	\$55,226	\$57,987	\$60,886	\$63,931	\$67,127
Debt Service	\$836,445	\$907,902	\$1,156,454	\$1,151,318	\$1,150,086	\$1,074,780	\$1,075,396	\$1,070,911
Cash Flow Available for Capital	\$831,930	\$600,457	\$328,411	\$410,259	\$498,714	\$659,513	\$651,608	\$634,171
Borrowing / CWF Principal Forgiveness	\$3,006,688	\$1,714,859	\$1,500,000	\$0	\$0	\$0	\$0	\$0
Total Available for Capital	\$3,838,618	\$2,315,316	\$1,828,411	\$410,259	\$498,714	\$659,513	\$651,608	\$634,171
Actual / Planned Capital Outlay	\$3,677,941	\$2,357,235	\$2,484,000	\$800,000	\$1,155,000	\$835,000	\$750,000	\$610,000
Loan to TID #9			\$1,000,000					
Projected Addition to / (Decrease of) Cash	\$160,677	(\$41,919)	(\$1,655,589)	(\$389,741)	(\$656,286)	(\$175,487)	(\$98,392)	\$24,171
Projected Reserve Balance at Year End								
Operating / Capital	\$3,956,083	\$3,914,164	\$2,258,575	\$1,868,834	\$1,212,548	\$1,037,061	\$938,669	\$962,840
Equipment Replacement Fund	\$1,394,079	\$1,394,079	\$1,394,079	\$1,394,079	\$1,394,079	\$1,394,079	\$1,394,079	\$1,394,079
Total	\$5,350,162	\$5,308,243	\$3,652,654	\$3,262,913	\$2,606,627	\$2,431,140	\$2,332,748	\$2,356,919
Recommended Reserves								
3 Months's Operating Expenses	\$557,762	\$549,720	\$565,081	\$569,071	\$573,267	\$577,416	\$607,676	\$611,913
Unrestricted Capital	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Equipment Replacement Fund	\$1,394,079	\$1,394,079	\$1,394,079	\$1,394,079	\$1,394,079	\$1,394,079	\$1,394,079	\$1,394,079
Total	\$2,351,841	\$2,343,799	\$2,359,160	\$2,363,150	\$2,367,346	\$2,371,495	\$2,401,755	\$2,405,992
Projected Debt Coverage	2.23	1.73	1.36	1.45	1.54	1.63	1.63	1.62



RESOLUTION NO. _____

**RESOLUTION
ADOPTING 2025 STORMWATER UTILITY RATE**

WHEREAS, Chapter 98 of the City of Fort Atkinson Municipal Code provides regulations relating to Municipal Utilities; and

WHEREAS, Article V of Chapter 98 regulates the City's Stormwater Utility (hereinafter "Utility"); and Section 98-604 outlines rates and charges; and

WHEREAS, Section 98-604(a) indicates that user charges shall be imposed on all developed property with impervious area in the City to recover all or a portion of the costs of the Utility; that the amount of such charges shall be based on a rate per equivalent runoff unit (ERU); and that the City Council shall establish the rate per ERU through a resolution; and

WHEREAS, all developed property with impervious area shall be assigned ERUs. Each single-family residential property shall be assigned one ERU; each two-family residential property shall be assigned 0.7 ERUs/dwelling unit; each three- and four-family residential property shall be assigned 0.5 ERUs/dwelling unit; and nonresidential property shall be assigned ERUs based upon the amount of impervious area on the property divided by 3,096 square feet, however shall not be less than one ERU; and

WHEREAS, the user rate per ERU was updated in 2024 after the City Council commissioned a Utility rate study from Trilogy Consulting, LLC, which was presented to the City Council in November 2023, and updated at the November 19, 2024 City Council meeting; and

WHEREAS, Trilogy Consulting, LLC, through the 25-year projection of user rates, cash flows, debt obligations, and future capital projects, recommends that the Utility implement annual rate increases, including a 20% rate increase in 2025, to complete all necessary capital improvement projects and meet all debt requirements while maintaining the financial health of the Utility.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, that the 2025 Utility rate is \$78.60 per ERU.

BE IT FURTHER RESOLVED that the rate of \$78.60 per ERU be implemented as of January 1, 2025.

Adopted and effective this 3rd day of December 2024.

CITY OF FORT ATKINSON

Davin Lescohier, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

RESOLUTION NO. _____

**RESOLUTION
ADOPTING 2025 WASTEWATER UTILITY RATES**

WHEREAS, Chapter 98 of the City of Fort Atkinson Municipal Code provides regulations relating to Municipal Utilities; and

WHEREAS, Article IV of Chapter 98 regulates the City’s Wastewater Utility (also known as Sewer Utility, hereinafter “Utility”); and Division 9 outlines charges and fees; and

WHEREAS, Section 98-361 includes a policy that states that the Utility obtain sufficient revenues to pay the costs of the debt retirement, including any debt service reserves and debt coverage required, annual cash funded capital outlay, and the operation and maintenance of the wastewater facilities, including replacement costs, through a system of sewer service charge. The system shall be based on a cost of service study that assures that each user of the wastewater facilities pays a proportionate share of the costs; and

WHEREAS, the City Council commissioned a Utility rate study from Trilogy Consulting, LLC, and that study was presented to the City Council at the meeting on November 17, 2024; and

WHEREAS, Trilogy Consulting, LLC, through the 25-year projection of user rates, cash flows, debt obligations, and future capital projects, recommends that the Utility implement annual rate increases.

WHEREAS, the rate increase for 2025 will be about 3%, to complete all necessary capital improvement projects and meet all debt requirements while maintaining the financial health of the Utility.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, that the following flat charges and user rates be implemented as of January 1, 2025:

Flat Charges

Connection Size	2024	Proposed Rates - 2025	Percent Change
5/8	\$24.93	\$25.68	3%
3/4	\$24.93	\$25.68	3%
1	\$40.17	\$41.38	3%
1 1/4	\$52.53	\$54.11	3%
1 1/2	\$63.90	\$65.82	3%
2	\$93.70	\$96.51	3%
3	\$137.40	\$141.52	3%
4	\$168.10	\$173.14	3%
6	\$270.27	\$278.38	3%

Usage Charges

	Units	2024	Proposed Rates - 2025	Percent Change
Domestic Sewage	\$/CCF	\$2.67	\$2.76	3%
High-Strength Commercial				
Fast Food Restaurant	\$/CCF	\$13.39	\$13.79	3%
Food Store	\$/CCF	\$5.33	\$5.49	3%
Sit Down Restaurant	\$/CCF	\$7.56	\$7.79	3%
High-Strength Industrial				
Flow	\$/CCF	\$2.67	\$2.76	3%
	\$/1,000 gals	\$3.56	\$3.69	4%
BOD	\$/pound	\$0.48	\$0.54	13%
TSS	\$/pound	\$0.68	\$0.75	10%
Phosphorus	\$/pound	\$3.86	\$4.03	4%
TKN	\$/pound	\$1.39	\$1.48	7%
Septic Tank	\$/CCF	\$32.09	\$33.05	3%
	\$/1,000 gals	\$42.90	\$44.18	3%
Holding Tank - Residential	\$/CCF	\$9.19	\$9.46	3%
	\$/1,000 gals	\$12.28	\$12.65	3%
Holding Tank - Commercial	\$/CCF	\$11.05	\$11.38	3%
	\$/1,000 gals	\$14.77	\$15.21	3%
Landfill Leachate	\$/CCF	\$19.26	\$19.84	3%
	\$/1,000 gals	\$25.75	\$26.52	3%

Adopted this 3rd day of December 2024.

CITY OF FORT ATKINSON

Davin Lescohier, City Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: December 3, 2024

TO: Fort Atkinson City Council

FROM: Ben Dayton, Director of Parks and Recreation

RE: Review and possible action relating to a Public Monument Review - Eagle Scout Project to install bike repair stand located at the Rotary Train Depot (Dayton, Director of Parks and Recreation)

BACKGROUND

Landon Stachel is requesting to install an outdoor bike repair station for his final Eagle Scout Project. At the September 11, 2024 Park and Recreation Advisory Board meeting, Landon presented his project and received feedback regarding the installation location along the Glacial River Bike Trail. Board members and staff recommended the site north of the Rotary Train Depot shelter, near the existing bike racks.

DISCUSSION

Staff presented the monument to the Plan Commission at the November 26, 2024, meeting the requirements of the Public Monument/Building Review application. The Plan Commission reviewed this item and recommended that the City Council approve the bike repair station through this process. Staff will continue to work with the applicant to bring this project to completion.

FINANCIAL ANALYSIS

The chosen product is specifically designed to be vandal resistant, remain outdoors year-round, require minimal maintenance and is semi-permanent. The bike pump is assumed to be the most used tool. With frequent use, gaskets will eventually fail and need replacement. All other tools are attached using rust-resistant stainless steel cable and will not require maintenance unless vandalized. City staff will be responsible for repair or replacement of any worn out or broken parts going forward.

Fundraising and installation will be conducted by Landon and additional troop members. The Parks and Recreation Department requires that all Scout projects taking place on City property have staff supervision to provide support for the volunteers and ensure quality and safety standards are met.

RECOMMENDATION

Staff recommends the City Council approve this request for a Public Monument/Building

Review allowing the installation of the Bike Repair Station along the Glacial River Trail adjacent to the Rotary Train Depot shelter.

ATTACHMENTS

1. Plan Commission Memo
2. Public Monument and Building Review- Landon Stachel BSA Troop 134
3. Bike Repair Station Project- Brochure (reordered) 9.6.24
4. Bike_Fixation_DPWS_Site_Layout



Public Monument Review REPORT TO THE PLAN COMMISSION

DATE: November 26, 2024
PROPERTY ADDRESS: Rotary Train Depot
PARCEL NUMBER: No parcel number
OWNER: City of Fort Atkinson
APPLICANT: Landon Stachel

FILE NUMBER: PMR-2024-04
EXISTING ZONING: No zoning classification (ROW)
PROPOSED ZONING: No zoning classification (ROW)
EXISTING LAND USE: Glacial River Bike Trail
REQUESTED USES: Bike Repair Station (accessory use)

BACKGROUND

Landon Stachel is requesting to install an outdoor bike repair station for his final Eagle Scout Project. At the September 11, 2024 Park and Recreation Advisory Board meeting, Landon presented his project and received feedback regarding the installation location along the Glacial River Bike Trail. Board members and staff recommended the site north of the Rotary Train Depot shelter, near the existing bike racks.

REQUEST OVERVIEW

Landon provided pamphlets and will give a short presentation outlining his proposal.

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

DISCUSSION

COMPREHENSIVE LAND USE PLAN (2019):

Outlined in the Comprehensive Plan are cultural resource goals, objectives, and policies. Chapter 5 specifically identifies the Glacial River Trail as one of the city's noted Cultural Resources. The policy encourages the enhancement and beautification of downtown, commercial corridors, and other key places throughout the community with increased landscaping, signage, public infrastructure, and public art.

Additionally, in Chapter 9: Parks and Recreation, the overarching goal is to maintain and preserve existing facilities, effectively plan for future facilities that serve all residents, enhance opportunities for recreational tourism, and preserve the environmental integrity of the community. The Glacial River Trail runs through the heart of the city and provides bike/pedestrian-friendly access for residents both north and south of the Rock River.

The addition of a bike repair station will provide an enhancement to public infrastructure that is accessible to all residents and those who visit the city.

PUBLIC MONUMENT PURPOSE:

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

As mentioned previously, the Glacial River Bike Trail serves as an alternative route for pedestrians to travel across the community. The addition of this amenity will serve those using the bike trail for transportation or recreational purposes.

MAINTENANCE PLAN FOR MONUMENT:

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

The chosen product is specifically designed to be vandal resistant, remain outdoors year-round, require minimal maintenance and is semi-permanent. The bike pump is assumed to be the most used tool. With frequent use, gaskets will eventually fail and need replacement. All other tools are attached using rust-resistant stainless steel cable and will not require maintenance unless vandalized. City staff will be responsible for repair or replacement of any worn out or broken parts going forward.

Fundraising and installation will be conducted by Landon and additional troop members. The Parks and Recreation Department requires that all Scout projects taking place on City property have staff supervision to provide support for the volunteers and ensure quality and safety standards are met.

Security was also a consideration when recommending the location. The Rotary Train Depot shelter is well lit, highly visible, and is located near an active intersection.

RECOMMENDATION

Staff recommends that the Plan Commission review the application and recommend that the City Council approve this request for a Public Monument/Building Review allowing the installation of the Bike Repair Station along the Glacial River Trail adjacent to the Rotary Train Depot shelter.

ATTACHMENTS

1. Bike_Fixation_DPWS_Site_Layout
2. Bike Repair Station Project- Brochure (reordered) 9.6.24

3. Public Monument and Building Review- Landon Stachel BSA Troop 134
4. Landon Stachel - Eagle Scout Presentation-Bike Repair Station

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

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

Name, company, and client (if applicable): Landon Stachel - BSA

Phone number: 9207231100 Email: landonscoutmail@gmail.com

Property address for site plan: rotary train depot along bike path

I Applicability

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

II Application Requirements

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

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

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



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

III Process Checklist

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

Applicant signature: _____ Landon Stachel _____ Date: 09/30/24

Project Phases

Phase 1: Planning (current Phase)

Phase 2: Fundraising

Phase 3: Purchasing

Phase 4: Prep. Install Site

Phase 5: Installation

Phase 6: Website/Online Toolbox

Phase 1

Planning

1. Project Approval
2. Location Approval
3. Permits
4. Date and Time of Installation

Phase 2

Fundraising

Fundraising Options:
Cookie Dough Fundraiser
First Aid Kit Fundraiser
Donations (Anytime Fitness, 2 rivers, etc)

Fundraiser Proceeds will go towards purchasing equipment and supplies.

Phase 3

Purchasing

After fundraising, we will use fundraiser proceeds to purchase a Bike Repair stand with tools from theparkcatalog.com and have the stand shipped to us (delivery location may change based on dock requirements)

A PDF printout of the bike stand is handed out separately

Phase 4

Preparation of Installation Site

Preparation of the Installation site will involve:

1. Calling 811 to avoid utilities
2. Closing one half (width) of the bike path
3. Excavation for a Concrete Pad

Should Utilities be discovered, a new installation area will be discussed

Phase 5

Installation

1. Drilling holes in concrete pad for anchor bolts
2. Installing Anchors
3. Installing bike stand, and tools.
4. Securing stand to pad, and finalizing onsite-install
5. cleanup

Troop 134

Fort Atkinson WI

Landon Stachel

Eagle Scout Service Project Proposal



Project Overview

Installing a publicly accessible and free to use bike repair stand along the bike path running through Fort Atkinson WI.

Phase 6

Website/Online Toolbox

The online toolbox is a website that anyone can access using any common smartphone, and view videos on how to repair, adjust, and fix any common bike.

The videos will be made by scouts, with real bikes, and utilizing step by step instructions. Ad-Free, and easy to find.

The website will be available one or may of these ways:

1. Troop Website
2. Custom Website
3. Parks and Rec Website

www.Troop134.site

or

Bike.troop134.site
(Not a real site, yet)

Site Layout for Saris Infrastructure Deluxe Public Work Stand

Minimum Space Requirements

The minimum space requirements for the Deluxe Public Work Stand are dependent on whether there is a Wheel Chock installed or not. See figure 1 and 2 for minimum space requirement dimensions. If branding is part of the installation, the back of the repair stand should face the trail.

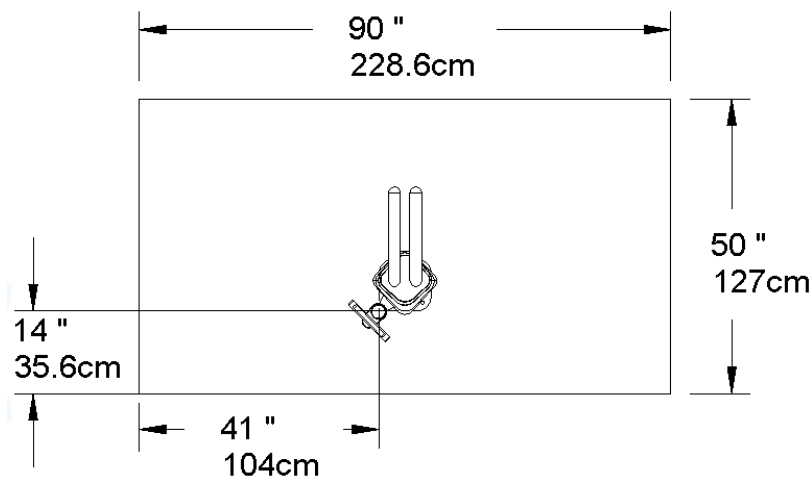


Figure 1: Minimum space requirements (without Wheel Chock)

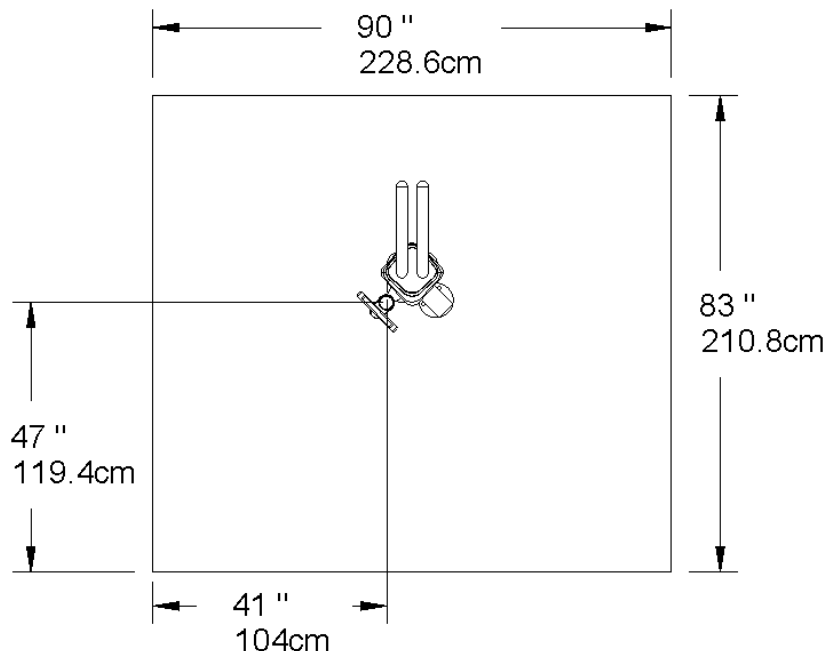


Figure 2: Minimum space requirements (with Wheel Chock)

Setbacks

It is recommended that all equipment is spaced a minimum of 60" from an adjoining street or cycle path.

Pad size

If you are pouring a new concrete pad, these are two recommended sizes. Option 1 is 36" x 36" x 4", option 2 is a 16" diameter cylinder that is 36" long.

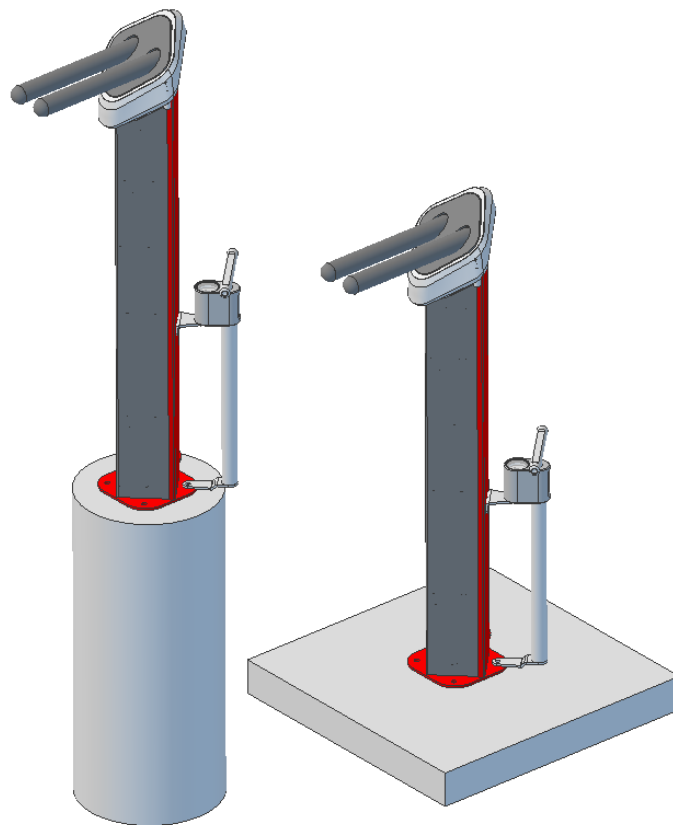


Figure 3: Recommended new pad configurations



MEMORANDUM

DATE: December 3, 2024

TO: Fort Atkinson City Council

FROM: Andy Selle, Director of Public Works

RE: Review and possible action relating to a contract for Construction Engineering Services from Quam Engineering (Selle, Director of Public Works)

BACKGROUND

The Banker Rd development project design was awarded to Quam Engineering for \$95,985, nearly \$100,000 below the next lowest design bid. The City then was awarded a \$1.4M grant for Banker Road specifically, and thus shifted the design scope with Quam Engineering away from Banker Road and instead added two additional streets and a full grading plan for the lots that we have called Phase 1. Generally, everything west of Banker Road is included in Phase 1. The added costs associated with that change in the design were captured in an Addendum for \$107,335, that staff mistakenly presented to the Council as a contract addendum to design Banker Road under the WisDOT grant award. So to summarize, our total design contract for the infrastructure and roads in Phase 1 with Quam Engineering is \$203,320, of which we have about \$18,000 remaining.

Our current design effort is completed, except for some interactions with WE Energies. A contract was awarded by Council at their meeting on 11/19/24 for the construction of the infrastructure by Forest Landscaping and Construction, which has already commenced. The design contract with Quam Engineering took us through the bidding phase, completed on October 24, 2024. As with past practice, the City has asked for a proposal from the design engineer, Quam Engineering, to provide construction period services which is before the Council tonight for consideration.

DISCUSSION

The attached proposal includes tasks with ranges indicated for service and a detailed breakdown for the hours by task. The work is billed on an hourly basis as it is performed. The major tasks will include construction staking, construction observation, and accounting of quantities and pay requests for City Staff review.

FINANCIAL ANALYSIS

The billing rates for Quam Engineering are competitive with other firms the City works with. Further, this proposal for construction period services is consistent with other contracts for this

work associated with our typical utility and street rehab projects. This contract will be funded by the borrowing package approved by Council at their meeting on 11/19/24.

RECOMMENDATION

Staff recommends the Council approve an amendment to the contract with Quam Engineering in an amount not to exceed \$178,750 for Construction Period services on the Banker Road development.

ATTACHMENTS

1. Addendum 2 Scope Budget - Construction Period Services - Ph1

ADDENDUM #2
PHASE 1 CONSTRUCTION PERIOD
SCOPE OF SERVICES

- 1. Construction Administration Services** – Quam Engineering, LLC will provide construction administration services as follows:
 - A. Contract Documents** – Quam Engineering, LLC will prepare the Contract Documents.
 - B. Shop Drawings Review** – Quam Engineering, LLC will provide shop drawings review.
 - C. Preconstruction Meeting** – Quam Engineering, LLC will prepare agenda, invite attendees, host the meeting, and prepare meeting minutes.
 - D. General Construction Responses** – Quam Engineering, LLC will respond to questions from City staff, Contractor staff, and the Client and prepare Requests for Information, Construction Bulletins, and Change Orders as needed.
 - E. Pay Requests** – Quam Engineering, LLC will provide pay requests review.
 - F. Materials Inspections** – Quam Engineering, LLC will conduct two site visits during initial grading to review materials and discuss reuse locations.
 - G. Proof Roll Inspections** – Quam Engineering, LLC will attend proof roll inspections of the subgrade and top of aggregate.

Construction Administration Services Fee Estimate: \$13,000 - \$15,000

- 2. Construction Staking Services** – Quam Engineering, LLC will provide construction staking services as follows:
 - A. Control and Benchmark Staking** – Quam Engineering, LLC will establish the control/benchmark network for the site prior to the start of construction. The fee estimate includes time to identify existing control and/or establish new control in-order to complete the staking and completing a level loop to confirm the control elevations. The fee estimate includes one (1) site visit to complete the control and benchmark staking and the preparation of files to be provided to the Contractor/Sub-contractor.
 - B. Ponds Rough Grade Staking** – Lath will be provided to mark the approximately every 50' to mark pond top of banks and bottom of banks. The fee estimate includes one (1) site visit to complete the ponds rough grade staking.
 - C. Ponds Fine Grade Staking** – Lath will be provided to mark the approximately every 50' to mark pond top of banks and bottom of banks. The fee estimate includes one (1) site visit to complete the ponds fine grade staking.
 - D. Sanitary Sewer and Sanitary Lateral Staking** – One hub with lath offset (or paint mark) will be provided to mark the sanitary sewer main as indicated on the Approved Plans every 25' for the first 100' and every 50' thereafter for the length of the pipe run. Two hubs with lath offsets and one center target lath (or paint mark) will be provided to mark the sanitary manholes as indicated on the Approved Plans. The hub/lath (or paint mark) will indicate cut/fill distance to the proposed sanitary inverts

and/or structure rims as indicated on the Approved Plans. One target lath and one offset lath will be provided to mark the end of the sanitary laterals as indicated on the Approved Plans. The fee estimate includes one (1) site visit to complete the sanitary sewer and sanitary lateral staking.

- E. Water Main and Water Service Staking** – One hub with lath offset (or paint mark) will be provided to mark the water main as indicated on Approved Plans (every 50' for the length of the pipe run, horizontal/vertical alignment changes, tees, crosses, and/or at the intervals indicated on the Approved Plans). Two hubs with lath offsets and one target lath will be provided to mark the hydrant center, the water main bends, the water main tees/crosses (as needed) and the water service terminal locations as indicated on the Approved Plans. The hub/lath (or paint mark) will indicate the cut/fill distance to the proposed water main top of pipe elevation or hydrant bury line elevation as indicated on the Approved Plans. A lath offset will be provided to mark the water valves. One target lath and one offset lath will be provided to mark the end of the water services as indicated on the Approved Plans. One hub with lath offset and one target lath will be provided to mark the water service curb box locations as indicated on the Approved Plans. The hub/lath will indicate the cut/fill distance to finished ground elevation at the curb box location. The fee estimate includes one (1) site visits to complete the water main and water service staking.
- F. Storm Structure and Storm Sewer Staking** – Two hubs with lath offsets and one structure center/in-fall/out-fall target lath will be provided to mark the storm sewer structures/in-fall/out-fall locations as indicated on the Approved Plans. One hub with lath offset (or paint mark) will be provided to mark the storm sewer as indicated on the Approved Plans every 25' for the first 100' and every 50' thereafter for the length of the pipe run. The hub/lath will indicate the cut/fill distance to the proposed storm inverts and/or structure rims/top of curbs as indicated on the Approved Plans. The fee estimate includes one (1) site visit to complete the storm structure and storm sewer staking.
- G. Curb and Edge of Pavement/Redtop Staking** - A hub with lath offset will be provided every 25' and at high points, low points, bend points, points of curvature, mid-points, points of tangency, radii points, and any other curb/edge of pavement elevations as indicated on the Approved Plans to stake the curb and/or edge of pavement. Paired lath will be provided to mark the limits of curb opening for sidewalk ramps and driveways. The hub/lath will indicate cut/fill distance to the proposed top of curb elevation or other elevation as indicated on the Approved Plans. If requested, redtop hub with marking whisker will be placed to mark the finished gravel elevation at the requested locations. The fee estimate includes two (2) site visits to complete the curb and edge of pavement/redtop staking.
- H. Sidewalk/ADA Ramp Staking** - A hub with lath offset will be provided to mark non-typical sidewalk cross-section locations, terminal points, and ADA ramp locations as indicated on the Approved Plans. The hub/lath will indicate cut/fill distance to the proposed back of sidewalk elevation or other elevation as indicated on the Approved Plans. The fee estimate includes one (1) site visit to complete sidewalk staking.

Construction Staking Services Fee Estimate (Total): \$120,000 - \$125,000

Quam Engineering, LLC will provide the construction staking services requested by the primary Contractor, their Sub-contractor, and/or the Client. Quam Engineering, LLC cannot predict the exact project staking needs/requests of the primary Contractor, their Sub-contractors, and/or the Client. Additional Construction Staking Services requested by the primary Contractor, their Sub-contractors, and/or the Client will be provided at the standard hourly billing rates and will count towards the Construction Staking Services Fee Estimate (Total). Quam Engineering, LLC is not able to predict the weather conditions and/or site conditions that the Contractor, their Sub-contractors, and/or the Client may request the Construction Staking Services be completed in, which may result in less efficient completion of the Construction Staking Services on any portion of a day. Quam Engineering, LLC is not able to predict the traffic conditions going to and from the project site that may result in less efficient travel times to and from the project site. Quam Engineering, LLC shall provide the Construction Staking Services based on industry standard staking practices for the Construction Staking Services requested by the primary Contractor, their Sub-contractors, and/or the Client up to the highest combined total dollar amount of the Construction Staking Fee Estimate included in the Scope of Services. A Construction Staking Fee Addendum will need to be signed by the Client prior to continuing any and all construction staking services once the highest combined total dollar amount of the Construction Staking Fee Estimate included in the Scope of Services has been reached. Quam Engineering, LLC reserves the right to stop work until the Construction Fee Addendum is signed and received by Quam Engineering, LLC.

All Construction Staking Fee Estimates are calculated based on the standard hourly billing rates, as listed in the proposal, and include office preparation time and typical travel time to and from the project site. The Construction Staking Fee Estimate assumes that all construction staking items listed in the Scope of Services will be completed, if not, those staking items that were tied together for staking file preparation purposes will incur additional file preparation costs. The Construction Staking Fee Estimate assumes that the site is properly prepared for construction staking (minimal instrument to rod sight line interference, minimal non-movable equipment/construction materials located in the areas to be staked, existing control has not been disturbed, the hubs/lath can be placed in the surface material with normal effort – i.e. the occasional use of a frost pin/gad/spike to aid in the placement of the hub/lath in hard earth/gravel surface material. Rock, excessively frozen ground, concrete, asphalt, etc. is considered to be impenetrable surface material and therefore requires more than normal effort for the hub/lath placement and will incur additional staking costs. Any additional trips, re-staking and/or additional points staked beyond those listed in the Construction Staking Scope of Services will be completed based on the standard hourly billing rates.

- 3. Erosion Control Inspections** – Quam Engineering, LLC will provide erosion control inspections and reporting weekly during non-frost conditions and after ½” rain events. Erosion Control Inspection notes will be emailed to the City engineer and general contractor. The fee estimate assumes 25 inspections will be required from December 1, 2024 through August 26, 2025.

Erosion Control Inspections Services Fee Estimate: \$9,000 - \$10,000

4. **Utility Observation Services** – Quam Engineering, LLC will provide Utility Observation services for the sanitary sewer, water main, and storm sewer installations. The fee estimate assumes an Engineer II staff will spend 35 hours (drive time and observation time) for the initial sanitary sewer installation, 35 hours for the initial water main installation, and 35 hours for the initial storm sewer installation. Spot checks (non-continuous observation) will also be provided while the Engineer II staff is on-site to provide construction staking. Quam Engineering, LLC will coordinate with City staff to recommend City staff spot check visits during the later stages of utility installation.

Utility Observation Services Fee Estimate: \$15,000 - \$16,000

5. **As-built Plans** - Quam Engineering, LLC will conduct topographic collection of the as-built sanitary manholes, sanitary lateral marking posts, water valves, curb stops, hydrants, storm sewer structures and end sections, and pond/bioretenention device outfall structure crest and orifices. Quam Engineering, LLC will also measure down from the rim to inverts in the sanitary manhole structures and storm sewer structures to document the structure inverts. Quam Engineering will prepare as-built plan & profile drawings for the sanitary, water, and storm items. Sanitary wye locations and water service connections will be measured in the field by the Utility Contractor and measurements will be provided to Quam Engineering so locations can be drafted into the as-built plans. Quam Engineering will provide the As-built Plan & Profile drawings to City of Fort Atkinson engineer in adobe format. The fee estimate does not include topographic collection or as-built plans for the detention ponds or bio-retention devices.

As-built Plans Services Fee Estimate: \$11,000 - \$12,000

COST ESTIMATES TABLE

Northeast Wet Pond Plan	2	\$155	6	\$140	2	\$125			\$1,400	
North Infiltration Pond Plan	2	\$155	5	\$140	2	\$125			\$1,260	
Center Dry Pond Plan	2	\$155	5	\$140	2	\$125			\$1,260	
West Bioretention Detail	2	\$155	2	\$140	2	\$125			\$840	
Center Bioretention Detail	2	\$155	2	\$140	2	\$125			\$840	
Traffic Control Plan	3	\$155	8	\$140	1	\$125			\$1,710	
Details Page	2	\$155	2	\$140	2	\$125			\$840	
Opinion of Prob. Const. Costs (60%)	2	\$155	10	\$140	2	\$125			\$1,960	
60% Staff Review and Meeting	5	\$155							\$775	
Draft Final Plan Set	10	\$155	24	\$140	8	\$125			\$5,910	
Final Plat (67 Lot)					8	\$125	28	\$140	26	\$170
Final Plat Irons Placement (67 Lot)							4	\$140	40	\$170
Earthwork Evaluation w/ Color Map	1	\$155	8	\$140						
Opinion of Prob. Const. Costs (Final)	3	\$155	12	\$140	2	\$125				
Erosion Control & Stormwater Report	8	\$155	35	\$140						
DNR Public Sanitary Sewer App.	2	\$155	8	\$140						
DNR Public Water Main App.	2	\$155	8	\$140						
Construction Specifications	3	\$155	3	\$140						
Bidding Administration	12	\$155	12	\$140						

Addendum 1 Schedule Totals: \$107,335 \$0

Scope Item Description	Engineer III		Engineer II		Engineer I		Surveyor		Field Crew		Amounts	
	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hourly	App. Fee
Addendum #2		\$155		\$140		\$125		\$140		\$170		
Construction Administration	34	\$155	69.5	\$140								\$15,000
Construction Staking	4	\$155	87	\$140					660	\$170		\$125,000
Erosion Control Inspections	4	\$155	67	\$140								\$10,000
Utility Observation	6	\$155	88	\$140	22	\$125						\$16,000
As-built Utility Plans	4	\$155	23	\$140					48	\$170		\$12,000

COST ESTIMATES TABLE

Addendum 2 Schedule Totals:	<u>\$178,000</u>	<u>\$0</u>
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MEMORANDUM

DATE: December 3, 2024

TO: Fort Atkinson City Council

FROM: Bruce Peterson, Fire Chief

RE: Review and possible action relating to an Amendment to the Rural Fire Contract and Rural Ambulance Agreement between the City of Fort Atkinson and the Town of Oakland to expand Fire/EMS services (Peterson, Fire Chief)

BACKGROUND

The Fort Atkinson Fire Department (FAFD) currently serves the City of Fort Atkinson and portions of five surrounding towns: Koshkonong, Hebron, Jefferson, Oakland, and Sumner. In the Town of Oakland, the Department currently serves sections 14 (portion), 23, 24, 25, 26, 27 (portion), 34, 35, and 36. Other sections and portions thereof of the Town of Oakland have been served by Jefferson, Lake Mills, and Cambridge. The Town of Oakland recently took action to remove the Town from the contracts with Cambridge EMS and the Cambridge Fire Department. This decision left the Town of Oakland without emergency service coverage effective January 1, 2025. Officials from the Town of Oakland have asked the Fort Atkinson Fire Department, as well as Jefferson and Lake Mills, to expand coverage areas further into Oakland to provide public safety services to residents.

DISCUSSION

The Town of Oakland previously received Fire and EMS services through a shared contract with Cambridge EMS and the Cambridge Fire Department, which included the Village of Cambridge and neighboring townships. Oakland's decision to dissolve this agreement left a critical gap in their emergency coverage. Recognizing the need for emergency services, FAFD agreed to extend coverage to these areas, coordinated through discussions between Chief Peterson of Fort Atkinson, Chief Wegner of the Jefferson Fire Department, and Chief Russ of the Lake Mills Fire Department. This collective approach was designed to address the need based on each department's response capabilities and proximity to the affected areas.

FAFD's response times to the new Oakland coverage area are not likely to exceed current response times in the existing service regions. FAFD's willingness to extend coverage stems from a commitment to support neighboring communities in need, not from an active pursuit of an expanded service area.

City staff has been working on a one-year contract with the Town of Oakland for both Fire and

EMS service provision that will run from January 1, 2025, through December 31, 2025. This Contract will reflect a new rate structure for these services that staff may use as a template for the City's upcoming 10-year township contract renewals which will be negotiated in 2025 and implemented throughout the service area on January 1, 2026.

FINANCIAL ANALYSIS

The FAFD currently serves a portion of the Town of Oakland, and the parties have two separate contracts for Fire and EMS services. The Rural Fire Contract, which is included as Exhibit A to the attached Amendment to the Rural Fire Contract and Rural Ambulance Agreement ("Amendment"), outlines the service area and the cost for service. The cost for service in 2025 is not yet known, but per the current contract, it will be between 2% and 6% over the 2024 contract cost, subject to the CPI calculation. The 2024 cost for fire service is \$32,015.49.

The current Rural Ambulance Agreement (Exhibit B to the Amendment) outlines a cost per capita for EMS service. This cost is unknown in 2025, but in 2024, the cost was \$7.94 per capita for 625 people, for a total of \$5,112.40. This small cost reflects an extension of the contract with the private contractor when the City assumed responsibility in 2023. The cost of both fire and EMS services will be renegotiated with a new 10 year contract in 2025 (2026-2035 contract).

The Amendment outlines the cost for one year of Fire and EMS service for the additional portion of the Town of Oakland. The cost for fire service in 2025 for this additional area will be \$23,500 for fire protection and \$8,750 for fire equipment for a total of \$32,250. The cost for EMS service will be \$42.00 per capita for approximately 680 additional people, for a total of \$28,560. The City will invoice the Town of Oakland quarterly in 2025 for both service areas.

RECOMMENDATION

Staff recommends that the City Council approve the Amendment to the rural fire contract and rural ambulance contract between the City of Fort Atkinson and the Town of Oakland for 2025.

ATTACHMENTS

1. Oakland Signed COFA T. Oakland Fire.EMS Agreement 11.18.24

CITY OF FORT ATKINSON

AMENDMENT TO RURAL FIRE CONTRACT AND RURAL AMBULANCE AGREEMENT

This Agreement made this ____ day of _____, 2024 by and between the City of Fort Atkinson (hereinafter referred to as the "City"), and the Town of Oakland (hereinafter referred to as the "Town"), both municipal corporations located in Jefferson County, Wisconsin.

RECITALS

- A) The parties hereto entered into a Rural Fire Contract dated January 1, 2020. A copy of said Rural Fire Contract is attached hereto as EXHIBIT A. The parties hereto entered into a Rural Ambulance Agreement dated December 20, 2022. A copy of said Rural Ambulance Agreement is attached hereto as EXHIBIT B.
- B) That the parties hereto wish to amend the terms of the Rural Fire Contract and the Rural Ambulance Agreement to add additional property for the City to provide fire and EMS protection and response to the are described below and outlined on the Jefferson County Land Information Map included as EXHIBIT C:

*All of Sections 14 through 36 in Township 6 North, Range 13 East, Township of Oakland, Jefferson County, Wisconsin.
Excepting the Northeast Quarter of the Northeast Quarter of Section 14, Township 6 North, Range 13 East, Township of Oakland, Jefferson County, Wisconsin.*
- C) That the parties hereto wish to amend the terms of the Rural Fire Contract to provide such fire and the Rural Ambulance Agreement with EMS protection and response to the above described at a cost as described below.

NOW THEREFORE, FOR A VALUABLE CONSIDERATION, THE PARTIES HERETO AGREE AS FOLLOWS:

- 1) That "EXHIBIT A" of the attached Rural Fire Contact is amended to add the area legally defined by the Town as outlined in Recital B) above.
- 2) That "EXHIBIT B" of the attached Rural Ambulance Agreement is amended to add the area legally defined by the Town as outlined in Recital B) above.
- 3) Using the following information to determine costs for fire protection and EMS services to the areas of the Town, the financial impact and funding source for the fire protection and EMS services shall be:

- a. The City will be serving approximately 14.6 square miles of additional area in the Town per this Agreement. The Fire Protection cost for 2025 will be \$23,500 and the Equipment Replacement cost for 2025 will be \$8,750. The total cost of \$32,250 will be invoiced to the Town quarterly (\$8,062.50 per quarter) in addition to the invoiced charges outlined in the existing Rural Fire Contract.
- b. The City will be serving approximately 680 additional people in the Town per this Agreement at a cost of \$42.00 per person in 2025. The total cost of \$28,560 will be invoiced to the Town quarterly (\$7,140 per quarter) in addition to the invoiced charges outlined in the existing Rural Ambulance Agreement.
- 4) This Agreement is effective from January 1, 2025, through December 31, 2025, with the understanding that a new 10-year Contract between the City and the Town will be negotiated in 2025 for both Fire and EMS services starting in 2026.
- 5) That all other terms and conditions of the Rural Fire Contract and the Rural Ambulance Agreement are hereby reaffirmed by the parties.

IN WITNESS WHEREOF, the parties have executed this Amendment on the day and year first above written.

CITY OF FORT ATKINSON
IN THE PRESENCE OF:

By: _____
Rebecca Houseman, City Manager

By: _____
Michelle Ebbert, City Clerk

TOWN OF
IN THE PRESENCE OF:

 _____

By: 
Laura Payne, Town Chair

 _____

By: 
Clerk / Treasurer

CITY OF FORT ATKINSON

RURAL FIRE CONTRACT

This Agreement made January 1, 2020, between the City of Fort Atkinson, hereinafter called the City, and the Town of Oakland, hereinafter called the Town, both municipal corporations located in Jefferson County, Wisconsin.

WITNESSETH:

1. The City agrees to faithfully and to the best of its ability provide and furnish fire protection and emergency services which shall include, but not be limited to, fire suppression, water rescue and auto extrication response to that part of the Town of Oakland as follows:

See attached Exhibit "A"

2. To allocate charges for the Fire Equipment portion of the annual fee, this contract shall implement a distribution of cost method that takes into consideration total equalized value, population and a 5-year average call volume of each service area (attached as Appendix A). To calculate the Fire Protection portion of the annual fee, this contract shall take the 2019 Contract amount and increase it by 3% for Year 1 (1-1-20 – 12-31-20).

3. The distribution of cost method to allocate charges for the Fire Equipment portion of the annual fee shall be recalculated at the end of the 2024 calendar year using updated data.

4. In consideration of the Fire Equipment and Fire Protection services provided to the Town by the City under the terms of this Contract, the Town agrees to pay to the City an annual fee in each year of the

Contract as follows:

Year 1 (1-1-20 – 12-31-20)	\$27,091.25
Year 2 (1-1-21 – 12-31-21)	*Increase tied to CPI, no less than 2%, not to exceed 6%
Year 3 (1-1-22 – 12-31-22)	*Increase tied to CPI, no less than 2%, not to exceed 6%

Year 4 (1-1-23 – 12-31-23)	*Increase tied to CPI, no less than 2%, not to exceed 6%
Year 5 (1-1-24 – 12-31-24)	*Increase tied to CPI, no less than 2%, not to exceed 6%
Year 6 (1-1-25 – 12-31-25)	*5% Increase from previous year after recalculation of distribution of cost method (2024)
Year 7 (1-1-26 – 12-31-26)	*Increase tied to CPI, no less than 2%, not to exceed 6%
Year 8 (1-1-27 – 12-31-27)	*Increase tied to CPI, no less than 2%, not to exceed 6%
Year 9 (1-1-28 – 12-31-28)	*Increase tied to CPI, no less than 2%, not to exceed 6%
Year 10 (1-1-29 – 12-31-29)	*Increase tied to CPI, no less than 2%, not to exceed 6%

*CPI used will be the same index the City uses for its garbage and ambulance contracts.

5. The annual fee amounts shall be invoiced directly to the Town and shall be paid by the Town to the City on a quarterly basis prior to March 1, June 1, September 1, and December 1 of each year the Contract is in force. If such invoices are not timely and fully paid, a default interest rate of 1 1/2% per month will be added. This shall also be deemed to be a breach of this contract, and the City Manager of the City shall thereafter refer the matter to the City Council for further action. Further action includes, but is not limited to, the termination of this contract.

6. The City will furnish all personnel and all firefighting apparatus. The number of personnel and the nature of the apparatus furnished for each fire call shall be at the discretion of the Fire Chief of the City or officer in charge. Further, in the event of multiple fire calls, the Fire Chief of the City or officer in charge shall allocate personnel and apparatus at his/her discretion. In the event of a multiple fire situation, the City agrees not to remove apparatus or personnel from the scene of a fire in the Town if still needed at the scene of the fire in the Town until such time as the officer in charge has placed a call for help to a nearby fire department.

7. The City shall have personnel stationed at its Fire Station on a 24-hour basis. Any permanent change of this status shall constitute cause for the parties to negotiate the terms and conditions of this agreement.

8. The Town shall as part of this contract turn over ownership of all existing vehicles and

equipment, or portions thereof, to the City. The Towns will, within 30 days, sign all titles to vehicles or complete a Bill of Sale for untitled pieces of equipment and agree to forward all 2% dues monies received from the state (based upon portion of Town being protected by City) to the City to cover the costs of fire protection and fire prevention services, and fire vehicles and equipment.

9. The city will provide annual fire inspections to all public buildings as required by Wisconsin statute, public fire education and other prevention services.

10. If the City chooses to end the contract prior to 2029 the ownership of all currently owned Town vehicles and equipment including Brush Truck 114, Tanker 111 and Tanker 112 will revert to the Town as previously held. Otherwise, the City will retain ownership of said vehicles and equipment indefinitely.

11. If the Town elects to contract with another department, and no longer uses the City for protection of any part of the Town, the Town would forfeit claim to ownership of the above-listed vehicles and equipment if the City chose to end the Contract prior to 2029, under paragraph 10.

12. The City agrees, during the term of this contract, to carry adequate insurance coverage on all of its activities as a fire department including vehicle insurance, workers compensation insurance and liability insurance.

13. All 2% fire dues received pursuant to Sec. 101.573, Wis. Stats. shall be paid by the Town to the City on an annual basis. The City shall use said sums paid under this paragraph as required by Wisconsin State Statutes. The sums paid pursuant to this paragraph shall be in addition to the sums the Town is required to pay to the City as set forth in paragraphs 2, 3, 4 and 5 herein.

14. The Town agrees to indemnify and hold the City harmless from any costs, fees, causes of

action or claims from damage that occurs to the driveway or landscaping of third parties caused by the equipment or personnel supplied by the City pursuant to this agreement.

15. The Town agrees to maintain indefinitely in full force and effect, a driveway ordinance protecting the City from inaccessible rural driveways. The Town will allow the City to review and approve the ordinance before final acceptance by each town board.

16. The Town agrees to adopt by January 1, 2021, and maintain indefinitely in full force and effect, a fire prevention and inspection ordinance which includes an enforcement and correction clause acceptable to both the Town and the City.

17. This agreement shall be effective from January 1, 2020 to December 31, 2029.

18. This contract may be terminated by either party with a 36-month notice. Such notice shall be provided by January 1 of each calendar year.

19. Both parties agree that should Jefferson County explore the option of providing a countywide Fire and EMS service, and the city and/or the township wished to become part of that countywide emergency services delivery organization, this contract would be subject to renegotiation or termination with as little as 12-months' notice by either party.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their authorized officers on the day and year first written above.

CITY OF FORT ATKINSON:
IN THE PRESENCE OF:

Lisa Carl

Kelly Voss

By: [Signature]

Matt Trebatoski, City Manager

By: [Signature]

Michelle Ebbert, City Clerk

IN THE PRESENCE OF:

Susan M Dascenzo



TOWN OF OAKLAND:

By: 

By: Chris Astella

EXHIBIT "A"
TOWN OF OAKLAND

Sections 23, 24, 25, 26, 35 and 36 of T.6N. and R.13E.

Also these additional addresses:

Section 11	W8018	Perry Road
Section 14	N3726	Ehrke Road
Section 14	N3731	Ehrke Road
Section 14	N3738	Ehrke Road
Section 14	N3776	Ehrke Road
Section 14	N3875	Ehrke Road
Section 14	N3933	Ehrke Road
Section 14	N3983	Ehrke Road
Section 14	N4001	Ehrke Road
Section 14	N4021	Ehrke Road
Section 14	N4035	Ehrke Road
Section 14	W7874	Lea Lane
Section 14	W7885	Lea Lane
Section 14	W7889	Scheppert Road
Section 14	W7949	Oakwood Lane
Section 14	W7954	Oakwood Lane
Section 14	W7963	Oakwood Lane
Section 14	W7969	Oakwood Lane
Section 14	W7974	Oakwood Lane
Section 14	W7975	Oakwood Lane
Section 14	W7995	Perry Road
Section 22		Trieloff Road- Trailer Park
Section 27	N2908	Kreutz Road
Section 27	W8180	Hwy C
Section 27	W8225	Hwy C
Section 27	W8249	Hwy C
Section 27	W8284	Hwy C
Section 34	N2553	Kreutz Road
Section 34	N2621	Kreutz Road
Section 34	N2658	Kreutz Road
Section 34	N2672	Kreutz Road
Section 34	N2690	Kreutz Road
Section 34	N2706	Kreutz Road
Section 34	N2835	Kreutz Road
Section 34	N2862	Kreutz Road
Section 34	W8228	Grove Road
Section 34	W8250	Grove Road

Appendix A

2018 Statistics			
City/Town 2018 Stats	Equalized Value	Population	Call Volume***
City	\$918,504,023.00	12,390	247
Koshkonong	\$362,070,179.00	3,407	55
Hebron	\$44,033,790.00	458	13
Jefferson	\$40,114,324.00	358	10
Oakland	\$43,317,430.00	600	9
Sumner	\$69,613,452.00	497	7
Out Of District			23
TOTALS	\$1,477,653,198.00	17,710	364

*** Call Volume 5-year average 2014-2018

2018 Statistics				
Division of Costs %	Total Equalized Value	Population	Call Volume***	3 factors
City	62.16%	69.96%	72.43%	68.18%
Koshkonong	24.50%	19.24%	16.13%	19.96%
Hebron	2.98%	2.59%	3.81%	3.13%
Jefferson	2.71%	2.02%	2.93%	2.56%
Oakland	2.93%	3.39%	2.64%	2.99%
Sumner	4.71%	2.81%	2.05%	3.19%
	100.00%	100.00%	100.00%	100.00%

*** Call Volume 5-year average 2014-2018

RURAL AMBULANCE AGREEMENT

This Agreement made December 20, 2022, by and between the City of Fort Atkinson (hereinafter the "City") and the Town of Oakland (hereinafter the "Town"). Both parties are municipal corporations located in Jefferson County, Wisconsin.

RECITALS

- A) The City is ending its private ambulance service contract with to provide emergency 911 medical services to the service area, and will be providing its own emergency 911 medical services to the residents of the City as of January 1, 2023, at 12:00 a.m.
- B) The Town is interested in receiving 911 emergency medical services for its citizens under specific terms with the City.
- C) The City and the Town share the goal of providing high-quality full-time 911 emergency medical services to the residents in the service area, and have determined that a partnership between the City and the Town is the most efficient and effective way to provide such service.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- 1) The City shall provide to the Town, according to areas designated in the map exhibits, emergency 911 medical services pursuant to the terms of this Agreement. The term of this Agreement shall be for an initial 3-year term, which shall commence on January 1, 2023 at 12:00 a.m. and terminate no later than December 31, 2025 at 11:59 p.m.
- 2) The area in which services shall be provided pursuant to this Agreement shall be known as the "primary service area" attached hereto, incorporated by reference, and marked Exhibit "A" is a copy of a plat map (marked in yellow) which shows the primary service area of not only the Town, but also other Townships to which the City may also provide similar service. The primary service area is also described on Exhibit "B" attached hereto and incorporated by reference.
- 3) In consideration for the service provided to it, the Town agrees to pay to the City a sum equal to \$7.22 per year (the base amount) for each of the Town's residents that resides within the primary service area. This fee is based on the population of the area served, using 2022 as the base for annual adjustments. For the calendar year of 2023, the Town shall pay to the City \$7.22 per year (base amount) for each of the Town's residents within the primary service area plus a sum calculated by multiplying the base amount by the percentage of change in the preceding year's Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W). Annual increases will be limited to a minimum of 2% and a maximum of 6%. The 2023 fee is to be determined in January, 2023, based on the change in Consumer Price Index over the previous 12 months. In determining this number, the parties shall use the same population figures prepared annually by the Department of Administration/State of Wisconsin population estimates, as provided by the Jefferson County Land Information Department by Municipality within the Fort Atkinson EMS District.

1. Bureau of Labor Statistics CPI for Urban Wage Earners and Clerical Workers (CPI-W); Series ID CWUR0000SA0; not seasonally adjusted; US City Average; Base period 1982-84=100.

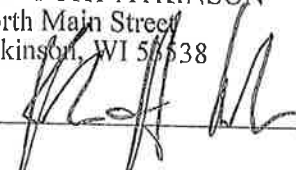
The aforementioned sums shall be paid by the Town to the City on a quarterly basis prior to March 1, June 1, September 1, and December 1 of each year this Agreement is in force. The City will provide invoices at least 30 days prior to these deadlines.

Any sums under this Agreement not paid by the Town on a timely basis shall be referred to the City Council for further action. The City reserves the right to terminate this Agreement if payments are not timely made.

- 4) The parties agree that the number of the Town's residents for 2022 is 625. This number shall be adjusted each year by February 1 as set forth above. The adjusted number shall be used to calculate the fee for the entire year. The Town shall cooperate in this adjustment process.
- 5) The parties further agree that there is no exit clause for the initial Agreement, except for malfeasance or failure to provide service by the City or the failure to pay by the Town.
- 6) Should Jefferson County, Wisconsin at any time adopt a County-wide system for 911 emergency medical service, ambulance service, and/or other related care during the term of this initial Agreement, then the parties agree that this Agreement will be reopened for further negotiation and possible incorporation into a County-wide system.
- 7) The City shall provide annual budgets for the Fire/EMS Department to the Town by December 1st, for the following year, starting on December 1, 2022 with the 2023 annual budget.
- 8) The City Council shall adopt a Resolution outlining the Schedule of Fees for EMS services by December 1st, of each year for the following year. This Schedule of Fees shall be provided to the Town along with the annual budget document.
- 9) The City and the Town will review and negotiate for a long-term contract prior to December 31, 2025. A longer term contract may provide for Town input on rate structure through an advisory committee.
- 10) The Town Chair and the Town Clerk shall be included on all future Agreements.

Approved this 20th day of Dec. by:
2022

CITY OF FORT ATKINSON
101 North Main Street
Fort Atkinson, WI 53538

By: 

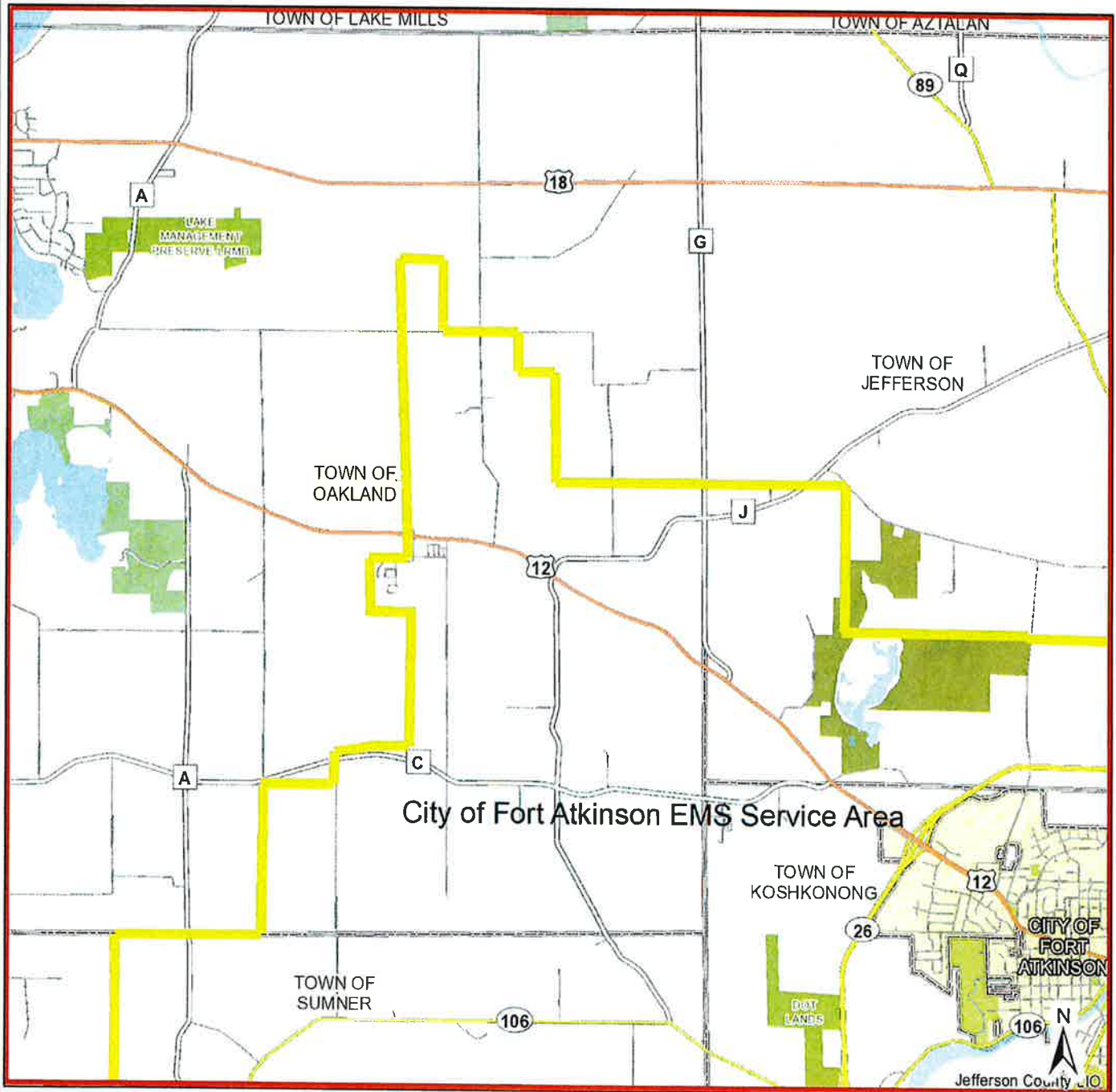
Date 12/20/22

TOWN OF OAKLAND
N4450 County Road A
Cambridge, WI 53523

By: 

Date 12-26-22

Town of Oakland - COFA EMS Service Area



4,800 2,400 0 4,800 Feet
1 inch = 5,000 feet

Jefferson County Geographic Information System

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.

Printed on: October 10, 2022

Author: RHL

EXHIBIT B

TOWN OF OAKLAND

Sections 23, 24, 25, 26, 34, 35, 36 of T.6N. and R.13E.

Also these additional addresses:

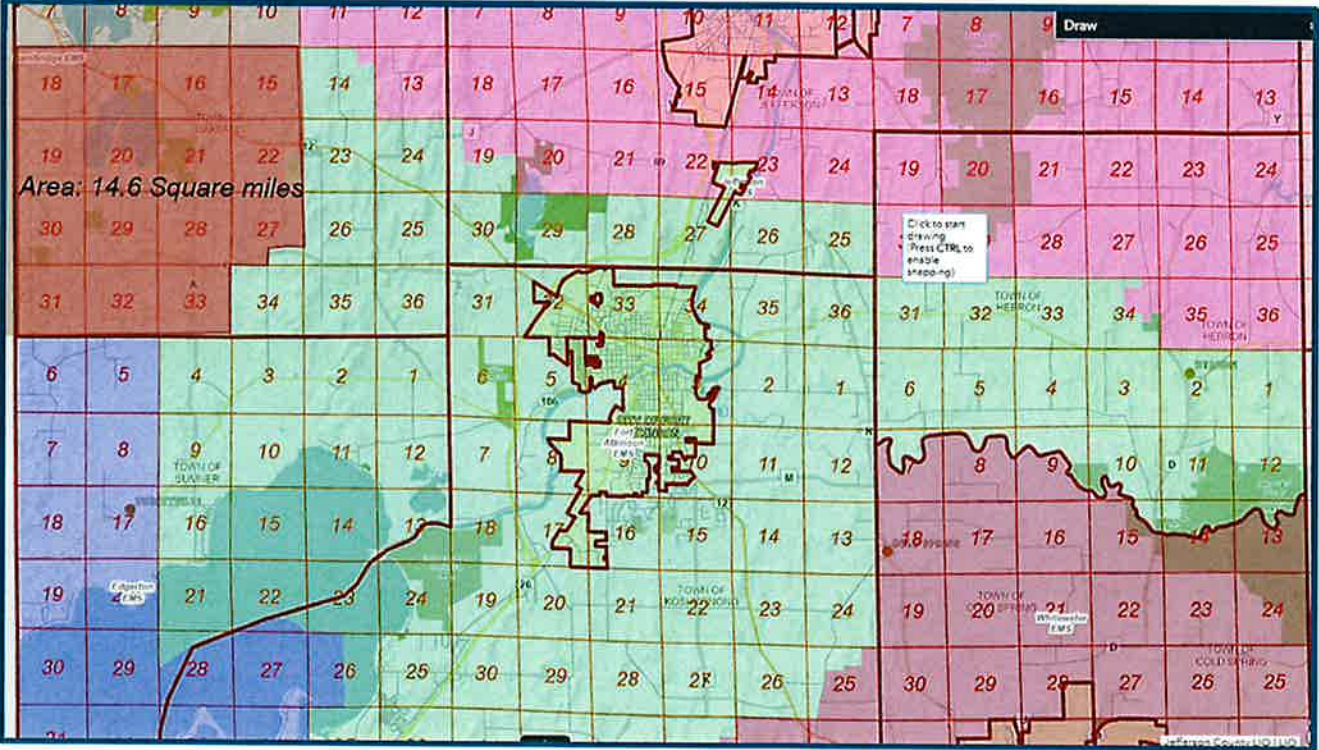
Section 11: W8018 Perry Road

Section 14: N3726 Ehrke Road
N3731 Ehrke Road
N3738 Ehrke Road
N3776 Ehrke Road
N3875 Ehrke Road
N3933 Ehrke Road
N3983 Ehrke Road
N4001 Ehrke Road
N4021 Ehrke Road
N4035 Ehrke Road
W7874 Lea Lane
W7885 Lea Lane
W7889 Scheppert Road
W7949 Oakwood Lane
W7954 Oakwood Lane
W7963 Oakwood Lane
W7965 Oakwood Lane
W7969 Oakwood Lane
W7974 Oakwood Lane
W7975 Oakwood Lane
W7995 Perry Road

Section 22: N3525 Oakridge Mobile Home Park (Trieloff Road)
N3531 Trieloff Road (Owner's House at Oakridge)

Section 27: N2908 Kreutz Road
W8137 C.T.H. C
W8176 C.T.H. C
W8180 C.T.H. C
W8225 C.T.H. C
W8249 C.T.H. C
W8284 C.T.H. C

EXHIBIT C – Additional 14.6 square miles of Town of Oakland to be covered by the City of Fort Atkinson Fire/EMS (red)





MEMORANDUM

DATE: December 3, 2024

TO: Fort Atkinson City Council

FROM: Adrian Bump, Police Chief

RE: Review and possible action relating to the purchase of Electronic Control Devices under the Police Department 2025 CIP (Bump, Police Chief)

BACKGROUND

The police department is set to purchase new electronic control devices (ECDs, also known as tasers) from Axon to replace the current units that have exceeded end of life estimates. The replacement of the ECDs was planned and budgeted under the 2025 Capital Outlay Budget for the Police Department in the amount of \$15,000.00. This total quote will cover purchase and deployment of the replacement ECDs.

DISCUSSION

The replacement of the ECDs are on a 5 year rotation within the Capital Improvement Budget. The current units deployed were placed into service in January 2020 and will reach their 5-year end of life cycle in January 2025. We did not test or review any other less lethal ECDs as part of this replacement plan. This is a replacement for our current less lethal platform. Axon's Taser platform is the best fit for our agency and falls specifically in-line with our State Law Enforcement use of force continuum. A transition in equipment to a new ECD would also result in the need and requirement of retraining the entire staff on the new device as well as certifying in-house instructors to maintain the training and certification. The current ECD also aligns with all our neighboring jurisdictions which compliments use of force under mutual aid situations where officers respond to other areas to assist in emergencies.

FINANCIAL ANALYSIS

There are no competitive or comparison quotes. Axon is the sole proprietor for their products and there are no authorized dealers or secondary sale options/vendors.

Axon: 8 Taser X26P CEWs with battery packs, cartridges and training aids. \$14, 985.80

Quote Items:

PRODUCT PRICE QUANTITY TOTAL

X26/X26P TRAINING CARTRIDGE Qty: 40 \$1732.00

X26P - XPPM SPARE BATTERY PACK Qty: 10 \$960.00

X26P - DEVICE - YELLOW Qty: 8 Price per Unit: \$1396.00 Total: \$11,168.00
X26/X26P CARTRIDGE - STANDARD Qty: 26 \$1,125.80

The 2025 CIP includes \$15,000 for the purchase of new ECDs using levied CIP funds.

RECOMMENDATION

Staff recommends the City Council authorize staff to order the Axon Tasers not to exceed the quoted amount of \$14,985.80. Ordering in December 2024 will lock in the 2024 prices resulting in savings prior to 2025 price increases. The order will not result in payment or delivery until January 2025.

ATTACHMENTS

1. FA X26P Updated Quote



AXON ENTERPRISE, INC.
17800 N. 85th Street, Scottsdale, AZ 85255
Contact us at ecommerce@axon.com

Quote Expires on: 11/13/2024

Buyer:

Brandon Sachse
Fort Atkinson Police Dept. -WI
9203979905
bsachse@fortatkinsonwi.gov

Bill To:

101 S Water St W
Fort Atkinson
WI - 53538-2028
USA

Ship To:

101 S Water St W
Fort Atkinson
WI - 53538-2028
USA

Quote Items:

PRODUCT	PRICE	QUANTITY	TOTAL
44205 AXON TASER - X26/X26P CARTRIDGE - 21 FT NON-CONDUCTIVE TRNG	43.30	40	1732.00
11010 AXON TASER X26P - XPPM SPARE CARTRIDGE BATTERY PACK	96.00	10	960.00
11003 AXON TASER X26P - HANDLE - YELLOW	1396.00	8	11168.00
22190 AXON TASER - X26/X26P CARTRIDGE - STANDARD 25 FT NS	43.30	26	1125.80

Contract #

This quote is valid for 30 days.

Quote Subtotal: USD 14985.80
Estimated Quote Tax: USD 0.00
Quote Grand Total: USD 14985.80

Tax calculated at checkout. Ground shipping is
no additional cost.

**Thank you for being a valued Axon customer. For your convenience, continue checkout
with a credit card / PO / invoice on our online store my.axon.com/buy**

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MEMORANDUM

DATE: December 3, 2024

TO: Fort Atkinson City Council

FROM: Adrian Bump, Police Chief

RE: Review and possible action relating to the purchase of two squad cars under the Police Department 2025 CIP (Bump, Police Chief)

BACKGROUND

The Police Department is set to replace two (2) police vehicles in 2025. Funds are established in the 2025 Budget under the Police Outlay Account in the amount of \$138,000.00, which includes the vehicles and the equipment and change-over costs. The Police Department requested bids for the 2025 Ford Interceptor SUV. Through the bid process, staff received proposals from Ewald Ford and Griffin Ford.

DISCUSSION

There are limited quantities of squad cars available for 2025. There is also an estimated 4-6 month delivery time for the order which is why staff is bringing this request to the City Council in December 2024. Payment is not required until delivery, and delivery is guaranteed not to occur until 2025.

FINANCIAL ANALYSIS

Ewald Commercial Vehicle Services. Ewald is the bid winner for the Wisconsin State contract for 2025 Ford squad cars. Their price was the lowest bid of all submitting dealers in the State.

2025 quote for the Ford SUV: **\$45,787.00 X 2 = \$91,574.00**

Griffin Ford. Our local dealer, Griffin Ford also provided a competitive quote for the same Ford Interceptor Squad.

2025 quote for the Ford SUV: **\$45,494.76 X 2 = \$90,989.52**

After the purchase of the vehicles, there will be roughly \$47,000 in costs associated with squad specific equipment and change over costs. When those costs have been determined, staff will bring the purchases back to the City Council for approval. The vehicles will arrive in or around March 2025.

RECOMMENDATION

Staff recommends that the City Council authorize the purchase of two new police squad cars from Griffin Ford for a cost not to exceed \$90,989.52. The proposal from Griffin presents the lowest cost, and there is a benefit to ordering through the local dealership.

ATTACHMENTS

1. 2025 FORD INTERCEPTOR UTILITY NON-HYBRID
2. Griffin SUV Squad 2025



Fort Atkinson Police Department

Prepared For: Adrian Bump
920-397-9905
abump@fortatkinsonwi.gov

Vehicle: [Fleet] 2025 Ford Police Interceptor Utility (K8A) AWD





Vehicle: [Fleet] 2025 Ford Police Interceptor Utility (K8A) AWD (Complete)

Quote Worksheet

	MSRP
Base Price	\$49,515.00
Dest Charge	\$1,595.00
Total Options	(\$693.00)
Subtotal	\$50,417.00
Subtotal Pre-Tax Adjustments	\$0.00
Less Customer Discount	(\$4,630.00)
Subtotal Discount	(\$4,630.00)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$45,787.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$45,787.00

Comments:

2025 Ford Police Interceptor Utility Non-Hybrid to your specs as detailed, (similar to '22 order). Registration fees are NOT included. Delivery can not be anticipated due to current market conditions.

Dealer Signature / Date

Customer Signature / Date



Vehicle: [Fleet] 2025 Ford Police Interceptor Utility (K8A) AWD (Complete)

Standard Equipment

Mechanical	
	Engine: 3.3L V6 Direct-Injection Hybrid System -inc: (136-MPH top speed) (STD)
	Transmission: 10-Speed Automatic (STD)
	3.73 Axle Ratio (STD)
	50-State Emissions System Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles equipped with the 3.3L V6 Direct-Injection engine.
	Transmission w/Driver Selectable Mode and Oil Cooler
	Automatic Full-Time All-Wheel
	Engine Oil Cooler
	92-Amp/Hr 850CCA Maintenance-Free Battery
	Hybrid Electric Motor 220 Amp Alternator
	Class III Towing Equipment -inc: Hitch
	Trailer Wiring Harness
	Police/Fire
	1670# Maximum Payload
	GVWR: 6,840 lbs (3,103 kgs)
	Gas-Pressurized Shock Absorbers
	Front And Rear Anti-Roll Bars
	Electric Power-Assist Steering
	19 Gal. Fuel Tank
	Dual Stainless Steel Exhaust
	Permanent Locking Hubs
	Strut Front Suspension w/Coil Springs
	Multi-Link Rear Suspension w/Coil Springs
	Regenerative 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
	Lithium Ion (li-Ion) Traction Battery 1.5 kWh Capacity
Exterior	
	Wheels: 18" x 8" 5-Spoke Painted Black Steel -inc: polished stainless steel hub cover and center caps
	Tires: 255/60R18 AS BSW
	Steel Spare Wheel

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Data Version: 23623. Data Updated: Oct 6, 2024 6:44:00 PM PDT.



Vehicle: [Fleet] 2025 Ford Police Interceptor Utility (K8A) AWD (Complete)

Exterior

Full-Size Spare Tire Mounted Inside Under Cargo
Clearcoat Paint
Body-Colored Front Bumper w/Black Rub Strip/Fascia Accent and 1 Tow Hook
Body-Colored Rear Bumper w/Black Rub Strip/Fascia Accent
Body-Colored Bodyside Cladding and Black Wheel Well Trim
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Power Side Mirrors w/Convex Spotter and Manual Folding
Fixed Rear Window w/Fixed Interval Wiper, Heated Wiper Park and Defroster
Deep Tinted Glass
Speed Sensitive Variable Intermittent Wipers
Galvanized Steel/Aluminum Panels
Lip Spoiler
Black Grille
Liftgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks
Auto On/Off Projector Beam Led Low/High Beam Headlamps
LED Brakelights

Entertainment

Radio w/Seek-Scan and Speed Compensated Volume Control
Radio: AM/FM/MP3 Capable -inc: 100 watt siren/speaker prep kit, clock, 4 speakers, 1 USB port and 8" color LCD screen center-stack smart display, supports Android Auto and Apple CarPlay and fleet telematics modem Allows data to be provided to support Ford Pro telematics and data services via optional subscription, including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts. Device enables optional telematics services through Ford or authorized providers via paid subscription. Subscribe at https://fordpro.com/en-us/telematics/ or call 1-833-811-FORD (3673).
SYNC Phoenix Communication & Entertainment System -inc: hands-free voice command support compatible w/most Bluetooth connected mobile devices, 911 Assist, VHR, SYNC Services, AppLink, Bluetooth, steering wheel controls, USB port and auxiliary input jack
Integrated Roof Antenna
1 LCD Monitor In The Front

Interior

8-Way Driver Seat

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Data Version: 23623. Data Updated: Oct 6, 2024 6:44:00 PM PDT.



Vehicle: [Fleet] 2025 Ford Police Interceptor Utility (K8A) AWD (Complete)

Interior	
	Passenger Seat
	35-30-35 Folding Split-Bench Front Facing Fold Forward Seatback Rear Seat
	Manual Tilt/Telescoping Steering Column
	Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer, Engine Hour Meter, Traction Battery Level, Trip Odometer and Trip Computer
	Power Rear Windows and Fixed 3rd Row Windows
	Remote Keyless Entry
	Remote Releases -Inc: Power Cargo Access
	Cruise Control w/Steering Wheel Controls
	Dual Zone Front Automatic Air Conditioning
	Rear HVAC
	HVAC -inc: Underseat Ducts
	Locking Glove Box
	Driver Foot Rest
	Unique HD Cloth Front Bucket Seats w/Vinyl Rear -inc: reduced bolsters, 6-way power track driver seat (fore/aft, up/down, tilt w/manual recline, 2-way power lumbar), 8-way power track passenger seat w/2-way power recline and 2-way power lumbar and built-in steel intrusion plates in both driver/passenger seatbacks
	Interior Trim -inc: Metal-Look Instrument Panel Insert, Metal-Look Door Panel Insert and Metal-Look Interior Accents
	Full Cloth Headliner
	Urethane Gear Shifter Material
	Day-Night Rearview Mirror
	Driver And Passenger Visor Vanity Mirrors
	Mini Overhead Console w/Storage and 2 12V DC Power Outlets
	Front And Rear Map Lights
	Fade-To-Off Interior Lighting
	Full Vinyl/Rubber Floor Covering
	Carpet Floor Trim
	Cargo Features -inc: Cargo Tray/Organizer
	Cargo Space Lights
	Fleet Telematics Modem Tracker System
	Dashboard Storage, Driver And Passenger Door Bins

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Data Version: 23623. Data Updated: Oct 6, 2024 6:44:00 PM PDT.



Vehicle: [Fleet] 2025 Ford Police Interceptor Utility (K8A) AWD (Complete)

Interior

Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks
Driver Information Center
Redundant Digital Speedometer
Trip Computer
Digital/Analog Appearance
Seats w/Vinyl Back Material
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Perimeter Alarm
2 12V DC Power Outlets
Air Filtration

Safety-Mechanical

Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control

Safety-Exterior

Side Impact Beams

Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Reverse Sensing System Rear Parking Sensors
BLIS (Blind Spot Information System) Blind Spot
Pre-Collision Assist with Pedestrian Detection
Collision Mitigation-Front
Collision Mitigation-Rear
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags
Curtain 1st And 2nd Row Airbags
Airbag Occupancy Sensor
Passenger Knee Airbag
Rear Child Safety Locks
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners

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Data Version: 23623. Data Updated: Oct 6, 2024 6:44:00 PM PDT.



Vehicle: [Fleet] 2025 Ford Police Interceptor Utility (K8A) AWD (Complete)

Safety-Interior

Back-Up Camera w/Washer

WARRANTY

Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 100,000
Corrosion Years: 5
Corrosion Miles/km: Unlimited
Hybrid/Electric Components Years: 8
Hybrid/Electric Components Miles/km: 100,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000

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Vehicle: [Fleet] 2025 Ford Police Interceptor Utility (K8A) AWD ( Complete)

Selected Model and Options

MODEL		
CODE	MODEL	MSRP
K8A	2025 Ford Police Interceptor Utility AWD	\$49,515.00
COLORS		
CODE	DESCRIPTION	
UM	Agate Black	
ENGINE		
CODE	DESCRIPTION	MSRP
99B	Engine: 3.3L V6 Direct-Injection -inc: (136-MPH top speed), Deletes regenerative braking and lithium-ion battery pack; adds 250-amp alternator and replaces 19-gallon tank w/21.4-gallon tank *CREDIT*	(\$2,330.00)
TRANSMISSION		
CODE	DESCRIPTION	MSRP
44U	Transmission: 10-Speed Automatic (44U)	\$0.00
OPTION PACKAGE		
CODE	DESCRIPTION	MSRP
500A	Order Code 500A	\$0.00
AXLE RATIO		
CODE	DESCRIPTION	MSRP
___	3.73 Axle Ratio (STD)	\$0.00
PRIMARY PAINT		
CODE	DESCRIPTION	MSRP
UM	Agate Black	\$0.00
SEAT TYPE		
CODE	DESCRIPTION	MSRP
9W	Charcoal Black, Unique HD Cloth Front Bucket Seats w/Vinyl Rear -inc: reduced bolsters, 6-way power track driver seat (fore/aft, up/down, tilt w/manual recline, 2-way power lumbar), 8-way power track passenger seat w/2-way power recline and 2-way power lumbar and built-in steel intrusion plates in both driver/passenger seatbacks	\$0.00

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Vehicle: [Fleet] 2025 Ford Police Interceptor Utility (K8A) AWD (Complete)

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	MSRP
51T	Driver Only LED Bulb Spot Lamp (Whelen)	\$420.00
59E	Keyed Alike - 1435x	\$50.00
66A	Front Headlamp Lighting Solution -inc: LED low beam/high beam headlamp, wig-wag function and (2) red/blue/white LED side warning lights in each headlamp (factory configured: driver's side white/red/passenger side white/blue), Wiring and LED lights included (in headlamps only; grille lights not included), Controller not included, Grille LED Lights, Siren & Speaker Pre-Wiring	\$900.00

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	MSRP
67V	Front & Rear Police Wire Harness Connector Kit -inc: For connectivity to Ford PI Package solutions includes front (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector, (1) 14-pin IP connector, rear (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector and (1) 14-pin IP connector	\$200.00

CUSTOM EQUIPMENT

CODE	DESCRIPTION	MSRP
Delivery	Delivery from Hartford Ford to Fort Atkinson	\$67.00
Options Total		(\$693.00)



Vehicle: [Fleet] 2025 Ford Police Interceptor Utility (K8A) AWD ( Complete)

Price Summary

PRICE SUMMARY	
	MSRP
Base Price	\$49,515.00
Total Options	(\$693.00)
Vehicle Subtotal	\$48,822.00
Destination Charge	\$1,595.00
Grand Total	\$50,417.00

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Data Version: 23623. Data Updated: Oct 6, 2024 6:44:00 PM PDT.



Preview Order F999 - K8A - Police Inter Utility AWD: Order Summary Time of Preview: 06/10/2024 15:05:30 Receipt: NA

Dealership Name: Griffin Ford Fort Atkinson, Inc.

Sales Code : F41379

Dealer Rep.	John Chady	Type	Fleet	Vehicle Line	Explorer	Order Code	F999
Customer Name	FORT	Priority Code	H2	Model Year	2025	Price Level	515

DESCRIPTION	MSRP	INVOICE DESCRIPTION	MSRP	INVOICE
K8A0 POLICE INTER UTILITY AWD	\$49515	\$48029 FRONT HEADLAMP LIGHT SOLUTION	\$900	\$846
.119 INCH WHEELBASE	\$0	\$0 TAIL LAMP LIGHTING SOLUTION	\$430	\$405
TOTAL BASE VEHICLE	\$49515	\$46675 POL WIRE HARNESS CONNECTOR KIT	\$200	\$188
AGATE BLACK METALLIC	\$0	\$0 .POLICE WIRING KIT REAR	\$0	\$0
CLOTH BUCKETS/VINYL REAR SEATS	\$0	\$0 .POLICE WIRING KIT FRONT	\$0	\$0
ONYX INTERIOR	\$0	\$0 PRICE CONCESSION INDICATOR	\$0	\$0
EQUIPMENT GROUP 500A	\$0	\$0 REMARKS TRAILER	\$0	\$0
.FM STEREO	\$0	\$0 SPECIAL DEALER ACCOUNT ADJUSTM	\$0	\$-983
3.3L TI-VCT V6 ENGINE	\$-2330	\$-2191 SPECIAL FLEET ACCOUNT CREDIT	\$0	\$-1354
10-SPEED AUTO TRANSMISSION	\$0	\$0 FUEL CHARGE	\$0	\$6.76
FORD FLEET SPECIAL ADJUSTMENT	\$0	\$-495 NET INVOICE FLEET OPTION (B4A)	\$0	\$7
50 STATE EMISSIONS	\$0	\$0 PRICED DORA	\$0	\$0
SPOT LAMP LED DR - WHELEN	\$420	\$394 ADVERTISING ASSESSMENT	\$0	\$0
KEYED ALIKE -KEY CODE E	\$50	\$47 DESTINATION & DELIVERY	\$1595	\$1595

	MSRP	INVOICE
TOTAL BASE AND OPTIONS	\$50780	\$46494.76
DISCOUNTS	NA	NA
TOTAL	\$50780	\$46494.76

ORDERING FIN: Q1278 END USER FIN: Q1278

INCENTIVES

Acc. Code ID :10 Contract/Ref # :02-052S Bid Date :12/05/23State : WI

DISCOUNTS:

\$-1000.00

45,494.76

Customer Name:
Customer Address:

Customer Email:
Customer Phone:

Customer Signature

Date



MEMORANDUM

DATE: December 3, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to a Contract for City Engineer services with Ruekert & Mielke, Inc. (Houseman, City Manager)

BACKGROUND

With the departure of Public Works Director Andy Selle, who also served as the City Engineer, the City will be in need of the services of a licensed Professional Engineer.

DISCUSSION

The City has worked with several different engineering firms over the past several years, including MSA Professional Services, SEH Inc., Baxter-Woodman, Donahue and Associates, and Ruekert & Mielke for various projects. While the City generally uses the request for proposal (RFP) process for most professional services relating to engineering and specific project management, there are certain efficiencies that can be obtained by designating one firm to serve the City as the interim "City Engineer."

In 2022, the City entered into a Master Services Agreement with Ruekert & Mielke for municipal engineering services due to the City's inability to attract someone to the Assistant City Engineer position. Since that time, the City has upgraded the Assistant City Engineer position to the City Engineer position and separated it from the Public Works Director position. The City Engineer position remains vacant, and the City has a well-established relationship with Andy Burt of Ruekert & Mielke. Staff wishes to continue this relationship through the attached Professional Services Agreement for interim City Engineer services.

The length of time of this agreement is unknown at this time. The City has issued a request for proposals for recruitment services for the Public Works Director position. Once that position is filled, the City Manager and new Public Works Director will strategize on how to fill the position or remain using consulting services.

FINANCIAL ANALYSIS

The 2024 and 2025 Ruekert & Mielke rate schedule is attached to this memorandum for review. Andy Burt is a Senior Project Manager (Engineer 6), and the hourly rate for services is \$201 in

2024 and \$206 in 2025. This rate is discounted by 10% for designation as the City Engineer, and rates are further discounted for attendance at City Council meetings. Mr. Burt's office is located in Madison. Staff has estimated the need for City Engineer services between 4 and 8 hours per week, which would equate to between \$720 and \$1,440 per week. This is not a budgeted expense; however, there will be cost savings due to vacancies for both the City Engineer and Director of Public Works positions.

Additional information relating to services provided by Ruekert & Miekke has been included with this memorandum.

RECOMMENDATION

Staff recommends that the City Council approve the contract for interim City Engineering services with Ruekert & Mielke and authorize the City Manager to execute on behalf of the City.

ATTACHMENTS

1. Houseman-20241126-Interim City Engineer Proposal_signed
2. 2024 Standard Rates_Fort Atkinson
3. 2025 Standard Rates_Fort Atkinson
4. Client Map 2024
5. Firm Info Sheet 2024
6. Grant Services
7. Service Listings_2022

November 26, 2024

Ms. Rebecca Houseman
City Manager
City of Fort Atkinson
101 North Main Street
Fort Atkinson, WI 53538

Re: Interim City Engineer

Dear Ms. Houseman:

Ruekert & Mielke, Inc. (R/M) is pleased to submit a proposal to provide interim services in the absence of the current City Engineer, Mr. Andy Selle. From our meeting on November 19, 2024, we understand that Mr. Selle's last day is December 18, 2024, but he will be available for a few weeks following to answer specific questions.

This letter presents our understanding of the basic scope of services, schedule, and proposed rate structure. Andrew (Andy) Burt will be assigned the position of interim City Engineer until the City successfully hires Mr. Selle's replacement. Mr. Burt has nearly 30 years of experience in civil engineering with most of that time working with municipalities like the City of Fort Atkinson. Andy has served as the project manager for the 2021 – 2025 Utility and Street Improvement projects in the City. During that time, R/M has also provided numerous services on a wide range of projects within the City.

The Scope of Services offered is presented in more detail in the following section:

Scope of Services:

Interim City Engineer:

- 4 – 8 hours per week on average.
- "Immediate Involvement" list of projects provided by Mr. Selle and reviewed in meeting on November 25, 2024.
- Project management: Planning, coordinating, and prioritizing engineering projects.
- Design and construction: Overseeing the design, construction, and maintenance of the City's infrastructure.
- Reviewing plans: Reviewing and approving engineering plans.
- Consulting: Advising other City departments on engineering and technical matters as directed by City Manager.
- Other tasks assigned by City Manager.

Meetings:

- Bi-weekly meetings with City Manager to review status of projects.
- Weekly meetings with current City Engineer until his departure to review status of projects.
- City Council meetings when City Manager determines that attendance is necessary.
- Other meetings at the request of the City Manager.

Services Not Included – Additional Services:

Items not specifically included in the scope of this project are listed below. These items can be included as additional services written authorization:

Rebecca Houseman
City of Fort Atkinson
November 26, 2024
Page 2

1. Anything not specifically identified in the Scope of Services.
2. Managing personnel.
3. Analyzing and designing land development.
4. Enforcement of State and City laws, regulations, and ordinances.

Responsibilities of Others:

The City shall be responsible for the following:

1. Meeting notifications for meetings that require R/M attendance.

Schedule:

Assuming approval of this proposal at the December 3, 2024, council meeting, the Interim City Engineer position will begin on December 4, 2024, and will continue indefinitely until such time the City hires a permanent City Engineer.

Rates:

The services described above will be performed on an hourly rate basis with Mr. Burt's rate discounted 10%. Attendance at City Council meetings will be billed at a rate discounted 50%. All other R/M personnel will be billed at standard rates. R/M's 2024 and 2025 Rate Schedule is attached.

The above-described professional services will be provided to you in accordance with the attached three-page **RM Standard Terms & Conditions** dated January 1, 2024, which are made part of this agreement by reference. Please indicate your acceptance of this agreement by having the appropriate authorized official(s) affix their signature(s) where indicated and returning one fully executed copy to our office.

Respectfully,

RUEKERT & MIELKE, INC.

Andrew W. Burt, P.E. (WI, IL)
LEED Green Associate, ENV SP
Senior Project Manager
aburt@ruekert-mielke.com

AWB:sjs

Enclosures

cc: Jason P. Lietha, P.E., Ruekert & Mielke, Inc.

INTERIM CITY ENGINEER
Between City of Fort Atkinson
and
Ruekert & Mielke, Inc.
Dated: November 26, 2024

CLIENT:

City of Fort Atkinson

CONSULTANT:

Ruekert & Mielke, Inc.

Signature: _____

Signature: _____
Jason P. Lietha, P.E.

Title: _____

Title: Vice President

Date: _____

Date: November 26, 2024

Designated Representative:

Designated Representative:

Name: _____

Name: Andrew W. Burt, P.E.

Title: _____

Title: Senior Project Manager

Phone Number: _____

Phone Number: (262) 953-4153

A. Standards of Performance

The standard of care for all Consultant services performed or furnished Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services.

B. Designated Representatives

With the execution of this Agreement, Consultant and Client shall designate specific individuals to act as Consultant's and Client's representatives with respect to the services to be performed or furnished by Consultant and duties and responsibilities of Client under this Agreement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to the Assignment on behalf of the respective party whom the individual represents.

C. Payments to Consultant

Invoices will be prepared in accordance with Consultant's standard invoicing practices and will be submitted to Client by Consultant monthly, unless otherwise agreed. Invoices are due and payable within 30 days of receipt. If Client fails to make any payment due Consultant for services and expenses within 30 days after receipt of Consultant's invoice therefore, the amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Consultant may, after giving seven days written notice to Client, suspend services under this Agreement until Consultant has been paid in full all amounts due for services, expenses, and other related charges. Consultant's standard hourly rates are subject to annual adjustment.

D. Ownership and Reuse of Documents

All documents and services prepared or furnished by Consultant pursuant to this Agreement are instruments of service, and Consultant shall retain an ownership and property interest therein (including the copyright and the right of reuse) whether or not the Project is completed. Consultant grants Client a limited license to use the deliverable documents on the Project, extensions of the Project, and for related uses of the Client, subject to receipt by Consultant of full payment due and owing for all services relating to preparation of the documents. Such limited license shall not create any rights in third parties. Reuse of any documents pertaining to this Agreement by Client shall be at Client's sole risk; and Client agrees to indemnify, defend, and hold Consultant harmless from all claims, damages, and expenses including reasonable attorney's fees arising out of such reuse of documents by Client or by others acting through Client.

E. Permits and Approvals

It is the responsibility of the Client to obtain all necessary permits and approvals for the Project. Consultant will assist the Client in obtaining permits and approvals as mutually agreed to in writing.

F. Opinions of Probable Cost

Consultant's opinions of probable construction cost (if any) are to be made on the basis of Consultant's experience, qualifications, and general familiarity with the construction industry. However, because Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from opinions of probable construction cost prepared by Consultant. If Client requires greater assurance as to probable construction costs, then Client agrees to obtain an independent cost estimate.

G. Client and Third Party Provided Information

Consultant shall have the right to rely on the accuracy of any information provided by Client and third parties. Consultant will not review this information for accuracy.

H. Access

Client shall arrange for safe access to and make all provisions for Consultant and Consultant's subconsultants to enter upon public and private property as required for Consultant to perform services under this Agreement.

I. Construction Observation

Consultant will observe the work as agreed to for general compliance with the construction documents. Consultant shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall Consultant have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a contractor to comply with laws and regulations applicable to that contractor's furnishing and performing of its work. Consultant shall not be responsible for the acts or omissions of any contractor. Consultant has no stop work authority. Consultant shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by Consultant.

J. Environmental

The parties acknowledge that Consultant's services do not include any services related to unknown or undisclosed Constituents of Concern. Consultant assumes no liability for the detection or removal of any hazardous substances found at or adjacent to the Project site.

K. Termination of Contract

1. Either party may at any time terminate this Agreement with 7 days written notice for cause in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
2. Client may terminate this Agreement for convenience with 30 days written notice, or the Project may be suspended by Client with 30 days written notice.
3. Consultant may terminate this Agreement for cause with 7 days written notice (a) if Consultant is requested to furnish or perform services contrary to Consultant's responsibilities as a licensed professional, (b) if Consultant's services are delayed or suspended for more than 90 days for reasons beyond Consultant's control, (c) if payment due Consultant remains unpaid for 90 days, or (d) as the result of the presence of undisclosed Constituents of Concern. Consultant will have no liability to Client on account of any termination by Consultant for cause.
4. In the event of any termination, Client shall pay to Consultant all amounts owing to Consultant under this Agreement, for all work performed up to the effective date of notice.

L. Insurance

Consultant will maintain insurance at a minimum in the amounts following. Insurance certificates will be provided if requested by Client.

- General Liability \$1,000,000 Each Occurrence / \$2,000,000 General Aggregate
- Auto Liability \$1,000,000 Combined Single Limit
- Workers Compensation Statutory
- Employers Liability \$1,000,000 Each Accident / \$1,000,000 Each Employee / \$1,000,000 Policy Limit
- Umbrella \$1,000,000 Occurrence / Aggregate
- Professional Liability \$1,000,000 Per Claim / Aggregate

M. Indemnification and Allocation of Risk

1. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless Client, Client's officers, directors, partners, and employees from damages and judgments (including reasonable fees), but only to the extent caused by any negligent act or omission of Consultant or Consultant's officers, directors, partners, employees, and subconsultants in the performance of Consultant's services under this Agreement.
2. To the fullest extent permitted by law, Client shall indemnify and hold harmless Consultant, Consultant's officers, directors, partners, employees, and subconsultants from damages and judgments (including reasonable fees), but only to the extent caused by any negligent act or omission of Client or Client's officers, directors, partners, employees, and consultants with respect to this Agreement.
3. To the fullest extent permitted by law, a party's total liability to the other party and anyone claiming by, through, or under the other party for any cost, loss, or damages caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, will not exceed the percentage share that the party's negligence bears to the total negligence of Client, Consultant, and all other negligent entities and individuals.
4. The indemnification provision of paragraph M.1. is subject to and limited by the provisions agreed to by Client and Consultant in paragraph N. "Limit of Liability," of this Agreement.

N. Limit of Liability

To the fullest extent permitted by law, the total liability, in the aggregate, of Consultant and Consultant's officers, directors, partners, employees, agents, and subconsultants, or any of them to Client and anyone claiming by, through, or under Client, for any and all injuries, losses, damages and expenses, whatsoever arising out of, resulting from, or in any way related to this Agreement from any cause or causes including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty, express or implied, of Consultant or Consultant's officers, directors, partners, employees, agents, and subconsultants, or any of them, shall not exceed the total amount of \$1,000,000, or the Consultant's total fee for services rendered on this project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action, including without limitation active and passive negligence, however alleged or arising, unless otherwise prohibited by law. In no event shall the Consultant's liability exceed the amount of available insurance proceeds.

O. Consequential Damages

To the fullest extent permitted by law, Client and Consultant waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, consultants and subconsultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement, any Task Order, or a Specific Project, from any cause or causes. Such excluded damages include but are not limited to loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; and cost of capital.

P. Third Party Beneficiaries

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Consultant and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or the Consultant. Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against Consultant because of this Agreement or the performance or nonperformance of services hereunder. Client agrees to include a provision in all contracts with contractors and other entities involved in this Project to carry out the intent of this paragraph.

Q. Severability and Waiver of Provisions

Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Client and Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

R. Hold Harmless

Consultant's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event Client later elects to reduce the Consultant's scope of services, Client hereby agrees to release, hold harmless, defend and indemnify Consultant from any and all claims, damages, losses, or costs associated with or arising out of such reduction in services.

S. Consultant's Services

Consultant's Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Client, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

T. Changed Conditions

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Consultant are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the Consultant may call for renegotiation of appropriate portions of this Agreement. The Consultant shall notify the Client of the changed conditions necessitating renegotiation, and the Consultant and the Client shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the right to terminate this Agreement in accordance with the Termination provision hereof.

U. Delays

Consultant shall not be liable for any loss or damage arising directly or indirectly from any delays for causes beyond the Consultant's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war or other emergencies; pandemics, failure of any government agency to act in timely manner; failure of performance by the Client or the Client's contractors or consultants; or discovery of any hazardous substances or differing site conditions. If the delays resulting from any such causes increase the cost or time required by the Consultant to perform its services in an orderly and efficient manner, the Consultant shall be entitled to a reasonable adjustment in schedule and compensation.

V. Entire Agreement

This Agreement is the entire Agreement between the Client and the Consultant. It supersedes all prior communications, understandings and agreements, whether oral or written. Amendments to this Agreement must be in writing and signed by both the Client and the Consultant.

W. Assignment

Neither party to this Agreement shall transfer, sublet, or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by the Consultant as a generally accepted business practice shall not be considered an assignment for purposes of this Agreement.

X. Dispute Resolution

Client and Consultant agree to negotiate all disputes between them in good faith for a period of 60 days from the date of notice, prior to invoking mediation. Subsequent to negotiation, Client and Consultant agree to submit any and all unsettled claims, counterclaims, disputes, and other matters in questions between them arising out or relating to this Agreement or the breach thereof ("disputes") to mediation as a condition precedent to litigation. Client and Consultant agree to participate in the mediation process in good faith and on a confidential basis.

Y. Governing Law

This Agreement will be governed by the laws of the state in which the project is located.

Z. Definitions

1. Contractor - Any person or entity (not including the Consultant, its employees, agents, representatives, subcontractors, and subconsultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Client's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.

2. Constituent of Concern – any substances, including without limitation asbestos, asbestos-containing materials, toxic or hazardous substances, PFASs, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable state, provincial or federal statutes), pollutants, viruses, bacteria or pathogens of any kind, or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.

END OF DOCUMENT

Page 3 of 3 pages

(Ruekert & Mielke, Inc. Standard Terms and Conditions)

CONFIDENTIAL

RUEKERT & MIELKE, INC.

2024 CITY OF FORT ATKINSON RATE SCHEDULE – Effective 1/1/24

2024

ENGINEERING SERVICES

Engineer 1	\$	126.00
Engineer 2	\$	147.00
Engineer 3	\$	156.00
Engineer 4 (Proj Engineer)	\$	179.00
Engineer 5 (PM)	\$	189.00
Engineer 6 (Senior PM) ¹	\$	201.00
Engineer 7 (Team Leader)	\$	221.00
Engineer 8 (President/CEO/VP's)	\$	234.00
Engineer 9	\$	295.00
Engineer Technician 1	\$	119.00
Engineer Technician 2	\$	130.00
Engineer Technician 3	\$	145.00
Senior Engineer Technician	\$	171.00

1 Apply 10% discount for City Engineer. Apply 50% discount for council meetings.

PROFESSIONAL CONSULTING SERVICES

Hydraulic Modeler	\$	159.00
Senior Hydraulic Modeler	\$	209.00
Environmental Technician 1	\$	93.00
Environmental Technician 2	\$	101.00
Environmental Technician 3	\$	111.00
Environmental Scientist 1	\$	128.00
Environmental Scientist 2	\$	137.00
Environmental Scientist 3	\$	146.00
Environmental Scientist 4	\$	154.00
Environmental Scientist 5	\$	166.00
Principal Environmental Professional	\$	207.00
Economic Consultant 2	\$	166.00
Economic Consultant 3	\$	176.00
Senior Economic Consultant	\$	230.00
Pavement Consultant Lead	\$	138.00
IT/GIS Technician 1	\$	117.00
IT/GIS Technician 2	\$	129.00
IT/GIS Analyst 1	\$	146.00
IT/GIS Analyst 2	\$	165.00
IT/GIS Analyst 3	\$	180.00
IT/GIS Analyst 4	\$	199.00
Asset Management Consultant	\$	216.00
SCADA Analyst	\$	129.00
Senior SCADA Analyst 1	\$	165.00
Senior SCADA Analyst 2	\$	214.00
Agricultural Sector Practice Lead	\$	201.00

CONFIDENTIAL

RUEKERT & MIELKE, INC.

2024 CITY OF FORT ATKINSON RATE SCHEDULE – Effective 1/1/24

		<u>2024</u>
<u>SURVEYING SERVICES</u>		
Surveying Technician	\$	109.00
Crew Chief / Surveyor	\$	150.00
Professional Land Surveyor	\$	166.00
<u>CONSTRUCTION REVIEW SERVICES</u>		
Construction Review Technician 1	\$	91.00
Construction Review Technician 2	\$	109.00
Senior Construction Review Technician	\$	125.00
Erosion Control Specialist	\$	125.00
Construction Review Manager	\$	157.00
<u>ADMINISTRATIVE SERVICES</u>		
Technical Assistant	\$	94.00
Administrative Assistant	\$	92.00

CONFIDENTIAL

RUEKERT & MIELKE, INC.

2024 CITY OF FORT ATKINSON RATE SCHEDULE – Effective 1/1/24

2024

MISCELLANEOUS

Mileage	
For Engineers and Technicians	.655/mile
For Construction Review Technicians	.695/mile
For Survey Crews	.865/mile
Print reproductions	.50/sq. foot
Color copies	.40/page
B&W copies	.15/page
Color plots	2.50/sq. foot
Scanning	.50/scan
GPS equipment	140.00/day
Manhole scanner	200.00/day
ATV fee	135.00/day
Robotics equipment	140.00/day
Drone (MAVIC)	200.00/day
Drone (P4RTK) / survey	500.00/day
Drone (M300 RTK) / survey	500.00/day
Road Tube Traffic Counter – day	50.00/day
Road Tube Traffic Counter – week	150.00/week
Turning Movement Traffic Counter	10.00/day

CONFIDENTIAL

RUEKERT & MIELKE, INC.

2025 CITY OF FORT ATKINSON RATE SCHEDULE – Effective 12/28/24

2025

ENGINEERING SERVICES

Engineer 1	\$	130.00
Engineer 2	\$	150.00
Engineer 3	\$	160.00
Engineer 4 (Proj Engineer)	\$	184.00
Engineer 5 (PM)	\$	194.00
Engineer 6 (Senior PM) ¹	\$	206.00
Engineer 7 (Team Leader)	\$	227.00
Engineer 8 (President/CEO/VP's)	\$	240.00
Engineer 9	\$	304.00
Engineer Technician 1	\$	122.00
Engineer Technician 2	\$	134.00
Engineer Technician 3	\$	149.00
Senior Engineer Technician	\$	176.00

¹ Apply 10% discount for City Engineer. Apply 50% discount for council meetings.

PROFESSIONAL CONSULTING SERVICES

Hydraulic Modeler	\$	164.00
Senior Hydraulic Modeler	\$	215.00
Environmental Technician 1	\$	96.00
Environmental Technician 2	\$	104.00
Environmental Technician 3	\$	114.00
Environmental Scientist 1	\$	132.00
Environmental Scientist 2	\$	141.00
Environmental Scientist 3	\$	150.00
Environmental Scientist 4	\$	159.00
Environmental Scientist 5	\$	171.00
Principal Environmental Professional	\$	213.00
Economic Consultant 2	\$	171.00
Economic Consultant 3	\$	181.00
Senior Economic Consultant	\$	237.00
Pavement Consultant Lead	\$	142.00
IT/GIS Technician 1	\$	121.00
IT/GIS Technician 2	\$	133.00
IT/GIS Analyst 1	\$	150.00
IT/GIS Analyst 2	\$	170.00
IT/GIS Analyst 3	\$	185.00
IT/GIS Analyst 4	\$	205.00
Asset Management Consultant	\$	222.00
SCADA Analyst	\$	133.00
Senior SCADA Analyst 1	\$	170.00
Senior SCADA Analyst 2	\$	220.00
Agricultural Sector Practice Lead	\$	207.00

CONFIDENTIAL

RUEKERT & MIELKE, INC.

2025 CITY OF FORT ATKINSON RATE SCHEDULE – Effective 12/28/24

		<u>2025</u>
<u>SURVEYING SERVICES</u>		
Surveying Technician	\$	112.00
Crew Chief / Surveyor	\$	155.00
Professional Land Surveyor	\$	171.00
<u>CONSTRUCTION REVIEW SERVICES</u>		
Construction Review Technician 1	\$	94.00
Construction Review Technician 2	\$	112.00
Senior Construction Review Technician	\$	128.00
Erosion Control Specialist	\$	128.00
Construction Review Manager	\$	162.00
<u>ADMINISTRATIVE SERVICES</u>		
Technical Assistant	\$	97.00
Administrative Assistant	\$	95.00

CONFIDENTIAL

RUEKERT & MIELKE, INC.

2025 CITY OF FORT ATKINSON RATE SCHEDULE – Effective 12/28/24

2025

MISCELLANEOUS

Mileage	
For Engineers and Technicians	.655/mile
For Construction Review Technicians	.695/mile
For Survey Crews	.865/mile
Print reproductions	.50/sq. foot
Color copies	.40/page
B&W copies	.15/page
Color plots	2.50/sq. foot
Scanning	.50/scan
GPS equipment	140.00/day
Manhole scanner	200.00/day
ATV fee	135.00/day
Robotics equipment	140.00/day
Drone (Marketing)	100.00/day
Drone (Survey)	500.00/day
Road Tube Traffic Counter – day	50.00/day
Road Tube Traffic Counter – week	150.00/week
Turning Movement Traffic Counter	10.00/day



Village of Sussex, WI

In a time when economic development, orderly growth, sound infrastructure, sustainable rates, and balanced budgets are hurdles every municipality faces, expertise and unparalleled dedication to progress are integral parts to keeping a municipality moving forward. Today's challenging times have led to limited resources, making already tough decisions an even larger struggle.

Ruekert & Mielke, Inc. (R/M), a local Midwestern civil engineering firm backed by seven decades of experience, partners with municipalities to aid them in building better communities. Our team of experts are steeped in the knowledge of your area. Our employee owners aren't just engineers, financial analysts, or support staff. We live, work, and play in local communities. Our understanding of your daily challenges and citizen expectations give us an authentic perspective to create the best strategies for tackling a wide range of problems.

Our team embraces technology to provide your community with technology-driven engineering solutions. This approach, rooted in digital construction reporting, a cloud GIS portal, a file sharing intranet, SCADA, long-range capital improvement planning and asset management tools demonstrates our firm's evolution towards providing efficient and cost-effective municipal engineering solutions.

SERVICES

- Development Review
- Infrastructure Planning
- Pavement Management
- Capital Improvement Planning
- Geographic Information System (GIS)
- Surveying
- Road/Utility Design
- Construction Administration
- Water/Wastewater/SCADA
- Storm Water

"The most valuable service I get from R/M is personal attention. Our City Engineer lives here. He is a taxpayer with ties to the community. He is one of us, above and beyond the professional qualifications."

— City of Columbus, WI

Village of Thiensville, WI



Village Engineer since 1986

City of Oconomowoc, WI



City Engineer since 1995

City of Columbus, WI



City Engineer since 2010

ALLIES FOR THESE COMMUNITIES

KEY

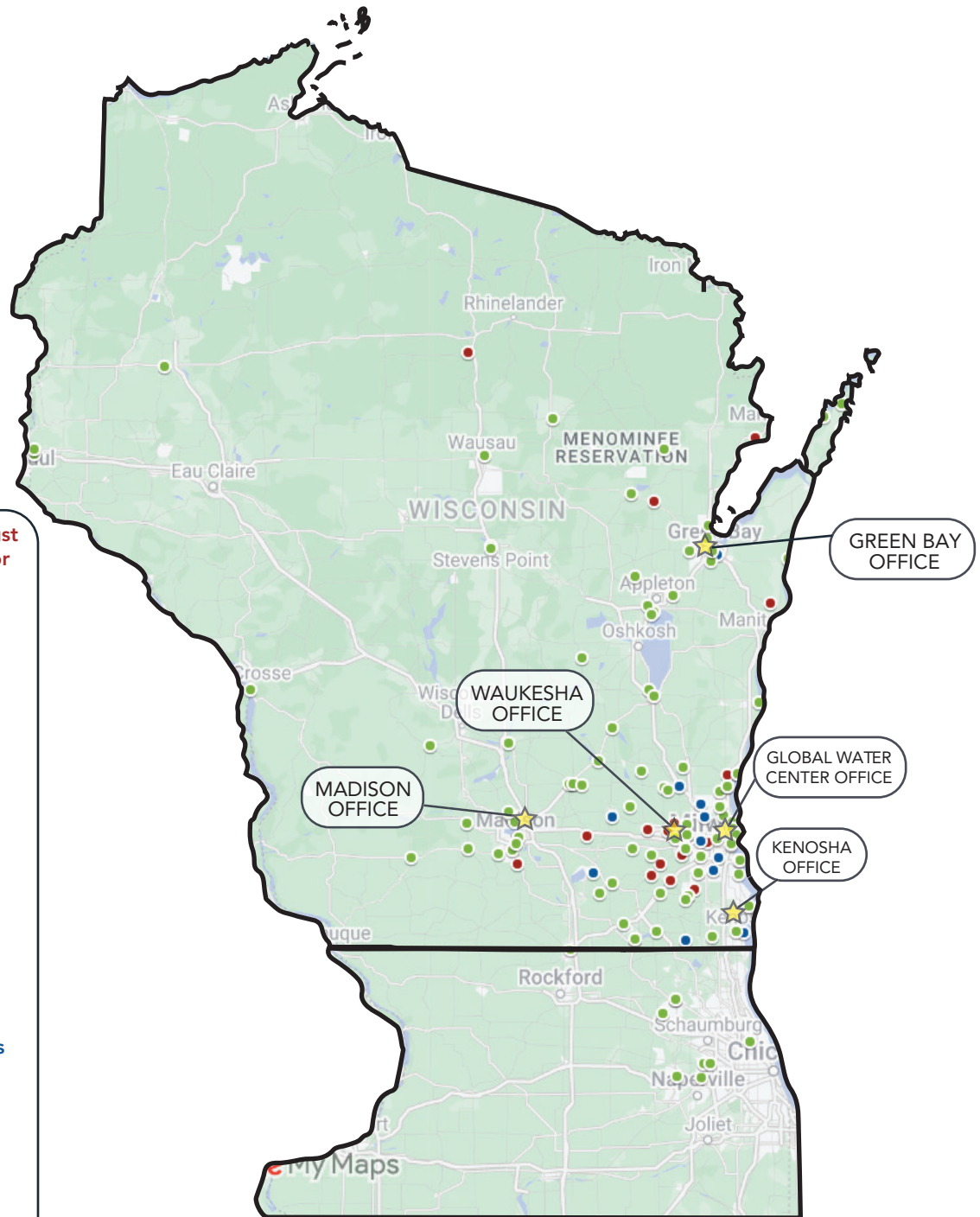
- Engineer of Record
- Engineering Support
- Additional Municipal Clients

Communities that consistently trust R/M as their City, Village, Town, or Utility Engineer:

- Village of Bonduel, WI
- City of Columbus, WI
- Village of Eagle, WI
- Village of Elm Grove, WI
- Erie City Sewer Authority
- Village of Fontana-on-Geneva Lake, WI
- Village of Hartland, WI
- Town of Lake Mills, WI
- Village of Merton, WI
- Village of Mishicot, WI
- Village of Mukwonago, WI
- Village of North Prairie, WI
- Town of Norway, WI
- City of Oconomowoc, WI
- Village of Oregon, WI
- City of Peshtigo, WI
- Race Water & Wastewater Utility
- Village of Saukville, WI
- Village of Thiensville, WI
- City of Tomahawk, WI
- Village of Waukesha, WI

Communities where R/M provides multiple engineering services by augmenting their existing staff:

- Village of Allouez, WI
- City of Brookfield, WI
- City of Fort Atkinson, WI
- City of Franklin, WI
- Village of Germantown, WI
- City of Greenfield, WI
- City of Kenosha, WI
- Village of Menomonee Falls, WI
- City of Pewaukee, WI
- Village of Pewaukee, WI
- Town of Randall, WI
- Village of Slinger, WI
- City of Watertown, WI





Ruekert • Mielke

YOUR INFRASTRUCTURE ALLY

Ruekert & Mielke, Inc. (R/M) is a 100% employee-owned civil engineering firm with **more than 75 years** of service to local communities and organizations. Our engineers, environmental scientists, agricultural experts, and technology consultants empower our clients to thrive by solving infrastructure challenges.

ABOUT

- Established in 1946
- 100+ Employees Located in Wisconsin
- 7x Top Workplace

100% EMPLOYEE OWNED

LOCATIONS

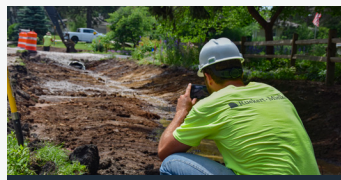


WAUKESHA, WI
MADISON, WI
GREEN BAY, WI
KENOSHA, WI
MILWAUKEE, WI

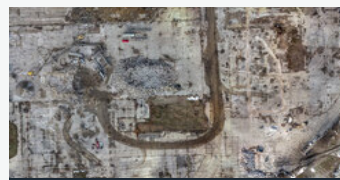
SERVICES



AGRICULTURE



CONSTRUCTION SERVICES



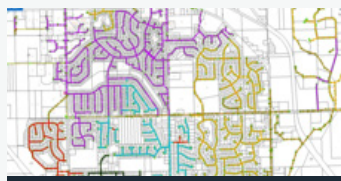
DRONE & SURVEY



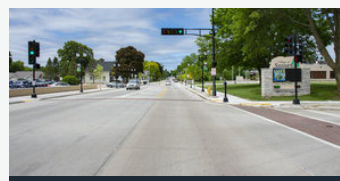
ENVIRONMENTAL



FINANCE



GIS



MUNICIPAL & ROADS



PAVEMENT MANAGEMENT



SITE DEVELOPMENT



WASTEWATER



WATER & SCADA



WATER RESOURCES



GRANT MATCHMAKING

Navigating the complex world of municipal budgeting can be daunting, especially when grant funding is crucial for your project's success. With a plethora of grants and intricate application processes, finding the right funding can seem impossible. Many municipalities lack the internal capacity or expertise to effectively pursue these opportunities.

That's where R/M comes in. Our grant experts are dedicated to helping your municipality secure the funding you need. We offer grant matchmaking services, leveraging our deep knowledge of funding sources, agencies, and application processes to align the best programs with your project needs. We prioritize finding grants where you have the highest probability of success. Plus, we handle the entire process, from application to administration, so you can focus on what matters most—your projects.

SERVICES

Needs Assessment

We start with a thorough review of your CIP, budget, desired projects, and timelines to identify your municipality's funding needs and priorities. This ensures a strategic approach to securing grant funding.

Grant Matrix

We match your projects to grants using our comprehensive matrix of federal, state, and local funding programs and deadlines.

Monitoring

Our team keeps an eye on new and upcoming programs by providing annual reviews and quarterly updates with tailored recommendations to maximize your funding potential.

Positioning

We handle the preparation of documentation and necessary registrations, ensuring you're ready to seize funding opportunities when a great match is found.

Applications

Make your project stand out with expertly crafted grant applications. Our understanding of what decision-makers value most allows us to author compelling applications that highlight your project's strengths and impact.

Administration

Focus on your projects while we handle the details. We can manage the administration of your grant-winning projects, ensuring compliance and timely reporting.



*Honey Creek Restoration
City of Greenfield, WI
\$708,000 from 6 Grants*



*Hall Road & Gateway Court
City of Columbus, WI
\$585,000 in TEA Grants*



*WWTF Upgrades
City of Racine, WI
\$2M in Principal Forgiveness*

SERVICE LISTING

The following information represents our firm's ability to cover the variety of services requested by municipalities. Ruekert & Mielke, Inc.'s service listing represents our depth and experience to serve your community.

MUNICIPAL ENGINEERING

Development Review

- Land Divisions
- Development Agreements
- Plan/Specification Review
- Construction Review of New Developments

Sanitary Sewer and Water Supply Systems

- Planning, Design, and Construction Administration
- Service Area Studies
- Design of New Systems
- Extensions of Existing Systems
- Replacement/Rehabilitation of Existing Facilities
- Infiltration/Inflow Analysis

Municipal Streets and Roads

- Planning, Design, and Construction Administration
- Pedestrian Trails and Bridges
- Utility Crossings
- Business Parks
- Site Engineering Plans
- WISLR Program Assistance
- WisDOT Coordination
- Pavement Design
- Traffic Counts

Municipal Services

- Engineering Support
- Infrastructure Master Plans
- Capital Improvement Program Management
- Special Assessment Process
- TIF/TID Development

WATER RESOURCES

Storm Water Management

- Facility Planning and Design (Flood Control, Local Drainage, Water Quality)
- Local and Watershed-Based Plans
- Erosion Control Plans
- NPDES Compliance
- Green Infrastructure Design
- TMDL Planning and Compliance
- Floodplain Analysis
- Biological Shoreline Restoration
- Streambank Stabilization
- Boat and Canoe Launch Designs
- Grading and Drainage Plans
- Computer Modeling

WATER

Supply Facilities

- Planning Studies
- Computer Modeling
- Well Design
- Water Treatment and Filtration
- Storage
- Booster Stations
- Water System Design
- Construction Administration
- Condition Assessments
- Water Audits and Loss Prevention
- Financial Analysis
- Funding Assistance
- Operations
- Energy Efficiency Auditing
- Asset Management Programs
- Wellhead Protection
- Well siting and permitting

Collection and Pumping Systems

- Planning and Design
- Remote Storage Facilities
- Pump Station Design
- Force Main Design
- Capacity Management, Operation and Maintenance (CMOM)
- Computer Modeling

ENVIRONMENTAL SERVICES

- Site Development & Environmental Permitting
- Critical Issues Analysis & Feasibility
- Biological Assessments & Field Studies
- Threatened & Endangered Resource Evaluation
- Cultural Resource Review & Evaluation
- Phase 1 Environmental Site Assessment
- Agency Consultation – Federal, State, Local (USFWS, SHPO, DNR)
- NEPA Compliance for Environmental Impacts
- USACE Section 404/401 & State Permitting
- Construction Site Permit Compliance & Field Inspection

SCADA/ELECTRICAL

- SCADA System Design
- PLC Programming and Software Configuration
- Touch Screen Operator Interfaces
- Instrumental and Controls Design
- Power Distribution System Design
- Street Lighting
- Standby Generator Systems
- Indoor/Outdoor Lighting Systems
- Traffic Signals
- Motor Controls

SERVICE LISTING

MUNICIPAL FINANCE

- Sewer, Water and Storm Water Rate Studies
- Storm Water Utility Creation
- Litigation Support/ Expert Witness Services
- Public Utility Acquisitions and Mergers
- Impact Fees
- Tax Incremental Finance Planning/ Implementation
- Grant Writing

FIELD SERVICES

Construction Review

- Water Supply and Treatment Facilities
- Water Distribution Systems
- Storm Sewer and Storm Water Management Facilities
- Sanitary Collection Systems
- Wastewater Treatment Facilities
- Streets, Roads and Parking Lots
- Site Developments
- Aerial Photography/Video Services

Inspections and Monitoring

- Erosion Control Review
- Flow Monitoring and Smoke Testing for SSES
- Manhole Inspections and Evaluation
- Sewer Rehabilitation Survey
- Private Property Infiltration/Inflow

Survey

- ALTA Land Title Surveys
- Assessors Plats
- As-Built Surveys
- Boundary Surveys
- Cadastral Mapping
- Certified Survey Maps (CSM)
- Construction Staking
- Easement Preparation
- Topographic Surveys
- Field Inventory Surveys
- 3D Laser Scanning
- Unmanned Aircraft Systems (UAS)

SITE DEVELOPMENT

- Site Selection/Planning
- Land Division
- Topographic & Land Survey
- Erosion Control
- Storm Water Management
- Parking Lot Design
- Lighting Design
- Utility Design
- Permitting & Agency Coordination
- Landscaping Design
- Construction Review

ASSET MANAGEMENT

- Capital Improvement Planning
- Pavement Management Program
- Operations Assessment
- Infrastructure Assessment
- Enterprise Asset Management Software Implementation
- Asset Management Needs Assessment
- Software Needs Assessment

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Needs Assessments & Implementation Plans

- Cost/Benefit/Analysis of Implementing Enterprise-Wide GIS
- Evaluate Data and Application Needs

Web Applications

- ESRI ArcGIS Server Web Applications
- Hosting Maintenance Services
- Mobile Applications
- VueWorks Asset Management Software

Data Conversion (Utility and Parcel Mapping)

- Parcel Description Interpretation and Mapping
- Utility Records Conversion
- Utility Field Inventories
- Scanning Services
- Custom Database Design

SUBCONSULTANTS

The following services are provided by subconsultants. R/M will work closely with Municipal Staff to select the most suitable subconsultant for each given task.

- Park Master Plans
- Landscaping/Streetscape Designs
- Land Acquisition
- Environmental Remediation
- Geotechnical Engineering
- Traffic Signal Design
- Traffic Engineering
- Structural Design

AGRICULTURE

- Site Analysis
- Civil Site Design
- Permit Applications
- Construction Observations & Documentation
- Shoreline Erosion Revetment Design
- Storm Water Management Plans
- Plans & Specifications
- Site Topographic Survey
- Waste Management Systems

SERVICE LISTING

PAVEMENT MANAGEMENT

- Pavement Evaluation
- Drone Images & Documentation
- Maintenance Planning
- Cost Assessments
- Bidding Services
- Construction Review
- GIS User Interface
- Civil Engineering Services for Reconstruction, Expansion, and/or New Lots