



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, MARCH 18, 2025 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/86483953124?pwd=Nd8wSXu2lT3DtD9oWOTwibQWQglO0w.1>

Meeting ID: 864 8395 3124

Passcode: 53538

Dial by Location

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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 March 4, 2025 City Council meeting** (Thom, Deputy Clerk)

- b. Review and possible action relating to the **minutes of the March 11, 2025 Plan Commission meeting** (Thom, Deputy Clerk)
- c. Review and possible action relating to **building, plumbing, and electrical permit report for February 2025** (Draeger, Building Inspector/Zoning Administrator)
- d. Review and possible action relating to the City Clerk-issued **License and Permit Report for February 2025** (Thom, Deputy Clerk)
- e. Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of February 28, 2025 (Thom, Deputy Clerk)
- f. Review and possible action on a **Special Event: Hagerty Scott Spoerl Agency – Client Appreciation Car Show May 31, 2025, 9 a.m. - 3 p.m.** (Thom, Deputy Clerk)
- g. Review and possible action on a **Special Event: Fort Fall Fiesta**, September 13, 2025 from 12:00 - 4:00 p.m. at Jones Park (Thom, Deputy Clerk)
- h. Review and possible action relating to a **Special Event: FA Summer Charity Concerts June 11, June 25, July 16, July 30, August 13, and August 27, 2025 from 6:30-8:30 p.m. at Barrie Park** (Thom, Deputy Clerk)
- i. Review and possible action relating to a **Temporary Alcohol Beverage License for St. Joseph Catholic Church** for their event Light Up the Night on Saturday April 5, 2025.(Thom, Deputy Clerk)

6. Petitions, Requests, and Communications

- a. Presentation of 2024 Green Recognition Program Award Five Star Antiques and Lava Vintage Clothing (Houseman, City Manager)
- b. Presentation of 2024 Green Recognition Program Award for Amanda Ebbert (Houseman, City Manager)

7. Resolutions and Ordinances

- a. Review and Possible action on a resolution relating to **“Less Mow May,”** a temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code (Houseman, City Manager)

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 related to the **replacement of SCBA Confined Space Entry Equipment and Airline Respirator System** (Sweeney, Wastewater Utility Superintendent)
- b. Review and possible action relating to the purchase and installation of a

replacement **Thickened Activated Sludge Pump** (Sweeney, Wastewater Utility Superintendent)

- c. Review and possible action relating to the release of a request for proposals for a **Classification and Compensation Study** (Houseman, City Manager)
- d. Review and possible action relating to the **purchase of a 2025 Ford F250 Pickup Truck** for the Department of Public Works Operations Division (Williamson, Public Works Superintendent)
- e. Review and possible action relating to the purchase and installation of an **Analog VHF Band Radio Repeater and Mast Mounted Antenna** (Williamson, Public Works Superintendent)

11. Miscellaneous

12. Claims, Appropriations and Contract Payments

- a. Review and possible action relating to the **Verified Claims** presented by the Director of Finance and authorization of payment (Houseman, City Manager)

13. Adjournment

Date Posted: March 14, 2025

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, MARCH 4, 2025 – 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, and President Lescohier. Also present: City Manager, City Attorney, Building Inspector, Public Works Superintendent, Public Relations Executive Assistant and Fire Chief. Cm. Schultz was absent.

3. Public Hearings

None.

4. Public Comment

None.

5. Consent Agenda

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

- a. Review and possible action relating to the **minutes of the February 17, 2025 Police and Fire Commission meeting** (Houseman, City Manager)*
moved, seconded by to approve the Consent Agenda as presented, items 5.a. through 5.j.
Motion carried.
- b. Review and possible action relating to the **minutes of the February 20, 2025 City Council meeting** (Houseman, City Manager)*
- c. Review and possible action relating to the **minutes of the February 25, 2025 Plan Commission meeting** (Houseman, City Manager)*
- d. Review and possible action relating to the **minutes of the February 26, 2025 License Committee** (Houseman, City Manager)*
- e. Review and possible action relating to **Renewal Alcohol Beverage License Application for Fort Atkinson Lions Club, Class "B" Fermented Malt Beverage** (Houseman, City Manager)*

- f. Review and possible action relating to **Renewal Alcohol Beverage License Application** for Fort Atkinson Generals Baseball Team, Class "B" Fermented Malt Beverage (Houseman, City Manager)
- g. Review and possible action on a **Special Event: Generals Fort Atkinson Cruise Night: May 12, 2025, June 9, 2025, July 14, 2025, August 11, 2025 and September 8, 2025 from 5:30-8:30 pm at Jones Park** (Houseman, City Manager)
- h. Review and possible action on a **Special Event: American Legion Memorial Day Parade on May 26, 2025 from 10:30 am - 2:00 pm beginning at American Legion and ending at Evergreen Cemetery** (Houseman, City Manager)
- i. Review and possible action on a **Special Event: General's Baseball Fest June 19, 2025-June 22, 2025 at Jones Park** (Houseman, City Manager)
- j. Review and possible action relating to **Temporary Class "B" Retailer's License for St. Joseph's Catholic Church Knights of Columbus** for March 14, April 4, and April 18, 2025 (Houseman, City Manager)

6. Petitions, Requests, and Communications

- a. Review and possible action on a proclamation recognizing **Paul Christensen on his more than 40 years of service to the City of Fort Atkinson** (Houseman, City Manager)
Cm. Jaeckel moved, seconded Cm. Johnson by to approve the proclamation recognizing Paul Christensen on his more than 40 years of service to the City of Fort Atkinson and thank him for his service. Motion carried.
- b. Review and possible action relating to a **Resolution recognizing World Migratory Bird Day on Saturday, May 10, 2025** (Houseman, City Manager)
Manager Houseman stated that annually, since 2016, the City of Fort Atkinson has recognized the second Saturday in May as World Migratory Bird Day as part of the City's "Bird City" designation. The 2025 World Migratory Bird Day (WMBD) will be held on Saturday, May 10, 2025. This year, World Migratory Bird Day highlights seven simple actions everyone can take to create bird-friendly spaces where they live.

Cm. Becker moved, seconded by Cm. Johnson to approve the resolution recognizing World Migratory Bird Day on Saturday, May 10, 2025. Motion carried.

7. Resolutions and Ordinances

- a. Second and possible Third/Final Reading of a proposed Ordinance to amend the **Official Zoning Map** of the City of Fort Atkinson, Wisconsin, for the property known as Lot 1 (formerly Lot 61) located east of Fort Atkinson High School, south of Trilium Drive, and west of Banker Road in the City of Fort Atkinson from MRH-30, Multi-Family Residential-30, to PUD, Planned Unit Development District (Draeger, Building Inspector/Zoning Administrator)

Inspector Draeger offered the submission from the applicant, whom is looking to change the zoning classification of the property from MRH-30, MultiFamily Residential-30, to PUD, Planned Unit Development District. The intention is to use the MRH-30, Multi-family Residential District as the base zoning district when providing the flexibilities outlined in the approved General Development Plan and Specific Implementation Plan for the PUD Project. Approval of this rezoning will allow the development of this property in accordance with the Development Agreement with Intrepid Investments and is expected to add \$14 million dollars of taxable value to Tax Increment District (TID) #9.

President Lescohier asked if there had been any questions from the public since the last meeting.

Draeger indicated there had not been any comments.

Cm. Jaeckel commented that he is glad the project is moving forward.

Cm. Becker said this will be the first new apartment in 20 years and is happy to suspend the rules for the ordinance.

Cm. Jackel moved, seconded by Cm. Becker to suspend the rules and offer a third/final reading of this Ordinance. Motion passed 4-0

Cm. Jaeckel moved, seconded by Cm. Becker to adopt the ordinance changing the zoning of the subject property from MRH-30, Multi-Family Residential - 30, to PUD, Planned Unit Development District. Motion carried.

- b. *Second and possible Third/Final Reading of a proposed Ordinance to amend the **Official Zoning Map** of the City of Fort Atkinson, Wisconsin, for the property known as Lot 2 (formerly Lot 1) located east of Fort Atkinson High School, north of Trillium Drive, and west of Banker Road in the City of Fort Atkinson from SR-2, Single-family Residential District, to MRM-12, Multi-Family Residential Medium - 12, with a PUD, Planned Unit Development (Draeger, Building Inspector/Zoning Administrator)*

Inspector Draeger stated the applicant is looking to change the zoning classification of the property from SR-2, Single Family Residential, to MRM-12, Multi-Family Residential Medium – 12, with a PUD, Planned Unit Development. Approval of this zoning change will allow the development of this parcel in accordance with the Development Agreement with Intrepid Investments, LLC. While an estimated value for this project has not been provided, it will add taxable value to Tax Increment District (TID) #9. Further, the sale of this parcel to the developer will result in \$144,000 in revenue for TID #9 (\$18,000 per unit, per the approved Development Agreement).

Cm. Becker moved, seconded by Cm. Jaeckel to suspend the rules and offer a third/final reading of this Ordinance. Motion passed 4-0

Cm. Jaeckel moved, seconded by Cm. Becker to adopt the ordinance changing the zoning of the subject property from SR-2 Single-Family Residential - 2, to MRM-12, Multi-Family Residential Medium - 12 with a PUD, Planned Unit Development. Motion carried.

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

None.

10. New Business

- a. *Review and possible action relating to **Alcohol Beverage License Application** for Sahib Enterprises, LLC, 1220 Janesville Avenue #100 for the licensing period of March 5, 2025 through June 30, 2025 (Houseman, City Manager)*

Manager Houseman stated the gas station at 1220 Janesville Avenue has been operated as Sunny's Quick Mart by Jatinder Kaur at 1220 Janesville Avenue #100 as of March 6, 2024. On February 14, 2025 an Alcohol License Application was submitted by Sahib Enterprises for operation at 1220 Janesville Avenue #100.

The following information was provided.

- Confirmation of Legal Name (corporation, limited liability company, partnership)
- Trade or Business Name • Verification of Federal Identification Number
- Verification of Wisconsin Seller's Permit Number
- Background check on Agent/Applicant
- Letter from Sunny's Quick Mart stating they will surrender the "Class A" Intoxicating Liquor and Class "A" Fermented Malt Beverage license contingent upon approval of applicant Gurbachan Singh dba Sahib Enterprises, LLC for use at 1220 Janesville Avenue #100.

Cm. Jaeckel moved, seconded by Cm. Becker to approve the Alcohol License Application for Sahib Enterprises for the licensing period of March 5, 2025 to June 30, 2025 contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk. Motion carried.

- b. *Review and possible action relating to **Cigarette, Tobacco and Electronic Vaping Device Retail License Applications** for Sahib Enterprises, LLC, 1220 Janesville Avenue #100 for the licensing period of March 5, 2025 through June 30, 2025 (Houseman, City Manager)*

Manager Houseman stated the gas station at 1220 Janesville Avenue has been operated as Sunny's Quick Mart by Jatinder Kaur at 1220 Janesville Avenue #100 as of March 6, 2024. On February 14, 2025 a Cigarette and Tobacco License Application was submitted by Sahib Enterprises for operation at 1220 Janesville Avenue #100. The applications were submitted accurately.

Cm. Jaeckel moved, seconded by Cm. Johnson to approve the Cigarette and Tobacco Products Retail License Application for Sahib Enterprises for the licensing period of March 5, 2025 to June 30, 2025 contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk. Motion carried.

- c. *Review and possible action relating to **Alcohol Beverage License Application** for Kings Operating WI LLC dba Pump N Shop, 303 S. Main Street for the licensing period of March 5, 2025 through June 30, 2025 (Houseman, City Manager)*

Manager Houseman discussed the gas station at 303 S. Main Street that has been operated as Handy Spot by Kuljit Paul Singh at 303 S. Main Street as of February 19, 2024. An Alcohol License Application was submitted by Kings Operating LLC for operation at 303 S. Main Street, dba Pump n Shop.

The following information was provided.

- Confirmation of Legal Name (corporation, limited liability company, partnership)
- Trade or Business Name
- Background check on Agent/Applicant
- Letter from Handy Spot stating they will surrender the Class "A" Fermented Malt Beverage license contingent upon approval of applicant Adnan Maqbool, Kings Operating WI LLC dba Pump N Shop for use at 303 S. Main Street.

The following items were provided to the Clerk on Monday, February 24th.

- Verification of Federal Identification Number
- Verification of Wisconsin Seller's Permit Number
- Copy of the lease for the property identifying the dates coincide with the licensing period

Cm. Jaeckel moved, seconded by Cm. Becker to approve the Alcohol License Application for Kings Operating WI LLC dba Pump N Shop for the licensing period of March 5, 2025 to June 30, 2025 contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk and providing items noted in the Staff report. Motion carried.

- d. *Review and possible action relating to **Cigarette, Tobacco and Electronic Vaping Device Retail License Applications** for Kings Operating WI LLC dba Pump N Shop, 303 S. Main Street for the licensing period of March 5, 2025 through June 30, 2025 (Houseman, City Manager)*

Manager Houseman discussed that the gas station at 303 S. Main Street has been operated as Handy Spot by Kuljit Paul Singh at 303 S. Main Street as of February 19, 2024. A Cigarette and Tobacco Application was submitted by Kings Operating LLC for operation at 303 S. Main Street, dba Pump n Shop. The application was submitted accurately, no other information is needed.

Cm. Jaeckel moved, seconded by Cm. Johnson to approve the Cigarette and Tobacco Products Retail License Application for Kings Operating WI LLC dba Pump n Shop for the licensing period of March 5, 2025 to June 30, 2025 contingent upon all monies owed to

the City are paid prior to license issuance by the City Clerk and upon providing items noted in the Staff report. Motion carried.

11. Miscellaneous

None.

12. Claims, Appropriations and Contract Payments

- a. Review and possible action relating to the **Verified Claims** presented by the Director of Finance and authorization of payment (Houseman, City Manager)*

Cm Becker moved, seconded by Cm. Johnson to approve the list of Verified Claims and authorize payment. Motion carried 4-0

13. Adjournment

Cm Becker moved, seconded by Cm. Johnson, to adjourn. Meeting adjourned at 7:34 p.m.

Respectfully submitted

Sarah Weihert

Public Relations Executive Assistant



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MARCH 11, 2025 – 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: Commissioners Kessnich, Highfield, Hough, Shull, Council Representative Schultz and Manager Houseman. Also present: Building Inspector and City Clerk/Treasurer.

3. New Business

a. Review and possible action relating to the *minutes of the February 25, 2025 Plan Commission meeting* (Ebbert, Clerk/Treasurer/Finance Director)

Highfield moved, seconded by Hough to approve the minutes of the February 25, 2025 Plan Commission meeting. Motion carried.

b. Review and possible action on a *Planned Unit Development-Specific Implementation Plan for the property known as Lot 1 and previously known as Lot 61 located east of Fort Atkinson High School, south of Trillium Drive, and west of Banker Road in the City of Fort Atkinson* (Draeger, Building Inspector/Zoning Administrator) (PUD-2025-01)

Inspector Draeger reviewed the submitted SIP and discussed how it meets the majority of the requirements of the City's ordinances and aligns with both the Banker Road Neighborhood Plan and Comprehensive Plan. The proposed development will include 87 total market-rate rental units that will be professionally managed. This management company will be responsible for maintaining all common areas (parking, landscaping, lawns, snow, etc.). One new access point will be created to serve the new multifamily building from Trillium Drive. Circulation will occur along the north and east sides of the building where surface parking is provided and access to the underground tenant parking is provided from the east elevation of the building. This project aims to address many community goals, objectives, and recommendations. Overall, the proposed development is of high-quality design, meets the requirements of the City's ordinances, is in alignment with adopted City plans, and provides new tax base and housing units in the community. The City's Management Team has reviewed the application and all comments have been included within this document.

Shull moved, seconded by Highfield to recommend the City Council approve the Specific Implementation Plan for the property known as Lot 1 and previously known as Lot 61 located east of Fort Atkinson High School, south of Trillium Drive and west of Banker Road with the following conditions:

1. A recommendation to the City Council that the Specific Implementation Plan for Ridgeview Estates Lot 1 be approved, subject to any and all requirements identified by the Plan Commission.
2. A finding that the Specific Implementation Plan is consistent with the approved General Development Plan.
3. Waive the requirement for no access within 50 feet of an intersection because the proposed access point aligns with the intersection of Marigold Drive and Trillium Drive to provide a uniform 4-way intersection.
4. Require the applicant to provide roof plans that indicate the height of proposed rooftop mechanicals and the parapet to ensure that each mechanical is screened from view.
5. Require the applicant to meet the minimum street frontage landscaping points (540 proposed, 675 required).
6. Require an erosion control plan to be submitted to city staff prior to issuance of a building permit.
7. Any other recommendations of City staff, the Plan Commission, or City Council.

Motion carried.

- c. *Review and possible action on a Planned Unit Development-Specific Implementation Plan for the property known as Lot 2 and previously known as Lot 1 located east of Fort Atkinson High School, north of Trillium Drive, and west of Banker Road in the City of Fort Atkinson (Draeger, Building Inspector/Zoning Administrator) (PUD-2025-02)*

Inspector Draeger reviewed the recently approved General Development Plan of the newly established Planned Development on the subject property. Today, the applicant is seeking review and action on the Specific Implementation Plan to accommodate two 4-unit townhome buildings, totaling 8 units. Each building is proposed to be 4,235 sf for a combined total of 8,470 sf of building area on the site. The new parcel to accommodate this development was also recently established via CSM and is 28,836 square feet in size. As part of the Ridgeview Estates Neighborhood development, this proposed project will be one of the first implementation areas in the southwest corner, near the Fort Atkinson High School. It will be bounded by two new roads that will be created on the south (Trillium Drive) and east (Marigold Drive) sides of the new property. Directly to the south, is a proposed new high-density multi-family.

Kessenich moved, seconded by Hough to recommend the City Council approve the Specific Implementation Plan for the property known as Lot 2 and previously known as Lot 1 located east of the Fort Atkinson High School, north of Trillium Drive and west of Banker Road in the City of Fort Atkinson with the following conditions:

1. A recommendation to the City Council that the Specific Implementation Plan for Ridgeview Estates Lot 2 be approved, subject to any and all requirements identified by the Plan Commission.

2. A finding that the Specific Implementation Plan is consistent with the approved General Development Plan.
 3. Require the applicant to provide evidence of deed restrictions or covenants specifying respective obligations with regard to any common structures, such as the shared wall, roof, and other inseparable improvements.
 4. Waive the requirement for parking stall pavement markings due to the style of development having individual garages and entryways and the proposed use of landscape islands to separate parking areas for each individual unit.
 5. Waive the requirement for the primary entrance to be on the front façade facing the street.
 6. Waive the requirement for additional curbing around landscaping islands and parking.
 7. Allow the minimum required number of building foundational planting points to be met with the overall landscaping plan as the total number of points proposed is greater than the total minimum number of points required.
 8. Require an erosion control plan to be submitted to city staff prior to issuance of a building permit.
- Motion carried.

- d. *Review and possible action relating to a **Site Plan Review** for signage at Badgerland After School Enrichment Program, 1233 Janesville Ave. (Draeger, Building Inspector/Zoning Administrator) (SPR-2025-05)*

Inspector Draeger presented the site plan request from Badgerland After School Enrichment (BASE) for two new Wall Signs located on the Western facade of the building facing Janesville Ave. The signs are made up of individual letters and shapes that make up the greater signs at each location on the facade. Each group of individual letters and shapes is considered one sign. The wall sign consisting of individual letter has a total square footage of 31 while the second sign consisting of shapes that make up the company logo is proposed to be 28 square feet.

Shull moved, seconded by Schultz to approve the Site Plan Review for BASE at 1233 Janesville Avenue, as proposed. Motion carried.

- e. *Review and possible action on a **Special Area Design Review for windows** located at 131 N. Main St. (Draeger, Building Inspector/Zoning Administrator) (SADR-2025-01)*

Inspector Draeger stated that the applicant has been replacing windows on the building, which has a commercial first floor and residential upper floors, over the past several years. In the summer of 2024, she replaced the second-floor windows facing Main Street. At that time, the owner was reminded that the building is located in the Downtown Historic Mixed-Use district, where Special Area Design Review is required for exterior alterations and replacements. The city's Zoning Ordinance requires upper windows to be replaced with dark frames. In this case, however, the windows were replaced with white frames, matching the previous ones. The building owner aimed to preserve what she believed was the original color. While this project is not subject to review by the Historic Preservation Committee (HPC), the HPC provided an opinion on the matter. The HPC believes that as long as the window color is historically appropriate, maintaining the original width and height of the openings is more significant.

Schultz moved, seconded by Highfield to approve the Special Area Design Review for replacement of windows located at 131 N.Main Street matching the previously installed white windows. Future storefront replacement is not included in this approval. Motion carried.

4. Adjournment

Highfield moved, seconded by Kessenich to adjourn. Meeting adjourned at 4:42 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



Permit Report

02/01/2025 - 02/28/2025

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

2/26/2025	25087	1300 Janesville Ave	AT&T C/O JERRY JOHNSON	Add/Alter Commercial	EXISTING AT&T CELL TOWER EQUIPMENT UPGRADES	25,000	\$285.00
2/19/2025	25075	611 E Sherman Ave	Fort HealthCare	Add/Alter Commercial	Alteration Level 2: ED Dept Interior Renovation	1,500,000	\$585.20
2/13/2025	25067	1608 Commonwealth Dr.	Westwind condo Association	Add/Alter Commercial	Repairs to entire building exterior wall frame	10,000	\$95.00
2/11/2025	25064	1233 Janesville Ave	BASE - Badgerland After School Enrichment Program, Inc.	Add/Alter Commercial	Non Structural Demolition Permit Only	3,000,000	
2/6/2025	24717	737 Reena Ave	Tom Pientka	Add/Alter Commercial	This project involves selective remodeling and will not affect the entire building. Work will focus on the existing lobby, reading area, dining room, boardroom, conference room, and second-floor common area. The scope includes replacing	232,500	\$2,529.60

					flooring and wall base, repainting, updating light fixtures, and adding new fixtures as needed. The small reading area with an electric fireplace near the lobby will be rearranged to create a new boardroom with an adjacent mailroom, while the existing boardroom will be reconfigured into office space with an adjacent workroom. An electric fireplace will be added in the main lobby, and the existing electric fireplace on the first floor will be relocated to the second-floor common area. Additionally, new double swing doors will be installed in the kitchen prep area, and a new opening will be created		
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					between the dining room and private dining room.		
							\$3,494.80

Group Total: 5

Group: Deck

2/20/2025	25080	523 E Milwaukee Ave	Jilayne and Bruce Paley	Deck	14' by 16' Deck Installation	39,108	

Group Total: 1

Group: Electrical

2/28/2025	25103	1709 Montclair Pl	Roxolid Creations LLC	Electrical	Single Family Electrical	10,000	\$331.80
2/28/2025	25101	905 W Sherman Ave	DUSTIN ROE	Electrical	3 OPENINGS IN BATHROOM, plus bath exhaust fan	500	\$60.00
2/20/2025	25079	216 Nadig Dr	Jon Lamrouex	Electrical	Electrical Panel Upgrade to 200 Amp	2,500	\$90.00
2/19/2025	25078	1301 Whitewater Ave	Joshua Hargan	Electrical	Addition and service upgrade, plus power to garage	5,000	\$175.00
2/19/2025	25077	209 Roosevelt St	Garry Thorman	Electrical	Generator Installation	8,590	\$130.00
2/18/2025	25074	1439 Jamesway	Zach Neiger	Electrical	Basement Alteration: Wiring of Basement Living Area	3,680	\$69.80
2/18/2025	25072	1127 Peterson St	melalee bouton	Electrical	add subpanel for kitchen wiring ,permit 25037 is for the kitchen will be adding a subpanel	600	\$60.00
2/12/2025	25065	351 Monroe St	Mike Forester	Electrical	Misc. Electrical updates-partial	9,000	\$127.50

					eliminate knob and tube		
2/9/2025	25062	1012 Peterson St	Jeremy Kempfer	Electrical	Bathroom new wiring, Basement outlet in conduit, and Garage Wiring, 1 Receptacles and 1 light Fixtures	500	\$60.00
2/7/2025	25061	611 E Sherman Ave	Fort Healthcare	Electrical	(HC00002928) Fort Memorial Hospital Ambulatory Surgery Renovations	35,000	
2/7/2025	25060	611 E Sherman Ave	Fort Healthcare	Electrical	(HC00002796) Fort Memorial Hospital Emergency Department Renovations	75,000	\$227.95
2/6/2025	25058	1423 Endl Blvd	Tim Dougherty	Electrical	Upgrade the service panel. Rewire the entire house	0	\$260.00
2/5/2025	25055	521 Adams St	VOLODYMYR TANIELEV	Electrical	Basement 1. Install existing wiring (Romex) that is installed along the bottom of the joist, inside the joist spaces. (Electrical inspector is allowing the older cloth covered wiring still be installed on the bottom of joists) 2. Properly fasten jet boxes throughout basement 3.	2,319	\$107.50

					Furnish and install covers on electrical jet boxes 4. Check electrical service for proper grounding of service First and Second Floors 1. Check and test all outlets for proper wiring and open grounds 2. Furnish and install black GFI outlets in locations where open grounds exist. 3. Check LED wafers for proper installation and make necessary corrections 4. Check all lights for proper installation and make necessary corrections		
							\$1,699.55

Group Total: 13

Group: HVAC

2/27/2025	25095	416 S High St	Wendy Topel	HVAC	Furnace replacement	3,000	\$70.00
2/26/2025	25093	615 Coventry Cir	JAMES DUFFY	HVAC	REMOVING AND REPLACING EXISTING FURNACE AND AC	8,660	\$105.00
2/26/2025	25092	412 Clarence St	GAVIN SMITH	HVAC	REMOVING AND REPLACING	10,528	\$60.00

					EXISTING BOILER		
2/13/2025	25066	1439 Jamesway	Zach & Kianna Neiger	HVAC	Basement Finish Ductwork Modifications	965	\$63.35
2/3/2025	25050	48 South St	ADAM WAGNER	HVAC	replacement furnace	2,000	\$70.00
							\$368.35

Group Total: 5

Group: New Single Family

2/26/2025	25094	1709 Montclair PI	Todd Wileman	New Single Family	New 1 Story Single Family Home	380,000	\$3,249.50
							\$3,249.50

Group Total: 1

Group: Other

2/20/2025	25081	208 Barrie St	Emily Ashland	Other	Closing doorway & drywall	100	\$35.00
2/6/2025	25057	312 E Sherman Ave	KAREN M ALBRECHT	Other	Pocket Windows and Entry Door Installation	18,000	\$60.00
							\$95.00

Group Total: 2

Group: Plumbing

2/28/2025	25100	226 S Main St	Eric Webber	Plumbing	adding washing machine lines, washer and vent less dryer on 1st floor.	2,600	\$60.00
2/27/2025	25096	905 W Sherman Ave	Dustin Roe	Plumbing	Shower valve replacement	500	\$60.00
2/26/2025	25089	1200 Jefferson St	J&S Prime Properties LLC	Plumbing	Adding 1/2 bath and sewer ejector	0	\$60.00
2/25/2025	25083	1012 Peterson St	Jeremy Kempfer	Plumbing	1st floor, tub to pan replacement. Same size and location. New wall built for shower	1,597	\$170.00

2/19/2025	25076	309 S Water St E	Jason Woods	Plumbing	Main Water Line Valve Replacement	350	\$60.00
2/18/2025	25073	351 Monroe St	Mike Foerster	Plumbing	House remodel 1st fl bath, kitchen, 2nd fl bath, water heater, 2 Air admittance valves.	0	\$107.00
							\$517.00

Group Total: 6

Group: Right of Way Opening Permit

2/28/2025	25099	1424 Lakeview Dr	CC&E building & Remodeling	Right of Way Opening Permit	Drive way curb cut for, New single family home	500	\$50.00
2/28/2025	25098	1422 Lakeview Dr	CC&E building & Remodeling	Right of Way Opening Permit	Drive way curb cut for, New single family home	500	\$50.00
2/18/2025	25070	Erik St; Talcott Ave to W Rockwell Ave, Fort Atkinson	WE Energies - Chet Spuller	Right of Way Opening Permit	Gas main paving relocation. Gas line to stay on the street side of all water service valves as close to the ROW as possible.	0	\$50.00
2/17/2025	25069	E Cramer St; Jefferson St to N High St	We Energies - Chet Spuller	Right of Way Opening Permit	Gas main paving relocation	0	\$50.00
							\$200.00

Group Total: 4

Group: Roofing/Siding

2/27/2025	25097	116 Shirley St	Sherry Lumby	Roofing/Siding	Reshingle	7,500	\$60.00
2/18/2025	25071	824 Monroe St	Michael	Roofing/Siding	Remove and replace asphalt shingled roof	16,950	\$60.00
2/10/2025	25063	604 Robert St.		Roofing/Siding	Siding replacement, Vinyl siding	25,000	\$60.00

					with insulated backing taped		
							\$180.00

Group Total: 3

Group: Sign

2/28/2025	25102	800 Madison Ave	Josh Kline	Sign	Stand Alone Monument with EMC	20,000	\$90.00
2/5/2025	25056	1504 Madison Ave	Fort HealthCare	Sign	Remove existing sign and install new	15,000	\$90.00
							\$180.00

Group Total: 2

Group: Single Family Alteration/Addition

2/25/2025	25086	328 Roosevelt St	Andrew Zastrow	Single Family Alteration/Addition	Lengthen stairway to increase tread depth	10,700	\$85.00
2/25/2025	25084	1012 Peterson St	Jeremy Kempfer	Single Family Alteration/Addition	Kitchen cabinets (no drywall removal & Bath Remodel with fixtures moved and walls opened.	10,000	\$60.00
2/4/2025	25054	351 Monroe St	Mike Foerster	Single Family Alteration/Addition	Remodeling home to sell	25,000	\$160.00
2/4/2025	25052	1439 Jamesway	Zachary and Kianna Neiger	Single Family Alteration/Addition	Basement Interior Remodel-See Sheet 4 for Project Scope	56,435	\$196.50
							\$501.50

Group Total: 4

Group: Windows/Doors

2/26/2025	25091	1536 Montclair Pl	Larry & Deborah Floerke	Windows/Doors	Window replacements: (4)2LS, (2)C1, (1)DH, (1)3LS. Same sizes and locations.	10,127	\$60.00
2/26/2025	25090	515 Hillcrest Dr	Fay Martin	Windows/Doors	Replace windows & door	39,000	\$60.00

2/25/2025	25085	1417 Montclair Pl	Judy Statz	Windows/Doors	Window replacement: (1)2LS. Same size and location.	1,214	\$60.00
							\$180.00

Group Total: 3

Group: Zoning

2/26/2025	25088	1300 Janesville Ave	AT&T C/O JERRY JOHNSON	Zoning	EXISTING AT&T CELL TOWER EQUIPMENT UPGRADES	25,000	\$100.00
							\$100.00

Group Total: 1

							\$10,765.70
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Total Records: 50

3/10/2025



Jedidiah Draeger
Building Inspector/Zoning Administrator



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

MEMORANDUM

DATE: March 18, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to the City Clerk-issued License and Permit Report for February 2025 (Thom, Deputy Clerk)

BACKGROUND

The following is a list of the Licenses and Permits issued by the City Clerk for the period February 20, 2025 through March 18, 2025 per the City of Fort Atkinson Municipal Code of Ordinances.

DISCUSSION

BEEKEEPING

None

OPERATOR

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

Applicant		Place of Employment	Recommended Approval by Fort Atkinson Police Department	Cost
Daniel	Patterson	The Paddyshack & 10-62	Y	\$40
Suzzanna	Ludke	Festival Foods	Y	\$30
Leyna	Galley	The Langholf	Y	\$30
Sophia	Fyfe	The Langholf	Y	\$30
Gabriella	Juday	The Langholf	Y	\$30
Carla	Robinson	Carla's Catering	Y	\$0
Alana	Segura	Tavern on Rock	Y	\$30

MOBILE MERCHANT

None

DOOR-TO-DOOR RESIDENTIAL / DIRECT SELLER

None

FINANCIAL ANALYSIS

FINANCIAL ANALYSIS

In accordance with the City's Ordinances and Fee Schedule, a total of \$190 was collected for Operator's licenses.

RECOMMENDATION

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

ATTACHMENTS

None



MEMORANDUM

DATE: March 18, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Hagerty Scott Spoerl Agency – Client Appreciation Car Show May 31, 2025, 9 a.m. - 3 p.m. (Thom, Deputy Clerk)

BACKGROUND

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

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

DISCUSSION

Event: Hagerty Client Appreciation Car Show

Dates and Hours of Event: Saturday, May 31, 2025, 9 a.m. to 3 p.m.

Location: Jones Park, 600 Janesville Avenue

Contact Person: Scott Spoerl; sspoerl.hagerty@gmail.com

Estimated Number of Attendees: 100

Event information was routed to Departments without any concerns provided. Restrooms and proper refuse receptacles are on site.

The Fort Atkinson General Baseball Team is available to provide concessions for this event.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Hagerty Client Appreciation Car Show on Saturday, May 31, 2025

ATTACHMENTS

1. Hagerty Car Show Park Reservation 5.31.25
2. HAGERTY CLIENT CAR SHOW 5.31.25 APP



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

FACILITY RESERVATION

Scott Spoerl
735 Madison Ave
Fort Atkinson, WI 53538
(920) 605-6074

Facility: Jones Park Shelter - 615 Janesville Ave, Fort Atkinson, WI
Facility Hours: 53538
Reservation: :
05/31/25, Sat 9:00AM to 10:00PM
Reservation approved by NASH on 02/24/25 02:52PM

Fee Details: Reservation Fee: \$60.00
Damage Deposit \$50 \$50.00
Will you have music, a live band, or amplified sound at your event?: Yes
Will you be putting up a tent/driving any type of stakes into the ground?: Yes
Will you be roasting a pig at your event?: No
What type of event are you having?: Hagerty Car Show

RECEIPT NO: 17234
Date: 02/24/25 02:52pm
Fee: \$110.00
Discount: 0.00
Tax: 0.00
Total: 110.00
Paid: Cash 0.00
Balance: 110.00

STATEMENT OF AGREEMENT

PARK SHELTER RESERVATION POLICIES

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

STATEMENT OF AGREEMENT

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

STATEMENT OF AGREEMENT

artment at 920-397-9905. The Police Department will contact a Parks Personnel if needed.

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

21. PARK SHELTER REFUND POLICY:

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

22. QUESTIONS: If you have any further questions, please contact the Fort Parks & Recreation Office at 920-397-9910 during office hours.

(Hours: Mon-Fri 8-12 & 12:30-4:30 p.m.)

Signature _____
(If under 18, parent or guardian)

Date 02/24/25 02:52pm



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

3/18/25

Name of Business/Group Organizing Event: Hagerty Scott Spoerl Agency
Contact Person for Event: Scott Spoerl
Phone Number: 920-605-6074 Email: sspoerl.hagerty@gmail.com
Day of Event Contact Person (if different from above): Phone: Email:

Special Event Details

Event Name: Hagerty Client Appreciation Car Show
Event Date (mm/dd/yyyy): 5/31/2025
Event Location: Jones Park
Estimated Number of Attendees: 100 Hours of Event: 10Am-2pm
Event Setup Time: 9Am Event Tear Down Time: 3pm

Event Description:
Annual Client Appreciation Car Show

Goal/Purpose of Event:
Thank my Clients each year for their business

Attach a map of the event including: Designated parking areas and available number of spaces*, directional signage for events (i.e. parking guidance), pedestrian street crossing locations, location of any traffic control barricades or personnel to ensure safe coordination of vehicles and pedestrians
** If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking*

Check all applicable boxes:

☒ I am renting a city park
Attach copy of paid park rental from Parks & Recreation Department. Equipment rentals are reservable through the Parks & Recreation office 920-397-9910. You are responsible for picking up, setting up, tearing down, and return of equipment. Each park is equipped with picnic tables and garbage/recycling receptacles, and additional are available upon request. If additional cans are requested, the event coordinator will need to pick up additional can liners from Park & Recreation office. The event coordinator is responsible for trash and recycling disposal. If there is no dumpster on site, a dumpster may be required and is the responsibility of the event coordinator.

☐ I am renting city equipment
Please secure and submit payment for requested equipment prior to submitting Special Event Application.
*Attach a map with a location for drop off of equipment with this application.

8' white plastic table (43 available; \$4.50/each)	Qty _____
Metal folding chair (190 available; \$0.75/each)	Qty _____
Additional Picnic Table (\$15/each; includes delivery & pick up)*	Qty _____
Additional Garbage/Recycling Can*	Qty _____
Barricades*	Qty _____
Traffic Cones*	Qty _____

☐ Electrical Access
The City Electrician may reach out to you to address any needs/concerns.
Please specify if you have any requests or requirements beyond current access:

☐ I will be having music
(Per City Ordinance 17.03) no person shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed

Start Time of Music: _____ End Time of Music: _____

☐ I will be closing a street(s)*
Barricades can be provided by Public Works upon request
** Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity*

☐ I will be selling beer and/or wine*
Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-9901 prior to submitting this application.
**Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.*

☐ I will be erecting a tent, canopy or other temporary structure.*

**Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511*

☐ I am having a walk/race*
**See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.*

By signing, I agree to the following statements:

I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I understand that I may need to contact multiple Departments to arrange for assistance. I understand I am responsible for timely clean up after the event. I understand that additional charges may apply and that I can be billed after my event.

Responsible Party Signature: _____

Submission Date: _____

For Office Use Only:

Date Received: _____ 2/19/25

Date Paid: _____

Council Approval / Denial Date: _____

Date applicant notified of Council action and any event stipulations: _____

Event Stipulations: _____



MEMORANDUM

DATE: March 18, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Fort Fall Fiesta, September 13, 2025 from 12:00 - 4:00 p.m. at Jones Park (Thom, Deputy Clerk)

BACKGROUND

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

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

DISCUSSION

Event: Fort Fall Fiesta

Date and Hours of Event: Saturday, September 13, 2025 12:00 – 4:00 p.m.

Set up Time: 9:00 a.m. - 12:00 p.m.

Location: Jones Park, Janesville Avenue

Contact Person: Whitney Townsend; wtownsned@fortcommunity.com

Estimated Number of Attendees: 300-500

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

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Unity Project: Fort Fall Fiesta on Saturday, September 13, 2025, from 12:00 p.m. to 4:00 p.m.

ATTACHMENTS

1. 9.13.25 Park Reservation
2. 2025 Fiesta Map
3. Unity Project Fall Fiesta 9.13.25 Special Event Application



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

FACILITY RESERVATION

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

Facility: Jones Park Shelter - 615 Janesville Ave, Fort Atkinson, WI
Facility Hours: 53538

Reservation: :
09/13/25, Sat 9:00AM to 10:00PM
Event is hosted by The Unity Project which is a 501c3
nonprofit organization.
Reservation approved by NASH on 02/21/25 08:32AM

RECEIPT NO: 17208

Date: 02/21/25 08:32am

Fee: \$110.00

Discount: 0.00

Tax: 0.00

Total: 110.00

Paid: Credit Card 110.00

Balance: 0.00

Fee Details: Reservation Fee: \$60.00
Damage Deposit \$50 \$50.00
Will you have music, a live band, or amplified sound at
your event?: Yes
Will you be putting up a tent/driving any type of stakes into
the ground?: Yes
Will you be roasting a pig at your event?: No
What type of event are you having?: Annual Fort
Fiesta-submitting a special event application with City of
Fort Atkinson

Estimated Attendance: 350

STATEMENT OF AGREEMENT

PARK SHELTER RESERVATION POLICIES

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

STATEMENT OF AGREEMENT

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

STATEMENT OF AGREEMENT

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

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

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

21. PARK SHELTER REFUND POLICY:

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

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

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

Date 02/20/25 10:55am



FORT ATKINSON

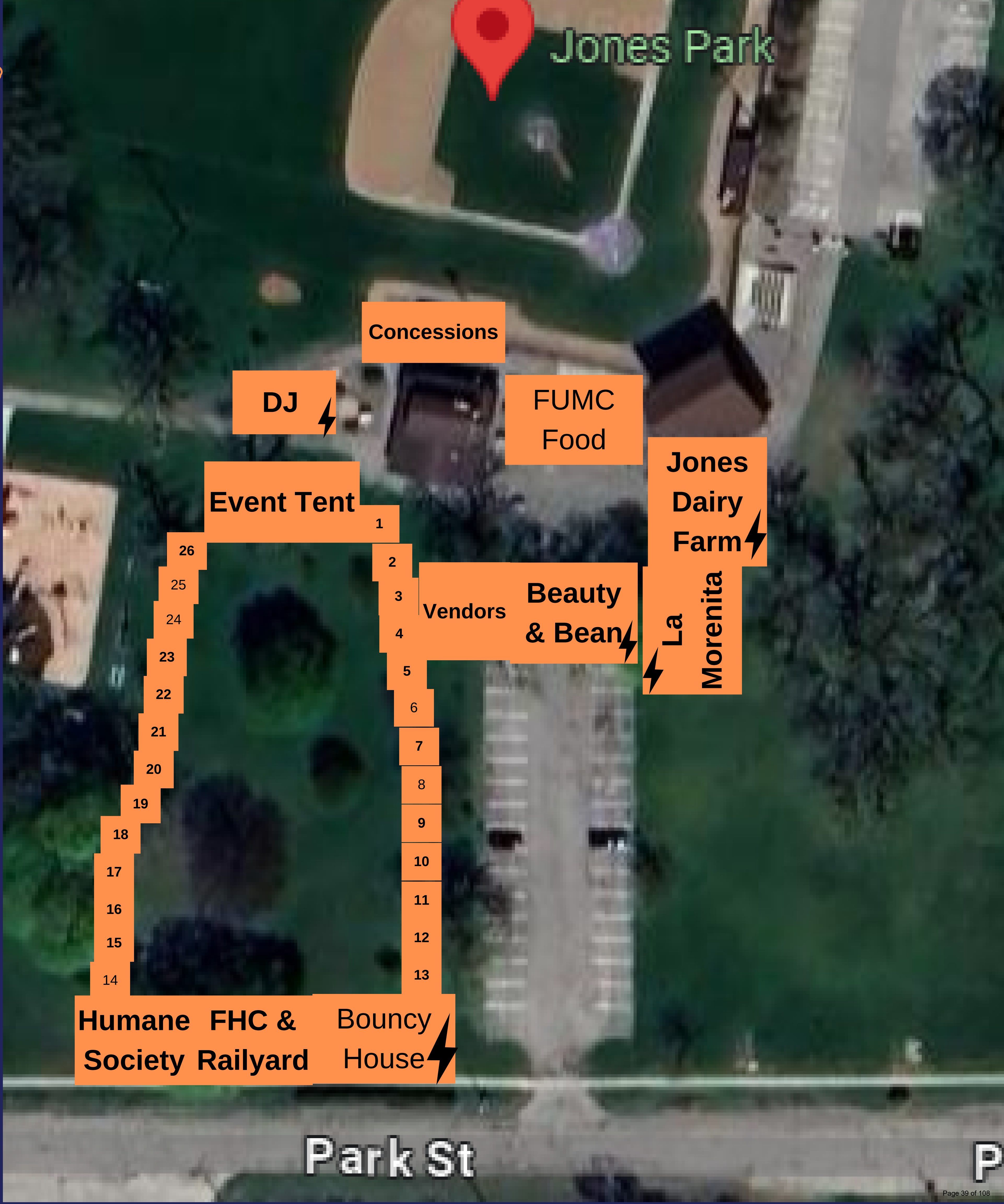
Fiesta

**SATURDAY
SEPTEMBER 14TH**

**SET UP BEGINS AT
10:00AM**

**EVENT
12:00-4:00PM**

Jones Park, Fort Atkinson



Jones Park

Concessions

DJ

**FUMC
Food**

**Jones
Dairy
Farm**

Event Tent

1

26

25

24

23

22

21

20

19

18

17

16

15

14

2

3

4

5

6

7

8

9

10

11

12

13

Vendors

**Beauty
& Bean**

**La
Morenita**

**Humane Society
FHC & Railyard**

**Bouncy
House**

Park St

Booth #	Organization	Own Table
1	Unity Project	
2	Fort Atkinson Chamber	Y
3	WWBIC	
4	Fort Atkinson Club	
5	FCCU	Y
6	Community Action Coalition of Wisconsin	
7	Dwight Foster Public Library	Y
8	Jefferson County Literacy Council & Jefferson County Head Start	
9	Fiesta Cultural LatinoAmericana	
10	MMG Law	
11	Madison College	
12	School District of Fort Atkinson	
13	BASE	Y
14	Balloon Twisting	Y
15	Linda Ortiz-Face Painting	
16	Fort Park and Rec	
17	Versiti/Blood Center of WI	
18	Baha'I' Community	
19	Terra Staffing	
20	ADRC	
21	BKS Dental	
22	Molina Healthcare	
23	Rock River Community Clinic	Y
24	New Beginnings/ APFV	
25	Jefferson County Health Department	
26	Fort Park and Rec	
Vendors	Artex Alma	
	Veronica Cruz	
Kids Activities	Humane Society	
	FHC and Railyard	
	Bounce House and Obstacle Course	
Food	Jones Dairy Farm	
	La Morenita	
	Beauty and the Bean	
	FUMC Congregation	
	Concessions-Frostie Freeze	

Continued

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



MEMORANDUM

DATE: March 18, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to a Special Event: FA Summer Charity Concerts June 11, June 25, July 16, July 30, August 13, and August 27, 2025 from 6:30-8:30 p.m. at Barrie Park (Thom, Deputy Clerk)

BACKGROUND

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

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

DISCUSSION

Event: FA Summer Charity Concerts

Date: Wednesdays: June 11, June 25, July 16, July 30, August 13, and August 27, 2025

Location: Barrie Park

Contact Person: Megan Hartwick; facharityconcerts@gmail.com

Hours of Event: 6:30 p.m. to 8:30 p.m.

Estimated Number of Attendees: 300+

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event FA Summer Charity Concerts in Barrie Park on Wednesday, June 11, June 25, July 16, July 30, August 13, and August 27, 2025 at Barrie Park.

ATTACHMENTS

1. KIWANIS FA CHARITY CONCERT APP 2025
2. 2025 Final Concert Sponsorship Form (1)



CITY OF FORT ATKINSON
Special Event Application
Fee: \$25.00

Name of Business/Group Organizing Event: **Kiwanis Club of Fort Atkinson**

Contact Person for Event: **Megan Hartwick**

Phone Number:

Email: **facharityconcerts@gmail.com**

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

Phone: **920.728.6061**

Email:

Special Event Details

Event Name: **FA Summer Charity Concerts**

Event Date (mm/dd/yyyy): **June 11, June 25, July 16, July 30, August 13, August 27**

Event Location: **Barrie Park**

Estimated Number of Attendees: **300 people per show**

Hours of Event: **6:30-8:30pm**

Event Setup Time: **4:30pm**

Event Tear Down Time: **8:30-9:00pm**

Event Description: The FA Summer Charity Concerts, hosted by Kiwanis, provide six free live music events at the bandshell at Barrie Park. The concerts feature local and regional bands who donate their time and talent in support of the event's fundraising efforts. Kiwanis provides free popcorn (goodwill donation requested), and provides a kid activity/item at each show. Guests are encouraged to bring chairs, blankets, food & beverages.

Goal/Purpose of Event: The concert are sponsored by twenty local business and cash donations are accepted at each show. The funds raised support Kiwanis efforts to invest in youth engagement programs throughout Fort Atkinson - BASE, scholarship fund, Kiwanis Fields, and more. The goal of the concerts is to provide free entertainment, and encourage joy and connection in our community.

Attach a map of the event including:

Designated parking areas and available number of spaces*, directional signage for events (i.e. parking guidance), pedestrian street crossing locations, location of any traffic control barricades or personnel to ensure safe coordination of vehicles and pedestrians

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

Check all applicable boxes:

☒ I am renting a city park

Attach copy of paid park rental from Parks & Recreation Department. Equipment rentals are reservable through the Parks & Recreation office 920-397-9910. You are responsible for picking up, setting up, tearing down, and return of equipment. Each park is equipped with picnic tables and garbage/recycling receptacles, and additional are available upon request. If additional cans are requested, the event coordinator will need to pick up additional can liners from Park & Recreation office. The event coordinator is responsible for trash and recycling disposal. If there is no dumpster on site, a dumpster may be required and is the responsibility of the event coordinator.

☐ I am renting city equipment

Please secure and submit payment for requested equipment prior to submitting Special Event Application.
*Attach a map with a location for drop off of equipment with this application.

8' white plastic table (43 available; \$4.50/each) Qty ____

Metal folding chair (190 available; \$0.75/each) Qty ____

Additional Picnic Table (\$15/each; includes delivery & pick up)* Qty ____

Additional Garbage/Recycling Can* Qty ____

Barricades* Qty ____

Traffic Cones* Qty ____

☒ Electrical Access

The City Electrician may reach out to you to address any needs/concerns.

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

Continued

☒ I will be having music (Per City Ordinance 17.03) no person shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed

Start Time of Music: 6:30pm

End Time of Music: 8:30pm

☐ I will be closing a street(s)* Barricades can be provided by Public Works upon request

** Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity*

☐ I will be selling beer and/or wine* Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-9901 prior to submitting this application.

**Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.*

☐ I will be erecting a tent, canopy or other temporary structure.*

**Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511*

☐ I am having a walk/race* **See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.*

By signing, I agree to the following statements:

I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I understand that I may need to contact multiple Departments to arrange for assistance. I understand I am responsible for timely clean up after the event. I understand that additional charges may apply and that I can be billed after my event.

Responsible Party Signature:

Megan Hill

Submission Date:

2/24/25

For Office Use Only:

Date Received:

2/24/25

Date Paid:

2/25/25

Council Approval / Denial Date:

Date applicant notified of Council action and any event stipulations:

Event Stipulations:

3/18/25 meeting



FA Summer Charity Concerts

2025 Sponsorship Opportunity



Sponsorships are available for the six FREE concerts at the bandshell this summer! The funds raised will continue to support youth engagement efforts in Fort Atkinson, including, but not limited to, BASE Fort Atkinson, the charity concert scholarship, and the Kiwanis Youth Athletic Fields. **Since 2013, the charity concerts have donated a total of \$109,403 to support connecting kids to our community!**

Gold Sponsor - \$1,000 (5 available)

- Logo on Main Street banner
- Logo on bandshell banner
- Logo on Robert Street banner
- Logo on concert posters
- Facebook post mentions
- Media press releases
- Announcement at concerts

Silver Sponsor - \$750 (5 available)

- Logo on bandshell banner
- Logo on Robert Street banner
- Logo on concert posters
- Facebook post mentions
- Media press releases
- Announcement at concerts

Bronze Sponsor - \$500 (10 available)

- Logo on Robert Street banner
- Logo on concert posters
- Facebook post mentions
- Media press releases
- Announcement at concerts

2025 Concert Details:

6:30-8:30pm

Barrie Park Bandshell

June 11th - 7000apart

June 25th: Altar Boy Picnic & Katie Scullin

July 16th - Fort Night Band

July 30th - Take Back the Sun

August 13th - John Masino Band

August 27th - Jason Thomas Band

**Please confirm your sponsorship via email
BEFORE sending a check:
facharityconcerts@gmail.com**

Checks payable to "Kiwaniis Club of Fort Atkinson" with "charity concerts" in the memo.

Mail to:

Kiwaniis Club of Fort Atkinson

P.O. Box 27

Fort Atkinson, WI 53538



MEMORANDUM

DATE: March 18, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to a Temporary Alcohol Beverage License for St. Joseph Catholic Church for their event Light Up the Night on Saturday April 5, 2025.(Thom, Deputy Clerk)

BACKGROUND

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

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

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

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

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

DISCUSSION

Organization: Church

Name: St. Joseph Catholic Church

Street Location: 1660 Endl Blvd

Manager of affair: Brittany Boldt

Premises: St. Joseph Catholic Church

Name of Event: Light Up the Night

Date of Event: Saturday, April 5, 2025

The Named Organization Applied for the Following License(s): Class "B" Fermented Malt Beverage License

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that the City Council approve the Temporary Class B Retailer's License to sell wine at St. Joseph Catholic Church Light Up the Night scheduled for April 5, 2025 at 1660 Endl Blvd contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

ATTACHMENTS

1. Light Up the Night Application 4.5.251

Temporary Alcohol Beverage License

Municipality

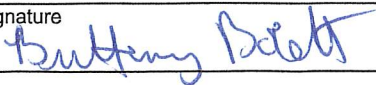
License(s) Requested	Fees	
☒ Temporary "Class B" Wine ☐ Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$
	Total Fees	\$ 10.00

Part A: Organization Information		
1. Organization Name St. Joseph Catholic Church		
2. Organization Permanent Address 1660 Endl Blvd		
3. City Ft. Atkinson	4. State WI	5. Zip Code 53538
6. Mailing Address (if different from permanent address)		
7. FEIN 39-0813444	8. Date of Organization/Incorporation 1884	9. State of Organization/Incorporation WI
10. Phone (262) 215-0678	11. Email jbboldt1999@aol.com	
12. Organization type (check one) ☐ Bona Fide Club ☒ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☒ No		
14. Wisconsin Seller's Permit Number (if applicable)		

Part B: Individual Information			
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary. Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).			
Last Name	First Name	Title	Phone
Boldt	Brittany	President	(262) 215-0678
Nevermann	Christine	Vice President	(920) 723-1057
Frantell	Nick	Treasurer	(262) 225-9339
Rollins	Madeleine	Secretary	(920) 397-6404

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Light Up the Night			
2. Dates of Operation 4/5/2025		3. Hours of Operation 5pm-10pm	
4. Premises Address 1650 Endl Blvd			
5. City Ft. Atkinson		6. State WI	7. Zip Code 53538
8. County Jefferson	9. Governing Municipality ☒ City ☐ Town ☐ Village of Ft. Atkinson		10. Aldermanic District
11. Organizer of Event (if not the named applicant) Brittany Boldt		12. Email and/or Phone Number for Organizer of Event jbboldt1999@aol.com	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. School Gymnasium & Parish Hall			

Part D: Attestation		
Who must sign this application? • one officer or director of the nonprofit organization		
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.		
Last Name Boldt	First Name Brittany	M.I.
Title President	Email jbboldt1999@aol.com	Phone (262) 215-0678
Signature 		Date 02/26/20

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 3/4/23	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	



MEMORANDUM

DATE: March 18, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Presentation of 2024 Green Recognition Program Award Five Star Antiques and Lava Vintage Clothing (Houseman, City Manager)

BACKGROUND

In July 2007, the City's Climate Protection Ad Hoc Committee recommended the City adopt a Green Recognition Program to showcase the environmental efforts of area businesses, community organizations, and individual citizens. The award recognizes that a healthy economy and a healthy environment are mutually supportive, and it is presented annually by the City Council.

DISCUSSION

Attached is the nomination form submitted by Cynthia Holt and Jeremy Pinc for Five Star Antiques and Lava Vintage Clothing to receive the 2024 award in the Local Business category.

The nomination form stated Ross Hipp and Kate Seil and their businesses help items to find another life. "Reuse is a key green strategy because it significantly reduces waste by extending the lifespan of products."

FINANCIAL ANALYSIS

The Green Recognition Program does not impact the City financially. However, it does encourage local businesses, community organizations, and residents to consider sustainable practices in their daily lives as well as larger-scale efforts at lessening environmental impacts.

RECOMMENDATION

The Green Recognition Award Panel, consisting of representatives from the City Council, the Chamber, and City staff, voted unanimously to award Five Star Antiques and Lava Vintage Clothing with this Award.

Staff recommends that Council President Davin Lescohier present the award to the business representatives.

ATTACHMENTS

1. Nomination Form Five Star and Lava

**CITY OF FORT ATKINSON
GREEN RECOGNITION AWARD NOMINATION FORM**

1. Category (Check One)

- a. Local business ☒
- b. Community organization ☐
- c. Resident/Individual ☐

2. Business/organization/individual being nominated:

Name: Five Star Antiques + LAVA Vintage Clothing
Address: 125 N. Main St 131 N. Main St
Phone No.: 920 397-7088

3. Briefly describe (50 words or less, excerpts may be used in announcements, Council meetings and newspapers articles) how the nominee has reduced their negative environmental impact in our community. (Use separate sheet if necessary.)

We nominate in the business category Ross Hipp + Kate Seil, owners of 5 Star Antiques + LAVA Vintage Clothing.
"Reuse" is a key green strategy because it significantly reduces waste by extending the lifespan of products, minimizing the need to harvest new raw materials and therefore lowering the environmental impact associated with manufacturing and disposal. These two local businesses ~~are~~ exemplify the "reuse" ethos while also providing unique clothing and home items for our community and visitors alike.

4. Name of individual/group submitting nomination:

Name: Cynthia Holt + Jeremy Pine
Address: 813 East St
Phone No.: 262 470 7747

5. Nomination for calendar year 2024

Please submit to: City Manager, 101 North Main Street, Fort Atkinson, WI, 53538, no later than January 31 for nomination for the prior year.



MEMORANDUM

DATE: March 18, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Presentation of 2024 Green Recognition Program Award for Amanda Ebbert
(Houseman, City Manager)

BACKGROUND

In July 2007, the City's Climate Protection Ad Hoc Committee recommended the City adopt a Green Recognition Program to showcase the environmental efforts of area businesses, community organizations, and individual citizens. The award recognizes that a healthy economy and a healthy environment area mutually supportive, and it is presented annually by the City Council.

DISCUSSION

Attached is the nomination form submitted by Kitty Welch for Amanda Ebbert to receive the 2024 award in the Resident/Individual category.

The nomination form stated that Amanda is a "steward of the earth, having transformed her yard into a beautiful natural landscape." Her yard contains native and edible plantings as well as attracts pollinators.

FINANCIAL ANALYSIS

The Green Recognition Program does not impact the City financially. However, it does encourage local businesses, community organizations, and residents to consider sustainable practices in their daily lives as well as larger-scale efforts at lessening environmental impacts.

RECOMMENDATION

The Green Recognition Award Panel, consisting of representatives from the City Council, the Chamber, and City staff, voted unanimously to award Amanda Ebbert with this Award.

Staff recommends that Council President Davin Lescohier present the award to Amanda Ebbert.

ATTACHMENTS

1. Nomination of Amanda Ebbert

CITY OF FORT ATKINSON GREEN RECOGNITION AWARD NOMINATION for 2024

I nominate in the resident category:

Amanda Ebbert
214 East Sherman Avenue
312-307-9691

Amanda is an inspiring steward of the earth, having transformed her yard into a beautiful natural landscape. With native and edible plantings, the yard provides visual appeal and food, attracts vital pollinators, conserves water, reduces stormwater runoff, captures carbon, saves energy on lawn maintenance, and promotes local resiliency.

Kitty Welch
18 S. Water St. W.
Fort Atkinson, WI 53538
920 563-9391



MEMORANDUM

DATE: March 18, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and Possible action on a resolution relating to "Less Mow May," a temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code (Houseman, City Manager)

BACKGROUND

Heart of the City is again supporting a temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code, which would allow for grass to exceed the stated eight-inch maximum to facilitate the promotion and education of habitat necessary for the successful emergence and survival of pollinators in the month of May. This effort, previously known as "No Mow May" has been successfully implemented in the City since 2021. However, research in the last several years has shown that mowing every 2-3 weeks is better for pollinators. As such, Heart of the City has requested that the City provide the same exception as in previous years but call the month "Less Mow May."

DISCUSSION

This proposed exception would allow **rear yards of residential properties** and designated City-owned property to be exempt from enforcement of Section 102-121(b)(1) throughout the month of May 2025.

The designated City-owned properties to be included in this exception are:

- Barrie Park near the playground on the corner
- North Main St. and N. Fourth St. by the train tracks
- A swatch near the electronic sign at Jones Park
- Wilcox Park section

FINANCIAL ANALYSIS

No financial impact to the City is expected for participating in "Less Mow May."

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution allowing for Temporary Exception to Section 102-121(b)(1) from May 1, 2025 to May 31, 2025 and declare the month “Less Mow May” in the City of Fort Atkinson.

ATTACHMENTS

1. Resolution Less Mow May 2025

RESOLUTION NO. _____

**RESOLUTION ALLOWING FOR TEMPORARY EXCEPTION TO
SECTION 102-121(B)(1) OF THE CITY OF FORT ATKINSON MUNICIPAL CODE RELATING TO
VEGETATION, ALSO KNOWN AS “LESS MOW MAY”**

WHEREAS, City of Fort Atkinson residents require food to sustain their lives and one of every three bites of food consumed requires pollinators; and

WHEREAS, the City has a strong public interest in and duty toward the continuing survival of its residents; and

WHEREAS, the pollinators whose activities generate our food include bees, butterflies, moths, birds, as well as many others, and these pollinator species are in decline due to pesticide treatments and mowing, urban sprawl, habitat loss, disease, and parasites; and

WHEREAS, the formative period for establishment and nourishment of pollinator species occurs in late Spring and early Summer upon emergence from hibernation, and at the same time supporting plants emerge and blossom, offering them habitat and forage opportunities; and

WHEREAS, the United States Environmental Protection Agency recognizes the necessity of protecting pollinators by establishing a “National Pollinator Week” proclamation for the week of June 16-22, 2025; and

WHEREAS, pollinator foraging and development is reduced by leaf removal and mowing of grass.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Fort Atkinson recognizes and supports the “Less Mow May” initiative for promotion and education about this critical period for pollinator emergence and survival, allowing for the creation of crucial pollinator-supporting habitat and early Spring foraging opportunities.

BE IT FURTHER RESOLVED, that in the rear yards of residential properties and on designated City-owned properties, from May 1, 2025 through May 31, 2025, the City of Fort Atkinson shall temporarily suspend enforcement of Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code relating to the prohibition of grass and weeds over eight inches tall on improved, unimproved or vacant properties.

Adopted this 18th day of March 2025

Effective the 1st day of May 2025 through the 31st day of May 2025.

CITY OF FORT ATKINSON

Davin Lescohier, President

ATTEST:

Courtney Thom, Deputy Clerk



MEMORANDUM

DATE: March 18, 2025

TO: Fort Atkinson City Council

FROM: Erin Sweeney, Wastewater Utility Superintendent

RE: Review and possible action related to the replacement of SCBA Confined Space Entry Equipment and Airline Respirator System (Sweeney, Wastewater Utility Superintendent)

BACKGROUND

The Wastewater Utility has confined space entry self-contained breathing apparatus (SCBA) respirators and airline equipment from 2006. The 2025 Wastewater Utility CIP contains \$19,000 for replacement of this necessary safety equipment.

DISCUSSION

The existing Confined Space Entry SCBA's and Airline System have served the plant operators for almost 20 years. Replacement of the tanks is necessary due to their age and the fact that staff are no longer able to get the tanks filled. This replacement allows the Fort Atkinson Fire Department to fill and refill the tanks for the life of the new products, as they are compatible with the Department's SCBA equipment.

FINANCIAL ANALYSIS

Staff requested proposals from three companies for the following equipment: two five-minute escape tanks, one SCBA backpack, mask and tank, two 4500 psi 60-minute cylinders, and 100 feet of airline and necessary fittings. The proposals received are summarized below:

Macqueen

- \$15,706.00, plus approximately \$200.00 for shipping for a total of \$15,907.00

Durawear

- \$16,400.80

Grainger

- \$17,060.58

Staff reviewed the three proposals and found that they all include the requested equipment. All three proposals are within the amount budgeted for this project in the Wastewater Utility CIP (\$19,000). Note that the Wastewater Utility operating funds generally cover the proposed capital equipment purchases. Given that the proposal from McQueen is the least expensive and the equipment is the same, staff recommends that the City Council accept that proposal.

RECOMMENDATION

Staff recommends the City Council accept the proposal from Macqueen for Confined Space Entry SCBA's respirators and Airline System at a cost not to exceed \$15,907, funded through the Wastewater Utility 2025 budget.

ATTACHMENTS

1. MacQueen SCBA Quote 2025
2. Durawear Quote QTE74377
3. Grainger SCBA Quote 2025



MACQUEEN™

Ship To: TBD

Invoice To: CITY OF FORT ATKINSON
101 N Main St
Fort Atkinson WI 53538

Attention: TOM SWEENEY

MacQueen
350 Austin Circle
Delafield, WI 53018
(262) 646-5911
Fax: (262) 646-5912

Branch 16 - DELAFIELD, WI		
Date 02/06/2025	Time 16:04:37 (O)	Page 1
Account No FORTA002	Phone No 9205637760	Est No 01 034009
Ship Via BEST WAY	Purchase Order UTILITY	
Tax ID No		
		Salesperson 324 / 345

ESTIMATE EXPIRY DATE: 03/08/2025

PARTS ESTIMATE - NOT AN INVOICE

Part#	Description	U	Qty	Price	Amount
A-PCG11CC2G0	1 NYLON, STRAP		2	2803.00	5606.00
	1 NYLON, STRAP CARRIER, STD				
	1 SHOULDER				
	C 5 MIN. CARBON				
	C G1,SOLID,BYPASS W/CBRN				
	2 MED.,MED. NOSECUP,4PT CL HN				
	G FOSTER SST				
	0 NONE				
A-G1IN8413H1A1AAH0	4500QUICKCONNEC		1	4990.00	4990.00
	8-4500QUICKCONN REMOTE CYLCONN				
	4-NYLON SHOULDER PADS & LUMBAR				
	1-CHEST STRAP				
	3-METAL BAND CRADLE W/G1 LATCH				
	H- 45 MIN CARBON,LOW PRO,4500				
	1-STANDARD				
	A-CONTINUOUS HOSE, HARD COVER				
	1-STAND REMOTE PRESSURE GAUGE				
	A- NONE				
	A- NONE				
	H-MD BLANK,MD NOSE,4PT KEVLAR				
	0- NONE				
10156426-SP	MSA G1 H60 CYLI		2	1766.00	3532.00
	MSA G1 H60 CYLINDER THREADED, RC, 4500				
	PSIG, PKGD				
800805	CONNECTION,QUIC		2	167.00	334.00
	Female Socket Assembly (used to connect				
	Air-Supply Hose to Male Plug on				
	Respirator), Foster Locking (SST)				
637851	PLUG,FOSTER SS,		2	24.00	48.00
	Male Plug w/ Female 1/4" NPT, Foster				
	Locking (SST)				
481080	MSA 50' NEOPREN		2	598.00	1196.00
	MSA 50' NEOPRENE AIR HOSE				

VisitUsOnline
www.macqueengroup.com



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Invoice To: CITY OF FORT ATKINSON
101 N Main St
Fort Atkinson WI 53538

Attention: TOM SWEENEY

MacQueen
350 Austin Circle
Delafield, WI 53018
(262) 646-5911
Fax: (262) 646-5912

Branch 16 - DELAFIELD, WI		
Date 02/06/2025	Time 16:04:37 (O)	Page 2
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Ship Via BEST WAY		Purchase Order UTILITY
Tax ID No		
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ESTIMATE EXPIRY DATE: 03/08/2025

PARTS ESTIMATE - NOT AN INVOICE

Part#	Description	U	Qty	Price	Amount
-------	-------------	---	-----	-------	--------

W/ STAINLESS STEEL CONNECTIONS

QUOTE 034009
SHIPPING IS ADDITIONAL

PLEASE CONTACT YOUR SALES REP, BRANDON HALVERSON,
WITH ANY QUESTIONS: 608-208-4916 (CELL), OR
BRANDON.HALVERSON@MACQUEENGROUP.COM

Subtotal: 15706.00
Tax: .00
TOTAL: 15706.00

Authorization: _____



www.durawear.com

Your account manager is:

Jaden Archipoli

Direct: 908-344-3478

Email: jaden@durawear.com

Quote	QTE74377
Date	2/25/2025
Page	1

Quote	QTE74377
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Date	2/25/2025
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Page	1
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City of Fort Atkinson
Tom Sweeney
101 N Main Street
tsweeney@fortatkinsonwi.gov
Fort Atkinson WI 53538

City of Fort Atkinson
Tom Sweeney
101 N Main Street
tsweeney@fortatkinsonwi.gov
Fort Atkinson WI 53538

[illegible]

Customer Quotation

Date: 02-18-2025

Ship To

FT ATKINSON WASTEWATER PL
1600 FARMCO LN
FORT ATKINSON, WI 53538-9501
US
Shipper Account

Information

Grainger Quote Number: 2060279233
PO Number:
Customer Account Name: FT ATKINSON
WASTEWATER PL
Customer Number: 0821502176
Expiration Date: 03/18/2025
Project/Job:
Requestor: TOM SWEENEY
Requestor Phone No: 6162416781
Requestor Fax: 6162452943
Requestor Email:
LAURA.RYSKAMP@GRAINGER.COM
Grainger Contact:
Grainger Phone No: 9205637766
Grainger Contact Email:
tsweeney@fortatkinsonwi.gov

Comments: ONE OR MORE ITEMS MAY BE NON-CANCELABLE /NON-RETURNABLE. PLEASE SEE ITEM NOTES BELOW.

Line #	Description Mfr. Name	Cust. Part #	MFR. Model #	Availability	Qty	Unit	Total Price
00010	CYL. ASSY, G1, RC, 4500 PSIG, 60MIN,PKGD-MSA SAFETY Your Price: \$2,138.95 Item Expiration Date: 03/18/2025 Taxable: No	No Part Number Provided	10156426-SP	Item ships within 3 days	2	EA	\$4,277.90

Comment:
PRODUCT IS NON-CANCELABLE/NON-RETURNABLE.

Purchases of Special Order products are subject to the Sourced Products terms contained in your current agreement with Grainger (if applicable); otherwise, the Sourced Product terms contained in the Grainger Terms of Sale available at www.grainger.com will apply for such purchases.

Return policy: Please contact Grainger before returning any product. All returns are subject to the manufacturer's return policy. Special Order items may not be returnable. Restocking fees may apply. This is not an invoice. Thank You!
Visit us at grainger.com

00020	MALE PLUG W/ FEMALE 1/4" NPT, FOSTER LOCKING (SST)-MSA SAFETY Your Price: \$26.13 Item Expiration Date: 03/18/2025 Taxable: No	No Part Number Provided	637851	Item ships within 3 days	2	EA	\$52.26
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Comment:
PRODUCT IS NON-CANCELABLE/NON-RETURNABLE.

00030	FEMALE SOCKET ASSEMBLY (USED TO CONNECT AIR- SUPPLY HOSE TO MALE PLUG ON RESPIRATOR), FOSTER LOCKING (SST)-MSA SAFETY Your Price: \$180.41 Item Expiration Date: 03/18/2025 Taxable: No	No Part Number Provided	800805	Item ships within 15 days	2	EA	\$360.82
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Comment:
PRODUCT IS NON-CANCELABLE/NON-RETURNABLE.

00040	BACKFRAME PACKAGE-MSA SAFETY Your Price: \$5,327.36 Item Expiration Date: 03/18/2025 Taxable: No	No Part Number Provided	A- G1IN8413H1	Item ships within 15 days	1	EA	\$5,327.36
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Comment:
PRODUCT IS NON-CANCELABLE/NON-RETURNABLE.

00050	5 MINUTE ESCAPE KIT-MSA SAFETY Your Price: \$2,875.64 Item Expiration Date: 03/18/2025 Taxable: No	No Part Number Provided	A- PCG11CC2G	Item ships within 35 days	2	EA	\$5,751.28
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Comment:

Purchases of Special Order products are subject to the Sourced Products terms contained in your current agreement with Grainger (if applicable); otherwise, the Sourced Product terms contained in the Grainger Terms of Sale available at www.grainger.com will apply for such purchases.

Return policy:Please contact Grainger before returning any product. All returns are subject to the manufacturer's return policy. Special Order items may not be returnable. Restocking fees may apply. This is not an invoice. Thank You!

Visit us at grainger.com

PRODUCT IS NON-CANCELABLE/NON-RETURNABLE.

00060	AIR-SUPPLY HOSE, NEOPRENE, STAINLESS STEEL, 50FT-MSA SAFETY Your Price: \$645.48 Item Expiration Date: 03/18/2025 Taxable: No	No Part Number Provided	481080	Item ships within 47 days	2	EA	\$1,290.96
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Comment:
PRODUCT IS NON-CANCELABLE/NON-RETURNABLE.

Total Quote Price: \$17,060.58

MEMORANDUM

DATE: March 18, 2025

TO: Fort Atkinson City Council

FROM: Erin Sweeney, Wastewater Utility Superintendent

RE: Review and possible action relating to the purchase and installation of a replacement Thickened Activated Sludge Pump (Sweeney, Wastewater Utility Superintendent)

BACKGROUND

The 2025 Wastewater Utility budget includes \$50,000 for the purchase and installation of a replacement Thickened Activated Sludge Pump (TAS). The current pump was installed in 1992 and has exceeded its useful life.



1992 TAS Pump

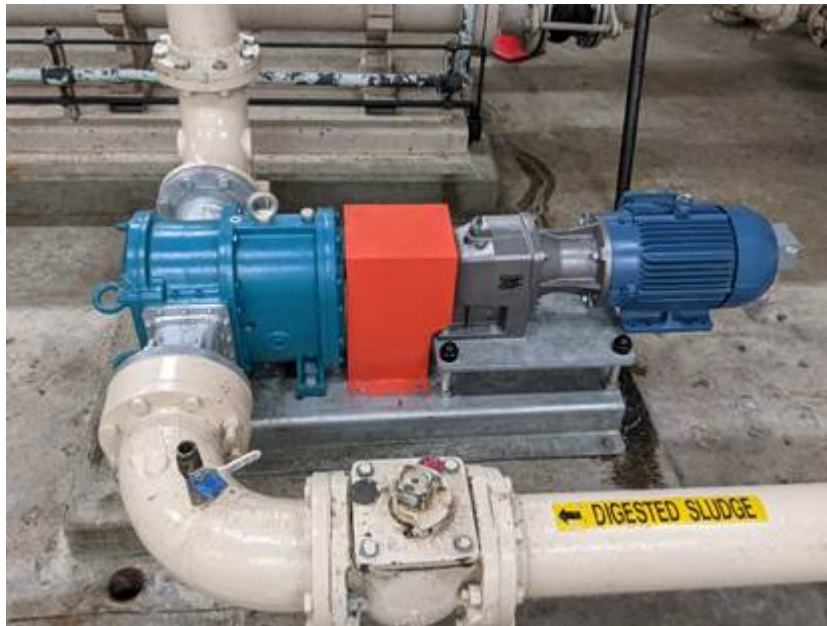
DISCUSSION

This replacement will be the third of a four part plan to replace the pumps in this process. The

remaining pump replacement has not yet been scheduled.

FINANCIAL ANALYSIS

In 2020 after a thorough investigation of the available pump types and brands, staff received several proposals from firms for the equipment. Staff chose the Borger rotary lobe pumps for the project, which was the lowest cost and met the needs of the facility. A pump from 2020 is pictured below.



2020 Borger Pump

In order to continue to replace the pumps with the same pump style and brand, staff requested a proposal from Borger for the pump at a cost of \$26,555.80.

Borger provides the equipment but not the installation. Staff requested proposals from Sabel Mechanical, LLC, Staab Construction, and Ahern for the installation of the Borger pump. The submitted installation proposals are as follows:

Staab Construction of Marshfield, WI - \$26,400.00

Sabel Mechanical of Fond du Lac, WI - \$16,663.00

Ahern of Fond du Lac, WI - \$31,543.00

In addition to the pump and mechanical installation costs, there will be costs for electrical work associated with this project. This work will be completed by the City Electrician and performed on a time and material basis. Staff is requesting up to an additional \$5,000 for this work. The proposed cost of the project are shown below:

Project Element	Cost
Equipment: Borger Pump	\$26,555.80
Installation: Sabel Mechanical	\$16,663.00
Installation: Electrical work (City)	\$5,000.00
Total Cost:	\$48,218.80

\$50,000 was included in the 2025 Wastewater Utility CIP for this project. At \$48,218.80, this proposal pump and installation is slightly under the budgeted amount.

RECOMMENDATION

Staff recommends the purchase of the pump from Borger at a cost not to exceed \$26,555.80; pump installation from Sabel Mechanical LLC at a cost not to exceed \$16,663.00; and up to \$5,000 for electrical work with a total cost not to exceed \$48,218.80.

ATTACHMENTS

1. TAS council attachment

Boerger LLC - 2860 Water Tower Place - Chanhassen, MN 55317 - USA

Fort Atkinson, City of
101 N Main Street
Fort Atkinson, WI 53538-0000

Quote

No.: 31012173 Rev.2

Date: 01/30/2025

RFQ no.:	CL390 -TAS Pump	Inside Sales Person:	Jay Wilson
RFQ date:	01/30/2025	E-mail:	jwi@boergerllc.com
Customer No.:	110614	Phone:	612-435-7335
Contact:		Code:	JWIBJJ
Phone:	920-563-7760		
Cell phone:			

Pos.	Description	Quantity	Unit Price:	Total Price:
100	71008415 CL 390 Assembly TAS Pump Lead Time: 8 weeks	1	\$26,555.80	\$26,555.80
Value of Goods:				<u>\$26,555.80</u>

BOERGER LLC

2860 Water Tower Place
Chanhassen, MN 55317

p 612.435.7300
f 612.435.7301

e america@boerger.com
w www.boerger.com



Rotary Lobe Pumps
Macerator Technology

BÖRGER®

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01/30/2025

Quote

No.: 31012173

Pos.	Description	Quantity	Unit price:	Total price:
------	-------------	----------	-------------	--------------

100.0 71008415

BlueLine CL Assembly
CL 390 Assembly
TAS Pump

Medium specification:

Spec. pumped medium:	Thickened Sludge .
Viscosity:	1 . cP
Solids content:	4 . %
Solids size:	- . in
Density:	1.0 . S.G.
Medium temp:	Ambient . °F
pH value:	Neutral .

Operational characteristics:

Location:	dry, indoor
Mode of operation:	Continuous

Performance data:

	gpm	Psi	rpm
Min. Flow rate:	230	40	276
Max. Flow rate:	250	40	295

101.0 PC3SARCFAAAAGCCC16

1 pc

Börger Rotary Lobe Pump CL390

Product series: BLUEline
Version: Classic

Casing:

One-piece Blockcasing
from Grey Cast Iron EN-GJL-250 (GG25)
with easily replaceable axial and radial casing liners
Axial casing protection liners from Hard Metal
Radial casing protection liners from Hard Metal (MIP®)

Rotor geometry:

Tri-lobe, screw form, almost pulsation-free, baseparts
from EN-GJS-400-15 (GGG40), with pushed-on tips, easily
replaceable

Rotor coating: NBR

Free ball entry D = 50 mm

Displacement: 3,9 l/rev

Shaft seal:

single-acting mechanical seals, type LW

Material code according EN 12756 [DIN 24960]: R1 R1 P D

Seal faces: Duronit V/Duronit V

Dynamic O-rings: NBR

Seal holding bushes: 1.0503

Stationary O-Rings: NBR

102.0 1300000153

2 pc

CL390 to 6in ANSI Flange

B3 Configuration

006-374

Galvanized CS

Forward / Cover Facing

BOERGER LLC

2860 Water Tower Place
Chanhassen, MN 55317

p 612.435.7300
f 612.435.7301

e america@boerger.com
w www.boerger.com



Rotary Lobe Pumps
Macerator Technology

BÖRGER®

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01/30/2025

Quote

No.: 31012173

Pos.	Description	Quantity	Unit price:	Total price:
104.0	5301100014 Nord SK42-AN250TC-5.35 Inline Reducer 1750rpm/327rpm	1 pc		
105.0	5120000871 WEG 01518ET3E254TC-W22 15hp,1800rpm,Prem Eff 208-230/460V 254/6TC,1.25SF	1 pc		
106.0	2510000061 CL-SK42 Inline Frame Painted Guard Rotex 55 with Purple Spider Max Torque 685 Nm	1 pc		

CL390 Pump Assembly \$26,555.80 \$26,555.80 USD

Value of goods:	\$	26,555.80 USD
Net value:	\$	26,555.80 USD
Tax: (0.00 %):	\$	0.00 USD
Total amount:	\$	26,555.80 USD

BOERGER LLC
2860 Water Tower Place
Chanhassen, MN 55317

p 612.435.7300
f 612.435.7301

e america@boerger.com
w www.boerger.com



**Rotary Lobe Pumps
Macerator Technology**

BÖRGER®

Page 4 / 4
01/30/2025

Quote

No.: 31012173

Invoice address:

Fort Atkinson, City of
101 N Main Street
Fort Atkinson, WI 53538

Delivery address:

Fort Atkinson, City of
101 N Main Street
Fort Atkinson, WI 53538

Terms Of Payment:

Net 30

Dispatch Type:

To Be Determined

Price Valid To:

02/28/2025

Terms of Delivery:

FOT Minneapolis

Best regards

Boerger LLC

Jay Wilson

Phone: 612-435-7335

E-mail: jwi@boergerllc.com

Website: www.boerger.com

Regional Manager:

Bryan Vitala

612-435-7329

bvi@boergerllc.com

Notes:

1. BOERGER, LLC's standard Terms and Conditions apply and are an integral part of this quotation unless specifically noted otherwise in this proposal.
2. Delivery, installation, wiring, field painting, start-up and instructional services are not included unless specifically noted otherwise in this proposal.
3. Anchor bolts, pressure gauges, valves, drainage piping, starters, variable frequency drives and control equipment or any other items are not included unless specifically noted otherwise in this proposal.
4. BOERGER, LLC will review plans and specifications and will offer technical assistance and certified pump drawings for construction. The responsibility for pump station layout, access, seismic calculations including local PE stamp, etc., shall be by others.
5. This proposal is offered as an acceptable pumping system based upon descriptive items listed above. Deviations from the equipment described could result in price adjustment.
6. A BOERGER, LLC field engineer may be provided, as noted above, in a supervisory capacity only. Any and all costs associated with labor, set-up, etc., for the tests are to be by contractor.
7. Credit Card purchases will incur a 3% Processing Fee.

BOERGER LLC

2860 Water Tower Place
Chanhassen, MN 55317

p 612.435.7300
f 612.435.7301

e america@boerger.com
w www.boerger.com



QUOTE

DATE 2/4/25

QUOTE #3567

SEND TO
Fort Atkinson WWTP



W3150 County Road H, Fond du Lac, WI 54937
920-904-5579
doug@sabelmechanical.com

Date	Job	Payment Term	QUOTE EXPIRES
2/4/25	Pump Replacement	30 DAYS	Today

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	This quote is for the removal and replacement of the owner supplied pump. Including the following: a) Removal of the old pump and piping, owner to dispose of it. b) Removal and disposal of concrete pad c) New concrete pad d) Installation of new pump and sst piping as needed, sst pipe support at floor and ceiling. Adders: 1 - 6" DeZurik plug vale with 2" square nut 3 - 6" DIP flanged spoils		
		\$ 1,348.00	
		\$ 2,088.00	

PAST DUE AMOUNTS ARE SUBJECT TO A FINANCE CHARGE AT THE MAXIMUM RATE ALLOWED BY STATE. REASONABLE COLLECTION FEES AND ATTORNEY FEES WILL BE ASSESSED TO ALL ACCOUNTS PLACED FOR COLLECTION

SUBTOTAL	\$ 9,051.00
SALES TAX	\$
TOTAL	\$

+ 6" Plug Valve \$1348.00
+ (3) 6" spool pieces \$624.00
\$16,663

nick electrical



PROPOSAL

1800 Laemle Ave | Marshfield, WI 54449 | 715-387-8429

Erin Sweeney
City of Fort Atkinson
1600 Farmco Ln
Fort Atkinson, WI 53538

Project Reference: Ft. Atkinson WWTF TAS Pump
Quote Date: 02/21/25
Quote Expires: 03/23/25

Bid No./Revision: 2071

Phone: 920-563-7766 Email: esweeney@fortatkinsonwi.gov

RE: Ft. Atkinson WWTF TAS Pump

The undersigned, having familiarized ourself with the plans, specifications, and local conditions affecting the cost of the work, hereby propose to furnish all labor, material, necessary tools, expendable equipment, and all utility and transportation services necessary to complete the following in a workmanlike manner according to standard practices. This proposal will not be withdrawn for a period of thirty (30) days after proposal date.

BASE BID		\$24,900.00
ADDER	INSTALL NEW PLUG VALVE IF NECESSARY	\$1,500.00

We base our price on demolition of existing TAS pump and installing new owner-furnished pump. All concrete base and piping modifications are included in this price. Any necessary piping modifications shall be made using stainless steel. All new gaskets and stainless steel fasteners are also included in this price.

At minimum we exclude the following:

- State/Federal Prevailing Wages, Performance & Payment Bond.
- Sales tax is excluded from this proposal.
- Quality control concrete, soil, water leakage, and/or lead & asbestos testing or survey.
- Contaminated soil & water remediation and/or removal. If contaminated water is encountered, owner is responsible for proper disposal costs.
- Asbestos & lead abatement.
- Ground water dewatering removal.
- Unsuitable soils removal and/or replacement.
- Temporary bypassing and/or treatment.

Owner Responsibilities:

- Supply of potable and/or non-potable water supply.
- Supply of Electricity for construction purposes.
- Supply of Restroom facilities.

Clarifications:

- Any necessary electrical work to be performed by owner or others.

\$ 24,900.00
+ 1500.00 plug valve

\$ 26,400

*electrical done by Nick
armstrong



855 Morris Street | P.O. Box 1316
Fond du Lac, WI 54936-1316
main 920.921.9020
jfafern.com

March 11, 2025

Erin Sweeney
920.563.7766
esweeney@fortatkinsonwi.gov

Fort Atkinson WWTP
1600 Farmco Lane
Fort Atkinson, WI 53538

**Re: Fort Atkinson Wastewater Treatment Plant Progressing Cavity Pump Replacement
FWW250025**

Dear Ms. Sweeney:

J. F. Ahern Co. ("Ahern") is pleased to submit its proposal for the above-referenced project. Ahern's scope of work is specifically indicated below in this proposal.

INCLUDED IN AHERN'S PROPOSAL

1. Furnish all labor and material to remove (1) existing progressing cavity pump and install (1) new owner supplied rotary lobe pump.
2. Furnish all labor and material to reroute 6" piping to new owner supplied rotary lobe pump.
3. Furnish all labor, material, and equipment to remove existing progressive cavity pump pad and install new rotary lobe pump pad.

EXCLUDED FROM AHERN'S PROPOSAL

1. Bid, performance, or payment bonds.
2. Taxes.
3. American Iron and Steel Requirements.
4. X-Ray or any other Non-Destructive testing.
5. Blast, prime, finish, or touch up painting of any kind.
6. Supplying of new pump.
7. Electrical work of any kind.
8. Draining or shutdown of piping
9. Removal of grit, sludge, or debris.
10. Permits or fees.
11. As-built drawings.
12. Start-up of new pump
13. Repair of concrete floor at any areas exposed under existing concrete pad.
14. Toilets
15. Grouting of new pump

SCOPE OF WORK

Fort Atkinson Pump Replacement
Progressing Cavity to Rotary Lobe

**CLARIFICATIONS TO AHERN'S PROPOSAL**

1. The existing concrete pad will be removed, and a new pad will be poured to fit the dimensions of the new pump.
2. The existing ductile iron discharge piping will be removed back to the vertical spool. A new rubber expansion joint (with filled arches) and a stainless steel spool piece will be provided to attach to the new 6" pump discharge.
3. The existing ductile iron suction piping will be removed back to the 6" cross. New stainless steel pipe/fittings will be provided to attach to the new 6" pump suction. A new 6" Dezurik plug valve will be provided with a 2" nut actuator. The existing 8" pressure transmitter assembly will be reused, and 8"X6" reducers will be placed on either side. (Pressure transmitter cannot be removed from existing 8" annular seal and installed directly in 6" pipe without compromising calibration.)
4. New pipe and fittings will be 304 grade schedule 10 stainless steel.
5. A 6" flanged pipe support will be added off the new 6" plug valve.
6. The existing flushing water line will be cut and capped downstream of the isolation valve at existing pump.
7. We have not included any grouting of the new pump. The existing rotary lobe pump installation does not have grout.

Ahern is pleased to submit Ahern's **lump sum** proposal for the above-referenced project, for the sum of:

Thirty-One Thousand Five Hundred Forty-Three and 00/100 Dollars.....\$31,543.00

Material Price Increases: The price and schedule set forth in this proposal for the Scope of Work of Ahern ("Contract Price and Schedule") has been calculated and determined without any contingency for material price escalation impacts. Accordingly, while Ahern shall diligently work toward mitigating any effects of material price increases on its ability to perform its obligations under this proposal, this proposal is submitted under the assumption that any material price escalation impacts upon the Contract Price and Schedule will entitle Ahern to a commensurate equitable adjustment to the Contract Price and Schedule to account for any such increased costs or delays resulting therefrom. Such impacts shall include, but not be limited to, costs and delays caused by events beyond Ahern's control that arise from or are connected with government-imposed measures, government prohibitions, quarantines, national, regional or local emergency declarations, labor stoppages, slowdowns or shortages, or other industrial disturbances, shortages of goods, unreliable supplier lead times, lack of adequate power or transportation facilities, and other like events. This provision includes the following terms regarding impacts on materials unit costs used by Ahern in establishing the current Contract Price. The Contract Price shall be adjusted for escalation of the cost of such materials to be purchased by Ahern based on this adjustment will only apply to price changes in excess of five percent (5%).

If this proposal contains materials built with steel or aluminum, due to the volatility of prices from suppliers, this proposal is valid for ten (10) days from date of issue listed on the cover page of the proposal. If you accept this proposal after this time period Ahern will adjust the proposal to ensure that it contains the most recent steel or aluminum pricing due to significant market fluctuations. The proposal will not be valid until such adjustment is agreed upon by the parties. In no event shall any proposal be valid for more than thirty (30) days from the date of issue listed on the cover page of the proposal unless explicitly consented to by Ahern in writing.

SECTION 1

SCOPE OF WORK

Fort Atkinson Pump Replacement
Progressing Cavity to Rotary Lobe



This proposal including the scope of work and the general terms and conditions attached hereto constitutes the contract between the parties until and unless it is replaced by a subsequent document executed by both parties.

The price set forth in this document has been calculated and determined without any contingency for tariff impacts. Because of uncertainty regarding the implementation, timing and impacts of tariffs, no valid means exist by which the likely effects of tariffs currently can be reasonably assessed. This document is submitted assuming that any tariff impacts upon the proposed price will entitle Ahern to a commensurate equitable adjustment to the price to account for any such increased costs. Such impacts shall include, but not be limited to, costs and delays caused by events beyond Ahern's control that arise from or relate to government-imposed measures, government prohibitions, port or customs delays, or other industrial disturbances, shortages of goods, and other like events resulting from tariffs. If this document contains materials subject to tariffs imposed after the quotation or proposal date, the price shall be adjusted to reflect the actual increase in costs directly attributable to such tariff, duty, or surcharge. Ahern shall provide reasonable documentation evidencing the increased costs.

Ahern's payment terms are Net 30 days.

Ahern acknowledges receiving (no addendum)

If I can be of further assistance, please contact me direct at 920.539.6381 or etucker@jfahern.com.

Respectfully submitted,

J. F. Ahern Co.

A handwritten signature in cursive script, appearing to read 'Ezra Tucker'.

Ezra Tucker
Assistant Project Manager
Major Construction Division

Accepted: _____ **Date:** _____

Signed acknowledgement of this proposal confirms acceptance of the above proposal as well as all the enclosed General Terms and Conditions.

99%

Last year, 99% of client survey responders reported they would **work with us again.**



MEMORANDUM

DATE: March 18, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to the release of a request for proposals for a Classification and Compensation Study (Houseman, City Manager)

BACKGROUND

One of the goals outlined in the 2025 adopted budget document was to conduct a classification and compensation study for full-time, non-represented City employees. The last time a similar study was performed was in 2013 with implementation in 2014. The job market has changed dramatically since the last study, and staff is concerned that the City's pay plan is out of date, which can negatively impact employee recruitment and retention.

DISCUSSION

The City's current pay plan consists of 32 pay grades. Each grade has 3 steps: start, 18 months, and 36 months. An employee with satisfactory performance reviews moves through the three steps within the first three years of employment and then has no opportunity for a wage increase beyond the annual cost of living adjustment (COLA) included in the annual budget document. This structure limits the ability for managers to reward above-average performance with additional compensation.

Also, it has been over ten years since the pay plan has been reviewed to ensure internal equity among positions and since any market comparison has occurred. Individual positions have been reviewed and adjusted over the last several years as needed, and staff has updated job descriptions as employees have turned over before advertising the positions. However, reviewing location on the pay plan and job descriptions has not occurred for all positions.

Staff proposes to release the attached request for proposals (RPF) to consultants for proposals for a classification and compensation study if authorized by the City Council. The schedule included in the RFP indicates that proposals are due by April 18th. Staff would then review the proposals and make a recommendation to the City Council for possible action at the meeting on May 6th. A contract with the successful proposer would then be executed with the project starting in May and complete by the end of August.

If the result of the study, which is expected to take between three and four months, includes

recommendations with budgetary impacts, staff may incorporate them into the 2026 budget document.

FINANCIAL ANALYSIS

There is no cost to issuing a request for proposals. However, the study was included in the 2025 Budget document with an estimated cost of \$30,000. The source of funds identified in the budget was American Rescue Plan Act (ARPA) funds. Those funds have been de-federalized and transferred to an assigned fund balance account to be utilized in accordance with the approved ARPA budget and planning documents.

Implementation of the recommendations in the final report may have a financial impact. If that is the case, the City Council would review these recommendations later in the process and may take action on any with financial impacts. Note that a previous study recommended adjusting some pay grades down, which reduced pay for certain employees. Staff does not anticipate recommending any change that negatively impacts City staff.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to release the RFP to known qualified firms and to post on the City's website, the League of Wisconsin Municipalities' website, and the Wisconsin City/County Managers Association website.

ATTACHMENTS

1. 3.2025 RFP-Classification and Compensation Study Fort Atkinson



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

City of Fort Atkinson Request for Proposals (RFP) Classification and Compensation Study

Issue Date: March 19, 2025

Due Date: April 18, 2025

Contact:
Rebecca Houseman, City Manager
rhouseman@fortatkinsonwi.gov
920-397-9901

I. BACKGROUND AND SUMMARY

The City of Fort Atkinson is a vibrant and growing community located along the Rock River, a few miles upstream from Lake Koshkonong, in Jefferson County. Fort Atkinson is the largest City located entirely in Jefferson County. According to 2023 estimates, the population of Fort Atkinson is 12,350.

The City has 14 departments with approximately 100 full time employees, various part time staff across departments, 20 unionized police officers and 12 unionized firefighters.

The City operates under the Council-Manager form of government. The City Manager is appointed by the City Council; oversees the day-to-day operations of the City; and serves as the City Council's chief advisor.

The City of Fort Atkinson is seeking proposals from qualified consultants for a comprehensive classification and compensation study of the City's compensation system and related components for non-represented positions.

The most recent classification and compensation study for non-represented City positions was completed in 2013. The City's current compensation system was developed based on the recommendations from the 2013 study and implemented in 2014.

The goal of this study is to ensure that the City remains competitive in attracting and retaining highly qualified individuals for the present and future years while maintaining fiscal responsibility and internal equity across positions.

II. PROJECT SCOPE

The contractor will be responsible for conducting a comprehensive analysis of the City's current classification, compensation system and related components, to include the following:

- A. Conduct project orientation sessions to explain the scope of the project, methodology, and employees' roles for City staff.
- B. Review the current job descriptions and classification and compensation system for non-represented City employees to include reviewing existing classifications (approximately 32 different classifications) and the current City pay structure to develop recommendations for an updated classification and compensation system.
- C. Conduct a market survey to compare compensation with other comparable governmental employers within the same geographical area or similar markets.
- D. Provide recommendations to adjust job classifications and wage scales based on market research while maintaining internal equity across positions.
- E. Recommend Fair Labor Standards Act (FLSA) exempt/non-exempt status

changes, if needed.

- F. Identify potential pay compression issues and provide alternative solutions.
- G. Deliver a comprehensive final report that includes updated job descriptions, findings, recommendations, and an implementation plan for proposed changes.
- H. The selected Contractor is required to attend public meetings and present findings to the Finance Committee and City Council.
- I. Provide staff training for ongoing administration of the compensation system.
- J. Ensure City staff have the ability to maintain the integrity of the classification system in future years.

Benefit administration is not included as components of the study.

The City will provide copies of all pay ranges, current job descriptions, job classifications and any other available in-house information that the successful consultant may require to complete the study.

City staff can assist with correspondence and distribution of material and other administrative support identified by the contractor.

III. PROJECT COST

All project tasks, duties, materials and documents as identified in Section II, shall be provided to the City at a not-to-exceed cost to include hourly rates and fees.

IV. PROPOSER'S CLARIFICATION

By submitting a proposal, the Proposer certifies that this request for bid has been fully read and that the Proposer understands the proposal method and has full knowledge of the scope, nature, and quality of work to be performed.

V. PROPOSAL CONTENT AND ORGANIZATION

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of the RFP. Proposals shall not exceed twenty (20) pages. Elaborate proposals, (e.g. elaborate artwork, expensive bindings and promotional materials) beyond that sufficient to present a complete and effective proposal are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements and clarity of the content. Proposers shall respond to all questions as thoroughly as possible. Any omission or deviation from the stipulations and requirements identified in the RFP may be cause for the rejection of the entire proposal. The following shall be included in the proposal:

A. Contractor Statement of Qualifications/Experience

1. Responses to this proposal should include a brief introduction of the company or firm and a summary of the firm's history and experience in conducting classification and compensation studies and formulating pay plans with similar entities. Include a discussion of any methodologies used or approaches taken to compensation studies.
2. Provide a description of the firm's organization and the qualifications of staff who will perform the work, including experience in similar work, and relevant education.
3. Provide the firm's understanding of the services to be performed.

B. References

Provide a list of three similar projects with similar entities the firm has performed services for within the past 10 years including project cost, names, addresses, and phone numbers of the clients that will be used as a reference.

C. Compensation

Provide the firm's all-inclusive fee for which the requested work in the Scope of Services Section will be done. This request for information does not, under any circumstances, commit the City to pay any costs incurred by any Proposer in the submission of qualifications. The Proposer is responsible for all costs associated with the response to this request.

D. Schedule/Timeline

Compose a schedule/timetable for the entire project and for each individual process with a proposed begin date of May 7, 2025 and completion date of no later than August 29, 2025.

VI. EVALUATION OF PROPOSALS

Proposal evaluation and award of contract will be based on the information submitted in the proposal, in addition to a review of references and any required oral presentations. The selected Proposer will be identified through a qualification-based selection process. Proposals submitted in accordance with this RFP will be reviewed based on the following factors:

- A. The firm's experience with this type of project. Experience conducting market surveys, creating, modifying, and implementing compensation and pay plan designs for comparable government entities.
- B. The firm's understanding of the project, and relevant skills and professional abilities of the assigned staff.

- C. Quality of work based upon review of a minimum of three references.
- D. Schedule of completion. The project must be completed on a timely basis and within the deadlines outlined in the RFP.
- E. Cost. Although significant, cost may not be the dominant factor. The staff evaluating the RFPs, subject to approval by the City Council shall select the proposal deemed most suitable to the City's needs and enter a contract for the work. After selecting a proposal, the City will negotiate a contract. The contract shall include a set, not-to-exceed figure for total contract cost and specify the hourly rates and fees upon which billings shall be based. The City does not pay for incidental expenses.

VII. RIGHT TO REJECT PROPOSALS AND NEGOTIATE CONTRACT TERMS

The City reserves the right to reject any and all proposals and to negotiate the terms of the contract with the selected Proposer prior to entering into a contract. A response may be rejected if it fails to meet the requirements of the RFP. If contract negotiations cannot be concluded successfully with the highest scoring Proposer, the City may negotiate a contract with the next highest scoring Proposer.

VIII. PROPOSAL DEADLINE AND SUBMISSIONS INSTRUCTIONS

The deadline for receiving proposals is 5:00 p.m. on Friday, April 18, 2025.

Proposers shall submit one (1) electronic version of all materials required for acceptance of their proposal to the following email:

Sarah Weihert, Public Relations Executive Assistant, at
sweihert@fortatkinsonwi.gov

Include the following as the email subject line in proposal submittal: City of Fort Atkinson – Classification and Compensation Study Proposal.

No oral, fax, or telephone proposals will be accepted. All costs directly or indirectly related to preparation of a proposal in response to this RFP or any oral presentation required to supplement or clarify a proposal shall be the sole responsibility of the Proposer. This includes charges for delivery, insurance, license fees, permits, preparation costs and other costs. All proposals submitted shall be signed by an authorized individual to bind the firm, and must be valid for at least 90 days after the date of the proposal opening.

Late proposals will not be considered for review. The City reserves the right to determine the timeliness of all proposals submitted and reserves the right to extend the deadline for proposal submission should such action be in the best interest of the City.

In the event the proposal submission deadline is extended, Proposers will have the right to revise their proposal. Proposals may be withdrawn by written request, signed by an authorized representative of the submitting entity, and submitted to City prior to the scheduled closing time for receipt of proposals.

Submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. All or portions of this RFP and the contents of the proposal submitted by the successful Proposer may become contractual obligation if a contract is awarded. Failure of the successful Proposer to accept these obligations may result in cancellation of the award. The City reserves the right to either reject any or all proposals if it deems such to be in the best interest of the City and the general public, or to withdraw the RFP at any time without prior notice for any reason, without making an award, if it deems such to be in the best interest of the City and the general public. All proposals submitted in response to this RFP shall become the property of the City.

Any questions concerning this RFP should be directed to Rebecca Houseman, City Manager, at rhouseman@fortatkinsonwi.gov.

Responses to all questions and any revisions/amendments and/or supplements to the RFP will be provided to all those recipients that received this RFP directly from the City, and those that received this RFP from a party authorized to distribute this RFP by the City.

IX. SCHEDULE

- Request for Proposals published by March 19, 2025
- Proposals must be received no later than 5:00 p.m. on April 18, 2025
- Staff review of proposals April 21-25, 2025
- City Council to choose successful Proposer on May 6, 2025
- Project initiated May 7, 2025
- Substantial completion by August 29, 2025

X. CONTRACT TERMS AND CONDITIONS

A. Insurance Requirements

The selected Proposer(s) must meet the City of Fort Atkinson's Insurance Requirements.

B. Ownership

All documents, graphics, maps, and exhibits produced by the selected Proposer(s) as part of a proposal in response to this RFP shall be provided to the City, become the property of the City, and are to be available to the City in any manner the City deems appropriate.

C. Conflict of Interest

The Proposer certifies that to the best of its knowledge no employee of the City, nor any member thereof, nor any public agency or official affected by any contract that results from this RFP, has any pecuniary interest in the business of the Proposer, and that no person associated with the Proposer has any interest that would conflict in any manner with the performance of the contract.

D. Regulations

The Proposal shall meet all current, pending and future regulatory requirements of all authorities having jurisdiction over its design, construction and operation, including the Federal, State and local laws and statutes including Jefferson County and the City.

The Proposer shall fully comply with all applicable laws, regulations, and building codes governing non-discrimination in public accommodations and commercial facilities, including without limitation, the requirements of the Americans with Disabilities Act and all regulations thereunder.

No contract shall be awarded to any person, firm, joint venture, or corporation that is in arrears or is in default to the City upon any debt or contract or that is a defaulter as surety or otherwise upon any obligation to the City.



MEMORANDUM

DATE: March 18, 2025

TO: Fort Atkinson City Council

FROM: Tom Williamson, Public Works Superintendent

RE: Review and possible action relating to the purchase of a 2025 Ford F250 Pickup Truck for the Department of Public Works Operations Division (Williamson, Public Works Superintendent)

BACKGROUND

The Department of Public Works operates a variety of vehicles to assist in our regular public works maintenance duties. Several of these vehicles fall into the category of medium-duty service pickup trucks. These trucks serve to haul hand tools, equipment, materials, and personnel in and around the City rights-of-way and other public work locations. The City Council approved the 2025 Operating and Capitol Improvement Projects Budget in November 2024. The Public Works Department requested a new 2025 Ford F150 to replace a 23-year-old truck that has outlived its useful life to the department's full-time work in the approved 2025 CIP.

DISCUSSION

In preparation for replacing the 23-year-old unit, the Department prepared a bid specification package meeting the standard requirements and released a request for proposal to the State of Wisconsin, approved Ford vehicle vendor, Ewald's Hartford Ford, and the local dealer in Fort Atkinson, Griffin Ford. Both dealers replied to the request with competitive proposals. Ewald's Hartford Ford proposal was submitted within the State of Wisconsin contract terms at \$46,812.00 and Griffin Ford submitted a proposal of \$46,418.50. Both of the submitted proposals are attached with this memo for the Council's review. Given that Griffin Ford's proposal is slightly less expensive and is a local company, staff recommends that the Council approval the purchase from Griffin Ford.

FINANCIAL ANALYSIS

The Public Works Department's 2025 CIP request is shown and structured in Section R, Sheet 213 of the City's approved Capitol Improvement Projects (CIP) budget document (shown below). Council members will see that this item, as approved, was funded through two methods. The requested \$52,000.00 is funded as \$12,000.00 from the general fund levy and \$40,000.00 through the 2024-2025 capital borrowing process.

SECTION R - 2025 CAPITAL IMPROVEMENTS PROJECT BUDGET

City of Fort Atkinson
2025 Capital Improvements Projects Budget
Expenditure Detail

PROJECT LINE ITEM		2025 REQUEST	2025 PROPOSED LEVY FUNDED	2024-2025 BORROWING	2025 PROPOSED TRANSPORT FUNDING	OTHER FUNDING SOURCE (SEE TABLE)	PUSHED TO FUTURE CIP	PROJECT DESCRIPTION
DEPARTMENT	PROJECT							
2025 CAPITAL IMPROVEMENTS PROJECT BUDGET								
PUBLIC WORKS - OPERATIONS	F250 4X4 PICK UP TRUCKS	\$ 52,000.00	\$ 12,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	Replaces 23 year old 2002 F250 (Truck 22); partial funding through borrowing/partial GF CIP levy

RECOMMENDATION

Staff recommends the City Council authorize the purchase of a **2025 Ford F250 from Griffin Ford of Fort Atkinson, at a cost not to exceed \$46,418.50** paid for using designated funds in the 2025 Capital Improvement Project Budget.

ATTACHMENTS

1. Ewald Fort Atkinson '25 F250 - revised
2. Griffin Proposal - Revised



City of Fort Atkinson

Prepared For: Tom Wililamson

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (F2B) XL 4WD Reg Cab 8' Box





Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (F2B) XL 4WD Reg Cab 8' Box (Complete)

Quote Worksheet

	MSRP
Base Price	\$48,090.00
Dest Charge	\$2,095.00
Total Options	\$3,470.00
Subtotal	\$53,655.00
Subtotal Pre-Tax Adjustments	\$0.00
Less Customer Discount	(\$6,843.00)
Subtotal Discount	(\$6,843.00)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$46,812.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$46,812.00

Comments:

2025 Ford F250 4WD Reg Cab to the specifications as detailed. Registration Fees are not included. Delivery can not be anticipated due to current market conditions.

Dealer Signature / Date

Customer Signature / Date

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Data Version: 24941. Data Updated: Mar 12, 2025 7:04:00 PM PDT.



Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (F2B) XL 4WD Reg Cab 8' Box (Complete)

Standard Equipment

Mechanical	
	Engine: 6.8L 2V DEVCT NA PFI V8 Gas (STD)
	Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road (STD)
	3.73 Axle Ratio (STD)
	GVWR: 10,000 lb Payload Package
	50-State Emissions System
	Transmission w/Oil Cooler
	Electronic Transfer Case
	Part-Time Four-Wheel Drive
	68-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
	160 Amp Alternator
	Class V Towing Equipment -inc: Hitch and Trailer Sway Control
	Trailer Wiring Harness
	3814# Maximum Payload
	HD Shock Absorbers
	Front Anti-Roll Bar
	Firm Suspension
	Hydraulic Power-Assist Steering
	34 Gal. Fuel Tank
	Single Stainless Steel Exhaust
	Auto Locking Hubs
	Front Suspension w/Coil Springs
	Solid Axle Rear Suspension w/Leaf Springs
	4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Exterior	
	Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)
	Tires: LT245/75Rx17E BSW A/S -inc: Spare may not be the same as road tire (STD)
	Regular Box Style
	Steel Spare Wheel
	Full-Size Spare Tire Stored Underbody w/Crankdown

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Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (F2B) XL 4WD Reg Cab 8' Box ( Complete)

Exterior

- Clearcoat Paint
- Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
- Black Rear Step Bumper
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
- Manual Extendable Trailer Style Mirrors
- Fixed Rear Window
- Light Tinted Glass
- Variable Intermittent Wipers
- Aluminum Panels
- Black Grille
- Tailgate Rear Cargo Access
- Tailgate/Rear Door Lock Included w/Power Door Locks
- Boxside Steps
- Autolamp Auto On/Off Reflector Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
- Cargo Lamp w/High Mount Stop Light
- Perimeter/Approach Lights

Entertainment

- Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
- Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
- Fixed Antenna
- SYNC 4 -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
- 2 LCD Monitors In The Front

Interior

- 4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
- 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer

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Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (F2B) XL 4WD Reg Cab 8' Box (Complete)

Interior	
	FordPass Connect 5G Mobile Hotspot Internet Access
	Compass
	Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
	Cruise Control w/Steering Wheel Controls
	Manual Air Conditioning
	Illuminated Locking Glove Box
	Interior Trim -inc: Chrome Interior Accents
	Full Cloth Headliner
	Urethane Gear Shifter Material
	HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
	Day-Night Rearview Mirror
	Passenger Visor Vanity Mirror
	Full Overhead Console w/Storage and 2 12V DC Power Outlets
	Front Map Lights
	Fade-To-Off Interior Lighting
	Full Vinyl/Rubber Floor Covering
	Pickup Cargo Box Lights
	Smart Device Remote Engine Start
	Instrument Panel Covered Bin and Dashboard Storage
	Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
	Delayed Accessory Power
	Power Door Locks w/Autolock Feature
	Driver Information Center
	Trip Computer
	Outside Temp Gauge
	Digital/Analog Appearance
	Seats w/Vinyl Back Material
	Manual Adjustable Front Head Restraints
	Perimeter Alarm
	Securilock Anti-Theft Ignition (pats) Immobilizer
	2 12V DC Power Outlets

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Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (F2B) XL 4WD Reg Cab 8' Box (Complete)

Interior

Air Filtration

Safety-Mechanical

AdvanceTrac w/Roll Stability Control 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
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
Safety Canopy System Curtain 1st Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters
Back-Up Camera

WARRANTY

Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Corrosion Years: 5
Corrosion Miles/km: Unlimited
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000

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Ewald Automotive Group

Chrissy Gensch | 262-673-9400 | chrissy.gensch@ewaldauto.com

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (F2B) XL 4WD Reg Cab 8' Box (Complete)

Selected Model and Options

MODEL		
CODE	MODEL	MSRP
F2B	2025 Ford Super Duty F-250 SRW XL 4WD Reg Cab 8' Box	\$48,090.00
COLORS		
CODE	DESCRIPTION	
Z1	Oxford White	
ENGINE		
CODE	DESCRIPTION	MSRP
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas (STD)	\$0.00
TRANSMISSION		
CODE	DESCRIPTION	MSRP
44F	Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road (STD)	\$0.00
OPTION PACKAGE		
CODE	DESCRIPTION	MSRP
600A	Order Code 600A	\$0.00
AXLE RATIO		
CODE	DESCRIPTION	MSRP
X3E	Electronic-Locking w/3.73 Axle Ratio	\$430.00
WHEELS		
CODE	DESCRIPTION	MSRP
64A	Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)	\$0.00
TIRES		
CODE	DESCRIPTION	MSRP
TD8	Tires: LT245/75Rx17E BSW A/S -inc: Spare may not be the same as road tire (STD)	\$0.00

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Ewald Automotive Group

Chrissy Gensch | 262-673-9400 | chrissy.gensch@ewaldauto.com

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (F2B) XL 4WD Reg Cab 8' Box (Complete)

PRIMARY PAINT		
CODE	DESCRIPTION	MSRP
Z1	Oxford White	\$0.00
SEAT TYPE		
CODE	DESCRIPTION	MSRP
1S	Medium Dark Slate, Cloth 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$100.00
ADDITIONAL EQUIPMENT - MECHANICAL		
CODE	DESCRIPTION	MSRP
52B	Trailer Brake Controller -inc: smart trailer tow connector	\$300.00
67B	410 Amp Dual Alternators -inc: 250 Amp + 160 Amp	\$115.00
86M	Dual AGM 68 AH Battery	\$210.00
ADDITIONAL EQUIPMENT - EXTERIOR		
CODE	DESCRIPTION	MSRP
153	Front License Plate Bracket -inc: Standard in states requiring 2 license plates and optional to all others	\$0.00
18B	Platform Running Boards	\$320.00
85S	Tough Bed Spray-In Bedliner -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts	\$595.00
ADDITIONAL EQUIPMENT - INTERIOR		
CODE	DESCRIPTION	MSRP
43C	120V/400W Outlet -inc: 1 in-dash mounted outlet	\$175.00
66S	Upfitter Switches (6) -inc: Located in overhead console	\$230.00
CUSTOM EQUIPMENT		
CODE	DESCRIPTION	MSRP
DI-1	2 EXTRA KEYS-4 TOTAL	\$200.00
DI-2	INSTALL WHELEN MINI LIGHT BAR	\$795.00
Options Total		\$3,470.00

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Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (F2B) XL 4WD Reg Cab 8' Box ( Complete)

Price Summary

PRICE SUMMARY	
	MSRP
Base Price	\$48,090.00
Total Options	\$3,470.00
Vehicle Subtotal	\$51,560.00
Destination Charge	\$2,095.00
Grand Total	\$53,655.00

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Date: 03/13/2025 3:41 PM

Salesperson: Dennis Mitchell

Manager: John Chady

FOR INTERNAL USE ONLY

BUSINESS NAME	CITY OF FORT ATKINSON	Home Phone:
CONTACT	TOM WILLIAMSON	
	100 N MAIN ST	
Address :	FORT ATKINSON, WI 53538	Work Phone: (920) 563-7796
	JEFFERSON CO	
E-Mail :	TWILLIAMSON@FORTATKINSONWI.GOV	Cell Phone:

VEHICLE

Stock # :	New / Used : New	VIN :	Mileage : 0
Vehicle :	2025 Ford F-250	Color :	
Type :	XL 4x4 SD Regul		

TRADE IN

Payoff :	VIN :	Mileage :
Vehicle :	Color :	
Type :		

Selling Price	52,260.00
Discount	7,260.00
Adjusted Price	45,000.00
LED mini light bar	850.00
Total Purchase	45,850.00
Trade Allowance	
Trade Difference	
Service Fee	399.00
Non Tax Fees	169.50
Trade Payoff	
Cash Deposit	
Balance	46,418.50

Customer Approval: _____ Management Approval: _____
By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



Preview Order F999 - F2B 4x4 Reg Cab SRW: Order Summary Time of Preview: 03/13/2025 15:34:40 Receipt: 3/13/2025

Dealership Name: Griffin Ford Fort Atkinson, Inc.

Sales Code : F41379

Dealer Rep.	John Chady	Type	Fleet	Vehicle Line	Superduty	Order Code	F999
Customer Name	Fortatkinson	Priority Code	C4	Model Year	2025	Price Level	525

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F250 4X4 STYLESIDE PICKUP/142	\$48090	50 STATE EMISSIONS	\$0
142 INCH WHEELBASE	\$0	120V/400W OUTLET	\$175
TOTAL BASE VEHICLE	\$48090	SPARE TIRE AND WHEEL	\$0
OXFORD WHITE	\$0	TRAILER BRAKE CONTROLLER	\$300
CLOTH 40/20/40 SEAT	\$100	JACK	\$0
MEDIUM DARK SLATE	\$0	UPFITTER SWITCHES	\$230
PREFERRED EQUIPMENT PKG.600A	\$0	410 AMP DUAL ALTERNATOR	\$115
.XL TRIM	\$0	PRICE CONCESSION INDICATOR	\$0
.AIR CONDITIONING -- CFC FREE	\$0	REMARKS TRAILER	\$0
.AM/FM STEREO MP3/CLK	\$0	TOUGH BED SPRAY IN BEDLINER	\$595
.6.8L DEVCT NA PFI V8 ENGINE	\$0	DUAL BATTERY	\$210
10-SPEED AUTO TORQSHIFT-G	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
.LT245/75R17E BSW ALL-SEASON	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
3.73 ELECTRONIC-LOCKING AXLE	\$430	FUEL CHARGE	\$0
JOB #1 ORDER	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	PRICED DORA	\$0
PLATFORM RUNNING BOARDS	\$320	ADVERTISING ASSESSMENT	\$0
10000# GVWR PACKAGE	\$0	DESTINATION & DELIVERY	\$2095
TOTAL BASE AND OPTIONS		MSRP	\$52660
DISCOUNTS			NA
TOTAL			\$52660

ORDERING FIN: Q1278 END USER FIN: Q1278

INCENTIVES

Acc. Code ID :10 Contract/Ref # :15-036S Bid Date :09/24/24State : WI

DISCOUNTS:

\$-1600.00

Customer Name:
Customer Address:

Customer Email:
Customer Phone:



MEMORANDUM

DATE: March 18, 2025

TO: Fort Atkinson City Council

FROM: Tom Williamson, Public Works Superintendent

RE: Review and possible action relating to the purchase and installation of an Analog VHF Band Radio Repeater and Mast Mounted Antenna (Williamson, Public Works Superintendent)

BACKGROUND

The Public Works and Parks Operations facility project is nearing completion, and crews have begun operating out of the new building daily to plan, organize and communicate with the public, other departments, and staff. The Department planned and budgeted for the installation of new fiber optic cabling, internal computer network updates, phone system coordination, audiovisual communication, and replacement of the two-way radio communication antenna and base station. This memo pertains to the replacement and relocation of the two-way communication system and the improvement requirements needed to more adequately communicate between all necessary staff, departments, and emergency management services.

DISCUSSION

Over the last several years, the current radio system has slowly deteriorated to a level where it has become more and more difficult to communicate throughout the city from north to south and between individual trucks. To improve the level of communication with staff, the Department committed to improving the system with a new antenna and radio improvements. One of the major issues to address is the ability to communicate between multiple platforms and departments during normal operations, but most importantly during times of emergency management responses. The current system allows for the City dispatch system to communicate with the Department and for officers to hear public works communications. However, the Police staff are not able to communicate with public works staff directly, and public works staff cannot hear any police or fire communications unless through the dispatch center.

Last year, the Fire Department upgraded their radios and now have many unused radios available to be repurposed. Over the last several months, Public Works staff and Fire Department staff have been working together to determine if these unused radios can replace the antiquated Public Works radios, to avoid the purchase and expense of new radios for the

Public Works Department. Staff has determined that the radios will require a new FCC dedicated VHF radio frequency license and some additional reprogramming to meet the needs of the Public Works Department. In addition to reprogramming, it was suggested to install an analogue signal repeater and new antenna at the new location to vastly improve the connection and audio quality across the radio area covered by the Department of Public Works.

The Department contacted the radio system service provider (GenComm) used by both our Fire and Police systems and requested they review our options to reuse and reprogram the radios and look into a repeater for improved system audio across the wide area the city covers. GenComm designed and proposed an analog system with a new antenna to upgrade our system and that proposal is attached. The proposal outlines every component and all labor involved in setting up the new frequency license with the FCC and installing all the hardware components to bring the system up to speed. The proposal cost is \$12,147.75 and is reflected in the attached proposal. However, GenComm has indicated that this total cost will likely fall under the proposal due to the varying cost of the required VHF Duplexer. This component varies in cost by the frequency needs of the user and, as a result, they quoted us the most expensive unit to meet our needs. The actual cost of this piece of equipment will be determined when we are assigned our FCC frequency and license. The total cost of the project will not exceed \$12,147.75.

Staff would also note that this is a one-time fee to set up and install the system and will require only FCC renewal every ten years for the frequency license and minor system maintenance to manage the system. Utilizing Gencomm, the same consultant that services the Police and Fire Departments radio systems, will likely reduce or eliminate any connectivity and service issues and maintain adequate communications through the entire City of Fort Atkinson radio system.

FINANCIAL ANALYSIS

The original approved Facility Project budget included an FF&E Budget of \$545,000.00 to accommodate the purchase and installation of furniture and storage systems, shop equipment, fiber optic lines, audiovisual equipment, appliances, and radio improvements. The table below outlines the FF&E funds spent to date. Note that including this project in the Fixtures category will put that category over the budgeted amount. However, the overall positive balance for FF&E is \$118,197.32 if this project is approved.

CATEGORY	BUDGET	SPENT TO DATE	THIS REQUEST	BALANCE
FURNISHINGS	\$ 210,000.00	\$ 97,694.76	\$ -	\$ 112,305.24
Desks, Tables, Chairs				
Racking and Storage				
Misc Storage Appr'd by PO				
Moving Expenses				
Parks Shop Area				
Mezzanine Area				
Shop Office				
Towel and Soap Holders				
FIXTURES	\$ 85,000.00	\$ 67,766.94	\$ 12,147.75	\$ (7,062.44)
Appliances				
Audio Visual Equip				
Network Installation				
Installation Expenses				
Security Cameras				
Radio Improvements				
EQUIPMENT	\$ 250,000.00	\$ 237,045.48	\$ -	\$ 12,954.52
Tire Changer				
Hydraulic Press				
Rolling Lifts				
Prod./Fab. Tools				
Floor Scrubber				
Brine Tank				
Pump Shed				
Fork Lift				
Parts Washer				
Auto Tire Filler and Roller				
Snap-on Balance Pins and Tools				
Tool Boxes and Misc Equipment				
TOTALS	\$ 545,000.00			\$ 118,197.32

RECOMMENDATION

Staff recommends the City Council authorize staff to contract with GenComm for the **purchase and installation of an Analog VHF Radio Repeater and Mast Mounted Antenna for an amount not to exceed \$12,147.75** using funds included in the Public Works and Parks Operations facility FF&E budget.

ATTACHMENTS

1. GenComm Proposal - 20250314



Madison - (608)271-4848
 Milwaukee - (262)439-2000
 Eau Claire - (715)225-7604
 WI Rapids - (715)424-3050
 McHenry - (815)385-4224
 800-356-3200 | www.gencomm.com

SALES QUOTE

Sales Quote No: 36042
 Date: 3/14/25
 Account No: 8869

Bill To: Fort Atkinson Department of Public Works
 600 Talcott Ave
 Fort Atkinson, WI 53538

Ship To: Fort Atkinson Department of Public Works
 Attn: Nick Rueth
 600 Talcott Ave
 Fort Atkinson, WI 53538

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
Ron Sampson	Pending	Service Installation	NET 30 Days	4/13/25

Notes

This is for a stand along analog Kenwood repeater. Antenna will be mounted to the conduit provided by the customer. This includes an open rack. Customer to supply an earth ground for the lightning arrestor. Mobiles and portables programming and/or installation is not included with this quote.

Item No	Description	Quantity	UM	Price	Amount
NXR-1700E	Kenwood Repeater, Analog, VHF, 136-174MHz, 1-50W	1.00	Each	\$2,261.00	\$2,261.00
RMF-4012	Duracomm Power Amp 40 Amp 12VDC	1.00	Each	\$559.00	\$559.00
R1194/1UK	Rack Shelf, Black 19 Inch, 1 Unit	1.00	Each	\$62.96	\$62.96
LMR-400	Times Microwave 3/8" Ultra Low Loss Coax Cable Sold Per Foot	100.00	Foot	\$2.30	\$230.00
GT-NFM-AL	Polyphaser Single Gas Tube Surge Protector, NF/NM	1.00	Each	\$100.00	\$100.00
BFN	Polyphaser Coax Adapter, Grounding Accessory, Flange to N	1.00	Each	\$20.20	\$20.20
BA1012-1	RFS BA10121 144-162 MHz, Unity Gain, Omnidirection, N(F), Vertical	1.00	Each	\$517.67	\$517.67
RFN-1006-3I	RF Industries Coax Connectors, N-Male	3.00	Each	\$14.44	\$43.32
RFN-1028-SI	RF Industries N-Female Crimp- LMR-400	1.00	Each	\$10.50	\$10.50
DB365-OS	Antenna Mounting Clamps - Set of 2	1.00	Each	\$80.00	\$80.00
SERVMATRL	VHF Duplexer will vary pending frequencies	1.00	Each	\$3,600.00	\$3,600.00
SERVMATRL	Duplexer cables RG142PNMBM-2 subject change pending duplexer	1.00	Each	\$0.00	\$0.00
SERVMATRL	Service Materials for installation	1.00	Each	\$200.00	\$200.00
46353-503	UNIVERSAL 2-POST RACK WITH TWOTOP ANGLES, 84"HX19"	1.00	Each	\$514.30	\$514.30
FCCLICENSE	FCC License Fees - Regulatory, coordination and processing	1.00	Each	\$850.00	\$850.00
SERVMATRL	Shop Program, Align, Rack, repeater	1.00	Each	\$800.00	\$800.00
SERVMATRL	Onsite installation	1.00	Each	\$2,240.00	\$2,240.00
161005PHS	Rohn 1-1/4" OD x 120" Long - Plain End Pipe	1.00	Each	\$58.80	\$58.80

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

Subtotal	\$12,147.75
Freight	\$0.00
Sales Tax	\$0.00
Sales Order Total	\$12,147.75

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

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

Quote Accepted By _____ Date _____