



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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
THURSDAY, APRIL 3, 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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If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 397-9901. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Public Hearings**
- 4. Public Comment:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*
- 5. Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*
 - a. Review and possible action relating to the **minutes of the March 12, 2025 Parks and Recreation Board** meeting (Ebbert, Clerk Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the March 18, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **Citizen Appointment of James Bowers** to the Police and Fire Commission (Houseman, City Manager)
- d. Review and possible action on a **Special Event: Chamber of Commerce Fort Farmers Market, Saturdays from May 3, 2025 until October 25, 2025, 8:00 a.m. - 12:00 p.m.** (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action on a **Special Event: Mother's Day Classic U9-U14 Baseball Tournament**, Saturday, May 10, 2025, from 8 a.m. to 8 p.m. and Sunday, May 11, 2025, from 8 a.m. to 8 p.m.
- f. Review and possible action on a **Special Event: June Classic U9-U14 Baseball Tournament**, Saturday, June 7, 2025, from 8 a.m. to 8 p.m. and Sunday, June 8, 2025, from 8 a.m. to 8 p.m.

6. Petitions, Requests, and Communications

- a. Review and possible action on a proclamation recognizing **Telecommunicators Week April 13-19, 2025** in the City of Fort Atkinson (Bump, Police Chief)
- b. Review and possible action on a proclamation recognizing **National Library Week April 6-12, 2025** in the City of Fort Atkinson (Houseman, City Manager)
- c. Review and possible action on a proclamation recognizing April as **Fair Housing Month** in the City of Fort Atkinson (Houseman, City Manager)

7. Resolutions and Ordinances

- a. Review and possible action related to a **Tax Incremental District (TID) Termination Resolution**, terminating TID #8 in the City of Fort Atkinson, Jefferson County, Wisconsin (Houseman, City Manager)
- b. Review and possible action relating to a **Zoning Map Amendment** ordinance changing the zoning of the property located at 333 Lincoln Street (parcel number 226-0514-0412-207), from Urban Mixed Use (UMU) to Single Family Residential (SR-7) (Draeger, Building and Zoning Administrator)

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

10. New Business

- a. Review and possible action relating to **2024 Year-End Financial Information** (Houseman, City Manager)
- b. Review and possible action relating to the crack fill, seal and re-stripe of the

parking lot and basketball court at **Rock River Park** and basketball court at **Ralph Park** (Dayton, Parks and Recreation Director)

- c. Review and possible action relating to the **purchase and installation of a new circulation pump strainer** at the Fort Atkinson Aquatic Center (Dayton, Parks and Recreation Director)
- d. Review and possible action relating to the **purchase of a large-diameter fire hose** for the Fort Atkinson Fire Department (Peterson, Fort Atkinson Fire Chief)
- e. Review and possible action relating to the **2024 Department of Natural Resources annual Recycling Report** (Houseman, City Manager)

11. Miscellaneous

12. Claims, Appropriations and Contract Payments

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

13. Adjournment

Date Posted: March 31, 2025

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

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**PARKS AND RECREATION ADVISORY BOARD MEETING
IN PERSON AND VIA ZOOM
WEDNESDAY, MARCH 12, 2025 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Baird called meeting to order at 4:10 pm.

2. Roll call

In attendance: Ben Dayton, Director, Parks & Rec, Hillary Baird, Simon Dorfman, Steve Mahony, Robert Cassidy (virtual), Councilman Kyle Jaeckel (virtual)

Also in attendance: Anna Schaeffbauer, P&R intern from UWW, Ryan Huber, Kiwanis Club, John Kutz, Kiwanis Club, Jude Hartwick, Fort Atkinson Beautification Council, Tom Fick, Fort Atkinson Beautification Council, Cyleen Pint, Fort Atkinson High School student (attending as requirement of Government class), Emily Foerster, Fort Atkinson High School student (attending as requirement of Government class)

Absent: Excused Ryan (Rocky) Baldry and Becky Romans

3. Approval of Minutes

*a. Review and possible action relating to the **minutes of September 11, 2024 Parks and Recreation Advisory Board meeting** (Baird)*

Mahoney motioned to approve the minutes of the September 11, 2024, Parks and Recreation Advisory Board meeting, seconded by Baird.

4. New Business

*a. Review and possible recommendation to the Planning Commission relating to the **Rock River Park Kiwanis Field Facility Improvements** (John Kutz, Kiwanis Club)*

John Kutz described the multi-phase project in detail on behalf of the Kiwanis Club.

Kutz explained that the pavement plan and new bleachers would be phase 1 of the project. Hard service pads will be placed under six proposed bleacher sets, and additional seating will be added to the south field as a home and away set-up.

Kutz mentioned that the Kiwanis Club has funding that can be allocated to this project, with additional fundraising to come. John stated that Phase 1 can start as soon as this fall.

Mahony stated that this is a great project that will touch many people in the community.

Kutz informed the board of the value of having game facilities on city property, and that within the youth tackle football league they play in, Fort Atkinson Youth Tackle is the only club that uses the city parks. Other communities rely on the High School field, which can be difficult to schedule around.

Ryan Huber stated that the goal is to help improve the facilities for increased community use by other user groups and the community. Middle- and high-school-aged soccer teams have already reserved Kiwanis fields for practice because of the lights. The Kiwanis Club has begun discussing purchasing new goals with the Jefferson County United Soccer Club.

Jude Hartwig stated that the Luther (Elementary school) fields have closed nets, which will be a good addition to the city.

Dayton asked if the soccer field and goals could alternate to limit wear on the turf and how they would move and mow around. Also, consider an off-season storage location.

Huber and Kutz suggested a goal system with wheels that can be safely moved by mowing staff and user groups. They also indicated that a potential agreement similar to the Fort Youth Tackle Football may be needed for other user groups.

Dayton asked about the size of the proposed Concessions Stand patio addition.

Kutz stated that the pad size would match the width of the existing hard surface around the concessions stand and that it could be adjusted to fit 4 to 6 picnic tables. He stated that a detailed hard surface plan, including specs, will be provided to the Planning Commission.

Baird stated that adding bleachers at Kiwanis fields would be a great addition for soccer or football teams that practice or play at this facility. It would also highlight the convenience of bleachers over folding chairs.

Kutz covered Phase 2 Lighting in further detail, stating that the proposed cost estimates are based on replacing the fixtures only and do not include poles.

Baird brought up renewable energy options when looking into lighting and highlighting cost savings and sustainability.

Huber noted that the soccer club, JC United, has a spring season, which may utilize the field lights.

Dayton asked how often the Fort Youth Tackle Football uses lights during their season.

Huber explained that the Padded Flag Football League plays at night, and they get used to and practice as needed. The goal is to get LED Lighting to save on costs and be more functional. He stated that the existing lights need to warm up for about 10 minutes before turning on.

Kutz reiterated that the concrete and seating are intended to be phase one this year and that lighting will be phase two in 2026. Lighting options have been investigated and will be fine-tuned for phase 2.

Baird asked if the construction of the path would prevent the use of the football fields while work is being done.

Kuntz and Huber explained that the areas that would be affected would not be on a playing field. They also noted that both fields have installed drain tiles, which must be inspected before breaking ground.

Jaeckel noted that Rock River Park has a high deer population and that deer getting caught in the net is a concern. He also stated that if it becomes an issue, this could lead to more calls to the police department. He asked if the nets would be easily removable.

Mahoney stated that regardless of the color of the net, deer would not see it, .

Dayton asked if there were other considerations for the site, including parking, and if the additional practice space to the south gets used often.

Huber stated that a conversation with the Fort Youth Tackle Football would be needed to gather more information.

Dayton brought up to the group that this project was also reviewed by other Parks and Recreation Staff and received support from the department. This is a win for accessibility to and seating by the football fields. The patio is also an improvement, and staff will work with the club on final dimensions.

Baird made a motion to recommend the Rock River Park Kiwanis Field Facility upgrade to the Planning Commission. Seconded by Mahony.

- b. *Review and possible recommendation to the Planning Commission relating to the **Fort Atkinson Historic Mural (37 N Water St. West) Informational Sign** (Jude Hartwick, Fort Atkinson Beautification Council)*

Jude Hartwick presented this project to the Parks and Recreation Board on behalf of the

Fort Atkinson Beautification Council.

Hartwick explained the elements of the sign, pointing out the features of the mural and a legend that provides details of each corresponding image. He pointed out that the Beautification Council website and Hoard Museum websites are listed to provide more detailed information on the mural's subjects. He also read the statement from the Beautification Council, including their mission statement and a quote in memory of Dick Schultz.

Tom Fick asked why the Main Street location was denied from the original proposal and what the maintenance concerns were.

Dayton explained that the consideration of having multiple signs was reduced to having fewer items to maintain. Even without daily maintenance requirements, these items can collect debris. Long-term maintenance will eventually be needed. The recommendation from the department is a single site for a sign on a pedestrian path.

Hartwick explained that the Beautification Council has funding for this project, which includes maintenance, repair, or replacement of the sign.

Dorfman asked for more information about the pictures on the sign and what each letter represented.

Hartwick explained the various figures painted on the mural and clarified that the letters on the sign are not painted on the mural itself and that it is key for people to identify each item on the painting. Eventually, historical information and dates will be painted directly onto the mural instead of a sign behind the water building. He went on to ask if there was a preference between option 1 and option 2.

Dorfman recommends the sign with a solid background, option #2.

Hartwick and Fick told the board that the Beautification Council is looking for foot traffic and an easy route to the mural for sign placement so that people can view it from a closer perspective. The hope is that the sign can also be a teaching tool for local students. The intent is also to draw people to the museum as well.

Baird recommended the pedestrian bridge as a location due to the high foot traffic. She also commented that the riverwalk is not as busy. Baird also suggested that the council include a QR code or arrow to point people in the direction of the mural.

Dayton mentioned that using URLs was preferable in this application since both website addresses are short enough to fit neatly on the sign. Furthermore, there are concerns about posting a QR code that the city doesn't directly control. There is also worry about the possibility of someone tampering with a QR code in an area that isn't regularly

monitored.

Fick suggested a new location at the base of the Riverwalk stairs on the south end of the Pedestrian Bridge.

Dayton stated this would be an acceptable location after staff thoroughly vetted it.

Dorfman motioned to move forward with the rail-mount sign on the ped bridge unless the riverwalk location was deemed to be a better fit.

Baird made a motion to recommend the Fort Atkinson Historic Mural (37 N Water St. West) Informational Sign to the Planning Commission. Seconded by Dorfman.

5. Miscellaneous

a. Director's Report (Dayton)

A lot has happened since our last Parks and Recreation Board meeting!

We had a few staffing changes over the summer. Dave Radloff took a new position with the school district last summer, leaving a vacancy in our Aquatics Specialist position. After completing a year working as Dave's backup, Mat Thompson was promoted to this position. On January 2, Jim Witucki, who previously worked with the FADPW, joined the team to fill that vacancy. Jim comes to us with an extensive background in tree maintenance, has his CDL, and is very familiar with the city.

With Mabel Schumacher's support, the WWII Memorial was installed and officially dedicated in less than six months! Since the monument's completion, Mabel has received several awards and will receive the Wisconsin Assembly Hometown Hero Award at the state capital tomorrow. Rebecca Houseman, JJ Yanke, and I plan to attend to celebrate Mabel as she accepts the award.

Jones Park was busy last fall and winter. Parks staff completed the initial steps to install our new batting cage. Between October and December, the Parks staff executed site preparation for the installation of the batting cage support beams and the concrete pad. Staff will also install the turf mats in the spring. Parks Maintenance Supervisor Yanke led the team in completing a field renovation. Staff removed the infield mix and clay base. During this process, we discovered that some areas of the diamond had nearly four inches of clay built up, creating a barrier and limiting drainage. Over 306 tons of diamond dirt were delivered (14 truckloads) to the park. The staff spread, leveled, and compacted the field.

We welcomed an intern to our department for the Spring Semester on January 27. Anna Schaeftbauer, a Senior at the University of Wisconsin-Whitewater, has been working with

us and is already making valuable contributions to the department. Thanks to her excellent work, we have a newly designed summer program guide cover.

Lastly, I'd like to give a shoutout to the Recreation team for their time and attention to detail while completing the 2025 Summer Program Guide on time. We estimate that the guide will hit mailboxes in the final week of March 12, 2025, with programs opening online on April 1.

Aquatic Center:

- The Aquatic Center is scheduled to open on the weekend of June 7-8, 2025.
- Admissions/Concessions: Lauren Lescohier is returning as manager for the fourth year. Of the 19 staff members, 15 are returning.
- Lifeguards: We will have three of the four managers returning. Charles Schenck, Ava Stedman and Maren Selle. After interviewing two candidates for the Head Manager position, Charlie was selected for the promotion and will serve in this role for the 2025 pool season.
- 24 of 30 lifeguards will be returning for the 2025 season!
- Family Pool passes went on sale on February 28. They will be sold at a discounted rate of \$90 through May 15.
- A goal for the Aquatic Center this summer is to have Mat Thompson and JJ Yanke document the start-up and closing-down procedure to help with staff efficiency. With a seasonal pool, some of the process is lost during the off-season.

Main Street Dance:

- Dancers delivered holiday cheer this winter, visiting four nursing homes. It was uplifting to see the residents and staff's reactions.
- The 2025 Main Street Dance Studio Recital is set for May 16 and 18 at the UWW Young Auditorium. If you have not seen it, you should! The dance team, along with Brett Ketterman, deliver an impressive and engaging performance!

Parks:

- Summer seasonal staff hiring has begun; part-time staff letters of assignment were mailed out earlier this year. After receiving confirmation of who will be returning, we will start the next step of hiring for any open positions.
- The Parks Team has almost completely moved into the new Public Works and Parks Operations facility! The team is doing a great job creating a new workspace that is functional and fits their needs.
- In 2024, we recorded 345 shelter rentals for the year, excluding Barrie Park Bandshell, which was rented 20 times during the summer. Below is a breakdown of rentals by shelter:
 - Haumerson's Pond Warming House: 149
 - Jones Park Shelter: 44
 - Ralph Park Lions Shelter: 28
 - Ralph Park Corner Shelter: 21

Rock River Park Rotary Pavilion: 44

The Clubhouse @ Rock River Park: 59

-Parks staff are actively entering data into the City's GIS map. This important work will prepare the department for success by creating a digital catalog of our park assets. This will enable staff to perform their tasks more efficiently and aid in long-term park planning.

-Lastly, we are happy to say that the targeted completion date for the Haumerson's Pond Garage/Shelter Building is June of 2025.

Recreation:

-The Recreation staff had a great year of providing the community with a variety of programs and events.

-Below is a breakdown of our recreation program numbers for 2024!

Our Adult Sports programs brought in 1,491 participants. This is down 150 from 2023.

The Dance Program, Aquatic Center, and Youth Center offerings accounted for served 4,552 individuals, which is an increase of 321.

In total the department's Youth Sports, Adult Sports, Dance/Swim/Youth Center served 7,691 people, which is 129 fewer than 2023.

The total number of recorded participants, including Aquatic Center attendance, is 35,829.

-To highlight a few programs, the World of Wheels event experienced the largest increase, adding approximately 75 attendees. The most significant decreases occurred in Fast Pitch Softball, which had 40 fewer participants; the Grade 3-4 Girls Basketball program, which declined by 45; and Karate, which saw a loss of 90 participants compared to the 2023 numbers. It's important to note that the karate program is in its first year of transitioning to a Saturday-only format. Additionally, the girls' basketball program pertains to the 2023-24 season.

Senior Center:

-The Senior Center successfully launched its programs using the department's registration site, Sportsman. Now, patrons can sign up for their favorite program online and complete payments with a credit card. This move will also save the department money by utilizing a single site for all program registrations.

-Lastly, the Senior Center received a grant from the Community Foundation to install new door assist buttons at the Robert Street entrance and the men's and women's restrooms. The AV equipment also received an upgrade, with a new headset mic and handheld mic.

Baird suggested scheduling programs like the Nerf War on different days of the week if they are offered multiple sessions.

6. Next Meeting

a. *Wednesday, June 11, 2025 at 4:00 p.m.*

7. Adjournment

Baird motioned to adjourn, Mahoney second.



**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MARCH 18, 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. Jaeckel, Cm. Johnson, Cm. Schultz and President Lescohier. Also present: City Manager, City Attorney, Building Inspector, Deputy Clerk, Wastewater Superintendent and Public Works Superintendent.

3. Public Hearings

None.

4. Public Comment

Margaret Schroeder, 501 E Sherman Ave had a question regarding the Monarch Pledge. Manager Houseman addressed her question and directed her to review the 3.4.25 Council Packet for more information.

5. Consent Agenda

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

- 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)*
Manager Houseman presented a 2024 Green Recognition Award to Five Start Antiques and Lave Vintage Clothing. No action taken.
- b. *Presentation of 2024 Green Recognition Program Award for Amanda Ebbert (Houseman, City Manager)*
Manager Houseman presented a 2024 Green Recognition Award to Amanda Ebbert. No action taken.

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)*
Cm Schultz moved, seconded by Cm Johnson to adopt Resolution relating to "Less Mow May" a temporary exemption to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code. 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 related to the **replacement of SCBA Confined Space Entry Equipment and Airline Respirator System** (Sweeney, Wastewater Utility Superintendent)*
Superintendent Sweeney stated that 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. 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.

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

- b. *Review and possible action relating to the purchase and installation of a replacement **Thickened Activated Sludge Pump** (Sweeney, Wastewater Utility Superintendent)*
Superintendent Sweeney discussed the 2025 Wastewater Utility budget that 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. 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.

Cm Schultz moved, seconded by Cm Johnson to approve the purchase of a thickened activated sludge 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 and up to \$5,000 for electrical work with a total project cost not to exceed \$48,218.80 Motion carried.

- c. *Review and possible action relating to the release of a request for proposals for a **Classification and Compensation Study** (Houseman, City Manager)*
Manager Houseman discussed that 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. 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.

Cm Jaeckel moved, seconded by Cm Johnson to authorize the City Manager release the RFP for a classification and compensation study 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. Motion carried.

- 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)*

Superintendent Williamson stated 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. The Public Works Department's 2025 CIP request is shown and structured in the City's approved Capitol Improvement Projects (CIP) budget document. 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.

Cm Johnson moved, seconded by Cm Schultz to approve 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. Motion carried.

- 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)*

Superintendent Williamson stated that 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. 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.

Cm Schultz moved, seconded by Cm Johnson to authorize staff to enter into a 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. 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 Jaeckel moved, seconded by Cm Schlutz to approve the list of Verified Claims and

authorize payment. Motion carried.

Councilman Jaeckel
Councilman Johnson
Councilman Schultz
President Lescohier

13. Adjournment

Cm Schultz moved, seconded by Cm Johnson to adjourn. Meeting adjourned at 7:45

Respectfully submitted
Courtney Thom
Deputy Clerk



MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to the Citizen Appointment of James Bowers to the Police and Fire Commission (Houseman, City Manager)

BACKGROUND

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

DISCUSSION

The following citizen member is recommended for appointment or reappointment to the Committees, Commissions, and Boards below for the terms indicated:

Police and Fire Commission:

James Bowers for a five-year term ending in 2030 (appointment)

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

- Airport Committee (one seat)
- Board of Zoning Appeals (two seats)
- Cable Television Committee (one seat)

Staff continues to work on filing these vacancies and encourages members of the public to submit an application to serve if interested. Applications can be found on the City's website.

FINANCIAL ANALYSIS

The appointments of citizens to these Committees, Commissions, and Boards is not expected to impact the City financially.

RECOMMENDATION

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

ATTACHMENTS

1. James Bowers Citizen Service Form



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

CITIZEN SERVICE INFORMATION FORM

Name (Print): Bowers, James F Date: 03/01/2025
Last First Middle

Home Address: 88 S. Main St. Fort Atkinson, WI 53538

Business Name/Address: Waterfront Restaurant Group

Telephone (Home): 608-480-0189 (Work): Same

Email Address: jim@islandcampground.com

How long have you lived in the City of Fort Atkinson? 5 years

Which Boards, Commissions and/or Committees interest you? Police and Fire Commission

Please give a brief overview of your background, experience, interest or concerns in the above areas:

My background is in people and customer service. I own and operate restaurants in the local area. I would appreciate being considered for the Police and Fire Commission. I feel there is a great value to a city in having a strong Police and Fire department.

- References:
1. Jim Jelnik Phone: 608-219-8600
 2. John Kinnett Phone: 608-921-9453

[Signature]
Signature

Return this form to:
City Manager's Office
101 North Main Street
Fort Atkinson WI 53538
sweiher@fortatkinsonwi.gov



MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Chamber of Commerce Fort Farmers Market, Saturdays from May 3, 2025 until October 25, 2025, 8:00 a.m. - 12:00 p.m. (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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

DISCUSSION

Event: Farmers Market

Date: Saturdays beginning May 3, 2025 to Saturday, October 25, 2025

Location: Parking Lot at Water Street/Milwaukee Avenue.

Contact Person: Shauna Wessely: director@fortchamber.com and Aimee Leonard: manager.fortfarmersmarket@gmail.com

Hours of Event: 6:00 am-1:00 pm

Estimated Number of Attendees: 200-500

Public Works will provide appropriate barricades for traffic flow and closure.

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 at this time.

RECOMMENDATION

Staff recommends that City Council approve the Special Event for the Fort Atkinson Chamber of Commerce Fort Farmers Market on Saturdays from May 3, 2025, to Saturday, October 25, 2025.

ATTACHMENTS

1. Farmers Market Application 2025

**CITY OF FORT ATKINSON****Special Event Application**

Fee: \$25.00

Name of Business/Group Organizing Event: **Fort Atkinson Farmers Market**Contact Person for Event: **Aimee Leonard**Phone Number: **920-397-9070**Email: **fortfarmersmarket@gmail.com**

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

Phone: **SAME**Email: **SAME****Special Event Details**Event Name: **Fort Atkinson Farmers Market**Event Date (mm/dd/yyyy): **May 3, 2025- Oct 25, 2025**Event Location: **Parking Lot Across from Post Office**Estimated Number of Attendees: **250-ish each week**Hours of Event: **8AM- Noon Each Saturday**Event Setup Time: **6AM**Event Tear Down Time: **Noon**Event Description: **We operate the Farmers Market with weekly vendors, musicians and community groups. (Music goes from 9AM-11AM).**Goal/Purpose of Event: **To provide access to locally-grown food, education, and community gathering.**

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:

Via the building on the property for musicians.

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: 9AM

End Time of Music: 11AM

☒ 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.

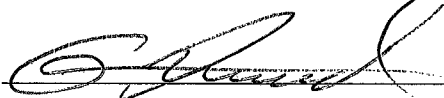
☒ I will be erecting a tent, canopy or other temporary structure.*
Tents are for Welcome Booth, Musicians + Seating area. All have proper weights.
*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline 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: 02/14/2025

For Office Use Only:

Date Received:

3/3/25

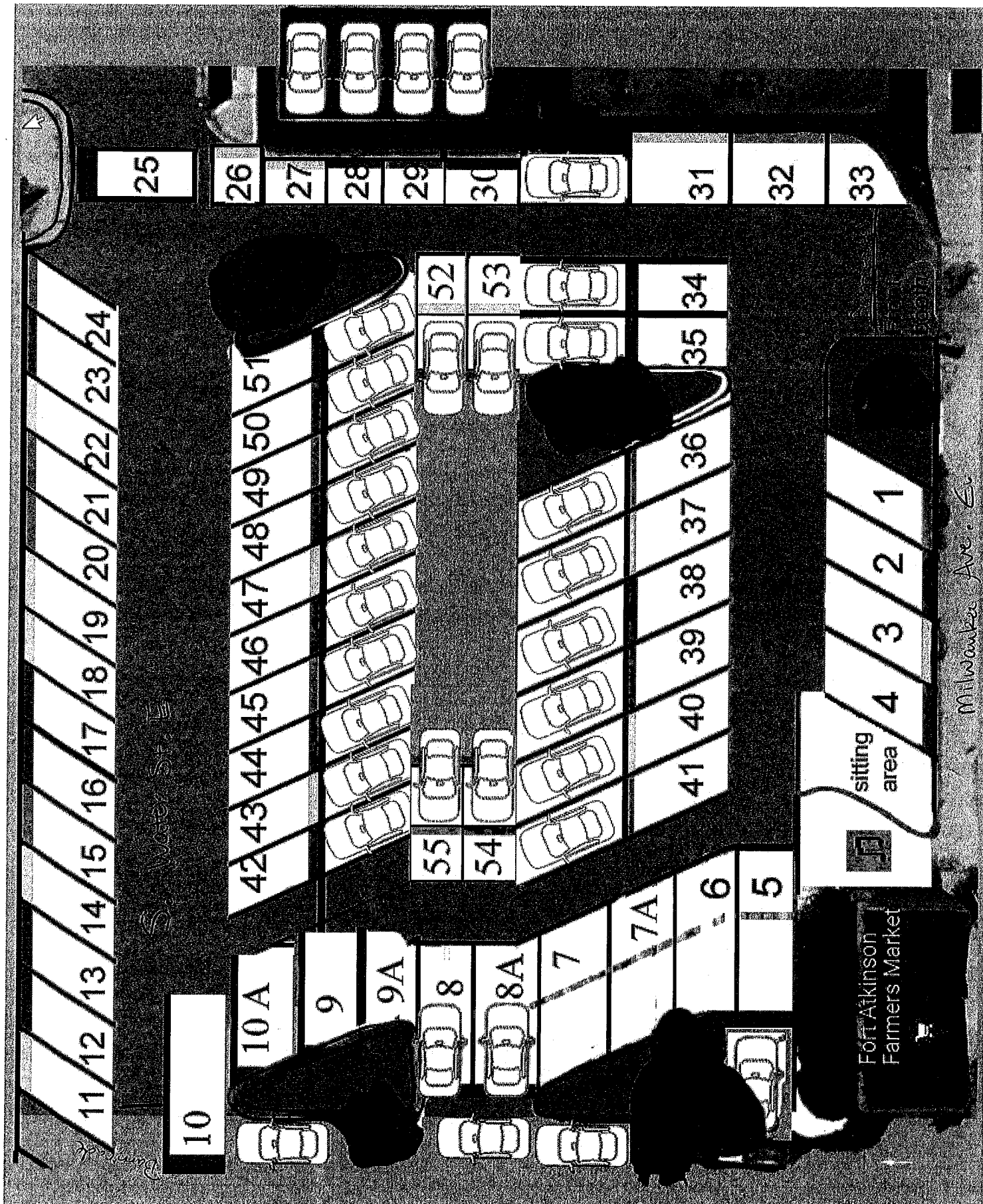
Date Paid:

3/3/25

Council Approval / Denial Date:

Date applicant notified of Council action and any event stipulations:

Event Stipulations:





MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Mother's Day Classic U9-U14 Baseball Tournament, Saturday, May 10, 2025, from 8 a.m. to 8 p.m. and Sunday, May 11, 2025, from 8 a.m. to 8 p.m.

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

Fort Atkinson Jr Blackhawks

Event: Mother's Day Classic U9-U14 Baseball Tournament

Dates and Hours of Event:

Saturday, May 10, 2025, from 8:00 am – 8:00 pm

Sunday, May 11, 2025– 8:00 pm to 8:00 pm

Set up: Friday, May 9, 2025

Location: Memorial Park, Ralph Park, Jones Park

Contact Person: Jason Bennett, jaybennett11@yahoo.com

Estimated Number of Attendees: 250

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 Mother's Day Classic U9-U14 Baseball Tournament on Saturday, May 10, and Sunday, May 11, 2025, from 8 a.m. to 8 p.m.

ATTACHMENTS

1. U9-U14 Baseball Tournament 5.10.25



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

Name of Business/Group Organizing Event: Fort Atkinson Jr. Blackhawks

Contact Person for Event: Jason Bennett

Phone Number:

Email: jaybennett11@yahoo.com

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

Phone: 920-723-4686

Email: jaybennett11@yahoo.com

Special Event Details

Event Name: Mother's Day Classic

Event Date (mm/dd/yyyy): 5/10/2025-5/11/2025 with minor setup Friday, May 9th evening

Event Location: Memorial Park, Ralph Park, Jones Park

Estimated Number of Attendees: 250

Hours of Event: 2 days

Event Setup Time: 1 Hour

Event Tear Down Time: 2 hours

Event Description: U9-U14 Baseball Tournament

Goal/Purpose of Event:

Attach a map of the event including:

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

** 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*

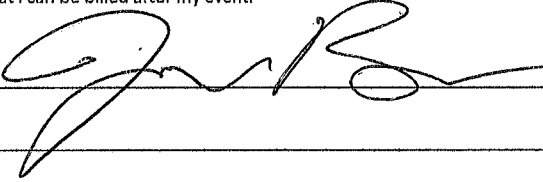
Qty ____

☐ 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: _____ End Time of Music: _____
☐ I will be closing a street(s)*	Barricades can be provided by Public Works upon request <i>* Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity</i>
☐ 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. <i>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</i>
☐ I will be erecting a tent, canopy or other temporary structure.*	<i>*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>
☐ I am having a walk/race*	<i>*See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.</i>
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:	Jason Bennett VP Jr. Blackhawks 
Submission Date: 3/1/2025	
For Office Use Only:	
Date Received:	<u>3/3/25</u>
Date Paid:	<u>2/25/25</u>
Council Approval / Denial Date: _____	
Date applicant notified of Council action and any event stipulations: _____	
Event Stipulations:	



MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: June Classic U9-U14 Baseball Tournament, Saturday, June 7, 2025, from 8 a.m. to 8 p.m. and Sunday, June 8, 2025, from 8 a.m. to 8 p.m.

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

Fort Atkinson Jr Blackhawks

Event: June Classic U9-U14 Baseball Tournament

Dates and Hours of Event:

Saturday June 7, 2025 from 8:00 am – 8:00 pm

Sunday June 8, 2025 from 8:00 pm to 8:00 pm

Set up: Friday, June 6, 2025

Location: Memorial Park, Ralph Park, Jones Park

Contact Person: Jason Bennett, jaybennett11@yahoo.com

Estimated Number of Attendees: 250

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 June Classic U9-U14 Baseball Tournament on Saturday, June 7, and Sunday, June 8, 2025, from 8 a.m. to 8 p.m.

ATTACHMENTS

1. U9-U14 Baseball Tournament 6.7.25



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00 *pl*

Name of Business/Group Organizing Event: **Fort Atkinson Jr. Blackhawks**

Contact Person for Event: **Jason Bennett**

Phone Number:

Email: **jaybennett11@yahoo.com**

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

Phone: 920-723-4686

Email: jaybennett11@yahoo.com

Special Event Details

Event Name: **June Classic**

Event Date (mm/dd/yyyy): **6/7/2025-6/8/2025** minor set up Friday, June 6 evening

Event Location: **Memorial Park, Ralph Park, Jones Park**

Estimated Number of Attendees: **250**

Hours of Event: **2 days**

Event Setup Time: **1 hour**

Event Tear Down Time: **2 hours**

Event Description: **U9-U14 Baseball Tournament**

Goal/Purpose of Event:

Attach a map of the event including:

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

** 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*

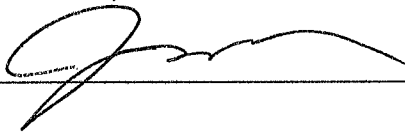
Qty ____

☐ 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: _____ End Time of Music: _____
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☐ 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. <i>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</i>
☐ I will be erecting a tent, canopy or other temporary structure.*	<i>*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>
☐ I am having a walk/race*	<i>*See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.</i>
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:	Jason Bennett VP Jr. Blackhawk Baseball 
Submission Date: <u>3/1/2025</u>	
For Office Use Only:	
Date Received:	<u>3/3/25</u>
Date Paid:	<u>2/25/25</u>
Council Approval / Denial Date: _____	
Date applicant notified of Council action and any event stipulations: _____	
Event Stipulations:	



MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Adrian Bump, Police Chief

RE: Review and possible action on a proclamation recognizing Telecommunicators Week April 13-19, 2025 in the City of Fort Atkinson (Bump, Police Chief)

BACKGROUND

Every year during the second week of April, the telecommunications personnel in the public safety community, are honored. This week-long event, initially set up in 1981 by Patricia Anderson of the Contra Costa County Sheriff's Office in California, is a time to celebrate and thank those who dedicate their lives to serving the public. It is a week that should be set aside so everyone can be made aware of their hard work and dedication.

DISCUSSION

The attached Proclamation recognizes National Public Safety Telecommunicators Week April 13-19, 2025. The City encourages all to celebrate and honor those dedicated telecommunicators who are typically the first point of contact during emergencies and for those in crisis.

FINANCIAL ANALYSIS

This proclamation is not expected to have a financial impact on the City

RECOMMENDATION

Staff recommends that the City Council President sign the Proclamation and declare the week of April 13-19, 2025 as Telecommunicators Week in the City of Fort Atkinson.

ATTACHMENTS

1. Proclamation Telecommunicators Week

**PROCLAMATION
RECOGNIZING NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK
APRIL 13-19, 2025**

WHEREAS, emergencies can occur at any time that require police, fire or emergency medical services; and

WHEREAS, when an emergency occurs, the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Fort Atkinson dispatch; and,

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and

WHEREAS, Public Safety Telecommunicators of the City of Fort Atkinson have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

NOW, THEREFORE, I, Davin Lescohier, as City Council President of the City of Fort Atkinson, do here by recognize the week of April 13 through 19, 2025, to be National Public Safety Telecommunicators Week in the City of Fort Atkinson, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Proclaimed this 3rd day of April, 2025.

CITY OF FORT ATKINSON

Davin Lescohier, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action on a proclamation recognizing National Library Week April 6-12, 2025 in the City of Fort Atkinson (Houseman, City Manager)

BACKGROUND

National Library Week, April 6-12, 2025, is an annual celebration highlighting the valuable role libraries and library workers play in transforming the lives of the people in their communities.

DISCUSSION

Libraries are full of stories in various formats, from picture books to large print, audiobooks to ebooks and more. But there's so much more to the story. Libraries of Things lend items like museum passes, games, musical instruments, and tools. Library programming brings communities together for entertainment, education, and connection through book clubs, storytimes, movie nights, crafting classes, and lectures. Library infrastructure advances communities, providing internet and technology access, literacy skills, and support for businesses, job seekers, and entrepreneurs.

Libraries provide a literal world of opportunities to its users.

FINANCIAL ANALYSIS

This proclamation is not expected to have a financial impact on the City.

RECOMMENDATION

Staff recommends that the City Council President sign the Proclamation and declare April 6-12, 2025 as National Library Week in the City of Fort Atkinson.

ATTACHMENTS

1. National Library Week Proclamation 1

**PROCLAMATION RECOGNIZING
NATIONAL LIBRARY WEEK**

WHEREAS, National Library Week is an annual celebration highlighting the valuable role libraries and library workers play in transforming lives and strengthening our communities; and

WHEREAS, the City of Fort Atkinson, Wisconsin, is home to the Dwight Foster Public Library; and

WHEREAS, on October 12, 1883, fourteen women met in the vestry of the Methodist Church in Fort Atkinson; organized a local chapter of the Women's Christian Temperance Union; and held monthly meetings endeavoring to do their part to improve the quality of life in the City of Fort Atkinson; and

WHEREAS, in 1890, Twenty-one ladies pledged to raise \$100 to help fund a new library; and

WHEREAS, on December 7, 1891, Mrs. W. H. Rogers, president of the Women's Christian Temperance Union, acted as chairman and appointed a committee to petition the City Council to ask the voters to appropriate \$500 for a free public library; and

WHEREAS, on January 4, 1892, the City Council voted to authorize an expenditure of \$500 for library purposes, but later the City Council discovered they could not release the funds because there was no money left in the city treasury. The City Council then said that local citizens would have to raise \$500 to match the amount voted by the electorate, and a committee of men was appointed to do so but nothing was done; and

WHEREAS, the women went to work themselves. By May 21, 1892, they had raised \$80 by putting on cost suppers, \$20 by donations and \$400 by pledges they collected. They then deposited the funds in the Citizens State Bank payable to the Businessmen's Association because they had promised to sponsor the library project; and

WHEREAS, the Businessmen's Association and the City Council met as a joint library committee on May 25, 1892. The city agreed to donate the money for equipment and maintenance. Also that year the committee secured a loan of books from the Congregational and Methodist Sunday Schools. Many German books were purchased or donated since many residents could read German but not English; and

WHEREAS, the first Fort Atkinson library was located at 115 S. Main St. at the northeast corner of Main Street and East Milwaukee on the second floor of the Wigdale building (now J M Carpets). On October 6, 1892, Miss Sue Nichols was hired as librarian for \$100 a year and \$10 was appropriated for Miss Cornelia Petit to assist in getting the library started and cataloged; and

WHEREAS, in May 1893, the City Council appointed a nine member library board and maintained a budget of \$350; and

WHEREAS, in 1910 the library moved to the Frank W. Hoard lot at East Milwaukee and Merchants Avenue; and

WHEREAS, in 1912, Henry E. Southwell of Chicago, son-in-law of Dwight Foster, who in 1836 became the City's first settler, offered to give the City \$10,000 for the purchase of a new library building with the only stipulation being it be of good design and named in honor of Dwight Foster; and

WHEREAS, the new library was dedicated October 13, 1916, at a total cost of \$16,695.23; and

WHEREAS, the library continues to be an accessible and inclusive place that fosters a sense of connection and builds community; and

WHEREAS, libraries connect people and technology, providing access to internet, computers and training that is critical for accessing education and employment opportunities; and

WHEREAS, libraries offer opportunities for everyone to connect with new ideas and become their best selves through access to multimedia content, programs and classes in addition to books; and

WHEREAS, today's libraries and their services extend far beyond the four walls of a building and everyone is welcome to use their resources; and

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all; and

WHEREAS, libraries have long served as trusted and treasured institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status.

NOW, THEREFORE, I, Davin Lescohier, as City Council President of the City of Fort Atkinson, do hereby proclaim April 6-12, 2025 as National Library Week in the City of Fort Atkinson, and encourage all residents to spend time at the Dwight Foster Public Library either in person or online.

Proclaimed and signed this 3rd day of April, 2025

Davin Lescohier, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action on a proclamation recognizing April as Fair Housing Month in the City of Fort Atkinson (Houseman, City Manager)

BACKGROUND

The month of April is celebrated as National Fair Housing Month. This year, the United States Department of Housing and Urban Development (HUD) is celebrating the 57th anniversary of the Fair Housing Act. This landmark law was signed into law on April 11, 1968, by President Lyndon B. Johnson. The Fair Housing Act prohibits housing discrimination because of race, color, religion, national origin, sex, disability, and family status. The Act furthers the beliefs advocated by Dr. Martin Luther King, Jr., and the other heroes of the Civil Right Movement.

DISCUSSION

The attached Proclamation declares the City's support for fair housing initiatives and recognizes the benefits of a diverse and inclusive community. The Proclamation further declares April as Fair Housing Month in the City of Fort Atkinson.

FINANCIAL ANALYSIS

This proclamation is not expected to have a financial impact on the City.

RECOMMENDATION

Staff recommends that the City Council President sign the Proclamation and declare the month of April 2025 as Fair Housing Month in the City of Fort Atkinson.

ATTACHMENTS

1. Fair Housing Proclamation

**PROCLAMATION
RECOGNIZING FAIR HOUSING MONTH
IN THE CITY OF FORT ATKINSON**

WHEREAS; the Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United State; and

WHEREAS; the Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

WHEREAS; the City of Fort Atkinson is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

WHEREAS; our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

WHEREAS; more than fifty years after the passage of the Fair Housing Act, discrimination persists, and many communities remain segregated; and

WHEREAS; acts of housing discrimination and barriers to equal housing opportunity are repugnant to a common sense of decency and fairness.

NOW, THEREFORE, I, Davin Lescohier, as City Council President of the City of Fort Atkinson, do hereby declare the month of April 2025 as

FAIR HOUSING MONTH

In the City of Fort Atkinson as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of the City of Fort Atkinson.

Proclaimed this 3rd day of April in the year 2025.

Davin Lescohier, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action related to a Tax Incremental District (TID) Termination Resolution, terminating TID #8 in the City of Fort Atkinson, Jefferson County, Wisconsin (Houseman, City Manager)

BACKGROUND

The City Council created Tax Incremental District (TID) #8 on September 15, 2009, as a mixed-use TID. This TID supported millions of dollars worth of additional value on the City's northwest side. TID #8 was very successful and was amended in 2011 to be a donor TID to TID #6 (Klement Business Park). Since that time, increment from TID #8 has been transferred to TID #6 to pay back debt service for the infrastructure to support development.

DISCUSSION

The City Council held a TID Workshop on August 20, 2024, to discuss a plan for closing the City's three oldest TIDs: #6, #7, and #8. During the workshop, the City Council, staff, and the City's financial advisors from Baird discussed the opportunity to extend the lives of these TIDs to improve the City's housing stock through an affordable housing fund. At the City Council meeting on August 20th, the Council adopted the attached Resolution extending the life of TID #8 for that purpose.

The tentative schedule reviewed at the workshop is also attached to this memo for review and information.

FINANCIAL ANALYSIS

The City has collected most of the increment in 2025 for the Affordable Housing Fund. However, the programs have not been developed yet. Development of such programs continues to be a goal in 2025. Note that there are no deadlines associated with the use of the funds. The money in the Affordable Housing Fund will remain in that fund and earn interest income until such time that the City Council determines the appropriate programs and uses.

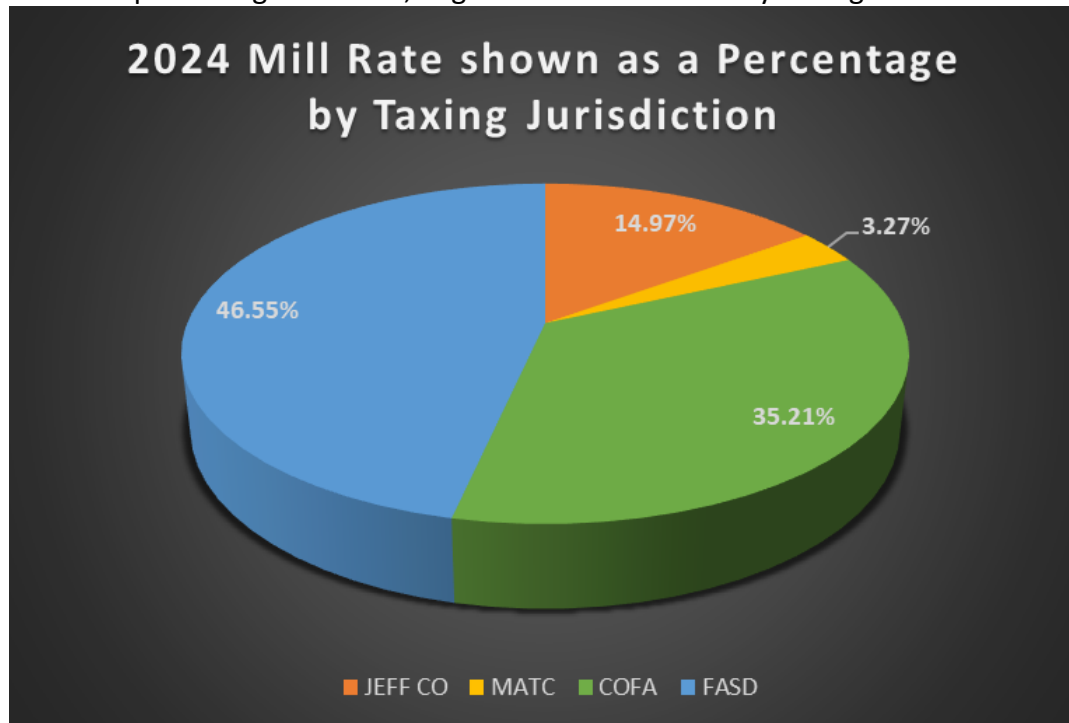
The termination of TID #8 will have a positive financial impact on all of the taxing jurisdictions within the City, especially the City of Fort Atkinson and the Fort Atkinson School District. The table below shows the projected additional revenue in the City's general fund in 2026 and

beyond due to the termination of TID #8 and the increase in value on the general tax roll.

City of Fort Atkinson Tax Increment District Closure Impacts		
Revenue Projection for TID 8 Termination		
	TID #8	
Base Value	\$ 27,537,000.00	
2024 Actual Value	\$ 85,776,900.00	
2025+ Projected Value	\$ 85,776,900.00	
Increment Over Base	\$ 57,192,700.00	
2024 Equalized Tax Rate per \$1000	\$ 19.38	Total Revenue Impact on GF
Projected Tax Revenue 2026	\$ 1,108,394.53	2026 and Beyond
COFA Portion*	\$ 390,265.71	\$ 390,265.71
FASD Portion*	\$ 515,957.65	
Jeff Co Portion*	\$ 165,926.66	
MATC Portion*	\$ 36,244.50	

*Portions based on the percentage of 2024 total mill rate by taxing jurisdiction

2025 Adopted Budget: Chart 7, Page 19 - 2024 Mill Rate by Taxing Jurisdiction



The table assumes that the value of property within TID #8, after it is terminated, will remain the same. Using the 2024 equalized tax rate and the portions to each taxing jurisdiction based on the 2025 adopted budget, the City can expect to see an estimated \$390,265 dollars in additional property tax revenue without increasing the mill rate.

Note that the City is responsible for commissioning and submitting a final audit for TID #8 to the DOR. Staff has requested that Baker Tilley provide an engagement proposal to complete such an audit within 12 months.

RECOMMENDATION

Staff recommends that the City Council adopt the Resolution Terminating TID #8 in the City of Fort Atkinson, Jefferson County, Wisconsin and direct the Clerk to file the appropriate paperwork with the Wisconsin Department of Revenue by April 15th.

ATTACHMENTS

1. Resolution Terminating TID 8 4.3.25
2. Res 1422 TID 8 Extend Housing Program
3. TIF Housing and Closure timeline COFA

RESOLUTION NO. _____

**TAX INCREMENTAL DISTRICT (TID) TERMINATION RESOLUTION
TERMINATING TID #8 IN THE CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN**

WHEREAS, the City Council of the City of Fort Atkinson created TID #8 on September 15, 2009, and adopted a project plan in the same year; and

WHEREAS, the City Council adopted Resolution No. 2024-1422 on August 20, 2024, which extended the life of TID #8 for 12 months, using the increment collected in 2025 from the 2024 tax roll to improve the City's housing stock (Affordable Housing Fund); and

WHEREAS, all TID #8 projected were completed in the prescribed allowed time; and

WHEREAS, sufficient increment was collected as of the 2023 tax roll, payable in 2024, to cover TID project costs.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Fort Atkinson hereby terminates TID #8; and

BE IT FURTHER RESOLVED, that the City Clerk shall notify the Wisconsin Department of Revenue (DOR), within sixty (60) days of this resolution or prior to the deadline of April 15, 2025, whichever comes first, that the TID has been terminated; and

BE IT FURTHER RESOLVED, that the City Clerk shall sign the required DOR Final Accounting Submission Date form (PE-223) agreeing on a date by which the City shall submit the final accounting information to DOR; and

BE IT FURTHER RESOLVED, that the City Treasurer shall distribute any excess increment collected after providing for ongoing expenses of the TID, to the affected taxing jurisdictions with proportionate shares as determined by the final audit by the City's auditor, Baker Tilly, LLP.

Adopted and this 3rd day of April 2025.

Resolution introduced and adoption moved by Council Member _____.

Motion for adoption seconded by Council Member _____.

On roll call motion, passed by a vote of _____ ayes to _____ nays.

CITY OF FORT ATKINSON

Davin Lescohier, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

RESOLUTION NO. 2024-1422

A RESOLUTION EXTENDING THE LIFE OF TAX INCREMENTAL DISTRICT NO. 8 (TID NO. 8) FOR ONE YEAR TO FUND AFFORDABLE HOUSING PROGRAMS AND PROJECTS WITHIN THE CITY OF FORT ATKINSON, WISCONSIN

WHEREAS, the City of Fort Atkinson created TID # 8 on September 15, 2009, and successfully completed implementation of certain elements of the project plan; and

WHEREAS, sufficient increment was collected or will be collected from the 2024 tax roll to pay off its aggregate project costs and other obligations; and

WHEREAS, state law requires termination of a TID after all project costs have been paid, state law (sec. 66.1105(6)(g), Wis. Stats.), does allow extension of a TID up to one year, using the last year of tax increment to improve the City's housing stock; and

WHEREAS, at least 75 percent of the final increment must benefit affordable housing with the remaining portion used to improve housing stock.

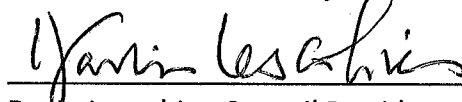
NOW, THEREFORE, BE IT RESOLVED, that the City of Fort Atkinson, Wisconsin, hereby extends the life of TID # 8 for up to 12 months to use the final year's increment collected in 2025 from the 2024 tax roll to benefit affordable housing; and

BE IT FURTHER RESOLVED, that the City of Fort Atkinson shall use the final increment to improve housing quality and affordability by developing and implementing a program with one or more of the following elements: down payment assistance, construction incentives, investment in public infrastructure, and/or home improvement grants; and

BE IT FURTHER RESOLVED, that the City of Fort Atkinson shall notify the Wisconsin Department of Revenue by providing a copy of this resolution.

Adopted this 20th day of August, 2024.

City of Fort Atkinson City Council



Dawn Lescohier, Council President

ATTEST:



Michelle Ebbert, Clerk/Treasurer/Finance Director

City of Fort Atkinson

TID # 6-8 Affordable Housing Extension and Closure Timelines



<i>Tuesday, August 20, 2024</i>	City Council TID Workshop Common Council Adopts TID # 8 Affordable Housing Extension Resolution.
<i>Tuesday, April 1, 2025</i>	Common Council Adopts TID # 8 Termination Resolution.
<i>Tuesday, August 19, 2025</i>	City Council TID Workshop Common Council Adopts TID # 6 & 7 Affordable Housing Extension Resolutions.
<i>Tuesday, April 7, 2026</i>	Common Council Adopts TID # 6 & 7 Termination Resolutions.
<i>Thursday, July 9, 2026</i>	JRB First TID # 11 & TID # 12 Creation Meetings.
<i>Tuesday, July 21, 2026.....</i>	Plan Commission Adopts TID # 11 & TID # 12 Creation Resolutions.
<i>Tuesday, August 18, 2026</i>	<i>City Council TID Workshop</i> <i>Common Council Adopts TID # 11 and TID # 12 Creation Resolutions.</i>
<i>Thursday, September 3, 2026.....</i>	<i>JRB Adopts TID # 11 and TID # 12 Creation Resolutions.</i>
<i>Friday, October 30, 2026.....</i>	Submission Deadline for TID # 11 and TID 12 Creation Documents to DOR.



MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Building/Zoning Administrator

RE: Review and possible action relating to a Zoning Map Amendment ordinance changing the zoning of the property located at 333 Lincoln Street (parcel number 226-0514-0412-207), from Urban Mixed Use (UMU) to Single Family Residential (SR-7) (Draeger, Building and Zoning Administrator)

BACKGROUND

The application for this Zoning Map Amendment includes splitting an existing parcel into two parcels and rezoning the new southern parcel (Lot 2 - facing Lincoln Street) from the UMU zoning district to the SR-7 zoning district. The new northern parcel (Lot 1 - facing Madison Avenue) will remain in the UMU zoning district.

The existing parcel has access from an alley that runs from Madison Avenue to Barrie Street. A detached garage structure is currently located near the alley and is proposed to remain as part of Lot 1 facing Madison Avenue, creating a slightly odd configuration in the northwest corner of the new Lot 2. All existing structures on the parcel today will remain with Lot 1.

The applicant has expressed interest in developing the new Lot 2 into a new single-family home with access from Lincoln Street. A single-family dwelling is permitted by right in the SR-7 zoning district.

DISCUSSION

At the meeting on January 14, 2025, the Plan Commission held a public hearing relating to this matter without participation. The Plan Commission reviewed this matter and recommended that the City Council adopt an Ordinance changing the zoning of the property with the following conditions:

- Building permit review and approval by City staff prior to any construction on the new southern parcel (Lot 2 in CSM); and
- Any other recommendations of City staff and the Plan Commission.

The City Council held the first reading of the ordinance on January 21, 2025, and a second reading on February 4, 2025. The CSM for this property was also approved at that meeting on January 21st and has now been recorded with Jefferson County per the attached CSM document.

FINANCIAL ANALYSIS

The approval of this zoning change is expected to financially benefit the city through additional tax revenue generated by the site's development.

RECOMMENDATION

Staff recommends the City Council enact the ordinance changing the zoning of the property located at 333 Lincoln Avenue from UMU, Urban Mixed Use, to SR-7, Single-family Residential - 7.

ATTACHMENTS

1. Plan Commission Memorandum
2. Public Notice
3. 401 Madison Ave CSM and ZMA Application
4. 401 Madison Ave PREL CSM - UPDATED
5. 401 Madison ZMA Owner Explanation
6. 333_CSM_SR7_New Lot_2025
7. Ord. ZMA-2025-01 333 Lincoln St



ZONING MAP AMENDMENT REVIEW REPORT TO THE PLAN COMMISSION

DATE: January 14, 2024

PROPERTY ADDRESSES: 401 Madison Ave

PARCEL NUMBER: 226-0514-0412-006

OWNER: Burnham House, LLC

APPLICANT: Burnham House, LLC

FILE NUMBER: ZMA-2025-01

EXISTING ZONING: UMU, Urban Mixed Use

PROPOSED ZONING: SR-7 Single-Family
Residential and UMU, Urban Mixed Use

EXISTING LAND USE: Two-Flat

REQUESTED USES: Two-Flat and Single-Family

BACKGROUND

Section 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outlines the requirements for Certified Survey Map (CSM) review and approval by the Plan Commission and City Council for conformance with all ordinances and plans.

Section 15.10.31 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for a Zoning Map Amendment process. This requires a public hearing, review, and approval by the Plan Commission and the City Council on the consistency of the proposal with adopted plans.

REQUEST OVERVIEW

The proposed project involves splitting an existing parcel into two parcels and rezoning the new southern parcel (Lot 2 - facing Lincoln Street) from the UMU zoning district to the SR-7 zoning district. The new northern parcel (Lot 1 - facing Madison Avenue) is proposed to remain in the UMU zoning district.

The existing parcel takes access from an alley that runs from Madison Avenue to Barrie Street. A detached garage structure is currently located near the alley and is proposed to remain as part of Lot 1 facing Madison Avenue, creating a slightly odd configuration in the northwest corner of the new Lot 2. All existing structures on the parcel today will remain with Lot 1.

The applicant has expressed interest in developing the new Lot 2 into a new single-family home that would take access from Lincoln Street. This would be a permitted by right land use in the SR-7 zoning district, if the rezoning and CSM are completed.

Bulk Regulation	UMU Standard	Proposed New Parcel
Minimum Lot Area	10,000 sf	11,500 sf
Minimum Lot Width	60 feet	120 feet
Minimum Lot Depth	120 feet	140 feet
Minimum Lot Frontage at ROW	30 feet	128 feet
Minimum Front Setback	10 feet	6.5 feet*
Minimum Side Setback	0 or 10 feet	21 feet
Minimum Rear Setback	10 feet	21 feet
Minimum Accessory Front Setback	Behind Principal Structure	Behind Principal Structure
Minimum Accessory Side Setback	3 feet	3 feet
Minimum Accessory Rear Setback	3 feet	3 feet

*The existing residential structure facing Madison Avenue is required to have a 10-foot minimum front yard setback. This existing nonconforming setback is not proposed to change with the CSM parcel split.

Lot 2 - New Southern Parcel (SR-7)

Bulk Regulation	SR-7 Standard	Proposed New Parcel
Minimum Lot Area	6,000 sf	6,070 sf
Minimum Lot Width	40 feet	60 feet
Minimum Lot Depth	100 feet	120 feet
Minimum Lot Frontage at ROW	30 feet	60 feet

ZONING MAP AMENDMENT CRITERIA:

A Zoning Map Amendment must be reviewed per the requirements of Section 15.10.31(4)(b) of the Zoning Ordinance. City Staff is required to provide a written report regarding this review to assist the Plan Commission and Common Council in reviewing the proposed amendment.

1. Does the proposed Zoning Map Amendment advance the purposes of the Zoning Ordinance as outlined in Section 15.01.03? Yes. The proposed zoning map amendment protects the health, safety, morals, comfort, convenience, and general welfare of the public. This will be accomplished through consistency with neighboring land use patterns and advancement of community goals within adopted plans.
2. Is the proposed Zoning Map Amendment in harmony with the Comprehensive Plan? Yes. The proposed zoning map amendment helps accomplish many of the community's goals as identified in the Comprehensive Plan and is consistent with the Two-Family designation on the Future Land Use Map.
3. Does the proposed Zoning Map Amendment maintain the desired consistency of land uses, land use intensities, and land use impacts within the pertinent Zoning District? Yes. The proposed zoning map amendment is consistent with the Comprehensive Plan and the intended uses are consistent with both the Madison Avenue frontage and

residential neighborhoods to the south.

4. Does the proposed Zoning Map Amendment address any of factors that are not accomplished on the current Zoning Map? Yes. The proposed zoning map amendment allows for the creation of an additional housing site within the City of Fort Atkinson and the proposed new lot is more appropriate for a different zoning district.

No public notice is required for a Certified Survey Map review and action. A public hearing is required for Rezoning review and action. All required public hearing notices have been properly posted in compliance with state law.

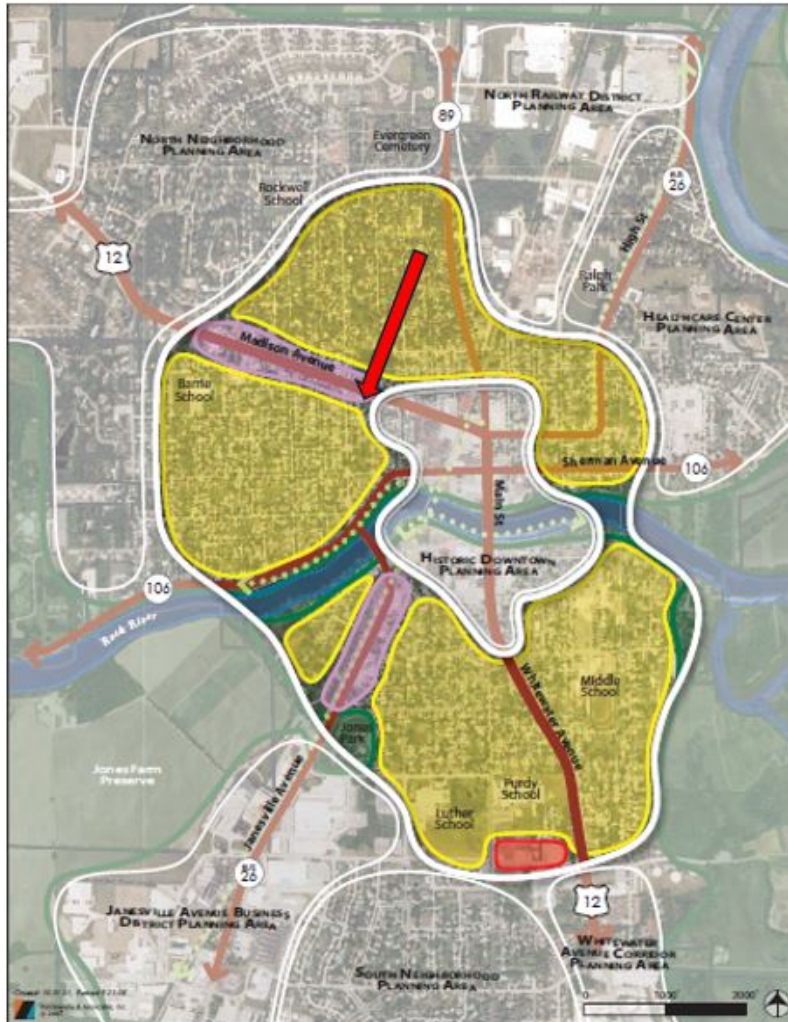
COMPREHENSIVE LAND USE PLAN (2019):

The subject property is located within the Central Neighborhoods Planning Area (see attachments) and is identified as mixed-use along the Madison Avenue corridor. The opportunities indicated on the plan include urban living experience, neighborhood character, and historic preservation balanced with modernization.

CENTRAL NEIGHBORHOODS PLANNING AREA

FIGURE: 2.16

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



The subject property is also shown as Two-Family on the Future Land Use Map. This designation includes two-family and single-family residential development. Staff believes the proposal is in concert with the Comprehensive Plan.

DISCUSSION

The applicant has worked with City staff to develop the proposed parcel split and rezoning to accommodate a new infill development lot. The City's Management Team has reviewed the application and all comments have been included within this document.

The proposed CSM and Rezoning aim to provide an additional infill development opportunity

on the proposed new southern lot. This location is inherently a transitional area that includes a variety of land uses, but still maintains the character and appropriate scale of the surrounding neighborhood.

Overall, the proposed CSM and Rezoning meet the requirements of the City's ordinances, is in alignment with adopted City plans, and could potentially provide new tax base and housing units through a future infill development.

RECOMMENDATION

No action is recommended for the public hearing.

Both the ZMA and the CSM reviews are later on the agenda for action.

City staff recommends the Plan Commission recommend the City Council approve the Certified Survey Map, subject to the following conditions:

- Permit the CSM with one existing nonconforming setback associated with the front yard setback of the existing residential structure that is proposed to remain unchanged.
- Any other recommendations of City staff and the Plan Commission.

City staff recommends approval of the Zoning Map Amendment for Lot 2 from UMU to SR-7, subject to the following conditions:

- Building Permit review and approval by City staff prior to any new construction on the new southern parcel (Lot 2).
- Any other recommendations of City staff and the Plan Commission.

ATTACHMENTS

1. Public Notice
2. 401 Madison Ave CSM and ZMA Application
3. 401 Madison Ave PREL CSM - UPDATED
4. 401 Madison ZMA Owner Explanation



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

December 3, 2024

NOTICE TO THE PUBLIC

OFFICIAL NOTICE IS HEREBY GIVEN the Fort Atkinson Plan Commission will hold a public hearing to review and make a recommendation to the City Council on a request for a Zoning Map Amendment for a portion of the property located at 401 Madison Ave. (parcel number 226-0514-0412-006), from Urban Mixed Use (UMU) to Single Family Residential (SR7). This zoning change is being requested in conjunction with a land division to accommodate future development.

Said public hearing will be held in person at the Fort Atkinson Municipal Building, 101 N. Main St. and via Zoom on Tuesday, Jan. 14, 2025 at 4:00 p.m. at the City of Fort Atkinson Plan Commission meeting. Those interested in attending this meeting should follow the below link, or dial in for audio access.

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

Meeting ID: 822 1486 0406

Passcode: 53538

Dial by your location

+1 312 626 6799

Any interested party will be given the opportunity to be heard at that time. The City Council will likely review the rezoning request at the meeting on Tuesday, Jan. 21, 2025 and again on Tuesday, Feb. 4, 2025.

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

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

Jedidiah Draeger
Building/Zoning Administrator

Madison Ave. Zoning Map Amendment



12/3/2024, 9:01:49 AM

Jefferson County Tax Parcels

City of Fort Atkinson Municipal Boundary 2022

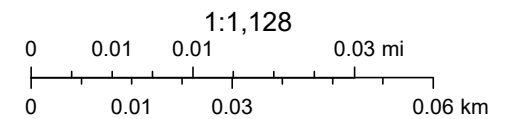
City of Fort Atkinson Base Zoning

SR-7 - Single Family Residential - 6,000sf

TF-10 - Two Flat Residential - 7,200sf

UMU - Urban Mixed Use

City of Fort Atkinson 1.5 Mile Extra-Territorial Jurisdiction





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

City of Fort Atkinson Certified Survey Map Application

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

APPLICANT Name, company, and client (if applicable): Steven L mode

Phone number: 414-331-6704 Email: steve.mode@waynehouserealestate.com

OWNER Name, company, and client (if applicable): Steven L mode
Burnham House LLC

Phone number: 414-331-6704 Email: steve.mode@waynehouserealestate.com

Postal address for proposed CSM: 401 Madison Ave. Fort Atkinson WI

Parcel Identification Numbers Involved: 226-0514-0412-006

Brief description of proposed division or combination and purpose: Divide property to
create a building parcel. Re zone new parcel from
UMU - URBAN Mixed use TO SR 7 - Single family residential
(6000 sq ft) minimum

I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

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



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

II Process Checklist

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

Dated this ____ day of _____, 20 ____

Respectfully submitted,



(Signature of Applicant)

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

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

Name, company, and client (if applicable): Steven L Mode -
Burnham House LLC

Phone number: 914-331-6704 Email: Steve.mode@waynehugorealestate.com

Property address of requested zoning change: 401 Madison Ave -
Land division. UMO TO SR7 (6000 sq ft min) will address off of Lincoln St

Zoning change request from UMO to SR7

I Application Packet Requirements

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

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

II Criteria Used to Evaluate the Proposed Zoning Map Amendment

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

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

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

III Process Checklist

- | | |
|--|--------------------|
| ☐ Staff-Applicant meeting (if applicable) | Date: _____ |
| ☒ Application fee of \$200.00 received by City Clerk | Date: <u>11/26</u> |
| ☒ Reimbursement of professional consultant costs agreement executed. | Date: <u>11/26</u> |
| ☒ Receipt of complete application packet by Zoning Administrator | Date: <u>11/26</u> |
| ☐ City Staff input | Date: _____ |
| ☐ Class 2 legal notice sent to official newspaper by City Clerk | Date: _____ |
| ☐ Class 2 legal notice published on _____ and _____ | Date: _____ |
| ☐ Notification of neighboring property owners within 100 feet of the petition | Date: _____ |
| ☐ Notification of clerks of municipalities within 1,000 feet of the petition | Date: _____ |
| ☐ Notification of airports within 1 mile of the petition | Date: _____ |
| ☐ Plan Commission Public Hearing, review and recommendation | Date: _____ |
| ☐ City Council review and action | Date: _____ |

Public Parcel Search

Parcel Number - 226-0514-0412-006

Parcel Status - ACTIVE

[MAP](#)

Data Updated - November 26, 2024 9:01am

PARCEL INFORMATION

Municipality	CITY OF FORT ATKINSON
State-Municipality-Code	226
Township	05
Range	14
Section	04
Quarter-Quarter	12 - NW1/4 of NE1/4.
ID	006

VALUATION INFORMATION

Assessment Year	2024	2023
Tax District	1	1
Assessment Acres	0.403	0.403
Assessed Land Value	\$60,000	\$60,000
Assessed Improved Value	\$125,800	\$125,800
Total Value	\$185,800	\$185,800

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

PARCEL OWNERS

BURNHAM HOUSE LLC

TAX INFORMATION

TAX YEAR 2023

NOT DELINQUENT

Tax Payments will not be display until County settlement with Local Treasurer in February 2024

General Taxes	3,509.89		
First Dollar	86.56		
Lottery Credit	0.00	Paid	Balance
General Tax	3,423.33	3,423.33	0.00
Specials	0.00	0.00	0.00
MFL			
Tax Totals	3,423.33	3,423.33	0.00

PARCEL ADDRESSES

401 A MADISON AVE
FORT ATKINSON, WI 53538

401 B MADISON AVE
FORT ATKINSON, WI 53538

BILLING ADDRESS

BURNHAM HOUSE LLC
N2192 CLEAR VIEW LN
FORT ATKINSON, WI 53538

Category	Assessed Value	Average	Estimated
Land	60,000	Assessment	Market
Improv.	125,800	Ratio	Value
Total	185,800	0.9750	190,600
First Installment	1,712.33	Second Installment	1,711.00

PROPERTY SIZE

Acres	Front	Depth
0.403	0.00	0.00

BRIEF LEGAL DESCRIPTION

(NOT FOR USE ON LEGAL

DOCUMENTS)

Description

LOT 1 & 2, BLK 15, A CONT. OF BARRIE'S ADD. EX .02A IN USH 12 DOC 1088187. RERECORD IN DOC 1089995.

DISTRICT INFORMATION

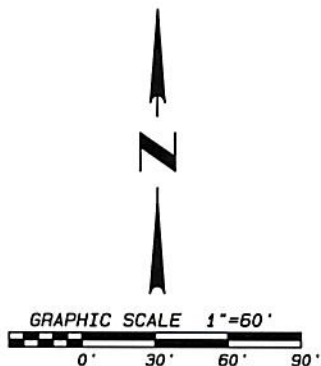
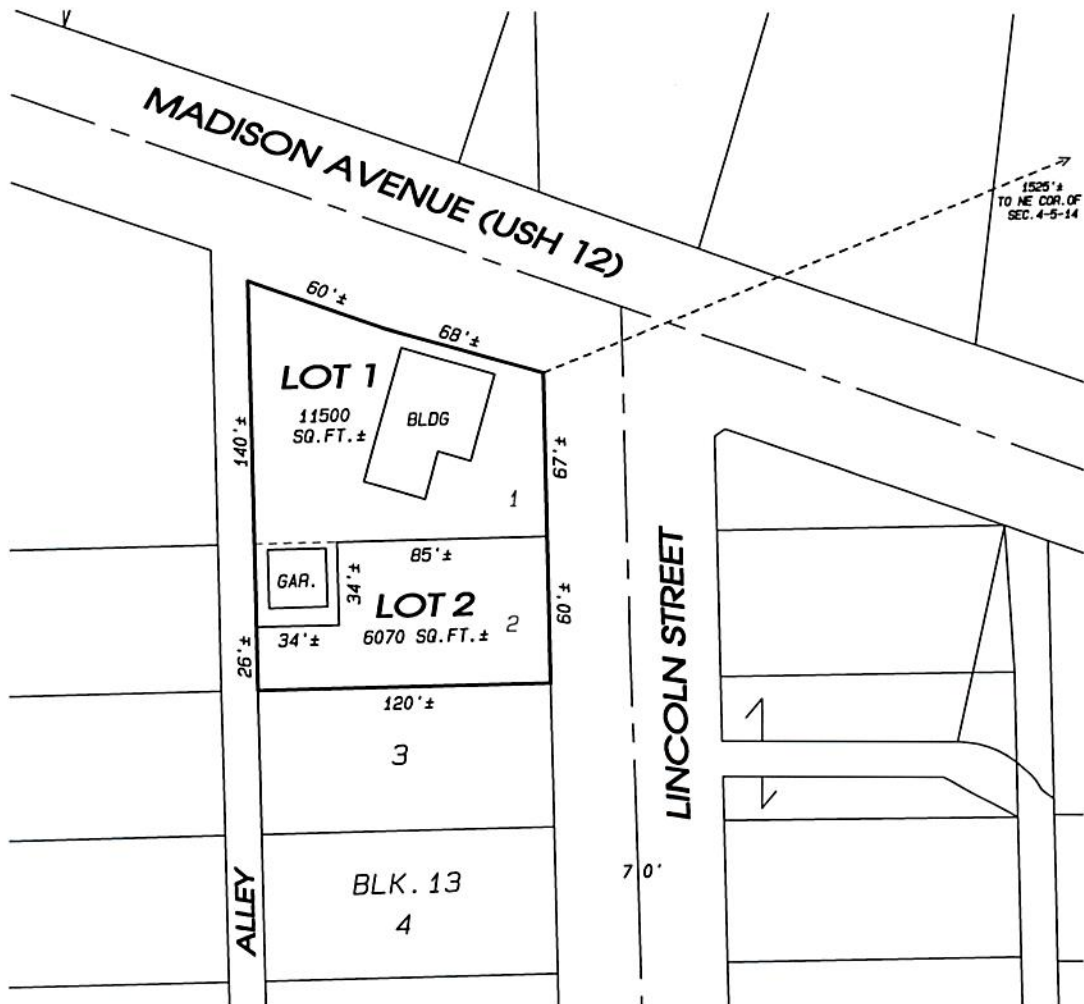
Type	State Code	Description
School District	281883	FORT ATKINSON SCH DT
Technical College	400	MATC

RECORDED TRANSFER DOCUMENTS

Doc Type	Status	Document Date	Sale Amt	Doc. No.
WAR-DEED	P	08/30/2024	245,000	1487396
TRUST-DEED	X	02/14/2005	120,000	1170105
QCD	X	11/14/1996		965514
TRUST-DEED	X	06/17/1996		958017

PRELIMINARY CERTIFIED SURVEY MAP

PART OF LOT 1 AND ALL OF LOTS 2 AND 3, BLOCK 15, CONTINUATION OF BARRIE'S ADDITION,
LOCATED IN GOVERNMENT LOT 2 OF FRACTIONAL SECTION 4, T.5N., R.14E. OF THE 4TH P.M.,
CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.



NOTE: THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

NOTE: THE BASIS OF BEARINGS IS ASSUMED.

Project No. 124 - 473 For: HAYES

DATE: NOVEMBER 15, 2024

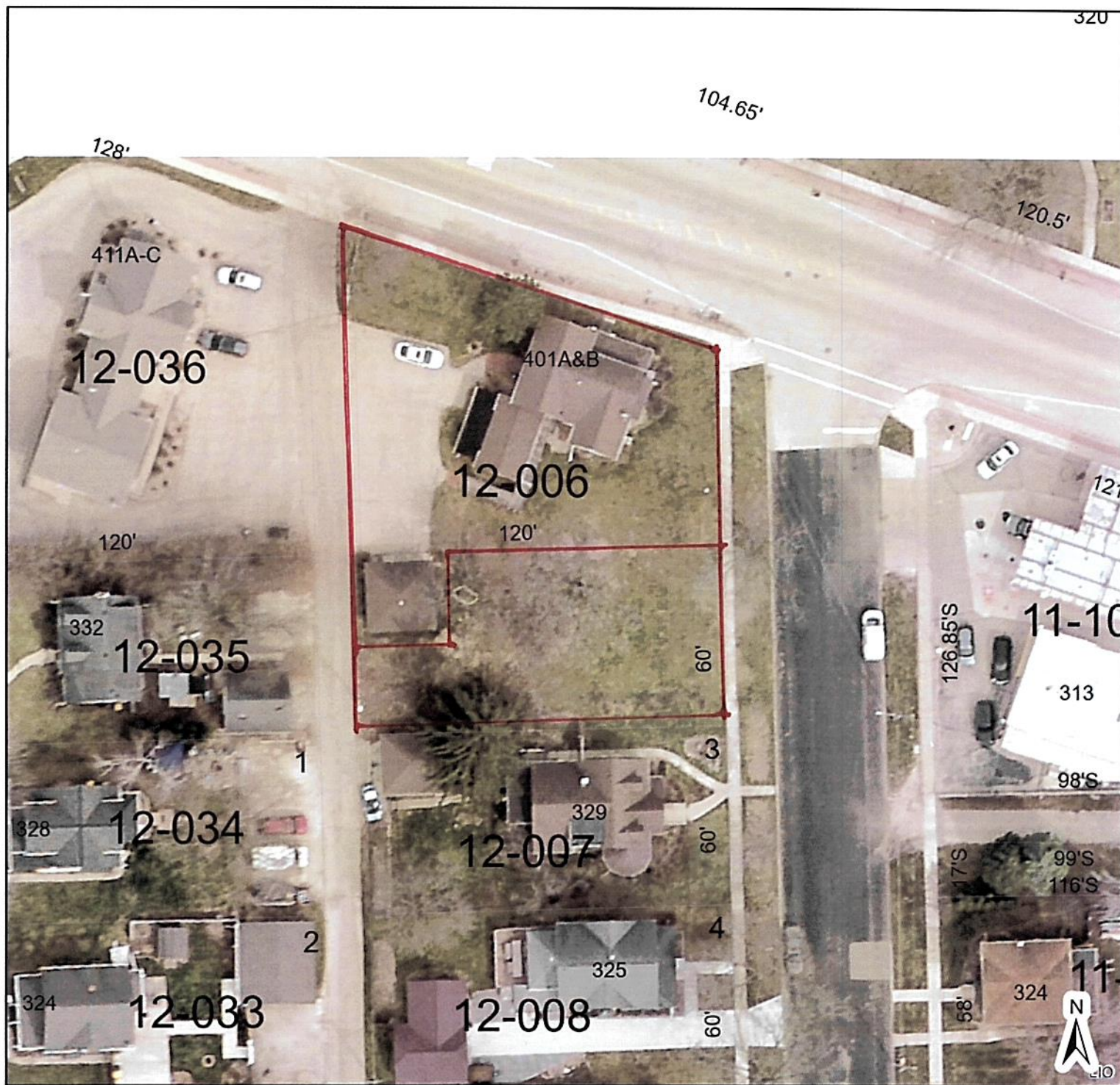
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& ASSOCIATES

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109 N. Milwaukee St.
Janesville, WI 53548
WWW.COMBSURVY.COM

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

Jefferson County Land Information



PLSS Sections



Right of Ways

Cartographic Lines



Property Boundary



Old Lot/Meander/Other Carto-Lines



Rail Right of Ways



Surface Water



Map Hooks



Tax Parcel Information



Personal Property



40 20 0 40 Feet

1 inch = 47 feet

Jefferson County Geographic Information System

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

Printed on: November 26, 2024

Author: Public User

Page 63 of 99



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

CITY OF FORT ATKINSON
COST RECOVERY AGREEMENT

The City of Fort Atkinson may retain the services of **professional consultants** (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and/or other experts) to assist in the City's review of a development proposal that may be scheduled for review and action by the Plan Commission and/or City Council. The submittal of a development proposal or land use application by an Applicant shall be construed as an **agreement to pay for such professional services** applicable to the proposal or application. The City may apply reasonable charges for these services to the Applicant through invoices. The City may delay acceptance of the proposal or application as complete, or may delay final approval of the proposal, until the Applicant pays such fees. In the event invoices become delinquent, finance charges will accrue at 1% per month, 30 days after the due date. Review fees invoiced to the Applicant, which are not paid in a timely manner, may be assigned by the City as a special assessment to the subject property. The Applicant hereby waives any notice and hearing requirements provided in Wis. Stats. § 66.0701 or any additions or amendments to this section. The City will provide notice to the applicant of the need to hire a professional consultant.

The Applicant is required to provide the City with an executed copy of this Cost Recovery Agreement as part of the land use application process. Applications are not considered complete and will not be considered by the Plan Commission without this executed Agreement.

Applicant Name: Steven L. Mode

Project Name: _____

Project Address: 401 Madison Ave

Parcel Number: 226-0514-0412-006

Dated this _____ day of _____, 20____.

Agreement signed and entered into by:

The City of Fort Atkinson

City Manager

Property Owner Information:

Owner Name: Burnham House LLC

Applicant Information (if different):

Applicant Name: Steven L. Mode

Owner Signature: Steven L. Mode

Applicant Signature: Steven L. Mode

Address: N2192 Clearview Ln
FORT ATKINSON WI 53538

Address: N2192 Clearview Ln

Phone Number: 414-331-6704

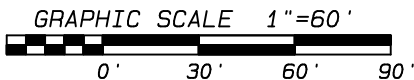
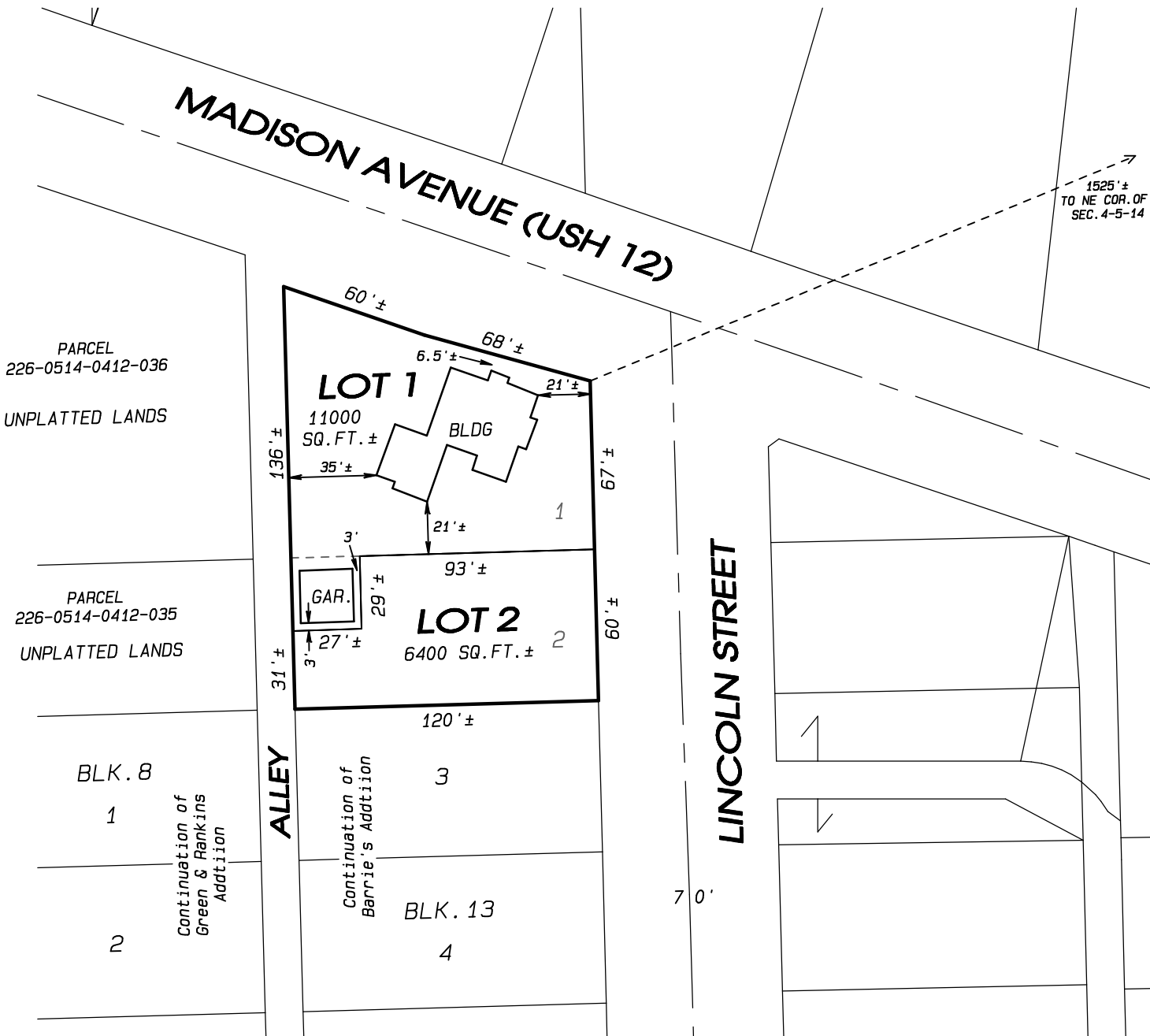
Phone Number: 414-331-6704

Email Address: Steve.Mode@waynehayesreal
estate.com

Email Address: Steve.Mode@waynehayes
real estate.com

PRELIMINARY CERTIFIED SURVEY MAP

PART OF LOT 1 AND ALL OF LOTS 2 AND 3, BLOCK 15, CONTINUATION OF BARRIE'S ADDITION, LOCATED IN GOVERNMENT LOT 2 OF FRACTIONAL SECTION 4. T.5N., R.14E. OF THE 4TH P.M., CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.



BURNAM HOUSE, LLC
STEVEN MODE (OWNER)
c/o STEVEN MODE
WAYNE HAYES REAL ESTATE
111 W SHERMAN AVENUE
FORT ATKINSON, WI 53530
(414) 331-6704
steve.mode@waynehayesrealestate.com

CURRENT ZONING: UMU
(URBAN MIXED USE)

PROPOSED ZONING: SR7
(SINGLE FAMILY RESIDENTIAL)

DATE: NOVEMBER 15, 2024
UPDATED: DECEMBER 16, 2024

NOTE: THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

NOTE: THE BASIS OF BEARINGS IS ASSUMED.

Project No. 124 - 473 For: HAYES

Combs & Associates

109 W. Milwaukee St.
Janesville, WI 53548
www.combsurvey.com

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- LAND PLANNING
- CIVIL ENGINEERING

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

From: [Steve Mode](#)
To: [Sarah Weihert](#)
Subject: 401 Madison Ave Essay!
Date: Tuesday, November 26, 2024 11:45:48 AM

Proposed/requested Zoning Change- 401 Madison Ave.

My intent is to divide the property I own at 401 Madison Ave (Parcel # 226-0514-0412-006). It is owned by an LLC called Burnham House LLC controlled by me. The .403 acre parcel is currently zoned UMU-Urban Mixed Use (10,000 sq.ft. minimum). I would like to form a single family residential lot consistent with the surrounding zoning of SR-7 (6000 sq. ft. minimum). There is currently a garage that is associated with 401 Madison Ave that will stay with that parcel. There is a current lot division request associated with this project in the works. Both of these requests work hand in hand. In the packet is a Preliminary CSM by Dan Higgs of Combs and Associates. It identifies the parent lot remains with 11,500 sq. ft. and the new lot will have around 6700 sq. ft. Both fall within their respective proposed zoning classifications.

Please let me know if you need any additional information. Thank you for your time.

Steve Mode
Wayne Hayes Real Estate, LLC
111 W. Sherman Ave, Fort Atkinson WI 53538
Office: (920)563-3956
Cell: (414)331-6704



DocId:8232037
Tx:4160322

Lot 1 - 226-0514-0412-006
Lot 2 - 226-0514-0412-207

1493301

MAP #: 6552

Office of Register of Deeds

Jefferson County, WI

RECEIVED FOR RECORD

03/27/2025 02:20:40 PM

Staci M. Hoffman

Total Pages: 4

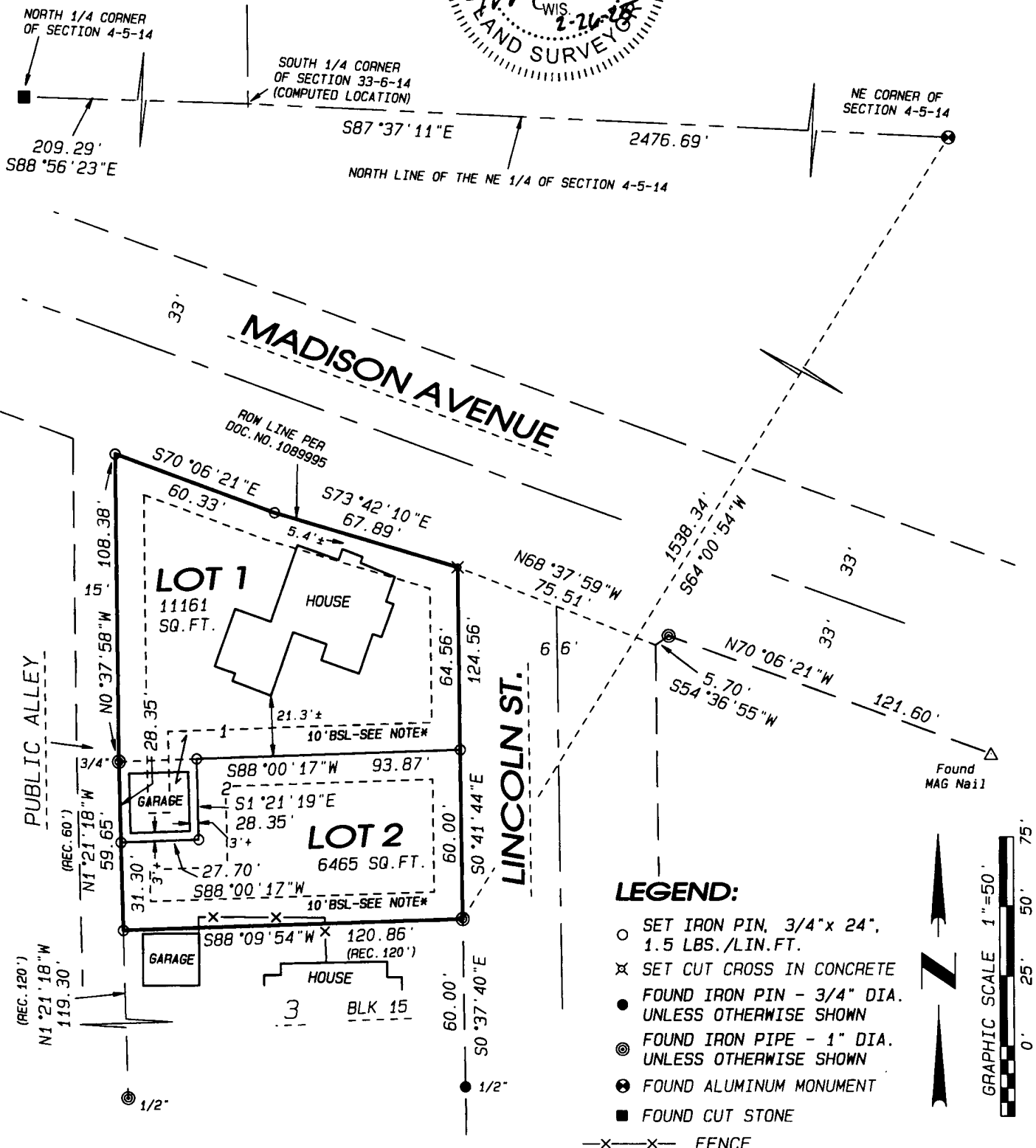
REC FEE: 30.00

CERTIFIED SURVEY MAP NO. 6552

PART OF LOT 1 AND ALL OF LOT 2, BLOCK 15, CONTINUATION OF BARRIE'S ADDITION, LOCATED IN GOVERNMENT LOT 2 OF FRACTIONAL SECTION 4, T.5N., R.14E. OF THE 4TH P.M., CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.



OWNER OF RECORD:
BURNHAM HOUSE LLC
N2192 CLEAR VIEW LN
FORT ATKINSON, WI 53538



NOTE: FIELDWORK COMPLETED 2/25/2025.

NOTE: ASSUMED S87°27'11"E ALONG THAT PART OF THE NORTH LINE OF THE NE 1/4 OF SECTION 4-5-14.

*NOTE: 10' BUILDING SETBACKS SHOWN HEREON REFLECT THE CURRENT ZONING (UMU) SETBACKS IN PLACE AT THE TIME OF THE SURVEY.

Project No. 124 - 473 For: HAYES

SHEET 1 OF 4 SHEETS

Combs
& ASSOCIATES

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• LAND PLANNING
• CIVIL ENGINEERING

109 W. Milwaukee St.
Janesville, WI 53548
www.combsurvey.com

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

CERTIFIED SURVEY MAP NO. 6552

PART OF LOT 1 AND ALL OF LOT 2, BLOCK 15, CONTINUATION OF BARRIE'S ADDITION,
LOCATED IN GOVERNMENT LOT 2 OF FRACTIONAL SECTION 4, T.5N., R.14E. OF THE
4TH P.M., CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

OWNER'S CERTIFICATE - BURNHAM HOUSE LLC

As owner, we hereby certify that we have caused the land described on
this map to be surveyed, divided and mapped as represented hereon.

x Sam Mode (AUTHORIZED SIGNATURE)

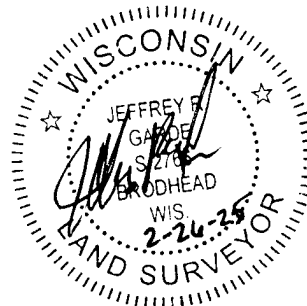
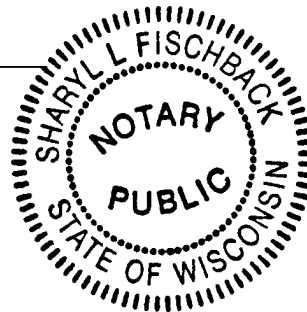
State of Wisconsin
County of Jefferson SS.

Personally, came before me this 27th day of March, 2025.

Sharyl L. Fischback (PRINT NAME) to me well known to be the person who
executed the owner's certificate hereon shown and acknowledged the same.

Notary Public, Jefferson County, Wisconsin x Sharyl L. Fischback

My Commission April 29, 2028



**Combs
& ASSOCIATES**

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- CIVIL ENGINEERING

109 W. Milwaukee St.
Janesville, WI 53548
www.combsurvey.com

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fax: 608 752-0534

CERTIFIED SURVEY MAP NO. 10552

PART OF LOT 1 AND ALL OF LOT 2, BLOCK 15, CONTINUATION OF BARRIE'S ADDITION,
LOCATED IN GOVERNMENT LOT 2 OF FRACTIONAL SECTION 4, T.5N., R.14E. OF THE
4TH P.M., CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

CITY OF FORT ATKINSON APPROVAL

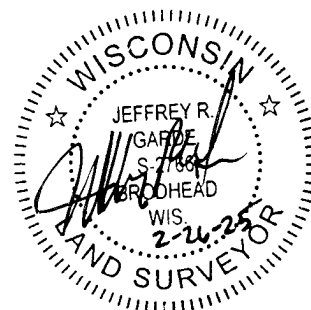
Approved for recording per City of Fort Atkinson Plan Commission action

of 1/14/25 and City of Fort Atkinson Common Council action

of 1/21/25.

Authorized Signature x

[Signature], City Manager



Combs
& ASSOCIATES

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- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.
Janesville, WI 53548
www.combsurvey.com

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

CERTIFIED SURVEY MAP NO. 6552

PART OF LOT 1 AND ALL OF LOT 2, BLOCK 15, CONTINUATION OF BARRIE'S ADDITION, LOCATED IN GOVERNMENT LOT 2 OF FRACTIONAL SECTION 4, T.5N., R.14E. OF THE 4TH P.M., CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

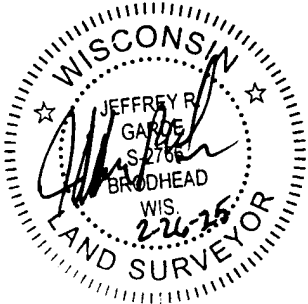
SURVEYOR'S CERTIFICATE

State of Wisconsin
County of Rock SS. I, JEFFREY R. GARDE, Professional Land Surveyor No.2766, do hereby certify that I have surveyed, divided and mapped:

PART OF LOT 1 AND ALL OF LOT 2, BLOCK 15, CONTINUATION OF BARRIE'S ADDITION, LOCATED IN GOVERNMENT LOT 2 OF FRACTIONAL SECTION 4, T.5N., R.14E. OF THE 4TH P.M., CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN. DESCRIBED AS FOLLOWS: COMMENCING AT AN ALUMINUM MONUMENT AT THE NE CORNER OF SAID SECTION; THENCE S64°00'54"W 1538.34 FEET TO THE SE CORNER OF SAID LOT 2, ALSO BEING AT THE PLACE OF BEGINNING FOR THE LAND TO BE HEREIN DESCRIBED; THENCE S88°09'54"W 120.86 FEET TO THE SW CORNER OF SAID LOT 2; THENCE N1°21'18"W 59.65 FEET TO THE NW CORNER OF SAID LOT 2; THENCE N0°37'58"W ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 108.38 FEET TO THE RELOCATED SOUTH LINE OF MADISON AVENUE; THENCE S70°06'21"E ALONG SAID SOUTH LINE, 60.33 FEET; THENCE S73°42'10"E CONTINUING ALONG SAID SOUTH LINE, 67.89 FEET TO THE EAST LINE OF SAID LOT 1; THENCE S0°41'44"E ALONG SAID EAST LINE AND ALONG THE EAST LINE OF SAID LOT 2, A DISTANCE OF 124.56 FEET TO THE PLACE OF BEGINNING. CONTAINING 0.40 OF AN ACRE.

That such map is a correct representation of all exterior boundaries of the land surveyed and the division of that land. That I have made such survey, division and map by the direction of STEVE MODE and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and Chapter 15 of the Jefferson County Ordinances in surveying, dividing and mapping the same.

Given under my hand and seal this 25th day of FEBRUARY 2025, at Janesville, Wisconsin.





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- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.
Janesville, WI 53548
www.combssurvey.com

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

ORDINANCE NO. ____

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

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

Section 1. Section 15.02.03 of the City of Fort Atkinson Zoning Ordinance, adopting the Map of Standard Zoning Districts, is hereby amended to change the zoning classification of the following described property from **UMU, Urban Mixed Use, to SR-7, Single Family Residential:**

LOT 2 OF CERTIFIED SURVEY MAP NO. 6552, AS RECORDED IN DOCUMENT 8232037, CONSISTING OF PART OF LOT 1 AND ALL OF LOT 2, BLOCK 15, CONTINUATION OF BARRIE'S ADDITON LOCATED IN GOVERNMENT LOT 2 OF FRACTIONAL SECTION 4, T.5N., R.14E. OF THE 4TH P.M., CITY OF FORT ATKINSON, JEFFERSON COUNTY WISCONSIN. (LOT 2 ONLY, PARCEL NUMBER 226-0514-0412-207, ADDRESSED 333 LINCOLN ST.)

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

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

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, this _____ day of _____, 2025.

CITY OF FORT ATKINSON

Davin Lescohier, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to 2024 Year-End Financial Information (Houseman, City Manager)

BACKGROUND

Starting with the 2021 Year-End Financials, the City Manager has presented highlights of the year-end financial information that encompasses the following goals:

1. Provide the actual number and percentage of 2024 property taxes collected;
2. Provide a listing of general fund revenue accounts 15 percent over or under the 2024 budgeted amount in accounts with \$5,000 or more (Table 1);
3. Provide a listing of general fund expenditure accounts 15 percent over or under the 2024 budgeted amount in accounts with \$5,000 or more (Table 2);
4. Provide an estimated net increase (or decrease) to the City's General Fund balance, referencing the City's Fund Balance Policy (Table 3);
5. Provide an estimated summary of the ending balance in all funds, along with any necessary explanation of changes (Table 4);
6. Request the City Council authorize the carry-over of outstanding positive balances from certain accounts to 2025 (Table 5).

Much like the other changes to the manner in which information has been presented in the past, staff wishes to create efficiencies and avoid duplication of efforts and reporting while maintaining transparency and accountability.

DISCUSSION

Section 1 – 2024 Taxes Collected

Recall that the 2024 property tax bills were mailed to property owners in December 2024. There are two options for payment. Property owners may pay the entire amount by January 31, 2025; or they may pay in two installments, the first of which is due to the City by January 31, 2025 and the second is due to the County by July 31, 2025.

Also recall that, although the City collects the first installment or the entire bill, the City only retains about 35% of the revenue collected. The City “settles” with the other taxing jurisdictions in January and February to ensure that all taxing jurisdictions have revenue to operate.

The total property taxes levied in the City of Fort Atkinson in 2024 was \$27,576,681.61. Of that, the City collected 72%, or \$19,787,038.41, as of January 31, 2025. For reference, at this point in 2022, 2023, and 2024, the City had collected 72-73% of property taxes. Staff is not concerned, as it is perfectly acceptable for real property owners to pay the remaining property taxes by July 31, 2025.

Section 2 – 2024 General Fund Revenue Accounts

Table 1 attached to this memo includes a list of general fund revenue accounts that are either over or under the 2024 budget by 15 percent or more, where the budgeted amount was \$5,000 or more. The table includes the account number, the account description, the actual year-end amount, the budgeted amount, the variance, the variance as a percentage of the budget, and any notes explaining the discrepancy.

Identifying these accounts and offering explanations provides transparency to elected officials and the public; provides accountability to staff monitoring these accounts; and aids in future budgeting.

There are other accounts that did not meet the thresholds above for inclusion in this report. As such, there are not totals within Table 1. However, the total net revenue in 2024 is estimated at \$2,327,812. This number is positive and represents revenues above and beyond what was budgeted in 2024.

It is not common to over realize revenue to this extent. Note that **\$544,829** will be transferred to an "assigned" fund balance account in 2025 per the City Council's direction (former ARPA funds). Also, this includes about \$500,000 in reimbursement to the general fund from borrowing to purchase the land on which the Public Works and Parks Operations facility is being constructed. Another **\$92,000** will be transferred to an assigned fund balance account in 2025 for fire equipment replacement. \$187,000 is reimbursement of expenses from the 2023 July storm event.

The other major contributor to this over realized revenue is interest income from the City's investments with WISC, a renegotiation of interest rates with Premier Bank, and interest on the proceeds of borrowing. When staff put the budget together in summer/fall 2023, it was not clear that interest rates would continue to rise throughout 2024. The City was in an excellent position to take advantage of the interest rates, which positively impacted the unassigned fund balance. Note that 2025 and beyond will not see the same interest income as interest rates have fallen, and the City has spent the majority of the borrowed funds on the designated projects.

To gain a better understanding of the estimated revenue and the impact on the unassigned fund balance, staff removed the former ARPA funds and the \$92,000 for fire equipment replacement

to come up with the total net revenue in excess of the budget used in Table 3, which is **\$1,690,983**.

Section 3 – 2024 General Fund Expenditure Accounts

Table 2 attached to this memo includes a list of general fund expenditure accounts that are either over or under the 2024 budget by 15 percent or more, where the budgeted amount was \$5,000 or more. The table includes the account number, the account description, the actual year-end amount, the budgeted amount, the variance, the variance as a percentage of the budget, and any notes explaining the discrepancy.

There are other accounts that did not meet the thresholds above for inclusion in this report. As such, there are no totals within Table 2. However, the **total net expenditures in 2024 was \$308,610**. This number is positive and represents budgeted expenditures that were unspent in 2024.

Section 4 – 2024 Net Increase or Decrease to Fund Balance

The City's General Fund unassigned fund balance policy, as included in the Financial Stability Guidebook, indicates that the City will strive for an unassigned General Fund fund balance of 15-30% of budgeted General Fund expenditures.

2024 saw the unassigned fund balance grow by an estimated \$1,999,593. The balance at the end of 2024 is estimated at \$5,827,655. This represents 55% of the City's general fund expenditures, or about 6 months of operations. These numbers remain estimates until the 2024 audit is finalized.

Note that the General Fund expenditure number used in this calculation was \$10,492,499. This represents general fund expenditures for general City operations, but it does not include expenditures in other accounts supported by the general tax levy, such as debt service, transportation, the Library, and the Capital Improvements Project budget. When these expenditures are included, the total expenditure budget is \$13,607,390. When using this number, the General Fund fund balance is about 43%.

Table 3 below shows the estimated net increase to the General Fund fund balance in 2024.

Table 3: 2024 Net Increase/Decrease to General Fund Fund Balance (Estimate)	
1/1/2024 General Fund Fund Balance	\$ 3,828,062
2024 Net Revenues (Loss)	\$ 1,690,983
2024 Net Expenditures (Loss)	\$ 308,610
12/31/2024 General Fund Fund Balance	\$ 5,827,655

The unassigned fund balance provides the City with the working capital needed to meet cash flow needs throughout the year and affords a comfortable margin of safety to address unanticipated expenditures, emergencies, or other unexpected declines in revenue due to economic downturns, reductions in State aid, or others. It also allows the City to take advantage

of opportunities as they are presented, such as land acquisition or other one-time purchases. Further, a healthy fund balance positively influences the City's bond rating, which allows for better interest rates and more competitive bond sales.

Section 5 – Estimated Fund Balances for All Funds

Table 4 summarizes the fund balances for all of the City's funds. Note that these numbers will not be finalized until the 2024 Audit is complete later this year. Explanations for positive and negative fund balances are included in the table.

Section 6 – Request to Carry Over certain Funds to 2025

Table 5 shows the accounts with funds in 2024 that have been requested to be carried over to 2025 for specific purposes. The total of the funds in these accounts is \$325,034.73. These accounts and the funds within the accounts represent designated projects or activities where donations were received in prior years or where programming carries over from 2024 to 2025.

FINANCIAL ANALYSIS

Note that the information provided in this memo is subject to change with the completion of the 2024 financial statements by the City's professional auditors. The City remains in a positive financial position overall with a healthy General Fund fund balance.

RECOMMENDATION

Staff recommends that the City Council approve the 2024 funds requested to be carried over to 2025 as listed in Table 5, for a total of \$325,034.73. The remaining information included in this memo is for the Council's information.

ATTACHMENTS

1. Table 1 - 2024 General Fund Revenues
2. Table 2 - 2024 General Fund Expenditures
3. Table 4 - 2024 Fund Balances
4. Table 5 - 2024 Funds Requested to be Carried Over to 2025

Table 1: 2024 General Fund Revenues - Accounts Over/(Under) Budget by 15% or more*

UNDER-REALIZED REVENUES		ACTUAL 12/31/2024	BUDGET 12/31/2024	VARIANCE	% of Budget	Notes
01-44-0044-2100	POLICE DEPARTMENT	\$ 2,845.11	\$ 6,000.00	\$ (3,154.89)	-52.58%	Misc revenue category - copies, etc
01-48-0048-2100	RENTAL OF CITY PROPERTY	\$ 11,985.28	\$ 23,300.00	\$ (11,314.72)	-48.56%	US Cell lease incl. in budget, but in recorded in sep. rev. account
01-48-0048-6100	SALE OF CITY PROPERTY	\$ 6,350.00	\$ 20,000.00	\$ (13,650.00)	-68.25%	Anticipated more rev. from PW
01-49-0049-9999	FUND BALANCE APPLIED	\$ -	\$ 289,043.43	\$ (289,043.43)	-100.00%	Did not need to use budgeted FB

OVER-REALIZED REVENUES		ACTUAL 12/31/2024	BUDGET 12/31/2024	VARIANCE	% of Budget	Notes
01-41-0041-0022	TRANS IN FROM ARPA FUND	\$ (150,241.32)	\$ -	\$ 150,241.32	-	ARPA transfer for budgeted expenditures
01-42-0042-6500	STATE: CONNECTING HIGHWAY	\$ (135,744.39)	\$ (115,935.70)	\$ 19,808.69	17.09%	Underbudgeted
01-43-0043-5100	BUILDING PERMITS	\$ (107,551.10)	\$ (70,000.00)	\$ 37,551.10	53.64%	Increase in number of permits
01-43-0043-5200	ELECTRICAL PERMITS	\$ (18,079.75)	\$ (15,000.00)	\$ 3,079.75	20.53%	Increase in number of permits
01-43-0043-5300	PLUMBING PERMITS	\$ (9,466.00)	\$ (6,000.00)	\$ 3,466.00	57.77%	Increase in number of permits
01-43-0043-6100	COURT PENALTIES & COSTS	\$ (162,807.57)	\$ (130,000.00)	\$ 32,807.57	25.24%	Use of State Debt Collection; continued collection efforts
01-44-0044-4110	STREET MAINTENANCE	\$ (50,588.13)	\$ (35,000.00)	\$ 15,588.13	44.54%	Water Utility repays PW for repairs to water mains
01-48-0048-1100	INTEREST ON GENERAL INVESTMENT	\$ (857,952.75)	\$ (95,000.00)	\$ 762,952.75	803.11%	LGIP, Premier, Int on borrowing
01-48-0048-1101	INTEREST ON PMA/WISC	\$ (191,871.13)	\$ -	\$ 191,871.13	-	Int on PMA/WISC investments
01-49-0049-2501	PROCEEDS 2024-2025 BORROW	\$ (497,160.77)	\$ -	\$ 497,160.77	-	Reimbursement from land purchase
01-49-0049-3000	DE-FEDERALIZE ARPA RESERVES	\$ (544,829.93)	\$ -	\$ 544,829.93	-	Council Resolution Dec. 2024; will be transferred to assigned account in 2025

*Accounts must have a minimum of \$5,000 budgeted to be included

NET REVENUES OVER (UNDER) BUDGET - ALL ACCOUNTS:	\$ 2,327,812
---	---------------------

Table 2: 2024 General Fund Expenditures - Accounts Under/(Over) Budget by 15% or more*

ACCOUNTS OVER BUDGET		ACTUAL 12/31/2024	BUDGET 12/31/2024	VARIANCE	Variance as a % of Budget	Notes
01-56-5611-0700	FORESTRY-Trees	\$ 66,609.44	\$ 7,000.00	\$ (59,609.44)	851.56%	Storm damage completed in 2024; reimbursed through WEM in 2024
01-51-5141-1700	PRE-PAID IT HOURS-CONTRACT	\$ 32,370.03	\$ 5,000.00	\$ (27,370.03)	547.40%	Stopped allocating to departments
01-54-5432-0600	STREET PERMIT REPAIRS-Supplies	\$ 23,451.03	\$ 12,000.00	\$ (11,451.03)	95.43%	Supply cost increase, linked to street maintenance revenue
01-52-5211-1300	PD-Squad Expense/Mileage	\$ 75,812.56	\$ 45,000.00	\$ (30,812.56)	68.47%	Repair to squad from accident; insurance recovery
01-55-5512-1200	MUSEUM-Repairs/Maint	\$ 16,654.42	\$ 10,000.00	\$ (6,654.42)	66.54%	Water softener, security system, AC
01-52-5231-0200	FIRE-Salaries Overtime	\$ 190,782.08	\$ 116,000.00	\$ (74,782.08)	64.47%	Overtime from absences, understaffing
01-54-5471-0500	RECYCLE/REFUSE-Compost Site	\$ 46,127.54	\$ 29,500.00	\$ (16,627.54)	56.36%	Storm damage completed in 2024; reimbursed through WEM in 2024
01-52-5231-1300	FIRE-Truck Maintenance	\$ 83,734.84	\$ 60,000.00	\$ (23,734.84)	39.56%	Repairs to equipment, trucks
01-55-5523-1100	AQUATIC CTR-Water/Sewer	\$ 10,349.38	\$ 8,000.00	\$ (2,349.38)	29.37%	Utility expenses
01-52-5231-2000	FIRE-Contract Repair & Mntnce	\$ 20,802.78	\$ 17,000.00	\$ (3,802.78)	22.37%	Hose testing, fire extinguisher maint, copier lease
01-57-5770-6000	CONTING HEALTH INS/UTILITY	\$ 48,421.86	\$ 40,000.00	\$ (8,421.86)	21.05%	Kosh Estates fees, insurance offset
01-55-5512-1000	MUSEUM-Electric/Water/Storm	\$ 26,591.57	\$ 22,000.00	\$ (4,591.57)	20.87%	Utility expenses
01-52-5231-0300	FIRE-Salaries POC	\$ 89,663.72	\$ 75,000.00	\$ (14,663.72)	19.55%	More training, attendance, filling in for FT staff
01-54-5435-0600	SNOW & ICE-Supplies	\$ 15,969.02	\$ 13,500.00	\$ (2,469.02)	18.29%	Snow blades, brine, truck supplies
01-51-5141-0500	CLERK/TREAS-Inspector Wages	\$ 5,876.42	\$ 5,000.00	\$ (876.42)	17.53%	Additional workers for elections
ACCOUNTS UNDER BUDGET		ACTUAL 12/31/2024	BUDGET 12/31/2024	VARIANCE	Variance as a % of Budget	Notes
01-51-5132-0600	MANAGER-Supplies	\$ 5,051.12	\$ 6,000.00	\$ 948.88	-15.81%	Fewer expenditures
01-54-5411-1000	ST MACH-Fleet Ins	\$ 15,537.00	\$ 18,500.00	\$ 2,963.00	-16.02%	Fewer expenditures
01-55-5523-0200	AQUATIC CTR-Salaries P-Time	\$ 123,482.08	\$ 148,500.00	\$ 25,017.92	-16.85%	Less staff, squeegee
01-55-5521-0300	REC-Part-Time Wages	\$ 57,297.16	\$ 69,300.00	\$ 12,002.84	-17.32%	Less staff
01-52-5217-0000	SCHOOL PATROL-Crossing Guards	\$ 17,342.50	\$ 21,500.00	\$ 4,157.50	-19.34%	Less staff
01-54-5490-7500	HEALTH-DENT INSUR EMPLOYER	\$ 139,719.04	\$ 180,000.00	\$ 40,280.96	-22.38%	Savings from staffing changes
01-54-5431-0600	STREET MAINTENANCE-Supplies	\$ 30,444.20	\$ 40,000.00	\$ 9,555.80	-23.89%	Fewer expenditures
01-52-5231-0600	FIRE-Supplies	\$ 18,939.65	\$ 25,000.00	\$ 6,060.35	-24.24%	Fewer expenditures
01-52-5211-0600	PD-Office Supplies	\$ 17,094.36	\$ 23,000.00	\$ 5,905.64	-25.68%	Fewer expenditures
01-55-5541-1100	PARKS-Equipment Maint.	\$ 10,656.34	\$ 14,400.00	\$ 3,743.66	-26.00%	Fewer expenditures
01-54-5444-0600	SIDEWALKS-Supplies	\$ 10,000.00	\$ 13,750.00	\$ 3,750.00	-27.27%	Fewer expenditures
01-54-5411-0600	ST MACH-Supplies	\$ 61,691.15	\$ 85,000.00	\$ 23,308.85	-27.42%	Fewer expenditures
01-52-5211-0520	PD-Bldng Mntc & Cstdn P-Time	\$ 10,040.36	\$ 14,000.00	\$ 3,959.64	-28.28%	Fewer expenditures
01-54-5421-0100	ENG-Salaries	\$ 45,059.12	\$ 64,000.00	\$ 18,940.88	-29.60%	Vacancy in City Engineer/Assistant

ACCOUNTS UNDER BUDGET		ACTUAL 12/31/2024	BUDGET 12/31/2024	VARIANCE	Variance as a % of Budget	Notes
01-52-5211-1100	PD-Natural Gas	\$ 10,479.36	\$ 15,000.00	\$ 4,520.64	-30.14%	Utilities - varies
01-54-5412-1100	PW OPERATIONS-Natural Gas	\$ 17,113.46	\$ 25,000.00	\$ 7,886.54	-31.55%	Utilities - varies
01-55-5512-1100	MUSEUM-Natural Gas	\$ 6,626.91	\$ 10,000.00	\$ 3,373.09	-33.73%	Utilities - varies
01-52-5211-0530	PD-CSO/Code Enforcement	\$ 9,198.68	\$ 14,000.00	\$ 4,801.32	-34.30%	Partial year vacancy
01-52-5211-0500	PD-Dispatch/OT - PT	\$ 29,173.10	\$ 45,000.00	\$ 15,826.90	-35.17%	Less OT and PT staffing needs
01-52-5211-0200	PD-Overtime	\$ 97,073.99	\$ 150,000.00	\$ 52,926.01	-35.28%	Over budgeted account, less OT needed
01-54-5435-0700	SNOW & ICE-Sand-Salt	\$ 44,751.48	\$ 70,000.00	\$ 25,248.52	-36.07%	Fewer expenditures
01-54-5411-1100	ST MACH-Gas & Oil	\$ 58,412.50	\$ 92,000.00	\$ 33,587.50	-36.51%	Fewer expenditures
01-51-5132-1400	MANAGER-Dues/Subscriptions	\$ 7,213.67	\$ 12,000.00	\$ 4,786.33	-39.89%	Fewer expenditures
01-52-5231-1100	FIRE-Natural Gas	\$ 5,107.38	\$ 8,500.00	\$ 3,392.62	-39.91%	Utilities - varies
01-55-5516-0500	SR CENTER-Repairs	\$ 3,458.57	\$ 6,000.00	\$ 2,541.43	-42.36%	Fewer repairs needed
01-52-5231-1500	FIRE-Protective Clothing	\$ 20,389.58	\$ 36,000.00	\$ 15,610.42	-43.36%	Fewer expenditures
01-55-5512-0600	MUSEUM-Supplies	\$ 3,374.40	\$ 6,000.00	\$ 2,625.60	-43.76%	Fewer expenditures
01-55-5541-0600	PARKS-Supplies	\$ 20,359.44	\$ 38,125.00	\$ 17,765.56	-46.60%	Fewer expenditures
01-54-5412-1600	PW OPERATIONS-Safety Program	\$ 3,398.75	\$ 7,500.00	\$ 4,101.25	-54.68%	Fewer trainings in 2024 but will return
01-55-5541-1300	PARKS-Electrical Work	\$ 3,409.05	\$ 9,000.00	\$ 5,590.95	-62.12%	Fewer expenditures
01-55-5534-0600	FESTIVALS/ART/RIVRWLK-Supplies	\$ 4,847.07	\$ 14,200.00	\$ 9,352.93	-65.87%	Fewer supplies needed
01-54-5412-1500	PW OPERATIONS-Building Maint	\$ 6,292.42	\$ 20,000.00	\$ 13,707.58	-68.54%	No maintenancce due to new building
01-54-5441-0600	TRAFFIC CTRL-Supplies	\$ 6,862.76	\$ 26,200.00	\$ 19,337.24	-73.81%	Fewer supplies needed
01-51-5190-3000	RETIREE H & D INSURANCE	\$ 33,208.54	\$ 129,802.18	\$ 96,593.64	-74.42%	Carryover account for future liability
01-55-5523-1200	AQUATIC CTR-Natural Gas	\$ 356.89	\$ 6,300.00	\$ 5,943.11	-94.34%	Utilities - varies
01-51-5121-0300	COURT-Salaries Muni Clerk II	\$ -	\$ 7,500.00	\$ 7,500.00	-100.00%	New Clerk hired; PT not necessary
01-51-5190-5000	FIRE INSURANCE	\$ -	\$ 18,000.00	\$ 18,000.00	-100.00%	Merged with insurance in 2025
01-52-5231-0700	FIRE-Rural Truck Maint	\$ -	\$ 7,000.00	\$ 7,000.00	-100.00%	Charged to other accounts
01-54-5441-0700	TRAFFIC CTRL-Long Line Paintin	\$ -	\$ 8,500.00	\$ 8,500.00	-100.00%	Long line painting not completed

*Accounts must have a minimum of \$5,000 budgeted to be included

NET EXPENDITURES UNDER (OVER) BUDGET - ALL ACCOUNTS:	\$ 308,610
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Table 4: 2024 Changes in Fund Balances - All Funds (Estimates - 2024 Audit will provide Final Fund Balances)

Fund Number	Fund Description	1/1/2024 Starting Fund Balance	12/31/2024 Ending Fund Balance	Change in Position	Notes
01	General Fund	\$ 3,828,062	\$ 5,827,655	\$ 1,999,593	Positive fund balance; unaudited estimate; prior to transfers to assigned fund balance accounts
02	Wastewater Fund	\$ 3,981,252	\$ 4,666,290	\$ 685,038	Does not include capital assets; positive balance
03	Water Fund	\$ 1,336,873	\$ 1,717,058	\$ 380,185	Does not include capital assets; positive balance
04	Debt Service Fund	\$ 4,408	\$ 875,948	\$ 871,540	Transfer of TID #8 Debt for future payment
05	Transportation Fund	\$ 693,530	\$ 864,919	\$ 171,389	Timing of payments, projects
06	Business Revolving Loan Fund	\$ 518,467	\$ 518,418	\$ (49)	Complete '26
07	EMS Fund	\$ 2,117	\$ (24,871)	\$ (26,988)	Timing of payments for service
08	Lodging/Room Tax/Cityscape	\$ 121,871	\$ 138,317	\$ 16,446	Postive EOY balance; increase in revenue
09	Affordable Housing Fund	\$ -	\$ -	\$ -	2025 Implementation with TID Increment
10	Stormwater Utility Fund	\$ 164,882	\$ 405,658	\$ 240,776	Spent down fund balance for operations; rate increases will make up over time; includes some borrowed funds
11	<i>Currently Unused</i>	\$ -	\$ -	\$ -	
12	Tax Increment District #6 - Klement Business Park	\$ (816,305)	\$ 1,081,135	\$ 1,897,440	Distressed TID; Debt and GF Advances continue to be paid back through increment generated and payments from Donor TIDs. <i>Expected closure in 2026.</i>
13	Tax Increment District #7 - Downtown	\$ 3,633	\$ 9,860	\$ 6,227	Expenditure period ended in 2022; excess revenue "donated" to TID #6. <i>Expected closure in 2026.</i>
14	Tax Increment District #8 - Northwest Corridor	\$ 1,306,329	\$ -	\$ (1,306,329)	TID Extension for Affordable Housing Fund. Closure in April 2025.
15	Library Fund	\$ 59,208	\$ 81,695	\$ 22,487	Underspent in 2024; positive contribution to FB
16	Capital Improvements Fund	\$ 640,034.00	\$ 3,870,135	\$ 3,230,101	Timing of borrowing and projects/purchases
17	Taxi Fund	\$ (44,287)	\$ 87,860	\$ 132,147	Staff is monitoring the Taxi income changes
18	CDBG - Lorman Fund	\$ (205,728)	\$ (191,497)	\$ 14,231	Staff continues to work through closure process with DNR, seek grant opportunies, and may eventually balance through sale of land
19	<i>Currently Unused</i>	\$ -	\$ -	\$ -	<i>Former CDBG Water Main Fund</i>
20	Airport Fund	\$ 114,432	\$ 129,315	\$ 14,883	Grant and fuel sales provided additional revenue
21	Capital Catalyst Revolving Loan Fund	\$ 602,607	\$ 605,759	\$ 3,152	Loan repayments, interest, remaining funds to be loaned
22	American Rescue Plan Act (ARPA) Fund	\$ 915,795	\$ -	\$ (915,795)	Funds expended per Resolution No. 1431 12.17.24; Assigned Fund Balance - ARPA Account
23	Tax Increment District #9	\$ (17,751)	\$ 3,298,281	\$ 3,316,032	Mixed Use TID; Includes 2024 NAN B funds for Ridge View Estates public infrastruture
24	Tax Increment District #10	\$ (17,308)	\$ (25,486)	\$ (8,178)	Blight Elimination TID; Creation, wages

Table 5: 2024 Funds Requested to be Carried Over to 2025

Account Number	Account Description	Amount Carried Over to 2024	Amount to be Carried Over to 2025	Notes
16-60-0064-2101	ENGINEER DWNTWN CORRIDOR	\$ 45,000.00	\$ 45,000.00	Carry over requested to complete corridor planning in 2025
16-60-0062-3100	FD PROJECTS	\$ -	\$ 25,000.00	Donation account - Class A Uniforms for Fire Department Employees
16-60-0062-3104	FD EQUIP-2024 NOZZLES APPLIANC	\$ -	\$ 17,000.00	Capital equipment from 2024 budget, to be carried over and spent in 2025
16-60-0065-1300	YOUTH CENTER CONCESSIONS	\$ 5,747.14	\$ 5,110.99	Includes donations specific to Youth Center; supplies for concessions
16-60-0065-1601	SENIOR CENTER-PROGRAMS	\$ 13,260.69	\$ 24,388.64	Includes Senior Center program fees collected in 2024 for expenses payable in 2025
16-60-0065-2200	DANCE PROGRAM	\$ 42,751.35	\$ 41,948.24	Includes Dance program fees collected in 2024 for expenses payable in 2025
16-60-0065-3000	RECREATION OFFICE	\$ -	\$ 4,500.00	Capital funds to be spent in 2025 to remodel recreation office space
16-60-0065-4105	MEMORIAL PARK SHELTER	\$ 6,688.94	\$ 3,620.00	Includes donations specific to Memorial Park, will be closed out in January 2025
16-60-0065-4108	HAUM POND SHELTER RENTAL	\$ 9,504.26	\$ 13,213.08	Includes donations specific to Haumerson's Pond; Rental income
16-60-0065-4109	HAUM POND PROJECTS	\$ 7,012.12	\$ 6,706.47	2022 expenses reimbursed by FAFC; leftover donations to be carried over to next project; City remains Friends group fiscal agent
16-60-0065-4110	DIAMOND DIRT	\$ 4,209.99	\$ 4,209.99	Includes donations and funds specific to field maintenance at Jones Park and Ralph Park
16-60-0065-4114	FORT YOUTH TRIATHLON	\$ 7,007.82	\$ 6,229.47	Includes donations, sponsorships, and programs fees for the Youth Triathlon
16-60-0065-4115	JONES PK IMPRV GENERALS	\$ 14,170.29	\$ 9,233.29	Fort Atkinson Generals donations and park improvements
16-60-0065-4116	JF LUTHER DIAMONDS	\$ 11,941.19	\$ 11,941.19	Softball league donations for future field improvements
16-60-0065-4117	SMALL PROJ DONATION	\$ 5,835.25	\$ 5,455.30	Donations for projects; tree program
16-60-0065-4200	PROJECT LEAD	\$ 4,884.43	\$ 4,884.43	Includes donations specific to 2022 Project LEAD LED Lighting Project, may be used for similar purpose in future
10-54-5434-0600	STREET CLEANING-Supplies	\$ 8,480.56	\$ -	Funds identified in Sept 2023 to be used toward the purchase of the roll off leaf vacuum collection system; vac ordered, used in 2024
01-60-0066-1700	BANKER ROAD BORROWING	\$ 74,197.81	\$ -	Includes funds from borrowed for the Banker Road land purchase in 2018; used in 2024 for structure demolition and toward infrastructure costs associated with Banker Road Development (Ridge View Estates)
01-51-5190-3000	RETIREE H & D INSURANCE	\$ 44,802.18	\$ 96,593.64	Conversion of retiree sick balances to health insurance premiums
01-55-5516-1500	SR CENTER-Van	\$ 9,518.44	\$ -	Van has been retired; carry over rolled into fund balance
TOTAL TO CARRY OVER TO 2025			\$ 325,034.73	



MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Ben Dayton, Director of Parks and Recreation

RE: Review and possible action relating to the crack fill, seal and re-stripe of the parking lot and basketball court at Rock River Park and basketball court at Ralph Park (Dayton, Parks and Recreation Director)

BACKGROUND

The Rock River Park Basketball Court and Aquatic Center Parking Lot are scheduled for maintenance every five years, including crack filling, seal coating, re-striping, and any necessary repairs. This project was approved as part of the 2025 Capital Improvements Budget in November 2024.

Performing the work will prolong the useful life of the parking lot and basketball court and refresh their appearance.

DISCUSSION

Parks staff solicited proposals from three contractors to undertake the entire project. However, two contractors were not equipped to perform work and/or declined to submit a proposal.

Midwest Sealcoat has submitted a proposal for \$20,150. The amount budgeted for this project in the 2025 CIP was \$21,000. Midwest Sealcoat has previously completed projects in the City, including seal coating the bike trail, tennis courts, parking lots, and basketball courts over the past years. Staff have consistently been satisfied with the quality and cost-effectiveness of their services. The original proposal, dated August 2, 2024, remains valid for installation in 2025.

Due to the fact that the proposal was less than the budgeted amount, staff requested that Midwest Sealcoat provide a proposal to repaint the lines on the basketball court in Ralph Park. The surface of the court is in good condition, but the lines have begun to fade. Staff hoped to achieve some economies of scale given that Midwest Sealcoat would already be mobilized in Fort Atkinson. Midwest Sealcoat provided a proposal of \$1,250 to re-paint the basketball court at Ralph Park in addition to the work at Rock River Park.

The total project cost as outlined in the attached proposal from Midwest Sealcoat is \$21,400, which is \$400 over the budget as approved by the City Council. If approved, staff intends to use

\$400 from the parks supply account to complete the project. The \$21,000 for the original project was approved using levied funds in the CIP (page 212, 2025 Budget Document).

The anticipated installation date would occur in early to mid-May to prevent any conflicts with the upcoming Aquatic Center season.

FINANCIAL ANALYSIS

Midwest Sealcoat, LLC (Dodgeville) was the only contractor to supply a quote for this project. Per staff request, the cost of restriping the Ralph Park basketball court is also included in the attached proposal.

Crack fill, seal, and strip Aquatic Center Parking Lot: \$7,650.00

Repair and paint Rock River Park Basketball Court: \$12,500.00

Repaint the Ralph Park Basketball Court: \$1,250.00

Project Total: \$21,400

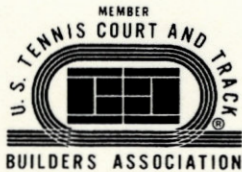
The project will be funded through the 2025 levied CIP and the parks supply account.

RECOMMENDATION

Staff recommends that the City Council approve Midwest Sealcoat, LLC's proposal for the project as described and funded in this staff report.

ATTACHMENTS

1. city of fort atkinson proposal aug 7



PROPOSAL
MIDWEST SEALCOAT, LLC
P.O. Box 193 • Dodgeville, WI 53533
Local 608-935-2081 • Fax 608-935-1441
1-800-504-7735
midwestseal@aol.com



PROPOSAL SUBMITTED TO:

CITY OF FORT ATKINSON
307 WATER ST
FORT ATKINSON WI

DESCRIPTION OF JOB:

JOB Rock River Park
ADDRESS _____
CITY _____ STATE _____
DATE 8-2-04

WE HEREBY PROPOSE TO DO THE FOLLOWING:

- ① SEALCOATING PARK PARKING LOT \$750.
(CRACK, SEAL, STRIPE)
- ② REPAIR + COLOR BASKETBALL COURT \$12,500
- ③ RESTRIPES BB COURT AT RALPH PARK \$7250.

WE HEREBY PROPOSE TO FURNISH LABOR AND MATERIALS
COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS,
FOR THE SUM OF \$ _____

WITH PAYMENT TO BE MADE AS FOLLOWS:

upon completion

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US
IF NOT ACCEPTED WITHIN _____ DAYS.

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL
WORK IS TO BE COMPLETED IN A WORKMANLIKE MANNER
ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR
DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA
COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS,
AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE
ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES,
ACCIDENTS OR DELAYS BEYOND OUR CONTROL.

AUTHORIZED SIGNATURE

Steve Jung

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED.
YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

DATE ACCEPTED _____

SIGNATURE _____

SIGNATURE _____





MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Ben Dayton, Director of Parks and Recreation

RE: Review and possible action relating to the purchase and installation of a new circulation pump strainer at the Fort Atkinson Aquatic Center (Dayton, Parks and Recreation Director)

BACKGROUND

The Aquatic Center mechanical room repairs and shower replacement project was included in the 2025 Capital Improvements Projects budget, which was approved by the City Council in November 2024. The total estimated cost of the whole project is \$32,000. This memorandum includes information relating to the mechanical room repair portion of the project. The shower replacement portion of the project will come forward to the City Council separately.

The Aquatic Center mechanical room is inspected annually by staff. At the conclusion of the 2024 pool season, Parks staff identified the circulation pump strainer as a high-priority item for replacement. The existing component is no longer manufactured, making it difficult to order a replacement strainer basket. State Law requires that public swimming pools must have an additional strainer basket on site.

DISCUSSION

Over the past 18 years, Carrico Aquatics has collaborated closely with the City staff on operations and maintenance of the Aquatic Center. Carrico and City staff have worked together to identify issues and ensure that the mechanical equipment and other features are functioning properly and receiving regular maintenance. This positive working relationship has contributed to the successful operation of the Aquatic Center for many years.

City staff worked with Carrico to identify an appropriate new circulation pump strainer, an additional strainer basket, and determine the necessary plumbing supplies to complete installation. If approved by the City Council, the installation will occur before the pool systems are started up for the season.

FINANCIAL ANALYSIS

Carrico Aquatics provided staff with a proposal that includes a new circulation pump strainer,

an additional strainer basket, and all necessary plumbing supplies for installation. The total cost, including installation, is \$7,400.00, with an additional estimate of \$325 for shipping, bringing the total to \$7,725.00.

Per the budget document, \$32,000 was included for the full project in the CIP using funds borrowed in 2024. Staff intends to use \$7,725.00 of these funds on the circulation pump strainer portion of the project.

RECOMMENDATION

Staff recommends that the City Council authorize staff to accept the proposal from Carrico Aquatic Resources for the purchase and installation of a Circulation Pump Strainer at a cost not to exceed \$7,725.

ATTACHMENTS

1. Fort Atkinson Strainer 3.24.25



Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600

Fax: 920-541-3602

www.carricoaquatics.com

March 24, 2025

Ben Dayton
City of Fort Atkinson
30 North Water Street West
Fort Atkinson, Wisconsin 53538

RE: Strainer

Dear Ben,

Thank you for allowing Carrico Aquatic Resources, Inc. the opportunity to work with the City of Fort Atkinson and provide a proposal for a strainer for the circulation pump.

Strainer:

- (1) 6"X8" Strainer
- (1) Spare basket as required by state law
- (1) 8" Valve
- Installation and plumbing

Your total investment for the above listed is seven thousand four hundred and no/100 dollars (\$7,400.00) plus shipping which is estimated to be three hundred twenty-five and no/100 dollars (\$325.00).

Terms for this sale are:

- Prices are firm for 30 days from date of this proposal.
- Terms of payment requested is 30 days from the date of our invoice after delivery.
- Past due accounts will be charged a late fee of 1.5% per month.
- This price does not include taxes or shipping.

If you have any questions, please feel free to contact our office toll free at 800-832-7147. If you find this proposal acceptable, please indicate below and email a copy [**jason@carricoaquatics.com**](mailto:jason@carricoaquatics.com).

Thank you,

Jason Krapfl
Director of Projects and Accounts
Carrico Aquatic Resources, Inc.

ACCEPTANCE OF PROPOSAL

Accepted by: _____ Date: _____ P.O.# _____



MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Bruce Peterson, Fire Chief

RE: Review and possible action relating to the purchase of a large-diameter fire hose for the Fort Atkinson Fire Department (Peterson, Fort Atkinson Fire Chief)

BACKGROUND

The Fort Atkinson Fire Department has a structured hose replacement schedule to ensure the reliability and safety of its firefighting hoses and appliances. Engine 8163's current 5-inch large-diameter supply hose (LDH) has surpassed its recommended service life, necessitating replacement to maintain operational readiness. The LDH is crucial for supplying substantial water volumes from hydrants or other engines during firefighting operations. Outdated hoses can compromise water delivery, posing significant risks to both personnel and property.

According to NFPA 1962 standards, the recommended replacement period for a fire hose is 10 years. The hose being replaced has been in service for 12 years, exceeding this guideline.

DISCUSSION

Staff is proposing to purchase the following LDH to replace the aging equipment on Engine 8163:

- Ten (10) 100-foot lengths
- Three (3) 25-foot lengths
- One (1) 50-foot length

All hoses are outfitted with 5" Storz fittings to ensure compatibility with the hoses on FAFD and neighboring department's apparatus. This hose configuration is standard on all FAFD fire engines and also aligns with NFPA 1901, Standard for Fire Apparatus minimum hose requirements for a pumper fire apparatus.

The integrity of LDH is paramount, as it serves as the primary conduit for water delivery to firefighting teams operating within structures. Any interruption due to hose failure can lead to

catastrophic outcomes, including jeopardizing firefighter safety and property damage.

The retired hoses will be offered to other city departments, then to outside Fire/EMS departments within the state. Unneeded hose will be properly disposed of.

FINANCIAL ANALYSIS

The replacement of hoses, nozzles, and appliances was included in the 2025 Capital Improvements Project budget for \$17,000, using levied CIP funds. The total cost for the replacement of the hoses outlined in this memo is \$16,168.50, which is \$831.50 less than the budget. This expenditure was anticipated and approved as part of the capital purchases in the 2025 budget, ensuring that funds are allocated for this essential update. The procurement is from MacQueen in Delafield, Wisconsin, the Department's preferred vendor for firefighting hoses and appliances and the exclusive supplier of Snap-Tite hoses utilized by the Fort Atkinson Fire Department.

RECOMMENDATION

Staff recommends the City Council approve the purchase of the itemized large-diameter hose from MacQueen at a cost not to exceed \$16,168.50.

ATTACHMENTS

1. McQueen LDH Proposal



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

PLEASE REMIT TO:
MacQueen
1125 7th Street E
St Paul, MN 55106
651-645-5726 • 800-832-6417

Ship To: FORT ATKINSON FIRE DEPT STATION
ATTN: DION BROWN 920-563-7795
124 W MILWAUKEE AVE
FORT ATKINSON, WI 53538

Invoice To: FORT ATKINSON FD
124 W MILWAUKEE AVE
FORT ATKINSON WI 53538-1861

Attention: DION BROWN

Branch DELAFIELD, WI			*REPRINT* CNNYYY		
Date 02/19/25	Time 14:19:40 (O)	Page 01			
Account No FORTA005	Phone No 9203979908	Inv No P44078			
Ship Via BEST WAY		Purchase Order HOSE			
Tax ID No					
		Salesperson 324 / 345			

PARTS INVOICE

ORDER#: 036549

Est. Ship Date 02/28/2025

Part#	Description	Bin	ORD	ISS	SHP	B/O	UTTTT	Price	Amount
TPX50X100Y50S.Q1	SNAP-TITE TPX H SNAP-TITE TPX HOSE 5" STORZ X 100' COUPLED, YELLOW	D018521	10	10	10			1336.25	13362.50
TPX50X25Y50S.Q1	SNAP-TITE TPX SNAP-TITE TPX HOSE, 5" X 25', YELLOW, 5" STORZ	D018521	3	3	3			558.00	1674.00
TPX50X50Y50S.Q1	SNAP-TITE TPX H SNAP-TITE TPX HOSE 5" STORZ X 50' COUPLED, YELLOW	D018521	1	1	1			872.00	872.00
FRT	SHIP & HNDLING		1	1	1			260.00	260.00

THANK YOU FOR YOUR ORDER! (OA 030864)
LIFT-GATE DELIVERY IS AN EXTRA FEE
*HOSE STENCILED "FORT FIRE"
FED EX 7726836331

TOTAL DUE 16168.50



MEMORANDUM

DATE: April 3, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to the 2024 Department of Natural Resources annual Recycling Report (Houseman, City Manager)

BACKGROUND

The City is required to submit an Annual Report to the Department of Natural Resources on the City's recycling activities for the year.

DISCUSSION

The report documents that the City recycled 920.12 tons of materials listed on DNR's Table #1: newspaper, cardboard, magazines, etc. in 2024, compared to 896.73 tons in 2023. The City recycled 147.62 pounds per capita, surpassing the standard of 106.55 pounds. The City has met the collection standard.

FINANCIAL ANALYSIS

The City's net eligible recycling costs, excluding yard waste, is \$253,250 which exceeds the Grant amount. The City will receive the full amount of the grant: \$35,201.74.

RECOMMENDATION

Staff recommends the City Council approve the Annual Report and authorize staff to sign on behalf of the City.

ATTACHMENTS

1. 2024 Recycling_RU_Annual_Report_227506
2. 2024 RECYCLE REPORT

2024 Recycling Program Accomplishments and Actual Costs Annual Report

Form 4400-182 Rev. 12-22
State of Wisconsin
Department of Natural Resources
Waste and Materials Management Program
<https://dnr.wisconsin.gov/topic/Recycling/RU.html>

Return By: April 30, 2025

Responsible Unit (RU)
City of Fort Atkinson
Muni Code: 28226
County: Jefferson
Population: 12466
RU Category: Single
Last Grant Year: 2024

DNR Information

State of Wisconsin
Department of Natural Resources
Waste and Materials Management Program
<https://dnr.wisconsin.gov/topic/Recycling/RU.html>

Email: dnrrecycling@wisconsin.gov

For instructions, please click

NOTICE: Completion of this form fulfills the mandatory annual reporting requirement for continued approval of a responsible unit's recycling program and retention of the DNR recycling grant, for those who received it. This form is authorized by s. NR 544.10 and s. NR 542.09(3), Wis. Adm. Code. Personally identifiable information will be used for program administration and must be made available to requesters as required by Wisconsin Open Records law (s. 19.31-19.39, Wis. Stats).

Section 1: CONTACT INFORMATION

Note: You are not able to add or update contact information on this form. If changes are needed, please contact DNRWAFacilityContactRegistry@wisconsin.gov or by phone at 920-650-4064.

A. Authorized Representative

The DNR central office has the responsible unit's authorizing resolution on file. According to our records, the authorizing resolution names the position of City Manager as the authorized representative.

Rebecca Houseman
101 N Main St
Fort Atkinson WI 53538-1861
City Manager
920-397-9901 -
rhouseman@fortatkinsonwi.gov

B. Primary Contact

Sarah Weihert
W5796 Freitag Ln
Watertown WI 53094-9177
920-397-9901
sweihert@fortatkinsonwi.gov

SECTION 2: EFFECTIVE PROGRAM INFORMATION & PERFORMANCE DATA

Provide information and data on the accomplishments of the RU's effective recycling program during the previous calendar year. All questions in this section relate to the collection of s. NR 544 Table 1 recyclables, listed below. Collection of yard waste and waste tires is reported in section 2D.

- | | |
|--|--|
| <ul style="list-style-type: none">· Newspaper· Corrugated cardboard· Magazines· Residential mixed paper(may include magazines and office paper) | <ul style="list-style-type: none">· Aluminum containers· Steel/Bi-metal (tin) containers· Plastic containers· Foam polystyrene packaging· Glass containers |
|--|--|

A. Collection of Recyclables for Single Family and 2-4 Unit Residential Housing

Review and update information on the collection methods used by the RU or each member in the RU. For multi-member RUs, if any of the information is incorrect or if the join date or join type need to be modified, please contact DNRRecycling@wisconsin.gov. Note that this list includes entities that were members at any point during the previous calendar year.

Does the RU plan to add or remove members (municipalities, counties, ☐ Yes ☒ No or tribes) in 2025?

If a drop-off site is not used, please don't add a drop-off site location.

RU Member 1

Was there curbside collection?

Yes

How was curbside service provided?

RU provided service with municipal service and staff

False

RU contracted another municipality to provide services with their equipment and staff

False

RU contracted private hauler(s) to provide collection service

True

Residents contracted with private hauler for their recyclable pickup and % of population that does this is

False

What was the primary curbside collection method? How often were recyclables picked up?

Single Stream

Once every other week

Was there a drop-off site(s)?

No

If there is no drop-off site, please do not enter drop-off site information below.

Drop-off Site(s)

Did the majority of the RU member's residents use curbside or drop off collection for their recyclables?

Curbside

B. Table 1 Materials Collected

All NR 544 Table 1 materials except for those with a waiver (plastic containers #3-7 and foam PS packaging), are required to be collected by RUs in accordance with s. 287.07(4), Wis. Stats.

Did the RU collect all of the required NR 544 Table 1 materials? ☒ Yes ☐ No

C. Hauling, Processing and Marketing Data of Recyclables for Single Family and 2-4 Unit Residential Housing

Hauler Details

Review and update the list of haulers that served the RU during the previous calendar year. Include any haulers that collected Table 1 recyclable materials from single family and 2-4 unit residences. This includes the RU if it collects materials itself, haulers that it contracted with directly and haulers that residents contracted with (subscription service). Please note that some companies have multiple listings for different regional collection locations. Please work with the RU's hauler(s) to identify which facility the RU's recycling is collected through and select the correct listing. For each hauler, indicate whether it was contracted by the RU or RU member, by residents, or by both. If one of the haulers is not on the list, check the box below and enter the information for that hauler. Select the first letter ONLY of the hauler name to alphabetically jump to that portion of the list.

Name

Contracted By

GFL Solid Waste Midwest LLC - Fort Atkinson - 10001

Municipality(RU)

I have looked for the RU's hauler in the above list and cannot find it.

Hauler Name

Address

City

State

0

MRF Details

Review and update the list of materials recovery facilities (MRFs) that received and processed recyclables from the RU during the previous calendar year. This may include MRFs the RU contracts with directly or MRFs the hauler uses on a regular basis. Be sure to only add MRFs, not haulers that collected the materials. If you cannot find the RU's MRF on the list provided, contact the RU's hauler to ask which MRF they are using. You will not be able to complete this report without a MRF.

MRF-ID

JOHNS DISPOSAL SERVICE INC - WHITEWATER - 128045170

Contracted to RU

No

Other Processors Details

Please list places not reported above that received Table 1 recyclables from the RU during the previous calendar year. Examples include paper mills that directly take paper and scrap metal yards that collect aluminum cans (aluminum cans and/or steel and bi-metal cans are the only metal weights to be reported from scrap metal yards. Do not report the weight of other scrap metal recycled). This does NOT mean listing all of the places the RU's MRF sends materials to.

Summary of Compliance with Table 1 Collection Standard

Each RU must meet a collection standard for the Table 1 recyclable materials each year (explained in ch. NR 544, Wisconsin Administrative Code). Below is a summary of your RU's compliance with this standard for this reporting period based upon the data you provided in this section.

NOTE: Click the SAVE button at the top of the form to update the totals in this summary.

Total weight of recyclables collected from residences: (tons)

920.12

Check this box if the RU has and would like to provide the tonnage of Table 1 recyclable materials collected from multi-family 5+ unit residences.

☐

Total weight of recyclables: (tons)

920.12

Per capita collection: (lbs/person/year)

147.62

Per capita collection standard: (lbs/person/year)

106.55

Based on the data provided, the RU has MET its Table 1 collection standard.

D. Information on Other Materials Collected From Residents

Please provide information on other recyclable materials collected within the RU. This information does not count toward compliance with the collection standard and is not required, but reporting it allows us to recognize RUs additional efforts and helps provide a more accurate and complete picture of recycling in Wisconsin.

Waste Tires

0.00

Measurement Number of

Yard Waste

2,500.00

Measurement

E. Report of Actual Recycling Costs for Grant Purposes

Actual program costs are determined by completing the actual costs worksheet. remember that grant assistance is provided only for certain activities and eligible materials generated by single family and 2-4 unit residences located in the RU If you would like to print a blank worksheet to work from before entering your final amounts into the online form, select the following link.
<https://dnr.wi.gov/files/PDF/forms/8700/8700-222B.pdf>

Enter all actual 2024 recycling and yard waste program expenses by breaking them down by column and row. Costs should be entered in whole dollar amounts only. The expenses listed in the rows correspond to the Uniform Chart of Accounts (UCA) object codes. Scroll down to view entire list.

NOTE: Click the SAVE button at the top of the form to update the totals in this summary.

Recycling Expenditures UCA #53565 (including yard waste & waste tires)	A. Education	B. Collection (Curbside &/or Drop-off)	C. Processing & Marketing	D. Compliance & Enforcement	E. Estimated Total Costs
1. Salaries/Wages & Employee Benefits	0.00	50,000.00	0.00	0.00	50,000.00
2. Consulting & Professional Services	1,000.00	0.00	0.00	0.00	1,000.00
3. Utility Services	0.00	0.00	0.00	0.00	0.00
4. Purchased Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00
5. Purchased Services Printing & Advertising	0.00	0.00	0.00	900.00	900.00
6. Purchased Services Other(contractual svcs)	0.00	200,000.00	0.00	0.00	200,000.00
7. Office Supplies	0.00	600.00	0.00	0.00	600.00
8. Subscriptions & Dues	350.00	0.00	0.00	0.00	350.00
9. Employee Travel & Training	400.00	0.00	0.00	0.00	400.00
10. Operating Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
11. Repair & Maintenance Supplies	0.00	0.00	0.00	0.00	0.00
12. Insurance	0.00	0.00	0.00	0.00	0.00
13. Rents & Leases	0.00	0.00	0.00	0.00	0.00
14. Depreciation(Total depreciation costs in Row 14 Column E)	0.00	0.00	0.00	0.00	0.00
15. Hourly Equipment Use Charges(Total hourly use charges in Row 15 Column E)	0.00	0.00	0.00	0.00	0.00
16. Cost Allocations	0.00	0.00	0.00	0.00	0.00
17. Cost Allocations Other (not #53635)	0.00	0.00	0.00	0.00	0.00
Total	1,750.00	250,600.00	0.00	900.00	253,250.00

18. Total Recycling Costs (total of lines 1 thru 17)

253,250.00

19. Ineligible Costs - Recycling of banned items s. 287.07(1m), Wis. Stats. (Batteries, Major Appliances and Oil)

0.00

20. Ineligible Revenue - Sale of Recyclables

0.00

21. Total Ineligible Costs & Revenues (total of lines 19 and 20)

0.00

22. Total Eligible Recycling Costs (line 18 minus line 21)

253,250.00

You have successfully earned your grant. Repayment will not be required.

Cost (including yard waste & waste tires) per capita:

20.32

Yard Waste & Waste Tires Costs and Summary

Enter the cost of handling yard waste that is included in line 18 of the Actual Costs worksheet.

0.00

Enter the cost of handling waste tires that is included in line 18 of the Actual Costs worksheet:

0.00

Cost (excluding yard waste & waste tires) per capita:

20.32

Cost (excluding yard waste & waste tires) per ton:

275.24

F: Compliance

Review and update information about how the RU ensures that all residents and businesses are complying with its recycling ordinance. Note that all RUs are required to have a valid ordinance and compliance assurance plan (CAP). For questions, visit <https://dnr.wisconsin.gov/topic/Recycling/RU.html>

A recycling ordinance is required by all RUs in accordance with s. NR 544.04(2), Wis. Adm. Code.

Did the RU have an ordinance in 2024?

☒ Yes ☐ No

Did the ordinance plan change in 2024?

☐ Yes ☒ No

What is the RU's ordinance number?

Ch 86 Article III

Ordinance effective date:

5/1/1996

A Compliance Assurance Plan (CAP) is required by all RUs in accordance with s. NR 544.04(9g), Wis. Adm. Code.

Did the RU have a compliance assurance plan?

☒ Yes ☐ No

Did the compliance assurance plan change in 2024?

☐ Yes ☐ No

How did the RU ensure compliance with the recycling ordinance at residences with 5 or more units? (Check all that apply)

There were no residences with 5 or more units physically located within the RU ☐

RU provided direct outreach to landlords/building managers ☒

RU staff regularly conducted inspections/visits ☐

RU staff responded to recycling-related complaints ☐

How did the RU ensure compliance with the recycling ordinance at non-residential facilities and properties (e.g., businesses, stadiums, events, etc.)? (Check all that apply)

There were no non-residential facilities physically located within the RU ☒

G. Enforcement

Please report the number of recycling-related complaints the RU received during the report year, along with the number of enforcement actions taken (inspections, citations, written warnings and verbal warnings).

If the RU did not receive complaints or take a type of enforcement action, enter a '0' in the appropriate box. The RU should maintain records to verify these numbers. If the previous section indicates the RU has no residences with 5 or more units or no non-residential (business) facilities, that row should be disabled.

	Complaints Received	Warning Tags	Verbal Warnings	Written Warnings	Inspections	Citations
1 - 4 units residential						
5+ units residential						

H. Outreach and Other Program Features

Public information and education is key to a successful recycling program and is required by the recycling law. What outreach efforts did the RU undertake in the report year? (Check all that apply)

Community yard sale ☒

Printed publications (flyers, handouts, etc.) ☒

Conduct waste audits ☐

Radio ads or public service announcements ☐

Direct mail or email (flyers in the tax bill, newsletter, etc.) ☒

Recycling focused event (collections, cleanups, etc.) ☒

Display booths at fairs, etc. ☒

School education program (Green & Healthy Schools, etc.) ☐

News releases ☒

Social media (Facebook, Twitter, etc.) ☒

Print ads (newspaper, magazines, etc.) ☐

Section 3: CERTIFICATION

A: Summary of 2024 Recycling Performance

Weight Summary

NOTE: Click the SAVE button at the top of the form to update the totals in this summary.

Total weight of residential Table 1 recyclable materials collected: (tons)	920.12
Per capita collection:(lbs/person/year)	147.62
Per capita collection standard:(lbs/person/year)	106.55

Based on the data provided, the RU has MET its Table 1 collection standard.

Cost Summary

2024 Grant Award:	35,201.74
Net eligible recycling costs:	253,250.00
Cost per capita including yard waste & waste tires:	20.32
Yard waste handling costs:	0.00
Waste tire handling costs:	0.00
Cost (excluding yard waste & waste tires) per capita:	20.32

B: Assurances

A. The responsible unit certifies the program is operating in accordance with its effective recycling program approval or, if there have been changes, the responsible unit has described those changes in this 2024 Recycling Program Accomplishments and Actual Costs Annual Report. ☒

B. The responsible unit agrees to comply with all applicable provisions of ch. 287, Wis. Stats., and chs. NR 544 and NR 542, Wis. Adm. Code. ☒

C. The responsible unit understands that if it fails to comply with any applicable provision of ch. 287, Wis. Stats., chs. NR 544 Wis. Adm. Code, and NR 542 Wis. Adm. Code, or its effective recycling program approval, the following may happen: ☒

- the responsible unit's effective recycling program approval may be revoked
- the responsible unit may not be allowed to dispose of its solid waste in solid waste disposal and solid waste treatment facilities located in the state of Wisconsin, and
- the responsible unit may lose its eligibility for a state recycling grant

D. The responsible unit certifies that in the management of its solid waste, it has, whenever possible and practical, followed these priorities: 1) the reduction of the amount of solid waste generated; 2) the reuse of solid waste; 3) the recycling of solid waste; 4) the composting of solid waste; 5) the recovery of energy from solid waste; 6) the land disposal of solid waste; and 7) the burning of solid waste without energy recovery. ☒

E. By typing my name below and clicking submit, I certify on behalf of City of Fort Atkinson that the information entered in this Recycling Program Accomplishments and Actual Costs Annual Report is true and complete. ☒

Note: As of January 1, 2022, this online certification submittal is replacing the submittal of a printed signature page. Remember to save or print your report. An automated confirmation will be emailed to contacts.

C: Certification

Authorized Representative:

Rebecca,
Houseman

Submit Date:

Submitted By:

Sarah Weihert

Confirmation #:



U1-2205
CITY OF FORT ATKINSON
2024

TONS	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Yr to Date	
Trash	306.85	309.96	299.22	349.92	384.67	311.88	349.54	333.17	302.30	321.27	292.03	303.93	3864.74	
Recycling	80.89	74.90	81.67	77.84	86.74	82.75	80.40	84.83	70.08	75.35	58.46	66.21	920.12	
Residue 3%	2.43	2.25	2.45	2.34	2.60	2.48	2.41	2.54	2.10	2.26	1.75	1.99	27.60	
TOTAL TRASH	309.28	312.21	301.67	352.26	387.27	314.36	351.95	335.71	304.40	323.53	293.78	305.92	3892.34	
Actual Recycle	78.46	72.65	79.22	75.50	84.14	80.27	77.99	82.29	67.98	73.09	56.71	64.22	892.52	CHECK
TOTAL	387.74	384.86	380.89	427.76	471.41	394.63	429.94	418.00	372.38	396.62	350.49	370.14	4784.86	4784.86

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD tons		CHECK	YTD lbs
Newprint/Junk Mail/Maga	38.45	35.60	38.82	37.00	41.23	39.33	38.21	40.32	33.31	35.81	27.79	31.47	437.33	49%	49%	874666.07
Cardboard	9.49	8.79	9.59	9.14	10.18	9.71	9.44	9.96	8.23	8.84	6.86	7.77	107.99	12%	12%	215988.97
Aluminum	1.10	1.02	1.11	1.06	1.18	1.12	1.09	1.15	0.95	1.02	0.79	0.90	12.50	1%	1%	24990.46
Tin	2.04	1.89	2.06	1.96	2.19	2.09	2.03	2.14	1.77	1.90	1.47	1.67	23.21	3%	3%	46410.85
Glass	18.60	17.22	18.78	17.89	19.94	19.02	18.48	19.50	16.11	17.32	13.44	15.22	211.53	24%	24%	423052.77
Plastic	6.36	5.88	6.42	6.12	6.82	6.50	6.32	6.67	5.51	5.92	4.59	5.20	72.29	0.08	8%	144587.66
Scrap Metal	2.43	2.25	2.46	2.34	2.61	2.49	2.42	2.55	2.11	2.27	1.76	1.99	27.67	3%	0.03	0.00
	78.46	72.65	79.22	75.50	84.14	80.27	77.99	82.29	67.98	73.09	56.71	64.22	892.52		1.00	1785032.80

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD tons			YTD lbs
Trash	309.28	312.21	301.67	352.26	387.27	314.36	351.95	335.71	304.40	323.53	293.78	305.92	3892.34	81%		7784687.20
Newprint/Junk Mail/Maga	38.45	35.60	38.82	37.00	41.23	39.33	38.21	40.32	33.31	35.81	27.79	31.47	437.33	9%		874666.07
Cardboard	9.49	8.79	9.59	9.14	10.18	9.71	9.44	9.96	8.23	8.84	6.86	7.77	107.99	2%		215988.97
Aluminum	1.10	1.02	1.11	1.06	1.18	1.12	1.09	1.15	0.95	1.02	0.79	0.90	12.50	0%		24990.46
Tin	2.04	1.89	2.06	1.96	2.19	2.09	2.03	2.14	1.77	1.90	1.47	1.67	23.21	0%		46410.85
Glass	18.60	17.22	18.78	17.89	19.94	19.02	18.48	19.50	16.11	17.32	13.44	15.22	211.53	4%		423052.77
Plastic	6.36	5.88	6.42	6.12	6.82	6.50	6.32	6.67	5.51	5.92	4.59	5.20	72.29	2%		144587.66
Scrap Metal	2.43	2.25	2.46	2.34	2.61	2.49	2.42	2.55	2.11	2.27	1.76	1.99	27.67	1%		55336.02
Total	387.74	384.86	380.89	427.76	471.41	394.63	429.94	418.00	372.38	396.62	350.49	370.14	4784.86	1.00		9569720.00

Trash and Recycling Report

By Tons	Current Month	YTD	YTD tons
Trash	304.40	3892.34	7784687.20
Recycling	67.98	892.52	1785032.80
Total	372.38	4784.86	9569720.00

