



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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JUNE 17, 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

+1 312 626 6799

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

AGENDA

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

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

- c. Review and possible action relating to the **minutes of the June 5, 2025, Ordinance Committee** meeting (Ebbert, Clerk/Treasurer/Finance/Director)
- d. Review and possible action relating to the **minutes of the June 10, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action relating to **building, plumbing, and electrical permit report for May 2025** (Draeger, Building Inspector/Zoning Administrator)
- f. Review and possible action relating to the City Clerk-issued **License and Permit Report for June 2025** (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of May 31, 2025 (Ebbert, Clerk/Treasurer/Finance Director)
- h. Review and possible action on a **Special Event: Jazz in the Park**, Friday, June 27, 2025, from 7 p.m. to 9 p.m. at Barrie Park (Ebbert, Clerk, Treasurer, Finance Director)
- i. Review and possible action on a **Special Event: Praise in the Park**, Sunday, July 27, 2025, from 8 a.m. to 1 p.m. at Barrie Park (Ebbert, Clerk, Treasurer, Finance Director)
- j. Review and possible action on a **Special Event: Tour de Fort**, August 23, 2025 from 6:30 a.m. - 3:00 p.m. at Jones Park, Lions Pavilion, and 3 bike routes (Ebbert, Clerk/Treasurer/Finance Director)
- k. Review and possible action on a **Special Event: Rhythm on the River**, August 23, 2025 from 4:00 - 9:00 p.m. at the Water Street/Milwaukee Avenue parking lot (Ebbert, Clerk/Treasurer/Finance Director)
- l. Review and possible action relating to a **Temporary Retailer's License** for Rock River Heritage dba Fort Atkinson Club, Americana on the Rock, Friday, July 25, 2025 (Ebbert, Clerk/Treasurer/Finance Director)
- m. Review and possible action relating to a **Temporary Retailer's License** for Fort Atkinson Lions Club, Tour de Fort on Saturday, August 23, 2025 (Ebbert, Clerk/Treasurer/Finance Director)
- n. Review and possible action relating to a **Temporary Retailer's License** for Fort Atkinson Lions Club, Rhythm on the River on Saturday, August 23, 2025 (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

- a. Presentation relating to City of Fort Atkinson Fire Department ISO Rating (Peterson, Fire Chief)
- b. Public Works and Parks Operations Facility - Final Project Update (Williamson, Public Works Superintendent)

7. Resolutions and Ordinances

- a. Review and possible action relating to a Resolution approving the **2024 Compliance Maintenance Annual Report** for the City of Fort Atkinson Wastewater Utility (Sweeney, Wastewater Superintendent)
- b. First reading of a proposed Ordinance amending Section 2-53 of the City of Fort Atkinson Code of General Ordinances relating to the **Order of Business for City Council meetings** (Houseman, City Manager)
- c. First reading of an Ordinance relating to a Zoning Map Amendment to change the zoning district for a portion of the properties located west of Banker Road and east of Fort Atkinson High School (parcel number 226-0614-3322-000), from Single Family Residential (SR-2) to Multi-Family Residential (MRM-12), (SR-5) Single Family Residential, and (CON) Conservancy (Draeger, Building Inspector/Zoning Administrator)
- d. First reading of an Ordinance relating to a Zoning Map Amendment to change the zoning district for the properties located at **1349, 1347 and 1345 Marigold Dr.** (parcel numbers 226-0614-3322-002, 226-0614-3322-003, 226-0614-3322-004), from Single Family Residential (SR-2) to Single Family Residential (SR-5) (Draeger, Building Inspector/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 the **Ridge View Estates Preliminary Plat** (Draeger, Building/Zoning Administrator) (PPR-2025-02)
- b. Review and possible action relating to a **Request for Proposal for Financial Auditing Services** for the fiscal years ending 2025, 2026 and 2027 (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **purchase and installation of Streetlights** for the Ridge View Estates Subdivision - Northern Phase (Houseman, City Manager)
- d. Review and possible action relating to the **purchase and installation of Streetlights** in the Ridge View Estates Subdivision - Hawthorne Drive (Houseman, City Manager)
- e. Review and possible action relating to **Alcohol Beverage License Applications** for the licensing period of July 1, 2025 through June 30, 2026 (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action relating to the purchase of office furniture included in the 2025 CIP Project **to reconfigure the City Manager's office area and remodel**

the Recreation Office at the Municipal Building (Dayton, Parks and Recreation Director)

11. Claims, Appropriations and Contract Payments

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

12. Miscellaneous

- a. The City Council may consider a motion to convene in closed session pursuant to State Stat. Section 19.85(1)(e) to conduct other specified business where competitive or bargaining purposes require a closed session [Review of possible terms of a Development Agreement] (Houseman, City Manager)

13. Adjournment

Date Posted: June 13, 2025

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

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**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JUNE 3, 2025 – 7:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

President Jaeckel called the meeting to order at 7:00 pm.

2. Roll call

Present: Cm. Huckabee, Cm. Johnson, Cm. Lescohier, Cm. Schultz and President Jaeckel. Also present: City Manager, Clerk/Treasurer/Finance Director, City Attorney, Public Works Director, Building Inspector/Zoning Administrator, Public Works Superintendent, Fire Chief and Wastewater Superintendent.

3. Public Hearings

None.

4. Public Comment

Joan Fitzgerald, 545 Stratford Court spoke on Gun Violence Awareness Day, Friday June 6th and encourage all to wear orange in honor of the date.

5. Consent Agenda

Lescohier moved, seconded by Huckabee to approve the Consent Agenda as presented. Motion carried unanimously.

- a. *Review and possible action relating to the **minutes of the May 8, 2025 Police and Fire Commission Minutes** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the May 20, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the **minutes of the May 27, 2025 License Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action on a **Special Event: Fat Boyz Motorcycle Raffle** (partnership with Fort Atkinson Lions Club), Saturday June 21, 2025, from 4 p.m. to 9 p.m. at Fat Boyz (Ebbert, Clerk, Treasurer, Finance Director)*
- e. *Review and possible action relating to **Citizen Appointments** to Committees, Commissions, and Boards (Houseman, City Manager)*

6. Petitions, Requests, and Communications

- a. **Presentation: Annual Tourism Report** (*Logan McHone, Fort Atkinson Chamber Tourism and Marketing Manager*)
Logan McHone, Fort Atkinson Chamber Tourism and Marketing Manager, presented the annual report on behalf of the Chamber of Commerce. No action was taken.
- b. **Presentation: Main Street and Janesville Avenue Corridor Plans** (*Ben Rohr, Vandewalle*)
Ben Rohr of Vandewalle presented the Corridor plans.

7. Resolutions and Ordinances

None.

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

- a. *Review and possible action relating to the proposed Main Street Corridor Plan (Draeger, Building Inspector/Zoning Administrator)*
Inspector Draeger provided that the City of Fort Atkinson was awarded a Transportation Alternatives Program (TAP) Grant to develop a Main Street Corridor Plan and a Janesville Avenue Corridor Plan. In the spring of 2024, Vandewalle & Associates and Strand and Associates were hired to perform the work. The process included multiple public input opportunities: • Public Workshop #1 • Corridor-Specific Work Group Meetings with Area Stakeholders (two per corridor) • Plan Commission Review Meeting and Public Workshop #2 • City Council Presentation and Adoption Meeting (today) The Final Draft Corridor Plans were developed and guided by the public input received, in addition to conversations with City staff throughout the process. Each plan is oriented to be a set of recommended improvements that can be implemented over time by the City of Fort Atkinson as funding becomes available.

Staff and consultants held a public workshop on July 22, 2024, to gather feedback on both the Main Street and Janesville Avenue Corridor Plans. Workgroup #1 was held on July 29, 2024, and Workgroup #2 was held on September 23, 2024. Workshop #2 was recently held at the May 13, 2025, Plan Commission meeting. Feedback was gathered at all of the meetings and is reflected in the plan or has been otherwise noted for staff.

Huckabee moved, seconded by Lescohier to approve the proposed Main Street Corridor Plan. Motion carried unanimously.

- b. *Review and possible action relating to the proposed **Janesville Avenue Corridor Plan** (Draeger, Building Inspector/Zoning Administrator)*

Huckabee moved, seconded by Johnson to approve the proposed Janesville Avenue Corridor Plan. Motion carried unanimously.

10. New Business

- a. *Review and possible action relating to a request for proposal for residential garbage and recycling collection services for the City of Fort Atkinson (Houseman, City Manager)*

Manager Houseman stated that the City of Fort Atkinson has an agreement for the collection of solid waste and recyclable materials with GFL Solid Waste Midwest LLC ("GFL"). The original agreement was made in August 1998 with Superior Services, Inc. and has been assigned multiple times to other solid waste and recycling collection companies. In December 2024, the City Council approved an amendment to this agreement with GFL that was the result of negotiation between City staff and GFL. The changes included a 2% cost increase for 2025, changes to the bulk pick up program, and the termination of the original agreement as of December 31, 2025. Due to the fact that the agreement with GFL terminates at the end of this year, staff has prepared a Request for Proposals (RFP) to seek proposals for garbage and recycling collection services for the City of Fort Atkinson. The RFP includes the following elements: • Fully automated curbside weekly garbage collection and disposal • Fully automated curbside every-other-week single-stream recycling collection, and • Bulk item collection provided for residents on a per-call basis curbside at a predetermined price billed directly to the resident.

As alternate bids, the City is seeking a proposal for fully automated curbside weekly single stream recycling collection (Alternate 1), and monthly contractor collection and disposal of bulk items that do not fit in the cart at no charge to the resident (Alternate 2). The City is also seeking garbage and recycling collection at City facilities, parks, and the downtown with this RFP. Residential unit is defined in the RFP to include single-family through four-family residential properties, small businesses, or commercial properties that generate no more than one 96- gallon garbage and one 96-gallon recycling cart per week.

Lescohier moved, seconded by Johnson to authorize the City Manager to issue a request for proposal for residential garbage and recycling collection services for the City of Fort Atkinson. Motion carried unanimously.

- b. *Review and possible action relating to the replacement of old Flygt Submersible Pumps in the Sherman Avenue and Water Street Lift Stations (Sweeney, Wastewater Superintendent)*

Superintendent Sweeney discussed the Sherman Avenue lift station ("Sherman Avenue") that has two 3Hp Flygt submersible pumps, and the Water Street lift station ("Water Street") has two 5Hp Flygt submersible pumps. These pumps are at the end of their useful life and in the 2025 CIP for replacement. In addition to their age, there are inflow and infiltration (I&I) issues, meaning that storm water and ground water enter the sanitary

sewer system and end up being treated at the Wastewater Treatment Facility. When heavy rain falls or the river begins to rise and flood, these lift stations have difficulty keeping up. Staff can put in much older, larger spare pumps when this happens, but they need to be wired differently, and cords run across the ground to the control boxes. This is not a sustainable solution. Replacement of the pumps represents the first step in the process of updating these lift stations. Staff is recommending the purchase of larger pumps, two 5 Hp pumps at Sherman Avenue and two 7.5 Hp pumps at Water Street.

Lescohier moved, seconded by Johnson to approve the purchase of four Flygt Submersible Pumps for the Sherman Avenue and Water Street Lift Stations from Xylem Water Solutions USA, Inc. for a cost not to exceed \$62,402 using Wastewater Utility CIP funds. Motion carried unanimously.

- c. *Review and possible action relating to the replacement of the original roof on the Wastewater Utility Main Building (Sweeney, Wastewater Superintendent)*
Superintendent Sweeney stated the Wastewater Utility Main Building has the original roof from 1992. Many areas of the roof have been patched and more areas are needing attention for cracks in seams, holes and leaks. The 2025 CIP contains \$300,000 for replacement. The existing roof has served the City for over 30 years and is ready for replacement. The Utility examined several types of roofs, but ultimately, a direct replacement is the most functional and economical option. The contractor will furnish a layer of mechanically fastened insulation with another layer of insulation over the top. Then a 60 mil EPDM roofing and flashing system to cover the entire building per the manufacturer's warranty. The work includes a 20-year warranty with at least a 2-year workmanship warranty.

Huckabee moved, seconded by to Johnson accept the proposal from Nieman Central Wisconsin Roofing Company for the replacement of the roof at the Wastewater Utility Main Building at a cost not to exceed \$192,750 using Wastewater Utility CIP funds. Motion carried unanimously.

- d. *Review and possible action relating to **Alcohol Beverage License Applications** for the licensing period of July 1, 2025 through June 30, 2026 (Ebbert, Clerk/Treasurer/Finance Director)*
Clerk/Treasurer Ebbert presented the list of Alcohol applications which included renewals for Class A and Class B licenses. The types and combinations of licenses were reviewed, including quotes and any changes to businesses that would be reflected on their license. This item will return on the June 17th City Council meeting agenda for a few licenses to be approved due to timing of application submission, review and confirming renewal information. The licenses to be reviewed on June 17th will not delay or interrupt business operations.

Lescohier moved, seconded by Huckabee to approve the Alcohol Beverage License Applications for the Licensing period of July 1, 2025 through June 30, 2026, contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk.

Motion carried unanimously.

- e. *Review and possible action relating to **Cigarette, Tobacco and Electronic Vaping Device Retail License Applications** for the licensing period of July 1, 2025 through June 30, 2026. (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk/Treasurer Ebbert reviewed the submitted applications. Cigarette and tobacco license applications are not required to be reviewed by City Council. However, Staff issues licenses to businesses that sell age-restricted items and supports Council being aware.

Huckabee moved, seconded by Johnson approve the Cigarette, Tobacco and Electronic Vaping Device Retail License Applications for the licensing period of July 1, 2025 through June 30, 2026, contingent upon all monies owed to the city are paid prior to license issuance by the City Clerk. Motion carried unanimously.

11. Miscellaneous

None.

12. Claims, Appropriations and Contract Payments

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

Lescohier moved, seconded by Johnson to approve the list of Verified Claims as presented. Motion carried unanimously.

13. Adjournment

Johnson moved, seconded by Huckabee to adjourn. Meeting adjourned at 8:20 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



**FINANCE COMMITTEE MEETING
IN PERSON
THURSDAY, JUNE 5, 2025 – 4:00 PM
CITY HALL – SECOND FLOOR CONFERENCE ROOM**

MINUTES

1. Call meeting to order

President Jaeckel called the meeting to order at 4:00 pm.

2. Roll call

Present: Cm Huckabee, Cm Lescohier and President Jaeckel. Also present: City Manager, Clerk/Treasurer/Finance Director, Director of Public Works, Building Inspector and City Attorney.

3. Public Comment

- a. The Finance Committee will receive public comments relating to matters on the agenda. Speakers must be City residents, property owners, or business representatives. 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.*
- None.

4. New Business

- a. Review and possible action relating to the financial impact of a proposed change to the City's organizational structure to include Neighborhood and Building Services Department (Houseman, City Manager)*

Manager Houseman discussed that over the past several years, the City Council and City Manager have recognized the incredible range and breadth of responsibility of the position of Public Works Director/City Engineer. In 2024, the position was split into two: Director of Public Works and City Engineer, to provide additional support. Recruitment efforts for the position of City Engineer throughout 2024 were unsuccessful. The previous Public Works Director resigned in December 2024 to pursue other opportunities and one of the reasons cited was workload. Between December 2024 and May 2025, the City Manager served as Interim Public Works Director. Andy Burt, Ruekert and Mielke served and continues to serve as Interim City Engineer. Jed Draeger, Building Inspector/Zoning Administrator, also took on additional responsibilities during that period of time. Such

additional duties outside the scope of the job description include managing the Ridge View Estates infrastructure project and Airport operations, including hangar inspections and serving as the City's liaison for the Airport Master Planning Process and capital improvements. He has also taken on responsibility for stormwater pond inspections and administration as well as taking the lead on the Main Street and Janesville Avenue Corridor Planning processes. Houseman is proposing to add a new department to the organization. The Department is called Neighborhood and Building Services, and would be led by Jed Draeger as the Director of Neighborhood and Building Services. In the longer term, staff intends to include a new position in the 2026 budget under this Department: a Buildings and Facilities Manager or Superintendent. This position would be responsible for short and long term facility planning, building and facility project management, among other items.

Lescohier moved, seconded by Huckabee to approve the financial impact to the 2025 budget relating to the implementation of a Neighborhood and Building Services Department. Motion carried unanimously.

5. Adjournment

Huckabee moved, seconded by Lescohier to adjourn. Meeting adjourned 4:22 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



**ORDINANCE COMMITTEE MEETING
IN PERSON AND VIA ZOOM
THURSDAY, JUNE 5, 2025 – 5:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

President Jaeckel called the meeting to order at 5:00 pm.

2. Roll call

Present: Cm. Huckabee, Cm. Johnson and President Jaeckel. Also present: City Manager, City Attorney, Building Inspector, Fire Chief and Clerk/Treasurer/Finance Director.

3. Public Comment

- a. The Ordinance Committee will receive public comments relating to matters on the agenda. Speakers must be City residents, property owners, or business representatives. 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.*

Riley Cunningham, 1225 Commonwealth Drive Apt 11 - Spoke on the pledge of allegiance and supports it being on the Council Agenda.

John Callan, 522 Robert Street - Spoke on the pledge of allegiance in relation to the City Council agenda.

Dave Frigo, 409 Milo Street - Had a question regarding a different agenda and did not have comments.

Ron Martin, 409 Nadig Drive - Spoke on the pledge of allegiance and supports it being on a Council Agenda.

Elliott Larson, 415 McMillen Street - Spoke on the pledge of allegiance and supports it being on a Council Agenda.

Laurie Wohlgemuth, 306 E Milwaukee Avenue - Spoke on the pledge of allegiance and supports it being on a Council Agenda.

4. New Business

- a. *Review and possible recommendation to the City Council relating to a proposed amendment to Section 2-53 of the City of Fort Atkinson Code of General Ordinances relating to the Order of Business for City Council Meetings (Houseman, City Manager)*
- Manager Houseman stated that several members of the City Council have requested to review an amendment to Section 2-53 of the City's code of general ordinances relating to the Order of Business for City Council meetings to include the Pledge of Allegiance. The proposed ordinance amendment makes two changes to the order of business for City Council meetings. The first change is to add the pledge of allegiance. The second change is to codify the use of a consent agenda. On May 4, 2021, the City Council approved the use of a consent agenda with the process and rules set forth in the attached memo. However, this change was not codified in Section 2-53 of the City Ordinances. Staff proposes to codify the use of the consent agenda through this ordinance amendment. While these items are included together in one ordinance amendment, any Committee member may make a motion to take separate action on each of the proposed changes. If another Committee member seconds, the items may be split and action on each may be taken separately.

Huckabee moved, seconded by Johnson to recommend the City Council approve the Ordinance to amend Section 2-53 of the City of Fort Atkinson Code of General Ordinances relating to the Order of Business for City Council meetings. Motion carried unanimously.

- b. *Review, discussion, and possible recommendation to the City Council relating to the creation of Section 1-16 (establishment of reinspection fees), the amendment of Section 18-82 (requiring a Certificate of Occupancy for a change in use), and an amendment to Section 34-2 (record keeping and reporting for Fire Inspections) (Draeger, Building Inspector/Zoning Administrator and Peterson, Fire Chief)*
- Inspector Draeger and Chief Peterson presented the creation of Section 1-16. This section adds the ability for staff to charge re-inspection fees for re-inspections relating Chapters 15, 18, 30, 38, 42, 66, 70, 78, 90, 98, and 102. Any such re-inspection fees would need to be approved by the City Council through the annual Fee Resolution. The goal of staff is to implement these ordinance changes and establish re-inspection fees starting in 2026. Currently, the only method of cost recovery for some of these code regulations is citations, which revert to the Municipal Court system and may or may not be paid. Adding the ability to charge re-inspection fees for items requiring follow-up and re-inspection would allow City staff to recoup some of the costs associated with these programs through adding them to the property owner's property tax bill.

Staff also presented the proposed amendment to Chapter 18, which creates 18-82 requiring a certificate of occupancy for change in use. This proposed amendment and

intent are included in the attached document for review. Requiring a certificate of occupancy for changes in use will allow the City to ensure that a new use is in compliance with the Zoning Ordinance and the Building Code.

The final amendment for review is to Chapter 34-2, which creates subsection (l) relating to records and reporting. Chapter 34 covers Fire Prevention and Protection, and the new subsection provides property owners and business owners to self-report their required annual inspections. It also provides the Fire Chief with the authority to require the reports be completed electronically, which would create efficiencies and transparency in record-keeping.

The Committee supports the amendments to the Ordinances and their presentation to a future City Council meeting.

5. Adjournment

Johnson moved, seconded by Hucakbee to adjourn. Meeting adjourned at 5:46 pm.

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



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JUNE 10, 2025 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Council Representative Schultz, Commissioners Ciccarelli, Kessenich, Shull, Manager Houseman and Director of Public Works Navin. Also present: Building Inspector/Zoning Administrator and Clerk/Treasurer/Finance Director.

Absent: Cm Hough.

3. Public Hearings

- a. **Public Hearing** relating to a Zoning Map Amendment to change the zoning district for a portion of the properties located west of Banker Road and east of Fort Atkinson High School (parcel number **226-0614-3322-000**), from Single Family Residential (SR-2) to Multi-Family Residential (MRM-12), (SR-5) Single Family Residential, and (CON) Conservancy. (Draeger, Building Inspector/Zoning Administrator)

Building Inspector Draeger presented the information regarding the amendment request. The City is considering a proposed Zoning Map Amendment for a portion of the parcel located West of Banker Road and East of Fort Atkinson High School (parcel number 226-0614-3322- 000). This amendment would change the zoning designation from Single-Family Residential (SR2) to Multi-Family Residential (MRM-12), Single-Family Residential (SR-5) and Conservancy (CON). The requested change aims to support future development in the area and the planned storm water management areas. This proposed amendment is related to the approval process for the Preliminary Plat Review of Ridge View Estates, which was reviewed and recommended to the City Council for approval by the Plan Commission on May 13, 2025. While the Preliminary Plat establishes individual parcels, this Zoning Map Amendment determines their zoning classifications. Upon final approval of both the Preliminary Plat and the Zoning Map Amendment, the parcels will be available for sale and development.

Manager Houseman opened the Public Hearing. After three calls, the Public Hearing was

closed without comments.

- b. ***Public Hearing*** relating to a Zoning Map Amendment to change the zoning district for the properties located at 1349, 1347 and 1345 Marigold Dr. (parcel numbers **226-0614-3322-002, 226-0614-3322-003, 226-0614-3322-004**), from Single Family Residential (SR2) to Single Family Residential (SR5). (Draeger, Building Inspector/Zoning Administrator)

Building Inspector Draeger presented the proposed Zoning Map Amendment includes the properties located at 1349, 1347 and 1345 Marigold Dr. (parcel numbers 226-0614-3322-002, 226-0614-3322-003, 226-0614-3322-004), from Single Family Residential (SR-2) to Single-Family Residential (SR-5). A zoning change is being requested to accommodate the future development of the parcels. This proposed amendment is related to the Certified Survey Map Review which included Lots 3- 5 which was reviewed and recommended for approval by the Plan Commission on February 11, 2025. While the CSM established the individual parcels, this Zoning Map Amendment determines their zoning classifications. Final approval of the Zoning Map Amendment will permit the sale and development of the individual lots under the new SR-5 zoning classification.

Manager Houseman opened the Public Hearing. After three calls, the Public Hearing was closed without comment.

4. New Business

- a. ***Review and possible action relating to the minutes of the May 13, 2025 Plan Commission meeting*** (Ebbert, Clerk/Treasurer/Finance Director)

Ciccarelli requested to note his comments on whether a projecting sign had been considered in relation to the Devout Real Estate submission. Inspector Draeger clarified during the meeting that projecting signs were not allowed in the Downtown Historic District.

Kessenich moved, seconded by Ciccarelli to approve the minutes of the May 13, 2025 Plan Commission meeting. Motion carried.

- b. ***Review and possible recommendation to the City Council relating to a Zoning Map Amendment*** to change the zoning for the properties located west of Banker Road and east of Fort Atkinson High School (parcel number **226-0614-3322-000**), from Single Family Residential (SR-2) to Multi-Family Residential (MRM-12) and (SR-5) Single Family Residential. (ZMA-2025-02) (Draeger, Building Inspector/Zoning Administrator)

Draeger discussed the zoning requests that allow for varying setbacks within residential zoning and conservancy parcels that allow for stormwater management. Lot size was discussed in reference to SR-5 zoning.

Schultz moved, Ciccarelli seconded to recommend to the City Council approve the Zoning Map Amendment to change the zoning for the properties located west of Banker Road and east of Fort Atkinson High School (parcel number 226-0614-3322-000), from Single

Family Residential (SR-2) to Multi-Family Residential (MRM-12) and (SR-5) Single Family Residential. (ZMA-2025-02). Motion carried unanimously.

- c. *Review and possible recommendation to the City Council relating to a **Zoning Map Amendment** to change the zoning district for the properties located at 1349, 1347 and 1345 Marigold Dr. (parcel numbers **226-0614-3322-002, 226-0614-3322-003, 226-0614-3322-004**), from Single Family Residential (SR2) to Single Family Residential (SR5). (ZMA-2025-03) (Draeger, Building Inspector/Zoning Administrator)*

Kessenich moved, seconded by Ciccarelli to recommend the City Council approve the Zoning Map Amendment to change the zoning district for the properties located at 1349, 1347 and 1345 Marigold Dr. (parcel numbers 226-0614-3322-002, 226-0614-3322-003, 226-0614-3322-004), from Single Family Residential (SR2) to Single Family Residential (SR5). Motion carried unanimously.

- d. *Review and possible action relating to a **Concept Plan for an industrial flex building** to be located on Lots 12 and 13 in the Klement Business Park (Draeger, Building Inspector/Zoning Administrator)*

Building Inspector Draeger stated that at the meeting on November 7, 2024, the City Council approved the sale of Lots 12 and 13 in the Klement Business Park to Wisconsin Development Partners, LLC for \$323,700. The offer to purchase was subject to approval of development plans for the property. Note that the Council also approved an option for the applicant to purchase Lot 1 if exercised by October 31, 2025. The developer proposes to construct an industrial flex building on Lots 12 and 13 (subject property), designed to accommodate multiple users. The front façade of the building will face Janesville Avenue, with loading docks located along Mielke Drive. This flexible design allows for either a single occupant or multiple tenants, as the space can be subdivided as needed. The City and the applicant have reached a conceptual agreement on the development.

Cm. Ciccarelli asked about signage and building entrances being included in the Site Plan, when represented to Plan Commission. Draeger confirmed additional information will be presented to the Plan Commission.

Schultz moved, seconded by Ciccarelli to approve the Concept Plan as submitted to meet the intent of the accepted offer to purchase the subject property. A full set of site plans will come back to the Plan Commission for review and approval prior to the issuance of building permits. Motion carried unanimously.

- e. *Review and possible action relating to a **Site Plan Review** for signage at Waterfront Dental, Sherman Ave. (SPR-2025-10) (Draeger, Building/Zoning Administrator)*

Building Inspector Draeger stated that Waterfront Dental, formerly operating as Bender Kind & Stafford (BKS) Dental, is proposing updates to the signage located on the northern façade of its building facing Sherman Avenue. The proposal includes the installation of a new wall sign as well as the replacement of the graphic faces on two existing signs, all situated on the same façade. The proposed wall sign will display the updated company logo along with a description of the services offered. The design retains the existing graphic base of the wall sign, with modifications focused on the lettering to reflect the

new branding. The sign will measure approximately 9 feet 1¼ inches by 37¼ inches, totaling about 28 square feet in area. The updated signage will feature backlit white LED illumination and maintain the existing color scheme currently present on the building, ensuring continuity with the property's established aesthetic.

Kessenich moved, seconded by Ciccarelli to approve the Site Plan Review signage at Waterfront Dental, Sherman Avenue. Motion carried unanimously.

5. Adjournment

Kessenich moved, seconded by Schultz to adjourn. Meeting adjourned at 4:30 pm.

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



Permit Report

05/01/2025 - 05/31/2025

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

5/29/2025	25381	1233 Janesville Ave	BASE - Badgerland After School Enrichment Program, Inc	Add/Alter Commercial	Interior/Exterior Renovation with sitework	2,500,000	\$6,930.50
							\$6,930.50

Group Total: 1

Group: Certificate of Occupancy

5/29/2025	25379	1515 Madison Ave	LeRoy Investments LLC	Certificate of Occupancy	New Verizon Location	50,000	

Group Total: 1

Group: Commercial/ Industrial

5/29/2025	25380	1233 Janesville Ave	Alicia Norris	Commercial/ Industrial	Installation of one new wet-type automatic sprinkler system in unprotected areas of existing building.	76,535	\$185.00
							\$185.00

Group Total: 1

Group: Deck

5/19/2025	25351	214 S High St	Jaime First and Cody Schreer	Deck	Replace Attached Deck	2,500	\$101.50
5/19/2025	25350	1122 N High St	Elizabeth Bull	Deck	Rebuild deck	50,000	
5/2/2025	25292	101 E Hilltop Tr	Matthew Long	Deck	Adding Deck above existing patio	4,000	\$125.00
							\$226.50

Group Total: 3

Group: detached garage

5/22/2025	25360	113 Wilson Ave	John Anderson	detached garage	garage gareden shed	20,000	\$345.50
5/12/2025	25324	310 N Fourth St	Darrin Krueger	detached garage	New Shop/Garage accessory building	30,000	\$315.00
							\$660.50

Group Total: 2

Group: Electrical

5/30/2025	25386	1010 Grant St	Alex & Katie Mueller	Electrical	Service Upgrade	3,045	\$80.00
5/30/2025	25384	510 Jackson St	Larry Hoffman	Electrical	Wire New AC	500	\$60.00
5/28/2025	25376	324 Riverside Dr.	Tyler Tabor	Electrical	Adding new 20Amp circuit for split AC unit	443	\$60.00
5/27/2025	25367	217 Shirley St	Matthew Rausch	Electrical	The Electrical work is going to be primarily wiring outlets, lights, and switches. The heavier amperage appliances will be dryer, range, water heater, etc. Will also have a washer, fridge, and range hood. I need a bath fan as well. I don't plan on using a hard wired AC, at least this summer. I'm going to simply use window or portable AC units	15,000	\$85.95
5/27/2025	25366	411 McMillen St	Jeff Newbold	Electrical	Generac Generator Installation	16,970	
5/22/2025	25358	800 Madison Ave	FORT COMMUNITY CREDIT UNION	Electrical	TRENCH TO SIGN	1,000	\$60.00
5/21/2025	25357	1429 S Main St	Lynne Parker	Electrical	Wire an air handler and ac	500	\$60.00
5/21/2025	25356	226 S Main St	ELW Holdings	Electrical	OUTLETS FOR WASHER AND DRYER	500	\$60.00
5/20/2025	25353	503 Monroe St	Jack Rice	Electrical	SERVICE UPGRADE/REPLACEMENT	4,000	\$80.00
5/14/2025	25333	1207 Gerald Ct	Shannon Keidel	Electrical	change 22 100 amp panels for tenants, one 200 amp public panel and one 100 amp public panel. Install 3 600amp services on exterior of building with disconnects for all interior panels (all 120/240v).	0	\$835.00

5/7/2025	25310	615 Nelson St	CLIFFORD & ROSE MARY SCHEMM TRUST	Electrical	100 amp overhead service	2,000	\$80.00
5/7/2025	25307	509 Hillcrest Dr	Mark Dzewior	Electrical	Fire Restoration: (1)Temp 100Amp outdoor rated panel	2,000	\$60.00
5/6/2025	25304	328 Grove St	Tina Vrana	Electrical	Fire Restoration - Temp service	2,000	\$60.00
5/5/2025	25294	912 Riverside Dr	Yamin Ahmad	Electrical	Upgrade to 200 amp service, add AC wiring. update switches	4,500	\$100.75
5/1/2025	25288	1101 Menomonee Ct	Peter Sell	Electrical	kitchen/bath remodel	10,000	\$74.35
5/1/2025	25287		Brendan Sullivan	Electrical	Electrical work for a new apartment building	975,000	
							\$1,756.05

Group Total: 16

Group: Fence

5/28/2025	25372	1230 S Main St	Ernest Witzke	Fence	Replace 160ft wooden fence with 80ft PVC 6ft fence.	6,000	\$60.00
5/23/2025	25362	912 East St	Shelly and Randy Hoefs	Fence	Installing 29 LF of ranch rail fence	1,582	\$60.00
5/22/2025	25359	715 East St	Covenant LLC	Fence	fence on south side - 100 ft long	650	\$60.00
5/19/2025	25349	520 Stratford Ct	Carla Hinrichs	Fence	New 4' Chain link fence in the backyard	6,059	\$60.00
5/16/2025	25342	1507 Jamesway	JOHN M STEINER	Fence	4 black chainlink	4,390	\$60.00
5/14/2025	25330	633 Grant St	Pat Prisk	Fence	New vinyl privacy fence	250	\$60.00
5/14/2025	25329	1119 S Main St	Austin Armstrong	Fence		1,000	\$60.00
5/13/2025	25328	1406 Commonwealth Dr	Alexander Turner	Fence	Replace existing 5' fence with 6' tall treated pine. Following existing footprint.	3,000	\$60.00
5/8/2025	25319	112 E Highland Ave	Bob Lewicki	Fence	83 lf 6' vinyl privacy fence, 2 gates,	6,083	\$60.00
5/5/2025	25297	423 Converse St	Jamie Teche	Fence	New 4ft wood picket Fence	3,500	\$60.00
							\$600.00

Group Total: 10

Group: Foundation Repair

5/8/2025	25313	1108 Erick St	Jeff Kepschull	Foundation Repair	install interior drainage system w/ sump	3,100	\$85.00
5/7/2025	25311	225 Jackson St	Jim Harrison	Foundation Repair	Waterproofing, Installation of drain tile	16,000	\$85.00
							\$170.00

Group Total: 2**Group: HVAC**

5/30/2025	25383	510 Jackson St	Larry Hoffman	HVAC	Replace Furnace, new ac	11,971	\$115.00
5/30/2025	25382	506 Riverside Dr.	Kathleen Dyzak	HVAC	Replace existing ac	5,345	\$70.00
5/27/2025	25369	217 Shirley St	Matthew Rausch	HVAC		15,000	
5/19/2025	25348	1429 S Main St	Lynne Parker	HVAC	Replacing existing AC/furnace	19,520	\$105.00
5/16/2025	25340	611 E Sherman Ave	Greg Dempsey	HVAC	Finish upgrades to emergency department. We are installing new HVAC grilles, duct and VAV box.	20,000	\$85.00
5/2/2025	25291	100 E Blackhawk Dr	Opportunities Inc	HVAC	Rooftop Replacement	300,000	\$85.00
5/2/2025	25290	112 Roosevelt St	Hugh Wakefield	HVAC	AC Replacement -Lennox ML17XC1 AC	6,686	\$70.00
							\$530.00

Group Total: 7**Group: New Duplex**

5/21/2025	25354	263-265 Heritage Dr	JT Developers LLC	New Duplex	New Duplex on Condo Plat	600,000	\$3,011.25
							\$3,011.25

Group Total: 1**Group: Plumbing**

5/28/2025	25374	1420 Lakeview Dr	CC&E Building	Plumbing	Water and Sewer laterals for new Single Family Home	0	\$185.00
5/27/2025	25368	217 Shirley St	Matthew Rausch	Plumbing	There will be 7 fixtures that will need plumbing. The toilet, vanity sink, bathtub/shower, water heater, water softener, kitchen sink, and washer. *side note, I need to get the water meter replaced. The bottom of the water	15,000	\$65.95

					meter popped open when the lines froze back at the end of december.		
5/13/2025	25326	265 Heritage Dr	Timm Mephram	Plumbing	sewer & water laterals	5,000	\$185.00
5/8/2025	25314	1108 Erick St	Jeff Kepschull	Plumbing	replace existing sump	1,900	\$60.00
5/6/2025	25303	1105 N Main St	Evergreen Cemetery	Plumbing	3 Yard Hydrants	11,000	\$60.00
5/6/2025	25299	306 Jones Ave	Richard Riedel	Plumbing	1st floor, tub to pan conversion. Same size and location.	613	\$60.00
5/1/2025	25289	1101 Menomonee Ct	Peter and Lynn Sell	Plumbing	house remodel	3,000	\$60.00
							\$675.95

Group Total: 7

Group: Private Driveway

5/30/2025	25385	805 Madison Ave	Honeycomb Salon	Private Driveway	Resurfacing existing driveway and parking - extending parking to the South	23,000	\$50.00
5/28/2025	25375	99 Robert St	JN Mode Rentals LLC	Private Driveway	Driveway Replacment	10,000	\$50.00
5/27/2025	25371	610 Zaffke St	Julia Brock	Private Driveway	expanding driveway to the north with concrete. Will not exceed 24ft in width and will be 4' away from property line	500	\$50.00
							\$150.00

Group Total: 3

Group: Right of Way Opening Permit

5/16/2025	25339	711 Zaffke St Cell Tower Site at near Water Tower	US Cellular	Right of Way Opening Permit	Installation of Fiber Optic Cable for US Cellular	0	
5/16/2025	25338	600 Talcott Ave	City of Fort Atkinson	Right of Way Opening Permit	REPLACE SERVICE WR#5093500	0	\$50.00
5/15/2025	25337	Hawthorne Dr & Campus Dr	City of Fort Atkinson	Right of Way Opening Permit	RESIDENTIAL SUBDIVISION	0	\$100.00
5/12/2025	25323	HAWTHORNE DR & CAMPUS DR	City of Fort Atkinson	Right of Way Opening Permit	INSTALL STREET LIGHTS, POLE AND CABLE WR#5085763	0	\$50.00

5/12/2025	25322	700 N HIGH ST	A Wiesner Properties LLC	Right of Way Opening Permit	METER LOCATION & REPLACEMENT WR#4983364	0	\$50.00
5/7/2025	25309	Bark River Rd		Right of Way Opening Permit	Right of way work to bore new conduit and place new fiber cable approximately 560'	0	
5/7/2025	25306	1300 Lillian St	Spectrum, Paul Wagner	Right of Way Opening Permit	ROW Permt	0	\$50.00
5/7/2025	25305	1606 Stacy lane	Sean ogorman	Right of Way Opening Permit	For a 18x22 inlet or approach concrete	0	\$50.00
5/6/2025	25300	218 N Main St		Right of Way Opening Permit	Apron and Sidewalk	0	\$50.00
5/5/2025	25298	502 Grant ST	Robert Reif	Right of Way Opening Permit	City Sidewalk	0	\$50.00
5/5/2025	25296	S Main St		Right of Way Opening Permit	Looking to bore approximately 218' of new fiber cable underground for placement in the right of way along S Main St.	0	
5/5/2025	25295	Farmco Lane/hackbart h Rd		Right of Way Opening Permit	Will need right-of-way access for new underground boring to place new fiber cable, approximately 966'	0	
5/5/2025	25293	500 Maple St	Theresa Mechler	Right of Way Opening Permit	sidewalk and service walk	0	\$50.00
							\$500.00

Group Total: 13

Group: Roofing/Siding

5/28/2025	25378	420 S High St	Lacy Platner	Roofing/Siding	Roof Replacement	15,176	\$60.00
5/28/2025	25373	209 Wollet Dr	Peter Jones	Roofing/Siding	Complete tear off and reroof to code	24,000	\$60.00
5/27/2025	25365	1724 Montclair Pl	Steve Schlesner	Roofing/Siding	Asphalt Shingle Replacement	22,000	\$60.00
5/23/2025	25364	8 Talcott Ct	Ivonne Cheek	Roofing/Siding	R&R Asphalt Laminated shingles, Install Underlayment, IWS, Drip edge, and all necessary components to be compliant. Haul Away Waste.	16,138	\$60.00
5/23/2025	25363	404 Grant St	Diane King	Roofing/Siding	Reroof Flat roof	4,000	\$60.00

5/20/2025	25352	310 Shirley St	Janet Lawonn	Roofing/Siding	Tear off and re-roof of home and detached garage- Tear off siding on home and re-side of home- Install new gutters and downspouts	28,000	\$60.00
5/19/2025	25347	315 Zida St	KENNETH CLUVER	Roofing/Siding	Shingle Replacement	13,000	\$60.00
5/16/2025	25346	611 Adams St	Sean McConnell	Roofing/Siding	Tear off and reroof home	17,752	\$60.00
5/16/2025	25345	92 Lucile St	Mark Holcomb	Roofing/Siding	Tear off roof and re-roof	18,527	\$60.00
5/16/2025	25344	433 Mc Comb St	Cherly Dimer	Roofing/Siding	Tear off roof and siding and re roof and re-side	36,323	\$60.00
5/16/2025	25343	425 Adams St	Josh Manthey	Roofing/Siding	Tear off and reroof home of house	16,315	\$60.00
5/16/2025	25341	1409 Adrian Blvd	Nanette Congdon	Roofing/Siding	Siding/Windows/ Door Replacement	50,000	\$60.00
5/14/2025	25335	404 Sherman Ave E	Mark piper	Roofing/Siding	Re-roof	17,000	\$60.00
5/14/2025	25332	1113 W Blackhawk Dr	Rich Skinner	Roofing/Siding	Roof Replacement	13,500	\$60.00
5/13/2025	25327	318 Zida St	JACQUELYN WARD	Roofing/Siding	New Roof	18,800	\$60.00
5/8/2025	25318	309 Council St	Dave Bruenig	Roofing/Siding	Roof Repl;acement	18,331	\$60.00
5/8/2025	25317	545 Stratford Ct	Joan Fitzgerald	Roofing/Siding	Siding Replacement	50,000	\$60.00
5/8/2025	25316	422 W Cramer St	DOUGLAS LUNDBERG	Roofing/Siding	Siding Replacement	19,876	\$60.00
5/8/2025	25312	1217 Talcott St	Joseph Bies	Roofing/Siding	Roof replacement	13,807	\$60.00
5/6/2025	25302	904 RIVERSIDE DR	LAWRENCE E WHITMORE	Roofing/Siding	RE ROOF	1,000	\$60.00
5/6/2025	25301	518 SHAH AVE	ROY BUDLONG	Roofing/Siding	RE ROOF	10,000	\$60.00
							\$1,260.00

Group Total: 21

Group: ROW and Driveway

5/21/2025	25355	310 North 4th Fort Atkinson	Darrin Krueger	ROW and Driveway	Concrete driveway/ city sidewalk	0	\$50.00
5/14/2025	25331	525 S High St	Robert Bell	ROW and Driveway	Pour concrete driveway	0	\$50.00
							\$100.00

Group Total: 2

Group: Sign

5/14/2025	25334	96 S Main St	Sarah Gabrielse	Sign	Front & Side ACM Building Signage	600	\$90.00
							\$90.00

Group Total: 1

Group: Single Family Alteration/Addition

5/12/2025	25321	300 Madison Ave	Christian Birsching	Single Family Alteration/Addition	Bathroom Remodel	18,428	\$125.00
							\$125.00

Group Total: 1

Group: Windows/Doors

5/23/2025	25361	1504 Radhika St	Jessica Stein and Nathan Simon	Windows/Doors	9 replacement windows to be installed in the existing openings	10,000	\$60.00
5/9/2025	25320	1525 Montclair Pl	Larry & Alice Kanter	Windows/Doors	Window replacements: (3)DH, (1)3LS, (1)2LS, (2)DDH. Same sizes and locations.	9,121	\$60.00
5/8/2025	25315	301 Memorial Dr	Steve Tesmer	Windows/Doors	Install 2x4 egress window on the back side of house	6,800	\$69.00
							\$189.00

Group Total: 3

Group: Zoning

5/28/2025	25377	328 Washington St	Fortfest Holdings LLC	Zoning	Zoning Verification Letter - Request	0	\$50.00
5/27/2025	25370	1300 Janesville Ave	WE Energies	Zoning	Circet USA is contracted with T-MOBILE/SPRINT to decommission/remove wireless equipment located at: 1300 Janesville Ave Fort Atkinson WI 53538 The scope of work would be to solely remove the equipment and cabinets, along with misc. hardware. The equipment will be removed and disposed of by our Team. There will not be any electrical work completed for this scope, nor will we be adding anything to the site.	0	\$35.00

5/15/2025	25336	417 Monroe St	Timothy Cluver	Zoning	Chain link in the rear yard and vinyl fence 4' in the front yard	7,447	\$60.00
5/7/2025	25308	737 Reena Ave	Tom Pientka	Zoning		5,900	
							\$145.00

Group Total: 4

							\$17,304.75
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Total Records: 99

6/10/2025



Jedidiah Draeger
Building Inspector/Zoning Administrator



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to the City Clerk-issued License and Permit Report for June 2025 (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

The following is a list of the Licenses and Permits issued by the City Clerk for the period May 20, 2025 through June 17, 2025 per the City of Fort Atkinson Municipal Code of Ordinances.

DISCUSSION

BEEKEEPING

None

OPERATOR

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

Applicant		Place of Employment	Recommended Approval by Police Department	Cost
Isabella	Davis	Casey's	Y	\$40
Albion	Mane	Fort 88 & Brickhouse	Y	\$40
Annalise	Williams	Two Twenty Modern Kitchen	Y	\$40
Haylee	Smith	Fat Boyz	Y	\$30
Denise	Nickel	Soup's ON	Y	\$30
Cynthia	Cruz-Spoerl	Tavern on Rock	Y	\$40
Piper	Bouton	Bridge	Y	\$30
Wendy	Black	KP Mart	Y	\$40
Muhammad	Saad	BP 303 S main	Y	\$40
Matthew	Shoppach	Proof	Y	\$30
Mary	Sande	Kwik Trip 1680	Y	\$30
Christie	Jeske	Rock River Lanes	Y	\$40
Jaciel	Zarate-Ortiz	Brickhouse & Fort 88	Y	\$30

Rylee	Pearson	Brickhouse	Y	\$30
Aliyah	Noh	Riverstone Premier	Y	\$30
Dawn	Null	Family Dollar	Y	\$30
Tammy	Walton	Family Dollar	Y	\$30
Sylvia	Heldt	Family Dollar	Y	\$30
Cindy	Lapp	Family Dollar	Y	\$30
Timothy	Enright	KP Mart	Y	\$30

MOBILE MERCHANT

TNT Fireworks	Matthew Sokol	Pick N Save	Y	\$50
Tree Ripe Citrus	Jennifer Smith	Riverstone Event Center	Y	\$35

DOOR-TO-DOOR RESIDENTIAL / DIRECT SELLER

Jefferson	Gunderson	Everlight Solar	Y	\$50
Regganold	Jackson-Hendrick	Everlight Solar	Y	\$50
Isrrael	Murillo	Everlight Solar	Y	\$50
Evan	Murphy	Everlight Solar	Y	\$50
Lance	Nelson	Everlight Solar	Y	\$50
Austin	Noelle	Everlight Solar	Y	\$50
Riley	Powell	Everlight Solar	Y	\$50
Drew	Reynolds	Everlight Solar	Y	\$50
Chandler	Sanford	Everlight Solar	Y	\$50
Tyler	Smith	Everlight Solar	Y	\$50

FINANCIAL ANALYSIS

In accordance with the City's Ordinances and Fee Schedule, a total of \$670.00 was collected for Operator's licenses, \$85.00 for Mobile Merchant licenses, and \$500.00 for Direct Seller's Permits.

RECOMMENDATION

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

ATTACHMENTS

None



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Jazz in the Park, Friday, June 27, 2025, from 7 p.m. to 9 p.m. at Barrie Park (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: Jazz in the Park

Date: Friday, June 27, 2025

Location: Barrie Park

Contact Person: Justin Steger, stegerj@fortschools.org

Hours of Event: 7:00 pm - 9:00 pm

Set up/Tear Down: 5:00 - 6:00 pm and 9:15 pm – 10:00 pm

Estimated Number of Attendees: 100

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 Jazz in the Park on Friday, June 27, 2025 at Barrie Park.

ATTACHMENTS

1. FASD BAND JAZZ IN THE PARK 2025 APP

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

Fee: \$25.00

*pd km*Name of Business/Group Organizing Event: **Fort Atkinson School District (Band)**Contact Person for Event: **Justin Steger**

Phone Number:

Email: **StegerJ@fortschools.org**

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

Phone: **262-347-9895**

Email:

Special Event DetailsEvent Name: **Jazz In The Park**Event Date (mm/dd/yyyy): **06/27/25**Event Location: **Barrie Park**Estimated Number of Attendees: **250**Hours of Event: **7pm-9pm**Event Setup Time: **5pm**Event Tear Down Time: **10pm**

Event Description: The Fort Atkinson High School Jazz Camp performs at Barrie Park followed by a headliner performance by Zachary Finnegan Quartet. Zachary Finnegan is a prominent trumpeter in the Chicago Jazz Scene. Most notably he toured internationally with Michael Bubl  a few years ago.

Goal/Purpose of Event: Primarily a great opportunity for our Jazz Studnets. Secondly, Jazz appreciation in the city. And third small donation based fundraiser if people are inclined to donate. We would like to bring in food trucks too, to provide refreshments for the crowd.

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: 6pm End Time of Music: 9:30pm

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

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

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

☐ I will be erecting a tent, canopy or other temporary structure.*
*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511

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

By signing, I agree to the following statements:

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

Responsible Party Signature:

Submission Date:

5/30/25

For Office Use Only:

Date Received: _____

Date Paid: _____

Council Approval / Denial Date: _____

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

Event Stipulations:



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Praise in the Park, Sunday, July 27, 2025, from 8 a.m. to 1 p.m. at Barrie Park (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: Praise in the Park

Date: Sunday, July 27, 2025

Location: Barrie Park; Closure of 7 parking spaces on Lincoln Street

Contact Person: Justin Steger, stegerj@fortschools.org

Hours of Event: 9 a.m. 12 p.m.

Set up/Tear Down: 8-9 a.m. and 12-1 p.m.

Estimated Number of Attendees: 100

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 Praise in the Park on Sunday, July 27, 2025 at Barrie Park.

ATTACHMENTS

1. TRINITY CHURCH PRAISE IN PARK 7.27.25



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

pd/k

Name of Business/Group Organizing Event: *Trinity Lutheran Church*

Contact Person for Event: *Dawn Sebranek*

Phone Number: *920-563-4145*

Email: *Volunteer@trinityfort.org*

Day of Event Contact Person (if different from above): *Maggie Messler* Phone: *920-728-0383* Email: *magsmess1@gmail.com*

Special Event Details

Event Name: *Praise in the Park + Church Picnic*

Event Date (mm/dd/yyyy): *7/27/2025*

Event Location: *Barrie Park*

Estimated Number of Attendees: *150*

Hours of Event: *9am - 12 noon*

Event Setup Time: *8am*

Event Tear Down Time: *1pm*

Event Description: *Worship + Church Picnic*

Goal/Purpose of Event:

Worship + social 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:

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: 9:30 End Time of Music: 11:15

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

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

☐ I will be erecting a tent, canopy or other temporary structure.*
*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511

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

By signing, I agree to the following statements:

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

Responsible Party Signature: Dawn M. Sebrach

Submission Date: 6/5/2025

For Office Use Only:

Date Received: _____

Date Paid: _____

Council Approval / Denial Date: _____

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

Event Stipulations:



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Tour de Fort, August 23, 2025 from 6:30 a.m. - 3:00 p.m. at Jones Park, Lions Pavilion, and 3 bike routes (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.

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DISCUSSION

Fort Atkinson Lions Club

Event: Tour De Fort

Date: Saturday, August 23, 2025

Location: Jones Park, Lions Pavilion, 3 bike routes

Contact Person: Jason Fiege; fortatkinsonlions@gmail.com

Hours of Event: 6:30 am to 4:00 pm

Estimated Number of Attendees: 100-150

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

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Fort Atkinson Lion's Club Tour Da Fort on August 23, 2025 from 6:30 am to 4:00 pm.

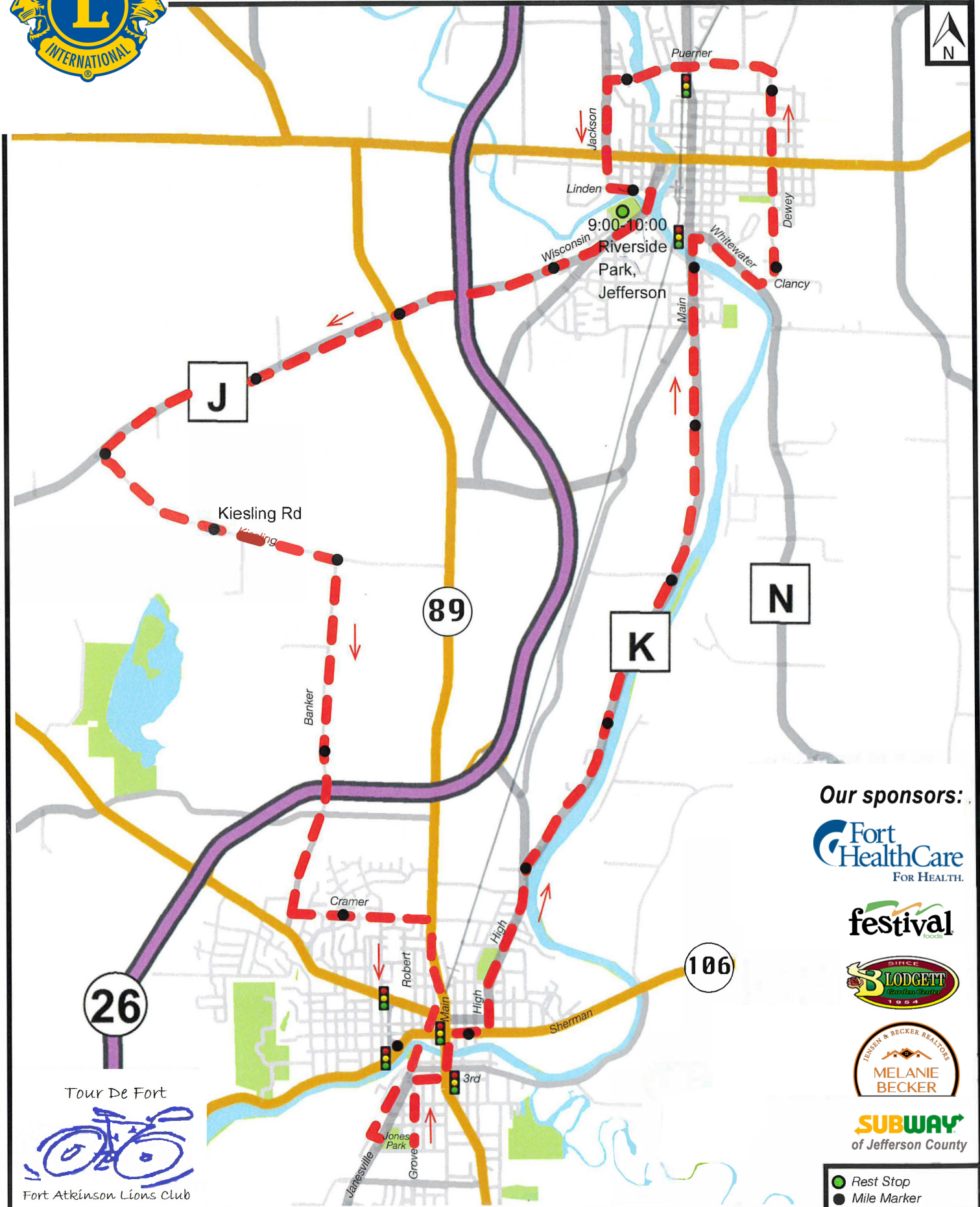
ATTACHMENTS

1. 16 Mile Route
2. 31 Mile Route
3. 62 Mile Route
4. LIONS TOUR DE FORT 2025 APP

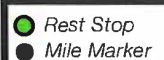


Tour de Fort

16 Miles



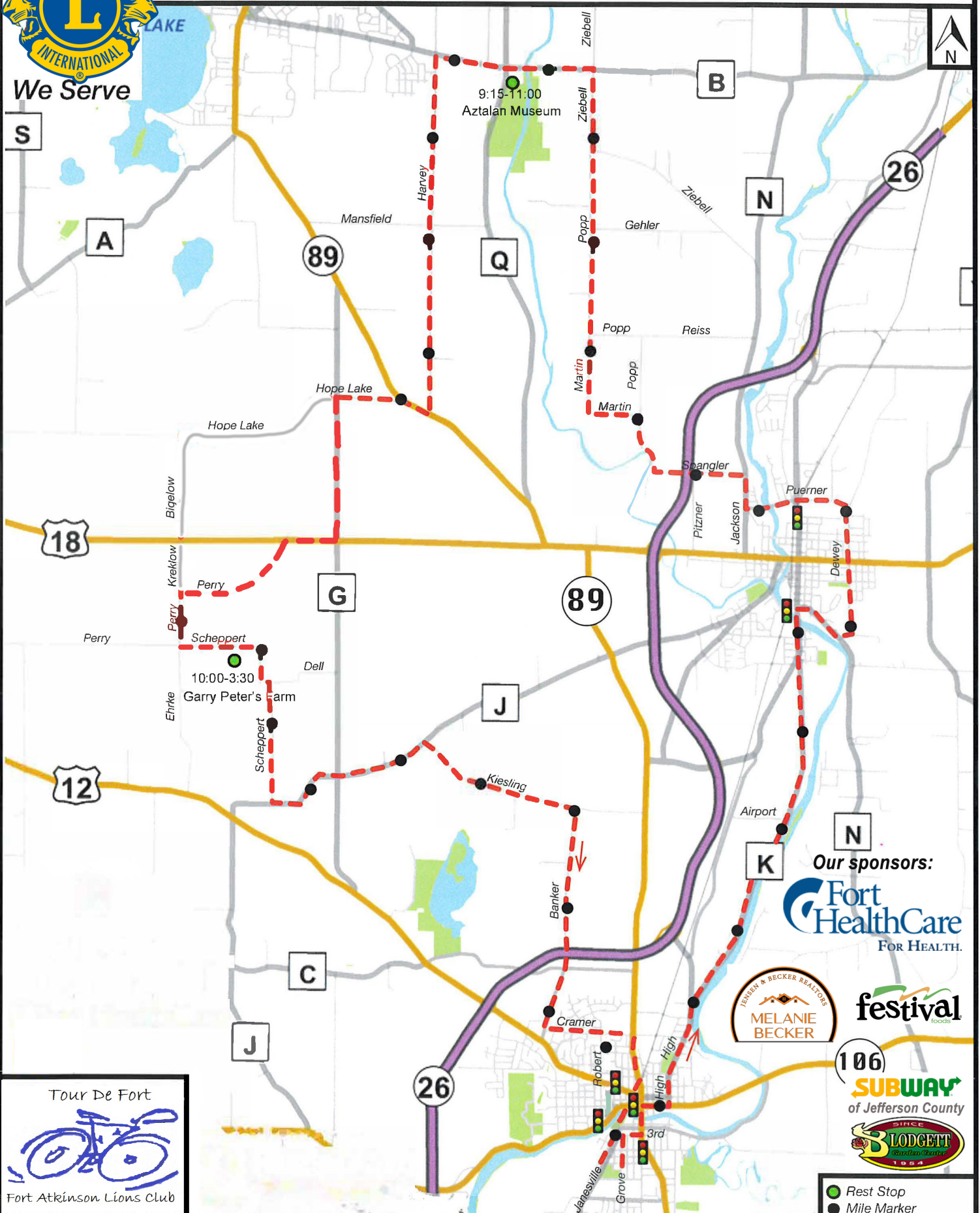
Our sponsors:





Tour de Fort

31 Miles



Our sponsors:

Fort HealthCare
FOR HEALTH.

MELANIE BECKER
REALTOR

festival
FOODS

106 SUBWAY
of Jefferson County

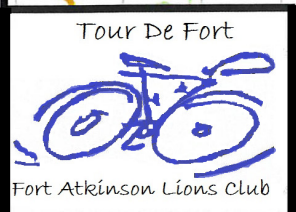
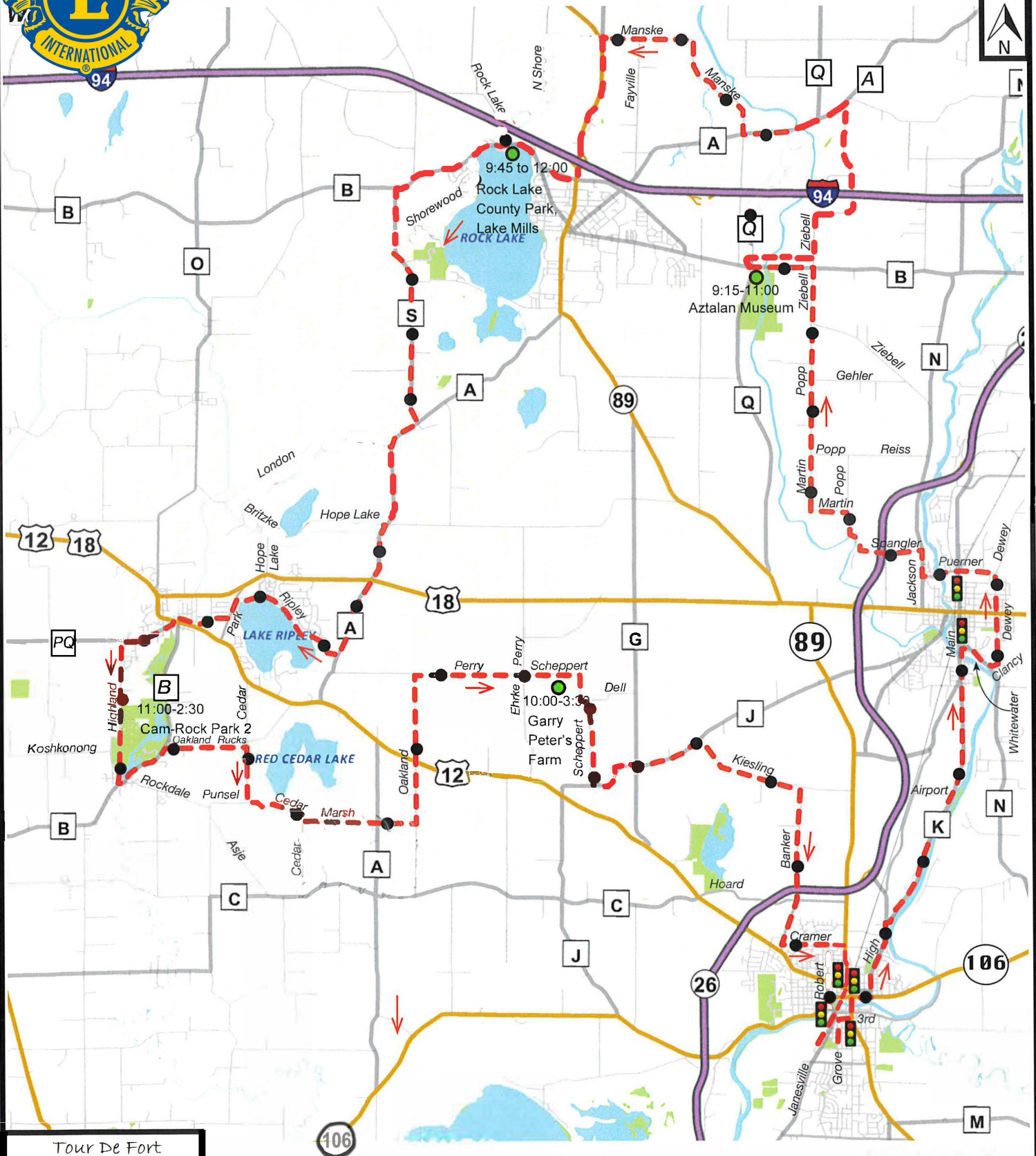
LODGETT
SINCE 1954

- Rest Stop
- Mile Marker



Tour de Fort

62 Miles



Rest Stop
Mile Marker



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

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

Contact Person for Event: Jason Fiege

Phone Number: 920-542-4099

Email: fortatkinsonlions@gmail.com

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

Phone: 920-542-4099

Email:

Special Event Details

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

Event Date (mm/dd/yyyy): Saturday August 23, 2025

Event Location: Jones Park - Lions Shelter, various bike routes

Estimated Number of Attendees: 100-150

Hours of Event: 8:30 am to 3:00 pm

Event Setup Time: 6:30 am

Event Tear Down Time: 3:00pm

Event Description: Annual bike ride fundraiser for Lions Club honoring past members. Three routes that leave Jones Park and return at Jones Park. Lions work with surrounding towns on use of roads, spray paint arrows on street (dissolves in a few days). Many use electronic mapping.

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

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

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

Check all applicable boxes:

☒ I am renting a city park

Shelter

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

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

☐ I will be erecting a tent, canopy or other temporary structure.*
*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511

☒ I am having a walk/race*
3 routes
Attached
*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:

Jason Fiege

Submission Date:

6.3.25

For Office Use Only:

Date Received:

Date Paid:

Council Approval / Denial Date:

Date applicant notified of Council action and any event stipulations:

Event Stipulations:



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Rhythm on the River, August 23, 2025 from 4:00 - 9:00 p.m. at the Water Street/Milwaukee Avenue parking lot (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

Fort Atkinson Lion's Club

Event: Rhythm on the River

Dates and Hours of Event: Saturday, August 23, 2025, 4:00 to 9:00 pm

Set Up/Tear Down: 12:00 pm closure of parking lot to continue post the Farmers Market. 9:00 pm clean up will begin.

Location: City Parking Lot: Water Street/Milwaukee Avenue

Contact Person: Scott Galston: scott_galston@yahoo.com, 920-253-9523 and Michelle Ebbert, 608-290-3397

Estimated Number of Attendees: 2000

The application and event information was routed to all City Departments with comments

provided.

Wastewater: The lift station that is behind the stage area to remain clear the entire event.

Police Department: Staffed for the event, will confirm decibel readers.

The Rotary Club will be managing the food, water and soda for the event. BASE will provide a family fun zone. A map is attached that shows the closure of S. Water Street E., where vehicles for volunteers, the band, and the stage company will be parked. Other entrances to the parking lot will be blocked, barricaded or allow for the parking of Emergency Vehicles. There may be minor adjustments to the map pending food tables, ticket booth, etc.

Alcohol sales will begin at 4:00 pm with 'last call' around 8:30 / 8:45 pm. The band is scheduled to end at 9:00 pm. Local businesses support the ending at 9:00 pm along with area residents.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve Rhythm on the River on August 23, 2025 from 4:00 to 9:00 pm.

ATTACHMENTS

1. Rhythm on the River Special Event App 2025
2. Event Map



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

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

Contact Person for Event: **Scott Galston and Michelle Ebbert**

Phone Number: **Scott - 920-253-9523** Email: **scott_galston@yahoo.com**

Day of Event Contact Person (if different from above): **Michelle Ebbert** Phone: 608-290-3397 Email: mchillann@yahoo.com

Special Event Details

Event Name: **Rhythm on the River**

Event Date (mm/dd/yyyy): **08/23/2025**

Event Location: **City Parking Lot Water Street/Milwaukee Avenue (Farmers Market lot)**

Estimated Number of Attendees: **2,000**

Hours of Event: **5:00 pm - 9:00 pm**

Event Setup Time: **12:00 to maintain lot closure**

Event Tear Down Time: **9:00 pm (final 08/24 am)**

Event Description: The Fort Atkinson Lions Club with partnership of other local civic organizations is excited to bring back Rhythm on the River. The location will be the same featuring local musical talent. A temporary license will be requested for the sale of fermented malt beverages to those of legal drinking age. Local civic organizations will aid with food vendor and water/soda/snack table management. Lions will request a youth based group to set up family friendly activities. One band is slated to play from 5 pm to 9 pm. Last call for alcohol sales will be 8:30 pm.

Goal/Purpose of Event: Rhythm on the River was a local event celebrated by several thousand for ten years. As it has been since 2019 for the most recent, crowd levels are not anticipated to be as high. The layout is intended to be the same ensuring safety at all lot entrances, ample space for accommodations and adequate restrooms. The Lions seek to share their support of the community, partner with local civic groups and increase memberships.

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 X **Number to be determined.**

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 X

Traffic Cones*

Qty X

☒ 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:

Electrical access for band to be located in the north west corner of the parking lot.

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: 5:00 pm End Time of Music: 9:00 pm

☒ I will be closing a street(s)* Barricades can be provided by Public Works upon request S. Water Street E only
* 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.* possibly a tent, unsure, no digging.
*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:

 Maubbert

Submission Date:

For Office Use Only:

Date Received:

Date Paid:

Council Approval / Denial Date:

Date applicant notified of Council action and any event stipulations:

Event Stipulations:

Design 2.5) Food in street (Current Preferred Design)



Food trucks could use street parking with selling window on sidewalk



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to a Temporary Retailer's License for Rock River Heritage dba Fort Atkinson Club, Americana on the Rock, Friday, July 25, 2025 (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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

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

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

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

DISCUSSION

Organization: Rock River Heritage dba Fort Atkinson Club

Street Location: 211 S. Water Street East

Manager of affair: Megwyn Sanders-Andrews

Name of Event: Americana on the Rock

Date of Event: Friday, July 25, 2025

Premises: Outdoor patio, main and river levels

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

Carry-ins are not allowed. Alcohol is to remain in the designated area.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends the City Council approve the Temporary Class B Retailer's License to the Rock River Heritage dba Fort Atkinson Club, Americana on the Rock, Friday, July 25, 2025, contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

ATTACHMENTS

1. Rock River Heritage - Americana on the Rock 07252025

Temporary Alcohol Beverage License

Municipality
Fort Atkinson

License(s) Requested	Fees	
☐ Temporary "Class B" Wine	License Fees	\$ 10-
☒ Temporary Class "B" Beer	Background Check	\$ -
	Total Fees	\$ 10- (pd)

Part A: Organization Information

1. Organization Name Rock River Heritage LLC d/b/a Fort Atkinson Club Community Center		
2. Organization Permanent Address 211 S. Water St. E		
3. City Fort Atkinson	4. State WI	5. Zip Code 53538
6. Mailing Address (if different from permanent address)		
7. FEIN 453576912	8. Date of Organization/Incorporation 07/22/11	9. State of Organization/Incorporation WI
10. Phone (920) 568-1720	11. Email director@fortatkinsonclub.org	
12. Organization type (check one) ☒ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☒ No		
14. Wisconsin Seller's Permit Number (if applicable)		

Part B: Individual Information

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

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

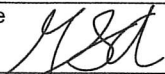
Last Name	First Name	Title	Phone
Jones	Mary	Co-President	(312) 405-2034
Rowley	Kelli	Co-President	(920) 728-2886
Goldberg	Alan	Treasurer	(507) 398-8558
LaMuro	Leslie	Secretary	(920) 342-1758

Continued →

Part C: Event Information

1. Name of Event (if applicable) Americana on the Rock			
2. Dates of Operation July 25		3. Hours of Operation 6PM-9PM	
4. Premises Address 211 S. Water St. E			
5. City Fort Atkinson		6. State WI	7. Zip Code 53538
8. County Jefferson	9. Governing Municipality ☒ City ☐ Town ☐ Village of <u>Fort Atkinson</u>		10. Aldermanic District
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event director@fortatkinsonclub.org	
13. Organizer Website fortatkinsonclub.org		14. Event Website https://www.fortatkinsonclub.org/music/	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. The premises is the Fort Atkinson Club Community Center located at 211 S. Water St. E. and is comprised of three levels and an outdoor patio area. Alcohol sales, storage and consumption will be restricted to the main and river levels and patio areas. The Main Level contains offices, a commercial kitchen, two meeting rooms and a solarium. The River Levels contains a kitchen, large open room, and vintage bowling alley. The patio is a large, fenced outdoor space next to the river.			

Part D: Attestation

Who must sign this application? • one officer or director of the nonprofit organization		
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.		
Last Name Sanders-Andrews	First Name Megwyn	M.I. A
Title Executive Director	Email director@fortatkinsonclub.org	Phone (920) 568-1720
Signature 		Date 06/06/25

Part E: For Clerk Use Only

Date Application Was Filed With Clerk <u>6-6-2025</u>	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to a Temporary Retailer's License for Fort Atkinson Lions Club, Tour de Fort on Saturday, August 23, 2025 (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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

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

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

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

DISCUSSION

Organization: Fort Atkinson Lions Club

Street Location: Jones Park, Lions Shelter

Manager of affair: Jason Fiege, Dean Hanke

Name of Event: Tour de Fort

Date of Event: Saturday, August 23, 2025

Premises: Jones Park, and immediate area surrounding Lions Shelter, grass shade

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

Of age bike riders will receive one beverage with their lunch following the completion of their route. Additional beverages may be purchased. Past events yielded 120-160 riders. Carry-ins are not allowed. Riders return between 10 am and 3 pm.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends the City Council approve the Temporary Class B Retailer's License to the Fort Atkinson Lions Club for Tour de Fort, Saturday, August 23, 2025, contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

ATTACHMENTS

1. Fort Atk Lions Club Tour de Fort 08232025

Temporary Alcohol Beverage License

Municipality

License(s) Requested	Fees	
☐ Temporary "Class B" Wine	License Fees	\$ 10.00
☒ Temporary Class "B" Beer	Background Check	\$ 0.00
	Total Fees	\$ 10.00

Part A: Organization Information

1. Organization Name Fort Atkinson Lions Club		
2. Organization Permanent Address PO BOX 352		
3. City Fort Atkinson	4. State WI	5. Zip Code 53538
6. Mailing Address (if different from permanent address) 1402 Stacy Lane		
7. FEIN 39-6083836	8. Date of Organization/Incorporation 05/02/86	9. State of Organization/Incorporation Wisconsin
10. Phone (920) 542-4099	11. Email fortatkinsonlions@gmail.com	
12. Organization type (check one) ☒ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? ☒ Yes ☐ No		
14. Wisconsin Seller's Permit Number (if applicable) 456-0000076007-02		

Part B: Individual Information

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

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

Last Name	First Name	Title	Phone
Schultz	Eric	President	(920) 312-1646
Gebhardt	Thomas	Vice-President	(920) 728-1014
Thompson	Adam	2nd Vice President	(425) 999-7968
Ebbert	Michelle	Treasurer	(608) 290-3397

Continued →

Part C: Event Information

1. Name of Event (if applicable) Tour de Fort			
2. Dates of Operation Saturday August 23, 2025		3. Hours of Operation 6:30 am to 3:00 pm	
4. Premises Address Lions Shelter at Jones Park			
5. City Fort Atkinson		6. State WI	7. Zip Code 53538
8. County Jefferson	9. Governing Municipality ☒ City ☐ Town ☐ Village of Fort Atkinson		10. Aldermanic District N/A
11. Organizer of Event (if not the named applicant) Jason Fiege		12. Email and/or Phone Number for Organizer of Event 920-542-4099	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Attendees of age can purchase a beverage post race while eating lunch. Only beer will be sold, stored and consumed within the area of the shelter, grass, parking lot as riders change footwear, etc. No outside beverages allowed. Beverages are not allowed to leave the designated area. Riders return between 10 am and 3 pm. Beverages sold and consumed within that time period.			

Part D: Attestation

Who must sign this application? • one officer or director of the nonprofit organization		
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.		
Last Name Fiege	First Name Jason	M.I.
Title Event Planner	Email fortatkinsonlions@gmail.com	Phone (920) 542-4099
Signature <i>Jason Fiege</i>		Date 6-2-25

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 6-2-25	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to a Temporary Retailer's License for Fort Atkinson Lions Club, Rhythm on the River on Saturday, August 23, 2025
(Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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

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

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

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

DISCUSSION

Organization: Fort Atkinson Lions Club

Street Location: Municipal Parking Lot (Water Street/Milwaukee Avenue)

Manager of affair: Scott Galston and Michelle Ebbert

Name of Event: Rhythm on the River: Back with a Roar

Date of Event: Saturday, August 23, 2025

Premises: Municipal Parking Lot

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

Consumers at the event will be identified with a wristband. Carry-ins are not allowed. Alcohol is to remain in the designated parking lot area. The event begins at 4 pm, and the music starts at 5 pm. The last call for beverage sales is 8:30 pm. Attendees may remain on site after the event ends, as clean-up will begin.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that the City Council approve the Temporary Class B Retailer's License to the Fort Atkinson Lions Club for Rhythm on the River, Saturday, August 23, 2025, contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

ATTACHMENTS

1. Fort Atk Lions Club Rhythm on the River 08232025

Temporary Alcohol Beverage License

Municipality

License(s) Requested	Fees	
☒ Temporary "Class B" Wine	License Fees	\$ 10.00
☒ Temporary Class "B" Beer	Background Check	\$ 0.00
	Total Fees	\$ 10.00

Part A: Organization Information

1. Organization Name Fort Atkinson Lions Club		
2. Organization Permanent Address PO BOX 352		
3. City Fort Atkinson	4. State WI	5. Zip Code 53538
6. Mailing Address (if different from permanent address) 1402 Stacy Lane		
7. FEIN 39-6083836	8. Date of Organization/Incorporation 05/02/86	9. State of Organization/Incorporation Wisconsin
10. Phone (608) 290-3397	11. Email mchllann@yahoo.com	
12. Organization type (check one) ☒ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? ☒ Yes ☐ No		
14. Wisconsin Seller's Permit Number (if applicable) 456-0000076007-02		

Part B: Individual Information

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

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

Last Name	First Name	Title	Phone
Schultz	Eric	President	(920) 312-1646
Gebhardt	Thomas	Vice-President	(920) 728-1014
Thompson	Adam	2nd Vice President	(425) 999-7968
Ebbert	Michelle	Treasurer	(608) 290-3397

Continued →

Part C: Event Information

1. Name of Event (if applicable) Rhythm on the River: Back with a Roar			
2. Dates of Operation Saturday August 23, 2025		3. Hours of Operation 4 pm to 9 pm	
4. Premises Address Water Street Parking Lot			
5. City Fort Atkinson		6. State WI	7. Zip Code 53538
8. County Jefferson	9. Governing Municipality ☒ City ☐ Town ☐ Village of: Fort Atkinson		10. Aldermanic District N/A
11. Organizer of Event (if not the named applicant) Scott Galston - Michelle Ebbert		12. Email and/or Phone Number for Organizer of Event 920-253-9523 or 608-290-3397	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Water Street Parking Lot. Attendees of age will bear a wristband to be visible by event organizers and Public Safety officials. Only beer and wine will be sold, stored and consumed within the parking lot. No outside beverages allowed. Beverages are not allowed to leave the designed parking lot.			

Part D: Attestation

Who must sign this application? • one officer or director of the nonprofit organization		
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.		
Last Name Ebbert	First Name Michelle	M.I. ADA
Title Club Treasurer	Email mchllann@yahoo.com	Phone (608) 290-3397
Signature 		Date 5-21-2025

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 5-21-25	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Erin Sweeney, Wastewater Utility Superintendent

RE: Review and possible action relating to a Resolution approving the 2024 Compliance Maintenance Annual Report for the City of Fort Atkinson Wastewater Utility (Sweeney, Wastewater Superintendent)

BACKGROUND

The State of Wisconsin Natural Resources Code 208 requires that each wastewater treatment facility complete and submit an annual evaluation on the condition and performance of its treatment and collection systems.

DISCUSSION

The Utility's 2024 grades are as follows:

- Influent flow and loadings = B
- Effluent quality: BOD = A
- Effluent quality: TSS = A
- Effluent Quality: Ammonia = A
- Effluent quality: Phosphorus = A
- Biosolids quality and management = A
- Preventive maintenance and staffing = A
- Operator certification = A
- Financial management = A
- Collection systems = A

The overall grade point average for 2024 is 3.92 (2023 = 4.0; 2022 = 4.00) and indicates that overall, the plant is in good condition and is operating at a high level.

There were 17 points deducted for the 2024 report year. The facility received point deductions for the influent flow "the wastewater entering the plant" exceeding the 90% threshold in March and 100% in April, May, June, July and August. This was due to precipitation, accumulated snow melt and the water level of the Rock River. It was an above-average year for precipitation. No plant processes were adversely affected by the higher influent flows. The City continues to

address infiltration and inflow issues in the collection system. In March of 2025 a re-rate request was finalized from the WDNR that will take the Maximum Monthly Design Flow from 2.7 MGD to 3.8 MGD. This should help the facility to not exceed that 90 and 100% as often as it increases our Maximum Monthly Design Flow by 29%.

FINANCIAL ANALYSIS

The approval of the resolution is not expected to have a financial impact.

RECOMMENDATION

Staff recommends the City Council adopt the Resolution approving the 2024 Compliance Maintenance Annual Report and authorize staff to submit to the Wisconsin DNR as required by Ch. NR208, Wisconsin Administrative Code.

ATTACHMENTS

1. 2024 CMAR
2. 2024 CMAR Resolution

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:

6/9/2025

2024

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	2.0974	x	531	x	8.34	=	9,280
February	2.1976	x	488	x	8.34	=	8,942
March	2.4304	x	366	x	8.34	=	7,414
April	3.4484	x	269	x	8.34	=	7,742
May	2.7673	x	306	x	8.34	=	7,061
June	3.7847	x	222	x	8.34	=	7,013
July	3.5518	x	244	x	8.34	=	7,240
August	2.7884	x	260	x	8.34	=	6,050
September	2.3115	x	388	x	8.34	=	7,488
October	2.1736	x	422	x	8.34	=	7,653
November	2.1658	x	422	x	8.34	=	7,614
December	2.0435	x	467	x	8.34	=	7,960

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	2.7	x	90	=	2.43
		x	100	=	2.7
Design BOD, lbs/day	12235	x	90	=	11011.5
		x	100	=	12235

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	1	0	0	0
April	1	1	1	0	0
May	1	1	1	0	0
June	1	1	1	0	0
July	1	1	1	0	0
August	1	1	1	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		6	5	0	0
Points		12	5	0	0
Total Number of Points					17

17

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2025 2024

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2024-06-11

☐ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☐ Yes

☒ No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

☒ Yes

☒ Yes

☒ Yes

☐ No

☐ No

☐ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☒ Yes 967,910 gallons

☐ No

Holding Tanks

☒ Yes 1,136,906 gallons

☐ No

Grease Traps

☐ Yes gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

We also took in 5,941,643 gallons of leachate from the Deer Track Landfill.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

☐ Yes

☒ No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2025 2024

● Yes ○ No If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes. We received landfill leachate. We limit the about of leachate on a daily basis to avoid plant upsets.	
---	--

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2025 **2024**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	5	1	0	0
February	30	27	6	1	0	0
March	30	27	5	1	0	0
April	30	27	4	1	0	0
May	30	27	1	1	0	0
June	30	27	2	1	0	0
July	30	27	2	1	0	0
August	30	27	1	1	0	0
September	30	27	1	1	0	0
October	30	27	2	1	0	0
November	30	27	1	1	0	0
December	30	27	2	1	0	0

* Equals limit if limit is ≤ 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2024-06-11

☐ No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

none

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

☐ Yes

☒ No

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2025 2024

If Yes, please explain: 4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test? ☐ Yes ☒ No If Yes, please explain: 4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity? ☐ Yes ☐ No ☒ N/A Please explain unless not applicable:	
--	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2025 2024

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	4	1	0	0
February	30	27	4	1	0	0
March	30	27	2	1	0	0
April	30	27	2	1	0	0
May	30	27	2	1	0	0
June	30	27	3	1	0	0
July	30	27	3	1	0	0
August	30	27	3	1	0	0
September	30	27	2	1	0	0
October	30	27	2	1	0	0
November	30	27	2	1	0	0
December	30	27	2	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0
NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0						
1.2 If any violations occurred, what action was taken to regain compliance?						

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2025 **2024**

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	14	14	.711	0	.88	.412	.636	.67	0
February	14	14	1.607	0	3.5	1.142	.508	1.378	0
March	14	14	1.199	0	1.298	.634	1.97	1.08	0
April	14	14	1.247	0	1.494	2.704	.78	.244	0
May	14	14	.409	0	.394	.562	.274	.37	0
June	14	14	.281	0	.706	.074	.066	.226	0
July	14	14	.469	0	.79	1.158	.068	.098	0
August	14	14	.036	0	.056	0	0	.082	0
September	14	14	.093	0	.202	.116	.048	.016	0
October	14	14	.065	0	.042	.076	0	.11	0
November	14	14	.124	0	.116	.142	.14	.098	0
December	14	14	.356	0	.03	.3	.458	.558	0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.310	1	0
February	1	0.261	1	0
March	1	0.187	1	0
April	1	0.164	1	0
May	1	0.224	1	0
June	1	0.417	1	0
July	1	0.390	1	0
August	1	0.284	1	0
September	1	0.173	1	0
October	1	0.289	1	0
November	1	0.311	1	0
December	1	0.187	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

0

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☒ Land applied under your permit
☐ Publicly Distributed Exceptional Quality Biosolids
☒ Hauled to another permitted facility
☐ Landfilled
☐ Incinerated
☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

5744.4 acres

2.1.2 How many acres did you use?

223.8 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

☐ Yes (30 points)

☒ No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

☒ Yes

☐ No (10 points)

☐ N/A

0

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 005 - Liquid Sludge Outfall Backup

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75														0	0
Cadmium		39	85														0	0
Copper		1500	4300														0	0
Lead		300	840														0	0
Mercury		17	57														0	0
Molybdenum	60		75													0		0
Nickel	336		420													0		0
Selenium	80		100													0		0
Zinc		2800	7500														0	0

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Outfall No. 003 - SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75		<7			<4.9			<5.1				<7.4		0	0
Cadmium		39	85		.52			.74			.67				.77		0	0
Copper		1500	4300		370			540			490				670		0	0
Lead		300	840		7.7			13			14				15		0	0
Mercury		17	57		.41			<.3			<.25				3.1		0	0
Molybdenum	60		75		21			30			15				31	0		0
Nickel	336		420		17			20			17				20	0		0
Selenium	80		100		<12			<9.4			<9.8				<14	0		0
Zinc		2800	7500		540			590			540				700		0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)

- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 03/31/2024
Density:	1,843,074
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Fecal coliform results were taken over a 2 week period from 1/18/2024 to 1/30/2024. Samples were taken from the sludge storage building.

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Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2024 - 06/30/2024
Density:	1,462,229
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Fecal coliform results were taken over a 1 week period from 4/12/24 to 4/18/24. Samples were taken from the sludge storage building.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2024 - 09/30/2024
Density:	444,626
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Fecal coliform results were taken over a two week period from 7/15/2024 to 7/25/2024. Samples were taken from the sludge storage building.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2024 - 12/31/2024
Density:	264,244
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Fecal coliform results were taken over a two week period from 10/9/2024 to 10/17/2024. Samples were taken from the sludge storage building.

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

○ Yes (40 Points)

● No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

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Outfall Number:	003	0
Method Date:	03/30/2024	
Option Used To Satisfy Requirement:	Volatile Solids Reduction	
Requirement Met:	Yes	
Land Applied:	Yes	
Limit (if applicable):	>=38	
Results (if applicable):	70.2	
Outfall Number:	003	
Method Date:	06/30/2024	
Option Used To Satisfy Requirement:	Volatile Solids Reduction	
Requirement Met:	Yes	
Land Applied:	Yes	
Limit (if applicable):	>=38	
Results (if applicable):	68.2	
Outfall Number:	003	
Method Date:	09/30/2024	
Option Used To Satisfy Requirement:	Volatile Solids Reduction	
Requirement Met:	Yes	
Land Applied:	Yes	
Limit (if applicable):	>=38	
Results (if applicable):	71.4	
Outfall Number:	003	
Method Date:	12/31/2024	
Option Used To Satisfy Requirement:	Volatile Solids Reduction	
Requirement Met:	Yes	
Land Applied:	Yes	
Limit (if applicable):	>=38	
Results (if applicable):	76.8	
5.2 Was the limit exceeded or the process criteria not met at the time of land application?		
☐ Yes (40 Points)		
☒ No		
If yes, what action was taken?		
6. Biosolids Storage		
6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?		
☒ >= 180 days (0 Points)		
☐ 150 - 179 days (10 Points)		
☐ 120 - 149 days (20 Points)		
☐ 90 - 119 days (30 Points)		
☐ < 90 days (40 Points)		
☐ N/A (0 Points)		
6.2 If you checked N/A above, explain why.		

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	0
7. Issues	
7.1 Describe any outstanding biosolids issues with treatment, use or overall management:	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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2024

Staffing and Preventative Maintenance (All Treatment Plants)

1. Plant Staffing 1.1 Was your wastewater treatment plant adequately staffed last year? ● Yes ○ No If No, please explain: Could use more help/staff for: 1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping? ● Yes ○ No If No, please explain:	
2. Preventative Maintenance 2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items? ● Yes (Continue with question 2) ☐☐ ○ No (40 points)☐☐ If No, please explain, then go to question 3: 2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment? ● Yes ○ No (10 points) 2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly? ● Yes ○ Paper file system ○ Computer system ● Both paper and computer system ○ No (10 points)	0
3. O&M Manual 3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed? ● Yes ○ No	
4. Overall Maintenance /Repairs 4.1 Rate the overall maintenance of your wastewater plant. ○ Excellent ● Very good ○ Good ○ Fair ○ Poor Describe your rating:	

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Staff completed all preventative maintenance in 2024. Our new maintenance program has been excellent to help us keep track of all equipment.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

ERIN M SWEENEY

Certification No:

32988

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	X

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- Yes
- No
- N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- Yes
- No
- N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☐ One or more additional certified operators on staff

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☐ An arrangement with another certified operator ☐ An arrangement with another community with a certified operator ☒ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year ☐ A consultant to serve as your certified operator ☐ None of the above (20 points) If "None of the above" is selected, please explain:	0
4. Continuing Education Credits 4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates? OIT and Basic Certification: ☐ Averaging 6 or more CECs per year. ☐ Averaging less than 6 CECs per year. Advanced Certification: ☒ Averaging 8 or more CECs per year. ☐ Averaging less than 8 CECs per year.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

1. Provider of Financial Information Name: Michelle Ebbert Telephone: 920-397-9901 (XXX) XXX-XXXX E-Mail Address (optional): mebbert@fortatkinsonwi.gov		
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) ☐ ☐ ○ No (40 points) If No, please explain: 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2024 ● 0-2 years ago (0 points) ☐ ☐ ○ 3 or more years ago (20 points) ☐ ☐ ○ N/A (private facility) 2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		0
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2024 ● 1-2 years ago (0 points) ☐ ☐ ○ 3 or more years ago (20 points) ☐ ☐ ○ N/A If N/A, please explain: 3.2 Equipment Replacement Fund Activity 3.2.1 Ending Balance Reported on Last Year's CMAR 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) 3.2.3 Adjusted January 1st Beginning Balance 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)		\$ 956,165.00 \$ 0.00 \$ 956,165.00 \$ 420,000.00

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 299,847.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,076,318.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Pista Optiflow 270 Upgrade, New (2) Boilers, Removal of Pista Grit System

3.3 What amount should be in your Replacement Fund? \$ 1,076,318.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Collection system rehabilitation including sewer lining, televising, and smoke testing. Approximately \$450,000/year, 2024 - 2030.	\$400,000	2024
2	Rebuild/replace 1992 gravity belt thickener.	\$250,000	2027
3	Lift Station Pump and Control Panel Updates	\$400,000	2026
4	Purchase of new Lift Station pumps and generators	\$150,000	2025

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 3

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	8,636	
February	8,983	
March	11,409	
April	8,927	
May	10,090	
June	11,370	
July	10,677	
August	6,261	
September	5,374	
October	6,026	
November	8,249	
December	8,796	
Total	104,798	0
Average	8,733	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☒ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

At Sherman and Water St lift stations we plan to upgrade the pumps in 2025 and go to variable speed drives in 2026.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	278,297	65.02	4,280	287.68	967	
February	230,650	63.73	3,619	259.32	889	
March	234,581	75.34	3,114	229.83	1,021	
April	277,629	103.45	2,684	232.26	1,195	
May	244,270	85.79	2,847	218.89	1,116	
June	257,436	113.54	2,267	210.39	1,224	
July	252,360	110.11	2,292	224.44	1,124	
August	238,555	86.44	2,760	187.55	1,272	
September	188,167	69.35	2,713	224.64	838	
October	199,403	67.38	2,959	237.24	841	
November	217,878	64.97	3,354	228.42	954	
December	227,674	63.35	3,594	246.76	923	
Total	2,846,900	968.47		2,787.42		0
Average	237,242	80.71	3,040	232.29	1,030	0

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☒ Aerobic Digestion
- ☐ Anaerobic Digestion
- ☒ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☒ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☒ Nitrification
- ☒ SCADA System
- ☐ UV Disinfection
- ☒ Variable Speed Drives

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☐ Other: 7.2.2 Comments: 7.3 Future Energy Related Equipment 7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility? We continually evaluate equipment and processes for energy efficiency.	
8. Biogas Generation 8.1 Do you generate/produce biogas at your facility? ☒ No ☐ Yes If Yes, how is the biogas used (Check all that apply): ☐ Flared Off ☐ Building Heat ☐ Process Heat ☐ Generate Electricity ☐ Other: 	
9. Energy Efficiency Study 9.1 Has an Energy Study been performed for your treatment facility? ☒ No ☐ Yes ☐ Entire facility Year: By Whom: Describe and Comment: ☐ Part of the facility Year: By Whom: Describe and Comment:	

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

We had goals to televise more sewer and rehab more manholes than we did in 2023.

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2024-08-20

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
 - ☒ New sewer and building sewer design, construction, installation, testing and inspection
 - ☐ Rehabilitated sewer and lift station installation, testing and inspection
 - ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
 - ☒ Fat, oil and grease control
 - ☒ Enforcement procedures for sewer use non-compliance
 - ☒ Operation and Maintenance [NR 210.23 (4) (d)]
- Does your operation and maintenance program and equipment include the following:
- ☒ Equipment and replacement part inventories
 - ☒ Up-to-date sewer system map
 - ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2025 2024

- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

- ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

- ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

- ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

- ☐ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	48	% of system/year
Root removal	1	% of system/year
Flow monitoring	100	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	5	% of system/year
Manhole inspections	5	% of system/year
Lift station O&M	100	# per L.S./year
Manhole rehabilitation	5	% of manholes rehabbed
Mainline rehabilitation	1	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:

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2024

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

45.20	Total actual amount of precipitation last year in inches
35.54	Annual average precipitation (for your location)
67	Miles of sanitary sewer
3	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
3	Number of basement backup occurrences
11	Number of complaints
	Average daily flow in MGD (if available)
	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.04	Basement backups (number/sewer mile)
0.16	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

☒ No

If Yes, please describe:

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5.3 Explain any infiltration/inflow (I/I) changes this year from previous years: I/I was similar to years past. No major precautions had to be taken due to rainfall. 5.4 What is being done to address infiltration/inflow in your collection system? We continue to address and evaluate the collection system. A continue to work on lining sewer or replace when it is needed.	
--	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0022489

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent				
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			34	136
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Fort Atkinson Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2025 2024

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade =

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE
2024 COMPLIANCE MAINTENANCE ANNUAL REPORT
FOR THE CITY OF FORT ATKINSON
WASTEWATER UTILITY**

WHEREAS, the State of Wisconsin has established Chapter NR 208, Compliance Maintenance; and

WHEREAS, NR 208, Compliance Maintenance, requires owners of publicly owned sewerage utilities to take necessary actions to avoid water quality degradation and prevent violations of Wisconsin Pollutant Discharge Elimination System (WPDES) permit effluent limits; and

WHEREAS, owners of publicly owned sewerage utilities must submit a Compliance Maintenance Annual Report (CMAR) to the Wisconsin Department of Natural Resources (WDNR) annually; and

WHEREAS, the City of Fort Atkinson's 2024 CMAR has been completed and is in compliance with all requirements of NR 208.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Atkinson does hereby authorize the filing of the 2024 CMAR as required by Ch. NR 208, Wisconsin Administrative Code, and DNR Facility Permit 0022489-08-0 for the year 2024.

BE IT FURTHER RESOLVED that the City of Fort Atkinson being the owner and the operator of the Wastewater Utility does hereby inform the WDNR that the following actions were taken by the City Council:

1. This Resolution does acknowledge that the governing body has reviewed the CMAR; and
2. This Resolution further documents that all actions necessary to maintain effluent requirements contained in the WPDES Permit are being adhered to.

Adopted this 17th day of June 2025.

CITY OF FORT ATKINSON

Kyle Jaeckel, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: First reading of a proposed Ordinance amending Section 2-53 of the City of Fort Atkinson Code of General Ordinances relating to the Order of Business for City Council meetings (Houseman, City Manager)

BACKGROUND

Several members of the City Council have requested an amendment to Section 2-53 of the City's code of general ordinances relating to the Order of Business for City Council meetings to include the pledge of allegiance.

DISCUSSION

The proposed ordinance amendment makes two changes to the order of business for City Council meetings. The first change is to add the pledge of allegiance. The second change is to codify the use of a consent agenda.

On May 4, 2021, the City Council approved the use of a consent agenda with the process and rules set forth in the attached memo. However, this change was not codified in Section 2-53 of the City Ordinances. Staff proposes to codify the use of the consent agenda through this ordinance amendment.

While these items are included together in one ordinance amendment, any Council member may make a motion to take separate action on each of the proposed changes. If another Council member seconds, the items may be split and action on each may be taken separately.

The proposed ordinance amendments, as well as background information relating to the implementation of the consent agenda, are included as attachments to the Ordinance Committee memo included herein.

FINANCIAL ANALYSIS

These ordinance amendments are not expected to impact the City financially.

RECOMMENDATION

The Ordinance Committee met on June 5, 2025, and recommended that the City Council approve the Ordinance to amend Section 2-53 of the City of Fort Atkinson Code of General Ordinances relating to the Order of Business for City Council meetings.

Staff recommends that the City Council perform the first reading of the proposed ordinance and direct the City Manager to prepare it for a second and possible third/final reading at the meeting on July 1, 2025.

ATTACHMENTS

1. 6.5.25 Ord Com Memo Section 2-53 Order of Business



MEMORANDUM

DATE: June 5, 2025

TO: Committee/Commission/Board

FROM: Rebecca Houseman, City Manager

RE: Review and possible recommendation to the City Council relating to a proposed amendment to Section 2-53 of the City of Fort Atkinson Code of General Ordinances relating to the Order of Business for City Council Meetings (Houseman, City Manager)

BACKGROUND

Several members of the City Council have requested to review an amendment to Section 2-53 of the City's code of general ordinances relating to the Order of Business for City Council meetings to include the Pledge of Allegiance.

DISCUSSION

The proposed ordinance amendment makes two changes to the order of business for City Council meetings. The first change is to add the pledge of allegiance. The second change is to codify the use of a consent agenda.

On May 4, 2021, the City Council approved the use of a consent agenda with the process and rules set forth in the attached memo. However, this change was not codified in Section 2-53 of the City Ordinances. Staff proposes to codify the use of the consent agenda through this ordinance amendment.

While these items are included together in one ordinance amendment, any Committee member may make a motion to take separate action on each of the proposed changes. If another Committee member seconds, the items may be split and action on each may be taken separately.

FINANCIAL ANALYSIS

These ordinance changes are not expected to impact the City financially.

RECOMMENDATION

Staff recommends that the Ordinance Committee take action to recommend the City Council approve the Ordinance to amend Section 2-53 of the City of Fort Atkinson Code of General

Ordinances relating to the Order of Business for City Council meetings.

ATTACHMENTS

1. COFA Current Ord Sec. 2-53. Order of business.
2. Draft Ord No. - Sec. 2-53 Order of Business
3. 5.4.21 Council Memo - Consent Agenda & Sample
4. COFA City Council Minutes 05-04-2021

Sec. 2-53. Order of business.

The order of business at all council meetings shall be as follows:

- (1) Call meeting to order.
- (2) Roll call.
- (3) Approval of minutes of previous council meeting.
- (4) Public hearings.
- (5) Public comment.
- (6) Petitions, request and communications.
- (7) Resolutions and ordinances.
- (8) Reports of officers, boards and committees.
- (9) Unfinished business.
- (10) New business.
- (11) Miscellaneous.
- (12) Claims, appropriations and contract payments.
- (13) Adjournment.

(Code 1969, § 1.02; Ord. No. 699, 8-3-10)

ORDINANCE NO. ____

**AN ORDINANCE TO AMEND SECTION 2-53
OF THE CITY OF FORT ATKINSON CODE OF GENERAL ORDINANCES
RELATING TO THE ORDER OF BUSINESS FOR CITY COUNCIL MEETINGS**

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

Section 1. Amends Sec. 2-53. Order of Business to read as follows:

“The order of business at all council meetings shall be as follows:

- (1) Call meeting to order.
- (2) Roll call.
- (3) Pledge of allegiance.
- (3)(4) Consent Agenda, including a Approval of minutes of previous council meeting
- (4)(5) Public hearings
- (5)(6) Public comment.
- (6)(7) Petitions, request and communications.
- (7)(8) Resolutions and ordinances.
- (8)(9) Reports of officers, board and committees.
- (9)(10) Unfinished business.
- (10)(11) New business.
- (11)(12) Miscellaneous.
- (12)(13) Claims, appropriates and contract payments.
- (13)(14) Adjournment.

(Code 1969, §1.02; Ord. No. 699, 8-3-10)”

Section 2. This ordinance shall take effect after 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.

Fort Atkinson City Council

Kyle Jaeckel, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

DRAFT



MEMORANDUM

DATE: May 4, 2021

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and Possible Action to Approve the Process and Rules to implement a Consent Agenda for Future City Council Meetings

BACKGROUND

In an effort to increase the efficiency of City Council meetings, staff has made a few changes to the agenda recently. The May 4th agenda will include some additional detail and requested action items, as well as the responsible staff member for the agenda item. In addition to those changes, I am requesting the Council consider implementing a Consent Agenda.

DISCUSSION

A Consent Agenda, or Consent Calendar according to Robert's Rules of Order, groups routine meeting discussion points into one agenda item. In so doing, the grouped items can be approved in one action, rather than through the filing of multiple motions. The use of a Consent Agenda can save anywhere from a couple of minutes of time during a Council meeting to a half hour or more, depending on the number of items on the Consent Agenda.

Typical items that are included on a Consent Agenda are those that are routine or recurring in nature, procedural decisions, non-controversial issues that do not require debate or deliberation, correspondence that does not require action, and items that have been previously discussed for which the Council has come to a consensus but that still need an official vote.

Examples of City of Fort Atkinson agenda items that may be appropriate for the Consent Agenda include:

- Previous City Council meeting minutes;
- Committee, Commission, or Board meeting minutes;
- Monthly verified claims;
- Monthly departmental reports, such as from the Building Inspector;
- Committee, Commission, and Board Appointments;
- Temporary Class B Alcohol Licenses; and
- Operator's Licenses (if the Council continues to approve these).

Staff has attached a "sample" May 4, 2021 City Council Agenda using a Consent Agenda format.

PROCESS AND RULES

The Consent Agenda process will only work if the reports and other matters for the meeting agenda are known in advance and distributed with the agenda packet in sufficient time to be reviewed by all Council members prior to the meeting.

Staff recommends the following Process and Rules to implement the Consent Agenda for the Fort Atkinson City Council:

1. When preparing the meeting agenda, the City Manager and Council President determine which items belong on the Consent Agenda.
2. The City Manager prepares a numbered list of the items to be included on the Consent Agenda after the Public Comment agenda item.
3. The list and supporting documentation are included in the City Council's packet distributed, at the latest, the Friday prior to the meeting.
4. After reading the Consent Agenda statement (see below), the President asks members if there are any items to be removed from the Consent Agenda.
5. If any Council member requests that an item be removed from the Consent Agenda, it must be removed. Members may request that an item be removed for any reason. Typical reasons may include: to further discuss the item, to ask in-depth questions about the item, to register a correction, or to vote against the item.
6. Once the item has been removed, the President can decide whether to take up the matter immediately or place it elsewhere on the meeting agenda.
7. When there are no items removed or no additional items to be removed, the President will entertain a motion to adopt the Consent Agenda, items X through Y. After a motion, a second, and a vote, the Consent Agenda is adopted. The Council President can move on to the next item on the agenda.
8. When preparing the minutes, the Clerk records the action on the Consent Agenda, including the individual items approved, and the action on any items removed.

Staff will include the following language at the beginning of the Consent Agenda, providing direction and setting expectations for the Council and the public in attendance:

"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."

Other area communities that use a Consent Agenda include the City of Jefferson, the City of Beloit, the City of Janesville, the Village of Johnson Creek, the City of Milton, and the City of Cambridge. The Cities of Edgerton, Evansville, Lake Mills, and Watertown do not use Consent Agendas.

FINANCIAL ANALYSIS

Staff does not expect that the item will have a financial impact on the City.

RECOMMENDATION

Staff recommends that the City Council review and discuss the use of a Consent Agenda for future City Council meetings to increase efficiency and save time. Staff further recommends that the City Council approve the Process and Rules to implement a Consent Agenda included in this memo and direct staff to begin its use with the May 18, 2021 City Council agenda.

ATTACHMENT

Sample May 4, 2021 City Council agenda with Consent Agenda



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

**CITY COUNCIL MEETING
REMOTE VIA PHONE USING ZOOM
TUESDAY, MAY 4, 2021 – 7:00 PM**

<https://us02web.zoom.us/j/85115081013?pwd=V3g2TWlrL0NxbDVDcmpNeWQvTUJoQT09>

Meeting ID: 851 1508 1013

Passcode: 052404

Dial by Location
+1 312 626 6799

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7760. 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 – None.**
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 April 20, 2021 Regular City Council meeting** (Ebbert)
 - b. Review and possible action relating to **Council appointments to Committees, Commission, and Boards** by Council President and City Manager (Scherer/LeMire)

- c. Review and possible action relating to **Citizen appointments to Committees, Commissions, and Boards** (LeMire)
- d. List of **vacancies for Citizens on City Commissions, Committees, and Boards** (LeMire):
 - i. Tourism Committee (one seat)
 - ii. Board of Zoning Appeals (two seats)
- e. Review and possible action relating to the **minutes of the April 27, 2021 Plan Commission meeting** (LeMire)
- f. Review and possible action relating to **Temporary Class “B”/“Class B” Retailer’s Licenses for the Fort Atkinson Club** for events on June 18, 2021 and July 16-17, 2021 (Ebbert)
- g. Review and possible action relating to granting of **operator licenses** (Ebbert)
- h. Review and possible action relating to the **Verified Claims** presented by the Director of Finance and authorization of payment (Ebbert)

6. Petitions, Requests, and Communications:

- a. Presentation of plaque to **Jeff Hottman** for years of service (Bump)
- b. Presentation of plaque to **Brian Bishofberger** for years of service (Christensen)

7. Resolutions and Ordinances:

- a. Review and second reading relating to an **Ordinance** to create Section 10-14 of the City of Fort Atkinson Municipal Code (**prohibiting large-scale commercial animal breeding**) (LeMire)
- b. Review and second reading relating to an **Ordinance** to amend section 6-86 of the City of Fort Atkinson Municipal Code (**retail Class A liquor license quota**) (Ebbert)
- c. Review and second reading relating to an **Ordinance** to amend Section 6-33 of the City of Fort Atkinson Municipal Code (**authority to issue operator’s licenses**) (LeMire)
- d. Review and second reading relating to an **Ordinance** for a Zoning Map Amendment to change the zoning of the property located at 1309 High Street from **UMU, Urban Mixed Use, to PUD, Planned Unit Development**, to accommodate the **U-Haul Storage redevelopment project** (Juarez)

8. Reports of Officers, Boards, and Committees:

- a. City Manager’s Report (LeMire)

9. Unfinished Business – None

10. New Business:

- a. Review and possible action relating to the purchase of **miBudget municipal budgeting module from Civic Systems for \$4,700** (Ebbert)
- b. Review and possible action relating to the establishment of a **Consent Agenda** for future City Council meeting agendas (LeMire)

11. Miscellaneous – None

12. Claims, Appropriations and Contract Payments:

- a. Review and possible action relating to **disallowance of claim** for sewer backup from Safeco Insurance (Ebbert)

13. Adjournment

Date Posted: April 29, 2021

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



City of Fort Atkinson
City Clerk/Treasurer's Office
101 N. Main Street
Fort Atkinson, WI 53538

**CITY COUNCIL MEETING MINUTES
REMOTE VIA PHONE USING ZOOM
TUESDAY, MAY 4, 2021 – 7:00 PM**

CALL MEETING TO ORDER

President Scherer called the meeting to order at 7:00 pm.

ROLL CALL

Present: Cm. Becker, Cm. Hartwick, Cm. Housley, Cm. Johnson and Pres. Scherer. Also present: City Manager, City Clerk/Treasurer, City Attorney, City Engineer, Police Chief and Parks & Recreation Director.

REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE APRIL 20, 2021 REGULAR CITY COUNCIL MEETING

Cm. Becker moved, seconded by Cm. Housley to approve the minutes of the April 20, 2021 regular council meeting. Motion carried.

PUBLIC HEARINGS – NONE.

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.*

Peggy Race spoke in support of the prohibition large-scale commercial animal breeding Ordinance that the City Council is reviewing this meeting at its second reading.

Paula Brown also spoke in support of the prohibition large-scale commercial animal breeding Ordinance.

Jeff Okazaki of the Jefferson County Humane Society spoke in support of the prohibition large-scale commercial animal breeding Ordinance.

Megan Nicholson spoke in support of the prohibition large-scale commercial animal breeding Ordinance.

PETITIONS, REQUESTS, AND COMMUNICATIONS:

*Presentation of plaque to **Jeff Hottman** for years of service*

*Presentation of plaque to **Ron Bishofberger** for years of service*

No action was required.

RESOLUTIONS AND ORDINANCES:

Review and second reading relating to an Ordinance to create Section 10-14 of the City of Fort Atkinson Municipal Code (prohibiting large-scale commercial animal breeding)

Manager LeMire stated this is the second reading of the Ordinance. Statements of support were presented during the Public Comments.

Cm. Becker moved, seconded by Cm. Johnson to suspend the rules and waive the third reading. Motion carried on a roll call vote.

Cm. Becker moved, seconded by Cm. Hartwick to approve and adopt Ordinance to create Section 10-14 of the City of Fort Atkinson Municipal Code (prohibiting large-scale commercial animal breeding). Motion carried on roll call vote.

Review and second reading relating to an Ordinance to amend section 6-86 of the City of Fort Atkinson Municipal Code (retail Class A liquor license quota)

Clerk Ebbert stated this is the second reading of the Ordinance to allow additional "Class A" Intoxicating Liquor Licenses. No comments, concerns or questions have been presented since the presentation of this Ordinance.

Cm. Becker moved, seconded by Cm. Johnson to direct the City Manager to prepare this Ordinance for a third and final reading at the meeting on May 18, 2021. Motion carried.

Review and second reading relating to an Ordinance to amend Section 6-33 of the City of Fort Atkinson Municipal Code (authority to issue operator's licenses)

Manager LeMire provided the Ordinance for its second reading. The passing of this Ordinance would allow the Clerk to issue operator's licenses once a successful background check is approved by the Police Department.

Cm. Becker moved, seconded by Cm. Johnson to direct the City Manager to prepare this Ordinance for a third and final reading at the meeting on May 18, 2021. Motion carried.

Review and second reading relating to an Ordinance for a Zoning Map Amendment to change the zoning of the property located at 1309 High Street from UMU, Urban Mixed Use, to PUD, Planned Unit Development, to accommodate the U-Haul Storage redevelopment project
Engineer Selle presented the Ordinance. Comments have not been received by Staff. This change would accommodate the U-Haul Storage redevelopment project.

Cm. Becker moved, seconded by Cm. Johnson to suspend the rules and waive the third reading. Motion carried on a roll call vote.

Cm. Becker moved, seconded by Cm. Johnson to approve and adopt Ordinance for a Zoning Map Amendment to change the zoning of the property located at 1309 High Street from UMU, Urban Mixed Use, to PUD, Planned Unit Development, to accommodate the U-Haul Storage

redevelopment project contingent upon approvals of the General Development Plan and Specific Implementation Plan. Motion carried on a roll call vote.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

City Manager's Report.

No action was taken.

Review and possible action relating to council appointments to committees, commission, and boards by council president and city manager.

Cm. Becker moved, seconded by Cm. Johnson to approve the Council Appointments as presented by President Scherer and Manager LeMire in the associated memo. Motion carried.

Review and possible action relating to Citizen Appointments to Committees, Commissions, and Boards.

Cable Television Committee:

- a. Matthew Bills for a five- year term ending in 2026 (reappointment)
- b. Mark Thomas Bernhardt for the remainder of a five-year term ending in 2024 (appointment)

Economic Development Commission:

- c. Bill Camplin for a three-year term ending in 2024 (reappointment)
- d. James Nelson for a three-year term ending in 2024 (reappointment)

Parks & Recreation Advisory Board:

- e. Don Neste for a 3-year term ending in 2024 (reappointment)
- f. Steve Mahoney for a 3-year term ending in 2024 (School District Representative; reappointment)

Plan Commission: Eric Schultz for a 3-year term ending in 2024 (reappointment)

Sex Offender Residence Board: Mary Zentner to a 2-year term ending in 2023 (reappointment)

Board of Zoning Appeals: Jim Woodman to a 2-year term ending in 2023 (reappointment)

Cm. Hartwick moved, seconded by Cm. Johnson to approve the Citizen Appointments as presented by Manager LeMire in the associated memo. Motion carried.

List of Vacancies for Citizens on City Commissions, Committees, and Boards:

Tourism Committee (one seat)

Board of Zoning Appeals (two seats)

No action was required.

Review and possible action relating to the minutes of the April 27, 2021 Plan Commission meeting

Cm. Becker moved, seconded by Cm. Johnson to accept and file the minutes of the April 27, 2021 Plan Commission meeting. Motion carried.

UNFINISHED BUSINESS - NONE

NEW BUSINESS:

Review and possible action relating to the purchase of miBudget municipal budgeting module from Civic Systems for \$4,700.

Clerk Ebbert reviewed the estimate for the miBudget module to enhance the flow of the annual budget preparation. The program allows Staff to electronically manage their year end projections, future year budget while viewing prior year budgets, actuals and calculations. The initial cost may be reimbursed through the American Rescue Plan Act from the federal government.

Cm. Becker moved, seconded by Cm. Johnson to approve the purchase of the Civic Systems miBudget budgeting module in an amount not to exceed \$4,700 and the annual support cost of \$875, divided among the general fund and utility funds as shown in Table 1 in the associated memo. Motion carried on a roll call vote.

Review and possible action to approve the Process and Rules to implement a Consent Agenda for Future City Council Meetings

Manager LeMire reviewed a sample consent agenda and discussed the process of approving, removing an item and how Council would address questions of items on the agenda.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the Process and Rules to implement a Consent Agenda, and to direct staff to begin its use with the May 18, 2021 City Council agenda. Motion carried.

MISCELLANEOUS:

Review and possible action relating to Temporary Class "B"/"Class B" Retailer's Licenses for the Fort Atkinson Club for events on June 18, 2021 and July 16-17, 2021.

Cm. Becker moved, seconded by Cm. Johnson to approve the Temporary Class "B"/"Class B" Retailer's Licenses for the Fort Atkinson Club events on June 18th and July 16-17th. Motion carried.

Review and possible action relating to granting of operator licenses.

Cm. Housley moved, seconded by Cm. Johnson to approve the operator licenses as recommended in the associated memo. Motion carried.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS:

Review and possible action relating to disallowance of claim for sewer backup from Safeco Insurance.

Clerk Ebbert presented the claim for disallowance pursuant to Wisconsin Statute §893.80.

Cm. Becker moved, seconded by Cm. Johnson to disallow the claim from Safeco Insurance related to a sewer backup at 1137 Peterson Street. Motion carried on a roll call vote.

Review and possible action relating to the Verified Claims presented by the Director of Finance and authorization of payment.

Cm. Hartwick moved, seconded by Cm. Housley to approve the list of verified claims and authorize payment. Motion carried on a roll call vote.

ADJOURNMENT

Cm. Housley moved, seconded by Cm. Becker to adjourn. Meeting adjourned 8:29 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Building/Zoning Administrator

RE: First reading of an Ordinance relating to a Zoning Map Amendment to change the zoning district for a portion of the properties located west of Banker Road and east of Fort Atkinson High School (parcel number 226-0614-3322-000), from Single Family Residential (SR-2) to Multi-Family Residential (MRM-12), (SR-5) Single Family Residential, and (CON) Conservancy (Draeger, Building Inspector/Zoning Administrator)

BACKGROUND

This request is for a Zoning Map Amendment for a portion of the parcel located West of Banker Road and East of Fort Atkinson High School. This amendment would change the zoning designation from Single-Family Residential (SR-2) to Multi-Family Residential (MRM-12), Single-Family Residential (SR-5) and Conservancy (CON). The requested change aims to support future development in the area and the planned storm water management areas.

DISCUSSION

This proposed zoning map amendment is related to the approval process for the Preliminary Plat Review of Ridge View Estates, which was reviewed and recommended to the City Council for approval by the Plan Commission on May 13, 2025. While the Preliminary Plat establishes individual parcels, this Zoning Map Amendment determines their zoning classifications.

FINANCIAL ANALYSIS

Upon final approval of both the Preliminary Plat and the Zoning Map Amendment, the parcels will be available to be sold to Intrepid Investment per the Development Agreement approved by the City Council for \$18,000 per residential unit.

RECOMMENDATION

The Plan Commission held a public hearing at the meeting on June 10, 2025. There was no participation in the public hearing. At that meeting, the Plan Commission recommended the City council adopt the proposed Zoning Map Amendment.

City staff recommends the City Council perform the first reading of the ordinance changing the

zoning classification of the subject property from Single Family Residential (SR-2) to Multi-Family Residential (MRM-12), Single-Family Residential (SR-5) and Conservancy (CON), and direct the City Manager to prepare it for a second and possible third/final reading at the meeting on July 1, 2025.

ATTACHMENTS

1. Plan Commission Memo MRM12 CON
2. Public Notice
3. Ridge View Estates _Preliminary Plat_ 4-14-25
4. ZMA-2025-02 area map
5. Draft Ord. ZMA SR2 to MRM12 and SR5 and CON



ZONING MAP AMENDMENT REPORT TO THE PLAN COMMISSION

DATE: June 10, 2025
PROPERTY ADDRESS: NA
PARCEL NUMBER: 226-0614-3322-000
OWNER: City of Fort Atkinson
APPLICANT: City of Fort Atkinson

FILE NUMBER: ZMA-2025-02
EXISTING ZONING: SR-2
REQUESTED ZONING: SR-5, MRM-12, CON
EXISTING LAND USE: Vacant
REQUESTED USES: Multi-family, Single-Family, Storm Water Management

BACKGROUND

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 City is considering a proposed Zoning Map Amendment for a portion of the parcel located West of Banker Road and East of Fort Atkinson High School (parcel number 226-0614-3322-000). This amendment would change the zoning designation from Single-Family Residential (SR-2) to Multi-Family Residential (MRM-12), Single-Family Residential (SR-5) and Conservancy (CON). The requested change aims to support future development in the area and the planned storm water management areas.

This proposed amendment is related to the approval process for the Preliminary Plat Review of Ridge View Estates, which was reviewed and recommended to the City Council for approval by the Plan Commission on May 13, 2025. While the Preliminary Plat establishes individual parcels, this Zoning Map Amendment determines their zoning classifications.

Upon final approval of both the Preliminary Plat and the Zoning Map Amendment, the parcels will be available for sale and development.

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 are required to provide a written report regarding this review to assist the Plan Commission and Common Council in reviewing the proposed amendment.

ZONING MAP AMENDMENT FINDINGS:

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 City 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 the adopted Banker Road Neighborhood Plan, Comprehensive Plan's Planned Neighborhood land use category, and advancement of several 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 Planned Neighborhood 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, adopted Banker Road Neighborhood Plan, planned development to the north and east, and is compatible with the High School land use directly to the west.
4. Does the proposed Zoning Map Amendment address any factors that are not accomplished on the current Zoning Map? Yes. The proposed zoning map amendment allows for the creation of a mixture of multi-family and single family development within the City of Fort Atkinson. There is an existing housing shortage in the community that is well documented in several past studies. Additionally, one of the key goals of the Banker Road Neighborhood Plan and Comprehensive Plan is to facilitate new diverse housing opportunities.

TITLE 15: ZONING ORDINANCE; ARTICLE II DENSITY, INTENSITY, AND BULK REGULATIONS

(SR-5) Single Family Lot Dimension Requirements - Lot #s 6-50, 52-61, 63-70, 72-77

Bulk Regulation	Requirement	Proposed
Minimum Lot Area	8,000 square Feet	Met: 8,055 - 18,140 square feet
Minimum Lot Width	65 feet	Met: 65 - 120 feet
Minimum Lot Depth	120 feet	Met: 120 - 241 feet
Minimum Lot Frontage	30 feet	Met: 51 - 174 feet

(MRM-12) Multi-Family Lot Dimension Requirements - Lot #s 51,62,71

Bulk Regulation	Requirement	Proposed
Minimum Lot Area	20,000 square feet	Met: 26,387 - 95,011 square feet
Minimum Lot Width	100 feet	Met: 121 - 363 feet
Minimum Lot Depth	120 feet	Met: 175 - 335 feet

Minimum Lot Frontage	50 feet	Met: 121 - 363 feet
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(CON) Conservancy Lot Dimension Requirements - Outlot #s 2 and 3

Bulk Regulation	Requirement	Proposed
Minimum Lot Area	10,000 square feet	Met: 42,519 - 137,247 square feet
Minimum Lot Width	20 feet	Met: 30 - 480 feet
Minimum Lot Depth	0 feet	Met: No requirement
Minimum Lot Frontage	0 feet	Met: No requirement

The proposed Zoning designations and the associated lots meet all Density, Intensity, and Bulk Regulations described in Article II of the Title 15 Zoning Ordinance.

PUBLIC NOTICE

Public notice was published May 27, 2025 and June 3, 2025 in the Daily Jefferson County Union.

DISCUSSION

COMPREHENSIVE LAND USE PLAN (2019):

The subject property is located within the Northwest Quadrant Planning Area (see attachments) and is identified as Neighborhood on the plan. The opportunities indicated include traditional neighborhood and sustainable design, capitalizing on the access to existing businesses and schools.

FIGURE: 2.12

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE

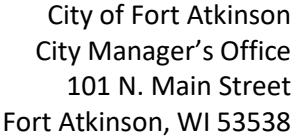


RECOMMENDATION

This item is later on the agenda for action. Staff recommends that the Plan Commission review and recommend the City Council approve the Zoning Map Amendment as presented.

1. Public Notice

2. Ridge View Estates _Preliminary Plat_4-14-25
3. ZMA-2025-02 area map



NOTICE TO THE PUBLIC

Said public hearing will be held in person at the Fort Atkinson Municipal Building, 101 N. Main St. and via Zoom on Tuesday, June 10, 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.

Meeting ID: 822 1486 0406
Passcode: 53538

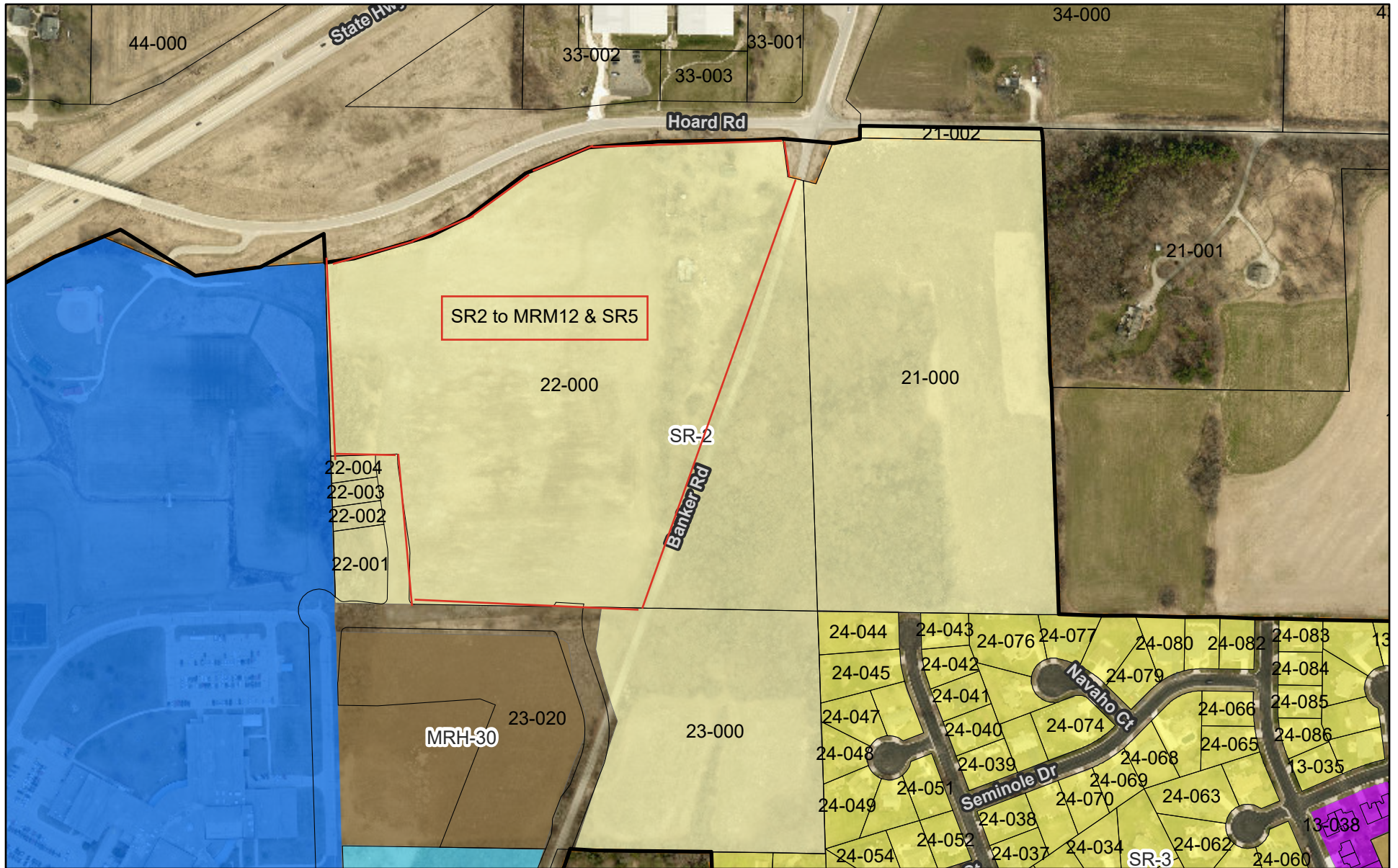
Any interested party will be given the opportunity to be heard at that time. The City Council will likely review the rezoning request at the meeting on Tuesday, June 17, 2025 and again on Tuesday, July 1, 2025.

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.

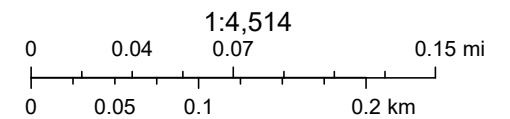
Page 119 of 227

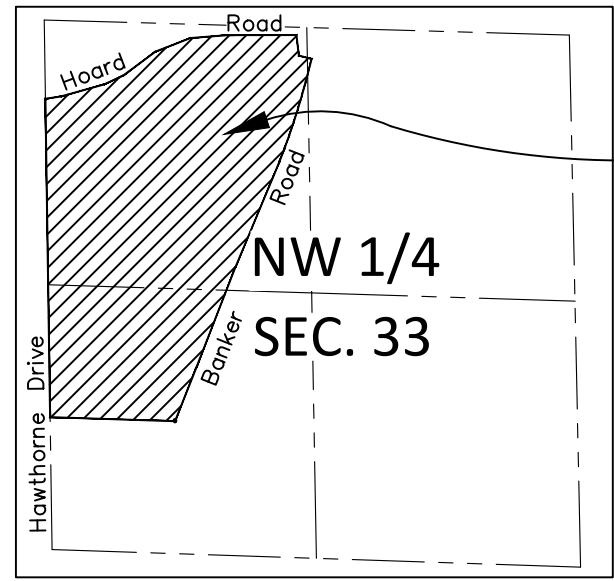
SR2 to MRM12 & SR5



5/20/2025, 10:35:59 AM

- | | | |
|---|--------------------------------------|---|
| Jefferson County Tax Parcels | DR-8 - Duplex Residential - 10,000sf | PUD - Planned Unit Development |
| City of Fort Atkinson Municipal Boundary 2022 | MRL-8 - Multi-Family Residential | City of Fort Atkinson 1.5 Mile Extra-Territorial Jurisdiction |
| City of Fort Atkinson Base Zoning | | |
| SR-2 - Single Family Residential - 15,000sf | MRH-30 - Multi-Family Residential | Extraterritorial Limits |
| SR-3 - Single Family Residential - 10,000sf | I - Institutional | 3 mi Plat Review |



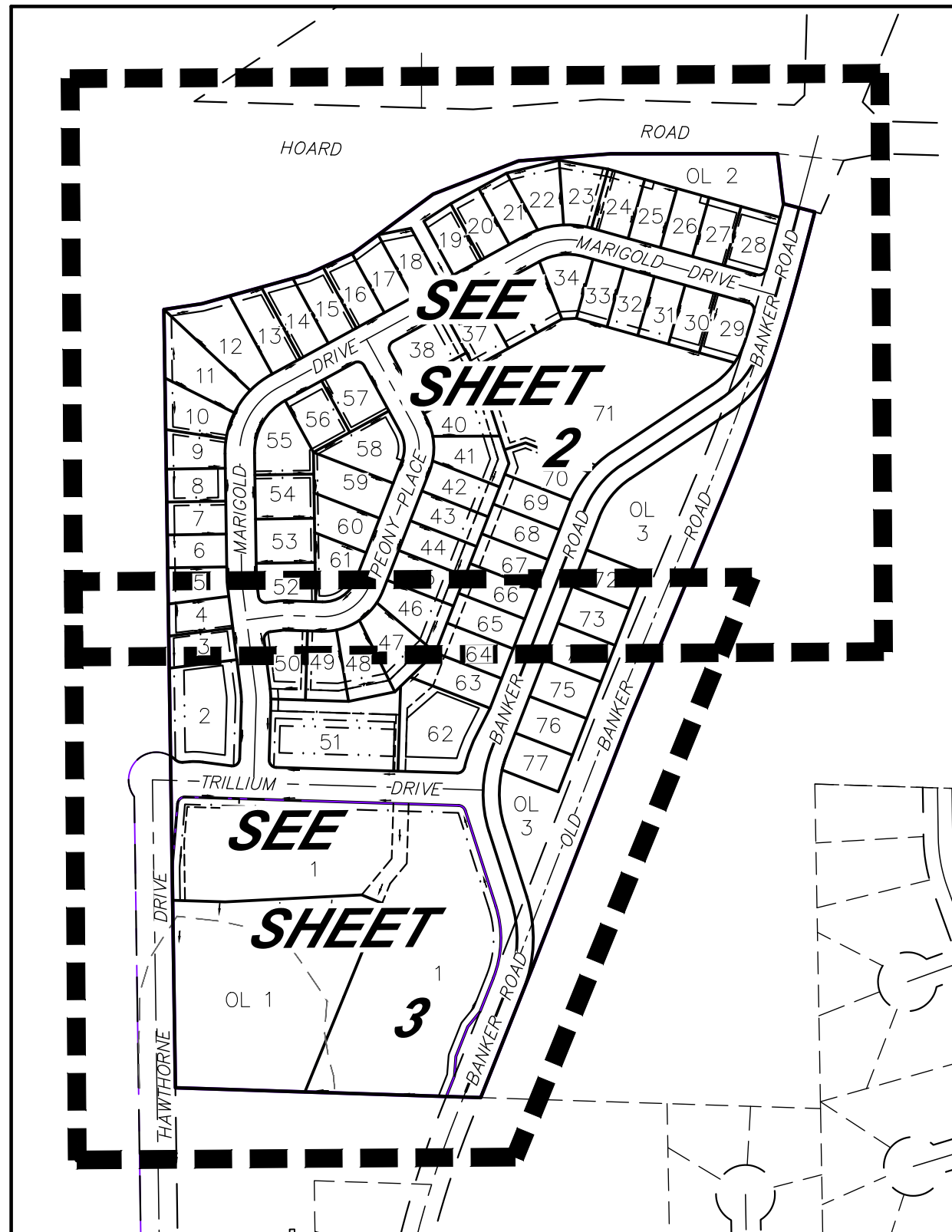


SITE

NW 1/4
SEC. 33

Vicinity Map

Not to Scale



Sheet Index Map

Not to Scale

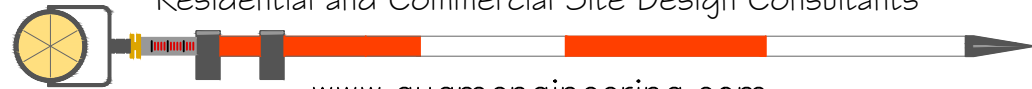
REVISIONS

PRELIMINARY PLAT
RIDGE VIEW ESTATES

SHEET 1 OF 3

QUAM ENGINEERING, LLC

Residential and Commercial Site Design Consultants



www.quamengineering.com

4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752

NOTES:

- See engineering plans and reports submitted concurrently herewith for details of existing and proposed streets, sidewalks, sanitary sewer, water, storm sewer and stormwater management facilities.
- Lots of this plat will be subject to Deed Restrictions, document(s) to be recorded separately.
- Outlot 1 will be dedicated to the Public for Wetland Preservation & Stormwater Management Purposes, to be owned & maintained by the City of Fort Atkinson.
- Outlots 2 & 3 will be dedicated for Stormwater Management Purposes to the Homeowner's Association for ownership & maintenance and zoned CON - Conservancy.
- Dates of boundary field survey: 2/15/18, 2/13/18, 2/18/18, 5/15/18, 2/14/24 and 10/19/24
- All streets will be dedicated to the Public to be owned & maintained by the City of Fort Atkinson.
- See Sheet 3 for Legal Description.
- Wetlands shown based on the delineation by Stacy E. Jepson, WDNR Assured Delineator, Cedar Corporation - report for Project No. F06820-0001 dated 2/10/2023.
- Ridge View Estates will be final platted in (3) Phases - Phase 1 will consist of Lots 1-5, Outlot 1 and included streets by (2) Certified Survey maps. Phase 2 will consist of Lots 6-61, Outlot 2 and included streets. Phase 3 will consist of Lots 62-77, Outlot 3 and included streets. Old Banker Road will be discontinued upon the dedication of the R/W and completion and acceptance of improvements of the relocated Banker Road within Phase 2.
- Proposed zoning of Lots 2, 51, 62 and 71 is Multi-Family Residential-12 (MRM-12) and are requested to also be a Planned Unit Development Overlay Zoning District (PUD). Note setbacks for these Lots are not shown as they will be established as part of the PUD approval.

Principal Structure Setbacks:

Front (minor street)	= 30'
Front (all other streets)	= 30'
Rear	= 30'
Side	= 8'
Street Side (on corner lots)	= 20'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRM-12 District and the PUD District.

Proposed zoning of Lot 1 is Multi-Family Residential-30 (MRH-30) with the Planned Unit Development Overlay Zoning District (PUD). Note setbacks for Lot 1 are not shown as they will be established as part of the PUD approval.

Principal Structure Setbacks:

Front (minor street)	= 30'
Front (all other streets)	= 30'
Rear	= 30'
Side	= 8'
Street Side (on corner lots)	= 25'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRH-30 District.

Proposed zoning of the Single Family Residential within this plat, Lots 3-50, 52-61, 63-70 and 72-77, is SR-5.

Principal Structure Setbacks:

Front (minor street)	= 25'
Front (all other streets)	= 30'
Rear	= 25'
Side	= 8'
Street Side (on corner lots)	= 15'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the SR-5 District.

CITY APPROVAL CERTIFICATE:

I, Rebecca Houseman, City Manager for the City of Fort Atkinson, hereby certify that this Preliminary Plat of "Banker Heights" is approved by the City of Fort Atkinson.

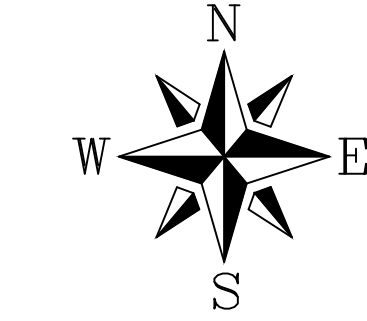
Date: _____

Rebecca Houseman, City Manager
City of Fort Atkinson

RIDGE VIEW ESTATES

Lot 1 and vacated Trillium Drive and Banker Road of CSM 6455 and part of the NW 1/4 of the NW 1/4, part of the NE 1/4 of the NW 1/4, and part of the SW 1/4 of the NW 1/4, all of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin

PRELIMINARY PLAT



Bearings are referenced to the West line of the Northwest 1/4 of Section 33, which bears N00°50'50"W on the Jefferson County Coordinate System.

Total Area
1,793,077 Sq. Ft.
41.1634 Acres±

LEGEND

○	Found 3/4" Rebar
●	Found 1" Iron Pipe
●	Found 1-1/4" Iron Pipe
●	Soil Boring Location
○	Record Data (if different)
---	Boundary Lines per this Survey
---	Deed/Survey/Lot Line of Record
---	R/W Line
---	Sectional Subdivision Line
---	Soil Classification Zones
---	Wetland Line
---	Final Plat Phase Line
---	Lot line
---	Centerline
---	Hydrologic Soil Group B
---	Hydrologic Soil Group B/D
---	Hydrologic Soil Group C

OWNER/SUBDIVIDER:

City of Fort Atkinson
Rebecca Houseman, City Manager
101 N. Main Street
Fort Atkinson, WI 53538
Ph: (920) 397-9901

ENGINEER/SURVEYOR:

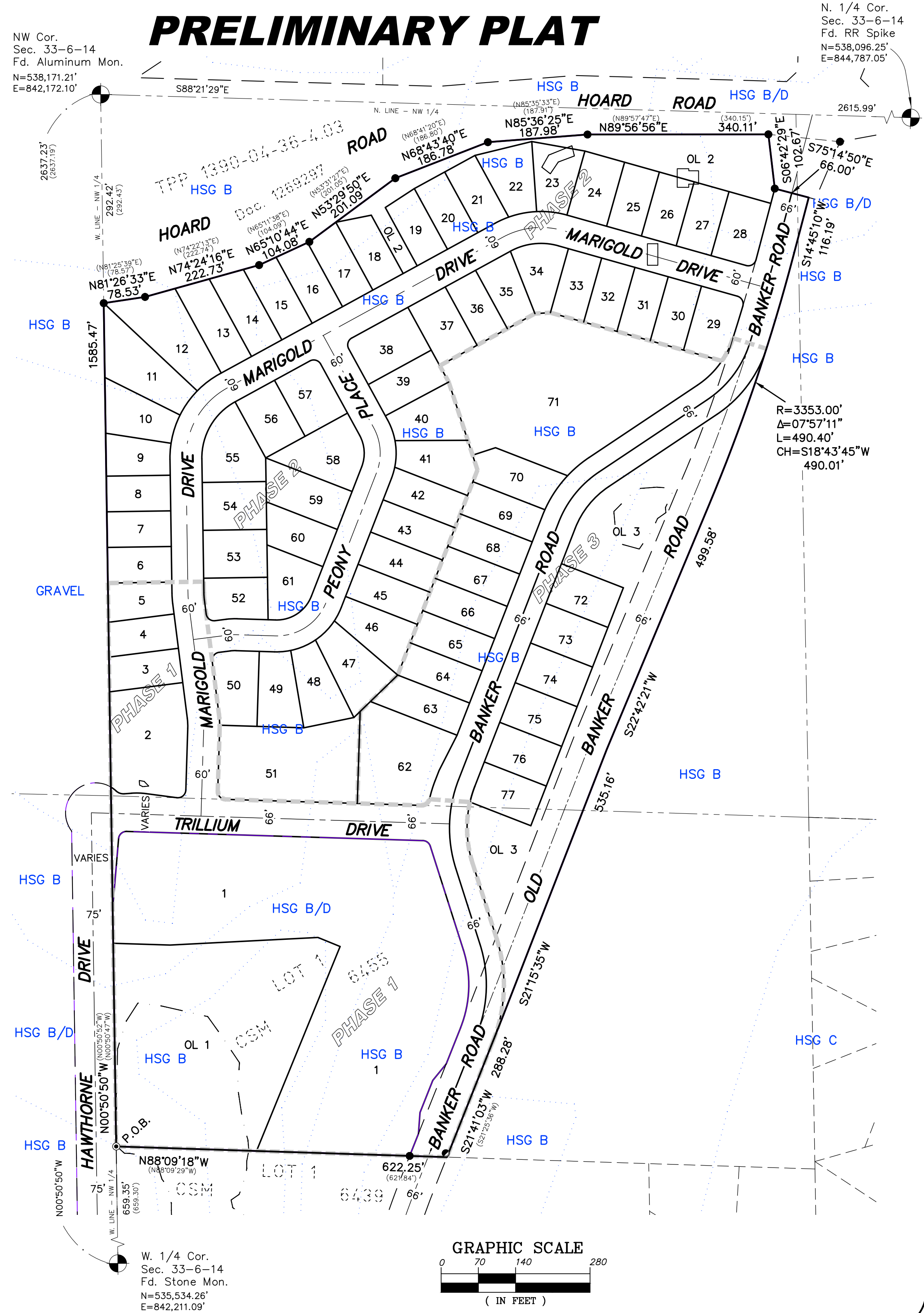
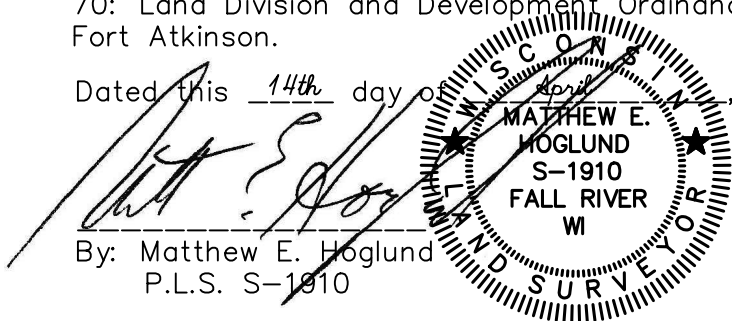
Ryan Quam, P.E.
Matthew E. Hoglund, P.L.S.
Quam Engineering, LLC
4604 Siggelkow Road - Suite A
McFarland, WI 53558
Ph: (608) 838-7750

SURVEYOR'S CERTIFICATE:

I hereby certify, to the best of my knowledge and belief, that I have surveyed the property shown hereon; that this map represents an accurate survey of said property and that I have complied with the applicable requirements of Wisconsin Administrative Code Chapter A-E 7 and Chapter 70: Land Division and Development Ordinance of the City of Fort Atkinson.

Dated this 14th day of May, 2025.

By: Matthew E. Hoglund
P.L.S. S-1810



GRAPHIC SCALE

0 70 140 280

(IN FEET)

NOTES:

- See engineering plans and reports submitted concurrently herewith for details of existing and proposed streets, sidewalks, sanitary sewer, water, storm sewer and stormwater management facilities.
- Lots of this plat will be subject to Deed Restrictions, document(s) to be recorded separately.
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Front (minor street)	= 30'
Front (all other streets)	= 30'
Rear	= 30'
Side	= 8'
Street Side (on corner lots)	= 20'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRM-12 District and the PUD District.

Proposed zoning of Lot 1 is Multi-Family Residential-30 (MRH-30) with the Planned Unit Development Overlay Zoning District (PUD). Note setbacks for Lot 1 are not shown as they will be established as part of the PUD approval.

Principal Structure Setbacks:

Front (minor street)	= 30'
Front (all other streets)	= 30'
Rear	= 30'
Side	= 8'
Street Side (on corner lots)	= 25'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRH-30 District.

Proposed zoning of the Single Family Residential within this plat, Lots 3–50, 52–61, 63–70 and 72–77, is SR-5.

Principal Structure Setbacks:

Front (minor street)	= 25'
Front (all other streets)	= 30'
Rear	= 25'
Side	= 8'
Street Side (on corner lots)	= 15'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the SR-5 District.

LEGEND

- Found 3/4" Rebar
- Found 1" Iron Pipe
- Found 1-1/4" Iron Pipe
- Soil Boring Location
- Record Data (if different)
- Drainage Arrow (Proposed)
- Boundary Lines per this Survey
- Deed/Survey/Lot Line of Record
- R/W Line
- Principal Building Setback line (See Note 10)
- Existing Easement Line
- Public Stormwater Management Easement Dedicated Hereon
- Sectional Subdivision Line
- Soil Classification Zones
- Wetland Line
- 75' Wetland Buffer
- Final Plat Phase Line
- Lot line
- Centerline
- Woods Line
- Hydrologic Soil Group B
- Hydrologic Soil Group B/D
- Hydrologic Soil Group C

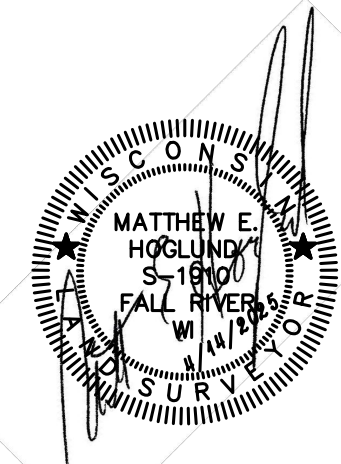
OWNER/SUBDIVIDER:
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Rebecca Houseman, City Manager
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Fort Atkinson, WI 53538
Ph: (920) 397-9901

ENGINEER/SURVEYOR:
Ryan Quam, P.E.
Matthew E. Hoglund, P.L.S.
Quam Engineering, LLC
4604 Siggelkow Road – Suite A
McFarland, WI 53558
Ph: (608) 838-7750

N
W
E
S

Bearings are referenced to the West line of the Northwest 1/4 of Section 33, which bears N00°50'50"W on the Jefferson County Coordinate System NAD83(2011).

GRAPHIC SCALE
0 40 80 160
(IN FEET)

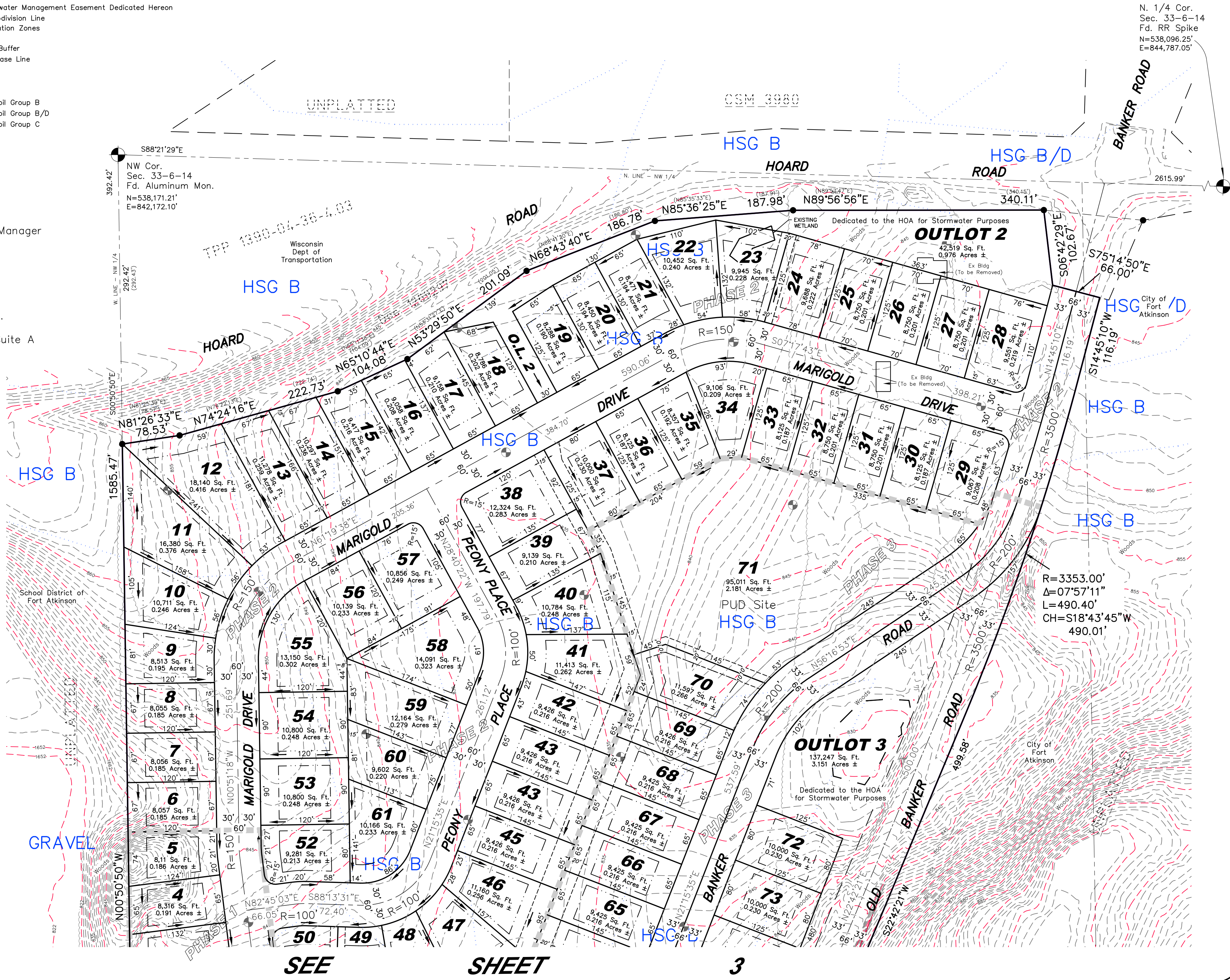


PRELIMINARY PLAT
RIDGE VIEW ESTATES
SHEET 2 OF 3
QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
www.quamengineering.com
4604 Siggelkow Road, Suite A – McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752

RIDGE VIEW ESTATES

Lot 1 and vacated Trillium Drive and Banker Road of CSM 6455 and part of the NW 1/4 of the NW 1/4, part of the NE 1/4 of the NW 1/4, and part of the SW 1/4 of the NW 1/4, all of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin

PRELIMINARY PLAT



NOTES:

1. See engineering plans and reports submitted concurrently herewith for details of existing and proposed streets, sidewalks, sanitary sewer, water, storm sewer and stormwater management facilities.
2. Lots of this plat will be subject to Deed Restrictions, document(s) to be recorded separately.
3. Outlot 1 will be dedicated to the Public for Wetland Preservation & Stormwater Management Purposes, to be owned & maintained by the City of Fort Atkinson.
4. Outlots 2 & 3 will be dedicated for Stormwater Management Purposes to the Homeowner's Association for ownership & maintenance and zoned CON – Conservancy.
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Front (minor street) = 30'
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Rear = 30'
Side = 8'
Street Side (on corner lots) = 20'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRM–12 District and the PUD District.

Proposed zoning of Lot 1 is Multi-Family Residential–30 (MRH–30) with the Planned Unit Development Overlay Zoning District (PUD). Note setbacks for Lot 1 are not shown as they will be established as part of the PUD approval.

Principal Structure Setbacks:
Front (minor street) = 30'
Front (all other streets) = 30'
Rear = 30'
Side = 8'
Street Side (on corner lots) = 25'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRH–30 District.

Proposed zoning of the Single Family Residential within this plat, Lots 3–50, 52–61, 63–70 and 72–77, is SR–5.

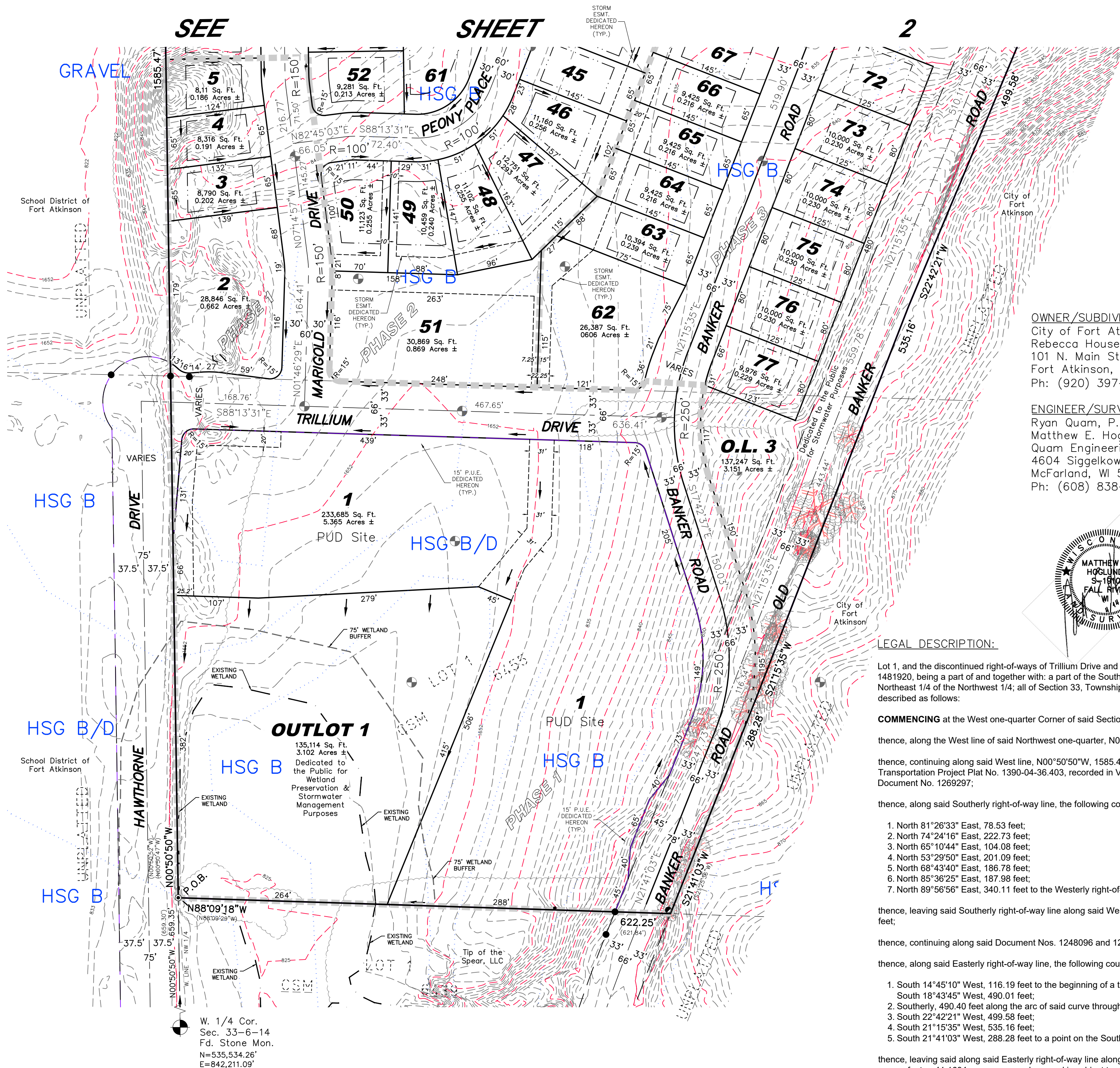
Principal Structure Setbacks:
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Front (all other streets) = 30'
Rear = 25'
Side = 8'
Street Side (on corner lots) = 15'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the SR–5 District.

RIDGE VIEW ESTATES

Lot 1 and vacated Trillium Drive and Banker Road of CSM 6455 and part of the NW 1/4 of the NW 1/4, part of the NE 1/4 of the NW 1/4, and part of the SW 1/4 of the NW 1/4, all of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

PRELIMINARY PLAT



OWNER/SUBDIVIDER:
City of Fort Atkinson
Rebecca Houseman, City Manager
101 N. Main Street
Fort Atkinson, WI 53538
Ph: (920) 397–9901

ENGINEER/SURVEYOR:
Ryan Quam, P.E.
Matthew E. Hoglund, P.L.S.
Quam Engineering, LLC
4604 Siggelkow Road – Suite A
McFarland, WI 53558
Ph: (608) 838–7750

LEGAL DESCRIPTION:

Lot 1, and the discontinued right-of-ways of Trillium Drive and Banker Road, of Jefferson County Certified Survey Map (CSM) 6455, recorded as Document No. 1481920, being a part of and together with: a part of the Southwest 1/4 of the Northwest 1/4 of the Northwest 1/4; a part of the Northeast 1/4 of the Northwest 1/4; all of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, being more particularly described as follows:

COMMENCING at the West one-quarter Corner of said Section 33;

thence, along the West line of said Northwest one-quarter, N00°50'50"W, 659.35 feet to the **POINT OF BEGINNING**, being the Southwest corner of said Lot 1;

thence, continuing along said West line, N00°50'50"W, 1585.47 feet to the Southerly right-of-way line of Hoard Road, being the Southerly line of Parcel 6 of Transportation Project Plat No. 1390-04-36.403, recorded in Volume 2 of Transportation Project Plats on Page 39 as Document No. 1248096, and conveyed by Document No. 1269297;

thence, along said Southerly right-of-way line, the following courses:

1. North 81°26'33" East, 78.53 feet;
2. North 74°24'16" East, 222.73 feet;
3. North 65°10'44" East, 104.08 feet;
4. North 53°29'50" East, 201.09 feet;
5. North 68°43'40" East, 186.78 feet;
6. North 85°36'25" East, 187.98 feet;
7. North 89°56'56" East, 340.11 feet to the Westerly right-of-way line of Banker Road;

thence, leaving said Southerly right-of-way line along said Westerly right-of-way line per said Document Nos. 1248096 and 1269297, South 06°42'29" East, 102.67 feet;

thence, continuing along said Document Nos. 1248096 and 1269297, South 75°14'50" East, 66.00 feet to the Easterly right-of-way line of Banker Road;

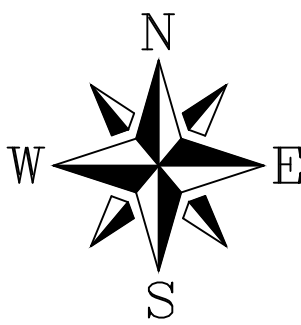
thence, along said Easterly right-of-way line, the following courses:

1. South 14°45'10" West, 116.19 feet to the beginning of a tangent curve, being concave Westerly, having a radius of 3353.00 feet and a chord which bears South 18°43'45" West, 490.01 feet;
2. Southerly, 490.40 feet along the arc of said curve through a central angle of 07°57'11" to the Point of Tangency thereof;
3. South 22°42'21" West, 499.58 feet;
4. South 21°15'35" West, 535.16 feet;
5. South 21°41'03" West, 288.28 feet to a point on the South line of said CSM No. 6455;

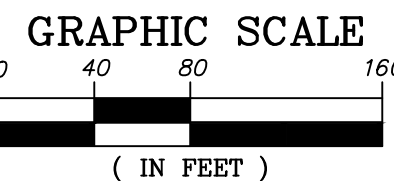
thence, leaving said along said Easterly right-of-way line along said South line, North 88°09'18"W, 622.25 feet to the **POINT OF BEGINNING**, containing 1,793,077 square feet or 41.1634 acres, more or less, and is subject to all easements and agreements, if any, of record and/or fact.

LEGEND

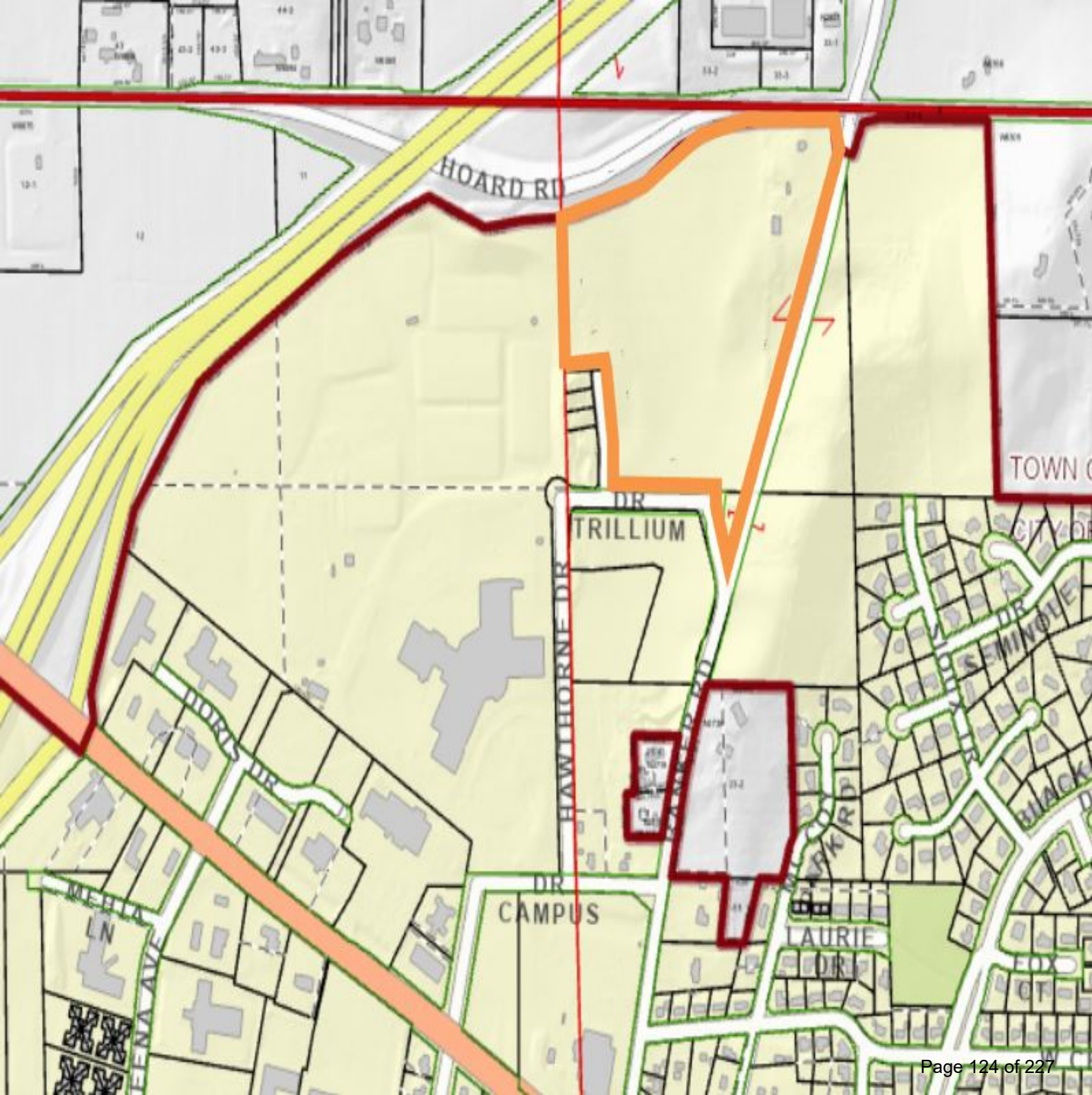
- Found 3/4" Rebar
- Found 1" Iron Pipe
- Found 1–1/4" Iron Pipe
- ⊙ Soil Boring Location
- (88') Record Data (if different)
- Drainage Arrow (Proposed)
- Boundary Lines per this Survey
- Deed/Survey/Lot Line of Record
- R/W Line
- Principal Building Setback line (See Note 10)
- Existing Easement Line
- Public Stormwater Management Easement Dedicated Hereon
- Sectional Subdivision Line
- Soil Classification Zones
- Wetland Line
- 75' Wetland Buffer
- Final Plat Phase Line
- Lot line
- Centerline
- Woods Line
- HSG B Hydrologic Soil Group B
- HSG B/D Hydrologic Soil Group B/D
- HSG C Hydrologic Soil Group C



Bearings are referenced to the West line of the Northwest 1/4 of Section 33, which bears N00°50'50"W on the Jefferson County Coordinate System NAD'83(2011).



PRELIMINARY PLAT
RIDGE VIEW ESTATES
SHEET 3 OF 3
QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
www.quamengineering.com
4604 Siggelkow Road, Suite A – McFarland, Wisconsin 53558
Phone (608) 838–7750; Fax (608) 838–7752



ORDINANCE NO. ____

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

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

Section 1. Section 15.02.03 of the City of Fort Atkinson Zoning Ordinance, adopting the Map of Standard Zoning Districts, is hereby amended to change the zoning classification of the following described property from SR-2, Single-family Residential – 2, to SR-5, Single-family Residential – 5:

Lot 1 and vacated Trillium Drive and Banker Road of CSM 6455 and part of the NW $\frac{1}{4}$ of the NW $\frac{1}{4}$, part of the NE $\frac{1}{4}$ of the NW, and part of the SW $\frac{1}{4}$ of the NW $\frac{1}{4}$ of the NW $\frac{1}{4}$, all of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, consisting of 41.1634 acres of land, parcel number 226-0614-3323-020.

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

Kyle Jaeckel, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Building/Zoning Administrator

RE: First reading of an Ordinance relating to a Zoning Map Amendment to change the zoning district for the properties located at 1349, 1347 and 1345 Marigold Dr. (parcel numbers 226-0614-3322-002, 226-0614-3322-003, 226-0614-3322-004), from Single Family Residential (SR-2) to Single Family Residential (SR-5) (Draeger, Building Inspector/Zoning Administrator)

BACKGROUND

The Zoning Map Amendment proposes to change the zoning classification of the properties located at 1349, 1347 and 1345 Marigold Dr., from Single Family Residential (SR-2) to Single-Family Residential (SR-5). A zoning change is being requested to accommodate the future development of the parcels with single-family dwellings per the approved Development Agreement between the City of Fort Atkinson and Intrepid Investments in the Ridge View Estates Subdivision.

DISCUSSION

This proposed amendment is related to the Certified Survey Map Review which included Lots 3-5 which was reviewed and recommended for approval by the Plan Commission on February 11, 2025. While the CSM established the individual parcels, this Zoning Map Amendment determines their zoning classifications.

FINANCIAL ANALYSIS

Final approval of the Zoning Map Amendment will permit the sale and development of the individual lots under the new SR-5 zoning classification.

RECOMMENDATION

The Plan Commission held a public hearing at the meeting on June 10, 2025. There was no participation in the public hearing. At that meeting, the Plan Commission recommended the City council adopt the proposed Zoning Map Amendment.

City staff recommends the City Council perform the first reading of the ordinance changing the zoning classification of the properties located at 1349, 1347 and 1345 Marigold Drive from

Single Family Residential (SR-2) to Single Family Residential (SR-5), and direct the City Manager to prepare it for a second and possible third/final reading at the meeting on July 1, 2025.

ATTACHMENTS

1. Plan Commission Memo SR5
2. Marigold ZMA Public Notice
3. Recorded CSM - Lots 2-5
4. ZMA-2025-03 area map
5. Plan Commission Memo SR5
6. Draft Ord. ZMA SR2 to SR5



ZONING MAP AMENDMENT REPORT TO THE PLAN COMMISSION

DATE: June 10, 2025

FILE NUMBER: ZMA-2025-03

PROPERTY ADDRESS: 1349, 1347 and 1345 Marigold Dr.

EXISTING ZONING: SR-2

PARCEL NUMBERS: 226-0614-3322-002, 226-0614-3322-003, 226-0614-3322-004

PROPOSED ZONING: SR-5

OWNER: City of Fort Atkinson

EXISTING LAND USE: vacant

APPLICANT: City of Fort Atkinson

REQUESTED USES: Single-Family Residential housing

BACKGROUND

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 Zoning Map Amendment includes the properties located at 1349, 1347 and 1345 Marigold Dr. (parcel numbers **226-0614-3322-002**, **226-0614-3322-003**, **226-0614-3322-004**), from Single Family Residential (SR-2) to Single-Family Residential (SR-5). A zoning change is being requested to accommodate the future development of the parcels.

This proposed amendment is related to the Certified Survey Map Review which included Lots 3-5 which was reviewed and recommended for approval by the Plan Commission on February 11, 2025. While the CSM established the individual parcels, this Zoning Map Amendment determines their zoning classifications.

Final approval of the Zoning Map Amendment will permit the sale and development of the individual lots under the new SR-5 zoning classification.

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 are required to provide a written report regarding this review to assist the Plan Commission and Common Council in reviewing the proposed amendment.

ZONING MAP AMENDMENT (GDP) FINDINGS:

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 City 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 the adopted Banker Road Neighborhood Plan, Comprehensive Plan's Planned Neighborhood land use category, and advancement of several 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 Planned Neighborhood 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, adopted Banker Road Neighborhood Plan, planned development to the north and east, and is compatible with the High School land use directly to the west.
4. Does the proposed Zoning Map Amendment address any factors that are not accomplished on the current Zoning Map? Yes. The proposed zoning map amendment allows for the creation of a new medium-density single-family development within the City of Fort Atkinson. There is an existing housing shortage in the community that is well documented in several past studies. Additionally, one of the key goals of the Banker Road Neighborhood Plan and Comprehensive Plan is to facilitate new diverse housing opportunities.

TITLE 15: ZONING ORDINANCE; ARTICLE II DENSITY, INTENSITY, AND BULK REGULATIONS

SR-5 Single Family Lot Dimension Requirements - Lot #s 3-5

Bulk Regulation	Requirement	Proposed
Minimum Lot Area	8,000 square Feet	Met: 8,055 - 18,140 square feet
Minimum Lot Width	65 feet	Met: 65 - 120 feet
Minimum Lot Depth	120 feet	Met: 120 - 241 feet
Minimum Lot Frontage	30 feet	Met: 51 - 174 feet

The proposed Zoning designations and the associated lots meet all Density, Intensity, and Bulk Regulations described in Article II of the Title 15 Zoning Ordinance.

Public Notice:

Public notice was published May 27, 2025 and June 3, 2025 in the Daily Jefferson County Union.

DISCUSSION

COMPREHENSIVE LAND USE PLAN (2019):

The subject property is located within the Northwest Quadrant Planning Area (see attachments) and is identified as Neighborhood on the plan. The opportunities indicated include traditional neighborhood and sustainable design, capitalizing on the access to existing businesses and schools.

NORTHWEST QUADRANT PLANNING AREA

FIGURE: 2.12

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



The subject property is shown as Planned Neighborhood on the Future Land Use Map. The Planned Neighborhood designation is intended to provide a variety of housing choices through a mix of single-family, two-family, mixed residential, schools, parks, and neighborhood commercial uses. The proposed zoning designation of SR-5 Single Family aligns with the intent of this land use category.

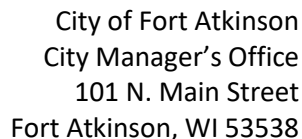
RECOMMENDATION

No action is recommended for the public hearing.

This items is later on the agenda for action. Staff recommends that the Plan Commission review and recommend the City Council approve the Zoning Map Amendment as presented.

ATTACHMENTS

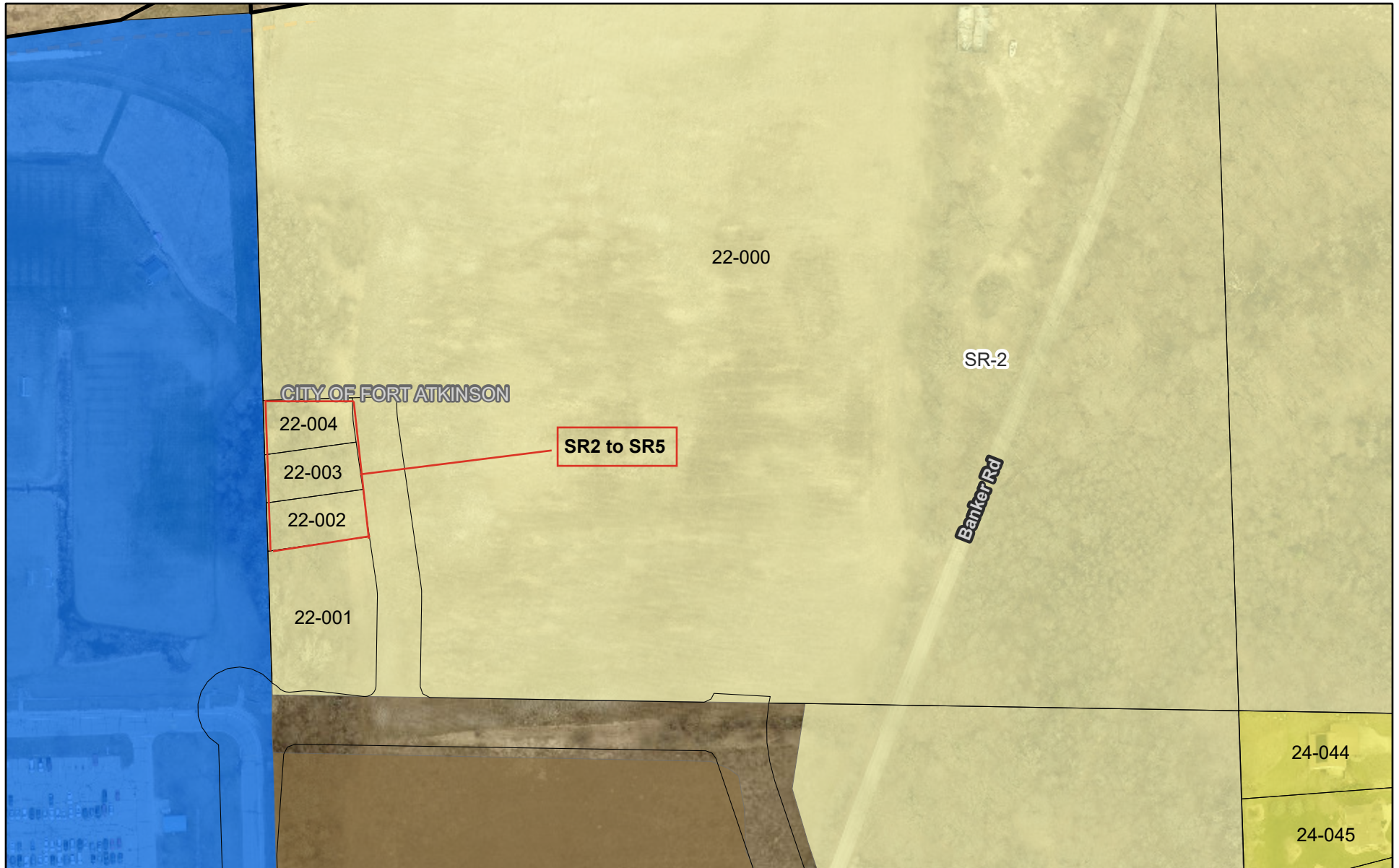
1. Marigold ZMA Public Notice
2. Recorded CSM - Lots 2-5
3. ZMA-2025-03 area map



NOTICE TO THE PUBLIC

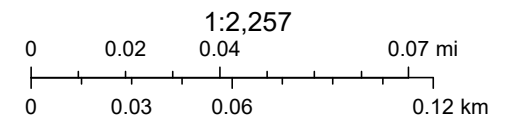
Page 132 of 227

Marigold Dr. Rezone



5/20/2025, 10:15:55 AM

- Jefferson County Tax Parcels
- City of Fort Atkinson Municipal Boundary 2022
- City of Fort Atkinson Base Zoning
- SR-2 - Single Family Residential - 15,000sf
- SR-3 - Single Family Residential - 10,000sf
- MRH-30 - Multi-Family Residential
- I - Institutional
- City of Fort Atkinson 1.5 Mile Extra-Territorial Jurisdiction
- Extraterritorial Limits
- 3 mi Plat Review



MAP #: 6546

Office of Register of Deeds
Jefferson County, WI
RECEIVED FOR RECORD
03/11/2025 02:09:19 PM
Staci M. Hoffman
Total Pages: 4
REC FEE: 30.00



DocId:8231194

Tx:4159708

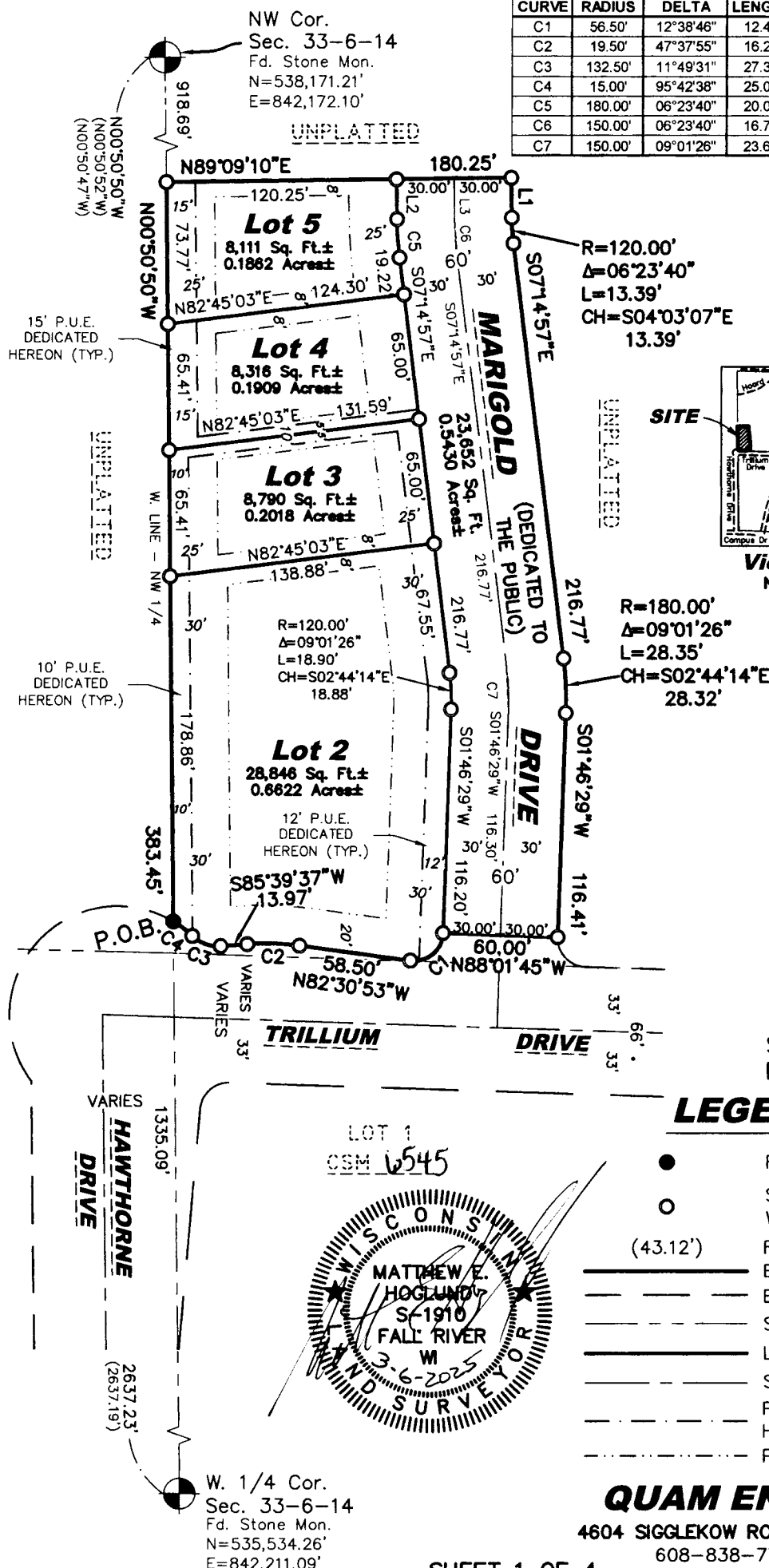
**Part of the NW 1/4 of the NW 1/4 of Section 33,
Township 6 North, Range 14 East, City of Fort Atkinson,
Jefferson County, Wisconsin**

C.S.M. No. 6546

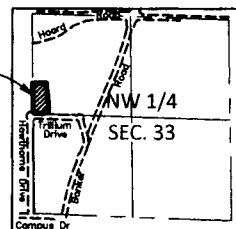
Doc. No. 1492838

CURVE DATA TABLE						
CURVE	RADIUS	DELTA	LENGTH	CHORD	TANGENT BEARINGS	
C1	56.50'	12°38'46"	12.47'	N53°01'51"W - 12.45'	N46°42'29"W	S59°21'14"E
C2	19.50'	47°37'55"	16.21'	N70°31'26"W - 15.75'	N46°42'29"W	S85°39'37"W
C3	132.50'	11°49'31"	27.35'	N88°25'28"W - 27.30'	N82°30'53"W	S85°39'37"W
C4	15.00'	95°42'38"	25.06'	S49°37'48"W - 22.24'	S82°30'53"E	N01°46'29"E
C5	180.00'	06°23'40"	20.09'	S04°03'07"E - 20.08'	S00°51'18"E	S07°14'57"E
C6	150.00'	06°23'40"	16.74'	S04°03'07"E - 16.73'	S00°51'18"E	S07°14'57"E
C7	150.00'	09°01'26"	23.62'	S02°44'14"E - 23.60'	S07°14'57"E	S01°46'29"W

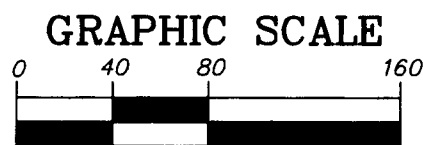
COURSE DATA TABLE		
LINE	BEARING	DISTANCE
L1	S00°51'18"E	20.76'
L2	S00°51'18"E	20.77'
L3	S00°51'18"E	20.76'



Section 35, which bears
N00°50'50"W on the Jefferson
County Coordinate System
(NAD83-2011)



Vicinity Map
Not to Scale



(IN FEET)

Owner/Subdivider:
City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538
(608) 397-9901

Total Area

77,715 Sq. Ft.±
1.7841 Acres±

SEE SHEET 2 FOR EASEMENT
DEDICATIONS AND NOTES.

LEGEND

- Found 3/4" Rebar
 ○ Set 3/4" by 18" Iron Rebar
 Weighing 1.5 lbs./ft.
 (43.12') Record Dimensions (if different)
 _____ Boundary Lines per this Survey
 _____ Existing R/W Line
 _____ Sectional Subdivision Line
 _____ Lot Line
 _____ Street Centerline
 _____ Public Utility Easement Line Dedicated
 Hereon (15' Wide Unless Noted)
 _____ Principal Building Setback line

QUAM ENGINEERING, LLC

4604 SIGGLEKOW ROAD - SUITE A McFARLAND, WI 53558

608-838-7750 www.guamengineering.com

Project # FT-02-23

Drawn By: MEH
Project # FT-02-23

JEFFERSON COUNTY
CERTIFIED SURVEY MAP # 6546

Lot 1 and discontinued Trillium Drive and Banker Road of CSM 6455, part of the SW 1/4 of the NW 1/4 and part of the NW 1/4 of the NW 1/4, all of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

Public Utility Easement Dedication:

Public Utility Easements (P.U.E.) are hereby dedicated to public bodies and private quasi-public utilities, and their successors and assigns, having the right to serve this subdivision. Said easements shall be for underground utility installations across, over, under and upon the portions of Lot 1 hereof, shown as Public Utility Easements (P.U.E.) on Sheet 2.

Rights Granted:

1. The right to construct, inspect, maintain, and repair underground wires, cables, conduits, and appurtenant structures (transformers, pedestals, manholes, vaults, handholds, etc.) within the easement area for transmission of electricity, telephone, data, communication, and internet purposes.
2. The right of ingress and egress over the easement area for the purpose of construction, inspection, maintenance, and repair of said underground wires, cables, conduits and appurtenant structures.

Restrictions:

1. No structures, buildings, trees, or other obstructions shall be placed, erected, or maintained within the easement area that would interfere with the intended use of the easement.
2. The grade within the easement areas shall not be altered by more than (0.5') one-half of a foot without the permission of the City of Fort Atkinson Engineer and those utilities that have facilities installed.
3. The owner of the property retains the right to use the easement area in any manner that does not interfere with the rights granted herein.
4. The utilities shall restore any lawn or landscaping disturbed within the easement area immediately after performing any inspection, maintenance, or repair of utility facilities to a comparable condition that existed prior to disturbance.

Duration:

These easements shall run with the land and be binding upon all successors and assigns of the property.

NOTES:

1. Dates of boundary field survey: 2/14/24 and 10/19/24
2. Marigold Drive is dedicated to the Public to be owned and maintained by the City of Fort Atkinson.
3. Lots of this CSM are subject to Deed Restrictions, document(s) to be recorded separately.
4. Zoning for Lot 2 is planned for Multi-Family Residential-12 (MRH-12) with the Planned Unit Development Overlay Zoning District (PUD). Note the setbacks for Lot 2, shown below and on the map on Sheet 1, per the MRH-12 District, may be reduced as part of the PUD approval process.

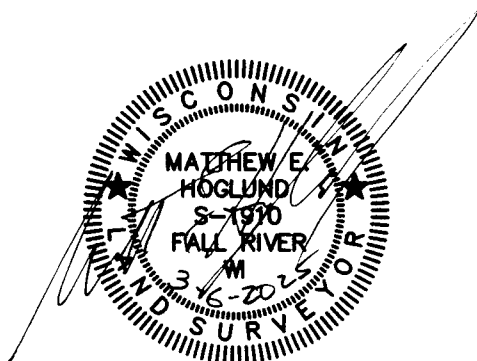
Principal Structure Setbacks:

Front = 30'
Rear = 30'
Side = 8'
Street Side (on corner lots) = 20'

5. Zoning for Lots 3 through 5 is planned for Single-Family Residential (SR-5). Note the setbacks for Lots 2 through 5 are shown below and on the map on Sheet 1.

Principal Structure Setbacks:

Front = 25'
Rear = 25'
Side = 8'
Street Side (on corner lots) = 15'



C.S.M. No. 6546

Doc. No. 1492838

Drawn By: MEH
Project # FT-02-23

JEFFERSON COUNTY
CERTIFIED SURVEY MAP # 6546

**Part of the NW 1/4 of the NW 1/4 of Section 33, Township 6 North,
Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin**

SURVEYOR'S CERTIFICATE:

I, Matthew E. Hoglund, Registered Land Surveyor, do hereby certify to the best of my knowledge and belief, that I have surveyed, divided, and mapped the following Certified Survey being a part of the Northwest 1/4 of the Northwest 1/4, Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, being more particularly described as follows:

COMMENCING at the West one-quarter Corner of said Section 33;
thence, along the West line of said Northwest one-quarter, N00°50'50"W, 1335.09 feet to the **POINT OF BEGINNING**;

thence, continuing along said West line, N00°50'50"W, 383.45 feet;

thence N89°09'10"E, 180.25 feet;

thence S00°51'18"E, 20.76 feet to the beginning of a tangent curve, being concave Easterly, having a radius of 120.00 feet and a chord which bears S04°03'07"E, 13.39 feet;

thence Southerly, 13.39 feet along the arc of said curve through a central angle of 06°23'40" to the Point of Tangency thereof;

thence S07°14'57"E, 216.77 feet to the beginning of a tangent curve, being concave Westerly, having a radius of 180.00 feet and a chord which bears S02°44'14"E, 28.32 feet;

thence Southerly, 28.35 feet along the arc of said curve through a central angle of 09°01'26" to the Point of Tangency thereof;

thence S01°46'29"W, 116.41 feet;

thence N88°01'45"W, 60.00 feet to the beginning of a non-tangent curve, being concave Northwesterly, having a radius of 15.00 feet and a chord which bears S49°37'48"W, 22.24 feet;

thence Southwesterly, 25.06 feet along the arc of said curve through a central angle of 95°42'38" to the Point of Tangency thereof;

thence N82°30'53"W, 58.50 feet to the beginning of a tangent curve, being concave Southerly, having a radius of 132.50 feet and a chord which bears N88°25'28"W, 27.30 feet;

thence Westerly, 27.35 feet along the arc of said curve through a central angle of 11°49'31" to the Point of Tangency thereof;

thence S85°39'37"W, 13.97 feet to the beginning of a tangent curve, being concave Northerly, having a radius of 19.50 feet and a chord which bears N70°31'26"W, 15.75 feet;

thence Westerly, 16.21 feet along the arc of said curve through a central angle of 47°37'55" to a Point of Reverse Curve with a curve being concave Southwesterly, having a radius of 56.50 feet and a chord which bears N53°01'51"W, 12.45 feet;

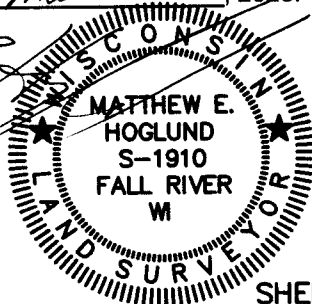
thence Northwesterly 12.47 feet along the arc of said curve through a central angle of 12°38'46" to the **POINT OF BEGINNING**.

The above-described parcel contains 77,715 square feet or 1.7841 acres, more or less, and is subject to all easements and agreements, if any, of record and/or fact.

I further certify, to the best of my knowledge and belief, that this map is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof made; that I have made such survey, land division, and map by the direction of Rebecca Houseman of the City of Fort Atkinson; that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the Land Division Ordinance of the City of Fort Atkinson in surveying, dividing, and mapping the same.

Dated this 6th day of March, 2025.

Quam Engineering, LLC
By: Matthew E. Hoglund
P.L.S. S-1910



SHEET 3 OF 4

C.S.M. No. 6546
Doc. No. 1492838

Drawn By: MEH
Project # FT-02-23

JEFFERSON COUNTY
CERTIFIED SURVEY MAP # 6546

**Part of the NW 1/4 of the NW 1/4 of Section 33, Township 6 North,
Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin**

OWNER'S CERTIFICATE:

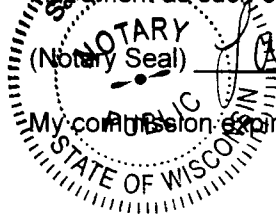
City of Fort Atkinson, as owner, does hereby certify that it caused the land described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented on this Certified Survey Map and does also certify that this Certified Survey Map is required to be submitted to the City of Fort Atkinson for approval.

IN WITNESS WHEREOF, the said City of Fort Atkinson, has caused these presents to be signed by its Representative, at Fort Atkinson, Wisconsin, on this 1st day of March, 2025

By: [Signature] Title: City Manager
Print Name: Rebecca Houseman

STATE OF WISCONSIN)
COUNTY OF Jefferson SS

Personally came before me this 1st day of March, 2025 Rebecca Houseman of the City of Fort Atkinson, to me known to be the person who executed the foregoing instrument, and to me known to be the City Manager and acknowledged that he/she executed the foregoing instrument as such officer, by its authority.



[Signature] Notary Public, Jefferson, Wisconsin
My commission expires 10-11-25

CITY OF FORT ATKINSON APPROVAL CERTIFICATE:

Resolved, that this Certified Survey Map, City of Fort Atkinson, owner, is hereby approved and the dedication accepted by the City Council.

Date: 3-7-25 Approved [Signature]
Davin Lescohier - Council President

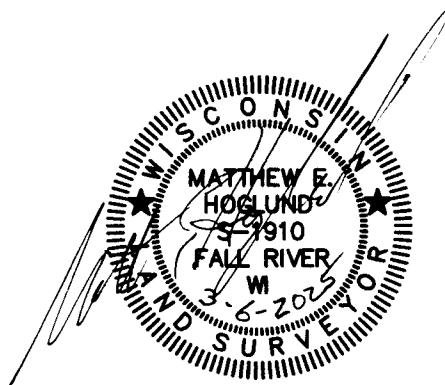
I hereby certify that the foregoing is a copy of a Resolution adopted by the City Council of the City of Fort Atkinson.

Date: 3-7-25 Signed [Signature]
Michelle Ebbert - City Clerk

REGISTER OF DEEDS CERTIFICATE:

Received for recording this 11th day of March, 2025, at 2:09 o'clock P.M. and recorded as Certified Survey Map No. 6546 as Document No. 1492838.

[Signature]
Staci M. Hoffman, Jefferson County Register of Deeds







ZONING MAP AMENDMENT REPORT TO THE PLAN COMMISSION

DATE: June 10, 2025

FILE NUMBER: ZMA-2025-03

PROPERTY ADDRESS: 1349, 1347 and 1345 Marigold Dr.

EXISTING ZONING: SR-2

PARCEL NUMBERS: 226-0614-3322-002, 226-0614-3322-003, 226-0614-3322-004

PROPOSED ZONING: SR-5

OWNER: City of Fort Atkinson

EXISTING LAND USE: vacant

APPLICANT: City of Fort Atkinson

REQUESTED USES: Single-Family Residential housing

BACKGROUND

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 Zoning Map Amendment includes the properties located at 1349, 1347 and 1345 Marigold Dr. (parcel numbers **226-0614-3322-002**, **226-0614-3322-003**, **226-0614-3322-004**), from Single Family Residential (SR-2) to Single-Family Residential (SR-5). A zoning change is being requested to accommodate the future development of the parcels.

This proposed amendment is related to the Certified Survey Map Review which included Lots 3-5 which was reviewed and recommended for approval by the Plan Commission on February 11, 2025. While the CSM established the individual parcels, this Zoning Map Amendment determines their zoning classifications.

Final approval of the Zoning Map Amendment will permit the sale and development of the individual lots under the new SR-5 zoning classification.

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 are required to provide a written report regarding this review to assist the Plan Commission and Common Council in reviewing the proposed amendment.

ZONING MAP AMENDMENT (GDP) FINDINGS:

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 City 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 the adopted Banker Road Neighborhood Plan, Comprehensive Plan's Planned Neighborhood land use category, and advancement of several 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 Planned Neighborhood 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, adopted Banker Road Neighborhood Plan, planned development to the north and east, and is compatible with the High School land use directly to the west.
4. Does the proposed Zoning Map Amendment address any factors that are not accomplished on the current Zoning Map? Yes. The proposed zoning map amendment allows for the creation of a new medium-density single-family development within the City of Fort Atkinson. There is an existing housing shortage in the community that is well documented in several past studies. Additionally, one of the key goals of the Banker Road Neighborhood Plan and Comprehensive Plan is to facilitate new diverse housing opportunities.

TITLE 15: ZONING ORDINANCE; ARTICLE II DENSITY, INTENSITY, AND BULK REGULATIONS

SR-5 Single Family Lot Dimension Requirements - Lot #s 3-5

Bulk Regulation	Requirement	Proposed
Minimum Lot Area	8,000 square Feet	Met: 8,055 - 18,140 square feet
Minimum Lot Width	65 feet	Met: 65 - 120 feet
Minimum Lot Depth	120 feet	Met: 120 - 241 feet
Minimum Lot Frontage	30 feet	Met: 51 - 174 feet

The proposed Zoning designations and the associated lots meet all Density, Intensity, and Bulk Regulations described in Article II of the Title 15 Zoning Ordinance.

Public Notice:

Public notice was published May 27, 2025 and June 3, 2025 in the Daily Jefferson County Union.

COMPREHENSIVE LAND USE PLAN (2019):

NORTHWEST QUADRANT PLANNING AREA

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE

RECOMMENDATION

Page 141 of 227

This items is later on the agenda for action. Staff recommends that the Plan Commission review and recommend the City Council approve the Zoning Map Amendment as presented.

ATTACHMENTS

1. Marigold ZMA Public Notice
2. Recorded CSM - Lots 2-5
3. ZMA-2025-03 area map

ORDINANCE NO. ____

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

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

Section 1. Section 15.02.03 of the City of Fort Atkinson Zoning Ordinance, adopting the Map of Standard Zoning Districts, is hereby amended to change the zoning classification of the following described property from SR-2, Single-family Residential – 2, to SR-5, Single-family Residential – 5:

Part of the NW ¼ of the NW ¼, of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, consisting of 1.7841 acres of land, addressed 1349, 1347 and 1345 Marigold Dr. parcel number 226-0614-3322-002, 226-0614-3322-003, 226-0614-3322-004.

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

Kyle Jaeckel, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Building/Zoning Administrator

RE: Review and possible action relating to the Ridge View Estates Preliminary Plat (Draeger, Building/Zoning Administrator) (PPR-2025-02)

BACKGROUND

Sections 70.05.02 and 70.06.01 of the City of Fort Atkinson Land Division and Development Ordinance outline the requirements for Preliminary Plat review and approval by the Plan Commission and City Council for conformance with all ordinances, plans, and document requirements.

DISCUSSION

The Fort Atkinson Plan Commission reviewed and recommended approval of the Ridge View Estates Preliminary Plat at the meeting on January 28, 2025 and again on May 13, 2025.

The plat supports the Ridge View Estates residential development, which includes the land division of an existing 35-acre property and previously subdivided 12-acres that make up Lots 1-5 and Outlot 1, for a total of 77 new parcels, 3 outlots, and rights-of-way to be dedicated to the public. This includes:

- Phase 1: Lots 1-5, Outlot 1, and portions of Banker Road, Trillium Drive, and Marigold Drive.
- Phase 2: Lots 6-61, Outlot 2, and portions of Marigold Drive, Peony Place, and Banker Road.
- Phase 3: Lots 62-77, Outlot 3, and completion of the new Banker Road configuration. The old portion of the Banker Road right-of-way would be vacated at this time.

The following were previously approved and established through a Certified Survey Map:

- Lot 1 and Outlot 1
- Lots 2-5
- Hawthorne Drive right-of-way

Trillium Drive was previously vacated and then approved and established through a Certified Survey Map with a slightly different configuration.

Utility easements within the rear yard of the future parcels are not currently shown on the Preliminary Plat, but are recommended to be added prior to the adoption of the Final Plat.

As noted on the Preliminary Plat, the proposed zoning for the various new parcels being created includes:

- MRM-12: Lots 2, 51, 62, and 71
- MRH-30 and PUD: Lot 1
- SR-5: Lots 3-50, 52-61, 63-70, and 72-77

FINANCIAL ANALYSIS

The approval of the Preliminary Plat for Ridge View Estates furthers the efforts towards the residential development approved through a Development Agreement between Intrepid Investments and the City of Fort Atkinson. The Development Agreement outlines the financial implications of this development, which includes Tax Increment Financing support for the developer and payments to the City for each residential unit purchased.

RECOMMENDATION

The Plan Commission has recommended that the City Council approve the Ridge View Estates Preliminary Plat as submitted. Staff recommends the same.

ATTACHMENTS

1. Plan Commission Memorandum
2. Ridge View Estates _Preliminary Plat_4-14-25
3. DOA Plat Review Form - Ridge View Estates _Preliminary Plat_4-14-25
4. Jefferson County non objection Cond Letter
5. Ridge View Estates _Jefferson County non objection_Preliminary Plat_4-14-25



PRELIMINARY PLAT REVIEW REPORT TO THE PLAN COMMISSION

DATE: January 28, 2025

FILE NUMBER: PPR-2025-01 Ridge View Estates

PROPERTY ADDRESS: Undetermined

EXISTING ZONING: MRH-30 and SR-2

PARCEL NUMBER: 226-0614-3323-020, 226-0614-3322-000

PROPOSED ZONING: MRH-30, MRM-12, SR-5, CON

OWNER: City of Fort Atkinson

EXISTING LAND USE: Undeveloped

APPLICANT: City of Fort Atkinson

REQUESTED USES: Residential

BACKGROUND

Section 70.05.02 and 70.06.01 of the City of Fort Atkinson Land Division and Development Ordinance outlines the requirements a Preliminary Plat review and approval by the Plan Commission and City Council for conformance with all ordinances, plans, and document requirements.

The proposed new subdivision shown on the Preliminary Subdivision Plat is a long-anticipated residential development located between Fort Atkinson High School and Banker Road. The Plat shows 76 residential lots with several zoning designations and densities. Also seen on the Plat are six outlots, these lots are designed to accommodate additional storm waters created by the increased impervious surfaces such as streets, driveways, and buildings. The plat has five public streets shown, Hawthorne Drive, Trillium Drive, Marigold Drive, Peony Place, and Banker Road. All new public right of ways will be constructed to city standards as well as the re-routed Banker Rd.

REQUEST OVERVIEW

The Land Division and Development Ordinance (LDDO) requires that the Preliminary Plat be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. A Preliminary Plat is required to subdivide land into five or more new parcels. Following the review and approval of the Preliminary Plat by the City, it will be reviewed by the State and County. A Final Plat, inclusive of any requested changes of any reviewing party, is then brought before the Plan Commission and City Council for action. This two-step process ensures that all requirements are met prior to the land division being recorded.

Standards for this are provided within the Land Division and Development Ordinance (LDDO).

The City Engineer has reviewed the Preliminary Plat in comparison to the applicable requirements of the LDDO and determined the following:

- Section 70.05.02 - *Preliminary Plat Review – The majority of requirements have been met - Available Utilities To Be on Final Plat*
- Section 70.08.07 – *Preparation, Dedication and Construction of Public Streets and Road* – this section requires the dedication of a minimum 60' of Right of Way for local streets, which is met.

As noted- details related to cross sections, pedestrian accommodations, utility design etc. will come before Plan Commission and City Council for approvals prior to the Final Plat approvals.

No public notice is required for Preliminary Plat review and action.

DISCUSSION

Zoning:

The Ridge View Estates Preliminary Plat, formerly known as the Banker Road Development is a development plan that will provide a large number of residential units. Fort Atkinson has a high demand for additional housing of all types and this proposed subdivision will provide a large quantity and variety of those units. The majority of the lots shown on the Plat will be Zoned Single-Family Residential (SR-5) which will provide an opportunity for 71 single-family homes; these lots are numbered 2-49, 51-60, 63-69, and 71-76. There are also four lots; 1, 50, 62, and 70, that are proposed to be in the MRM-12 Zoning district, which is a medium density zoning that allows one residential unit per 2,178 square feet. The last of the lots on the Preliminary Plat is Lot 61 which is proposed to be zoned MRH-30 which is the city's highest density residential zoning, allowing for one residential unit per 871 square feet. During review of the Preliminary Plat it was determined that Lot 50 would not meet the minimum requirements for the MRM-12 Multi-Family Residential - 12 district in regards to lot depth. To note: Lots 1, 50, 61, 62, and 70 are labeled as PUD on the Preliminary Plat. Planned Unit Developments are a unique zoning designation that requires a base zoning other than the PUD district. This base zoning should be labeled on the Preliminary Plat rather than the PUD, which is only designated after a General implementation Plan and Specific Implementation Plan for those lots has been approved by the Plan Commission and the City Council. Outlots have no required maximum or minimum lot requirements.

Zoning Requirements for lots in the SR-5 District

Description	Requirement	Proposed
Minimum Lot Area	8,000 square feet	Met - all lots 8,000 sf or greater
Minimum Lot Width	65 feet	Met - all lots 65' or greater

Minimum Lot Depth	120 feet	Met - all lots 120' or greater
Minimum Lot Frontage	30 feet	Met - all lots 30' or greater

Zoning Requirements for lots in the MRM-12 District

Description	Requirement	Proposed
Minimum Lot Area	20,000 square feet	Met - all lots 20,000 sf or greater
Minimum Lot Width	100 feet	Met - all lots 100 feet or greater
Minimum Lot Depth	120 feet	Met - Lots 1,62,70 Not met - Lot 50
Minimum Lot Frontage	50 feet	Met - all lots 50 feet or greater

Zoning Requirements for lots in the MRH-30 District

Description	Requirement	Proposed
Minimum Lot Area	20,000 squarer feet	Met - Lot 61 = 233,958 sf
Minimum Lot Width	100 feet	Met - Lot 61 = 557 feet
Minimum Lot Depth	120 feet	Met - Lot 61 = 288 feet
Minimum Lot Frontage	50 feet	Met - Lot 61 = 557+ feet

Land Division and Development Plan:

There are five public roads on the Preliminary Plat. All public infrastructure substantially meets the city's road design requirements with some radius discrepancies.

1. Hawthorn Drive - which travels north and south and is currently used as a high school access roadd. A Preliminary CSM and Right of Way Dedication Request was reviewed and recommended by the Plan Commission on September 26, 2023.
2. Trillium Drive - this road has been dedicated and then vacated prior to this Preliminary Plat. Plan Commission recommended a Preliminary Plat on April 25, 2023 and then vacated on December 17, 2024, by the City Council due to a need to re-configure.
3. Marigold Drive - New Road
4. Peony Drive - New Road
5. Banker Road - Banker remains in its original location but will be moved in the future with funds from the DOT. The dedication on this Preliminary Plat is for stormwater purposes.

Utilities- Utility easements are not currently shown on the Preliminary Plat. The city is working with WE Energies to create the necessary easements to facilitate providing gas and electric to the new parcels. Cable and fiber will also share in the use of those easements.

Comprehensive Land Use Plan

The proposed Preliminary Plat is located in the Northwest Quadrant Planning Area and is shown

as Planned Neighborhood. This designation includes Single-Family residential, Two Family/Townhouse residential, Multi-Family residential, Neighborhood Commercial, Community Facilities, Parks, and Environmental Corridor Land Uses. This designation aligns with the proposed land uses shown on the Preliminary Plat. Recall that the City commissioned a Neighborhood Plan from Vandewalle in 2022 for the subject property. The proposed subdivision plat is consistent with the approved Neighborhood Plan, which can be found [here](#).

RECOMMENDATION

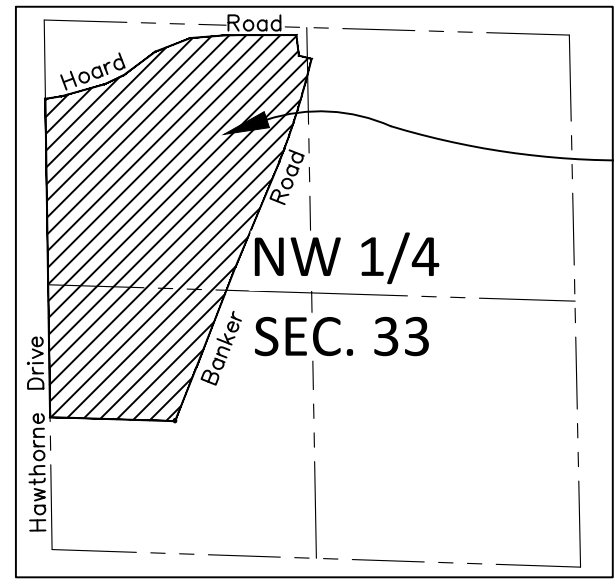
City staff recommends the Plan Commission recommend the City Council approve the Preliminary Map with the conditions listed below:

1. PUD lots to be labeled with each individual lot's base Zoning
2. Outlot 2 to be eliminated and replaced with stormwater easements; bringing all proposed lots into conformity with respect to dimensions
3. Outlot 3 to be eliminated to accommodate changes in road grading per the Design Engineer
4. Utility easements to be shown on Final Plat
5. Set all collector street radius' to city standards
6. Outlots to be described or labeled as CON - Conservancy on Final Plat

Any other recommendations by the Plan Commission

ATTACHMENTS

1. Ridge View Estates Prelim Plat 1-14-25
2. CSM_6820003-CSM

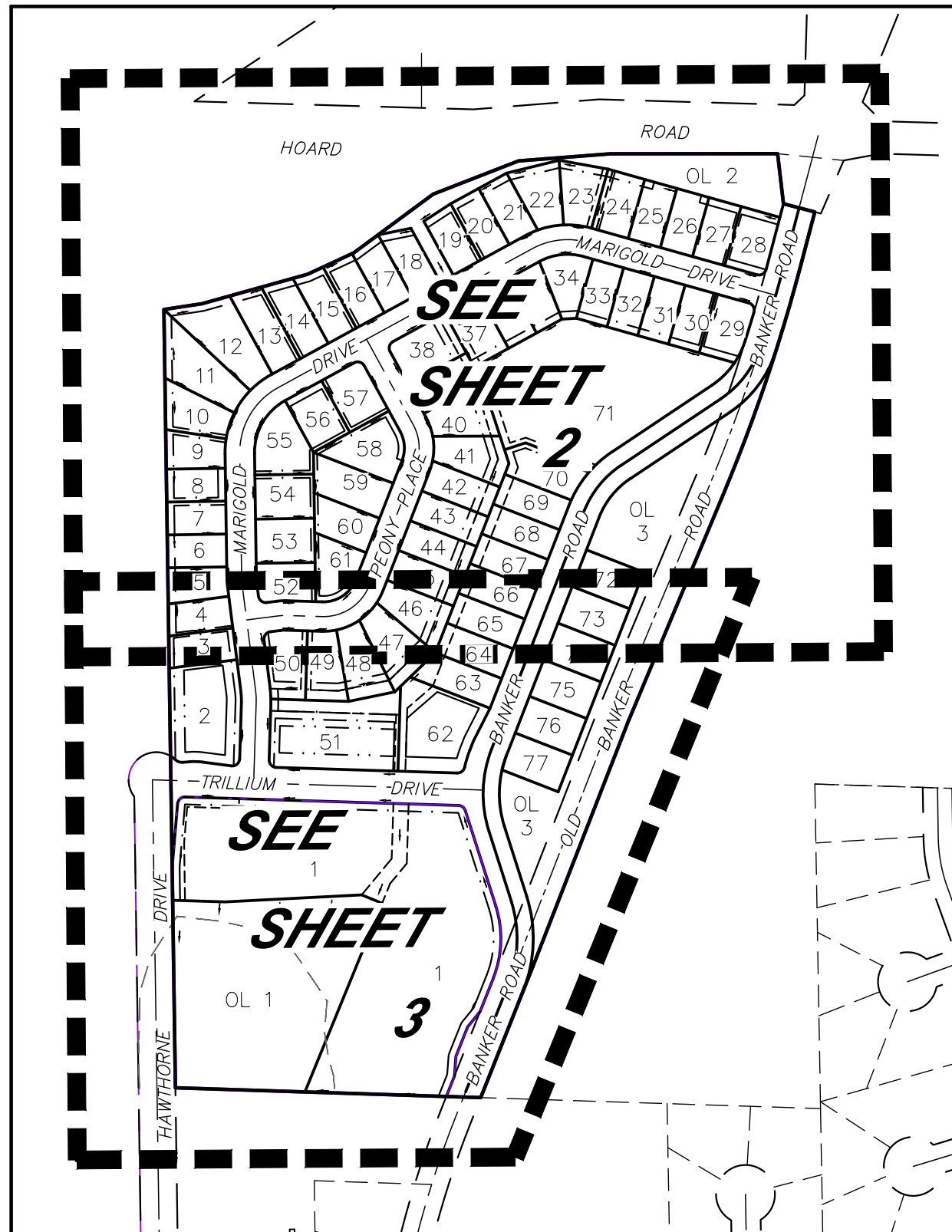


SITE

NW 1/4
SEC. 33

Vicinity Map

Not to Scale



Sheet Index Map

Not to Scale

REVISIONS

PRELIMINARY PLAT
RIDGE VIEW ESTATES

SHEET 1 OF 3

QUAM ENGINEERING, LLC

Residential and Commercial Site Design Consultants



www.quamengineering.com

4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752

NOTES:

- See engineering plans and reports submitted concurrently herewith for details of existing and proposed streets, sidewalks, sanitary sewer, water, storm sewer and stormwater management facilities.
- Lots of this plat will be subject to Deed Restrictions, document(s) to be recorded separately.
- Outlot 1 will be dedicated to the Public for Wetland Preservation & Stormwater Management Purposes, to be owned & maintained by the City of Fort Atkinson.
- Outlots 2 & 3 will be dedicated for Stormwater Management Purposes to the Homeowner's Association for ownership & maintenance and zoned CON - Conservancy.
- Dates of boundary field survey: 2/15/18, 2/13/18, 2/18/18, 5/15/18, 2/14/24 and 10/19/24
- All streets will be dedicated to the Public to be owned & maintained by the City of Fort Atkinson.
- See Sheet 3 for Legal Description.
- Wetlands shown based on the delineation by Stacy E. Jepson, WDNR Assured Delineator, Cedar Corporation - report for Project No. F06820-0001 dated 2/10/2023.
- Ridge View Estates will be final platted in (3) Phases - Phase 1 will consist of Lots 1-5, Outlot 1 and included streets by (2) Certified Survey maps. Phase 2 will consist of Lots 6-61, Outlot 2 and included streets. Phase 3 will consist of Lots 62-77, Outlot 3 and included streets. Old Banker Road will be discontinued upon the dedication of the R/W and completion and acceptance of improvements of the relocated Banker Road within Phase 2.
- Proposed zoning of Lots 2, 51, 62 and 71 is Multi-Family Residential-12 (MRM-12) and are requested to also be a Planned Unit Development Overlay Zoning District (PUD). Note setbacks for these Lots are not shown as they will be established as part of the PUD approval.

Principal Structure Setbacks:
Front (minor street) = 30'
Front (all other streets) = 30'
Rear = 30'
Side = 8'
Street Side (on corner lots) = 20'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRM-12 District and the PUD District.

Proposed zoning of Lot 1 is Multi-Family Residential-30 (MRH-30) with the Planned Unit Development Overlay Zoning District (PUD). Note setbacks for Lot 1 are not shown as they will be established as part of the PUD approval.

Principal Structure Setbacks:
Front (minor street) = 30'
Front (all other streets) = 30'
Rear = 30'
Side = 8'
Street Side (on corner lots) = 25'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRH-30 District.

Proposed zoning of the Single Family Residential within this plat, Lots 3-50, 52-61, 63-70 and 72-77, is SR-5.

Principal Structure Setbacks:
Front (minor street) = 25'
Front (all other streets) = 30'
Rear = 25'
Side = 8'
Street Side (on corner lots) = 15'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the SR-5 District.

CITY APPROVAL CERTIFICATE:

I, Rebecca Houseman, City Manager for the City of Fort Atkinson, hereby certify that this Preliminary Plat of "Banker Heights" is approved by the City of Fort Atkinson.

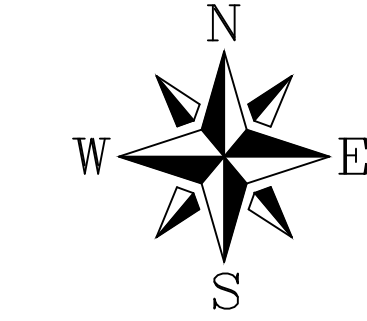
Date: _____

Rebecca Houseman, City Manager
City of Fort Atkinson

RIDGE VIEW ESTATES

Lot 1 and vacated Trillium Drive and Banker Road of CSM 6455 and part of the NW 1/4 of the NW 1/4, part of the NE 1/4 of the NW 1/4, and part of the SW 1/4 of the NW 1/4, all of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin

PRELIMINARY PLAT



Bearings are referenced to the West line of the Northwest 1/4 of Section 33, which bears N00°50'50"W on the Jefferson County Coordinate System.

Total Area
1,793,077 Sq. Ft.
41.1634 Acres±

LEGEND

- Found 3/4" Rebar
- Found 1" Iron Pipe
- Found 1-1/4" Iron Pipe
- Soil Boring Location
- Record Data (if different)
- Boundary Lines per this Survey
- Deed/Survey/Lot Line of Record
- R/W Line
- Sectional Subdivision Line
- Soil Classification Zones
- Wetland Line
- Final Plat Phase Line
- Lot line
- Centerline
- Hydrologic Soil Group B
- Hydrologic Soil Group B/D
- Hydrologic Soil Group C

OWNER/SUBDIVIDER:

City of Fort Atkinson
Rebecca Houseman, City Manager
101 N. Main Street
Fort Atkinson, WI 53538
Ph: (920) 397-9901

ENGINEER/SURVEYOR:

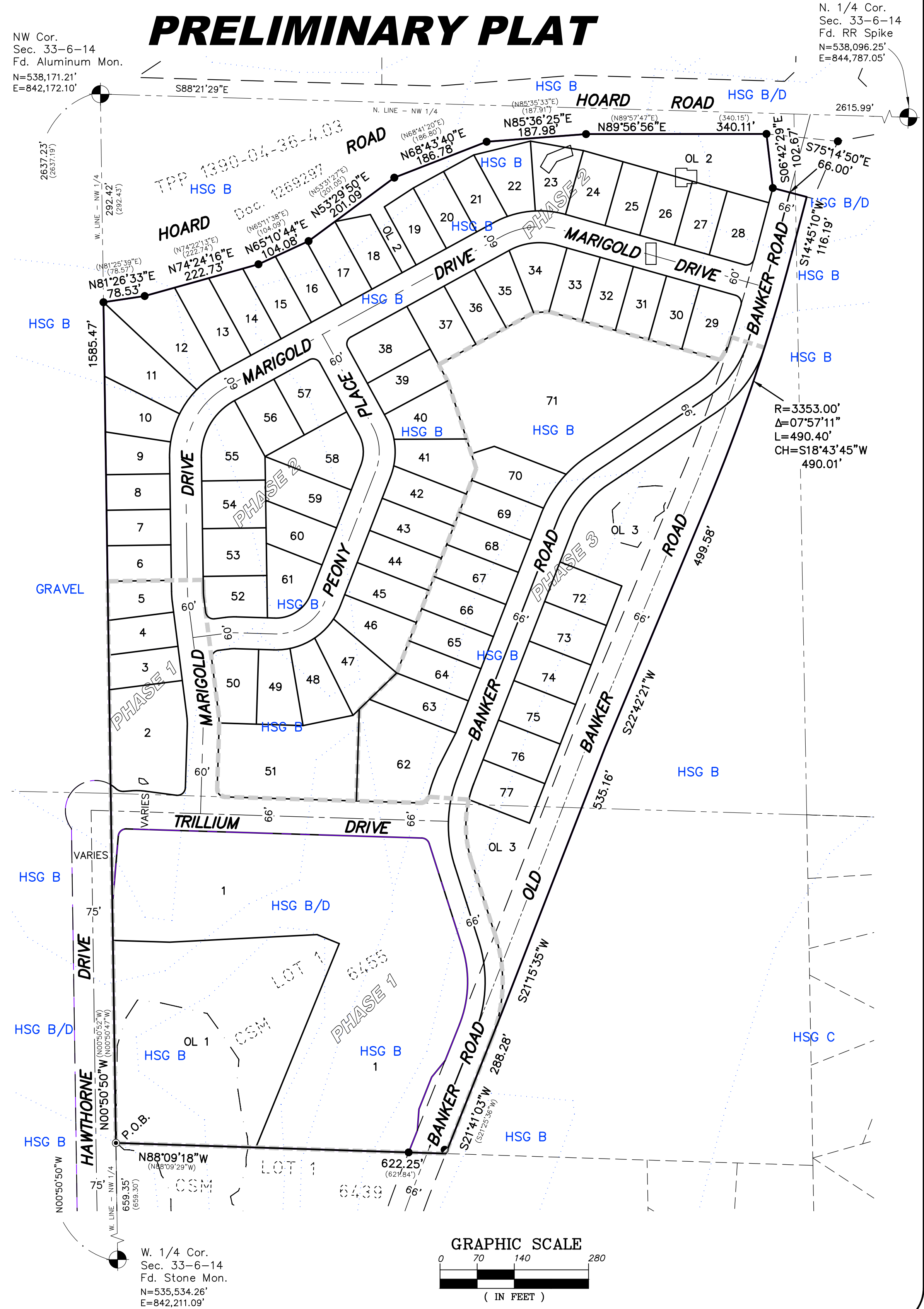
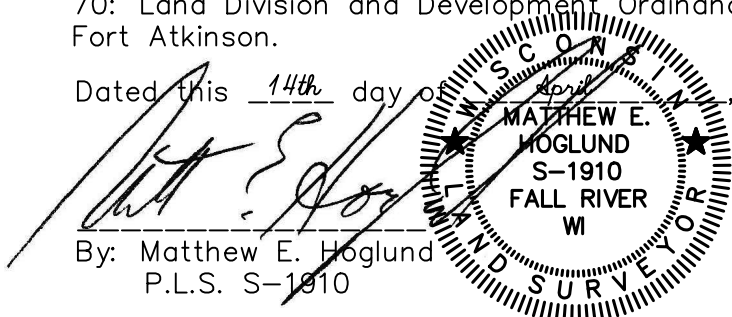
Ryan Quam, P.E.
Matthew E. Hoglund, P.L.S.
Quam Engineering, LLC
4604 Siggelkow Road - Suite A
McFarland, WI 53558
Ph: (608) 838-7750

SURVEYOR'S CERTIFICATE:

I hereby certify, to the best of my knowledge and belief, that I have surveyed the property shown hereon; that this map represents an accurate survey of said property and that I have complied with the applicable requirements of Wisconsin Administrative Code Chapter A-E 7 and Chapter 70: Land Division and Development Ordinance of the City of Fort Atkinson.

Dated this 14th day of May, 2025.

By: Matthew E. Hoglund
P.L.S. S-1810



GRAPHIC SCALE

0 70 140 280

(IN FEET)

NOTES:

- See engineering plans and reports submitted concurrently herewith for details of existing and proposed streets, sidewalks, sanitary sewer, water, storm sewer and stormwater management facilities.
- Lots of this plat will be subject to Deed Restrictions, document(s) to be recorded separately.
- Outlot 1 will be dedicated to the Public for Wetland Preservation & Stormwater Management Purposes, to be owned & maintained by the City of Fort Atkinson.
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Principal Structure Setbacks:
Front (minor street) = 30'
Front (all other streets) = 30'
Rear = 30'
Side = 8'
Street Side (on corner lots) = 20'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRM-12 District and the PUD District.

Proposed zoning of Lot 1 is Multi-Family Residential-30 (MRH-30) with the Planned Unit Development Overlay Zoning District (PUD). Note setbacks for Lot 1 are not shown as they will be established as part of the PUD approval.

Principal Structure Setbacks:
Front (minor street) = 30'
Front (all other streets) = 30'
Rear = 30'
Side = 8'
Street Side (on corner lots) = 25'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRH-30 District.

Proposed zoning of the Single Family Residential within this plat, Lots 3–50, 52–61, 63–70 and 72–77, is SR-5.

Principal Structure Setbacks:
Front (minor street) = 25'
Front (all other streets) = 30'
Rear = 25'
Side = 8'
Street Side (on corner lots) = 15'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the SR-5 District.

LEGEND

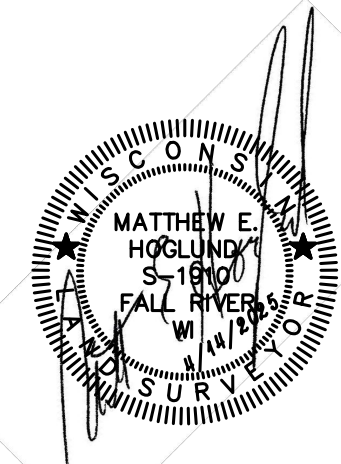
- Found 3/4" Rebar
- Found 1" Iron Pipe
- Found 1-1/4" Iron Pipe
- Soil Boring Location
- Record Data (if different)
- Drainage Arrow (Proposed)
- Boundary Lines per this Survey
- Deed/Survey/Lot Line of Record
- R/W Line
- Principal Building Setback line (See Note 10)
- Existing Easement Line
- Public Stormwater Management Easement Dedicated Hereon
- Sectional Subdivision Line
- Soil Classification Zones
- Wetland Line
- 75' Wetland Buffer
- Final Plat Phase Line
- Lot line
- Centerline
- Woods Line
- Hydrologic Soil Group B
- Hydrologic Soil Group B/D
- Hydrologic Soil Group C

OWNER/SUBDIVIDER:
City of Fort Atkinson
Rebecca Houseman, City Manager
101 N. Main Street
Fort Atkinson, WI 53538
Ph: (920) 397-9901

ENGINEER/SURVEYOR:
Ryan Quam, P.E.
Matthew E. Hoglund, P.L.S.
Quam Engineering, LLC
4604 Siggelkow Road – Suite A
McFarland, WI 53558
Ph: (608) 838-7750

N
W
E
S
Bearings are referenced to the West line of the Northwest 1/4 of Section 33, which bears N00°50'50"W on the Jefferson County Coordinate System NAD83(2011).

GRAPHIC SCALE
0 40 80 160
(IN FEET)

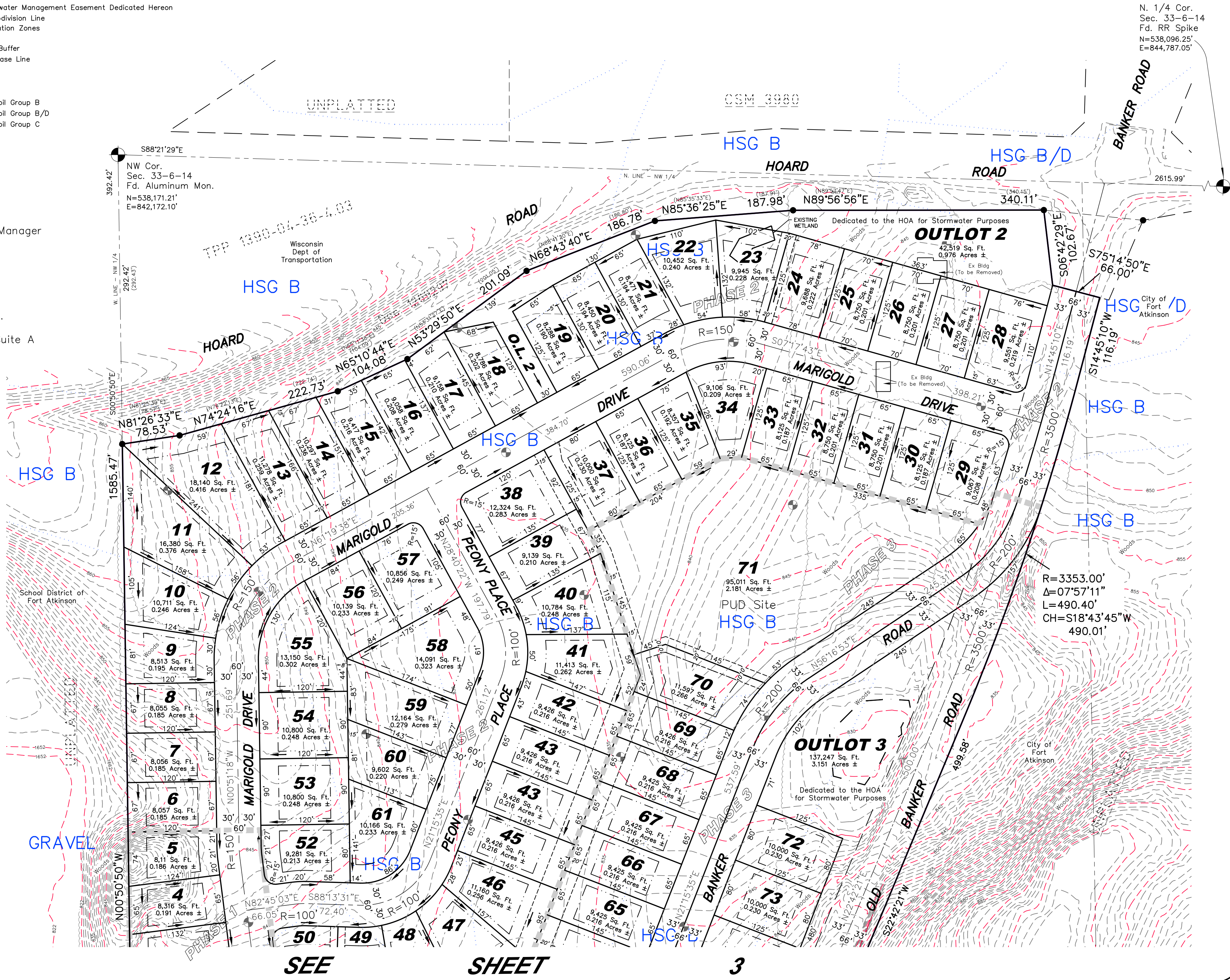


PRELIMINARY PLAT
RIDGE VIEW ESTATES
SHEET 2 OF 3
QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
www.quamengineering.com
4604 Siggelkow Road, Suite A – McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752

RIDGE VIEW ESTATES

Lot 1 and vacated Trillium Drive and Banker Road of CSM 6455 and part of the NW 1/4 of the NW 1/4, part of the NE 1/4 of the NW 1/4, and part of the SW 1/4 of the NW 1/4, all of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin

PRELIMINARY PLAT



NOTES:

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- Proposed zoning of Lots 2, 51, 62 and 71 is Multi-Family Residential–12 (MRM–12) and are requested to also be a Planned Unit Development Overlay Zoning District (PUD). Note setbacks for these Lots are not shown as they will be established as part of the PUD approval.

Principal Structure Setbacks:
Front (minor street) = 30'
Front (all other streets) = 30'
Rear = 30'
Side = 8'
Street Side (on corner lots) = 20'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRM–12 District and the PUD District.

Proposed zoning of Lot 1 is Multi-Family Residential–30 (MRH–30) with the Planned Unit Development Overlay Zoning District (PUD). Note setbacks for Lot 1 are not shown as they will be established as part of the PUD approval.

Principal Structure Setbacks:
Front (minor street) = 30'
Front (all other streets) = 30'
Rear = 30'
Side = 8'
Street Side (on corner lots) = 25'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRH–30 District.

Proposed zoning of the Single Family Residential within this plat, Lots 3–50, 52–61, 63–70 and 72–77, is SR–5.

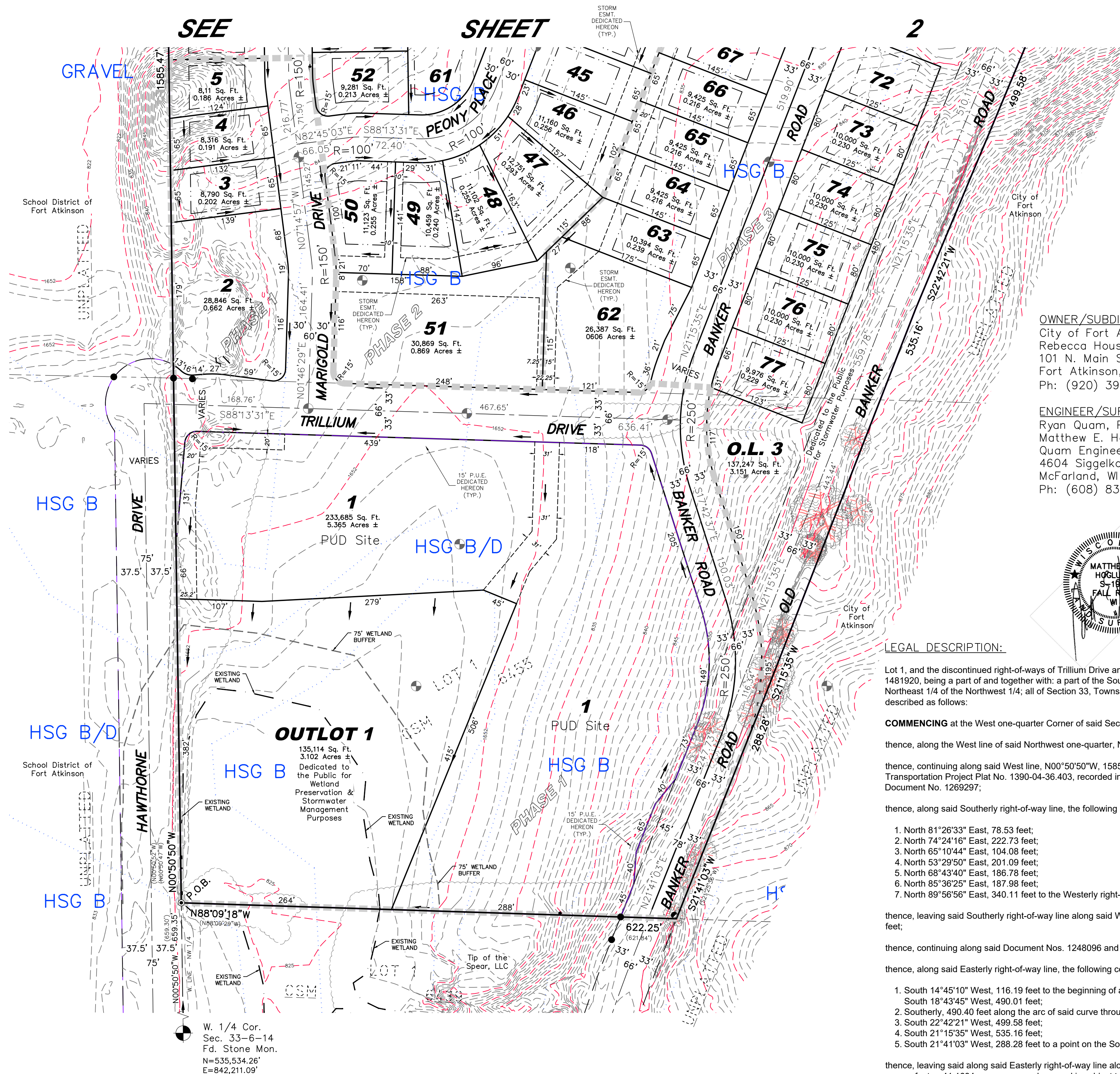
Principal Structure Setbacks:
Front (minor street) = 25'
Front (all other streets) = 30'
Rear = 25'
Side = 8'
Street Side (on corner lots) = 15'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the SR–5 District.

RIDGE VIEW ESTATES

Lot 1 and vacated Trillium Drive and Banker Road of CSM 6455 and part of the NW 1/4 of the NW 1/4, part of the NE 1/4 of the NW 1/4, and part of the SW 1/4 of the NW 1/4, all of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

PRELIMINARY PLAT



OWNER/SUBDIVIDER:
City of Fort Atkinson
Rebecca Houseman, City Manager
101 N. Main Street
Fort Atkinson, WI 53538
Ph: (920) 397–9901

ENGINEER/SURVEYOR:
Ryan Quam, P.E.
Matthew E. Hoglund, P.L.S.
Quam Engineering, LLC
4604 Siggelkow Road – Suite A
McFarland, WI 53558
Ph: (608) 838–7750

LEGAL DESCRIPTION:

Lot 1, and the discontinued right-of-ways of Trillium Drive and Banker Road, of Jefferson County Certified Survey Map (CSM) 6455, recorded as Document No. 1481920, being a part of and together with: a part of the Southwest 1/4 of the Northwest 1/4 of the Northwest 1/4 of the Northwest 1/4; and part of the Northeast 1/4 of the Northwest 1/4; all of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, being more particularly described as follows:

COMMENCING at the West one-quarter Corner of said Section 33;

thence, along the West line of said Northwest one-quarter, N00°50'50"W, 659.35 feet to the **POINT OF BEGINNING**, being the Southwest corner of said Lot 1;

thence, continuing along said West line, N00°50'50"W, 1585.47 feet to the Southerly right-of-way line of Hoard Road, being the Southerly line of Parcel 6 of Transportation Project Plat No. 1390-04-36.403, recorded in Volume 2 of Transportation Project Plats on Page 39 as Document No. 1248096, and conveyed by Document No. 1269297;

thence, along said Southerly right-of-way line, the following courses:

- North 81°26'33" East, 78.53 feet;
- North 74°24'16" East, 222.73 feet;
- North 65°10'44" East, 104.08 feet;
- North 53°29'50" East, 201.09 feet;
- North 68°43'40" East, 186.78 feet;
- North 85°36'25" East, 187.98 feet;
- North 89°56'56" East, 340.11 feet to the Westerly right-of-way line of Banker Road;

thence, leaving said Southerly right-of-way line along said Westerly right-of-way line per said Document Nos. 1248096 and 1269297, South 06°42'29" East, 102.67 feet;

thence, continuing along said Document Nos. 1248096 and 1269297, South 75°14'50" East, 66.00 feet to the Easterly right-of-way line of Banker Road;

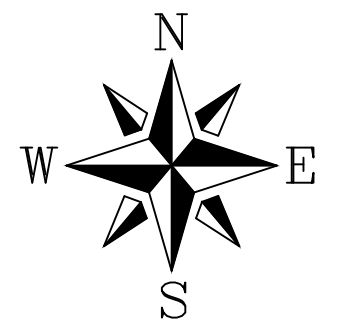
thence, along said Easterly right-of-way line, the following courses:

- South 14°45'10" West, 116.19 feet to the beginning of a tangent curve, being concave Westerly, having a radius of 3353.00 feet and a chord which bears South 18°43'45" West, 490.01 feet;
- Southerly, 490.40 feet along the arc of said curve through a central angle of 07°57'11" to the Point of Tangency thereof;
- South 22°42'21" West, 499.58 feet;
- South 21°15'35" West, 535.16 feet;
- South 21°41'03" West, 288.28 feet to a point on the South line of said CSM No. 6455;

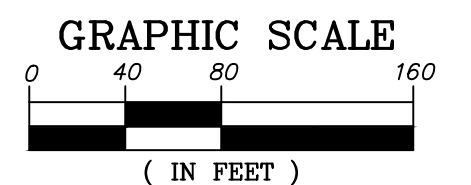
thence, leaving said along said Easterly right-of-way line along said South line, North 88°09'18"W, 622.25 feet to the **POINT OF BEGINNING**, containing 1,793,077 square feet or 41.1634 acres, more or less, and is subject to all easements and agreements, if any, of record and/or fact.

LEGEND

- Found 3/4" Rebar
- Found 1" Iron Pipe
- Found 1–1/4" Iron Pipe
- Soil Boring Location
- Record Data (if different)
- Drainage Arrow (Proposed)
- Boundary Lines per this Survey
- Deed/Survey/Lot Line of Record
- R/W Line
- Principal Building Setback line (See Note 10)
- Existing Easement Line
- Public Stormwater Management Easement Dedicated Hereon
- Sectional Subdivision Line
- Soil Classification Zones
- Wetland Line
- 75' Wetland Buffer
- Final Plat Phase Line
- Lot line
- Centerline
- Woods Line
- HSG B
- HSG B/D
- HSG C
- Hydrologic Soil Group B
- Hydrologic Soil Group B/D
- Hydrologic Soil Group C



Bearings are referenced to the West line of the Northwest 1/4 of Section 33, which bears N00°50'50"W on the Jefferson County Coordinate System NAD'83(2011).



PRELIMINARY PLAT
RIDGE VIEW ESTATES
SHEET 3 OF 3
QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants



www.quamengineering.com

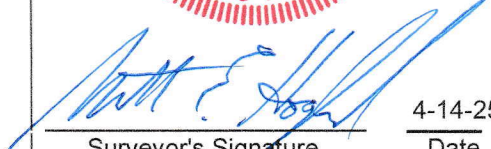
4604 Siggelkow Road, Suite A – McFarland, Wisconsin 53558
Phone (608) 838–7750; Fax (608) 838–7752

Request for Land Subdivision Plat Review

Department of Administration

Plat Review – DOA
 Mailing Address: PO Box 1645
 Madison WI 53701
 Phone: 608-266-3200
 Email: plat.review@wi.gov
 Web: <https://doa.wi.gov/platreview>

Online Submittal and Payment: Instead of this form go to <https://wi.accessgov.com/public/Forms/Page/doa-dir/dir-platreview/>
 Mailing a check adds about a week to the process.

Subdivision Name: Ridge View Estates	
Surveyor, Company & Street Address: License #: 1910 Name: <u>Matthew E. Hoglund</u> Company: <u>Quam Engineering, LLC</u> Street address: <u>4604 Siggelkow Road - Suite A</u> (no PO boxes): <u>McFarland, WI 53558</u> Phone: <u>(608) 838-7750</u> Email: <u>mhoglund@quamengineering.com</u>	Surveyor's Seal   Surveyor's Signature 4-14-25 Date

Complete: 1-7 for FINAL Plats; 3-7 for PRELIMINARY Plats; 4 & 6 for ASSESSOR'S Plats; or 3-4 & 6 for CSMs

I certify that, as the Wisc. Professional Land Surveyor responsible for the field survey & preparation of this plat:

1. ☐ All monuments have been set per s. 236.15 (1), Wis. Stats.
 OR
☐ All exterior boundary monuments have been set, but the town, village or city has temporarily waived placing interior monuments per s. 236.15 (1)(h), Wis. Stats.

2. Preliminary plat name:

3. Subdivider's name, City of Fort Atkinson - Rebecca Houseman, City Manager
 and email: rhouseman@fortatkinsonwi.gov

4. ☒ Email plat PDF (not scanned) and this form to plat.review@wi.gov. Number of sheets 3

5. Is this plat served by public sewer? ☒ Yes ☐ No

6. ☒ Mail a check or money order covering the Department of Administration, Plat Review fee with this form.

7. DOT: ☒ Not abutting a S.T.H., U.S.H. or I.H., OR ☐ DOT form enclosed.

Surveyor's Receipt & Transmittal Record		Shaded Area for Office Use Only
Date Received:	Date Time Limit Expires:	Preliminary
DOT: Date Copies Sent: County:		Final
By:	Plat Review Officer	Assessor CSM

A Guide for Calculating the Fee Required by Adm 49, Wis. Admin. Code

\$ <u>125</u>	\$125 Filing Fee
\$ <u>100</u>	\$100 Review Fee
\$ <u>120</u>	Reprographics & Postage Fee - \$40/sheet x ³ <u> </u> sheets (required for all plats)

\$ _____ \$125 Filing Fee ***
 *** (Required unless a preliminary plat has been previously submitted. Also required for subsequent additions or phases of a plat.)
 \$ _____ Parcel Fee - \$30/parcel x _____ parcels (outlots + lots) (\$120 minimum) (required for all plats)
 \$ _____ Reprographics & Postage Fee - \$40/sheet x _____ sheets (required for all plats)

\$ _____ \$125 Filing Fee
\$ _____ Parcel Fee - \$30/parcel x _____ parcels (outlots + lots) (\$120 minimum) (required for all plats)
\$ _____ Reprographics & Postage Fee - \$40/sheet x _____ sheets (required for all plats)

\$ _____ \$120 Review Fee
\$ _____ Reconfiguration Fee (add/remove lots/outlots or move streets)-\$30/parcel x _____ parcels

\$ _____ \$120 Review Fee. Includes 2 sheets, additional sheets \$40/sheet x _____ sheets
\$ _____ Reconfiguration Fee (add/remove lots/outlots or move streets)-\$30/parcel x _____ parcels

\$ _____ \$100 **Certified Survey Map**
\$ _____ \$ 50 Written pre-submission consultation request.

\$ 345 TOTAL FEE DUE

Mail this form with check or money order, payable to: **Department of Administration**

DON'T use staples or tape on the check.

Shaded Area for Office Use Only

Date fee received:

Payer: _____ Check Number: _____

Check Date:

Amount:



JEFFERSON COUNTY
PLANNING AND DEVELOPMENT DEPARTMENT
ZONING DIVISION

Room C1040
311 S Center Ave
Jefferson, WI 53538

zoning@jeffersoncountywi.gov
Phone: 920-674-7524
Fax 920-674-7525

DATE: April 24, 2025

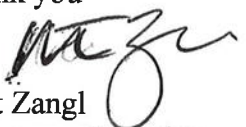
TO: Plat Review - WI Department of Administration
Matt Hoglund, Quam Engineering

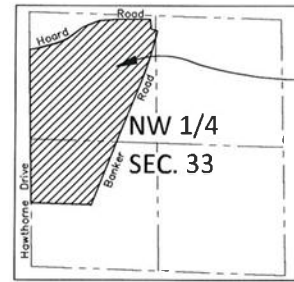
RE: Ridge View Estates Preliminary Plat

Jefferson County conditionally certifies the Ridge View Estates preliminary subdivision plat with the following condition:

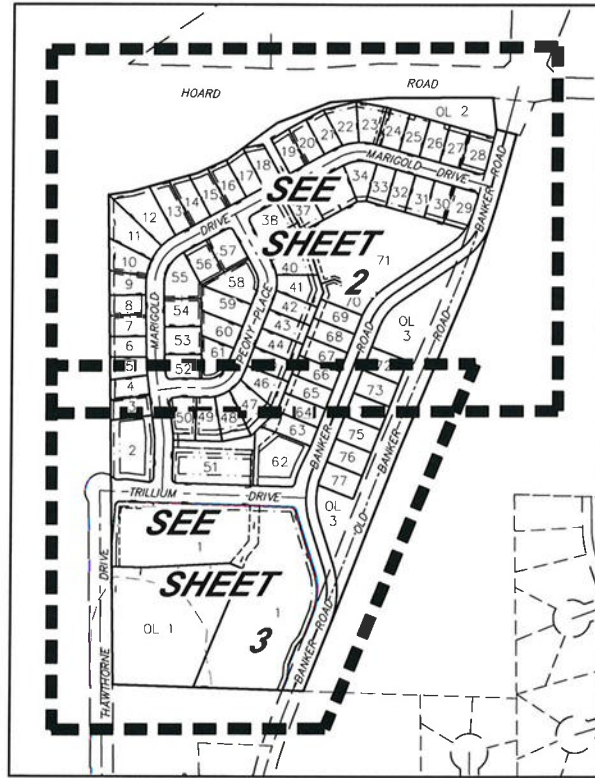
- Note 4 shall be updated. All lots within the subdivision shall share an equal interest in all stormwater outlots. The Homeowner's Association cannot own or be dedicated the outlots. Example language can be provided upon request.

Thank you


Matt Zangl
Director of Planning and Development
Jefferson County
920-674-8638



Vicinity Map
Not to Scale



Sheet Index Map
Not to Scale

**NO OBJECTION TO SUBDIVISION
PLAT BY THE JEFFERSON COUNTY
PLANNING AND ZONING DEPT**

with conditions

NOTES:

1. See engineering plans and reports submitted concurrently herewith for details of existing and proposed streets, sidewalks, sanitary sewer, water, storm sewer and stormwater management facilities.
2. Lots of this plat will be subject to Deed Restrictions, document(s) to be recorded separately.
3. Outlot 1 will be dedicated to the Public for Wetland Preservation & Stormwater Management Purposes, to be owned & maintained by the City of Fort Atkinson.
4. Outlots 2 & 3 will be dedicated for Stormwater Management Purposes to the Homeowner's Association for ownership & maintenance and zoned CON - Conservancy.
5. Dates of boundary field survey, 2/15/18, 2/13/18, 2/18/18, 5/15/18, 2/14/24 and 10/19/24
6. All streets will be dedicated to the Public to be owned & maintained by the City of Fort Atkinson.
7. See Sheet 3 for Legal Description.
8. Wetlands shown based on the delineation by Stacy E. Jepson, WDNR Assured Delineator, Cedar Corporation - report for Project No. F06820-0001 dated 2/10/2023.
9. Ridge View Estates will be final platted in (3) Phases - Phase 1 will consist of Lots 1-5, Outlot 1 and included streets by (2) Certified Survey maps. Phase 2 will consist of Lots 6-61, Outlot 2 and included streets. Phase 3 will consist of Lots 62-77, Outlot 3 and included streets. Old Banker Road will be discontinued upon the dedication of the R/W and completion and acceptance of improvements of the relocated Banker Road within Phase 2.
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Principal Structure Setbacks:	
Front (minor street)	= 30'
Front (all other streets)	= 30'
Rear	= 30'
Side	= 8'
Street Side (on corner lots)	= 20'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRM-12 District and the PUD District.

Proposed zoning of Lot 1 is Multi-Family Residential-30 (MRH-30) with the Planned Unit Development Overlay Zoning District (PUD). Note setbacks for Lot 1 are not shown as they will be established as part of the PUD approval.

Principal Structure Setbacks:	
Front (minor street)	= 30'
Front (all other streets)	= 30'
Rear	= 30'
Side	= 8'
Street Side (on corner lots)	= 25'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRH-30 District.

Proposed zoning of the Single Family Residential within this plat, Lots 31-30, 52-61, 63-70 and 72-77, is SR-5.

Principal Structure Setbacks:	
Front (minor street)	= 25'
Front (all other streets)	= 30'
Rear	= 25'
Side	= 8'
Street Side (on corner lots)	= 15'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the SR-5 District.

CITY APPROVAL CERTIFICATE:

I, Rebecca Houseman, City Manager for the City of Fort Atkinson, hereby certify that this Preliminary Plat of "Banker Heights" is approved by the City of Fort Atkinson.

Date: _____

Rebecca Houseman, City Manager
City of Fort Atkinson

RIDGE VIEW ESTATES

Lot 1 and vacated Trillium Drive and Banker Road of CSM 6455 and part of the NW 1/4 of the NW 1/4, part of the NE 1/4 of the NW 1/4, and part of the SW 1/4 of the NW 1/4, all of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin

PRELIMINARY PLAT



Bearings are referenced to the West line of the Northwest 1/4 of Section 33, which bears N00°50'50"W on the Jefferson County Coordinate System.

Total Area
1,793,077 Sq. Ft.
41.1634 Acres±

LEGEND

○	Found 3/4" Rebar
●	Found 1" Iron Pipe
●	Found 1-1/4" Iron Pipe
●	Soil Boring Location
(88')	Record Data (if different)
---	Boundary Lines per this Survey
---	Deed/Survey/Lot Line of Record
---	R/W Line
---	Sectional Subdivision Line
---	Soil Classification Zones
---	Wetland Line
---	Final Plat Phase Line
---	Lot line
---	Centerline
HSG B	Hydrologic Soil Group B
HSG B/D	Hydrologic Soil Group B/D
HSG C	Hydrologic Soil Group C

OWNER/SUBDIVIDER:
City of Fort Atkinson
Rebecca Houseman, City Manager
101 N. Main Street
Fort Atkinson, WI 53538
Ph: (920) 397-9901

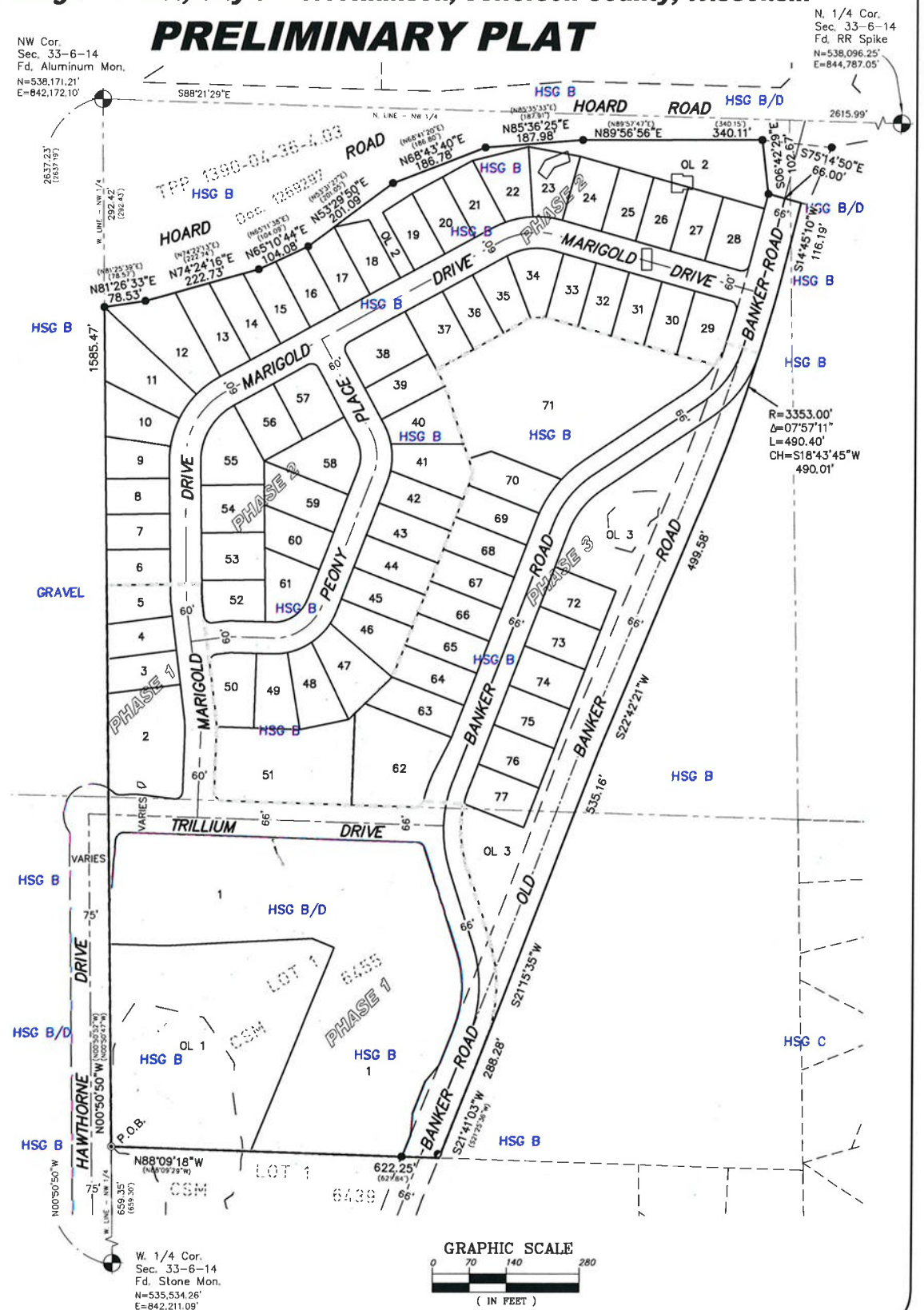
ENGINEER/SURVEYOR:
Ryan Quam, P.E.
Matthew E. Hoglund, P.L.S.
Quam Engineering, LLC
4604 Sigelkow Road - Suite A
McFarland, WI 53558
Ph: (608) 838-7750

SURVEYOR'S CERTIFICATE:

I hereby certify, to the best of my knowledge and belief, that I have surveyed the property shown hereon; that this map represents an accurate survey of said property and that I have complied with the applicable requirements of Wisconsin Administrative Code Chapter A-E 7 and Chapter 70: Land Division and Development Ordinance of the City of Fort Atkinson.

Dated this 14th day of May, 2025.

By: Matthew E. Hoglund
P.L.S. S-1910

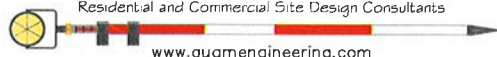


PRELIMINARY PLAT
RIDGE VIEW ESTATES

SHEET 1 OF 3

QUAM ENGINEERING, LLC

Residential and Commercial Site Design Consultants



www.quamengineering.com
4604 Sigelkow Road, Suite A - McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752

NOTES:

- See engineering plans and reports submitted concurrently herewith for details of existing and proposed streets, sidewalks, sanitary sewer, water, storm sewer and stormwater management facilities.
- Lots of this plat will be subject to Deed Restrictions, document(s) to be recorded separately.
- Outlot 1 will be dedicated to the Public for Wetland Preservation & Stormwater Management Purposes, to be owned & maintained by the City of Fort Atkinson.
- Outlots 2 & 3 will be dedicated for Stormwater Management Purposes to the Homeowner's Association for ownership & maintenance and zoned CON - Conservancy.
- Dates of boundary field survey: 2/15/18, 2/13/18, 2/18/18, 5/15/18, 2/14/24 and 10/19/24
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- See Sheet 3 for Legal Description.
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Principal Structure Setbacks:

Front (minor street)	= 30'
Front (all other streets)	= 30'
Rear	= 30'
Side	= 8'
Street Side (on corner lots)	= 20'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the MRM-12 District and the PUD District.

Proposed zoning of Lot 1 is Multi-Family Residential-30 (MRH-30) with the Planned Unit Development Overlay Zoning District (PUD). Note setbacks for Lot 1 are not shown as they will be established as part of the PUD approval.

Principal Structure Setbacks:

Front (minor street)	= 30'
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Street Side (on corner lots)	= 25'

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Proposed zoning of the Single Family Residential within this plat, Lots 3-50, 52-61, 63-70 and 72-77, is SR-5.

Principal Structure Setbacks:

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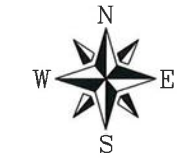
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LEGEND

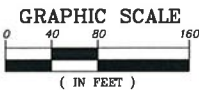
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	Found 1" Iron Pipe
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	Drainage Arrow (Proposed)
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	Hydrologic Soil Group B/D
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OWNER/SUBDIVIDER:
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PRELIMINARY PLAT
RIDGE VIEW ESTATES

SHEET 2 OF 3

QUAM ENGINEERING, LLC

Residential and Commercial Site Design Consultants



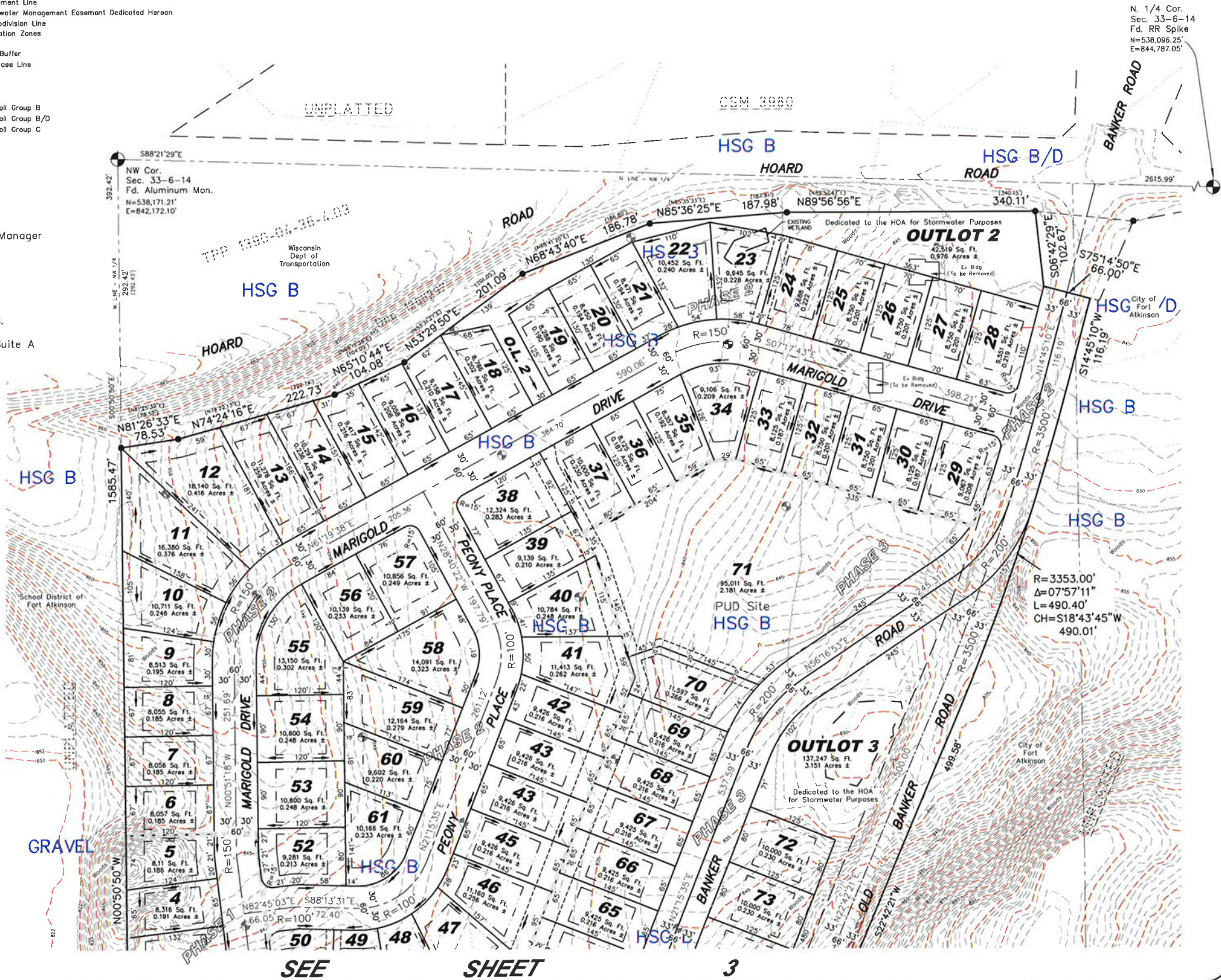
www.quamengineering.com

4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752

RIDGE VIEW ESTATES

Lot 1 and vacated Trillium Drive and Banker Road of CSM 6455 and part of the NW 1/4 of the NW 1/4, part of the NE 1/4 of the NW 1/4, and part of the SW 1/4 of the NW 1/4, all of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin

PRELIMINARY PLAT



NOTES:

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Principal Structure Setbacks:

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Front (all other streets)	= 30'
Rear	= 30'
Side	= 8'
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Rear	= 30'
Side	= 8'
Street Side (on corner lots)	= 25'

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Proposed zoning of the Single Family Residential within this plat, Lots 3-50, 52-61, 63-70 and 72-77, is SR-5.

Principal Structure Setbacks:

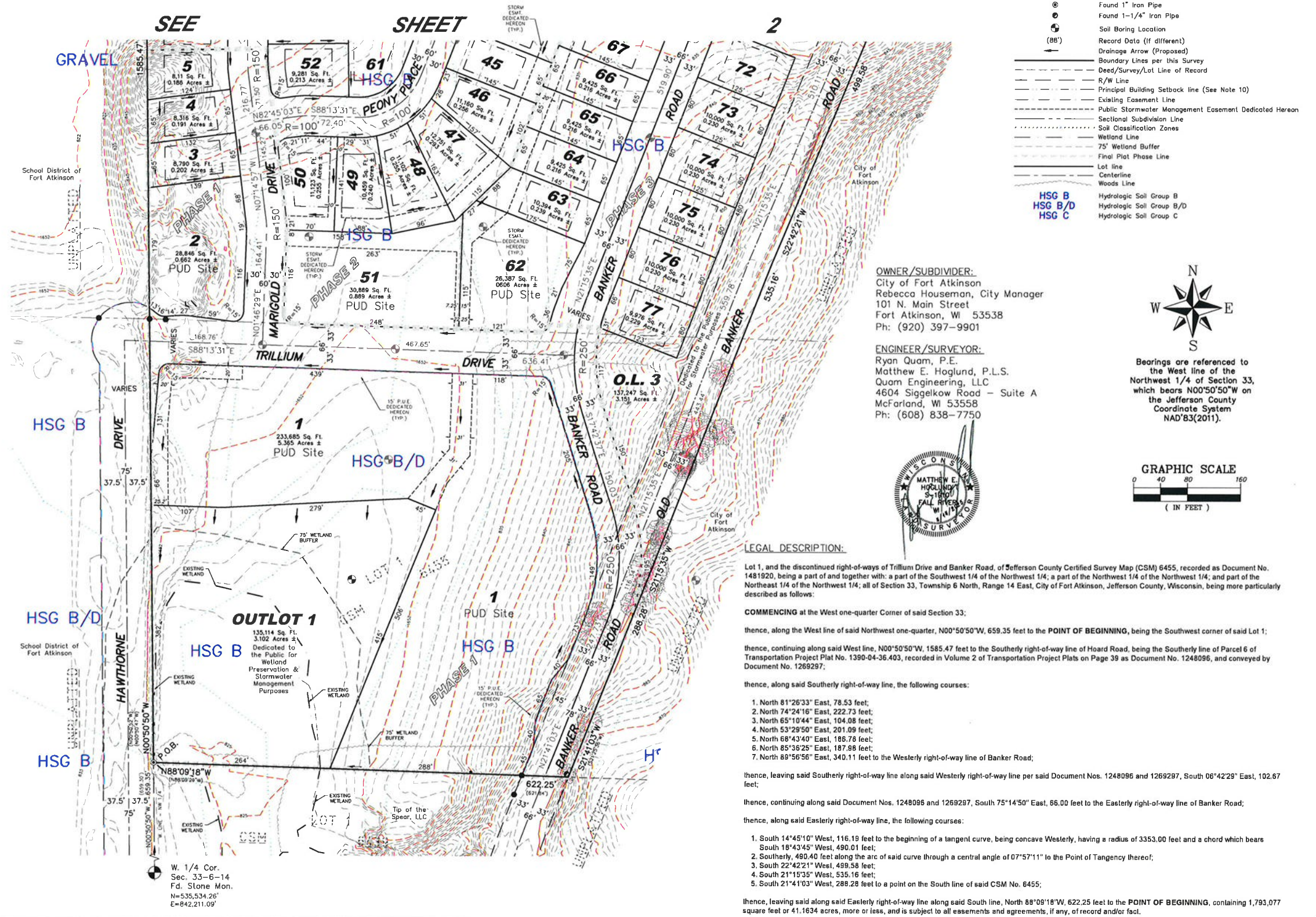
Front (minor street)	= 25'
Front (all other streets)	= 30'
Rear	= 25'
Side	= 8'
Street Side (on corner lots)	= 15'

See full Zoning Code for full Density, Intensity and Bulk Regulations for the SR-5 District.

RIDGE VIEW ESTATES

Lot 1 and vacated Trillium Drive and Banker Road of CSM 6455 and part of the NW 1/4 of the NW 1/4, part of the NE 1/4 of the NW 1/4, and part of the SW 1/4 of the NW 1/4, all of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

PRELIMINARY PLAT





MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to a Request for Proposal for Financial Auditing Services for the fiscal years ending 2025, 2026 and 2027 (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

Independent audits are critically important in local government because they provide objective assessment of financial statements, ensuring public funds are managed properly. The Government Finance Officers Association (GFOA) provides a description of the considerations when selecting an independent auditor. Key criteria can include:

- The auditor(s) should be a certified public accountant, licensed to practice in the State of Wisconsin;
- demonstrate experience and skill in governmental accounting and auditing; and
- have sufficient resources to complete the audit in a timely fashion.

Audits are to be performed in accordance with auditing standards generally accepted in the United States of America. In future years, if the City requires a Single Audit under OMB-A133, then the audits must be performed under the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

The City desires an auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles. The auditor shall also be responsible for performing certain procedures involving management's discussion and analysis and supplementary information required by the Governmental Accounting Standards Board. The auditor is to provide an "in-relation-to" opinion on the combined and individual fund financial statements, schedules and other supplementary information.

Requests for proposals (RFPs) aid in selecting the best consultant when proposals are basing their estimates on the same scope, goals, timelines and technical needs. RFPs can standardize the selection process, ensuring decisions are objective, fair and meet requirements of audits.

DISCUSSION

The City of Fort Atkinson has partnered with auditing firm Baker Tilly for over 15 years. Services provided have been acceptable, and staff has appreciated the guidance and professionalism of the firm. Staff last sought proposals from qualified firms in 2019, and five firms responded. Baker Tilly was selected for a 3-year contract at that time and has since been renewed several times. Staff proposes to publish the attached RFP for auditing services for the next three years.

The following is a list of services to be provided by the selected auditing firm:

- General Fund audit – includes all non-utility funds; total 24 funds including Tax Increment Districts
- Utility audit – includes water, sewer and stormwater
- Assist with Management’s Discussion and Analysis
- Preparation of Financial Statements and Supplementary Information
- State Municipal Financial Report Form C preparation
- Public Service Commission Water Utility annual report preparation and filling
- Assist with implementation of and preparation for new Government Accountability Standards Board (GASB) statements

Firms will be required to provide the following information on their audit approach:

- Proposed segmentation of the engagement.
- Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- Sample sizes and the extent to which statistical sampling is to be used in the engagement.
- Extent of use of electronic data processing software in the engagement.
- Type and extent of analytical procedures to be used in the engagement.
- The approach to be taken to gain and document an understanding of the City’s internal control structure.
- Approach to be taken in determining laws and regulations that will be subject to audit test work.
- Approach to be taken in drawing audit samples for purposes of tests of compliance.
- Approach to be taken in auditing departments.

Table 1: Audit Timetable

TASK	DEADLINE/SCHEDULE
Interim Prep Work (Remote or On-Site)	Early November
Detailed Audit Plan	Provided to the City by December 15 th
Fieldwork (Remote or On-Site)	Completed by the Last Week of February
Draft Financial Statement	Provided to the City by April 1 st
Final Financial Statement	Provided to the City by May 15 th

RFP Schedule

Audits generally begin in November with completion anticipated in May, including a City Council presentation. If authorized, staff will publish the RFP on Wednesday, June 18th with a deadline for proposals of Thursday, July 10th. Staff intends to make a recommendation to the City Council at the August 5th meeting.

FINANCIAL ANALYSIS

Requesting proposals for auditing services does not have a financial impact in the City. Staff anticipates that responding firms will offer annual costs for auditing services between \$30,000 and \$60,000. The cost of the audit will be split between multiple funds. Staff budgets the general fund audit expenses in the independent Auditing account. The Utility Funds also contribute to the expense.

RECOMMENDATION

Staff recommends that the City Council authorize staff to publish the attached request for proposals for financial auditing services for the City of Fort Atkinson for the fiscal years ending 2025, 2026 and 2027.

ATTACHMENTS

1. City of Fort Atkinson RFP Auditing Services



City of Fort Atkinson, Wisconsin Request for Proposal Auditing Services

Date of Issue: Wednesday, June 18, 2025

Proposal must be received by: 4:00 pm Thursday July 10, 2025

I. General Information

The City of Fort Atkinson, Wisconsin (City) is requesting proposals from qualified firms of certified public accountants (Auditor) to audit its financial statements for the fiscal years ending 2025, 2026 and 2027. The term of the contract with the successful firm shall commence no later than September 2, 2025 and shall be for the audit of the City's financial records for three successive fiscal years beginning with the year ending December 31, 2025

II. Description of the City of Fort Atkinson

The City serves a population of approximately 12,466. The City's fiscal year begins on January 1 and ends on December 31. The City provides a full range of services to its citizens including police and fire protection; recreation and parks; museum; library; public works services; and water, wastewater, and stormwater utilities.

The City has total payroll of approximately \$3.5 million, covering 95 full-time equivalent employees. The 2025 General Fund budget is approximately \$10.5 million.

The City operates under the Manager form of government. Under this form of government, a five-member Council is elected at large and on a non-partisan basis. The Council President who is selected by and among the five council members presides at Council meetings and votes on all matters. Annual elections are held in April. The terms of office are two years but are overlapping so that the City is provided with a continuity of knowledge in the City business and legislative matters.

The Clerk/Treasurer/Finance Director's staff will be available during the audit to assist the firm by providing information, documentation, and explanations. The preparation of confirmations, routine letters, memoranda, and requested work papers will be the responsibility of the City. Since 2017, the City has used Caselle Connect as its primary accounting software.

Accounting Principles

The City follows generally accepted accounting principles as applicable to governmental units in the preparation of its financial statements. The modified accrual basis of accounting is used for all governmental funds. The accrual basis is used for all proprietary funds.

Expenditure and expense transactions are generally recorded as incurred during the year. Capital asset changes and depreciation are recorded as year-end adjustments. Revenues are generally recorded during the year on a cash basis and adjusted to accrual at year-end. The notes to the financial statements include a summary of significant accounting policies.

III. Nature of the Services

Scope of Work

The City desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles. The auditor shall also be responsible for performing certain procedures involving management's discussion and analysis and required supplementary information required by the Governmental Accounting Standards Board. The auditor is to provide an "in-relation-to" opinion on the combining and individual fund financial statements, schedules and other supplementary information. If, during the course of the audit, the auditor finds any weaknesses in internal control, the auditor shall summarize such findings and recommendations in the form of a separate management letter to the City of Fort Atkinson.

Auditors may be requested for assistance throughout the year pertaining to debt entries or single audits or seeking guidance on recording transactions.

Below is a list of services to be provided by the Firm.

- General Fund audit – includes all non-utility funds, total 24 funds
- Utility audit – includes water, sewer and stormwater
- Assist with Management's Discussion and Analysis
- Evaluation of component unit not currently presented in financial statements (Historical Society)
- Preparation of basic financial statements.
- Preparation of conversion entries for governmental activities
- Record activity for Library Trust and Museum Trust
- Reclassification adjustments for certain accrual entries not made on system
- State financial Report Form C preparation
- PSC report preparation and filling
- Assist with implementation of and preparation for new GASB statements
- Provide workpaper tools and templates and assist city staff with modifications of existing workpapers as needed (i.e. GASB 68 – pensions, GASB 75 – OPEBs, general capital assets, and infrastructure)

Other services to be provided as needed and at additional cost.

- Wisconsin Economic Development Corporation (WEDC) Examination
- TIF District compliance audits
- Rate studies

These audits are to be performed in accordance with auditing standards generally accepted in the United States of America. In future years, if the City requires a Single Audit under OMB-A133, then the audits are also to be performed under the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

Other Key Information

The Financial Statements for the year ending December 31, 2024 is included. The City's 2025 budget is available on-line at the City's website at www.fortatkinsonwi.gov. Descriptions of the funds, joint ventures and reporting entity can be obtained by reviewing these documents. It is the City's intention to retain the same fund structure as in the past.

All portions of the Financial Statements with the exception of portions of the Manager's Discussion and Analysis will be prepared by Auditor's Staff.

IV. Estimated Timeline

The City intends to use the following timetable for evaluation and selection of an auditing firm:

<u>DATE</u>	<u>EVENT</u>
June 18, 2025	Issue RFP
June 30 ,2025	Deadline for submission of questions from audit firms
July 3, 2025	City to send out responses to questions via email
July 10, 2025	Proposals due by 4:00 p.m.
July 21, 2025	Interviews/presentations (if required)
August 5, 2025	Select firm
September 2, 2025	Execute contract

Top-scoring Proposers, based on the evaluation of the proposals, may be required to have interviews/presentations to support and clarify their proposals, if requested by the City. The City will make every reasonable attempt to schedule each interview/presentation on Monday, July 21st, 2025 between the time of 1:00 pm to 4:00 pm. Failure of a Proposers to complete a scheduled interview / presentation to the evaluation committee may result in rejection of the opportunity for award of a contract.

All questions should be e-mailed to the City's Clerk/Treasurer Michelle Ebbert, at mebbert@fortatkinsonwi.gov. The Clerk/Treasurer will provide an e-mail response as soon as practicable.

The above timetable for review by the City is subject to change. The City will not be legally obligated to adhere to the dates for review, recommendations and award.

V. Instructions to Firms

Proposal Submission

All responses are to be emailed to: Clerk/Treasurer/Finance Director, Michelle Ebbert, mebbert@fortatkinsonwi.gov, by 4:00 pm Thursday, July 10, 2025. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the City of Fort Atkinson to do so. The City may require the Firms selected to participate in negotiations, and to submit such price, technical or other revisions in their proposal as may result from negotiations.

Outline of Proposal

The following materials are required to be received by **Thursday July 10, 2025 by 4:00 PM** for a proposing firm to be considered.

One (1) electronic copy of the Technical and Cost Proposal to include:

- 1) Title Page
- 2) Table of Contents
- 3) Letter of Transmittal
- 4) Certification of Independence
- 5) Firm's Qualifications and Experience
- 6) Firm's Approach to the Engagement
- 7) Partner, Supervisor, and Staff Qualifications and Experience
- 8) Similar Engagements with Other Government Entities
- 9) Specific Audit Approach
- 10) Cost Proposal

1. Title Page

The proposal should identify the subject, the name of the Firm, address, telephone number, fax number, e-mail address, name and title of the contact person, and date of submission. The response should confirm that the proposal is effective for ninety (90) days from the date submitted.

2. Table of Contents

The table of contents of the proposal should include a clear and complete identification of the material submitted by page number.

3. Letter of Transmittal

Briefly outline and summarize the key elements of the proposal as to experience, qualifications, references, technical expertise, audit standards, understanding of the work to be performed, timing and fee.

4. Certification of Independence

Firm must certify that the firm, partners and all staff members assigned to the engagement are free from impairments to independence with respect to the City of Fort Atkinson, as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards. Firm must commit to maintaining an independent attitude and appearance through the full term of the engagement.

5. Firm's Qualifications and Experience

- a) Describe the types of services provided and locations of the firm.
- b) State the location of the office the work will be completed from. Please include the total number of audit partners and professional staff working from that office as well as audit partners and professional staff solely dedicated to audits under GASB standards.
- c) Identify the Partners, Managers/Supervisors and In-Charge Accountants who will perform the audit. Include resumes of all key staff members to be assigned to the audit, detailing educational background, years of experience and client names for audits similar to the proposed engagement. The Firm shall not replace any key staff member without approval of the City, whose approval will not be reasonably withheld. The resumes may be included as an appendix.
- d) Describe firm audit experience similar to the proposed engagement. (Multi-office firms should discuss experience for only the office of the firm from which the personnel will be assigned.) Provide client names, contact persons and telephone numbers of all municipal audit clients who have been served in the last two years – at least five references shall be provided. Also provide one copy of a recent set of financial statements, including all applicable disclosures, for which an audit report was issued by your firm.
- e) Discuss governmental industry experience in terms of years of service, training, organizational involvement, etc.
- f) Any other information relevant to the Firm's qualifications for the proposed engagement.

6. Firm's Approach to the Engagement

The City understands the needs to keep certain information proprietary as well as the need to conduct the audit with an element of unpredictability. However, please provide some description of how the firm conducts internal review processes, fieldwork, wrap up, typical assistance expected and audit approach.

7. Partner, Supervisory and Staff Qualifications and Experience

Firms must identify key supervisory and management staff assigned to the engagement, confirming their CPA licensure in Wisconsin and detailing their municipal audit experience and continuing education. The proposal should also include information on the qualifications, training, and professional memberships of all staff, and explain how staffing quality will be maintained throughout the contract. Any changes to key personnel or specialists require the City's prior written approval, and substitutions must meet or exceed the qualifications of the original staff. Subcontracting is allowed only if disclosed in the proposal and must be approved in writing by the City; no changes to subcontractors are permitted after contract award without consent.

8. Similar Engagements with Other Government Entities:

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements for municipal and/or other government entities (maximum – 5) performed in the last five (5) years that are similar to the engagement described in this RFP. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number, and email address of the principal client contact.

9. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Scope of Work section of this RFP. In developing the work plan, reference should be made to such sources of information as the City's budget and related materials, organizational charts, programs, and financial and other management information systems.

Firms will be required to provide the following information on their audit approach:

- Proposed segmentation of the engagement.
- Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- Sample sizes and the extent to which statistical sampling is to be used in the engagement.
- Extent of use of electronic data processing software in the engagement.
- Type and extent of analytical procedures to be used in the engagement.

- The approach to be taken to gain and document an understanding of the City's internal control structure.
- Approach to be taken in determining laws and regulations that will be subject to audit test work.
- Approach to be taken in drawing audit samples for purposes of tests of compliance.
- Approach to be taken in auditing departments.

TASK	DEADLINE/SCHEDULE
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Fieldwork (Remote or On-Site)	Completed by the Last Week of February
Draft Financial Statement	Provided to the City by April 1 st
Final Financial Statement	Provided to the City by May 15 th

10. Cost Proposal

COST PROPOSAL	2025	2026	2027
Audit: All Funds			
Public Service Commission Utility Report			
Municipal Financial Report Form C			

EMPLOYEE LEVEL	ESTIMATED 2025 HOURS	HOURLY WAGE
Partner		
Senior Manager		
Manager		
Supervisor/Senior		
Experienced Staff		
New Staff		
Clerical		

VI. Terms and Conditions

Insurance

All proposals must include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies which evidence compliance with the requirements contained herein. The successful Firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the City. Such insurance shall be primary. Prior to execution of the written contract, the successful Firm shall furnish the City with a Certificate of Insurance listing the City as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

This contract may not be assigned or subcontracted by the Firm without the written consent of the City.

Independent Contractor Status

The Firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such

party.

Indemnification and Defense of Suits

The Firm agrees to indemnify, hold harmless, and defend the City, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Firm, its employees, agents or subcontractors.

Contract Period

The term of this contract will be for three (3) years.

Termination of Contract for Cause

If through any cause, the Firm shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Firm shall violate any of the covenants, agreements or stipulations of this contract, the City shall thereupon have the right to terminate this Contract by giving written notice to the Firm specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the Contractor under this contract shall, at the option of the City, become the property of the City of Fort Atkinson.

Notwithstanding the above, the Firm shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract by the Firm, and the City may withhold any payments to the Firm for the purpose of set off until such time as the exact amount of damages due to the City from the Firm is determined.

Working Papers

Audit working papers must be retained for at least seven years from the final year of the audit engagement, and be made available for examination by authorized representatives of the cognizant federal or state audit agencies, General Accounting Office, the City, successor auditors (if appointed), and/or any other parties authorized by the City of Fort Atkinson.

VII. Professional Services Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the Auditor's proposal, and any other written offers/clarifications made by the Auditor and accepted by the City, will be incorporated into a contract between the City and the Auditor, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the Firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the City Council, execution of the contract by the proper City officials, and delivery of the fully-executed contract to the Firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful Firm. The contract may be amended only by written agreement between the Firm and the City of Fort Atkinson.

MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to the purchase and installation of Streetlights for the Ridge View Estates Subdivision - Northern Phase (Houseman, City Manager)

BACKGROUND

The City of Fort Atkinson is currently the owner of most of the property known as the Ridge View Estates Subdivision. The City Council has authorized the installation of the gas and electrical infrastructure within the subdivision in order to develop the land for a residential subdivision. In the Development Agreement for Ridge View Estates, the City committed to funding the purchase and installation of the streetlights required per the City's ordinances. The City Council will see two requests on the agenda for the purchase and installation of said lights from WE Energies.

DISCUSSION

The first request is for 9 streetlights to be located on the northern portion of the Ridge View Estates subdivision, including the lights on Marigold Drive and Peony Place as shown on the attached work request 5039324. These decorative streetlights will be black, coach style, and 15 feet in height. The pictures below represent the light head and the full pole.



These streetlights will be owned by the City and located in the rights-of-way along Marigold Drive and Peony Place per the attached sketch.

FINANCIAL ANALYSIS

The cost of the streetlight project as described above and in the attached documents is \$27,020.83. Staff proposes to use funds from Tax Increment District #9 to pay for the streetlights and other infrastructure required as part of the Development Agreement.

RECOMMENDATION

Staff recommends the City Council approve the payment of \$27,020.83 to WE Energies for the streetlights in the northern phase of the Ridge View Estates Subdivision to be paid for using TID #9 funds.

ATTACHMENTS

1. Ridge View Lights 5039325 Drawing
2. 5039325 NA Authorization Cover Letter
3. 5039325 Non Standard Lighting Record



DEVELOPER:	
COMPANY NAME	CITY OF FORT ATKINSON
ADDRESS	101 N MAIN ST
CITY, STATE	FORT ATKINSON WI 53538
CONTACT NAME	REBECCA HOUSEMAN
PHONE	920-397-9901
EMAIL	RHOUSEMAN@FORTATKINSONWI.GOV
ENGINEERING:	
COMPANY NAME	QUAM ENGINEERING
CONTACT NAME	RYAN QUAM
PHONE	608-838-7750
EMAIL	RQUAM@QUAMENGINEERING.COM
TOTAL TRENCH LENGTH: _____	
TOTAL BORE LENGTH: _____	
TOTAL NUMBER OF TRANSFORMERS: _____	
TOTAL NUMBER OF PEDESTALS: _____	
DIMENSIONING NOTES: ALL CABLES TO BE INSTALLED 3' OFF PL UNLESS OTHERWISE NOTED	

CUSTOMER'S SIGNATURE OF APPROVAL _____ DATE _____

**IF BURIED OBSTRUCTIONS ARE
ENCOUNTERED ADDITIONAL
COSTS MAY BE INCURRED.**



9 LIGHT POLES TO BE INSTALLED 4' OFF BOC

**9 LIGHTS ARE
MED LED 3K COACH
15' BLACK FG POLE**

FIXTURES SHOULD BE INSTALLED WITH THE WATTAGE LABEL FACING THE ROADWAY TO MINIMIZE HOUSE-SIDE GLARE



SHEET 3

SHEET 4

EROSION CONTROL NOTES

- ☒ IF DISTURBANCE OCCURS IN SUMMER, FINAL STABILIZATION SHALL BE NOTED. IF DISTURBANCE OCCURS IN WINTER, TEMPORARY STABILIZATION SHALL BE NOTED. IF DISTURBANCE OCCURS IN SPRING, TEMPORARY STABILIZATION IS REQUIRED.
- ☐ IF DISTURBANCE OCCURS WITHIN THE SLOPE INTERCEPT, FINAL STABILIZATION SHALL BE NOTED. IF DISTURBANCE OCCURS OUTSIDE THE SLOPE INTERCEPT, FINAL STABILIZATION SHALL BE NOTED. ANCHORED MULCH, UNLESS NOTED.
- ☐ IF DISTURBANCE OCCURS IN AGRICULTURAL FIELDS, SOIL SEGREGATION SHALL BE NOTED. CONSTRUCTION SOIL STRATIFICATION AND TO PRE-CONSTRUCTION EROSION CONTROL SHALL BE NOTED.
- ☐ DEPENDING ON THE TIME OF YEAR AND WEATHER CONDITIONS, CONSTRUCTION MATERIALS SHALL BE PLACED UPSLOPE FROM EXCAVATIONS.
- ☐ STOCKPILE MATERIALS SHALL BE PLACED UPSLOPE FROM EXCAVATIONS. EXCAVATION, PROTECT STOCKPILES WITH 12" WATTLES.
- ☐ PROJECT SPECIFIC EROSION CONTROL NOTES:

WR 5039325

REV.	DESCRIPTION	BY	DATE
0	DESIGN APPROVED FOR CONSTRUCTION	JB	5/13/25

Printed 5/13/2025 12:12:26 PM

SHEET 1 OF 4

Page 175 of 227

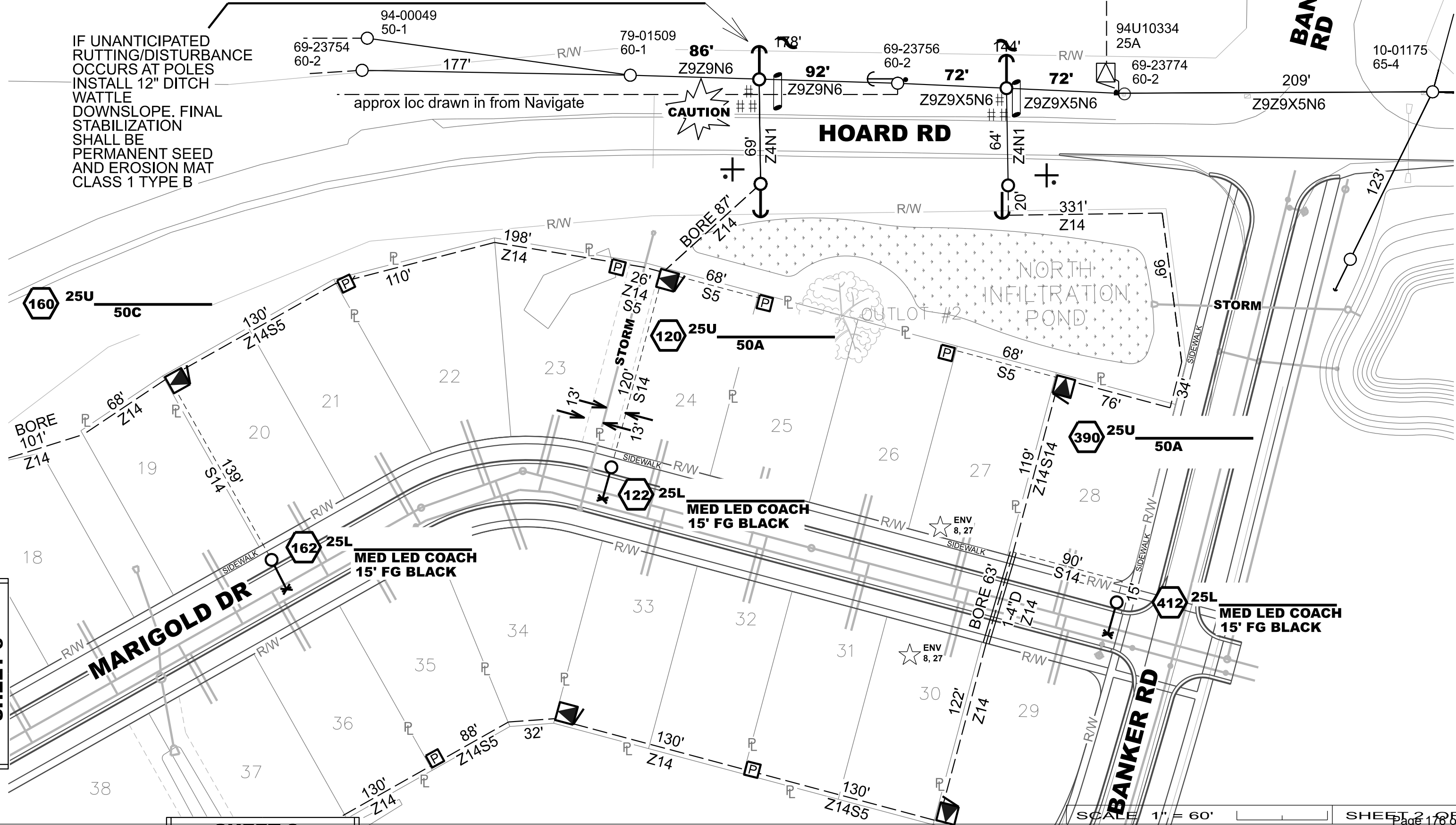


Z9-3PH 477
N6-4/0

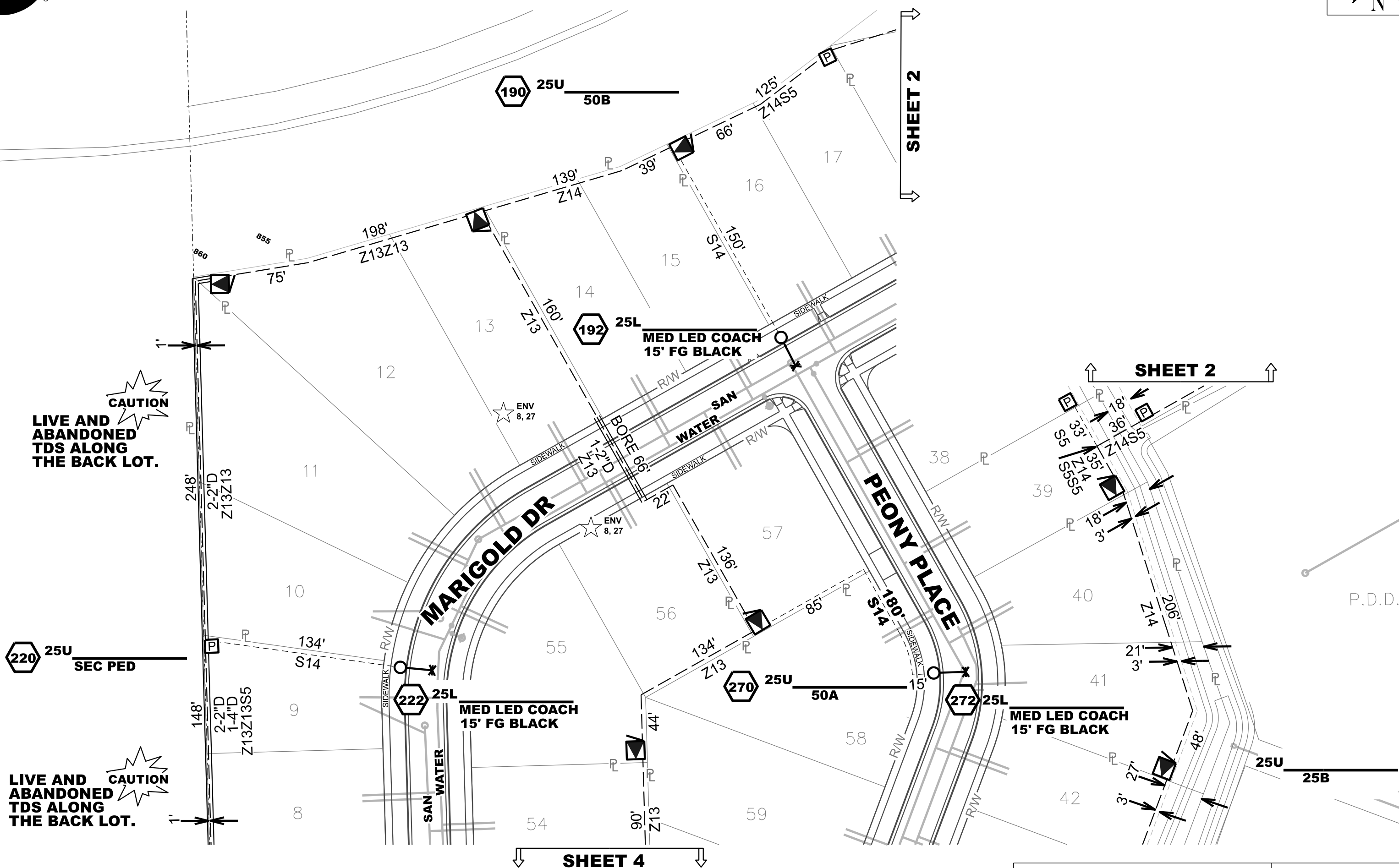
SHULTZ CONSTRUCTION



IF UNANTICIPATED
RUTTING/DISTURBANCE
OCCURS AT POLES
INSTALL 12" DITCH
WATTLE
DOWNSLOPE. FINAL
STABILIZATION
SHALL BE
PERMANENT SEED
AND EROSION MAT
CLASS 1 TYPE B



SHEET 3





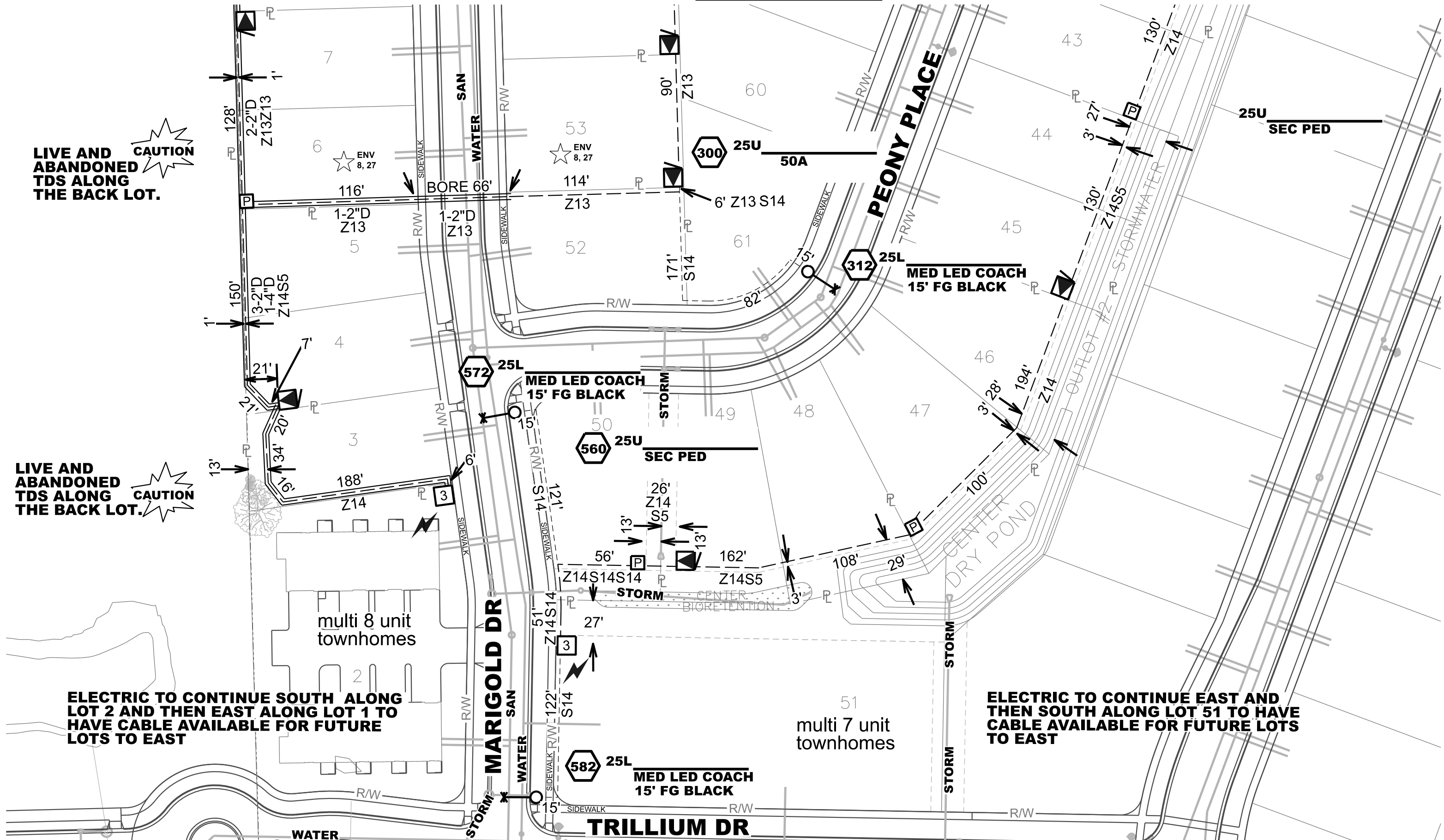
SHEET 3

LIVE AND ABANDONED TDS ALONG THE BACK LOT. CAUTION

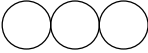
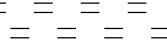
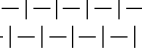
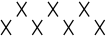
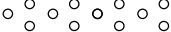
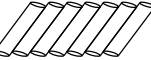
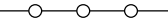
LIVE AND ABANDONED TDS ALONG THE BACK LOT. CAUTION

ELECTRIC TO CONTINUE SOUTH ALONG LOT 2 AND THEN EAST ALONG LOT 1 TO HAVE CABLE AVAILABLE FOR FUTURE LOTS TO EAST

ELECTRIC TO CONTINUE EAST AND THEN SOUTH ALONG LOT 51 TO HAVE CABLE AVAILABLE FOR FUTURE LOTS TO EAST



WE ENERGIES - ELECTRIC OPERATIONS CLEARANCE NOTES: -LOCATION OF OBSTRUCTIONS ARE FROM RECORDS AND MUST BE VERIFIED IN THE FIELD. -MAINTAIN 2' MIN. CLEARANCE BETWEEN OUTSIDE FACE OF MANHOLE & BELL OF PIPE. -THIS APPLIES TO GAS AND WATER MAINS. -MAINTAIN 2' MIN. VERTICAL CLEARANCE AT CROSSINGS OF SEWER OR WATER MAINS. -MAINTAIN 5' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND SEWER. -MAINTAIN 3' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND WATER MAINS. NOTE - CLEARANCES SHOWN ARE MINIMUM DISTANCES - REFERENCE PERMITS FOR SPECIFIC CLEARANCE REQUIREMENTS. ADDITIONAL UNDERGROUND INFORMATION ON EXCAVATION, BACKFILLING AND CLEARANCES CAN BE FOUND IN STD. 281-02.	OVERHEAD PRIMARY E, F, H, Q, R, W, X or Z Z1#2 ACSR Z1#1/0 ACSR Z2#3/0 ACSR Z3#2 ACSR Z4#1/0 ACSR Z5#3/0 ACSR Z7#336 ACSR Z9SPECIAL LIST ON SKETCH Z101 WIRE REMOVAL Z112 WIRE REMOVAL Z123WIRE REMOVAL	STANDARD WIRE KEY DIRECT BURY PRIMARY - E, F, H, Q, R, W, X or Z Z13#1 AL 25KV Z14#3 #1 AL 25KV Z15#3 #500 AL 28KV X16#2 AL 15KV X17#3 #2 AL 15KV X18#3 #500 AL 15KV R19#3 #1/0 AL 35KV R20#3 #750 AL 35KV Z21#3 #750 AL 28KV X22#2 Cu 15kV X23#3 #2 Cu 15kV Z24#1 #2 Cu 25kV Z25#3 #2 Cu 25kV X26#3 #500 Cu 15kV Z27#3 #500 Cu 28kV Z28#3 #750 Cu 28kV Z29SPECIAL - LIST ON SKETCH	NEUTRAL N1#2 ACSR N1#1/0 ACSR N2#1-#3/0 ACSR N3#1-#4/0 AL N4#1-#336 ACSR N5REMOVAL GUYING G1/4" ARM GUY G15/16" ARM GUY G23/8" ARM GUY G35/16" POLE GUY G43/8" POLE GUY G57/16" POLE GUY	SECONDARY - 1PHASE S6DX S14TX S22TX S31/0 TXR S43/0 TXR S5350 TXR S6750 TXR S71/0 TXF S84/0 TXF S9336 TXR S10750 TXF S113 WIRE REMOVAL S123 WIRE MAIN S146DX CIC S151/0TX CIC	SECONDARY - 3PHASE \$1/0 TXF \$14/0 TXF \$2336 TXF \$33/0 TX \$4350 TX \$5750 TX \$61/0 QXF \$73/0 QXF \$8350 QXR \$9750 QXR \$103 WIRE REMOVAL \$113/0 QXR \$124 WIRE REMOVAL
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EROSION CONTROL LEGEND	
	APPROXIMATE LOCATION FOR UNDERGROUND FACILITY EXCAVATION
	INLET PROTECTION, TYPE
	12" WATTLE or 12"/20" SEDIMENT LOG or 9.5"/20" EROSION EEL
	STONE DITCH CHECK
	ROCK BAG
	MULCH
	SOIL STABILIZER, TYPE B
	EROSION MAT CLASS I, TYPE A
	EROSION MAT CLASS I, TYPE B
	EROSION MAT CLASS I, TYPE A URBAN
	EROSION MAT CLASS I, TYPE B URBAN
	EROSION MAT CLASS II
	EROSION MAT CLASS III
	VEGETATIVE BUFFER
	TRACKING PAD
	TIMBER MAT
	SILT FENCE
	APPROXIMATE DEWATERING BASIN LOCATION
	SURFACE WATER FLOW

WE ENERGIES WORK REQUEST ENVIRONMENTAL NOTES (Notes 1 through 7 apply to ALL work requests)

General

- If WDNR and/or USACE permits were obtained for the project, all permit conditions shall be met during construction of the project.

Erosion Control

- If soil disturbance occurs on slopes or channels/ditches leading to wetlands or waterways, or within wetlands, the disturbed areas shall be stabilized and appropriate erosion control Best Management Practices (BMP's) shall be implemented.
- Erosion Control BMR's shall meet or exceed the approved WDNR Storm Watter Management Technical Standards (http://dnr.wi.gov/topic/stormwater/standards/const_standards.html). Refer to We Energies Construction Site Sediment and Erosion Control Standards.
- Inspect installed erosion control BMP's at least one time per week and after ½" rain events: repair as necessary.
- When temporary stabilization is required (e.g. for winter or short-term construction) prior to final restoration, soil stabilizer shall be installed wherever possible. Erosion mat shall be used temporarily only where appropriate, in accordance with state standards, and when approved by the Operations Supervisor.

Contaminated Soils

- Whenever soil exhibiting obvious signs of contamination (e.g., discoloration, petroleum or solvent odor, free liquids other than water, buried containers or tanks, or other obvious signs of environmental impacts) is encountered during excavation or installation, cease work immediately, take appropriate immediate precautions to ensure worker health and safety, and contact the Operations Supervisor or Inspector.

Spills

- If an oil spill occurs during construction, call the Environmental Incident Response Team (EIRT) at 414-430-3478:
 - Any quantity of oil is spilled into surface water;
 - Any oil spill greater than 50 ppm PCB into a sewer, vegetable garden, or grazing land;
 - Any oil spill containing greater than 500 ppm PCB;
 - Five gallons or more of oil spilled to the ground;
 - Any oil spill involving a police department, fire department, DNR, or concerned property owner.

Notes 8 through 27 apply as noted at specfic points withln each work request:

Dewatering

- Dewatering of pits or trenches shall be done in accordance with state standards. Use an approved sediment bag, a straw bale dewatering basin, a combination of both, or equivalent.

Wetlands

- As much as practicable, the majorityof the work shall be staged from the public roadways and road shoulders, keeping equipment out of adjacent wetlands.
- All work shall be conducted to minimize soil disturance. No rutting will be allowed within the wetlands.
- If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent shall be utilized to access pole locations.
- Excavated soils cannot be stockpiled in wetlands.

- All excess spoils shall be removed from wetlands and placed in a suitable upland location.
- Trenching and pit excavations within wetlands shall include soil segregation to facilitate restoration of pre-construction soil stratification, and restoration to pre-construction elevations.
- Poles scheduled to be removed, and that occur within wetland, shall be cut at the ground surface.

Waterways

- No work can be performed within the banks or below the ordinary high watermark of any navigable waterways/streams.
- No crossing of navigable waterways with equipment can occur. Foot traffic is allowed.
- Any disturbed soil within 75-feet of the ordinary high water mark of any navigable waterways/streams shall be stabilized within 24 hours of construction completion.

Threatened and Endangered Species

- Threatened or endangered species are known to occur in the work area. It is illegal to harass, harm, or kill a protected species under state and federal regulations. Proper precautions shall be taken to ensure harm to individuals is avoided.
- In order to protect the threatened or endangered species, work must be conducted between November 5 and March 15.
- Exclusion fencing must be installed at the work area prior to March 15.
- A qualified biologist must be present when conducting work at this location.

Invasive Species

- State regulated invasive species are known to occur in the work area. Reasonable precautions are legally required to prevent the spread of these species. The Wisconsin Council on Forestry Transportation and Utility Rights-of Way Best Management Practices should be followed: (<http://council.wisconsinforestry.org/invasives/transportation/>).

Cultural and Historical Resources, cont.

- The project is within or adjacent to an area that is identified by the State of Wisconsin as potentially having Native American artifacts, burial mounds or burial sites, which could be encountered during construction.
- If human bone or any artifacts are discovered during construction, work must cease immediately. Contact the Environmental Department who will contact the State Burial Sites Preservation Office and determine the next steps that must be taken in order to comply with state law. Work at that site MAY NOT PROCEED until the Environmental Department authorizes it.
- A "qualified archaeologist," as specified under Wis. Stats 157.70 (1) (i) and Wis. Admin. Code HS 2.04 (6), must be present to monitor all ground disturbing activities.

Frac-out Contingency Plan

- A frac-out contingency plan shall be on-site and implemented accordingly. The contingency plan shall incorporate the following components.
 - Continuously inspect the bore paths for frac-outs in order to respond quickly and appropriately.
 - Containment materials (e.g. silt fence, straw bales, sand bags, etc.) shall be on site and available should a frac-out occur.
 - A vac truck shall be accessible on short notice in order to respond quickly to a frac-out.





We Energies
231 W. Michigan St.
Milwaukee, WI 53203
www.we-energies.com

May 23, 2025

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

Subject: Lighting at Ridge View Estates; Work Request 5039325

Dear Rebecca Houseman :

This letter details work for We Energies Outdoor Lighting. The upfront charge for this work, which expires 90 days from the date of this letter, is \$27,020.83, and does not include site restoration. Net monthly charges will initially increase by \$121.68, which is subject to future rate changes as approved by the Public Service Commission of Wisconsin. Your next steps are:

1. Review the following prior to providing authorization and payment:

- Luminaires are controlled to provide dusk to dawn operation.
- Customer must contact us for lighting maintenance.
- Fixtures are warranted until removed.
- Non-standard poles and conductors are warranted for 15 years.
- Customer must locate private underground facilities and grant or obtain, without expense to us, access to property, necessary permissions, easements, ordinance satisfaction and permits for installation, removal and maintenance of lighting facilities.
- Termination or change requests after installation and prior to conclusion of the initial term will result in customer charges. Monthly rates for fixtures on the LED rate are reduced after the initial term.
- All applicable lighting tariff terms and conditions are available at www.we-energies.com.
- We do not guarantee this installation meets AASHTO or the Illuminating Engineering Society's minimum recommended standards for lighting.

2. Remit payment, if applicable, using one of the following options. Reference the work request number shown below on your check or when paying via phone or online.

- Personal check.
- Online by visiting www.we-energies.com/payconstructionbill.
- By phone at 855-570-0998.

3. Sign and return the enclosed documents to:

We Energies
Essential Services A299
PO Box 2046
Milwaukee, WI 53201-9627

If returning via email send to Night-Aura-Outdoor-Ltg@wecenergygroup.com.

Material will be ordered upon receipt of required authorizations and payment. Work will be scheduled when all contingencies are met. If you have any questions, please call me at 414-944-5645. We look forward to working with you on your lighting project.

Sincerely,
Nicole Warwick
Nicole Warwick
Energy Services Consultant
nicole.warwick@we-energies.com

By signing this letter, you authorize us to do this work and acknowledge acceptance of the rates and conditions of the specified tariffs as approved by the Public Service Commission of Wisconsin.

Signature: _____ Date: _____

Print name: _____ Title: _____

Work request #: 5039325

Enclosures

Non-Standard Lighting Record - WI

Billing Name	City of Fort Atkinson				
Billing Address	111 N Main ST				
C/T/V	FORT ATKINSON	State	WI	Zip	53538
Service Address, if different than Billing Address					
Name	Ridge View Estates Subdivision				
Address	Marigold DR, Peony Place				
C/T/V	FORT ATKINSON	State	WI	Zip	53538

Open cIS CONTRACT# 701515683-00038

Open cIS Premise#

New Account? ☐ Yes

Customer Type Governmental (MS4 / LE6)

Work Request 5039325 **Related Work Request** 5039324

Page # / of # 1 OF 1

Pole						Fixture										Total / mo w/ Source Charge *	Location Description	Install / Remove Date				
Ref #	Pole #	Rate	Style	Mtg Ht	Color	Qty	Source	Style	Color	Fixt Class	Facilities / LED fixture per mo	Facilities / HID fixture per mo	Watts / fixture	LED Energy Class (kWh)	Energy / fixture per mo							
122	25L	LE6 gov	FG-Smooth	15 Ft	Black	1	LED_3K	Coach-Med	Black	H	\$9.87		70	25-27	\$2.65	\$13.52	NORTH SIDE OF MARIGOLD BTWN LOTS 23/24					
162	25L	LE6 gov	FG-Smooth	15 Ft	Black	1	LED_3K	Coach-Med	Black	H	\$9.87		70	25-27	\$2.65	\$13.52	NORTH SIDE OF MARIGOLD BTWN LOTS 19/20					
192	25L	LE6 gov	FG-Smooth	15 Ft	Black	1	LED_3K	Coach-Med	Black	H	\$9.87		70	25-27	\$2.65	\$13.52	NORTH SIDE OF MARIGOLD BTWN LOTS 15/16					
222	25L	LE6 gov	FG-Smooth	15 Ft	Black	1	LED_3K	Coach-Med	Black	H	\$9.87		70	25-27	\$2.65	\$13.52	WEST SIDE OF MARIGOLD BTWN LOTS 9/10					
272	25L	LE6 gov	FG-Smooth	15 Ft	Black	1	LED_3K	Coach-Med	Black	H	\$9.87		70	25-27	\$2.65	\$13.52	WEST SIDE OF PEONY ON LOT 58					
312	25L	LE6 gov	FG-Smooth	15 Ft	Black	1	LED_3K	Coach-Med	Black	H	\$9.87		70	25-27	\$2.65	\$13.52	NW SIDE OF PEONY LOT LOT 61					
412	25L	LE6 gov	FG-Smooth	15 Ft	Black	1	LED_3K	Coach-Med	Black	H	\$9.87		70	25-27	\$2.65	\$13.52	NW CORNER OF MARIGOLD & BANKER					
572	25L	LE6 gov	FG-Smooth	15 Ft	Black	1	LED_3K	Coach-Med	Black	H	\$9.87		70	25-27	\$2.65	\$13.52	SE CORNER OF MARIGOLD & PEONY					
582	25L	LE6 gov	FG-Smooth	15 Ft	Black	1	LED_3K	Coach-Med	Black	H	\$9.87		70	25-27	\$2.65	\$13.52	NE CORNER OF MARIGOLD & TRILLIUM					
												\$ 27,020.83 Total Upfront Customer Contribution								\$121.68	Total monthly charges, or net change, before taxes	

* Monthly total subject to surcharges and credits per Wisconsin Electric Service Rates and future rate changes approved by Public Service Commission

Comments: _____

Authorization: _____

Property Owner / Authorized Representative Signature

Date

MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to the purchase and installation of Streetlights in the Ridge View Estates Subdivision - Hawthorne Drive (Houseman, City Manager)

BACKGROUND

The City of Fort Atkinson is currently the owner of most of the property known as the Ridge View Estates Subdivision. The City Council has authorized the installation of the gas and electrical infrastructure within the subdivision in order to develop the land for a residential subdivision. In the Development Agreement for Ridge View Estates, the City committed to funding the purchase and installation of the streetlights required per the City's ordinances. The City Council will see two requests on the agenda for the purchase and installation of said lights from WE Energies.

DISCUSSION

The second request is for 5 streetlights to be located along Hawthorne Drive in support of the Ridge View Estates subdivision, as shown on the attached work request 5085763. These decorative streetlights will be black, coach style, and 15 feet in height. The pictures below represent the light head and the full pole.



These streetlights will be owned by the City and located in the right-of-way along Hawthorne Drive per the attached sketch.

FINANCIAL ANALYSIS

The cost of the streetlight project described above in the attached documents is \$18,444.16. Staff proposes to use funds from Tax Increment District #9 to pay for the streetlights and other infrastructure required as part of the Development Agreement.

RECOMMENDATION

Staff recommends that the City Council approve the payment of \$18,444.16 to WE Energies for the streetlights along Hawthorne Drive in the Ridge View Estates Subdivision to be paid for using TID #9 funds.

ATTACHMENTS

1. 5085763 LIGHTING AUTHORIZATION REVISED 6-4
2. 5085763 LIGHTING RECORD REVISED 6-4
3. 5085763 SKETCH



We Energies
231 W. Michigan St.
Milwaukee, WI 53203
www.we-energies.com

June 4th, 2025

City of Fort Atkinson
C/O Rebecca Houseman
101 N. Main St.
Fort Atkinson, WI 53538

Subject: Lighting at Hawthorne Dr. C/Fort Atkinson

Dear Rebecca:

This letter details work for We Energies Outdoor Lighting. The upfront charge for this work, which expires 90 days from the date of this letter, is \$18,444.16, and does not include site restoration. Net monthly charges will initially increase by \$67.60, which is subject to future rate changes as approved by the Public Service Commission of Wisconsin. Your next steps are:

1. Review the following prior to providing authorization and payment:

- Luminaires are controlled to provide dusk to dawn operation.
- Customer must contact us for lighting maintenance.
- Fixtures are warranted until removed.
- Non-standard poles and conductors are warranted for 15 years.
- Customer must locate private underground facilities and grant or obtain, without expense to us, access to property, necessary permissions, easements, ordinance satisfaction and permits for installation, removal and maintenance of lighting facilities.
- Termination or change requests after installation and prior to conclusion of the initial term will result in customer charges. Monthly rates for fixtures on the LED rate are reduced after the initial term.
- All applicable lighting tariff terms and conditions are available at www.we-energies.com.
- We do not guarantee this installation meets AASHTO or the Illuminating Engineering Society's minimum recommended standards for lighting.

2. Remit payment, if applicable, using one of the following options. Reference the work request number shown below on your check or when paying via phone or online.

- Personal check.
- Online by visiting www.we-energies.com/payconstructionbill.
- By phone at 855-570-0998.

3. Sign and return the enclosed documents to:

We Energies
Essential Services A299
PO Box 2046
Milwaukee, WI 53201-9627

If returning via email send to Night-Aura-Outdoor-Ltg@wecenergygroup.com.

Material will be ordered upon receipt of required authorizations and payment. Work will be scheduled when all contingencies are met. If you have any questions, please call me at 920-723-0362. We look forward to working with you on your lighting project.

Sincerely,

Deborah Domagalski

By signing this letter, you authorize us to do this work and acknowledge acceptance of the rates and conditions of the specified tariffs as approved by the Public Service Commission of Wisconsin.

Signature: _____

Date: _____

Print name: _____

Title: _____

Work request #: 5085763

Enclosures

Non-Standard Lighting Record - WI

Billing Name	CITY OF FORT ATKINSON						Open cIS CONTRACT# Open cIS Premise# New Account? ☐ Yes Customer Type Governmental (MS4 / LE6) Work Request 5085763 elated Work Request Page # / of # 1 OF 1
Billing Address							
C/T/V	FORT ATKINSON	State		Zip			
Service Address, if different than Billing Address							
Name							
Address							
C/T/V		State		Zip			

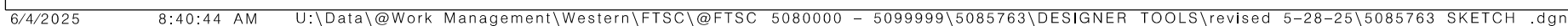
[illegible]

* Monthly total subject to surcharges and credits per Wisconsin Electric Service Rates and future rate changes approved by Public Service Commission

Comments: _____

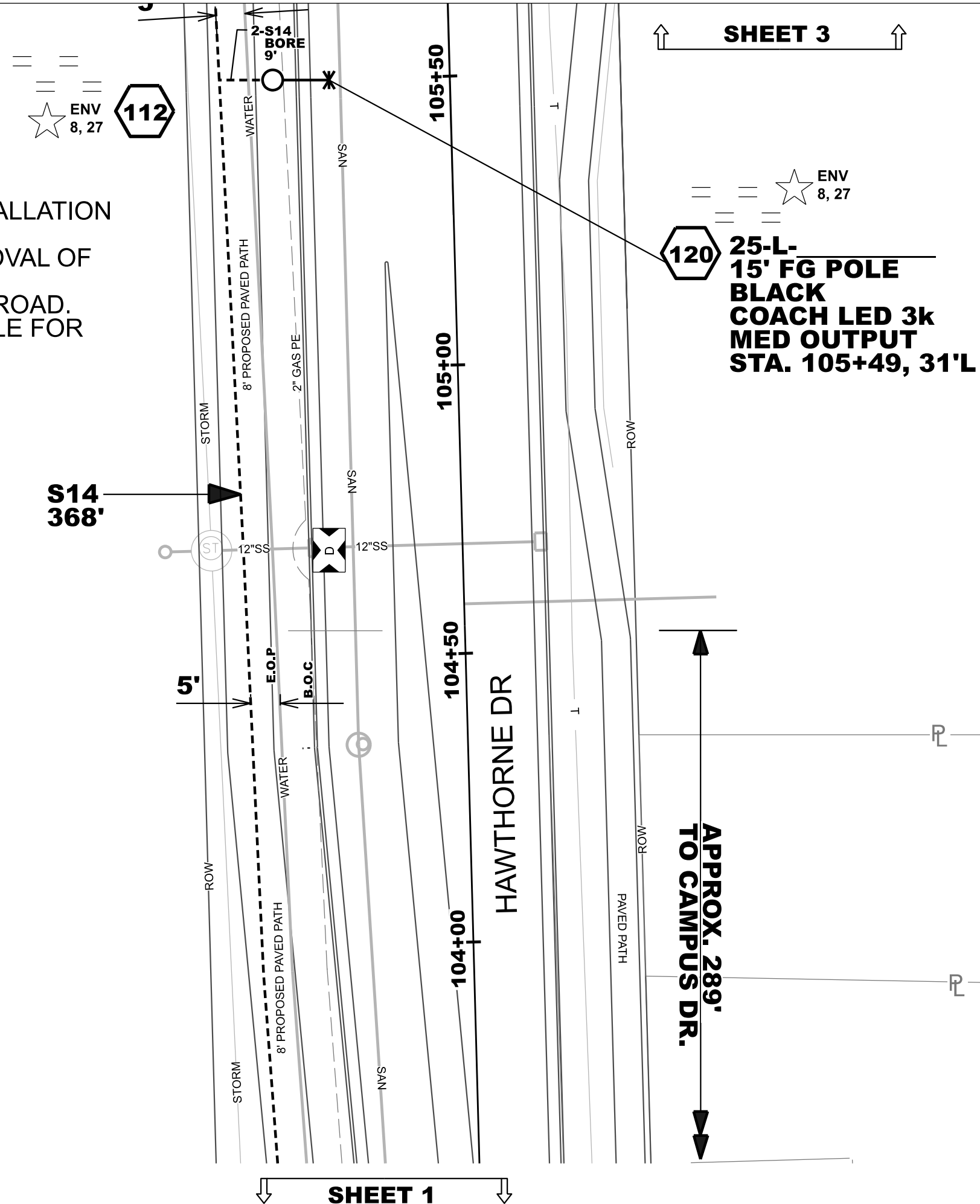
Authorization: _____

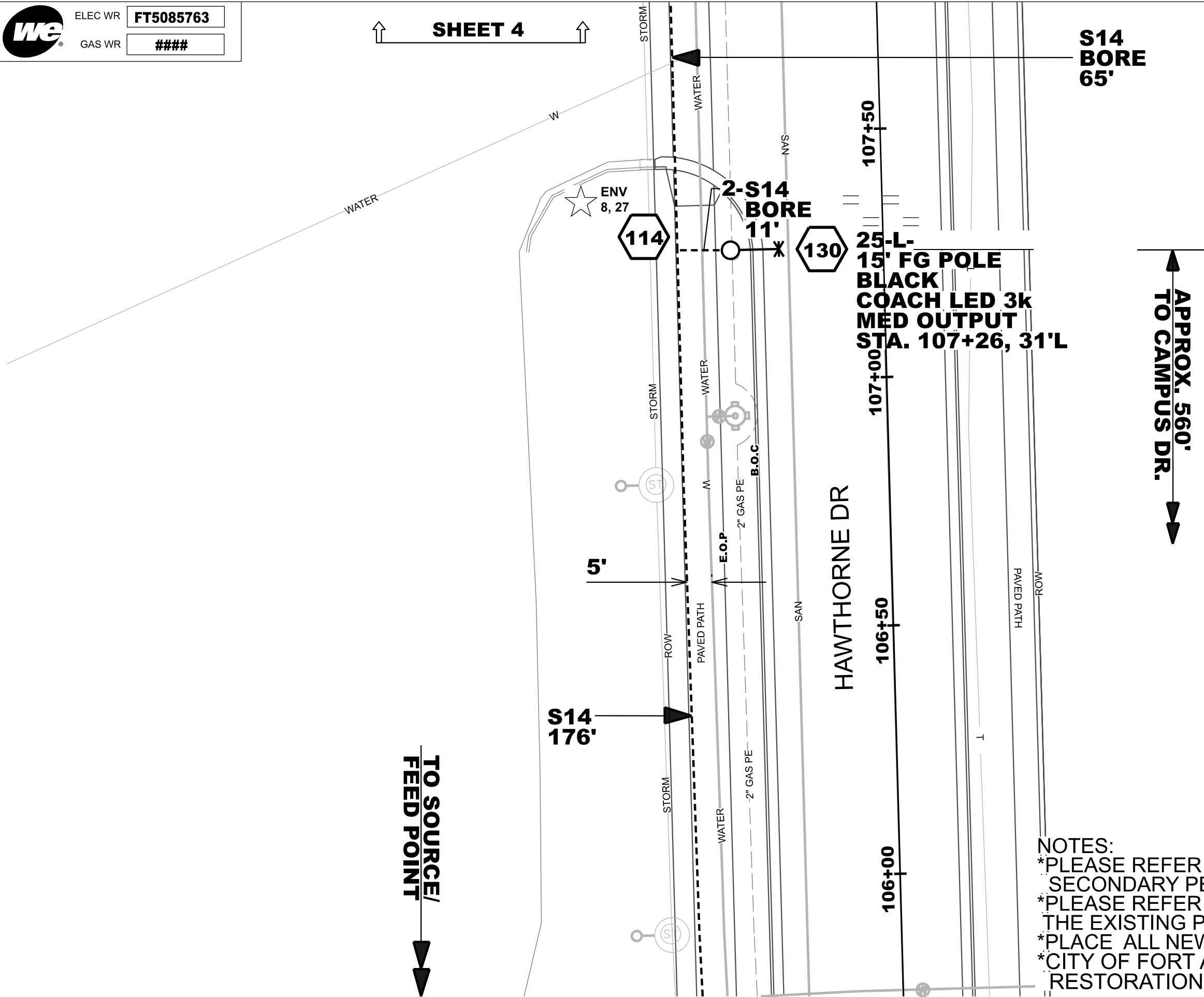
Property Owner / Authorized Representative Signature _____ Date _____





- *PLEASE REFER TO WR 5085761 FOR THE INSTALLATION SECONDARY PEDESTAL AT PT 104.
- *PLEASE REFER TO WR5085761 FOR THE REMOVAL OF THE EXISTING POLE AT PT 110.
- *PLACE ALL NEW POLES PERPENDICULAR TO ROAD.
- *CITY OF FORT ATKINSON WILL BE RESPONSIBLE FOR RESTORATION IN ALL TRENCHED AREAS

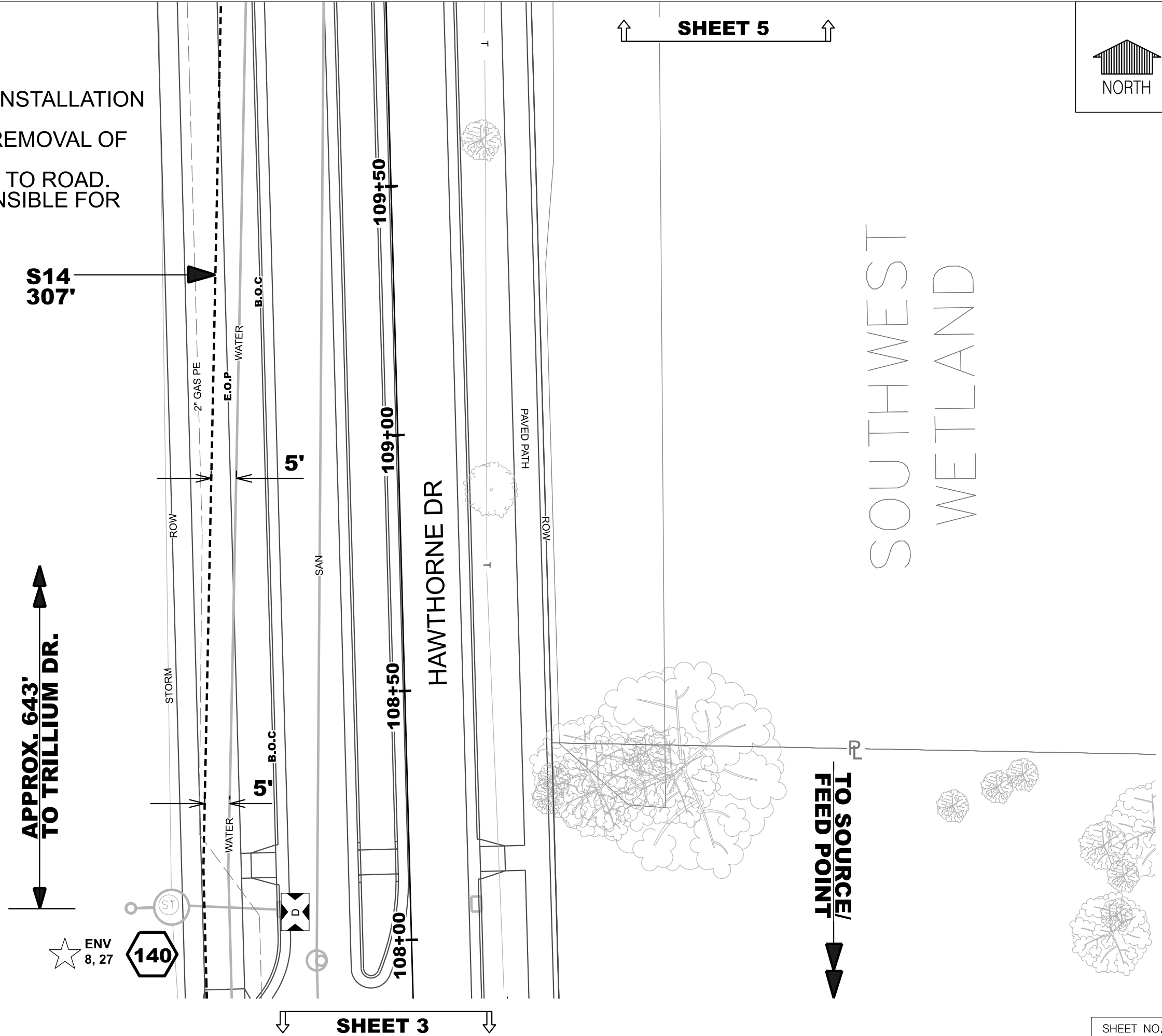




NOTES:
*PLEASE REFER TO WR 5085761 FOR THE INSTALLATION SECONDARY PEDESTAL AT PT 104.
*PLEASE REFER TO WR5085761 FOR THE REMOVAL OF THE EXISTING POLE AT PT 110.
*PLACE ALL NEW POLES PERPENDICULAR TO ROAD.
*CITY OF FORT ATKINSON WILL BE RESPONSIBLE FOR RESTORATION IN ALL TRENCHED AREAS

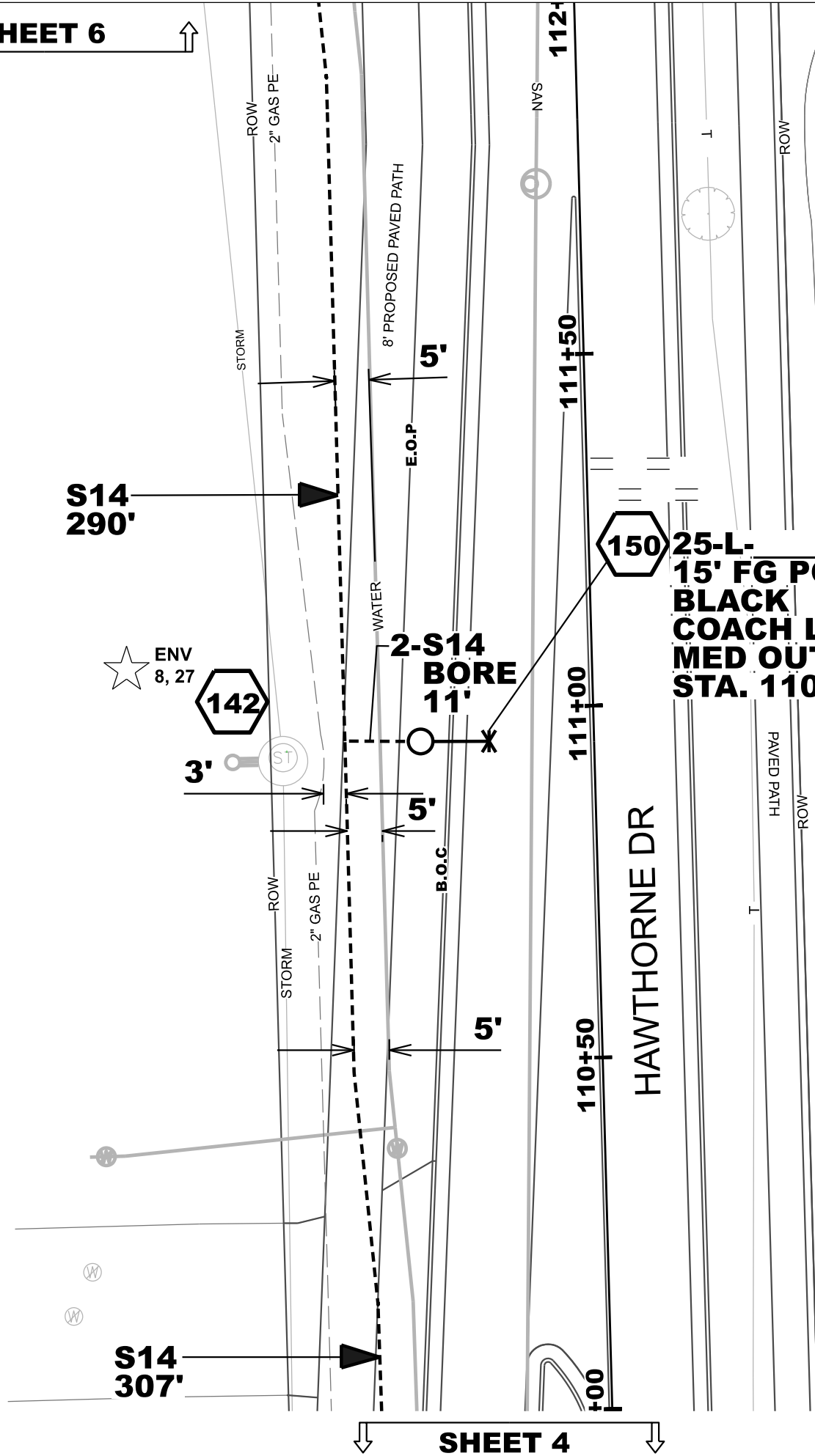


*PLEASE REFER TO WR 5085761 FOR THE INSTALLATION
SECONDARY PEDESTAL AT PT 104.
*PLEASE REFER TO WR5085761 FOR THE REMOVAL OF
THE EXISTING POLE AT PT 110.
*PLACE ALL NEW POLES PERPENDICULAR TO ROAD.
*CITY OF FORT ATKINSON WILL BE RESPONSIBLE FOR
RESTORATION IN ALL TRENCHED AREAS





↑
APPROX. 353'
↓
TO TRILLIUM DR.



- NOTES:
- *PLEASE REFER TO WR 5085761 FOR THE INSTALLATION SECONDARY PEDESTAL AT PT 104.
 - *PLEASE REFER TO WR5085761 FOR THE REMOVAL OF THE EXISTING POLE AT PT 110.
 - *PLACE ALL NEW POLES PERPENDICULAR TO ROAD.
 - *CITY OF FORT ATKINSON WILL BE RESPONSIBLE FOR RESTORATION IN ALL TRENCHED AREAS



ELEC WR FT5085763

GAS WR ####



APPROX. 68' TO
TRILLIUM DR.

NOTES:
*PLEASE REFER TO WR 5085761 FOR THE INSTALLATION
SECONDARY PEDESTAL AT PT 104.
*PLEASE REFER TO WR5085761 FOR THE REMOVAL OF
THE EXISTING POLE AT PT 110.
*PLACE ALL NEW POLES PERPENDICULAR TO ROAD.
*CITY OF FORT ATKINSON WILL BE RESPONSIBLE FOR
RESTORATION IN ALL TRENCHED AREAS

S14
290'

TO SOURCE/
FEED POINT

ENV
8, 27

152

S14
BORE
20'

160

25-L-
15' FG POLE
BLACK
COACH LED 3k
MED OUTPUT
STA. 113+85, 19'L

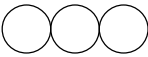
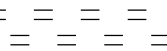
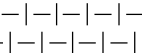
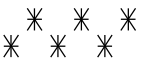
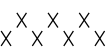
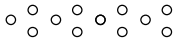
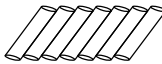
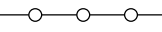
SHEET 5

SHEET NO.

6 OF 6

Page 193 of 227

WE ENERGIES - ELECTRIC OPERATIONS CLEARANCE NOTES: -LOCATION OF OBSTRUCTIONS ARE FROM RECORDS AND MUST BE VERIFIED IN THE FIELD. -MAINTAIN 2' MIN. CLEARANCE BETWEEN OUTSIDE FACE OF MANHOLE & BELL OF PIPE. -THIS APPLIES TO GAS AND WATER MAINS. -MAINTAIN 2' MIN. VERTICAL CLEARANCE AT CROSSINGS OF SEWER OR WATER MAINS. -MAINTAIN 5' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND SEWER. -MAINTAIN 3' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND WATER MAINS. NOTE - CLEARANCES SHOWN ARE MINIMUM DISTANCES - REFERENCE PERMITS FOR SPECIFIC CLEARANCE REQUIREMENTS. ADDITIONAL UNDERGROUND INFORMATION ON EXCAVATION, BACKFILLING AND CLEARANCES CAN BE FOUND IN STD. 281-02.	OVERHEAD PRIMARY E, F, H, Q, R, W, X or Z Z1#2ACSR Z1#1/0ACSR Z2#3/0ACSR Z3#2ACSR Z4#1/0ACSR Z5#3/0ACSR Z7#336ACSR Z9SPECIAL LIST ON SKETCH Z101 WIRE REMOVAL Z112 WIRE REMOVAL Z123WIRE REMOVAL			STANDARD WIRE KEY DIRECT BURY PRIMARY - E, F, H, Q, R, W, X or Z Z131#1AL 25KV Z143#1AL 25KV Z153#500AL 28KV X161#2AL 15KV X173#2AL 15KV X183#500AL 15KV R193#1/0AL 35KV R203#750AL 35KV Z213#750AL 28KV X221#2Cu 15kV X233#2Cu 15kV Z241#2Cu 25kV Z253#2Cu 25kV X263#500Cu 15kV Z273#500Cu 28kV Z283#750Cu 28kV Z29SPECIAL - LIST ON SKETCH			NEUTRAL N1#2ACSR N11#1/0ACSR N21#3/0ACSR N31#4/0AL N41#336ACSR N5REMOVAL GUYING G1/4" ARM GUY G15/16" ARM GUY G23/8" ARM GUY G35/16" POLE GUY G43/8" POLE GUY G57/16" POLE GUY		SECONDARY - 1PHASE S6DX S14TX S22TX S31/0TXR S43/0TXR S5350TXR S6750TXR S71/0TXF S84/0TXF S9336TXR S10750TXF S113 WIRE REMOVAL S123 WIRE MAIN S146DX CIC S151/0TX CIC		SECONDARY - 3PHASE \$1/0TXF \$14/0TXF \$2336TXF \$33/0TX \$4350TX \$5750TX \$61/0QXF \$73/0QXF \$8350QXR \$9750QXR \$103 WIRE REMOVAL \$113/0QXR \$124 WIRE REMOVAL
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EROSION CONTROL LEGEND	
	APPROXIMATE LOCATION FOR UNDERGROUND FACILITY EXCAVATION
	INLET PROTECTION, TYPE
	12" WATTLE or 12"/20" SEDIMENT LOG or 9.5"/20" EROSION EEL
	STONE DITCH CHECK
	ROCK BAG
	MULCH
	SOIL STABILIZER, TYPE B
	EROSION MAT CLASS I, TYPE A
	EROSION MAT CLASS I, TYPE B
	EROSION MAT CLASS I, TYPE A URBAN
	EROSION MAT CLASS I, TYPE B URBAN
	EROSION MAT CLASS II
	EROSION MAT CLASS III
	VEGETATIVE BUFFER
	TRACKING PAD
	TIMBER MAT
	SILT FENCE
	APPROXIMATE DEWATERING BASIN LOCATION
	SURFACE WATER FLOW

WE ENERGIES WORK REQUEST ENVIRONMENTAL NOTES (Notes 1 through 7 apply to ALL work requests)

General

- If WDNR and/or USACE permits were obtained for the project, all permit conditions shall be met during construction of the project.

Erosion Control

- If soil disturbance occurs on slopes or channels/ditches leading to wetlands or waterways, or within wetlands, the disturbed areas shall be stabilized and appropriate erosion control Best Management Practices (BMP's) shall be implemented.
- Erosion Control BMR's shall meet or exceed the approved WDNR Storm Watter Management Technical Standards (http://dnr.wi.gov/topic/stormwater/standards/const_standards.html). Refer to We Energies Construction Site Sediment and Erosion Control Standards.
- Inspect installed erosion control BMP's at least one time per week and after ½" rain events: repair as necessary.
- When temporary stabilization is required (e.g. for winter or short-term construction) prior to final restoration, soil stabilizer shall be installed wherever possible. Erosion mat shall be used temporarily only where appropriate, in accordance with state standards, and when approved by the Operations Supervisor.

Contaminated Soils

- Whenever soil exhibiting obvious signs of contamination (e.g., discoloration, petroleum or solvent odor, free liquids other than water, buried containers or tanks, or other obvious signs of environmental impacts) is encountered during excavation or installation, cease work immediately, take appropriate immediate precautions to ensure worker health and safety, and contact the Operations Supervisor or Inspector.

Spills

- If an oil spill occurs during construction, call the Environmental Incident Response Team (EIRT) at 414-430-3478:
 - Any quantity of oil is spilled into surface water;
 - Any oil spill greater than 50 ppm PCB into a sewer, vegetable garden, or grazing land;
 - Any oil spill containing greater than 500 ppm PCB;
 - Five gallons or more of oil spilled to the ground;
 - Any oil spill involving a police department, fire department, DNR, or concerned property owner.

Notes 8 through 27 apply as noted at specfic points withln each work request:

Dewatering

- Dewatering of pits or trenches shall be done in accordance with state standards. Use an approved sediment bag, a straw bale dewatering basin, a combination of both, or equivalent.

Wetlands

- As much as practicable, the majorityof the work shall be staged from the public roadways and road shoulders, keeping equipment out of adjacent wetlands.
- All work shall be conducted to minimize soil disturance. No rutting will be allowed within the wetlands.
- If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent shall be utilized to access pole locations.
- Excavated soils cannot be stockpiled in wetlands.

- All excess spoils shall be removed from wetlands and placed in a suitable upland location.
- Trenching and pit excavations within wetlands shall include soil segregation to facilitate restoration of pre-construction soil stratification, and restoration to pre-construction elevations.
- Poles scheduled to be removed, and that occur within wetland, shall be cut at the ground surface.

Waterways

- No work can be performed within the banks or below the ordinary high watermark of any navigable waterways/streams.
- No crossing of navigable waterways with equipment can occur. Foot traffic is allowed.
- Any disturbed soil within 75-feet of the ordinary high water mark of any navigable waterways/streams shall be stabilized within 24 hours of construction completion.

Threatened and Endangered Species

- Threatened or endangered species are known to occur in the work area. It is illegal to harass, harm, or kill a protected species under state and federal regulations. Proper precautions shall be taken to ensure harm to individuals is avoided.
- In order to protect the threatened or endangered species, work must be conducted between November 5 and March 15.
- Exclusion fencing must be installed at the work area prior to March 15.
- A qualified biologist must be present when conducting work at this location.

Invasive Species

- State regulated invasive species are known to occur in the work area. Reasonable precautions are legally required to prevent the spread of these species. The Wisconsin Council on Forestry Transportation and Utility Rights-of Way Best Management Practices should be followed: (<http://council.wisconsinforestry.org/invasives/transportation/>).

Cultural and Historical Resources, cont.

- The project is within or adjacent to an area that is identified by the State of Wisconsin as potentially having Native American artifacts, burial mounds or burial sites, which could be encountered during construction.
- If human bone or any artifacts are discovered during construction, work must cease immediately. Contact the Environmental Department who will contact the State Burial Sites Preservation Office and determine the next steps that must be taken in order to comply with state law. Work at that site MAY NOT PROCEED until the Environmental Department authorizes it.
- A "qualified archaeologist," as specified under Wis. Stats 157.70 (1) (i) and Wis. Admin. Code HS 2.04 (6), must be present to monitor all ground disturbing activities.

Frac-out Contingency Plan

- A frac-out contingency plan shall be on-site and implemented accordingly. The contingency plan shall incorporate the following components.
 - Continuously inspect the bore paths for frac-outs in order to respond quickly and appropriately.
 - Containment materials (e.g. silt fence, straw bales, sand bags, etc.) shall be on site and available should a frac-out occur.
 - A vac truck shall be accessible on short notice in order to respond quickly to a frac-out.





MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Alcohol Beverage License Applications for the licensing period of July 1, 2025 through June 30, 2026 (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

Table 1: Type of license, beverage and where consumption is permitted.

<u>Type of License</u>	<u>Type of Beverage</u>	<u>Consumption Location</u>
"Class A"	Intoxicating Liquor	Off-site
Class "A"	Fermented Malt	Off-site
"Class A" Liquor: Cider Only*	Cider Only	Off-site
"Class B"	Intoxicating Liquor	On-site
Class "B"	Fermented Malt	On-site
"Class C"	Wine only	On-site
Reserve "Class B"	Intoxicating Liquor	On-site
Temporary Class "B" **	Fermented Malt	On-site
Temporary "Class B" **	Wine	On-site

*The 2015-17 Wisconsin State Budget (2015 Act 55) provides that municipalities shall issue a "Class A" liquor license if both of the following apply:

- The "Class A" liquor license application is for sales limited to cider products only.

- The application for a “Class A” liquor license holds a Class “A” beer license for the same premises.

2015 Act 55 provision also defines ‘cider’ to mean any alcohol beverage that is obtained from the fermentation of the juice of apples or pears and that contains not less than 0.5 percent alcohol by volume and not more than 7.0 percent alcohol by volume. “Cider” includes flavored, sparkling, and carbonated cider.

** Temporary Class “B” Fermented Malt and Temporary “Class B” Wine – these licenses are issued throughout the year to lodges, societies, bona fide clubs, chambers, non-profit, etc.

Table 2: Combination of Licenses

<u>License Combinations</u>	<u>Type of Beverage(s)</u>	<u>Consumption Location</u>
“Class A” and Class “A”	Intoxicating Liquor and Fermented Malt	Off-site
Class “A” and “Class A” Liquor: Cider Only	Fermented Malt and Cider	Off-site
“Class B” and Class “B”	Intoxicating Liquor and Fermented Malt	On-site
Class “B” and “Class C” Wine	Fermented Malt and Wine	On-site
Reserve “Class B” and Class “B”	Intoxicating Liquor and Fermented Malt	On-site
Temporary Class “B” and Temporary “Class B”	Fermented Malt and Wine	On-site

Table 3: License fees (maximum amount allowable by State Statute is being charged)

<u>Type of License</u>	<u>License Fee</u>
“Class A” Intoxicating Liquor	\$500.00
Class “A” Fermented Malt	\$100.00
“Class A” Liquor: Cider Only	No fee.
“Class B” Intoxicating Liquor	\$500.00
Class “B” Fermented Malt	\$100.00
“Class C” Wine Only	\$100.00
Reserve “Class B” Intoxicating Liquor	\$10,000 (one-time)
Temporary Class “B” Fermented Malt	\$10.00
Temporary “Class B” Wine	\$10.00

A combination Class A license (intoxicating liquor and fermented malt) would total \$600.00.

A combination Class B license (intoxicating liquor and fermented malt) would total \$600.00

Table 4: Existing Quotas (05/23/2024)

<u>License</u>	<u>Quota</u>	<u>Licenses Issued</u>	<u>Licenses Available</u>
"Class A" Intoxicating Liquor	16 - 1 per 750 residents	16	-
Class "A" Fermented Malt	17 - 1 per 750 residents	17	0
"Class B" Intoxicating Liquor	25 - 1 per 500 residents	25	0
RESERVE	5 - \$10,000 one-time fee	5	1
"Class B" Intoxicating Liquor			

*Total "Class B" Intoxicating Liquor Licenses is 27. Of the 27, 5 are Reserve Licenses.

DISCUSSION

The applications listed below were not included in the license renewals approved by the City Council on June 3rd. However, approval of these licenses tonight will not result in disruption of business operations as the license year runs from July 1, 2025 through June 30, 2026.

Applications to be approved

Class "A" Beer - Family Dollar, 1517 Madison Avenue

Class "A" Beer and Class "A" Liquor Cider Only - Kings Operating WI, 303 S. Main Street

"Class A" Liquor and Class "A" Beer - Guanajuato Produces, 1109 Whitewater Avenue

"Class A" Liquor and Class "A" Beer - Sarahndipity Salon, 121 N. Main Street

"Class A" Liquor and Class "A" Beer - Sahib Enterprises, 1220 Janesville Avenue #100

RESERVE "Class B" Liquor and Class "B" Beer - La Cabana, 213 Washington Street

FINANCIAL ANALYSIS

Alcohol license fees for the upcoming licensing period of July 1, 2025 to June 30, 2026 is \$25,600. Applicants are also invoiced for a publication fee of \$30.00 which covers the cost of the annual publication.

RECOMMENDATION

The License Committee met on May 27th and recommended that the City Council approve the Alcohol License Applications for the licensing period of July 1, 2025 to June 30, 2026 contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk.

Staff recommends the City Council approve the licenses outlined in the discussion section of this memo, contingent upon all monies owed to the City are paid prior to issuance.

ATTACHMENTS

None



MEMORANDUM

DATE: June 17, 2025

TO: Fort Atkinson City Council

FROM: Ben Dayton, Director of Parks and Recreation

RE: Review and possible action relating to the purchase of office furniture included in the 2025 CIP Project to reconfigure the City Manager's office area and remodel the Recreation Office at the Municipal Building (Dayton, Parks and Recreation Director)

BACKGROUND

Reconfiguring the City Manager's office area and remodeling the Recreation Office at the Municipal Building are included in the 2025 Capital Improvements Projects budget, which the City Council approved in November 2024. The total estimated cost of the entire project is \$28,000, and the source of funds was the 2024-2025 borrowing.

The latest renovation of the Municipal Building took place in 1995. Interior renovations modified rooms and incorporated finishes that reflected the era at the time. Office spaces in both the City Manager's office area and the Park and Recreation offices still have the built-in desks and cabinets from this renovation. Staff desk areas still feature large cutouts that were needed for tube monitors and desktop computers. Built-in computer spaces are no longer necessary, and such spaces have limited staff use of the space. In addition to workspace limitations, both offices lack ADA-compliant countertop space in the reception areas.

Both office updates are also outlined on pages 14 and 22 of the City of Fort Atkinson Municipal Facility Assessment, submitted in August 2022. Included in the summary, both spaces were described as having awkward office circulation, outdated finishes, oversized built-in workstations, and limited workplace flexibility.

DISCUSSION

The entire scope of this project will include the following elements:

- removal of all built-in desks and cabinets, as well as the necessary repair work
- installation of new, movable office furniture
- removal and replacement of the carpet in the City Manager's office area
- repairing the ceramic tile in the Parks and Recreation office
- reconfiguration of entryways to support operational needs of staff as well as provide

optimal customer service.

This phase of the project focuses specifically on office furniture. Staff worked with two vendors, which included several in-person meetings and provided feedback to come up with the final concept. The Parks and Recreation Director received proposals for the office furniture from Building Service Inc. (BSI) and Emmons Business Interiors (EBI). EBI's proposal is \$26,697.73, and BSI's proposal is \$17,738.86.

Shipping and installation are included in the pricing. The desks come with a 12-year warranty, and all chairs come with a lifetime warranty.

FINANCIAL ANALYSIS

To achieve some economies of scale, both projects were quoted together. Included in the budget document (page 212), \$28,000 was allocated for the entire project in the 2025 CIP. A portion of the funds have already been spent to reconfigure the Parks and Recreation door at \$900.00, and \$2,210.92 for carpet tile installation in the City Manager's office Area. The remaining balance of \$24,889.08 is available for the remainder of this project.

Below is a price breakdown of the two quotes that were submitted:

Vendor	Description	Cost
BSI	City Manager Office Area	\$8,690.10
	Parks and Recreation Office	\$9,048.76
	Total Expenses:	\$17,738.86
	Remaining Budgeted Funds	\$7,150.22
Vendor	Description	Cost
EBi	City Manager Office Area	\$13,502.21
	Parks and Recreation Office	\$13,335.47
	Total Expenses:	\$26,837.68
	Remaining Budgeted Funds	(\$1,948.60)

The remaining funds will be used for the demolition of the built-in desks and cabinets and the reconfiguration of the customer service vestibule in the City Manager's office area. Staff will bring additional phases of this project back to the City Council for review in the future. The

furniture has a long lead time, and can be stored easily until installed.

RECOMMENDATION

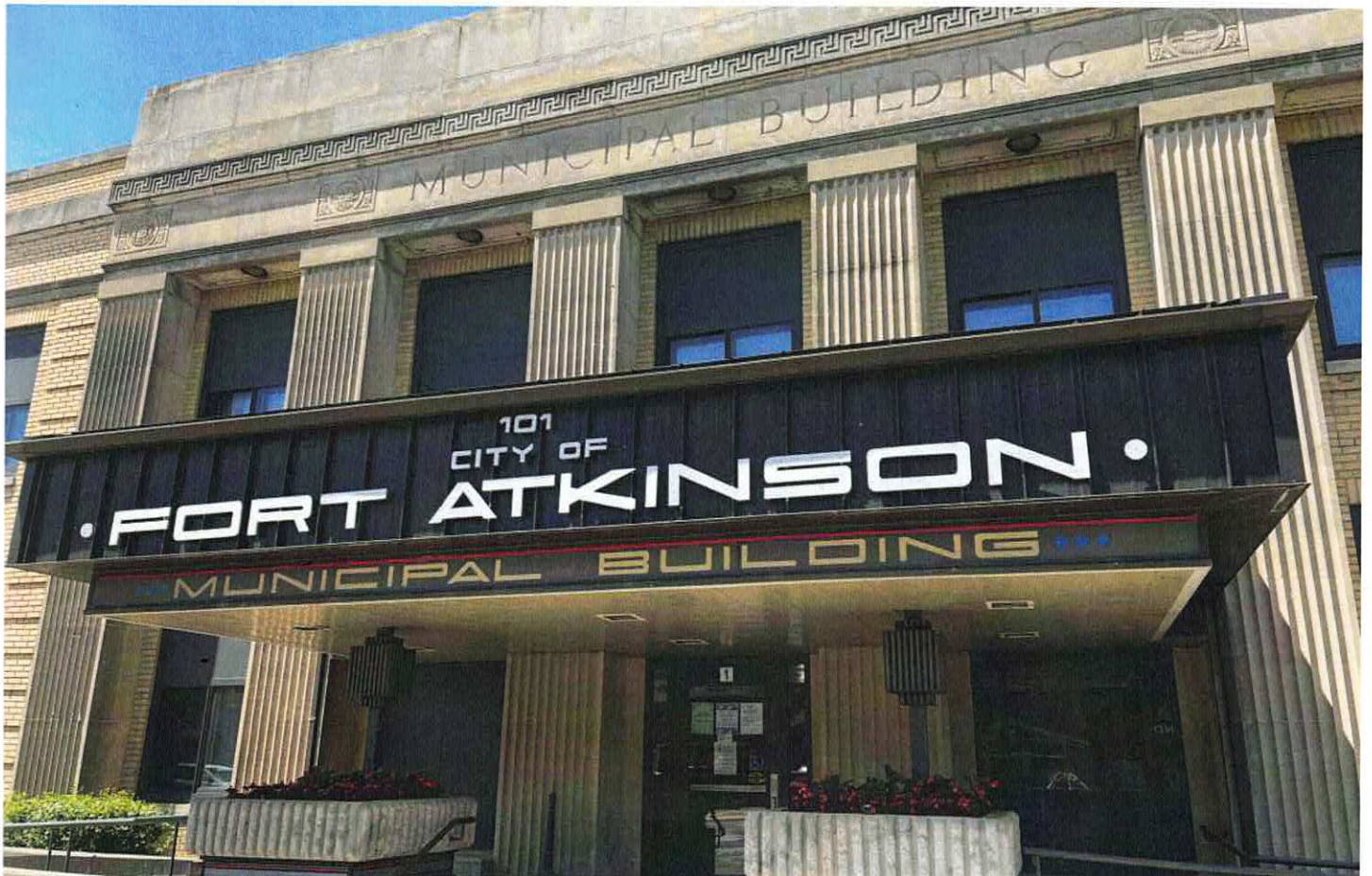
Staff recommends that the City Council authorize staff to accept proposals from BSI for the purchase of office furniture for the City Manager's office area and the Parks and Recreation office at a cost not to exceed \$17,738.86.

ATTACHMENTS

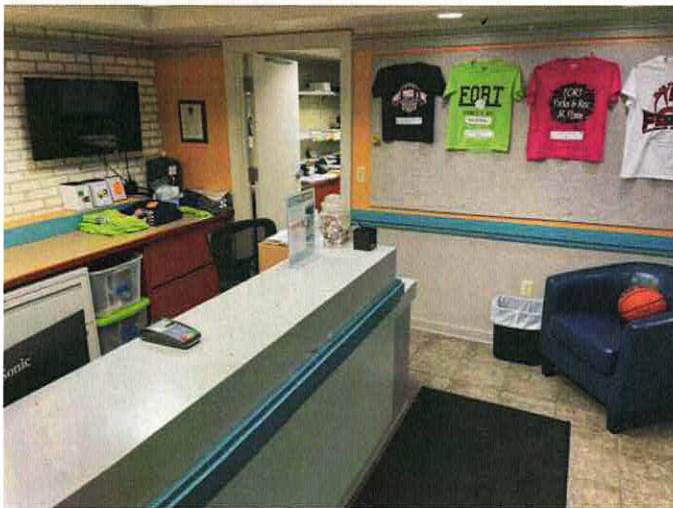
1. COFA Muni Facility Assessment 2022
2. QUOTE 193-180 FORT ATKINSON PARKS & REC - DIRECTOR & RECEPTION 05.19.25
3. QUOTE 193-180 FORT ATKINSON PARKS & REC - CITY MANAGERS 05.19.25
4. DWG 193-180 FORT ATKINSON PARKS & REC - DIRECTOR & RECEPTION 05.19.25
5. DWG 193-180 FORT ATKINSON PARKS & REC - CITY MANAGERS 05.19.25
6. bsi 132958_City of Fort Atkinson_Parks and Rec
7. bsi 132958_City of Fort Atkinson_City Manager Office
8. bsi F1.01_132958_061325

CITY OF FORT ATKINSON MUNICIPAL FACILITY ASSESSMENT

Fort Atkinson,
PRA Project #210201-01 | August 2022



Reception desk is not ADA compliant.
Finishes are dated.



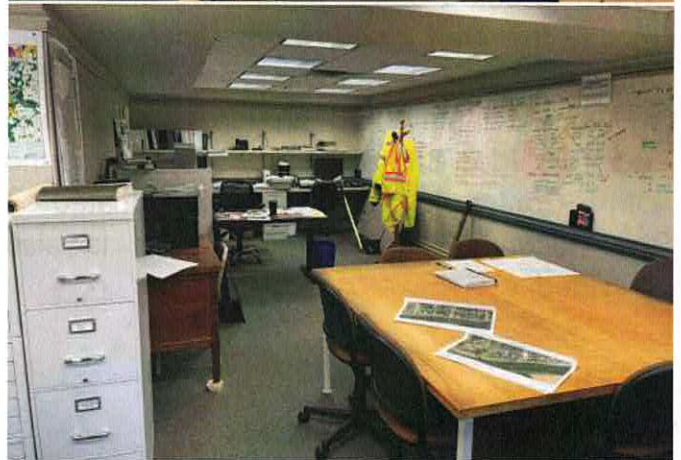
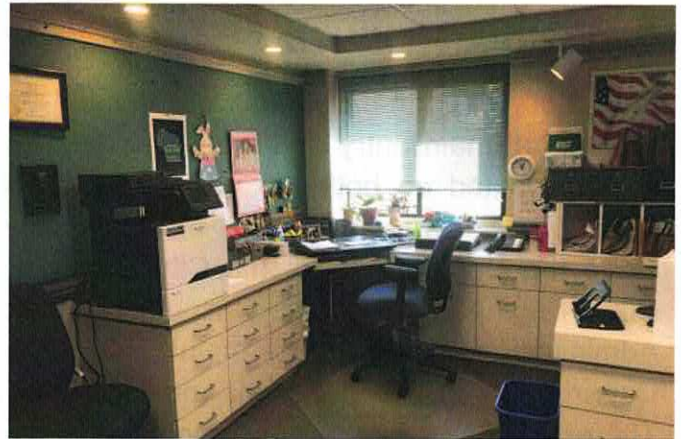
Office circulation is awkward. Outside visibility is obscured. Natural light is limited or non-existent. Finishes are dated.



Plexiglass sneeze guards installed as a temporary solution due to COVID pandemic. Countertop/reception window is not ADA compliant.



Workstation/office layout does not take advantage of more desirable window/daylighting locations. Built-in workstations are oversized and limit workplace flexibility for staff.



Emmons Business Interiors
 N115 W18500 Edison Drive
 Germantown, WI 53022
 Phone: (262)255-5500
 www.ebiweb.com



Prepared For:

City of Fort Atkinson

30 N Water Street
 Fort Atkinson, WI 53538
 262-652-2800

CONTACT

Sales | Steve Mast
 smast@cowiweb.com
 262.613.0845

Designer | Kara Frederick
 karaf@ebiweb.com
 193-180

QUOTE
DIRECTOR & RECEPTION
 5/19/2025
 2:37:16 PM

LINE	PRODUCT TAG	MFG	QTY	PRODUCT	UNIT LIST	EXT LIST	UNIT SELL	EXT SELL
DIRECTOR'S OFFICE								
1	DIRECTOR'S OFFICE	HAT	1	E5-D2 E5 Dual, Dynamic, 0-25 lbs each, max monitor 32" SLV Silver (GRY-AC) Gray	\$665.00	\$665.00	\$399.00	\$399.00
2	DIRECTOR'S OFFICE	HON	1	H105106 10500 Series 15 3/4Wx18 7/8Dx21 7/8H Mobile Ped B/F \$(L1STD) Grd L1 Standard Laminates .H Bourbon Cherry H Bourbon Cherry	\$927.00	\$927.00	\$437.54	\$437.54
3	DIRECTOR'S OFFICE	HON	1	H105493 10500 Series 72Wx24Dx29-1/2H Cred w/Two Storage Cab \$(L1STD) Grd L1 Standard Laminates .H Bourbon Cherry H Bourbon Cherry	\$2,137.00	\$2,137.00	\$1,008.66	\$1,008.66
4	DIRECTOR'S OFFICE	HON	3	HF23C Lock Core Replacement Kit Brushed Chrome .X102E 102E	\$67.00	\$201.00	\$31.62	\$94.86
5	DIRECTOR'S OFFICE	HON	2	HFLSC1 Flock Square Lounge Chair .TS TaperedSq PR8 or P7A Frm \$(7) Grade 7 Uph .SMOMCRV Caravan 38 Shadow .PR8 Silver Texture	\$3,084.00	\$6,168.00	\$1,455.65	\$2,911.30

LINE	PRODUCT TAG	MFG	QTY	PRODUCT	UNIT LIST	EXT LIST	UNIT SELL	EXT SELL
6	DIRECTOR'S OFFICE	HON	1	HHATM3S3LT Max 3 Stage 3 Leg T Foot \$(P2) P2 Paint Opt .PR6 Silver .X Standard Glide .MEM Memory Preset	\$2,530.00	\$2,530.00	\$1,194.16	\$1,194.16
7	DIRECTOR'S OFFICE	HON	1	HHATW2448CT 48W x 24D Rect Worksurface - C/T Base \$(L1STD) Grd L1 Standard Laminates .H Bourbon Cherry .H Bourbon Cherry .G1 1 Grommet - Centered T1 Platinum	\$512.00	\$512.00	\$241.66	\$241.66
8	DIRECTOR'S OFFICE	HON	1	HHATW2472CT 72W x 24D Rect Worksurface - C/T Base \$(L1STD) Grd L1 Standard Laminates .H Bourbon Cherry .H Bourbon Cherry .G2 2 Grommets - Offset T1 Platinum .P Black	\$678.00	\$678.00	\$320.02	\$320.02
9	DIRECTOR'S OFFICE	HON	2	HHN831118 Flat Bracket 18D .S Charcoal	\$89.00	\$178.00	\$42.01	\$84.02
10	DIRECTOR'S OFFICE	HON	1	HIWMM Ignition 2 Task Mid-back, ilira back .Y2 Advanced Synchro-Tilt SeatSldr .A Height and Width Adj. Arm .TS Titanium All Surface Caster .IM 4-Way Black \$(7) Grade 7 Uph .SMOMCRV Caravan 38 Shadow .BL Black Adjustable Lumbar .SB Standard Base .T Black	\$1,094.00	\$1,094.00	\$516.37	\$516.37

LINE	PRODUCT TAG	MFG	QTY	PRODUCT	UNIT LIST	EXT LIST	UNIT SELL	EXT SELL
11	DIRECTOR'S OFFICE	HON	1	HJTRGH36 36" Cable Management Tray - Black Only .P Black	\$121.00	\$121.00	\$57.11	\$57.11
12	DIRECTOR'S OFFICE	HON	1	HLZL5SC54 42"W External Stiffener .P Black	\$136.00	\$136.00	\$64.19	\$64.19
13	DIRECTOR'S OFFICE	HON	3	HSWEEPC2 Sweep Handle Kit Satin Nickel 2-Pack	\$65.00	\$195.00	\$30.68	\$92.04
14	DIRECTOR'S OFFICE	HON	1	HTFXM27 Preside 27H X-Base for 36 & 42 Tops \$(P2) P2 Paint Opts .PR6 Silver	\$671.00	\$671.00	\$316.71	\$316.71
15	DIRECTOR'S OFFICE	HON	1	HTLD36 Preside 36" Round Shaped Laminate Top .G 2MM/Flat H Bourbon Cherry .N No Grommets \$(L1STD) Grd L1 Standard Laminates .H Bourbon Cherry	\$557.00	\$557.00	\$262.90	\$262.90
16	DIRECTOR'S OFFICE	HON	1	HUSLMOD1360 Laminate Modesty 13h x 60w \$(L1STD) Grd L1 Standard Laminates .H Bourbon Cherry .H Bourbon Cherry .P Black	\$767.00	\$767.00	\$362.02	\$362.02
Subtotal for: DIRECTOR'S OFFICE						\$17,537.00		\$8,362.56
RECEPTION OFFICE								
17	RECEPTION OFFICE	HAT	1	E5-D2 E5 Dual, Dynamic, 0-25 lbs each, max monitor 32" SLV Silver (GRY-AC) Gray	\$665.00	\$665.00	\$399.00	\$399.00

LINE	PRODUCT TAG	MFG	QTY	PRODUCT	UNIT LIST	EXT LIST	UNIT SELL	EXT SELL
19	RECEPTION OFFICE	HON	1	H105106 10500 Series 15 3/4Wx18 7/8Dx21 7/8H Mobile Ped B/F \$(L1STD) Grd L1 Standard Laminates .H Bourbon Cherry H Bourbon Cherry	\$927.00	\$927.00	\$437.54	\$437.54
18	RECEPTION OFFICE	HON	1	H10517 10500 Series 36Wx20Dx45-1/2H Lateral File-Three-Drawer \$(L1STD) Grd L1 Standard Laminates .H Bourbon Cherry H Bourbon Cherry	\$2,073.00	\$2,073.00	\$978.46	\$978.46
20	RECEPTION OFFICE	HON	2	HF23C Lock Core Replacement Kit Brushed Chrome .X103E 103E	\$67.00	\$134.00	\$31.62	\$63.24
21	RECEPTION OFFICE	HON	1	HHATM3S3LT Max 3 Stage 3 Leg T Foot \$(P2) P2 Paint Opt .PR6 Silver .X Standard Glide .MEM Memory Preset	\$2,530.00	\$2,530.00	\$1,194.16	\$1,194.16
22	RECEPTION OFFICE	HON	1	HHATW2240CT 40W x 22D Rect Worksurface - C/T Base \$(L1STD) Grd L1 Standard Laminates .H Bourbon Cherry .H Bourbon Cherry .G1 1 Grommet - Centered T1 Platinum	\$483.00	\$483.00	\$227.98	\$227.98
23	RECEPTION OFFICE	HON	1	HHATW2270CT 70W x 22D Rect Worksurface - C/T Base \$(L1STD) Grd L1 Standard Laminates .H Bourbon Cherry .H Bourbon Cherry .G2 2 Grommets - Offset T1 Platinum .P Black	\$691.00	\$691.00	\$326.15	\$326.15

LINE	PRODUCT TAG	MFG	QTY	PRODUCT	UNIT LIST	EXT LIST	UNIT SELL	EXT SELL
24	RECEPTION OFFICE	HON	2	HHN831118 Flat Bracket 18D .S Charcoal	\$89.00	\$178.00	\$42.01	\$84.02
25	RECEPTION OFFICE	HON	1	HIWMM Ignition 2 Task Mid-back, ilira back .Y2 Advanced Synchro-Tilt SeatSldr .A Height and Width Adj. Arm .TS Titanium All Surface Caster .IM 4-Way Black \$(7) Grade 7 Uph .SMOMCRV Caravan 38 Shadow .BL Black Adjustable Lumbar .SB Standard Base .T Black	\$1,094.00	\$1,094.00	\$516.37	\$516.37
26	RECEPTION OFFICE	HON	1	HJTRGH36 36" Cable Management Tray - Black Only .P Black	\$121.00	\$121.00	\$57.11	\$57.11
27	RECEPTION OFFICE	HON	1	HLSLZ5SC54 42"W External Stiffener .P Black	\$136.00	\$136.00	\$64.19	\$64.19
28	RECEPTION OFFICE	HON	4	HSWEEPC2 Sweep Handle Kit Satin Nickel 2-Pack	\$65.00	\$260.00	\$30.68	\$122.72
29	RECEPTION OFFICE	HON	1	HUSLMOD1360 Laminate Modesty 13h x 60w \$(L1STD) Grd L1 Standard Laminates .H Bourbon Cherry .H Bourbon Cherry .P Black	\$767.00	\$767.00	\$362.02	\$362.02
Subtotal for: RECEPTION OFFICE						\$10,059.00		\$4,832.96

LINE	PRODUCT TAG	MFG	QTY	PRODUCT	UNIT LIST	EXT LIST	UNIT SELL	EXT SELL
X. DESIGN								
30	X. DESIGN	EBI	1	DESIGN DESIGN SERVICES - FREE OF CHARGE	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal for: X. DESIGN						\$0.00		\$0.00
Y. FREIGHT								
31	Y. FREIGHT	HON	1	FREIGHT HON FREIGHT - FREE	\$0.00	\$0.00	\$0.00	\$0.00
32	Y. FREIGHT	HAT	1	FREIGHT HAT COLLECTIVE FREIGHT - FREE	\$0.00	\$0.00	\$0.00	\$0.00
33	Y. FREIGHT	HAT	1	FREIGHT HAT COLLECTIVE SURCHARGE	\$72.00	\$72.00	\$47.88	\$47.88
Subtotal for: Y. FREIGHT						\$72.00		\$47.88
Z. INSTALL								
34	Z. INSTALL	EBI	1	LABOR DELIVERY & INSTALLATION - HAT COLLECTIVE	\$170.00	\$170.00	\$92.07	\$92.07
35	Z. INSTALL	EBI	1	LABOR DELIVERY & INSTALLATION - HON INCLUDED IN UW CONTRACT	\$2,480.00	\$2,480.00	\$0.00	\$0.00
Subtotal for: Z. INSTALL						\$2,650.00		\$92.07

LINE	PRODUCT TAG	MFG	QTY	PRODUCT	UNIT LIST	EXT LIST	UNIT SELL	EXT SELL
ZZ. CONTRACT								
36	ZZ. CONTRACT	HON	1	CONTRACT HON UW CONTRACT #23-5665 DELIVERED & INSTALLED	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal for: ZZ. CONTRACT						\$0.00		\$0.00
ZZ. PRICING								
37	ZZ. PRICING	HON	1	PRICE INCREASE HON - PRICING VALID UNTIL 5/23/25	\$0.00	\$0.00	\$0.00	\$0.00
38	ZZ. PRICING	EBI	1	PRICING BUDGETARY PRICING - SUBJECT TO CHANGE	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal for: ZZ. PRICING						\$0.00		\$0.00
TOTALS						\$30,318.00		\$13,335.47

**Applicable Sales Tax is additional.
EBI Terms and Conditions apply.**

Authorized Customer Signature: _____

Printed Name / Title: _____

Date: _____

Emmons Business Interiors
 N115 W18500 Edison Drive
 Germantown, WI 53022
 Phone: (262)255-5500
 www.ebiweb.com



Prepared For:

City of Fort Atkinson

30 N Water Street
 Fort Atkinson, WI 53538
 262-652-2800

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 262.613.0845

Designer | Kara Frederick
 karaf@ebiweb.com
 193-180

QUOTE
CITY MANAGERS
 5/19/2025
 2:39:27 PM

LINE	PRODUCT TAG	MFG	QTY	PRODUCT	UNIT LIST	EXT LIST	UNIT SELL	EXT SELL
CITY MANAGERS OFFICE								
1	CITY MANAGERS OFFICE	HAT	3	E5-D2 E5 Dual, Dynamic, 0-25 lbs each, max monitor 32"	\$665.00	\$1,995.00	\$399.00	\$1,197.00
2	CITY MANAGERS OFFICE	HON	3	H105106 10500 Series 15 3/4Wx18 7/8Dx21 7/8H Mobile Ped B/F	\$927.00	\$2,781.00	\$437.54	\$1,312.62
3	CITY MANAGERS OFFICE	HON	2	H9183A Flagship 36W 3-Drw "A" Pull Lateral 36W 39-1/8H 18D	\$2,046.00	\$4,092.00	\$965.71	\$1,931.42
4	CITY MANAGERS OFFICE	HON	1	HEFEC50P Panel Finished End Covers 50H	\$97.00	\$97.00	\$45.78	\$45.78
5	CITY MANAGERS OFFICE	HON	1	HETC72 Panel Top Cap 72"W	\$168.00	\$168.00	\$79.30	\$79.30
6	CITY MANAGERS OFFICE	HON	1	HETP5072FP Tackable Panel w/o TC 50H x 72W	\$864.00	\$864.00	\$407.81	\$407.81
7	CITY MANAGERS OFFICE	HON	1	HEWS50P Wall Starter Kit for Panels 50H	\$145.00	\$145.00	\$68.44	\$68.44

LINE	PRODUCT TAG	MFG	QTY	PRODUCT	UNIT LIST	EXT LIST	UNIT SELL	EXT SELL
8	CITY MANAGERS OFFICE	HON	2	HF23C Lock Core Replacement Kit Brushed Chrome	\$67.00	\$134.00	\$31.62	\$63.24
9	CITY MANAGERS OFFICE	HON	3	HHATM3S3LT Max 3 Stage 3 Leg T Foot	\$2,530.00	\$7,590.00	\$1,194.16	\$3,582.48
10	CITY MANAGERS OFFICE	HON	3	HHATW2448CT 48W x 24D Rect Worksurface - C/T Base	\$512.00	\$1,536.00	\$241.66	\$724.98
11	CITY MANAGERS OFFICE	HON	3	HHATW2472CT 72W x 24D Rect Worksurface - C/T Base	\$678.00	\$2,034.00	\$320.02	\$960.06
12	CITY MANAGERS OFFICE	HON	6	HHN831118 Flat Bracket 18D	\$89.00	\$534.00	\$42.01	\$252.06
13	CITY MANAGERS OFFICE	HON	3	HIWMM Ignition 2 Task Mid-back, ilira back	\$1,094.00	\$3,282.00	\$516.37	\$1,549.11
14	CITY MANAGERS OFFICE	HON	3	HJTRGH36 36" Cable Management Tray - Black Only	\$121.00	\$363.00	\$57.11	\$171.33
15	CITY MANAGERS OFFICE	HON	3	HLSLZ5SC54 42"W External Stiffener	\$136.00	\$408.00	\$64.19	\$192.57
16	CITY MANAGERS OFFICE	HON	1	HSISLAUTNPB3636S1 Islds Top 36Dx36W Span 1	\$627.00	\$627.00	\$295.94	\$295.94

LINE	PRODUCT TAG	MFG	QTY	PRODUCT	UNIT LIST	EXT LIST	UNIT SELL	EXT SELL
17	CITY MANAGERS OFFICE	HON	3	HSWEEPC2 Sweep Handle Kit Satin Nickel 2-Pack	\$65.00	\$195.00	\$30.68	\$92.04
18	CITY MANAGERS OFFICE	HON	1	HUSLMOD1360 Laminate Modesty 13h x 60w	\$767.00	\$767.00	\$362.02	\$362.02
19	CITY MANAGERS OFFICE	EBI	3	Z. 24013 Wall Attachment Hardware	\$5.00	\$15.00	\$1.36	\$4.08
Subtotal for: CITY MANAGERS OFFICE						\$27,627.00		\$13,292.28
X. DESIGN								
20	X. DESIGN	EBI	1	DESIGN DESIGN SERVICES - FREE OF CHARGE	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal for: X. DESIGN						\$0.00		\$0.00
Y. FREIGHT								
21	Y. FREIGHT	HON	1	FREIGHT HON FREIGHT - FREE	\$0.00	\$0.00	\$0.00	\$0.00
22	Y. FREIGHT	HAT	1	FREIGHT HAT COLLECTIVE FREIGHT - FREE	\$0.00	\$0.00	\$0.00	\$0.00
23	Y. FREIGHT	HAT	1	FREIGHT HAT COLLECTIVE SURCHARGE	\$107.00	\$107.00	\$71.82	\$71.82
Subtotal for: Y. FREIGHT						\$107.00		\$71.82

LINE	PRODUCT TAG	MFG	QTY	PRODUCT	UNIT LIST	EXT LIST	UNIT SELL	EXT SELL
Z. INSTALL								
24	Z. INSTALL	EBI	1	LABOR DELIVERY & INSTALLATION - HAT COLLECTIVE	\$253.00	\$253.00	\$138.11	\$138.11
25	Z. INSTALL	EBI	1	LABOR DELIVERY & INSTALLATION - HON INCLUDED IN UW CONTRACT	\$2,418.00	\$2,418.00	\$0.00	\$0.00
Subtotal for: Z. INSTALL						\$2,671.00		\$138.11
ZZ. CONTRACT								
26	ZZ. CONTRACT	HON	1	CONTRACT HON UW CONTRACT #23-5665 DELIVERED & INSTALLED	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal for: ZZ. CONTRACT						\$0.00		\$0.00
ZZ. PRICING								
27	ZZ. PRICING	HON	1	PRICE INCREASE HON - PRICING VALID UNTIL 5/23/25	\$0.00	\$0.00	\$0.00	\$0.00
28	ZZ. PRICING	EBI	1	PRICING BUDGETARY PRICING - SUBJECT TO CHANGE	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal for: ZZ. PRICING						\$0.00		\$0.00

LINE	PRODUCT TAG	MFG	QTY	PRODUCT	UNIT LIST	EXT LIST	UNIT SELL	EXT SELL
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TOTALS	\$30,405.00	\$13,502.21
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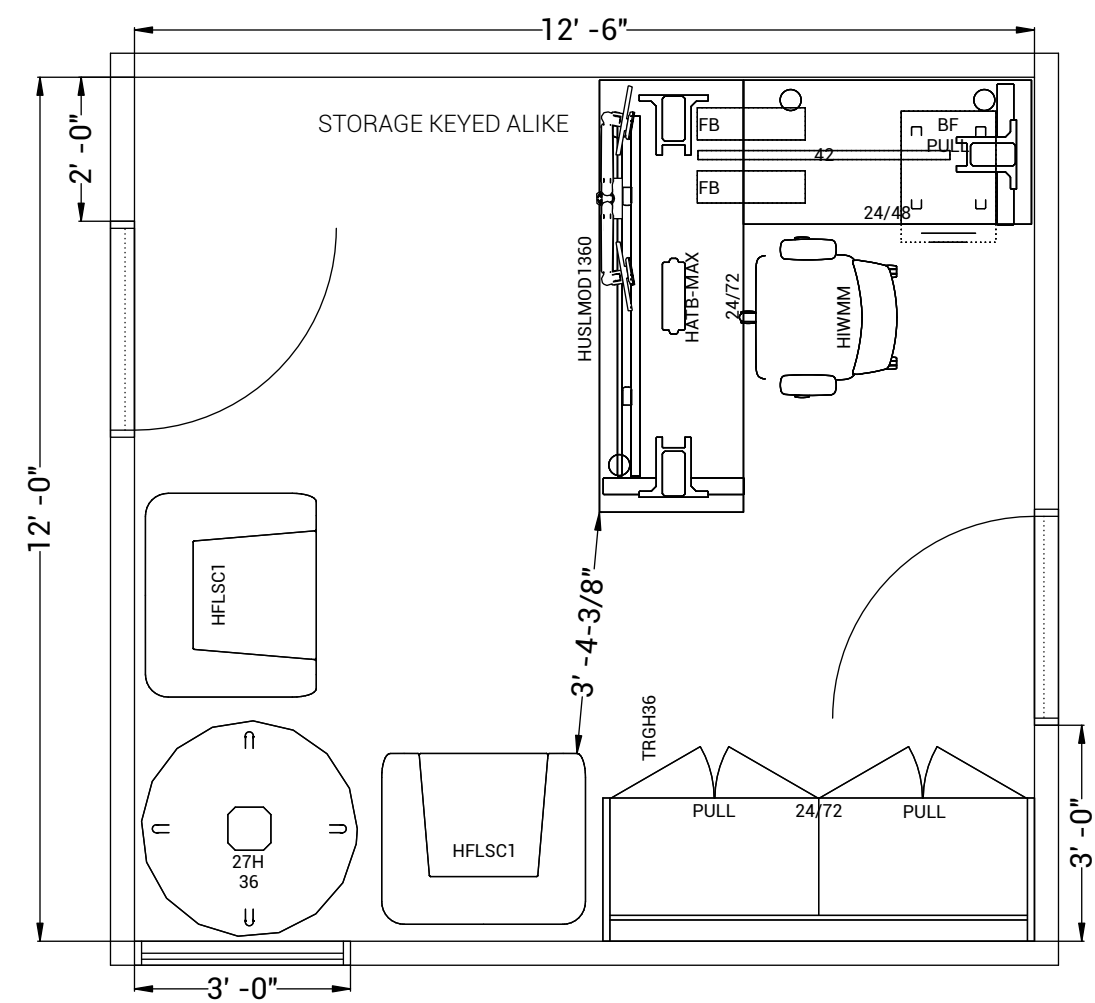
Applicable Sales Tax is additional.
EBI Terms and Conditions apply.

Authorized Customer Signature: _____

Printed Name / Title: _____

Date: _____

DIRECTOR'S OFFICE



FLOORPLAN: DIRECTOR'S OFFICE
SCALE: 3/8" = 1'-0"



RENDERING: DIRECTOR'S OFFICE
SCALE: NTS

SHEET	1	OF	2
sales	STEVE M.	designer	KARA F.
project #	193-180		
sheet title	FURNITURE PLAN		
date	04/04/2025	revision	04/15/2025
	04/30/2025		05/19/2025

CITY OF FORT ATKINSON
PARKS & RECREATION
DEPARTMENT
30 N WATER STREET
FORT ATKINSON, WI 53538

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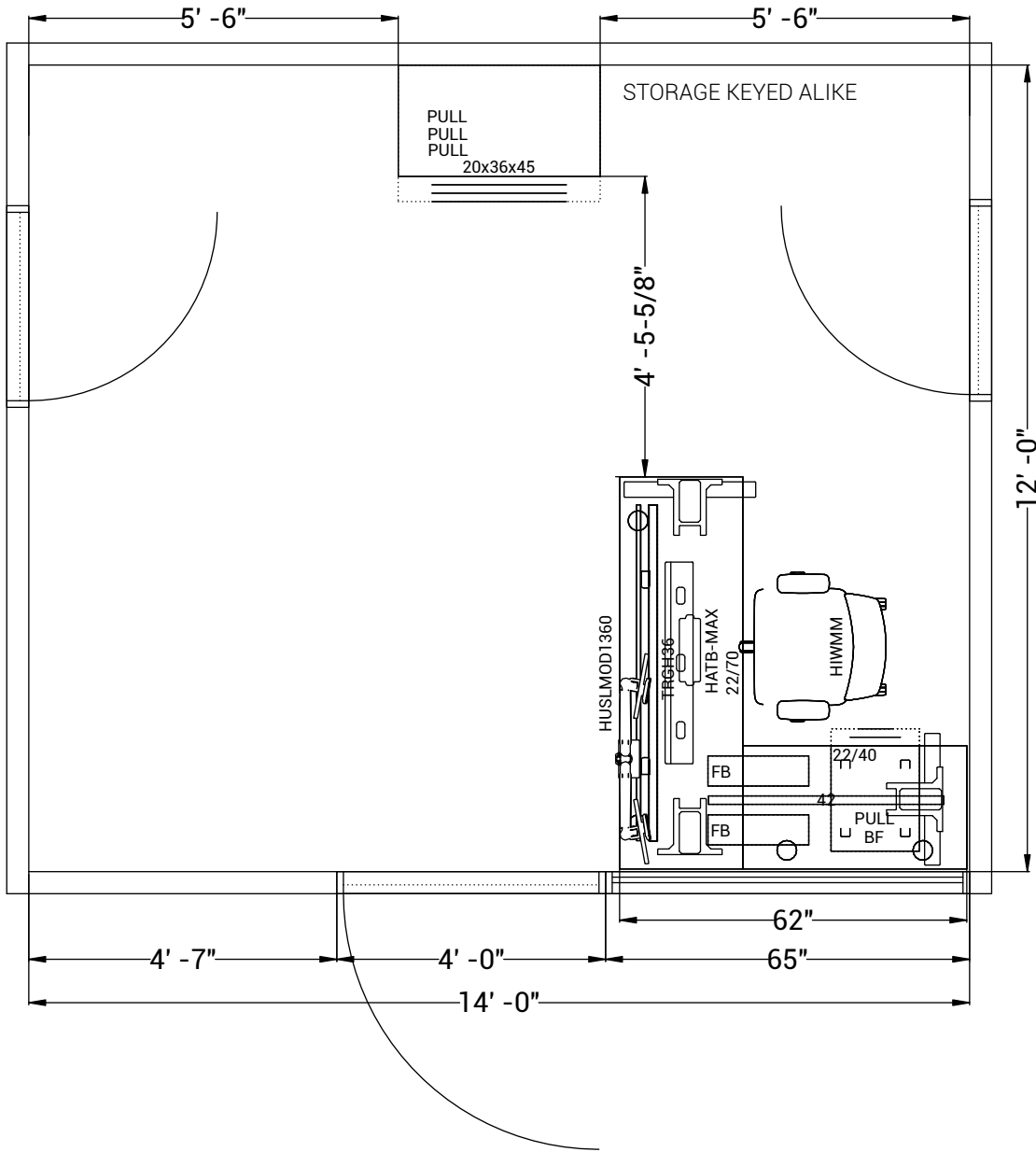
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WRITTEN DIMENSIONS SUPERSEDE SCALE IN ALL CASES. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AT THE JOB SITE AND NOTIFY EBI OF ANY DISCREPANCIES PRIOR TO STARTING WORK.

RECEPTION OFFICE



FLOORPLAN: RECEPTION OFFICE
SCALE: 3/8" = 1'-0"



RENDERING: RECEPTION OFFICE
SCALE: NTS

SHEET	OF
2	2
sales	designer
STEVE M.	KARA F.
project #	
193-180	
sheet title	
FURNITURE PLAN	
date	revision
04/04/2025	04/15/2025
04/30/2025	05/19/2025

CITY OF FORT ATKINSON
PARKS & RECREATION
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30 N WATER STREET
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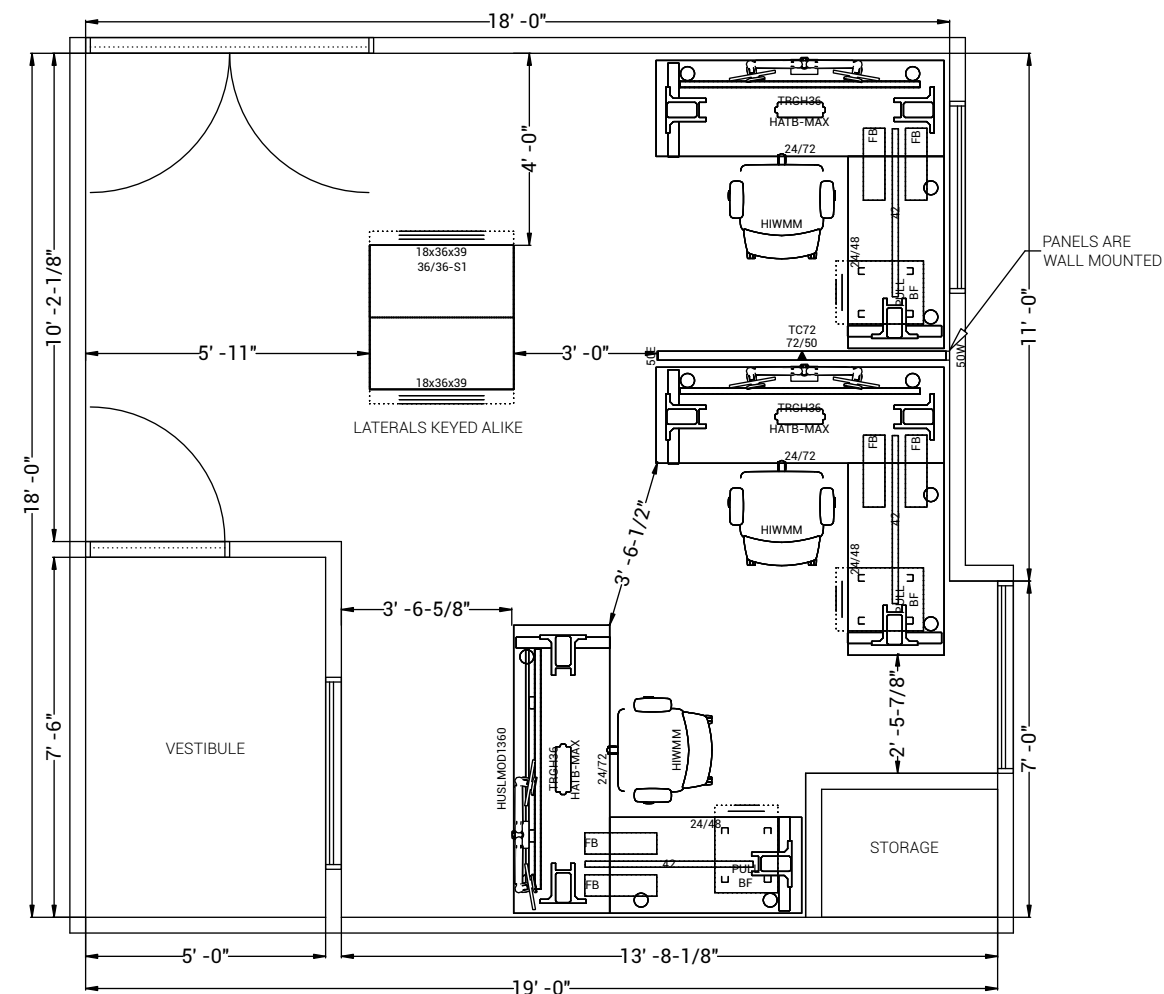
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CITY MANAGERS OFFICE



FLOORPLAN: CITY MANAGERS OFFICE
SCALE: 1/4" = 1'-0"



RENDERING: CITY MANAGERS OFFICE
SCALE: NTS

SHEET	1	OF	1
sales	STEVE M.	designer	KARA F.
project #	193-180		
sheet title	FURNITURE PLAN		
date	04/04/2025	revision	04/15/2025
	04/30/2025		05/19/2025

CITY OF FORT ATKINSON
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WRITTEN DIMENSIONS SUPERSEDE SCALE IN ALL CASES. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AT THE JOB SITE AND NOTIFY EBI OF ANY DISCREPANCIES PRIOR TO STARTING WORK.

132958: City of Fort Atkinson - Park and Rec Furniture

6/13/2025

BSI Account Representative:

Whitney Tenor

wtenor@buildingservice.com

9544950953



Building Service, Inc.
Waukesha | Madison | Appleton
www.buildingservice.com
262.955.6400

Line #

TAG: Park & Rec Director

						<u>EACH</u>	<u>TOTAL</u>
<u>1</u>	3162.TBT8C.TXL24724 8	Switchback - 3 Leg - 72" x 48" Extended Left Corner - Base	QTY	1		\$964.50	\$964.50
	Base Hardware for Return Option	TN2424	Base Hardware for 24" Deep x 24" Wide Rectangular Return				
	Base Finish Selection	BF03	Black				
						<u>EACH</u>	<u>TOTAL</u>
<u>2</u>	3161.TBT8C.TXL24724 8	Switchback - 3 Leg - 72" x 48" Extended Left Corner - Top	QTY	1		\$390.50	\$390.50
	Laminate Grade Selection	GR1	Grade 1 Laminate				
	Laminate Finishes	TL18	Ankara Cherry				
	Grommet Option	GP00	*** No Grommets ***				
						<u>EACH</u>	<u>TOTAL</u>
<u>3</u>	3164.TBT8C.TXL24724 8	Switchback - 3 Leg - 72" x 48" Extended Left Corner - Return Top	QTY	1		\$72.00	\$72.00
	Return Option	TN2424	Switchback - 3 Leg - 24" Deep x 24" Wide Rectangular Return				
	Laminate Grade Selection	GR1	Grade 1 Laminate				
	Laminate Finishes	TL18	Ankara Cherry				
	Grommet Option	GPR00	*** No Grommets ***				
						<u>EACH</u>	<u>TOTAL</u>
<u>4</u>	3210.MAT36.MAA00	Mobio, HD, Dual Desk Mount (Dual USB-A Passthrough), No Accessories	QTY	1		\$530.00	\$530.00
	Arm Finish	MAC01	Silver				
						<u>EACH</u>	<u>TOTAL</u>
<u>5</u>	3093.MT8DT501.DS107 2	Modesty Screen, Hinged Mount (MT8), Laminate, 10"H x 72"W	QTY	1		\$180.50	\$180.50
	Laminate Grade Selection	GR1	Grade 1 Laminate				
	Laminate Finishes	MPC18	Ankara Cherry				
						<u>EACH</u>	<u>TOTAL</u>
<u>6</u>	3271.TBT4.TR3636	Parallon Tabletop, X-Base, 36" Round	QTY	1		\$191.50	\$191.50
	Laminate Grade Selection	GR1	Grade 1 Laminate				
	Grade 1 Laminate Finishes	TL18	Ankara Cherry				

Line

Edge Profile			TE5	Flat Edge				<u>EACH</u>	<u>TOTAL</u>
7	3272.TBT4.TR3636TH2	9	Parallon Base, X-Base, For 36" Round Tabletop, 29" Height		QTY	1		\$178.00	\$178.00
	Base Finish Selection		BF03	Black					
	Foot Style Option		LS18	Fixed / Glides					
8	974.US		Inflex, Upholstered Seat, Side Chair, Casters, Armless		QTY	2		<u>EACH</u> \$231.00	<u>TOTAL</u> \$462.00
	3 Fire Std Option for Fabric Selection		~	No Selection					
	Fabric Grade Selection		FG1	Fabric Grade 1					
	Fabric Grade 1 Selections		DASH	Dash Color Selection					
	Dash Color Selection		FOSSIL	Dash Fossil					
	Shell Color Selection		SC1	Black					
	Frame Color Selection		FC1	Black					
	Caster Options		C13	Standard Carpet Casters					
	Packaging Options		AC	Fully Assembled in a Carton					
9	1203.BK1.MB.FE3.AR6		Hexy, Midback, Task Chair, Mesh Back, Standard Synchro w/Seat Depth Adj, Height/Width Adjustable Arms (4-way)		QTY	1		<u>EACH</u> \$348.00	<u>TOTAL</u> \$348.00
	Cylinder Height Option		CH1	Standard Cylinder					
	Frame Color Selection		FC1	Black Frame					
	Base Selection		BT1	5 Star Nylon Base					
	Base Color Selection		BC1	Black Base					
	Caster Selecton		CS5	Carpet Casters					
	Hexy Mesh Back Colors		MC21	Nickel Mesh					
	y Upholstered Seat Material Selection		US	Upholstered Seat					
	Fabric Grade Selections		FG1	Fabric Grade 1					
	Fabric Grade 1 Selections		SUGAR	Sugar Color Selection					
	Sugar Color Selection		LICORICE	Sugar Licorice					
	Packaging Options		KD	Knocked Down					
10	EL-1503		LowProfile Mobile, B/F, 21 1/8Hx21-7/8Dx15-1/4W		QTY	1		<u>EACH</u> \$320.76	<u>TOTAL</u> \$320.76
	lections by Manufacture (Paint Color)		0044	SC-Black					
	Adds Accessories To B/F Ped		A	(1)6"Dvdr(1)12"Dvdr(1)Pcl Tray					
	Pedestal B/F Front/Lock Options		TBD	Standard GO Front					
	tal Standard Locks - Option Available		UM	UM Standard Series Lock - Flat Black					
								<u>EACH</u>	<u>TOTAL</u>

[illegible]

Line

17	3093.MT8DT501.DS107	Modesty Screen, Hinged Mount (MT8),	QTY	1	\$180.50	\$180.50
	2	Laminate, 10"H x 72"W				
	Laminate Grade Selection	GR1 Grade 1 Laminate				
	Laminate Finishes	MPC18 Ankara Cherry				
					<u>EACH</u>	<u>TOTAL</u>
18	1203.BK1.MB.FE3.AR6	Hexy, Midback, Task Chair, Mesh Back,	QTY	1	\$348.00	\$348.00
		Standard Synchro w/Seat Depth Adj,				
		Height/Width Adjustable Arms (4-way)				
	Cylinder Height Option	CH1 Standard Cylinder				
	Frame Color Selection	FC1 Black Frame				
	Base Selection	BT1 5 Star Nylon Base				
	Base Color Selection	BC1 Black Base				
	Caster Selecton	CS5 Carpet Casters				
	Hexy Mesh Back Colors	MC21 Nickel Mesh				
	y Upholstered Seat Material Selection	US Upholstered Seat				
	Fabric Grade Selections	FG1 Fabric Grade 1				
	Fabric Grade 1 Selections	SUGAR Sugar Color Selection				
	Sugar Color Selection	LICORICE Sugar Licorice				
	Packaging Options	KD Knocked Down				
					<u>EACH</u>	<u>TOTAL</u>
19	EL-1503	LowProfile Mobile, B/F, 21	QTY	1	\$320.76	\$320.76
		1/8Hx21-7/8Dx15-1/4W				
	lections by Manufacture (Paint Color)	0044 SC-Black				
	Adds Accessories To B/F Ped	A (1)6"Dvdr(1)12"Dvdr(1)Pcl Tray				
	Pedestal B/F Front/Lock Options	TBD Standard GO Front				
	tal Standard Locks - Option Available	UM UM Standard Series Lock - Flat Black				
					<u>EACH</u>	<u>TOTAL</u>
20	3000.TZ2036	Tabletop, Rectangle 18.25"D x 36"W	QTY	1	\$119.50	\$119.50
		GR1 Grade 1 Laminate				
		TL18 Ankara Cherry				
		SPECIAL 18.25"D x 36"W				
					<u>EACH</u>	<u>TOTAL</u>
21	RG-C702	Trace Lat File,3 Drw,36Wx18-1/4Dx39-7/8H	QTY	1	\$877.64	\$877.64
	lections by Manufacture (Paint Color)	0044 SC-Black				
	terweight Factory Installed Selection	W 3-Dwr c-wt. Factory Installed				
	36" Laterals/DD Laminate Top Option	~ No Selection Upgrade				
	36" Trace 3-Drw Front/Lock Options	TBD Standard GO Front / Pull				
	ns W/Security Option Available (36")	UM UM Standard Series Lock - Flat Black				

Line #

					Subtotal:	\$3,721.90
X						

						<u>EACH</u>	<u>TOTAL</u>
22	INSTALLATION	Installation Services	QTY	1		\$0.00	\$0.00

~ SOI TVR# 914440 Omnia

Subtotal:	\$0.00
Grand Total:	\$9,048.76

132958: City of Fort Atkinson - City Manager Office Furniture

6/13/2025

BSI Account Representative:

Whitney Tenor

wtenor@buildingservice.com

9544950953



Building Service, Inc.
Waukesha | Madison | Appleton
www.buildingservice.com
262.955.6400

Line #

TAG: City Manager

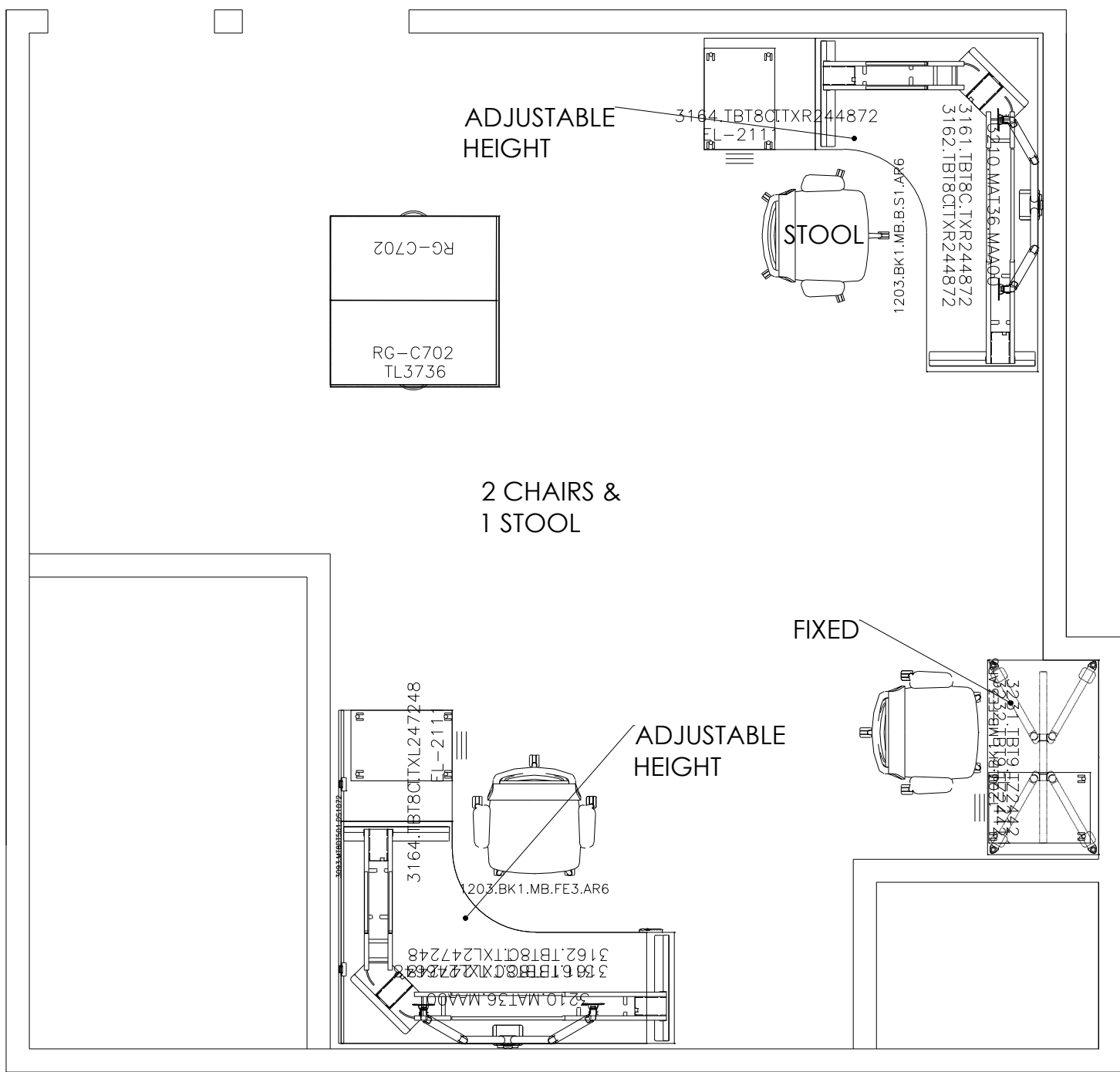
						<u>EACH</u>	<u>TOTAL</u>
<u>1</u>	1203.BK1.MB.FE3.AR6	Hexy, Midback, Task Chair, Mesh Back, Standard Synchro w/Seat Depth Adj, Height/Width Adjustable Arms (4-way)	QTY	2		\$348.00	\$696.00
	Cylinder Height Option	CH1	Standard Cylinder				
	Frame Color Selection	FC1	Black Frame				
	Base Selection	BT1	5 Star Nylon Base				
	Base Color Selection	BC1	Black Base				
	Caster Selecton	CS5	Carpet Casters				
	Hexy Mesh Back Colors	MC21	Nickel Mesh				
	y Upholstered Seat Material Selection	US	Upholstered Seat				
	Fabric Grade Selections	FG1	Fabric Grade 1				
	Fabric Grade 1 Selections	SUGAR	Sugar Color Selection				
	Sugar Color Selection	LICORICE	Sugar Licorice				
	Packaging Options	KD	Knocked Down				
<u>2</u>	1203.BK1.MB.B.S1.AR6	Hexy, Midback, Standard Stool Kit, Mesh Back, Basic Mech, Multi-Adjustable Arms	QTY	1		\$399.50	\$399.50
	Frame Color Selection	FC12	White Frame				
	Base Selection	BT1	5 Star Nylon Base				
	Base Color Selection	BC3	White Base				
	Caster Selecton	CS5	Carpet Casters				
	Hexy Mesh Back Colors	MC23	Fog Mesh				
	y Upholstered Seat Material Selection	US	Upholstered Seat				
	Fabric Grade Selections	FG2	Fabric Grade 2				
	Fabric Grade 2 Selection	POP	Pop Standard Color Selection				
	Pop Color Selection	FIRE	Pop Fire				
	Packaging Options	KD	Knocked Down				
<u>3</u>	3161.TBT8C.TXR24487	Switchback - 3 Leg - 48" x 72" Extended Right	QTY	1		\$390.50	\$390.50
	2	Corner - Top					
	Laminate Grade Selection	GR1	Grade 1 Laminate				

Line

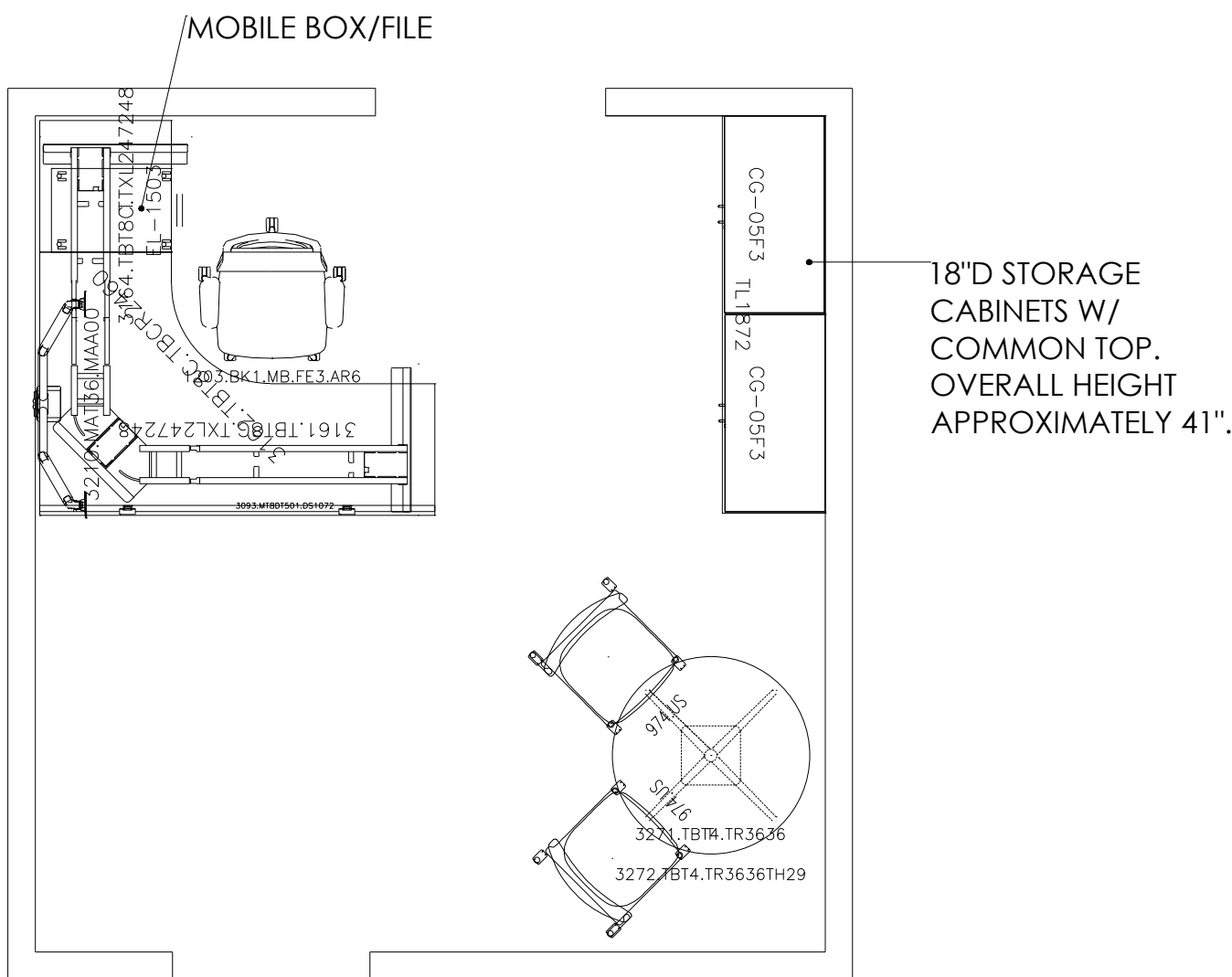
	Laminate Finishes	TL21	Cabinet Maple						
	Grommet Option	GP00	*** No Grommets ***						
							<u>EACH</u>	<u>TOTAL</u>	
4	3162.TBT8C.TXR24487	Switchback - 3 Leg - 48" x 72" Extended Right	QTY 1				\$964.50	\$964.50	
	2	Corner - Base							
	Base Hardware for Return Option	TN2424	Base Hardware for 24" Deep x 24" Wide Rectangular Return						
	Base Finish Selection	BF01	Silver						
							<u>EACH</u>	<u>TOTAL</u>	
5	3164.TBT8C.TXR24487	Switchback - 3 Leg - 48" x 72" Extended Right	QTY 1				\$72.00	\$72.00	
	2	Corner - Return Top							
	Return Option	TN2424	Switchback - 3 Leg - 24" Deep x 24" Wide Rectangular Return						
	Laminate Grade Selection	GR1	Grade 1 Laminate						
	Laminate Finishes	TL21	Cabinet Maple						
	Grommet Option	GPR00	No Grommets						
							<u>EACH</u>	<u>TOTAL</u>	
6	3161.TBT8C.TXL24724	Switchback - 3 Leg - 72" x 48" Extended Left	QTY 1				\$390.50	\$390.50	
	8	Corner - Top							
	Laminate Grade Selection	GR1	Grade 1 Laminate						
	Laminate Finishes	TL21	Cabinet Maple						
	Grommet Option	GP00	*** No Grommets ***						
							<u>EACH</u>	<u>TOTAL</u>	
7	3162.TBT8C.TXL24724	Switchback - 3 Leg - 72" x 48" Extended Left	QTY 1				\$964.50	\$964.50	
	8	Corner - Base							
	Base Hardware for Return Option	TN2424	Base Hardware for 24" Deep x 24" Wide Rectangular Return						
	Base Finish Selection	BF01	Silver						
							<u>EACH</u>	<u>TOTAL</u>	
8	3164.TBT8C.TXL24724	Switchback - 3 Leg - 72" x 48" Extended Left	QTY 1				\$72.00	\$72.00	
	8	Corner - Return Top							
	Return Option	TN2424	Switchback - 3 Leg - 24" Deep x 24" Wide Rectangular Return						
	Laminate Grade Selection	GR1	Grade 1 Laminate						
	Laminate Finishes	TL21	Cabinet Maple						
	Grommet Option	GPR00	*** No Grommets ***						
							<u>EACH</u>	<u>TOTAL</u>	
9	3093.MT8DT501.DS107	Modesty Screen, Hinged Mount (MT8),	QTY 1				\$180.50	\$180.50	
	2	Laminate, 10"H x 72"W							
	Laminate Grade Selection	GR1	Grade 1 Laminate						
	Laminate Finishes	MPC21	Cabinet Maple						
							<u>EACH</u>	<u>TOTAL</u>	

Line

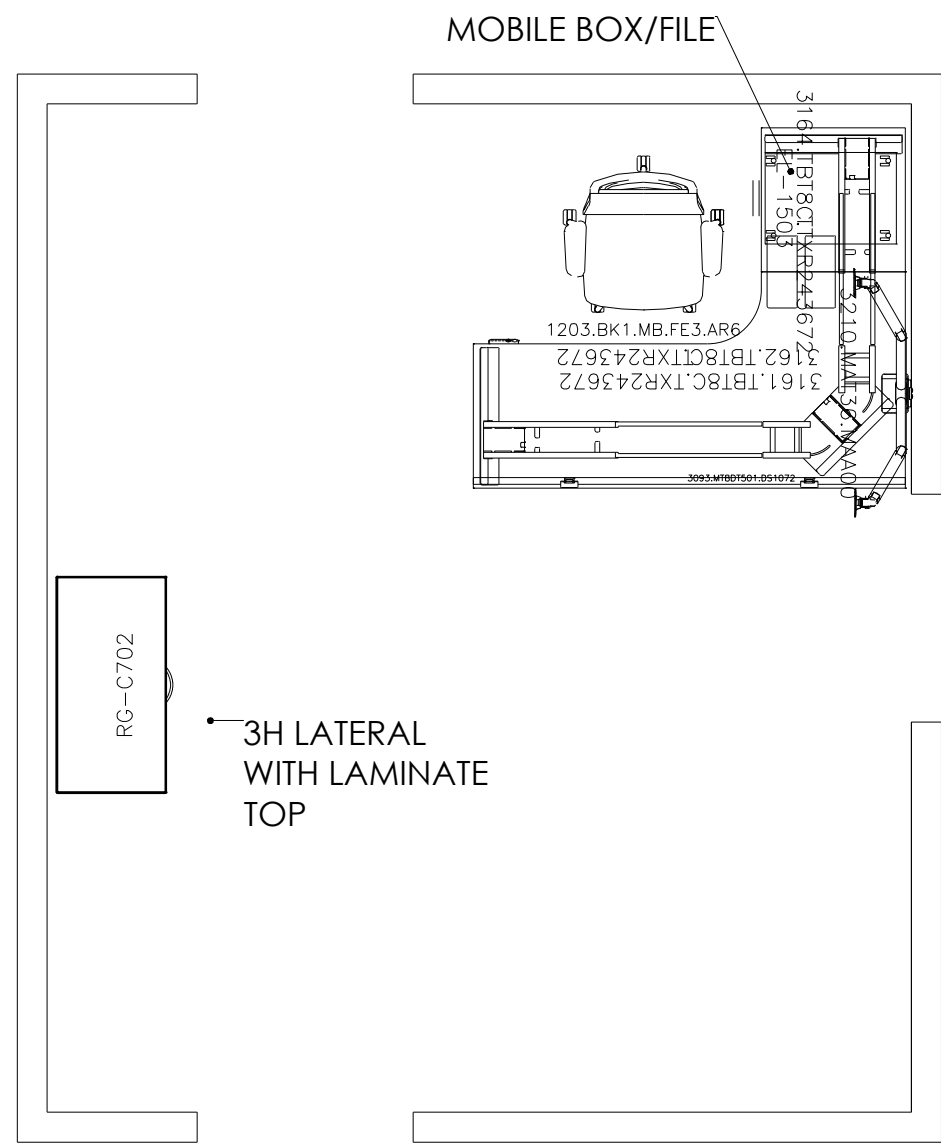
10	3210.MAT36.MAA00	Mobio, HD, Dual Desk Mount (Dual USB-A Passthrough), No Accessories	QTY	2	\$530.00	\$1,060.00
	Arm Finish	MAC01 Silver				
					<u>EACH</u>	<u>TOTAL</u>
11	3231.TBT9.TZ2442	Tensor Tabletop, 24"D x 42"W Rectangle	QTY	1	\$114.50	\$114.50
	Laminate Grade Selection	GR1 Grade 1 Laminate				
	Laminate Finishes	TL21 Cabinet Maple				
	Grommet Option	GP00 *** No Grommets ***				
					<u>EACH</u>	<u>TOTAL</u>
12	3232.TBT9.TZ2442	Tensor Base, For 24"D x 42"W Rectangle Tabletop	QTY	1	\$266.50	\$266.50
	Base Finish Selection	BF01 Silver				
	Table Height Option	TH00 Standard Height (29")				
					<u>EACH</u>	<u>TOTAL</u>
13	EL-2111	Mobile, B/B/F, 26-7/8Hx21-7/8Dx15-1/4W	QTY	3	\$375.44	\$1,126.32
	lections by Manufacture (Paint Color)	... Skipped Option				
	Adds Accessories To B/B/F Ped	A (2)6"Dvdr(1)12"Dvdr(1)Pcl Tray				
	Pedestal B/B/F Front/Lock Options	... Skipped Option				
					<u>EACH</u>	<u>TOTAL</u>
14	RG-C702	Trace Lat File,3 Drw,36Wx18-1/4Dx39-7/8H	QTY	2	\$877.64	\$1,755.28
	lections by Manufacture (Paint Color)	... Skipped Option				
	terweight Factory Installed Selection	W 3-Dwr c-wt. Factory Installed				
	36" Laterals/DD Laminate Top Option	~ No Selection Upgrade				
	36" Trace 3-Drw Front/Lock Options	TBD Standard GO Front / Pull				
	ns W/Security Option Available (36")	... Skipped Option				
					<u>EACH</u>	<u>TOTAL</u>
15	3000.TS4242	Tabletop, 36.25" x 36.25" Square	QTY	1	\$237.50	\$237.50
		GR1 Grade 1 Laminate				
		TL21 Cabinet Maple				
		SPECIAL 36.25" x 36.25" Square				
					Subtotal:	\$8,690.10
					Grand Total:	\$8,690.10



CITY MANAGER - FRONT RECEPTION



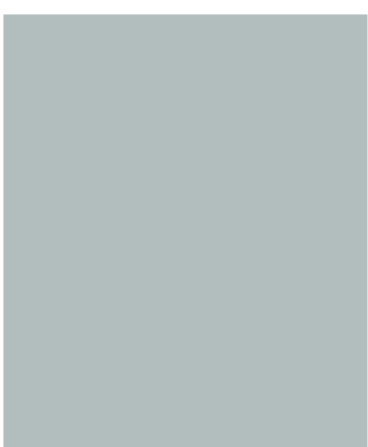
PARK & REC DIRECTOR'S OFFICE



PARK & REC RECEPTION



Cabinet Maple
Laminate



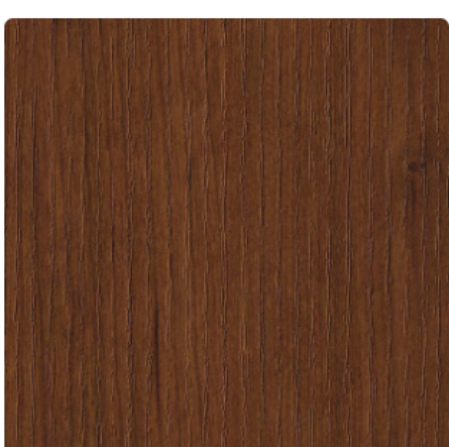
Silver Finish



Hexy Midback Task Chair
Black Frame & Base
Carpet Casters
Nickel Mesh
Sugar Licorice Seat (Black)



Hexy Midback Stool
White Frame & Base
Carpet Casters
Fog Mesh
Pop Fire Seat (Red)



Ankara Cherry
Laminate



Black Finish



Hexy Midback Task Chair
Black Frame & Base
Carpet Casters
Nickel Mesh
Sugar Licorice Seat (Black)

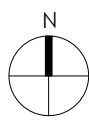


Inflex 4 Leg Side Chair
Black Frame & Base
Carpet Casters
Dash Fossil Seat (Gray)



A. Full Pull

All files will have a full pull.
Note that the renderings don't
accurately show pull style.



ISSUED FOR:

☒ PRELIMINARY DESIGN

☐ OWNER REVIEW

☐ BID ONLY

☐ BUILDING PERMIT

☐ ISSUED FOR CONSTRUCTION

☐ FURNITURE INSTALLATION

INSTALL DATE:

REVISION	DATE	DESCRIPTION
1	00/00/00	DESCRIPTION

OWNER'S APPROVAL

DATE

PRINT NAME

SIGNATURE

PROGRESS DOCUMENTS

These are not final construction documents.
They are subject to change & should not
be used for construction related purposes.

PROJECT

CITY OF FORT ATKINSON
600 TALCOTT AVE
FORT ATKINSON, WI 53538

SHEET TITLE

CITY MANAGER &
PARKS & REC
OFFICE FURNITURE

DRAWN BY

JLG

PROJECT NUMBER

132958

DATE

06/13/25

SHEET NUMBER

F1.01

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