



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, JULY 1, 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 17, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - b. Review and possible action relating to the **minutes of the June 19, 2025 Board of**

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

- c. Review and possible action relating to the **minutes of the June 24, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

- a. Review and possible action relating to proclamation recognizing **July as Parks and Recreation Month** in the City of Fort Atkinson (Houseman, City Manager)
- b. Presentation relating to the City of Fort Atkinson's Lead Service Line Replacement Program (Navin, Director of Public Works)

7. Resolutions and Ordinances

- a. Second 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)
- b. Second and possible third/final 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), Single Family Residential (SR-5), and Conservancy (CON) (Draeger, Director of Neighborhood and Building Services)
- c. Second and possible third/final 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, Director of Neighborhood and Building Services)

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 Amendment No. 1 to the contract between the City of Fort Atkinson and MSA for the South Main Street Bike/Ped Path and Road Rehabilitation project (Navin, Director of Public Works)

11. Miscellaneous

12. Claims, Appropriations and Contract Payments

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

Director)

13. Adjournment

Date Posted: June 26, 2025

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

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



**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JUNE 17, 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, City Attorney, City Clerk/Treasurer/Finance Director, Building Inspector/Zoning Administrator, Director of Public Works, Public Works Superintendent, Fire Chief, Wastewater Superintendent, Park & Recreation Director.

3. Public Hearings

None.

4. Public Comment

Robert Bell, N1729 S. Main Street - supported the Pledge of Allegiance on the City Council Agenda.

Judy Lyons, 413 S. 5th Street - supported the Pledge of Allegiance on the City Council Agenda.

Masie Allie, 407 Council Street - supported the Pledge of Allegiance on the City Council Agenda.

John Hausz, 104 Jefferson Street - stated June is invasive species month.

Adam Thompson, 365 Ramesh Avenue - supports the Pledge of Allegiance as a Veteran. However, he does not support it appearing on the City Council Agenda.

Jerry Tanguay, 324 Rogers Street - supported the Pledge of Allegiance on the City Council Agenda.

Laurie Wohlgemuth, 307 E. Milwaukee Avenue - supported the Pledge of Allegiance on the City Council Agenda.

Ron Martin, 409 Nadig Drive - supported the Pledge of Allegiance on the City Council Agenda.

5. Consent Agenda

Schultz moved, seconded by Huckabee to approve the Consent Agenda as presented items 5.a. through 5.n. Motion carried.

- 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)*
No action was taken.
- b. *Public Works and Parks Operations Facility - Final Project Update (Williamson, Public Works Superintendent)*
No action was taken.

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)*

Wastewater Superintendent Sweeney reviewed 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%.

Lescohier moved, seconded by Johnson to adopt the Resolution approving the 2024 Compliance Maintenance Annual Report for the City of Fort Atkinson Wastewater Utility and authorize staff to submit to the Wisconsin DNR as required by Ch. NR208, Wisconsin Administrative Code. Motion carried unanimously.

- 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)*

Manager Houseman discussed 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. Council members shared sentiment and discussion on their viewpoints.

Huckabee moved, seconded by Johnson to direct the City Manager to prepare the ordinance for a second and possible third/final reading at the meeting on July 1, 2025. Motion carried, Lescohier and Schultz opposed. .

- 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)*

Inspector Draeger stated 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. 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.

Huckabee moved, seconded by Johnson to direct the City Manager to prepare the ordinance for a second and possible third/final reading at the meeting on July 1, 2025. Motion carried unanimously.

- 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)*

Inspector Draeger reviewed 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.

Lecsohier moved, seconded by Johnson to direct the City Manager to prepare the ordinance for a second and possible third/final reading at the meeting on July 1, 2025. Motion carried unanimously.

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

None.

10. New Business

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

Inspector Draeger reviewed the Plan Commission 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.

Huckabee moved, seconded by Schultz to approve the Ridge View Estates Preliminary Plat as submitted. Motion carried unanimously.

- 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)*

Clerk/Treasurer Ebbert stated independent financial audits performed by a certified public accountant is crucial for local government as they provide objective assessments of the management of public funds. Staffs intention for providing an RFP aids in selection for fair presentation in conformity with generally accepted accounting principles. Firms that submit quotes will be evaluated by Staff focusing on the scope of the audit, goals and timelines. Baker Tilly has served the City for the past 15 years providing audits of the general fund, utility funds and assisting in preparation of the State Municipal Financial Report and the Public Service Commission annual report of the Water Utility. Requesting proposals for auditing services does not have a financial impact in the City. It is anticipated 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.

Lescohier moved, seconded by Schultz to authorize staff to publish the request for proposals for financial auditing services for the City of Fort Atkinson for the fiscal years ending 2025, 2026 and 2027. Motion carried unanimously.

- c. *Review and possible action relating to the **purchase and installation of Streetlights for the Ridge View Estates Subdivision - Northern Phase** (Houseman, City Manager)*

Manager Houseman noted that 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. 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. 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.

Schultz moved, seconded by Johnson to approve the payment of \$27,020.83 to WE Energies for the streetlights in the northern phase of the Ridge View Estates Subdivision using TID #9 funds. Motion carried unanimously.

- d. *Review and possible action relating to the **purchase and installation of Streetlights in the Ridge View Estates Subdivision - Hawthorne Drive** (Houseman, City Manager)*

Manager Houseman noted the second request is for 5 streetlights to be located along Hawthorne Drive. 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.

Huckabee moved, seconded by Johnson to approve the payment of \$18,444.16 to WE Energies for the streetlights along Hawthorn Drive in the Ridge View Estates Subdivision using TID #9 funds. Motion carried unanimously.

- 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)*

Clerk/Treasurer Ebbert stated the licensing period is annually from July 1st through June 30th with the renewal process beginning in March. Staff is flexible on deadlines to allow for inspection by the Police Department and confirmation of licensing data. Businesses for renewal on this agenda will not face any delays of operations.

Lescohier moved, seconded by Hucakbee to approve the licenses outlined in the staff report, contingent upon all monies owed to the City are paid prior to issuance. Motion

carried unanimously.

- 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)*

Director Dayton discussed that 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.

Lescohier moved, seconded by Schultz to authorize staff to accept proposals from BSI for the purchase of office furniture for the staff area outside the City Manager's office area and the Parks and Recreation office at a cost not to exceed \$17,738.86. Motion carried unanimously.

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)*

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

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)*

Huckabee moved, seconded by Johnson 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]. Motion carried unanimously.

13. Adjournment

Schultz moved, seconded by Johnson to adjourn. Meeting adjourned at 9:23 pm.

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



**BOARD OF REVIEW MEETING
IN PERSON AND VIA ZOOM
THURSDAY, JUNE 19, 2025 – 10:00 AM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

President Jaeckel called the 2025 Board of Review to order at 10:00 am.

2. Roll call

Present: Council Reps. Huckabee, Johnson, Lescohier, President Jaeckel, Manager Houseman and Clerk/Treasurer Ebbert. Also present: City Attorney and Assessor Wiersma.

3. Election of Chairperson

Ebbert nominated President Jaeckel to serve as Chairperson, seconded by Lescohier and motion carried.

4. Election of Vice-Chairperson

Huckabee nominated Lescohier to serve as Vice-Chairperson, Houseman seconded. Motion carried.

5. Review of members of the Board that have met the mandatory training requirements specified in Sec. 70.46(4), Wisconsin Statute.

Ebbert confirmed the mandatory training was attended with a review of material prior to Board of Review. No action was taken.

6. Review of 2025 Assessment Roll and comments by the Assessor

Justin Wiersma of Associated Appraisal provided the update and maintenance performed for 2025. No major law changes this year.

7. Review and possible action to certify all corrections of error under state law (Wis. State 70.43).

No corrections or errors to be discussed.

8. Review and possible action on verifying with the assessor that open book changes are included in the assessment roll.

Wiersma noted changes were recorded and noted in the roll.

9. Hear of testimony of property owners for scheduled appointments as determine final values.

There were no appointments scheduled.

10. During the first two hours, consideration of:

- a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause,*
- b. Requests for waiver of the BOR Hearing allowing the property owner an appeal directly to the Circuit Court,*
- c. Requests to testify by telephone or submit a sworn written statement,*
- d. Subpoena requests; and*
- e. Act on any other legally allowed or required BOR matters.*

11. Adjourn 2025 Board of Review

Ebbert moved, seconded by Huckabee to adjourn. Meeting adjourned at 12:00 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JUNE 24, 2025 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Council Representative Schultz, Commissioners Ciccarelli, Kessenich, DPW Navin, Manager Houseman. Also present: Building Inspector, City Attorney and City Clerk/Treasurer/Finance Director.

Absent: Commissioners Hough and Shull

3. New Business

a. Review and possible action relating to the *minutes of the June 10, 2025 Plan Commission meeting* (Ebbert, Clerk/Treasurer/Finance Director)

Ciccarelli would like more detail added to minutes. Asked about signage on facade, connections to Mielke drive, walkway and preliminary plan.

No action was taken.

b. Review and possible action relating to the *Site Plan Review for a parking lot at Crown of Life Christian Academy located at 535 Berea Drive (SPR-2025-11)* (Draeger, Building Inspector/Zoning Administrator)

Inspector Draeger presented the request for Crown of Life Christian Academy who owns a 36-acre parcel that currently includes a school, outdoor recreational space, surface parking, and is severely constrained by wetlands to the east, west, and north. The site is located directly east of the Highway 26 Bypass and is surrounded by residential development. The existing surface parking lot includes 65 spaces located south of the school building. The applicant is proposing to increase the total number of parking spaces on the site to 127. This would be accomplished by expanding the existing parking lot to the south and adding another overflow parking lot to the east of the access drive. Landscaping, lighting, stormwater management, and a possible playground are also proposed and associated with the parking expansion project. No other site changes are proposed at this time.

Draeger stated the Plan Commission's discussion and determination on the proposed playground.

Either: 1. Waive the accessory structure setback for the playground because of the unconventional lot configuration due to the on-site wetland areas and because the playground will not be visible from the street. The playground is proposed to be a minimum of 10 feet from the southern property line, meeting the required principal structure front yard setback.

Or 2. Do not permit the playground because it does not meet the accessory structure setbacks, is located too close to the existing residential properties to the south, and creates a potential safety issue where children would be required to cross the access drive and walk a considerable distance to access the playground area. Alternate areas on the site appear to be available and would be more appropriate.

City staff recommend approval of the Site Plan, subject to the following conditions:

- Waive the requirement for a parking study, as determined by City staff.
- Waive the requirements for curbing along the western and southern edge of the expanded paved area associated with the western parking lot expansion because the proposed approach matches the existing configuration.
- Require the applicant to place the proposed playground in a location that complies with the city's zoning ordinance.
- Require the applicant to submit an updated erosion control plan and submit to city staff for approval
- Require the applicant to submit Universal Soil Loss Equations to city staff for approval
- Any other recommendations from City staff and the Plan Commission

Houseman asked if there is an existing playground. Inspector Draeger indicated there is. Ciccarelli suggested another location for the playground, pointed out crosswalks and pedestrian paths. Draeger stated there is an area reserved for a retention pond. The playground would still be in the front yard of the school. Manager Houseman described paths via GIS.

Kessenich asked if the area would be fenced. Draeger stated nothing was presented regarding a fence.

Houseman inquired on the erosion control requirements. Draeger noted the gravel tracking pad is to avoid tracking dirt and debris onto the city streets.

Ciccarelli inquired on the light patterns. Draeger stated specific requirements were met according to the code.

Schultz moved, seconded by Kessenich to approve the Site Plan Review for a parking lot expansion at Crown of Life Christian Academy located at 535 Berea Drive subject to the conditions outlined in the Staff report as follows:

- Waive the requirement for a parking study, as determined by City staff.
 - Waive the requirements for curbing along the western and southern edge of the expanded paved area associated with the western parking lot expansion because the proposed approach matches the existing configuration.
 - Require the applicant to place the proposed playground in a location that complies with the city's zoning ordinance.
 - Require the applicant to submit an updated erosion control plan and submit to city staff for approval
 - Require the applicant to submit Universal Soil Loss Equations to city staff for approval.
- Motion carried.

- c. *Presentation relating to a **Site Plan Review for signage** at the Fort Atkinson School District schools and administration building (Draeger, Building Inspector/Zoning Administrator)*
- Inspector Draeger presented the submission from the Fort Atkinson School District, who is proposing several new signs across various locations within the community. For efficiency, all the signs are reviewed and grouped within this staff report. However, each location that requires action by the Plan Commission will be separately acted upon. To note, all signs are proposed to be non-illuminated, constructed of aluminum, and match one another. The proposed new signage meets the requirements of the City's ordinances. The City's Management Team has reviewed the application, and all comments have been included within this document.

City staff recommends approval of the Sign Package, subject to the following conditions:

- Require the applicant to provide the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff.
- Any other recommendations of City staff and the Plan Commission.

Kessenich inquired on the sign at Rockwell Elementary and suggested a double faced sign on the corner. Draeger stated this is where the current sign is located with landscaping and was proposed by the District. Ciccarelli recommended a wall sign be placed. Houseman stated feedback from the Commission can be provided to the District.

- 1) *Review and possible action relating to a **Site Plan Review for signage** at the School District of Fort Atkinson Office located at 201 Park St. (SPR-2025-15) (Draeger, Building Inspector/Zoning Administrator)*
Kessenich moved, seconded by Schultz to approve the Site Plan Review for signage at the School District of Fort Atkinson, 201 Park Street with the condition that the applicant provides the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff. Motion carried.
- 2) *Review and possible action relating to a **Site Plan Review for signage** at Rockwell Elementary School located at 821 Monroe St. (SPR-2025-12) (Draeger, Building Inspector/Zoning Administrator)*

Ciccarelli moved, seconded by Schultz moved to approve the Site Plan Review for signage at the Rockwell Elementary School, 821 Monroe Street with the condition that the applicant provides the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff. Motion carried.

- 3) *Review and possible action relating to a Site Plan Review for signage at Purdy Elementary School located at 719 S. Main St. (SPR-2025-13) (Draeger, Building Inspector/Zoning Administrator)*

Kessenich moved, seconded by Schultz to approve the Site Plan Review for signage at the Purdy Elementary School, 719 S. Main Street with the condition that the applicant provides the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff. Motion carried.

- 4) *Review and possible action relating to a Site Plan Review for signage at Fort Atkinson Middle School located at 310 S 4th St. East (SPR-2025-14) (Draeger, Building Inspector/Zoning Administrator)*

Schultz moved, seconded by Kessenich to approve the Site Plan Review for signage at the Fort Atkinson Middle School, 310 S. 4th Street East with the condition that the applicant provides the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff. Motion carried.

- 5) *Review and possible action relating to a Site Plan Review for signage at Barrie Elementary School located at 1000 Harriette St. (SPR-2025-16) (Draeger, Building Inspector/Zoning Administrator)*

Schultz moved, seconded by Kessenich moved to approve the Site Plan Review for signage at the Barrie Elementary School, 1000 Harriette Street with the condition that the applicant provides the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff. Motion carried.

- 6) *Review and possible action relating to a Site Plan Review for signage at Luther Elementary School located at 205 Park St. (SPR-2025-17) (Draeger, Building Inspector/Zoning Administrator)*

Schultz moved, seconded by Kessenich to approve the Site Plan Review for signage at the Luther Elementary School, 205 Park Street with the condition that the applicant provides the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff. Motion carried.

- d. *Review and possible action relating to a **Site Plan Review** for signage at Verizon, 1520 Madison Ave. (SPR-2025-17) (Draeger, Building Inspector/Zoning Administrator)*

Inspector Draeger stated that Verizon is re-establishing a retail location within the multi-tenant commercial building located south of Madison Avenue, west of Pick 'n Save, and south of Culver's. The company previously operated in a different tenant space within the

same building and is now proposing new exterior signage for its new location. Proposed changes include the following:

- Northern Façade (1): one proposed internally illuminated wall sign is planned above the front door at an approximate size of 25 square feet.
- Pylon Sign (2): the existing pylon sign is not proposed to change. One existing 6 square foot tenant sign within the sign structure is proposed to be replaced with a new sign face.
- Northern Façade (3): one proposed window sign is planned on the front door at an approximate size of 1.25 square feet.
- Northern Façade (4): one proposed address sign is planned above the front door at an approximate size of 0.25 square feet.

All signs meet the sign code without conditions.

Ciccarelli moved, seconded by Kessenich to approve the Site Plan Review for signage at Verizon, 1520 Madison Avenue. Motion carried.

- e. *Update on previous Plan Commission approved projects (Houseman, City Manager)*
Houseman provided updates on Ridge View Estates construction progress. No action was taken.

4. Adjournment

Schultz moved, seconded by Kessenich to adjourn. Meeting adjourned at 4:49 pm.

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



MEMORANDUM

DATE: July 1, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to proclamation recognizing July as Parks and Recreation Month in the City of Fort Atkinson (Houseman, City Manager)

BACKGROUND

Since 1985, people in the United States have celebrated Park and Recreation Month in July to promote building strong, vibrant and resilient communities through the power of parks and recreation and to recognize the more than 160,000 full-time park and recreation professionals — along with hundreds of thousands of part-time and seasonal workers and volunteers — that maintain our country's local, state and community parks.

Through efforts by National Recreation and Park Association, the U.S. House of Representatives passed an official resolution for Park and Recreation Month in 2009 and introduced the resolution in 2017 and 2018. Park and recreation agencies across the country are recognizing the month with summer programs, events, contests, commemorations and celebrations.

The services that park and recreation professionals provide are vital for our communities — from protecting open space and natural resources to helping fight obesity and providing activities and resources for all people. This has been especially true throughout the COVID-19 pandemic. Park and Recreation Month encourages everyone to reflect on the exponential value park and recreation professionals bring to communities.

DISCUSSION

The City of Fort Atkinson offers expansive Parks and Recreation programming including youth sports, adult leagues, dance classes, Senior Center, Aquatic Center and more.

This year, the City's award-winning Parks and Recreation staff has created even more new programs for the community to enjoy, including Golden Hour Swim for seniors, Slime Time for kids and a used equipment sale.

Citizens in Fort Atkinson are fortunate to have numerous pavilions and buildings available for rent and use throughout the year. The City has 15 parks within its boundaries offering citizens a variety of recreation opportunities. These buildings, pavilions, and parks are maintained by

valued Parks and Recreation staff members.

According to a [2021 NRPA Park Pulse poll](#), more than nine in ten U.S. adults say it is important for local government to invest in community infrastructure, such as parks, community centers, recreation facilities and senior centers.

The success of the programming in the City of Fort Atkinson is thanks to the dedicated full time staff of the Parks and Recreation Department including Ben Dayton, Brett Ketterman, Chris Nye, Nash Christian, J.J. Yanke, Rick Allard, Josh Crandall, Jim Witucki, and Mathew Thompson, along with countless part-time and seasonal employees.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends the council approve the proclamation to recognize the month of July as Parks and Recreation month to raise awareness about the great programming available in the City of Fort Atkinson and in appreciation of the Parks and Recreation Department staff.

ATTACHMENTS

1. Proclamation Parks and Rec Month

**PROCLAMATION
DESIGNATING JULY AS PARKS AND RECREATION MONTH**

WHEREAS, parks and recreation is an integral part of communities throughout this country, including the City of Fort Atkinson; and

WHEREAS, parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

WHEREAS, parks and recreation encourages physical activities by providing space for popular sports, dance, community programs, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS, park and recreation programming and education activities, such as out-of-school time programming like the Youth Center, youth sports and environmental education, are critical to childhood development; and

WHEREAS, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS, this year, the City's award-winning Parks and Recreation staff has created even more new programs for the community to enjoy, including Golden Hour Swim for seniors, Slime Time for kids and a used equipment sale; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, the City of Fort Atkinson recognizes the benefits derived from parks and recreation resources.

NOW, THEREFORE, I, Kyle Jaeckel, City Council President of the City of Fort Atkinson, and my Council colleagues, do here by recognize the month of July as Parks and Recreation Month in the City of Fort Atkinson and encourage all residents, visitors, and guests to enjoy the City's parks, aquatic center, and recreational programming in July and throughout the year.

Proclaimed this 1st day of July 2025.

CITY OF FORT ATKINSON

Kyle Jaeckel, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: July 1, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Second 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. The Council performed the first reading of this Ordinance at the meeting on June 17, 2025.

Staff recommends that the City Council perform the second reading of the proposed ordinance and direct the City Manager to prepare it for a third/final reading at the meeting on July 15, 2025.

ATTACHMENTS

1. 6.5.25 Ord Com Memo Section 2-53 Order of Business
2. Ord No. - Sec. 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

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.
- (4) Consent Agenda, including approval of minutes of previous council meeting.
- (5) Public hearings.
- (6) Public comment.
- (7) Petitions, request and communications.
- (8) Resolutions and ordinances.
- (9) Reports of officers, board and committees.
- (10) Unfinished business.
- (11) New business.
- (12) Miscellaneous.
- (13) Claims, appropriates and contract payments.
- (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

ATTEST:

Kyle Jaeckel, President

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: July 1, 2025

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Building/Zoning Administrator

RE: Second and possible third/final 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), Single Family Residential (SR-5), and Conservancy (CON) (Draeger, Director of Neighborhood and Building Services)

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. The City Council performed the first reading of this Ordinance on June 17, 2025.

City staff recommends the City Council perform the second reading of the Ordinance, suspend the rules and perform the third/final reading of the Ordinance, and enact the same, 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) per the approved Preliminary Plat.

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. 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
----------------------	---------	---------------------

(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.

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 designations of SR-5, MRM-12, and CON align with the intent of this land use category.

RECOMMENDATION

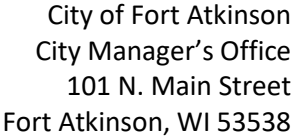
No action is recommended for the public hearing.

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.

ATTACHMENTS

1. Public Notice

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



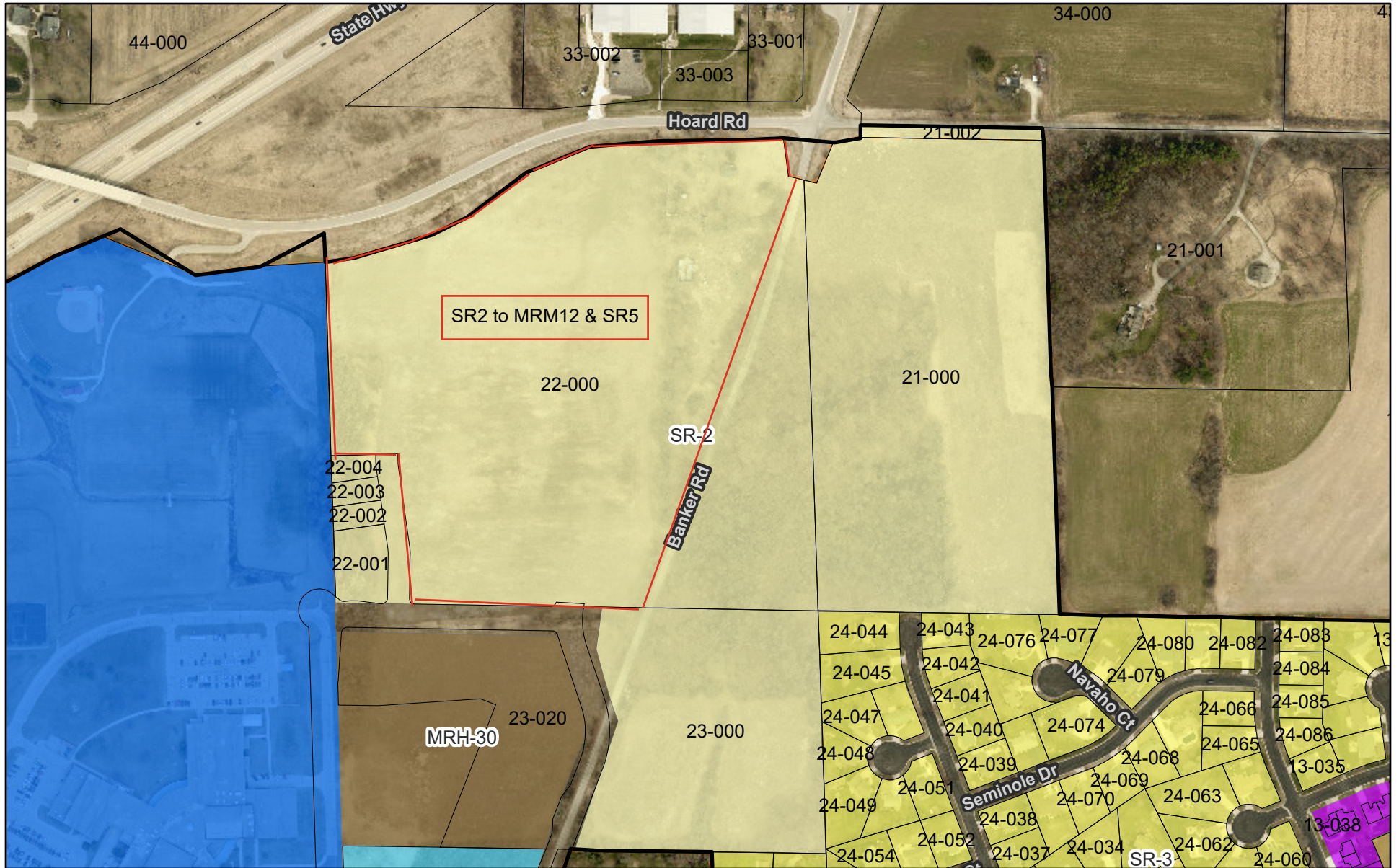
NOTICE TO THE PUBLIC

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.

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.

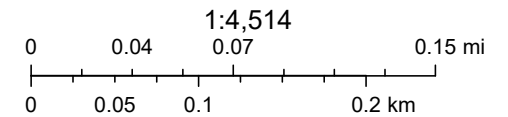
Page 49 of 104

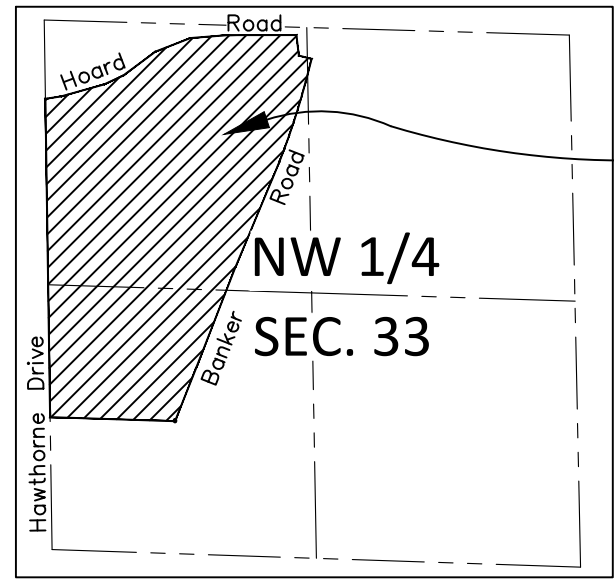
SR2 to MRM12 & SR5



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 |



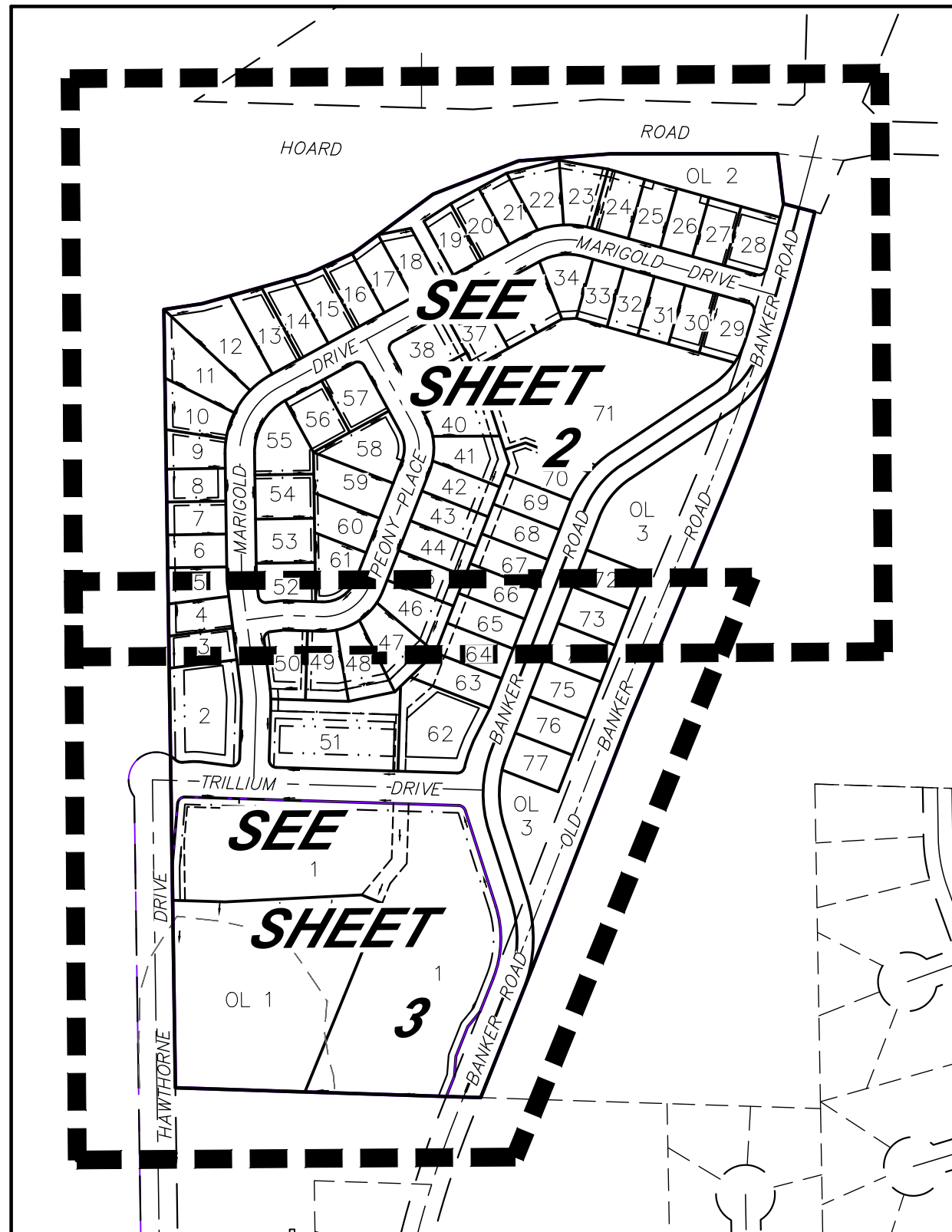


SITE

NW 1/4
SEC. 33

Vicinity Map

Not to Scale



Sheet Index Map

Not to Scale

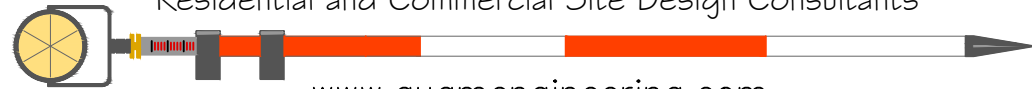
REVISIONS

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.

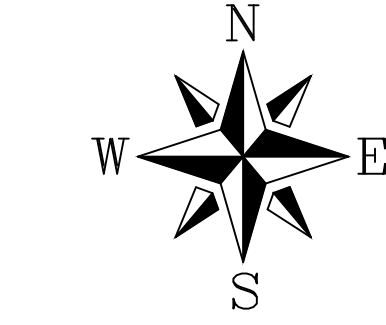
Date: _____

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:

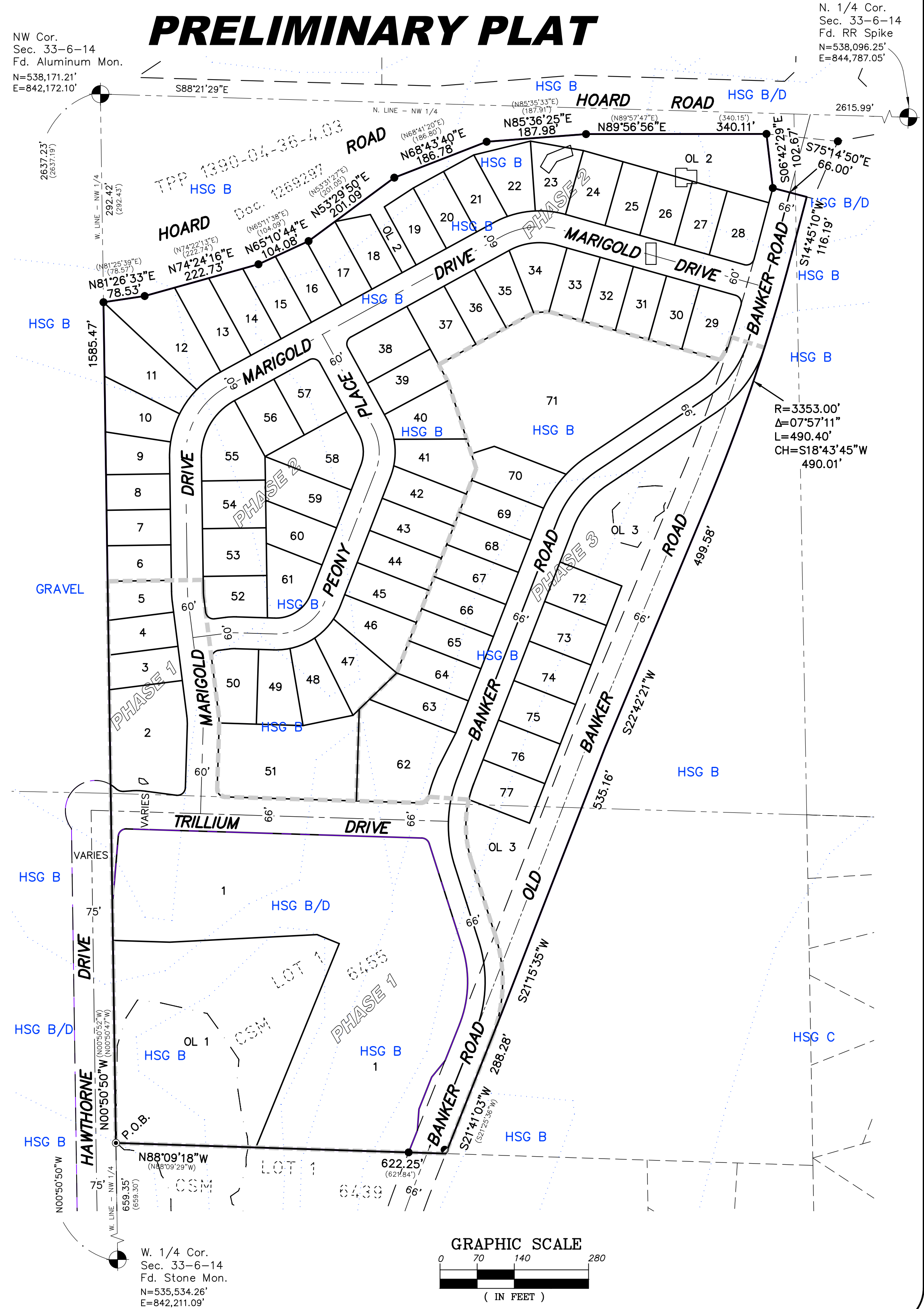
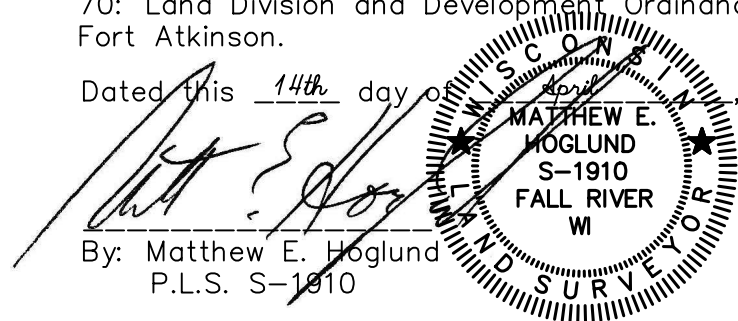
Ryan Quam, P.E.
Matthew E. Hoglund, P.L.S.
Quam Engineering, LLC
4604 Siggelkow Road - Suite A
McFarland, WI 53558
Ph: (608) 838-7750

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.
- 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'

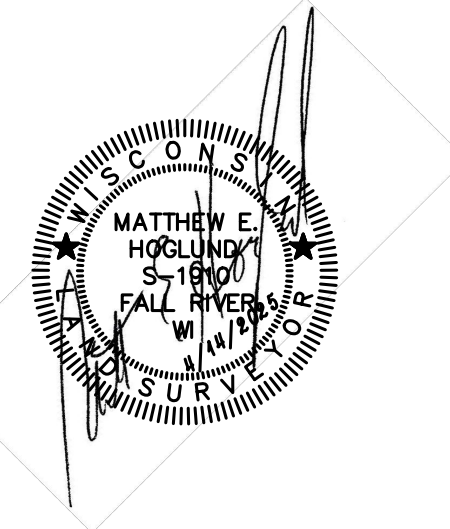
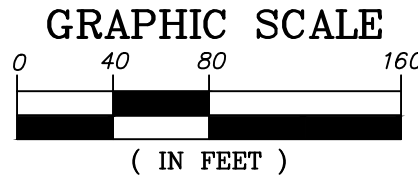
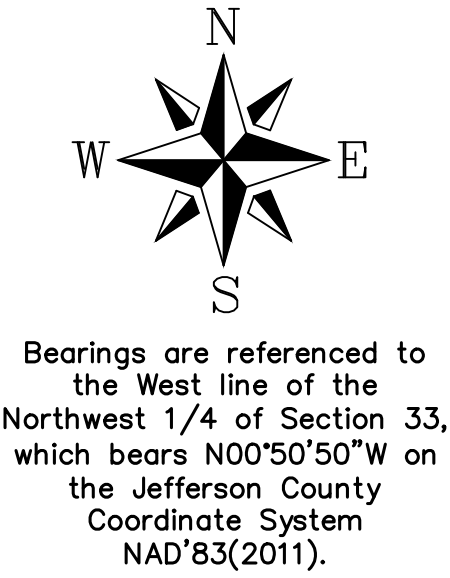
See full Zoning Code for full Density, Intensity and Bulk Regulations for the SR-5 District.

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

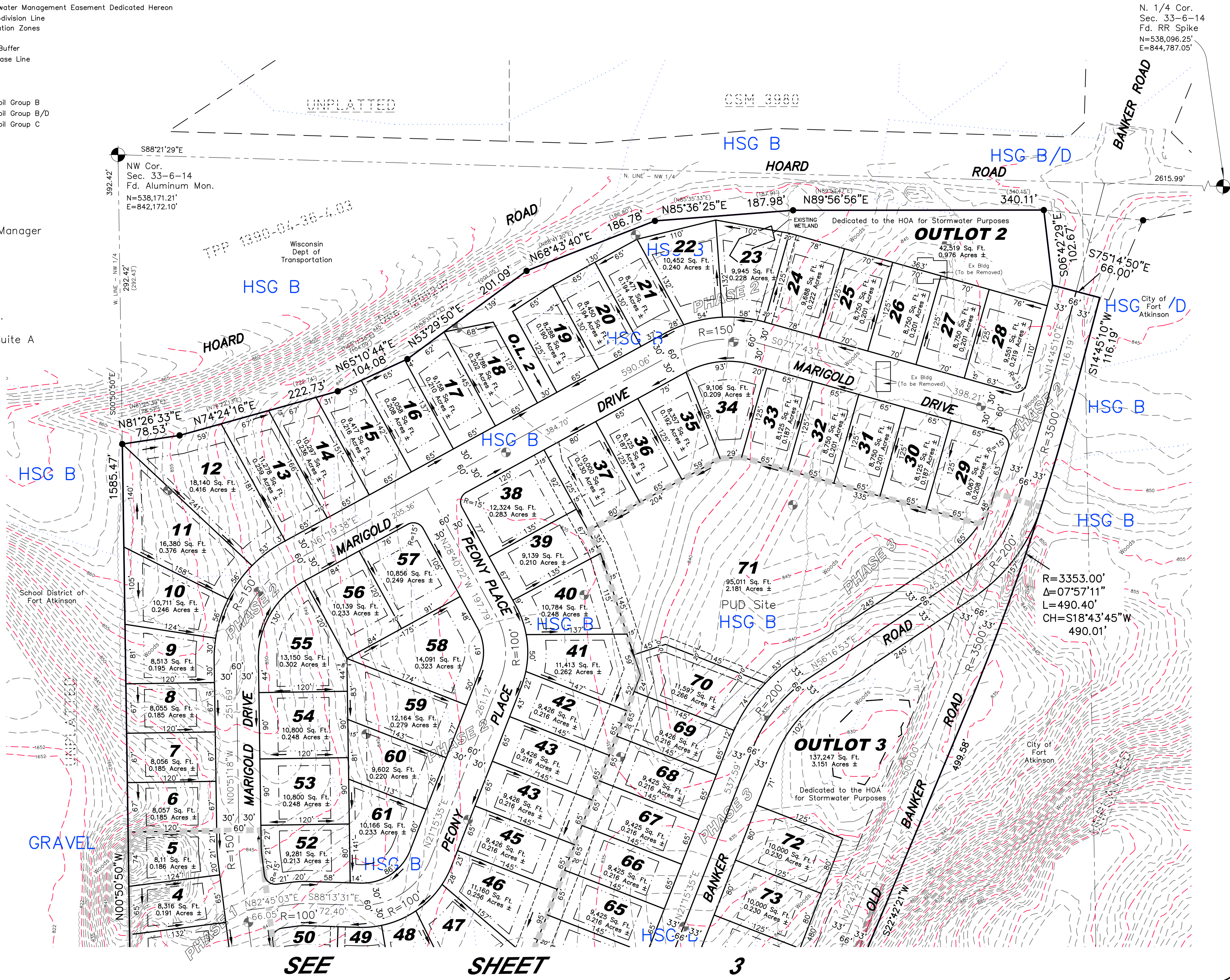


PRELIMINARY PLAT
RIDGE VIEW ESTATES
SHEET 2 OF 3
QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
www.quamengineering.com
4604 Siggelkow Road, Suite A – McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752

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:

- 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:

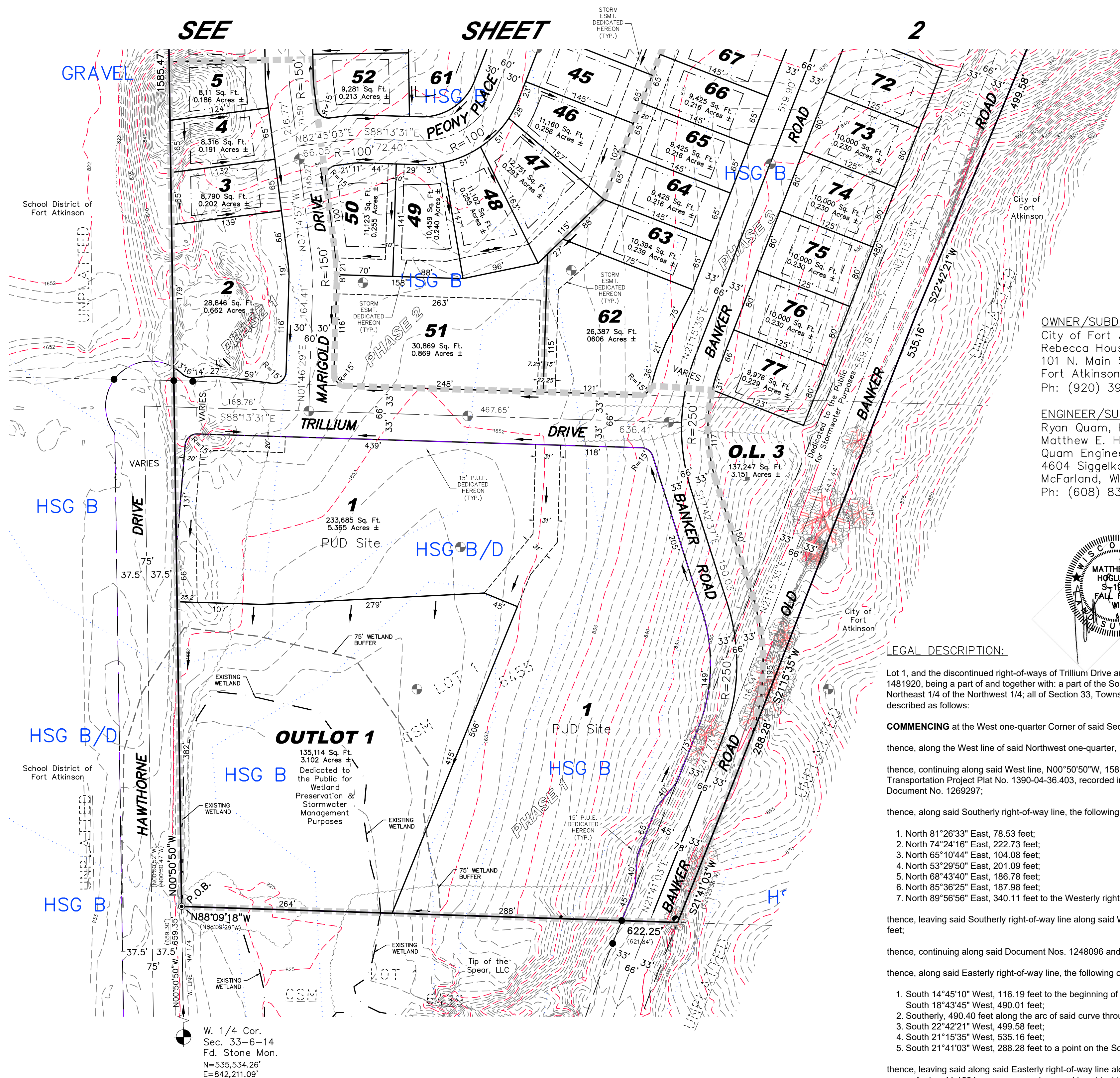
Front (minor street)	= 25'
Front (all other streets)	= 30'
Rear	= 25'
Side	= 8'
Street Side (on corner lots)	= 15'

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

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



LEGEND

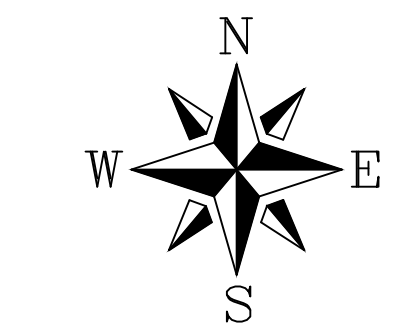
- Found 3/4" Rebar
- Found 1" Iron Pipe
- Found 1–1/4" Iron Pipe
- Soil Boring Location
- Record Data (if different)
- Drainage Arrow (Proposed)
- Boundary Lines per this Survey
- Deed/Survey/Lot Line of Record
- R/W Line
- Principal Building Setback line (See Note 10)
- Existing Easement Line
- Public 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

OWNER/SUBDIVIDER:

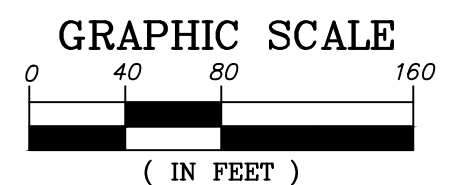
City of Fort Atkinson
Rebecca Houseman, City Manager
101 N. Main Street
Fort Atkinson, WI 53538
Ph: (920) 397–9901

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



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).



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; 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:

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;

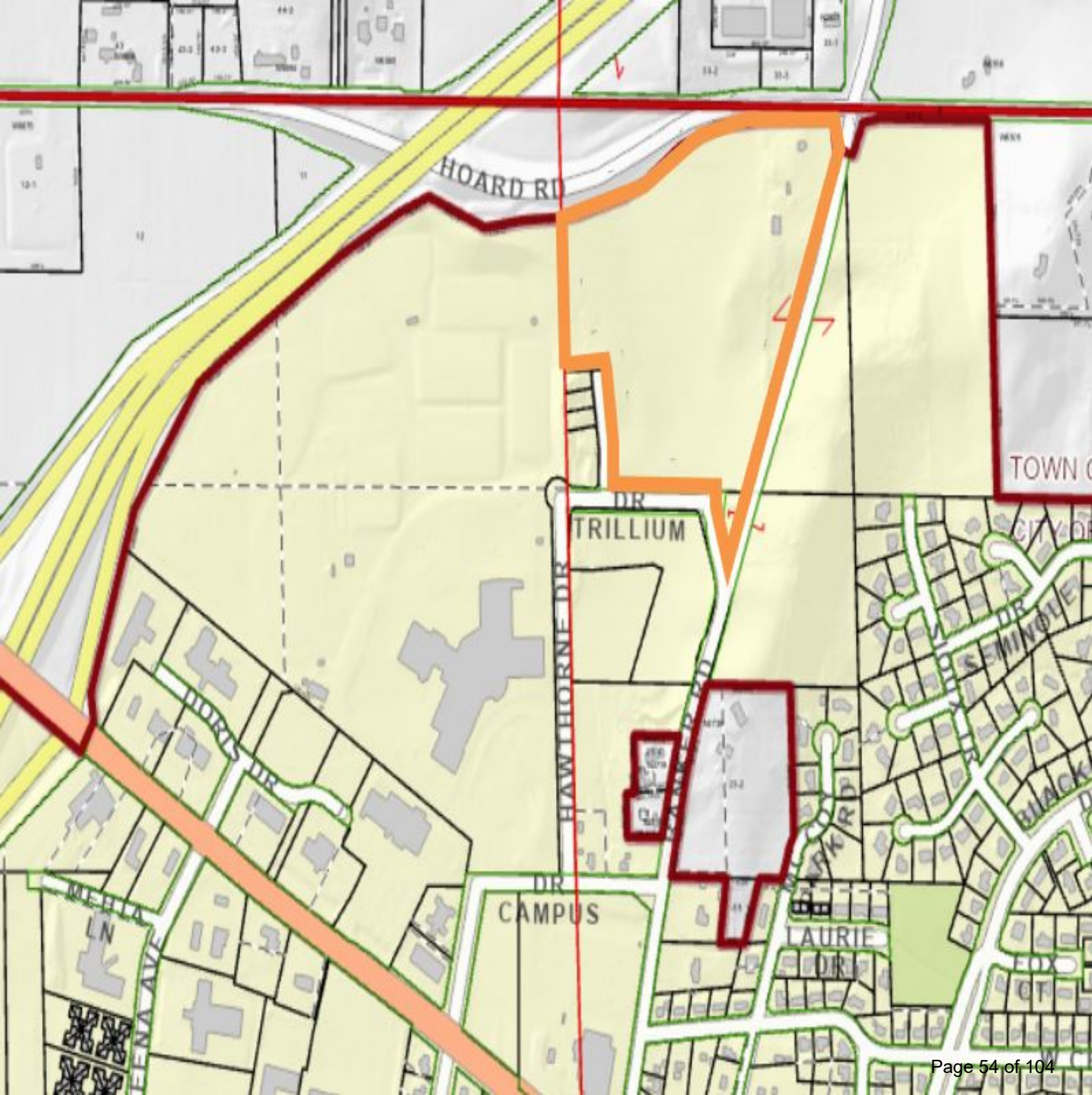
thence, leaving said along said Easterly right-of-way line along said South line, North 88°09'18"W, 622.25 feet to the **POINT OF BEGINNING**, containing 1,793,077 square feet or 41.1634 acres, more or less, and is subject to all easements and agreements, if any, of record and/or fact.

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 Single-family Residential – 2 (SR-2), to the following:

Ridgeview Estates Subdivision Preliminary Plat Lots 6-50, 52-61, 63-70, 72-77 to Single-family Residential – 5 (SR-5);

Ridgeview Estates Subdivision Preliminary Plat Lots 51, 62, and 71 to Multifamily Residential – 12, (MRM-12);

Ridgeview Estates Subdivision Preliminary Plat Outlots 2 and 3 to Conservancy (CON).

All located in the City of Fort Atkinson, Jefferson County, Wisconsin.

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 1st day of July 2025.

CITY OF FORT ATKINSON

Kyle Jaeckel, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: July 1, 2025

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Building/Zoning Administrator

RE: Second and possible third/final 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, Director of Neighborhood and Building Services)

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 zoning map 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. The City Council performed a first reading of the Ordinance at the meeting on June 17, 2025.

City staff recommends the City Council perform the second reading of the Ordinance, suspend the rules and perform the third/final reading of the Ordinance, and enact the same, 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).

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. 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.

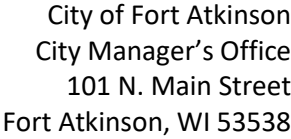
RECOMMENDATION

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.

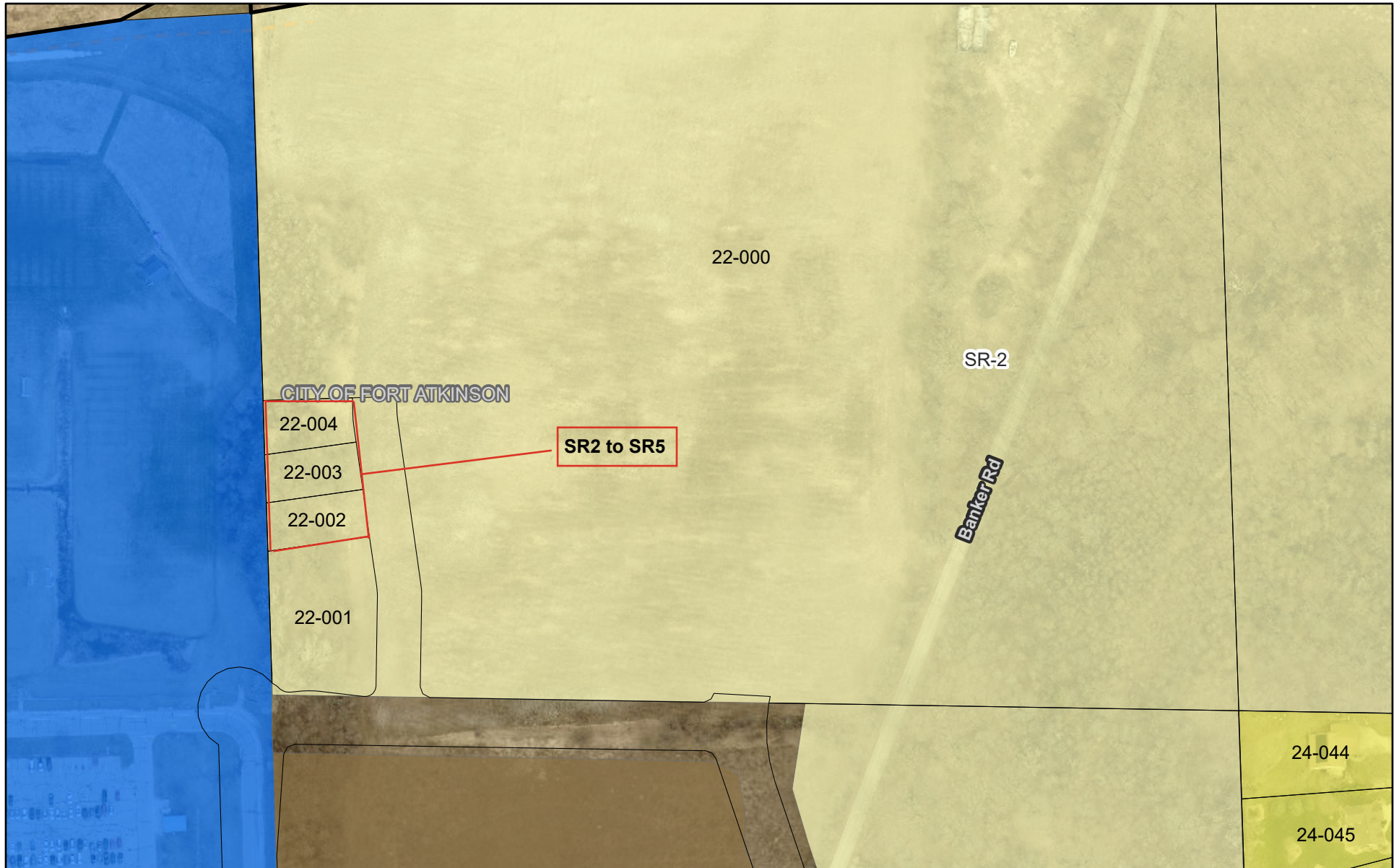
ATTACHMENTS

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



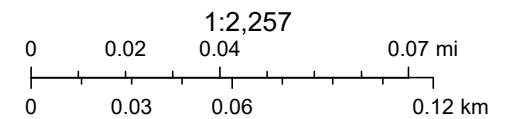
NOTICE TO THE PUBLIC

Marigold Dr. Rezone



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

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



1492838

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

JEFFERSON COUNTY CERTIFIED SURVEY MAP # 6546

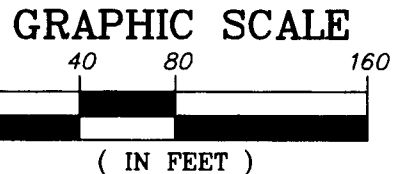
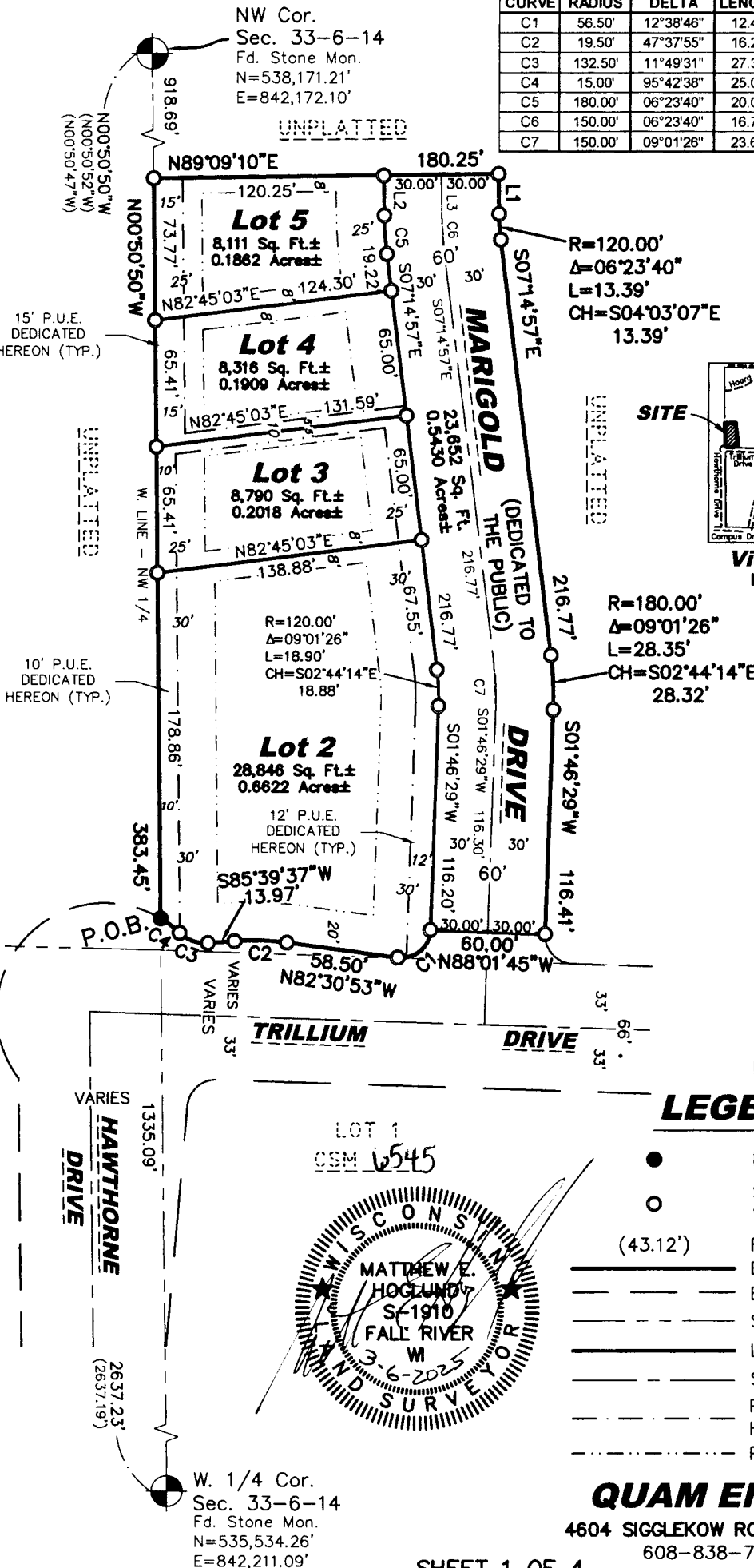
Part of the NW 1/4 of the NW 1/4 of Section 33,
Township 6 North, Range 14 East, City of Fort Atkinson,
Jefferson County, Wisconsin

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'



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.quamengineering.com

Project # FT-02-23

SHEET 1 OF 4

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.

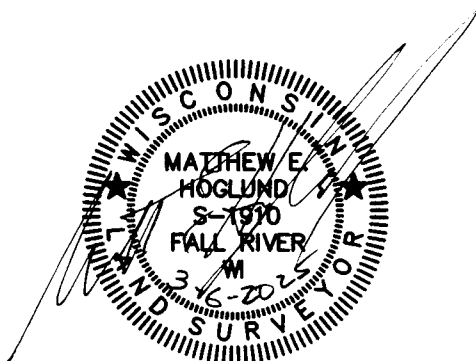
Principal Structure Setbacks:

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

SHEET 2 OF 4

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;

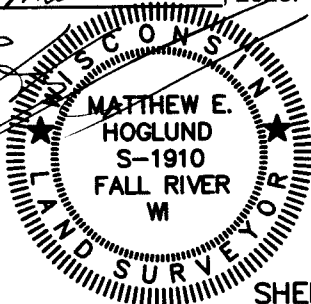
thence Northwesterly 12.47 feet along the arc of said curve through a central angle of 12°38'46" to the **POINT OF BEGINNING**.

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

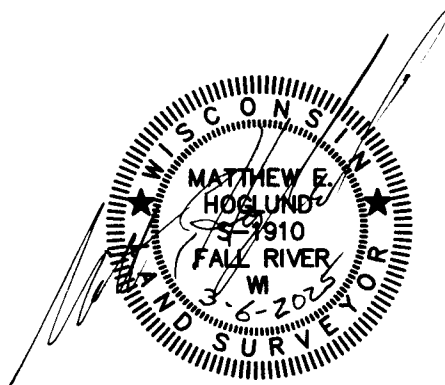
I hereby certify that the foregoing is a copy of a Resolution adopted by the City Council of the City of Fort Atkinson.

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.

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

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 5, Certified Survey Map 6546, Document Number 1492838, consisting of 0.186 acres of land, also known as parcel number 226-0614-3322-004, 1345 Marigold Drive; and

Lot 4, Certified Survey Map 6546, Document Number 1492838, consisting of 0.191 acres of land, also known as parcel number 226-0614-3322-003, 1347 Marigold Drive; and

Lot 3, Certified Survey Map 6546, Document Number 1492838, consisting of 0.202 acres of land, also known as parcel number 226-0614-3322-002, 1349 Marigold Drive

All located in the City of Fort Atkinson, Jefferson County, Wisconsin.

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: July 1, 2025

TO: Fort Atkinson City Council

FROM: Zach Navin, Director of Public Works

RE: Review and possible action relating to Amendment No. 1 to the contract between the City of Fort Atkinson and MSA for the South Main Street Bike/Ped Path and Road Rehabilitation project (Navin, Director of Public Works)

BACKGROUND

The City of Fort Atkinson awarded the design contract for the South Main Street Pedestrian Path and Road Improvements Project to MSA on February 20, 2024 as shown in attachment 1. In the spring of 2025, staff requested MSA amend the contract to include the cost to hold a Public Information Meeting to present the upcoming project and collect feedback from residents, as well as for MSA to bid the project out as shown in attachment 2.

DISCUSSION

The formal Public Information Meeting (PIM) was well attended, and the public provided feedback on the project that was integrated into the design. Staff asked MSA to bid the project to achieve economies of scale. If the City did not ask MSA to bid the project, the City would have asked the contracted City Engineer (Andy Burt, Ruekert & Mielke) to complete it. Bidding the project would have been an additional cost, regardless of which entity completed the work. There is value in the firm awarded the design contract being a part of PIM to ensure they have an understanding of questions and concerns raised by citizens. As can be seen in the attachments, this public information meeting was held on March 4th and was well-attended. This project timeline has been extended since the time of the attached proposal and is scheduled to be bid out at the end of August. The project is expected to be constructed in 2026.

FINANCIAL ANALYSIS

The total cost for this work totaled \$12,800. Associated fees for this work will be attributed to Fund 5, Roadway improvements, and that portion that can be attributed to the Water, Wastewater, and Stormwater Utilities.

RECOMMENDATION

Staff recommends the City Council approve Amendment No. 1 to the South Main Street Pedestrian Path and Road Improvements Project with MSA at a cost not to exceed \$12,800.

ATTACHMENTS

1. 2.20.24 Council Report - MSA S Main St Bike Ped Path Contract
2. 02959028 South Main St Path Amend1
3. 3.4.25 PIM Sign in Sheet

MEMORANDUM

DATE: February 20, 2024

TO: Fort Atkinson City Council

FROM: Andy Selle, Director of Public Works

RE: Review and possible action on the Design Contract for S Main St pedestrian path and road improvements (Selle, Director of Public Works)

BACKGROUND

The Safe Routes to School (SRTS) study, completed in 2016, indicated the need for a number of improvements within the City for safer pedestrian access. The completion of this study qualifies the City to pursue grant funding to implement certain elements of the plan. The City submitted a grant application in March 2022 under the Transportation Alternatives Program (TAP) and was awarded \$961K, or 80% of the costs of the \$1.2M project extending a path along S Main St.

The project area, beginning at Rockwell and moving south to the City limit encompasses about 4600 LF with only 1400 LF of sidewalk on one side. An additional 700 LF is in the Town of Koshkonong just before the Hackbarth Rd intersection.

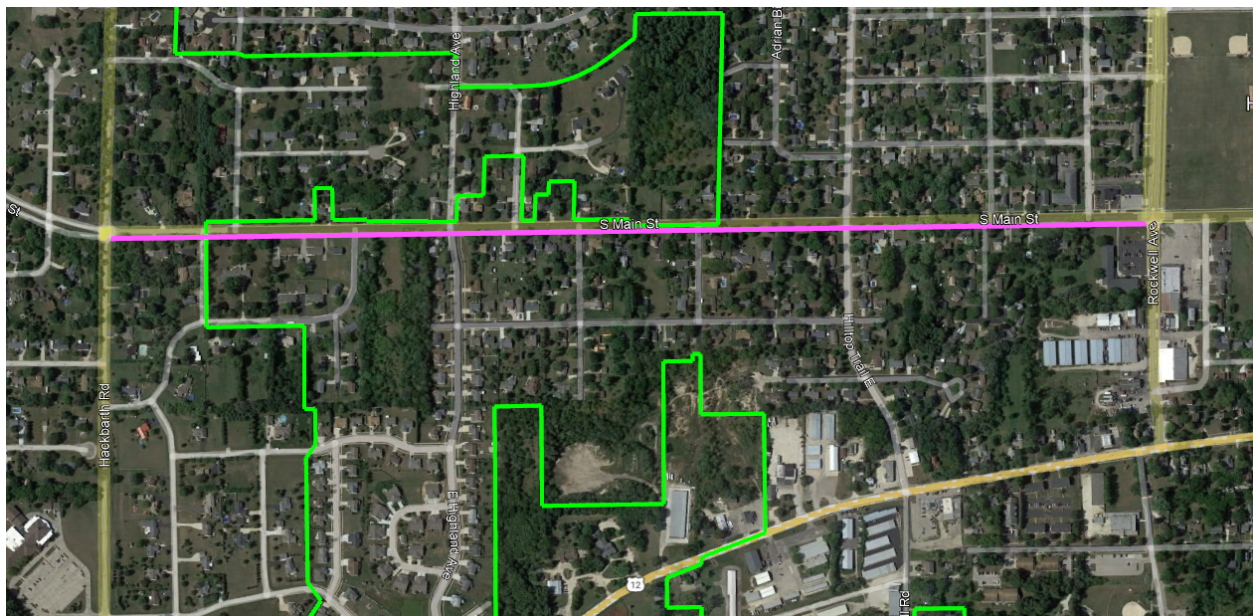


Figure 1: South is left. Proposed path along South Main St. shown in pink. Note the Town of Koshkonong has recently indicated an interest in the Riggert Rd route instead of S Main as it

nears Hackbarth Rd.

Conceptual plans are for the street to be narrowed within the City limits; curb and gutter removed and replaced on one side; and repaved in conjunction with the project to accommodate an 8-10 FT path on the east side. The current street is over forty feet wide, more than enough to accommodate parking and travel lanes.

The City Council approved the SMA in February 2023 for this project. In December 2023, a Request for Proposals was issued by the City, two firms responded with proposals for the project.

DISCUSSION

The two proposals were provided by MSA and Ruekert Mielke, both of which have worked in the City previously. Both proposals were evaluated and found to be largely equal (see attached). The decision then rested on the cost proposal, which was slightly less expensive through MSA. It should be noted that the estimate for design fees on this project were \$87K in 2021. The increase in costs can be attributed to both inflation and the requirements relating to the WisDOT design process.

The Town of Koshkonong remains a partner on the project. The increase in design costs will be something they consider at their meeting on March 13, 2024. Staff intends to attend this meeting and provide a similar status update.

FINANCIAL ANALYSIS

Design for this was budgeted in the borrowing for 2024 at \$100,000. The approximately \$60,000 dollar increase in cost for design will be attributed to Fund 5, Roadway improvements, and that portion that can be attributed to the Water, Wastewater, and Stormwater Utilities. These proportions will be determined during the design process, as it remains to be seen the impact to each of these pieces of infrastructure. Invoices will be allocated among these four accounts.

RECOMMENDATION

Staff recommends the City Council approve the design contract with MSA in an amount not to exceed \$159,991 for the South Main Street Pedestrian Path and Road Improvements project.

ATTACHMENTS

1. Full Signed 3991-00-01_71_3-23
2. Evaluation Table
3. MSA_Fort_Atkinson_S_Main_Street_Pedestrian_Path_Pro_12.22.23

CORRESPONDENCE/MEMORANDUM

PROJECT AGREEMENT ACCEPTANCE

DATE: March 3, 2023

SUBJECT: Project Agreement

Project ID#'s: 3991-00-01/71

City of Fort Atkinson, S. Main Street Path

The Attached Agreement Is Recommended for Approval:

WISDOT PROGRAM: Transportation Alternatives Program

LEGISLATIVE SUBPROGRAM: 290

CONCEPTS COVERED by this AGREEMENT: In 2017 the City of Fort Atkinson along with the School District of Fort Atkinson completed a Safe Routes to School Plan. The study identified the South Main St. corridor as a significant gap, lacking pedestrian facilities. The path will provide access to a grocery store as well as an employment center. The path will also connect to the Glacial River Trail adding an additional 20 miles of multi-modal connection beyond Fort Atkinson.

ESTIMATED COST: \$1,213,275 total, \$961,212 Federal, \$252,063 local sponsor

PARTICIPATION: 80% TAP to limit of \$961,212. The City of Fort Atkinson is responsible for the remaining costs above the federal funding limit.

EXECUTED BY: City of Fort Atkinson

DATE: 3/1/2023Currently a Local LET - DATE: 11/25/2024

NOTES:

REGION REVIEWER:

Michael Erickson

REGIONAL PROGRAM COORDINATOR

REGION: SW

3/3/2023

DATE



**STATE/MUNICIPAL
AGREEMENT
FOR A INFRASTRUCTURE
TRANSPORTATION
ALTERNATIVES
PROGRAM (TAP)
PROJECT**

Subprogram #: 290
Program Name: TAP

Date: **October 19, 2022**

I.D.: **3991-00-01/71**

WisDOT UEI (Unique Entity Identifier) #: **CBE4JHP1S8H7**

Project Sponsor UEI #: **To Be Determined**

FAIN ID: **To Be Determined**

Project Title: **C Fort Atkinson S. Main St. Path**

Location/Limit: **Hackbarth Road to Rockwell Avenue**

Project Length (if applicable): **1.0 miles**

Project Sponsor: **City of Fort Atkinson**

County: **Jefferson**

MPO Area (if applicable): **N/A**

The signatory, the **City of Fort Atkinson**, hereinafter called the Project Sponsor, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the transportation project hereinafter described.

Wisconsin Statute 85.021 authorizes the State to administer a program to award grants of assistance to certain political subdivisions, state agencies, counties, local government units, and Indian tribes consistent with federal law 23 USC sec. 213 (revised to 23 U.S.C. sec. 133 per the FAST Act of 2015).

The authority for the Project Sponsor to enter into this State/Municipal Agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301(2) of the Wisconsin Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project will be submitted for approval in a federally funded program. The Project Sponsor agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Existing Facility – In 2017 the City of Fort Atkinson along with the School District of Fort Atkinson completed a Safe Routes to School Plan. The study identified the South Main St. corridor as a significant gap, lacking pedestrian facilities. The path will provide access to a grocery store as well as an employment center. The path will also connect to the Glacial River Trail adding an additional 20 miles of multi-modal connection beyond Fort Atkinson.

Proposed Improvement – The project proposes to construct a 5,300-foot long off-street pedestrian path that will end at two elementary schools and begin at the southern limit of the City of Fort Atkinson. The path will connect to an existing east/west path on Rockwell Avenue.

The Project Sponsor agrees to the following State Fiscal Year 2022-2026 TAP project funding conditions:

All Project Sponsors and processes, including real estate acquisition and environmental documentation, must comply with *A Sponsor's Guide to Non-Traditional Transportation Project Implementation* (Sponsor's Guide) and the current WisDOT Facilities Development Manual (FDM).

The subject project is funded with 80% federal funding up to a maximum of \$961,212 for all federally-funded project phases when the Project Sponsor agrees to provide funds in excess of the \$961,212 federal funding maximum, in accordance with TAP guidelines. Non-participating costs are 100% the responsibility of the Project Sponsor. Any work performed by the Project Sponsor prior to federal authorization is not eligible for federal funding. The Project Sponsor will be notified by the State when each project phase or ID is authorized and available for charging.

The project is subject to a discretionary Disadvantaged Business Enterprise (DBE) goal assessment. The Catalogue of Federal Domestic Assistance (CFDA) number for this project is 20.205 – Highway Planning and Construction.

The subject project must be commenced within four (4) years of the project award date or the grant is rescinded. Sec. 85.021, Wis. Stats.

- 1) For construction projects, a project is commenced when construction is begun.
- 2) For planning projects, a planning project is commenced when the planning study is begun.
- 3) For non-infrastructure projects that do not fall within any of the above categories, a project is considered commenced on the date that the State receives the first reimbursement request from the Project Sponsor, as noted on form DT1713 in the 'Date Received' field.

Project Award date: 8/25/2022

Commencement deadline: 8/25/2026

Completion deadline: 6/30/2029

The project commencement deadline is fixed by statute and may not be extended.

The subject project must be completed by 6/30/2029, and the Project Sponsor must submit a project completion certificate to the State central office on or before this date. The State may consider a written request to extend the completion deadline from the Project Sponsor and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

In the summary funding table below, the federal share of the total estimated cost distribution indicates the maximum amount of federal funding available to the project, to be distributed across federally-funded project phases. The final Project Sponsor share is dependent on the final federal participation, and the actual costs will be used in the final division of costs for billing and reimbursement.

SUMMARY OF COSTS					
PROJECT TYPE	Total Est. Cost	Federal Funds	%	Project Sponsor Funds	%
Design ID 3991-00-01					
Design	\$0	\$0	0%	\$0	0%
State Review	\$11,760	\$0	0%	\$11,760	0%
<i>Project Totals</i>	<i>\$11,760</i>	<i>\$0</i>		<i>\$11,760</i>	
Construction ID 3991-00-71					
Participating Construction	\$1,185,915	\$948,732	80%	\$237,183	20% + BAL
State Review	\$15,600	\$12,480	80%	\$3,120	20% + BAL
Non-Participating Construction	\$0	\$0	0%	\$0	100%
<i>Project Totals</i>	<i>\$1,201,515</i>	<i>\$961,212</i>		<i>\$240,303</i>	
Total Est. Cost Distribution	\$1,213,275	\$961,212	MAX*	\$252,063	N/A

*This project has a TAP federal funding maximum of \$961,212. This maximum is cumulative for all federally funded project phases.

This request is subject to the terms and conditions that follow (pages 4–10) and is made by the undersigned under proper authority to make such request for the designated Project Sponsor and upon signature by the State shall constitute agreement between the Project Sponsor and the State. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing duly executed by both parties to this State/Municipal Agreement.

Signed for and in behalf of: <u></u> (please sign in blue ink)		
<u>Andy Seitz, TE</u>	<u>Dir. of Public Works</u>	<u>3/1/2023</u>
Name	Title	Date
Signed for and in behalf of the State <u></u> (please sign in blue ink)		
<u>WisDOT SW Region</u>		
<u>Stephen Flottmeyer</u>	<u>Planning Chief</u>	<u>3/7/2023</u>
Name	Title	Date

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding. The Project Sponsor will be notified by the State when each project phase or ID is authorized and available for charging.
3. The initiation and accomplishment of the project will be subject to the applicable federal and state regulations, as referenced in the document *A Sponsor's Guide to Non-Traditional Project Implementation*. The Project Sponsor, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in 23 U.S.C. 139 and the National Environmental Policy Act (42 U.S.C. 4321 et seq.).
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. Sec. 16.765. The Project Sponsor agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition the Project Sponsor agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Project Sponsor agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. All applicable DBE requirements that the State specifies.
 - d. Federal and state statutes that govern the Transportation Alternatives Program including 23 USC sec. 213 (revised to 23 U.S.C. sec. 133 per the FAST Act of 2015).
4. Additional applicable state and federal requirements may include, but are not limited to, the following:
 - a. Prevailing wage requirements, including but not limited to 23 U.S.C. 113 and Wis. Stat. Sec. 103.50.
 - b. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. Sec. 16.754.
 - c. Competitive bidding requirements set forth in 23 U.S.C. 112 and Wis. Stat. Sec. 84.06.

STATE RESPONSIBILITIES AND REQUIREMENTS:

5. Funding for the project is subject to inclusion in Wisconsin's approved Transportation Alternatives Program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. Storm sewer mains necessary for the surface water drainage.
 - c. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
 - d. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).

- e. Signing and pavement marking, including marking of detour routes. Detour routes and haul roads are not eligible on local projects.
 - f. New installations or alteration of street lighting and traffic signals or devices.
 - g. Landscaping.
 - h. Preliminary Engineering.
 - i. State Review Services.
 - j. Other eligible TAP non-infrastructure items as enumerated in the approved application.
6. Project items purchased with federal funding are for the primary use of the Transportation Alternatives Program.
7. State Disbursements:
- a. Payment by the State to the Project Sponsor shall be made on a regular basis upon presentation of Reimbursement Requests for expenditures incurred during prior periods of the project duration subject to the allowable maximum payment. Exceptions to this schedule will be made as appropriate. In general, State reimbursements will be made after sufficient proof of payment is sent to the state.
 - b. A final adjustment of state payments will be made upon completion of the State's audit of the project. If the State's audit establishes that the State paid more than its share of the eligible project costs, the Project Sponsor shall refund to the State upon demand a sum equal to the overpayment.

PROJECT SPONSOR RESPONSIBILITIES AND REQUIREMENTS:

8. Work necessary to complete the TAP project to be financed entirely by the Project Sponsor or other utility or facility owner includes the items listed below, when applicable to the project.
- a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The Project Sponsor is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards, in accordance with the current WisDOT Facilities Development Manual (FDM).
 - h. Real estate for the improvement.
9. The work eligible for Federal and State participation will be administered by the Project Sponsor. The Project Sponsor is an eligible recipient of these grant funds pursuant to Wis. Stat. Sec. 85.021 and all applicable federal laws 23 USC sec. 213 (revised to 23 U.S.C. sec. 133 per the FAST Act of 2015).
10. Where applicable, all contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the requirements set forth in 23 U.S.C. 112 and Wis. Stat. Sec. 84.06. Where applicable, all

contracts for design related services shall be awarded and administered in accordance with the requirements of 23 CFR 172 and procedures published in the Wisconsin Department of Transportation Facilities Development Manual (FDM), Chapter 8, Consulting Services.

11. The Project Sponsor must receive, read, and agree to meet the requirements outlined in the *Sponsor's Guide to Non-Traditional Transportation Project Implementation*. The Project Sponsor must indicate this understanding and agreement by submitting the *Sponsor's Guide Acknowledgement Form*, which must be accepted by the State before approval of this State/Municipal Agreement shall be granted
12. The Project Sponsor must complete and submit *Certification for Non-Traditional Project Administration and Delivery* documentation, and this documentation must be accepted by the State, before approval of this State/Municipal Agreement shall be granted. The Project Sponsor, and all consultants and other entities working on behalf of the Project Sponsor, are required to comply with the federal and state rules and requirements for projects being administered through a local letting process.
13. The project, in accordance with its scope, must employ the services of a registered professional engineer, architect or landscape architect, to be responsible for design and construction engineering and related activities.
14. A copy of the plans, specifications, and estimates containing the engineer's, architect's, or landscape architect's seal as prepared for bidding purposes (in accordance with project scope) must be provided to the State for approval prior to advertising the project for bids.
15. The improvement will take place in accordance with the appropriate standards unless an exception to standards is granted by the State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Project Sponsor unless such exception is granted.
16. Work to be performed by the Project Sponsor without Federal funding participation, necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Project Sponsor but must be coordinated with all other work undertaken during construction.
17. The Project Sponsor is responsible for financing administrative expenses related to Project Sponsor responsibilities.
18. The project is subject to a discretionary DBE goal assessment.
19. The Project Sponsor will not proceed with any State/Municipal Agreement revisions without first receiving prior approval from the State. A change order must be executed for revisions to the State/Municipal Agreement prior to the Project Sponsor's request for reimbursement for the revisions.
20. If reviews or audits show any of the work to be ineligible for Federal funding, the Project Sponsor will be responsible for any withdrawn costs associated with the ineligible work.
21. If the Project Sponsor should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project upon demand.
22. Sponsors of TAP projects within the Safe Routes to School eligibility category are required to conduct pre and post project/activity surveys using the SRTS Parent Survey and Student Tally Sheets. The results will be provided to the State at the conclusion of the project.
23. The Project Sponsor will assume all responsibility for retaining a complete project file that includes not only construction documentation but also copies of letting documents, all Local and State submittals and approvals contained in these instructions, and other pertinent documents to support project procurement, development, implementation and cost and any other item required by 49 CFR part 18 and submitting such information, upon request, in order to receive reimbursement. The Project Sponsor will keep all project records and have them available for inspection by representatives of the Federal Government and the State and will furnish copies thereof when requested.

24. The Project Sponsor shall allow the State and US Department of Transportation auditors to have access to the Project Sponsor's records and financial statements as necessary for determining the presence of and compliance with all information and requirements specified in 2 CFR 200.332-(a) as amended effective November 12, 2020.
25. In connection with the performance of work under this State/Municipal Agreement, the Project Sponsor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in S. 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the Project Sponsor further agrees to take affirmative action to ensure equal employment opportunities. The Project Sponsor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the employment officer setting forth the provisions of the nondiscrimination clause.
26. The Project Sponsor will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation as defined in s. 111.32 (13m), or national origin.
27. When applicable to the project, the Project Sponsor will at its own cost and expense:
- a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, parking lanes, bicycle lanes, trails, and other facilities, sidewalks and other pedestrian facilities, and other project infrastructure) for such maintenance through statutory requirements in a manner satisfactory to the State, and will make ample provision for such maintenance each year.
 - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
 - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
 - e. Provide relocation orders and real estate plats and easements, as required by the project.
 - f. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
 - g. Provide maintenance and energy for lighting.
 - h. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.
28. It is further agreed by the Project Sponsor that:
- a. The Project Sponsor assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the State and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this State/Municipal Agreement.

- b. The Project Sponsor assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Project Sponsor. The Project Sponsor is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Project Sponsor will reimburse the State if the State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
 - c. The Project Sponsor will be 100% responsible for all costs associated with utility issues involving the Contractor, including costs related to utility delays.
 - d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Project Sponsor or by others, will be in conformity with such "Manual on Uniform Traffic Control Devices" as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.
29. The subject project must be completed by the project completion date, listed on page 2 of this agreement, and the Project Sponsor must submit a project completion certificate to WisDOT central office on or before this date. The State may consider a written request to extend the completion deadline from the Project Sponsor and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

LEGAL RELATIONSHIPS:

30. Responsibility for Damage and Tort Claims: The Project Sponsor and the Project Sponsor's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Project Sponsor; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Project Sponsor; or because of any claims or amounts recovered for any infringement by the Project Sponsor of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the Project Sponsor's employees; or any other law, ordinance, order or decree relating to the Project Sponsor's operations. So much of the money due the Project Sponsor under and by virtue of the contract as shall be considered necessary by the State for such purposes, may be retained for the use of the State; or, in case no money or insufficient money is retained, the Project Sponsor's surety may be held until such suit or suits, action or actions, claim or claims for injuries or damages as aforesaid shall have been settled and suitable evidence to that effect furnished to the State; except that money due the Project Sponsor will not be withheld when the Project Sponsor produces satisfactory evidence that the Project Sponsor is adequately protected by public liability and property damage insurance. The Project Sponsor also shall comply with all of the above requirements indemnifying and saving harmless the county, town, or municipality in which the improvement is made and each of them separately or jointly and officers and employees.

The State shall not be liable to the Project Sponsor for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Project Sponsor for damages or delays resulting from injunctions or other restraining orders obtained by third parties except where the damage or delay is a direct result of an injunction or restraining order obtained by a citizen's action alleging violations of 42 U.S.C. 4331 - 4332, 23 U.S.C. 138 or Public Law 91-646.

It shall be the Project Sponsor's responsibility to see that all of the contract operations incident to the completion of the contract are covered by public liability and property damage liability insurance so the general public or any representative of the contracting authority may have recourse against a responsible party for injuries or damages sustained as a result of the contract operations. This requirement shall apply with equal force, whether the work is performed by the Project Sponsor, by a subcontractor or by anyone directly or indirectly employed by either of them.

It is the express intent of this provision that a Project Sponsor that is a county, town or municipality may and should contractually pass on this entire Responsibility for Damage and Tort Claims provision to any public and private entities with which it may subcontract any of the work covered by this State/Municipal Agreement.

- a. The word, "surety" in the above paragraphs refers to the issuer of a payment and performance bond under Wis. Stat. Sec. 779.14.
 - b. Nothing in this section should be construed as a waiver of any statutory defenses that may be available to any governmental party.
31. The Project Sponsor, also known as the primary participant, as that term is defined in 49 CFR Part 29, certifies to the best of its knowledge and belief, that it and its principals, as that term is defined in 49 CFR Part 29:
- a. Are not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any State of Wisconsin or Federal department or agency;
 - b. Have not, within a three-year period preceding this State/Municipal Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not currently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated above;
 - d. Have not within a three-year period preceding this State/Municipal Agreement had one or more public transactions (Federal, State or Local) terminated for cause or default; and
 - e. That all grantees, contractors, and suppliers, including what is also known as lower tier participants as that term is used in 49 CFR Part 29 and the Appendix to Part 29 -- Covered Transactions, have certified in writing that neither they or their principals are currently debarred, suspended, proposed for debarment or suspension, have been declared ineligible, or have voluntarily been excluded from participating in this or any other Federal, State or Local transaction by any Federal, State or Local department, agency or official.
32. *Contract Modification: This State/Municipal Agreement* can only be modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.
33. **Binding Effects:** All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third- party beneficiary rights to be held by any person or entity who is not a party to this State/Municipal Agreement. Nor does it accord on any non-party the right of enforcement.
34. **Choice of Law and Forum:** This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.
35. Nothing in this State/Municipal Agreement shall be construed as a waiver of the State's sovereign immunity.

PROJECT FUNDING CONDITIONS

36. **Non-Appropriation of Fund:** With respect to any payment required to be made by the Department under this State/Municipal Agreement, the parties acknowledge the Department's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Project Sponsor or the Department may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.

37. Maintenance of Records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Project Sponsor, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the Department. The Department reserves the right to audit and inspect such records and accounts at any time. The Project Sponsor shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

Records pertaining to the performance of the State/Municipal Agreement are subject to disclosure pursuant to Wis. Stats. Sec. 19.31 et seq., and shall be preserved by the Project Sponsor.

38. The Project Sponsor agrees to the following State Fiscal Year 2022-2026 TAP project funding conditions: The maximum participation of federal funding will be limited to 80% of the actual eligible project cost or the total cost distribution of TAP funds shown on page 3 of this State/Municipal Agreement, whichever is less. The project federal funding maximum of \$961,212 is cumulative for all federal funded project phases.

[END OF DOCUMENT]

FIRM	SCOPE / APPROACH	VALUE	PM / TEAM EXPERIENCE	VALUE	PROJECT EXAMPLES	VALUE	ADHERANCE TO FORMAT	VALUE	COST PROPOSAL*	VALUE	TOTAL VALUE
MSA	1. <i>Tasks clearly defined:</i> Yes, each step clearly laid out with reference to WisDOT tasks	5	PROS: Good team		PROS: Specific experience WisDOT and trail experience		PROS: Requested format met and appreciated		943 h. \$159,991 Avg - \$170/h		31
	2. <i>Schedule clearly defined:</i> Clear but does not meet DRAFT PSEs in September 2024	1									
	3. <i>WisDOT Process Understood :</i> Refrence to TAP requirements and FDM	5	CONS: None	3	CONS: None	5	CONS: None	3			
	4. <i>Review of Background Data:</i> A few pictures were not of the project area included. Overall as expected	3									
	5. <i>Overall Scope Quality :</i> As requested	3									
RUEKERT MIELKE	1. <i>Tasks clearly defined:</i> Yes, each step clearly laid out	5	PROS: Good team		PROS: Specific experience with utilities		PROS: Requested format met and appreciated		1221 h. \$184,458 Avg - \$151/h		31
	2. <i>Schedule clearly defined:</i> Clear and as requested in RFP.	3									
	3. <i>WisDOT Process Understood :</i> As requested, reference to DSR and Env Permitting provided	3	CONS: None	3	CONS: No path experience noted or WisDOT experience	3	CONS: None	3			
	4. <i>Review of Background Data:</i> Reviewed GIS, noted the Town partnership	5									
	5. <i>Overall Scope Quality :</i> As requested	3									

1 Fails to meet expectations

3 Meets expectations

5 Exceeds expectations



1702 Pankratz Street
Madison, WI 53704
(608) 242-7779
www.msa-ps.com

December 22, 2023

Andy Selle, City Engineer
City of Fort Atkinson
101 North Main Street
Fort Atkinson, WI 53538

Re: Proposal for S Main Street Pedestrian Path, Road Rehabilitation, Water Main Replacement

Dear Andy,

Selecting the best consultant for a project requires thoughtful consideration. You know what qualifications and qualities you and your colleagues are looking for, but how do you convey every detail of your expectations to interested firms, weigh all the pros and cons of their responses, and select a team who will truly and effectively act as an extension of your staff? We believe that this proposal will demonstrate MSA Professional Services, Inc. (MSA) is best suited to help the City of Fort Atkinson complete the S Main Street Pedestrian Path, Road Rehabilitation, Water Main Replacement project.

Here are a few reasons why we feel we can help your project go smoothly:

- **Relationship with the City and WisDOT.** We value our relationship with the City of Fort Atkinson and WisDOT. MSA understands the WisDOT process for TAP grants and deliverables needed to keep the project moving.
- **Related Experience.** MSA has completed numerous other TAP grant projects and understands the overall WisDOT process, and timing. TAP grant projects are locally let and follow WisDOT requirements for review and approval. Our experience will deliver this project in a timely and efficient manner.
- **Project Budget.** We know there are always tough decisions when it comes to balancing the needs with the overall budget. We will provide the City with pertinent project information to make smart and timely decisions.

Included with this proposal, you will find our project team, qualifications, project scope, schedule, cost estimate and project examples. Thank you for another opportunity to work with you! Please feel free to contact me at (608) 242-6617 or at klord@msa-ps.com with any questions.

Sincerely,
MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Kevin Lord". The signature is written in a cursive, flowing style.

Kevin Lord, PE, PLS, ENV SP
Project Manager | Client Liaison

PROJECT MANAGER



Kevin Lord, PE, PLS, ENV SP

PROJECT MANAGER

Education: B.S., Civil Engineering, University of Wisconsin-Platteville

Registration | Certification: Professional Engineer, W | Professional Land Surveyor, WI

Envision Sustainability Professional

Kevin has served as project manager on numerous municipal projects. He understands the importance of staying within budget and is able to provide clients with guidance, helping them understand the long-term implications and goals of every project. Kevin is experienced in surveying and municipal engineering. His experience with municipal projects includes design, permitting, inspection and construction staking of municipal and WisDOT projects. Kevin understands municipal budgets and working with WisDOT on projects including roadway and utilities. Kevin will guide our team and the City of Fort Atkinson through the project.

ORGANIZATIONAL CHART | PROJECT TEAM ROLES

Our team is staffed to handle the needs of your projects. We are a group of experienced engineers and surveying specialists backed by more than 400 other technical specialists who are accustomed to working together on similar projects. Our familiarity with each other will enable us to meet your workload and timeline requirements. **Specifically for this project, we have chosen a team that reflects the needs for this project, including familiarity with similar-sized projects, and the expertise to explore all viable alternatives.**



Kevin Lord, PE, PLS, ENV SP

Role: Project Manager



Bill Pinnow, PE

Role: Client Liaison



Tyler Michlig, PE

Role: Engineer



Anne Holzem, PE, PTOE

Role: WisDOT Coordinator



Erin Isenring

Role: Surveyor

PROJECT UNDERSTANDING

The City of Fort Atkinson has received Transportation Alternatives Program (TAP) funding for the South Main Street Pedestrian Path. The pedestrian path is ultimately the outcome for a Safe Routes To School Study to provide a safe route to the school area. The pedestrian path will ultimately connect the surrounding southside neighborhood to Purdy Elementary School and the downtown corridor. The path expansion will provide opportunities for connecting with residential development south of Hackbarth Road and routes to schools. In preparing for this project, MSA visited the project site to take photos and to familiarize ourselves with the existing conditions, terrain and vegetation throughout the greenbelt.

The project will be completed in a single phase. Highlighting the phase will be the South Main Street Pedestrian Path which will provide a 10-foot wide asphalt paved path beginning at the south side of Rockwell Avenue that parallels South Main Street and ending at Hackbarth Road for a total of 1.0 mile. The entire project is expected to be completed within established right-of-way. The greater connectivity will also provide better non-motorized transportation options that currently do not exist along the southside neighborhoods for connections to the schools. Watermain replacement will be included as well as possible sewer and storm repairs.

PROJECT SCOPE

South Main Street Pedestrian Path – Rockwell Avenue to Hackbarth Road (approximately 1.0 mile)

- Project within City parcels.
- Off-street, 10-foot-wide, multi-use path within greenway.
- Right of way is not anticipated.
- Utility Replacement
- Challenges include:
 - Relocation of storm sewer inlets due to road narrowing
 - Existing conflicts on either side of roadway for pedestrian path
 - Tying in driveways with road narrowing
 - Conflicts with existing utilities within roadway and terraces
 - Maintaining private drainage from residences to greenway
 - Private property improvements
 - Multi-jurisdictional coordination

DESIGN SERVICES

All roadway and path design and documentation is required to comply with the Sponsor's Guide to Non-Traditional Transportation Project Implementation as published by the WisDOT Local Program. The MSA project team understands the project scope and

deliverables required, as detailed in the RFQ and in the following project approach section. TAP grant projects are locally let projects that follow WisDOT requirements for review and approval. MSA anticipates a locally let set of plans and bidding through Quest.

MSA will assist the City in meeting the following goals:

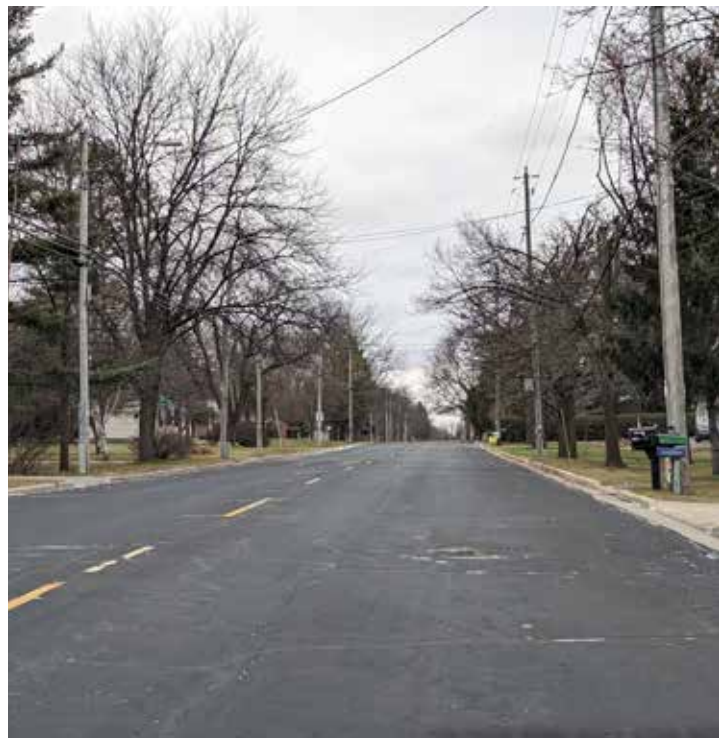
- Design pedestrian path improvements that connect the desired areas.
- Work with the City to adhere to scope, schedule and budget.
- Develop documentation that adheres to the Sponsor's Guide.

MSA will maintain consistent communication and coordination with the City through progress meetings and other correspondence as needed.

PROJECT APPROACH

MSA's approach to successful completion of the South Main Street Pedestrian Path project involves developing a strong and meaningful project management plan, project budget, and schedule, along with a clear development of improvement concepts and thorough design of the final project plan set. Our experience initiating projects shown by the examples in this SOQ has proven successful by building a foundation that involves:

- Providing strong and effective project management that stays one step ahead to meet project budget/timelines.
- Engaging and supporting all City officials and department leaders in a meaningful and constructive way that results in



consensus and community buy-in.

- Conducting a robust analysis of design alternatives, developed with an eye toward balancing the needs and impacts to the surrounding area with the constraints of budgets and schedules.

CRITICAL SUCCESS FACTORS

- Working with community stakeholders to gather input regarding access desires.
- Following the WisDOT Facilities Development Manual (FDM) process and working with WisDOT to follow all steps necessary to make the project eligible for TAP funding.
- Prioritizing continued coordination with the City using email, teleconference, Microsoft Teams and/or in-person meetings throughout the duration of the project. MSA's scope outlines a core list of meetings that will help guide the project.

DESIGN

The opportunity to plan and design this project is as exciting as it may be challenging. Coordinating with the public, City, Township, agencies, utilities and roadways are some of the required steps in the project process, as well as discussing important decisions to make along the way that will impact the outcome of the project design. MSA is excited for the opportunity to work alongside the City of Fort Atkinson to help you make those decisions and fulfill the steps necessary to complete your project and build smarter.

Topographic Survey

MSA will immediately work to complete the field survey and create a base map of the area showing the existing utilities, roadway and right-of-way. MSA will field review the site to determine the anticipated path location in order to identify the survey limits anticipated. All field data will be collected horizontally on Jefferson County coordinates and NAVD vertical datum. MSA will coordinate with the City and Township to obtain permission to access lands and research the public record for property surveys within the corridor. MSA will coordinate with Diggers Hotline for utility locates within the project limits.

Prepare Topographic Survey

Topographic survey of the selected route will be performed using GPS and robotic total stations to gather all data necessary to develop a base map for design purposes. Cross-sections will occur at a minimum of 50-foot intervals along the trail alignment and extend beyond the right-of-way on each side of the road. MSA will locate property information in order to determine private property boundaries in order to maintain the project within the public properties.

General Topographic Information

- Utility marking locates will be requested through Diggers Hotline.
- Survey control will be provided.
- This project will be based on WISCRS with a project-specific control set.
- Benchmarks and control point elevations will be established.
- Trimble Business Center will be used for data reduction and adjustments.
- AutoCAD Civil 3D will be used for base map creation.

Deliverables

- Points file (in .txt, or .csv format), if requested.
- Hard copy contour mapping and parcel lines.
- Survey maps and data.
- Permanent horizontal and vertical control.

Assumptions Made for Estimating and Scoping

- Site information provided by online sources, public records, and individual/entities with knowledge of the site will be accepted in good faith to be true and accurate.
- Access to the site is authorized.
- Diggers Hotline representatives mark all utilities completely and on time.
- No special or extraordinary training or equipment is necessary to collect data.
- Base mapping will be used by MSA for design purposes.



Soil Borings

MSA will coordinate soil borings with CGC, Inc. as a subconsultant for this project. Soils report with necessary information for a multi-use pedestrian path.

Deliverables

Soils investigation report.

Utility Coordination

Coordinating with local utility companies will contribute to the successful implementation of the project from the early stages. MSA will coordinate project impacts with local gas, electric and communication utilities to make them aware of the project planning and incorporate their comments by mapping proposed utility corridors.

Watermain exists from the intersection of Rockwell Avenue to Radloff Street and is planned for replacement with the project. The City will provide televising tapes and review recommendations for repairs of sanitary and storm sewer within the corridor.

Since it would be a local let project through the TAP program, this project is a Non-TRANS 220 project.

- Utilities will be invited to the Operational Planning Meeting (OPM) and potential impacts discussed at that time. No separate utility site review meeting is anticipated.
- Project plans will be sent to utilities to allow for necessary adjustments.

Right of Way Plat – Not Anticipated**Reports Per FDM Requirements for a TAP- Funded Project Design**

- A Pavement Type Selection Report (assume asphaltic pavement) — included within the Design Study Report.
- Design Study Report (DSR).
- Utility Status Report.
- Traffic Management Plan (TMP) - Type 1 (basic) anticipated.

Environmental Documentation

- Native American tribal letters.
- Categorical Exclusion Checklist (CEC) Environmental Report.
 - No impacts to archaeological or historical properties are anticipated.
- Archaeology or history.
 - Surveys might be needed for archeology and history. Should an investigation be needed, MSA will subconsult with Commonwealth Heritage Group, LLC. (not included in current cost.)
- Phase 1 Hazardous Material research and report.

- Field surveys for bats or other endangered or threatened species are not anticipated.
- 4(f) impact evaluation and documentation (school district and greenbelt.)

Agency Coordination

- DNR notice at preliminary and final design stages.

Community Engagement

- One (1) Community Engagement Forum (CEF).
- Draft the invitation letters, draft news release, displays, handouts and other necessary items.
- Public involvement plan.

Preliminary Design, Plans, and Estimate

MSA will comply with the revised Sponsor's Guide to Non-Traditional Project Implementation published by WisDOT as well as the Wisconsin Bicycle Facility Design Handbook during the complete design phase for this project.

- Prepare trail plans and provide to the City and WisDOT in PDF format.
- Collect information from as-built drawings, existing right of way utility contact lists and utility maps.
- Design alignments to FDM standards.
- Preliminary plan and profile sheets will be developed with cross-sections.
- Cost estimate and real estate impacts (not anticipated) estimate will be provided.
- Title sheet and typical section.
- General notes.
- Erosion control plans and plan sheets at 100 scale.
- Construction detail sheets.
- Plan and profile — multi-use trail based.
- Roadway crossing details.



Meetings

- 30% Plan and Profile Review Meeting with City staff.
 - This meeting will address 30% engineering plan and profile sheets.
- PIM to review 30% plans with the public stakeholders.

Deliverables

- Topographic base map: two electronic files, one (1) AutoCAD Civil3D dwg format (points and line work only) and one (1) PDF format.
- Preliminary plans: one (1) PDF file of the preliminary plans, and construction cost estimate for owner review.
- Preliminary construction cost estimate.

Final Design, Specifications and Estimate

- Construction detail sheets.
- Plan and profile for multi-use trail and watermain replacement.
- Storm sewer and sanitary sewer plans as necessary
- Permanent signing and marking plans on plan sheets at 100 scale for multi-use trail accommodations and street crossings.
- Erosion control plans on plan sheets at 100 scale.
- Traffic control details.
- Cross sections.
 - Scale will be 1 inch = 10 feet horizontal and vertical on 11x17-inch sheets. Cut cross sections every 50 feet.
- Develop construction specifications.
- Preliminary cost estimates will be developed using WisDOT bid price data. One (1) preliminary estimate.
 - Major work items such as pavement, base course, earth work and drainage will be provided at approximately 60%. One final estimate with itemized breakdown will be provided with final plan route for the multi-use trail.
- Project bid package will be prepared with required permits

for a locally let project.

- MSA will use MSA and WisDOT standard specifications to prepare bidding documents.

Permits

Prepare permit application and required attachments for:

- WDNR construction site and/or post-construction site erosion control and stormwater management.
- WDNR watermain extension permit is included if alignment is altered in the design.

Meetings

- 60% Plan and Profile Review Meeting with the City (Virtual).
 - This meeting will address 60% engineering plan and coordinate final plan edits from the City of Fort Atkinson.
- 90% Plan and Profile Review Meeting with the City (Virtual).
 - This meeting will address 90% engineering plan and coordinate final plan edits from the City of Fort Atkinson.

Since TAP funding federal/state funds are planned to be used on this project, any real estate purchased for the project must follow federal laws and regulations as well as state statutes and policy must be followed. Though not anticipated, if real estate is needed, the City would need to acquire a state-certified real estate acquisition specialist to sign off on the project. MSA would be willing to assist, however hours are not included at this time.

Deliverables

- Final plans: one (1) PDF file of the final plans and construction cost estimate, for owner review.
- Final construction cost estimate.

Bidding – Anticipated bidding will be completed by the City of Fort Atkinson, and MSA will be available for questions throughout the process.



SCHEDULE

TASK	TIMEFRAME
Notice to Proceed MSA Begins Survey Work, Soil Borings Operational Planning Meeting	January 2024
30% Preliminary Plans	June 2024
Environmental Document Submitted	July 2024
60% Plans and Design Study Report	August 2024
Final PS&E	December 2024
Bidding Process	January 2025
Owner Awards and Executes Construction Contract	February 2025
Construction	May 2025 to November 2025
Project Closeout	November 2025



COST ESTIMATE

JOB DESCRIPTION EMPLOYEE NAME RATE			Pedestrian Path, Road Rehabilitation, Water Main Replacement															
PHASE	TASK DESCRIPTION	TASK	LIAISON Pinnow \$170	LEAD Lord \$210	TECH Michlig \$140	WISDOT Holzem \$170	Survey Isenring \$100	ADMIN Deuchars \$85	COPIES	EQUIP	MILES	SUB- COST (LABOR+ DIRECT)						
100	DESIGN																	
	Project Administration	101	8	16				6				\$5,230						
	Existing Information Review	102	2	8	24							\$5,380						
	Review Known Conditions with Staff	103	4	4	8						70	\$2,686						
	Correspondence	104	10	16								\$5,060						
	Utility Coordination	105		2	16							\$2,660						
	Research	106		8								\$1,680						
	Topographic Survey	107		8			70			50	560	\$10,047						
	Preliminary Design	108	8	16	96				100			\$18,175						
	Preliminary Cost Estimate	109		6	8							\$2,380						
	Meetings - City	110	6	9	16						210	\$5,288						
	Meetings - PIM	111	4	6	8	6					70	\$4,126						
	Erosion Control Plans	112			20							\$2,800						
	Traffic Control Plans	113			12	4						\$2,360						
	Watermain Design	114		6	32							\$5,740						
	Sanitary and Storm Sewer Design	115		4	16							\$3,080						
	WisDOT Design Reports	116		8	4	45						\$9,890						
	Environmental Documentation	117		12	16	55						\$14,110						
	Agency Coordination	118		8	30							\$6,780						
	Final Plans	119	8	16	140				200			\$24,350						
	Final Cost Estimate	120		4	8							\$1,960						
	Specifications	121	2	16	12			6				\$5,890						
	WisDOT NOI	122		2	12							\$2,100						
	Watermain Permits	123		2	12							\$2,100						
	Bidding Administration	124		12	4			4				\$3,420						
	QA/QC	125	8	4								\$2,200						
	Soil Boring - Subconsultant											\$10,500						
	SUBTOTAL HOURS/MI		60	193	464	140	70	16	300	50	910	943						
	SUBTOTAL COST		\$10,200	\$40,530	\$64,960	\$23,800	\$7,000	\$1,360	\$45	\$1,000	\$596	\$159,991						



TRILLIUM LANE MULTI-USE TRAIL

Rib Mountain, WI

The Town of Rib Mountain is known for its great outdoor culture and variety of recreational opportunities, home to Rib Mountain State Park which contains a large, quartzite rock knob with “ribs” and Granite Peak Ski Area, one of the first ski areas in North America. Residents and visitors can also enjoy water-based activities along the adjacent Wisconsin River, a number of community bicycle and pedestrian trails and the popular Doecke Recreation Area.

Over the years, the greater Wausau region has invested in a growing network of trails, many of which were constructed to fulfill the vision of the Wausau Area Metropolitan Planning Organization’s (MPO) Bicycle and Pedestrian Plan, adopted in 2015. As part of this vision, the Town of Rib Mountain realized an opportunity to increase linkage within the network and hired MSA to provide trail design and construction administration services for the creation of a new north-south connector trail. The trail would serve to join together existing trails/ bike routes, boost circulation, and provide a safer route through the area. It would also establish a connection to other areas within the community including the nearby recreation area and state park. MSA worked in close collaboration with Town officials, the Wisconsin DOT, and Janke General Contractors, Inc. on the vision and execution of the trail, with MSA leading both design as well as construction administration and oversight.

The result is the Trillium Trail, which adds over one mile of new 10-foot-wide paved trail that connects to existing routes, provides safe, accessible access over USH 51/139 and links to the Wisconsin River pedestrian bridge — and, ultimately, surrounding communities. The new paved trail extends from Foxglove Road to the south end of Trillium Lane and features paved pathways and boardwalks through wetland areas. The project also provides additional off-street and on-street bicycle and pedestrian accommodations along Trillium Lane up to County N, including widening and paving of road shoulders and the addition of pedestrian crossing beacons. Ultimately, the MPO intends to have a connection between the Trillium Trail and the Mountain-Bay State Trail, the longest rail-trail in Wisconsin (83 miles) and named for the two geological features at either end: Green Bay and Rib Mountain.

REFERENCE INFORMATION

Scott Turner, Streets and Parks Superintendent
227800 Snowbird Avenue, Wausau, WI 54401
(715) 842-0983 ext. 21
sturner@townofribmountain.org

RECENT RELATED PROJECT EXAMPLES



ATWOOD AVENUE PROJECT

Madison, WI

Atwood Avenue is a minor arterial within the City of Madison connecting the City of Monona to the downtown isthmus. This one-mile segment of roadway is bound by primarily residential property and parkland. The City of Madison’s goals are to improve safety and traffic operations while enhancing multimodal connectivity and mobility.

The existing roadway is a four-lane roadway. Typical sections were evaluated, and a review of the traffic volumes indicated that while two lanes were necessary in one direction, only a single lane was needed in the opposing direction. The proposed typical section includes a three-lane section with the inclusion of a raised median to provide refuge areas within the park limits and shorten the crossing distance to provide enhanced safety for pedestrians.

This project proposes to include enhancements to bike and pedestrian safety by providing an off-street multi-use facility with a new enhanced pedestrian bridge. Connectivity to the existing Capital City Trail will be provided along Walter Street. On-street bike facilities are included at the eastern limits of the project to connect into Monona Drive to the south. This project required additional effort to make sure the NEPA process was followed. The project was adjacent to a major city park, waterways, a regional tourist destination and a school—while also requiring the design team to consider environmental justice. With that, an extensive public involvement plan was utilized that included three public outreach opportunities in the preliminary design phase prior to determining the preferred alternative. These meetings consisted of information gathering, presentation of alternatives and selection of a preferred alternative. The project is scheduled to be constructed in the summer of 2023.

REFERENCE INFORMATION

Chris Petykowski, PE, Deputy City Engineer
210 Martin Luther King Jr. Blvd, Room 115, City County Building, Madison, WI 53703
(608) 267-8678
cpetykowski@cityofmadison.com



Amendment

Amendment No: 1

MSA Project Number: 02959028

Date of Issuance: May 21, 2025

This is an amendment to the Agreement dated March 6, 2024 and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 1702 Pankratz Street, Madison, WI 53704

Phone: (608) 242-7779

Representative: Kevin Lord, PE, PLS

Email: klord@msa-ps.com

CITY OF FORT ATKINSON (OWNER)

Address: 101 N. Main Street, Fort Atkinson, WI 53538

Phone: 920-397-9901

Representative: Rebecca Houseman Email: rhouseman@fortatkinsonwi.gov

Project Name: S Main St Ped Path, Road Rehab, Watermain Replacement

The project scope has changed due to: Public Information Meeting and Bidding Services as additional scope items.

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: Approximate Start Date: January 2025

Approximate Completion Date: September 2025

The estimated fee for the Amendment work is: \$12,800

Original Contract: \$159,991

Total Contract: \$172,791

Any attachments or exhibits referenced in this Amendment are made part of the original Agreement. Payment for these services will be on a time and expense basis. Attachment B: Rate Schedule is attached and made part of this Agreement

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Amendment. A copy of this Amendment signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

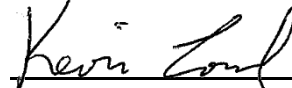
CITY OF FORT ATKINSON

Rebecca Houseman

City Manager

Date: _____

MSA PROFESSIONAL SERVICES, INC.



Kevin Lord, PE, PLS

Team Leader

Date: May 21, 2025

OWNER ATTEST:

Michelle Ebbert

Clerk/Treasurer

Date: _____

Scope of Services:

MSA Professional Services, Inc. was requested to hold an open house on the South Main Street Pedestrian Path project to inform the public of the project. A Public Informational meeting was held on March 4, 2025 at the City Hall. MSA provided mailers to the residents along the corridor with an invitation to the meeting. MSA worked with the City to provide exhibits and a draft power point presentation for the meeting. MSA attended the meeting to discuss the project and address questions from residents or City staff. MSA followed up with items following the public meeting related to the project with City staff.
Estimated Fee: \$7,400

MSA was asked to provide bidding services for the project. The project will get approved for bidding by WisDOT however the process will be a locally let project. The current schedule requires the City to approve the bids and authorize the project by August 25, 2025. The current bidding is planned for approval by June 26, 2025. The project will be bid utilizing the online bidding using Quest services. MSA will prepare the ad for bid and send this to the paper for advertising which requires a 3-week advertisement per WisDOT requirements. MSA will complete the bidding documents and put them online for the bidders. MSA will answer questions and prepare addendums as necessary during the bidding process. An online bid will be performed and MSA will complete a bid summary of the project. MSA will review the bids received and provide a recommendation to the City. Once approved, MSA will assist the City with the Contracting of the project. Services are intended to end with the project contracting with construction to be performed in 2026. The City will pay directly for the advertisement fee for the papers or reimburse MSA for those fees in addition to the fees in this amendment.
Estimated Fee: \$5,400

ATTACHMENT B: RATE SCHEDULE

CLASSIFICATION

Administrative	\$ 85 – \$154/hr.
Architects	\$ 85 – \$198/hr.
Community Development Specialists	\$137 – \$198/hr.
Digital Design	\$115 – \$151/hr.
Environmental Scientists/Hydrogeologists	\$110 – \$193/hr.
Geographic Information Systems (GIS)	\$100 – \$193/hr.
Housing Administration	\$ 97 – \$198/hr.
Inspectors/Zoning Administrators	\$110 – \$160/hr.
IT Support	\$175 – \$193/hr.
Land Surveying	\$ 85 – \$198/hr.
Landscape Designers & Architects	\$ 85 – \$220/hr.
Planners	\$ 85 – \$215/hr.
Principals	\$225 – \$314/hr.
Professional Engineers/Designers of Engineering Systems	\$155 – \$204/hr.
Project Managers	\$120 – \$248/hr.
Real Estate Professionals	\$140 – \$193/hr.
Staff Engineers	\$ 85 – \$149/hr.
Technicians	\$100 – \$151/hr.
Wastewater Treatment Plant Operator	\$ 92 – \$118/hr.

REIMBURSABLE EXPENSES

Copies/Prints	Rate based on volume
Specs/Reports	\$10
Copies	\$0.14/page
Plots.....	\$0.01/sq.in.
Flash Drive.....	\$10
GPS Equipment.....	\$20/hour - \$10.75/hour for DOT
GPS R2 Equipment	\$20/hour - \$2/hour for DOT
Dini Laser Level.....	\$85/per day
Mailing/UPS.....	At cost
Mileage – Reimbursement.....	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle.....	\$0.70 mile standard/ \$0.69 mile for DOT
Nuclear Density Testing.....	\$30/day
Organic Vapor Field Meter.....	\$100/day
PC/CADD Machine.....	Included in labor rates
Robotic Survey Equipment	\$20/hour - \$10/hour for DOT
Stakes/Lath/Rods	At cost
Travel Expenses, Lodging, & Meals.....	At cost
Traffic Counting Equipment & Data Processing	At cost
Geodimeter.....	\$30/hour
Drone Flight.....	\$375/flight - \$360/flight for DOT

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2025.



Please sign in to participate in the Public Comment portion of the agenda
 (Item 4 on the Council Agenda)
 Per Ordinance, speakers must be residents of, or property owners in the City of Fort Atkinson

Name (printed)	Address	Subject	Phone Number	Email
Carlton Kincannon		S Main Path	920 563 4810	clerk@koshkonongwi.gov
Kdm Cheney		"	920 650 0337	cheney.koshkonong@gmail.com
Nellie Tim Redenius	10010 E. Co. Rd. 17 Whitewater, WI 1523-525 529, 1728-30 1718 S. Main St	S. Main	920-728-4245	Nellietee@gmail.com
Robert Bell	11729 200th Main FORT	S. Main	920 563 2355	rmbell@idnet.com
Sara Armstrong	Main St	Path		
ALAN LANG	MAIN ST	PATH	920-650-5660	
John Ciccavelli	213 Sherman Ave East	Path & other ped-bike stuff	(415) 912-6999	jdiccavelli2453@gmail.com
BRIAN UDOVICH	311 S. CENTER AVE. JEFFERSON, WI 53549	PATH	(920) 723-7273	brianu@jeffersoncountywi.gov



Please sign in for the Public Information Meeting

March 4, 2025

South Main Street Pedestrian Path Project

Name (printed)	Address	Phone Number	Email	Comments
Mary Nankie's	1135 S Main	920 563 8629	Marynankie529@gmail.com	We need to learn more details.
Larry Nankie's	1135 S Main	920 563 8629	"	"
Ann Kovnesky	1415 S. MAIN	414-418-5194	akovnesky@yahoo	AGAINST this project
Ronald L. Jones	1104 S. MAIN ST	920-728-2919		
Marlene Gerstner	1405 S. Main St.	920-675-6984	mkg1962@yahoo.com	
Lynne Parker	1429 S. Main	920-563-3376	lynneparker68@gmail.com	
Walt Christensen	W 7057 POND RD T OF K	920-723 1320	wchriswho@gmail.com	
Vicky Ghislain	N1693 S Main St Fort	920-222-9441	ghislain@charter.net	
Brad McGowan	1411 S. Main st	920-723 8700		