



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, SEPTEMBER 2, 2025 – 7:00 PM
CITY HALL – SECOND FLOOR**

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

Meeting ID: 864 8395 3124

Passcode: 53538

Dial by Location

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AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Pledge of Allegiance**
- 4. 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 August 18, 2025, Joint Review Board meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - b. Review and possible action relating to the **minutes of the August 19, 2025, Ordinance Committee Meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - c. Review and possible action relating to the **minutes of the August 19, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - d. Review and possible action relating to the **minutes of the August 26, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - e. Review and possible action on a **Special Event: HFH Rural Rally Tailgate, Thursday,**

October 30, 2025 from 5:00 - 7:00 pm (Ebbert, Clerk/Treasurer/Finance Director)

5. Public Hearings

6. Public Comment for Matters on the Agenda: *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, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*

7. Petitions, Requests, and Communications

8. Resolutions and Ordinances

- a. First reading of an Ordinance to create Section 98-59 of the City of Fort Atkinson Code of General Ordinances relating to **Lead Lateral Service Line Replacement** (Navin, Director of Public Works)

9. Reports of Officers, Boards, and Committees

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

10. Unfinished Business

11. New Business

- a. Review and possible action relating to the **2026 Recycling Grant Application** to the Wisconsin Department of Natural Resources (Navin, Director of Public Works)
- b. Review and possible action on a **Public Monument Review for the Kiwanis Field Facility Improvements Project** at Rock River Park (Dayton, Director Parks and Recreation)

12. Public Comment for Matters Not on the Agenda: *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.*

13. 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)

14. Miscellaneous

- a. The City Council will adjourn into closed session pursuant to State Stat. §19.85(1)(e) **to conduct other specified business**, where competitive or bargaining reasons require a closed session [City Fire/EMS Agreements with Town Partners and Fire/EMS Union Contract] (Houseman, City Manager)

15. Adjournment

Date Posted: August 27, 2025

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

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**JOINT REVIEW BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, AUGUST 18, 2025 – 9:00 AM
MUNICIPAL BUILDING – SECOND FLOOR**

MINUTES

1. Call meeting to order

Chairperson Manager Houseman called the meeting to order at 9:02 am.

2. Roll call

CC: JRB Members: Chairperson and City Representative Rebecca Houseman; Jefferson County Representative Michael Luckey; Fort Atkinson School District Representative Nathan Knitt; Madison Area Technical College Representative Shawna Marquardt and Citizen Representative Jonah Ralston. Also present: Jefferson County Finance Director Marc DeVries and City Clerk/Treasurer/Finance Director.

3. New Business

a. Review and possible action relating to the Minutes from the Joint Review Board meeting of August 1, 2024

Marquardt moved, seconded by Knitt to approve the minutes from the Joint Review Board on August 1, 2024. Motion carried.

b. Review and possible action relating to the 2024 Annual Report for Tax Increment District 6
Manager Houseman stated the City has five (5) Tax Incremental Financing Districts. TID No. 6 was created in 2000 and consists of the Klement Business Park. TID No. 7 was created in 2000 and consists of the City's Downtown area. TID No. 8 was created in 2009 and includes the newly developed area along Madison Street and the Hwy 26 bypass. TID No. 9 was created in 2023 and consists of the undeveloped and underdeveloped land on the northwest side of the City. TID No. 10 was created in 2023 and consists of land on the northeast side of the City.

TID NO. 6

TID No. 6 was created as an Industrial TID on January 18, 2000. 2018 was the last year to incur TIF-related costs. This TID has been designated as a "distressed TID" which allows the City to extend its life by 10 years to recover the costs associated with the improvements to the TID. This designation also allows the City's other TIDs (No. 7 and No. 8) to donate excess increment to this TID. In 2024, TID No. 7 allocated \$445,853 and TID No. 8 allocated \$1,283,476 to TID No. 6. This TID is required to close by 2033; however, it may be

terminated early if/when all costs are recovered. Per the Current Status document prepared by the City's Financial Advisors, TID No. 6 is expected to recover all funds in 2025. At the end of 2024, there was a positive fund balance of \$1,081,134 in the TID, which will be used in 2025 to pay back the General Fund for financial support throughout its life. All debt is scheduled to be paid off in 2025. The City Council may extend the life of TID 6 for one year to gather increment for the Affordable Housing Fund with potential closure in 2026. Per the attached closure timeline document, this body may begin to create a new TID in this area in 2026. Creating a new TID may incentivize further development in the Klement Business Park. Lots 12 and 13 were sold to Wisconsin Development Corporation in July 2025 with the intention to construct an industrial flex spec building. Construction is planned to begin in spring 2026.

Marquardt moved, seconded by Knitt to approve the 2024 annual report for TID 6. Motion carried.

c. *Review and possible action relating to the 2024 Annual Report for Tax Increment District 7*
TID NO. 7

TID No. 7 was created as a Blight Elimination TID on January 18, 2000. 2022 was the last year to incur TIF-related costs. As such, no new projects, incentives, or financing may be implemented. This TID was scheduled to close in 2027; however, because it has been designated as a Donor to Distressed TID No. 6, its life can be extended to 2033, consistent with a maximum legal life of the TID of 27 years plus 6 years as a Donor to Distressed. At the end of 2024, there was a nominal positive balance of \$9,859 in this TID. This TID will remain open to support TID 6, which will likely close in 2026. Future plans for this TID include extending its life for a year to gather increment for the Affordable Housing Fund and closure in 2026. There is an opportunity in 2026 to create one or more new downtown TIDs to incentivize development and redevelopment opportunities and facilitate public improvements, such as those identified in the City's Main Street Corridor Planning project.

Knitt moved, seconded by Luckey to approve the 2024 annual report for TID 7. Motion carried.

d. *Review and possible action relating to the 2024 Annual Report for Tax Increment District 8*
TID NO. 8

TID No. 8, known as the NW Corridor Development TID, was created on September 15, 2009, as a Mixed Use TID. This TID stands out as the city's most successful. Beginning 2024 with a balance of \$1,306,330, TID No. 8 saw revenues of \$1,041,582, which included a tax increment of \$970,153 and investment income of \$65,301. Expenditures totaled \$2,347,912 for the year, creating an end-of-year balance of \$0 in preparation of closing. In August 2024, the City Council adopted a Resolution extending the life of the TID for a year to support the Affordable Housing Fund. In April 2025, the City Council adopted a Resolution closing this TID.

Ralston moved, seconded by Knitt to approve the 2024 annual report for TID 8. Motion

carried.

e. *Review and possible action relating to the 2024 Annual Report for Tax Increment District 9*
TID NO. 9

In late 2022, the Joint Review Board approved a new mixed-use TID (TID No. 9), which overlays TID No. 8, and includes recently annexed land as well as undeveloped and underdeveloped land. This TID was created to support the development of the City-owned land along Banker Road, as well as additional major projects as described in the Project Plan. The JRB approved the TID and Project Plan on November 1, 2022, and the TID was established in 2023. The fund balance at the beginning of 2024 was -\$17,750 due to creation and administrative costs. The ending fund balance in 2024 was \$3,298,282, which is restricted to be used for public infrastructure in the TID. In December 2024, the City Council entered into a Development Agreement with Intrepid Investments to develop about 40 acres of land with new residential units, including an 87-unit apartment building, townhomes, and single-family homes. The City has borrowed funds through a Note Anticipation Note, as well as funds from the City's general fund and wastewater utility fund, to pay for certain public infrastructure, which is currently under construction. City staff anticipates additional projects in this TID in 2025 and beyond.

Knitt moved, seconded by Ralston to approve the 2024 annual report for TID 9. Motion carried.

f. *Review and possible action relating to the 2024 Annual Report for Tax Increment District 10*

TID NO. 10

TID No. 10 was created as a Blight Elimination TID in November 2022, with values established on January 1, 2023. TID No. 10 in Fort Atkinson is projected to run until 2050, with the final tax collection slated for 2051. The expenditure period will end in 2043. The first project within TID No. 10 was an effort from Forth HealthCare to move four houses to make room for an expanded parking lot located adjacent to the hospital and outside the TID No. 10 boundaries. The City and Fort HealthCare are working on a Development Agreement so that the TID can pay back a portion of the cost of the road infrastructure necessary to support the relocation of the houses. In addition to those houses, this project created a vacant duplex lot, which Fort HealthCare has sold to Habitat for Humanity of Waukesha and Jefferson Counties on which a duplex will be constructed in 2025. The beginning balance in TID 10 was -\$17,308, and the ending balance was -\$25,486. Staff anticipates additional projects in TID #10 in the coming years and is not concerned about the negative fund balance.

Luckey moved, seconded by Marquardt to approve the 2024 annual report for TID 10. Motion carried.

4. Adjournment

Marquardt moved, seconded by Knitt to adjourn. Meeting adjourned at 9:18 am.

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



**ORDINANCE COMMITTEE MEETING
IN PERSON AND VIA ZOOM
TUESDAY, AUGUST 19, 2025 – 6:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

President Jaeckel called the meeting to order at 6:00 pm.

2. Roll call

Present: Councilperson Huckabee and President Jaeckel. Also present: City Manager, Director of Public Works, Director of Building Services and Clerk/Treasurer/Finance Director. Absent: Councilperson Johnson.

3. New Business

a. Review and possible recommendation to the City Council relating to an Ordinance to Create Section 98-59 of the City of Fort Atkinson Code of General Ordinances relating to Lead Lateral Service Line Replacement (Navin, Director of Public Works)

Director Navin discussed how the City is required to complete a WDNR approved Lead Service Line Replacement Plan by means of an ordinance. The intent and purpose of the ordinance is to create legal authority for full replacement of lead service lines on the public and private side to ensure full compliance with state and federal requirements for this program. This will ensure that the water quality at every tap of each utility customer meets the quality standards specified under federal and state law, to ideally reduce the lead contaminant level to zero, and to eliminate the constriction of water flow caused by mineral deposits inside lead pipes. Property owners who fail to replace a customer side Lead Water Service Line, as required by this ordinance, may in accordance with PSC Chapter 185.37 have their water service discontinued, to such property, until the customer-side Lead Water Service Line is replaced. Discussion was held on the material to be used when replacing the water service lines, it was confirmed material will be consistent with plumbing codes.

Huckabee moved, seconded by Jaeckel to recommend the City Council approve an Ordinance creating Section 98-59 of the City of Fort Atkinson Municipal Code relating to the proposed lead lateral service line replacement program. Motion carried.

4. Adjournment

Huckabee moved, seconded by Jaeckel to adjourn. Meeting adjourned at 6:08 pm.

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



**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, AUGUST 19, 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: Councilman Huckabee, Lescohier, Schultz and President Jaeckel. Also present: City Manager, City Attorney, Clerk/Treasurer/Finance Director, Director of Public Works, Wastewater Superintendent, Library Director and Public Works Superintendent.

Excused absence: Councilman Johnson.

3. Pledge of Allegiance

President Jaeckel led the Pledge of Allegiance.

4. Consent Agenda

Huckabee moved, seconded by Lescohier to approve the Consent Agenda items 4.a through 4.j. Motion carried.

- a. *Review and possible action relating to the **minutes of the August 5, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the August 12, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to **building, plumbing, and electrical permit report for July 2025** (Draeger, Building Inspector/Zoning Administrator)*
- d. *Review and possible action relating to the City Clerk-issued **License and Permit Report for July 2025** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements as of July 31, 2025** (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Review and possible action relating to the Police Chief's recommendations for **Trick or Treat hours** (10/26/25 1–4 p.m.) and **Trunk or Treat hours** (10/31/24 6–8:30 p.m. at Jones Park) (Bump, Police Chief)*
- g. *Review and possible action on a Special Event: **Park & Recreation Adult Recess, Friday,***

September 12, 2025, 6-9 p.m. at Jones Park (Ebbert, Clerk/Treasurer/Finance Director)

- h. *Review and possible action on a **Special Event: The Chapel: Night of Worship**, Sunday, September 14, 2025, from 6:30 to 8:00 p.m. at Barrie Park (Ebbert, Clerk, Treasurer, Finance Director)*
- i. *Review and possible action on a **Special Event: Chamber of Commerce, Holiday Parade**, Sunday, December 7, 2025, 4:00 p.m. - 6:00 p.m. (Ebbert, Clerk/Treasurer/Finance Director)*
- j. *Discussion and possible action relating to a **Temporary Retailer's License** for St. Joseph Catholic Church, St. Teresa of Calcutta Fall Festival on September 7, 2025 (Ebbert, Clerk/Treasurer/Finance Director)*

5. Public Hearings

None.

6. Public Comment for Matters on the Agenda

John Hausz, 104 Jefferson Street - inquired on item #11.a regarding a generator purchase on the agenda for Wastewater.

7. Petitions, Requests, and Communications

None.

8. Resolutions and Ordinances

- a. *Review and possible action relating to a Resolution Extending the life of **Tax Incremental District #6 for one year to fund Affordable Housing Programs and Projects** within the City of Fort Atkinson, Wisconsin (Houseman, City Manager)*

Manager Houseman stated the City held a TID workshop on August 20, 2024. The City's financial advisors from Baird presented a long-term plan for the City's TIDs, including the closure of TID 8 in April 2025 and the planned closure of TIDs 6 and 7 in 2026. Note that the City Council approved a resolution extending the life of TID 8 in 2024 to start the affordable housing fund. Wisconsin statutes (66.1105(6)(g)) allows the extension of a TID up to one year, using the last year of tax increment to improve the City's housing stock. At least 75% of the increment must benefit affordable housing with the remaining portion used to improve housing stock. In order to extend the life of the TID, the City Council must adopt a Resolution declaring such by September 1st. Per the timeline included with the background information, the Council would then adopt a resolution terminating TIDs 6 and 7 in April 2026. City staff plans to start the process of creating new TIDs in the undeveloped and underdeveloped areas from TIDs 6 and 7 in 2026. The act of extending the life of TID 6 for an affordable housing program will provide approximately \$160,171.82 for affordable housing efforts in 2026. The act of extending the life of TID 7 will provide approximately \$460,106.39 for affordable housing efforts in 2026.

Lescohier moved, seconded by Huckabee to adopt the Resolution extending the life of Tax Increment District No. 6 for one year to fund affordable housing programs and projects within the City of Fort Atkinson, Wisconsin. Motion carried.

- b. *Review and possible action relating to a Resolution Extending the life of **Tax Incremental District #7 for one year to fund Affordable Housing Programs and Projects** within the City of Fort Atkinson, Wisconsin (Houseman, City Manager)*

Huckabee moved, seconded by Schultz to adopt the Resolution extending the life of Tax Increment District No. 7 for one year to fund affordable housing programs and projects within the City of Fort Atkinson, Wisconsin. Motion carried.

9. Reports of Officers, Boards, and Committees

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

10. Unfinished Business

None.

11. New Business

- a. *Review and possible action related to the **purchase and installation of the on-site generators** at the Sherman Avenue and Water Street Lift Stations (Sweeney, Wastewater Superintendent)*

Superintendent Sweeney referenced the Sherman Avenue and Water Street Lift Stations were constructed in 1982. They are designed to pump wastewater from the downtown area to the Gravity Main Sewer. Currently, during a power outage at the Sherman Avenue and Water Street Lift Stations, staff must manually transport pull-behind generators to the sites and connect them so that the lift stations continue to function properly. This project was included in the 2025 Capital Improvements Projects budget at \$150,000. The planned project included the additional generators outlined above and the replacement of two pumps. The City Council approved the replacement of the Flygt submersible pumps at these lift stations at the meeting on June 3, 2025 at a cost of \$62,402, leaving \$87,598 for the generators portion of the project. After the pumps and the generators, there will be approximately \$11,657.20 remaining. Staff intends to use a portion of those funds to enhance the site around the Water Street Lift Station, including installing privacy fencing around the new generator and electrical panel to improve safety and appearance. Additionally, some overgrown trees will be removed to accommodate the installation of the generators. To restore and improve the appearance of the area, new landscaping will be added following the tree removal. Staff has had to provide backup generators to lift stations on average 2-3 times per year.

Lescohier moved, seconded by Huckabee to approve the purchase and installation of two

onsite Generac Generators from Home Backup Systems, LLC of Fort Atkinson for a cost not to exceed \$74,059.20 to provide permanent back-up electricity for the Sherman Avenue and Water Street lift stations. Motion carried.

b. *Review and possible action related to **Solar Project Study Engineering Services** (Sweeney, Wastewater Superintendent)*

Superintendent Sweeney provided that Treatment Plant is evaluating the feasibility of installing a solar field to offset a portion of its energy expenses. The City borrowed funds in 2024 to pursue such a solar project. Staff has procured the services of Donahue Engineering to conduct a comprehensive solar evaluation for the Wastewater Treatment Plant. This assessment will include an analysis of the plant's electrical usage and the development of a solar production model. Donahue will also explore battery storage options and coordinate with We Energies to address the necessary interconnection requirements for both solar and battery systems.

Lescohier moved, seconded by Huckabee to approve the proposal for a Solar Study from Donohue & Associates at a cost not to exceed \$14,800 to be paid for using the funds borrowed for that purpose. Motion carried.

c. *Review and possible action relating to the **emergency replacement of the library's rooftop condenser** (Lippert, Library Director)*

Director Lippert stated that on June 26th, library staff noticed that the air conditioning for the south half of the building was not working. Two technicians from Klecker's came on June 27th and found that the center condenser fan motor bracket had broken on the rooftop condenser, causing the fan motor and blade to fall into and severely damage the condenser coil. The library's current rooftop condenser is a 60-ton Trane unit that was installed in 2010. Klecker's technicians were able to get stages one and two of the rooftop unit working on June 27th, but reported that the rest of the unit needed serious repairs. By Monday, June 30th, the temporary repair had failed. While visiting on July 3rd to provide a quote for repairs or replacement, technicians from Ahern repaired one stage of the rooftop unit. Thankfully, this fix has maintained more comfortable temperatures inside the library, though these repairs are only intended to be temporary. Staff reached out to seven contractors with four response that were reviewed by Staff and the Library Board. Per Wis. Stat. § 43.58(1) the library board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. On Monday, August 11, 2025, the Library Board approved the rooftop condenser replacement project with Total Mechanical and to reimburse this cost with funds from the library's trust.

Huckabee moved, seconded by Schultz to approve the proposal from Total Mechanical to replace the library's rooftop condenser at a cost not to exceed \$87,550 (\$85,000 initial estimated cost plus \$2,550 as a 3% contingency reflecting the uncertainty of the market) with funding from the library's trust at Edward Jones. Motion carried.

d. *Review and possible action relating to the library's **2025 CIP furniture replacement project** (Lippert, Library Director)*

Director Lippert discussed the 2025 CIP that included \$7,000 to replace furniture in the library. The Library Board agreed to reimburse library CIP costs with funds from the library's trust held with Edward Jones for the teen room as it is the most in need of furniture updates. Library staff originally underestimated the cost of furniture and flooring replacement as they created the 2025 CIP. The CIP included \$7,000 to replace furniture and \$4,000 to replace flooring. Based on quotes, Staff has decided to dedicate all CIP funds to the furniture and forgo new flooring. On Monday, August 11, 2025, the Library Board approved the teen room furniture replacement project with CJ & Associates and to reimburse this cost with funds from the library's trust.

Lescohier moved, seconded by Huckabee to approve working with CJ & Associates to update the library's teen room furniture at a cost not to exceed \$11,241.54 with funding from the library's trust at Edward Jones. Motion carried.

- e. *Review and possible action relating to a 5-year contract with **Associated Appraisal for Full-Value Assessment Services.** (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert referenced Wisconsin Statute 70.05 that governs the assessment of general property for taxation across towns, cities, and villages in the state. To maintain equity, each taxation district must assess property at full value at least once every five years. The City's contracted assessor, Associated Appraisal, conducted an Interim Market Update (IMU) in 2023 following the 3rd consecutive year of assessment level non-compliance. An IMU is advantageous when a full inspection or exterior-only revaluation has been completed within the last several years. The city last experienced a full revaluation in 2017. The City has had simple maintenance contracts for assessment services for many years with Associated Appraisal. Full Value Maintenance is a proactive approach that offers an alternative to traditional valuation methods. Annual full value maintenance assessment services ensure the municipalities' assessments remain in compliance with Wis Stats. 70.05(5) throughout the contract term. The level of assessment will be maintained within 100% of the prior year's equalized value for all major property classes. Associated Appraisal has offered a new five-year contract for Full Value Maintenance assessment services, which means that the City would remain in compliance with statutes relating to assessment ratio for the next five years. The City is currently in year 4 of a five-year contract with Associated for maintenance services only at a cost of \$35,000 per year. The new contract cost is \$63,000 per year for 2026-2030. The new contract would supersede the current contract.

Lescohier moved, seconded by Huckabee to authorize the City Manager to execute the 5-year contract with Associated Appraisal for full-value assessment services not to exceed \$63,000 per year for assessment years 2026-2030. Motion carried.

- f. *Review and possible action relating to an **invoice for the new Public Works and Parks Facility HVAC system annual service maintenance work** from Total Mechanical (Williamson, Superintendent of Public Works)*

Director Navin stated now that the Public Works and Parks Operations facility construction is complete, the HVAC system installed requires regular maintenance and upkeep. Staff

reached out to the design and installation company for the new facility, Total Mechanical of Janesville, to establish an appropriate budget for the new system contract maintenance. Staff felt that the design and installation contractor for this new system would be most familiar and efficient in assisting with the annual maintenance budget to achieve a quality long life for the new system. Total Mechanical provided an initial proposal for the annual maintenance budget contract of \$13,126.00.

Huckabee moved, seconded by Lescohier to approve the invoice from Total Mechanical in an amount not to exceed \$9,500.00 using funds from the PW Operations - Building Maintenance Account. Motion carried.

- g. Review and possible action relating to the **Public Works and Parks Operations Facility HVAC service maintenance contract** (Williamson, Public Works Superintendent)*
- Director Navin stated that Staff has budgeted funds in the PW Operations - Building Maintenance account to actively maintain the new HVAC system. Staff have committed to including the required funds within this account in future budgets to continue to maximize the useful life of the system and support the city's new facility investment in the long run. The cost of the maintenance contract is \$9,500 for the first year. The contract auto-renews annually with an increase of 4%. The first payment on this contract will be in 2026 in the amount of \$9,880. Total Mechanical agreed to perform the first full service on a time and materials basis to better establish the required amount of labor and all materials costs in hopes of reducing the city's investment needs. As a result of this initial service, Total Mechanical provided a revised proposal in July 2025 that better reflects the budgetary requirement for these annual service needs.

Huckabee moved, seconded by Lescohier to approve the commercial heating and air conditioning planned maintenance proposal from Total Mechanical and authorize the City Manager to execute the contract. Motion carried.

12. Miscellaneous

None.

13. Public Comment for Matters Not on the Agenda

John Hausz, 104 Jefferson Street - spoke on weed control and distributed a copy of a notice in the Daily Union regarding the DNR treating invasive plants.

14. Claims, Appropriations and Contract Payments

- a. Review and possible action relating to the **Verified Claims** presented by the Director of Finance and authorization of payment (Ebbert, Clerk/Treasurer/Finance Director)*
- Lescohier moved, seconded by Huckabee to approve the Verified Claims as presented. Motion carried on a roll call vote.

15. Adjournment

Huckabee moved, seconded by Schultz to adjourn. Meeting adjourned at 7:51 pm.

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



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, AUGUST 26, 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: Commission members: Ciccarelli, Kessenich, Shull, Council Representative Schultz, Director of Public Works and City Manager. Also present: City Clerk/Treasurer/Finance Director, Director of Neighborhood and Building Services and City Attorney.

Absent: Commissioner Hough.

3. New Business

*a. Review and possible action relating to the **minutes of the August 12, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Kessenich moved, seconded by Schultz to approve the minutes of the August 12, 2025 Plan Commission meeting. Motion carried.

*b. Review and possible action relating to a **Site Plan Review for signage** at Fort Atkinson Middle School (Draeger, Director of Neighborhood and Building Services) (SPR-2025-24)*

Director Draeger stated that the Fort Atkinson School District is proposing the installation of two new wall signs at Fort Atkinson Middle School. The first sign will be located at the primary entrance facing South 4th Street East, and the second will be installed at the gymnasium entrance along South High Street. Both signs are designed as single-faced, non-illuminated wall-mounted signs. The sign faces will feature digitally printed graphics and are intended to replace the outdated fabric banners currently displayed above these entrances, providing a more durable and professional appearance. The signs will be made of aluminum.

Kessenich moved, seconded by Ciccarelli to approve the Site Plan Review for signage at Fort Atkinson Middle School 310 S. Fourth Street. Motion carried.

*c. Review and possible action on a **Public Monument Review for the Kiwanis Field Facility Improvements** at Rock River Park (Dayton, Director Parks and Recreation) (PMR-2025-02)*

Director Dayton stated that the Parks and Recreation Department staff have been collaborating with the Fort Atkinson Kiwanis Club, the Fort Youth Tackle Football Club

(FYTF), and the Jefferson County United Soccer Club (JC United), formerly known as Fort Atkinson Youth Soccer Association (FAYSA), to develop a plan aimed at improving accessibility for players and spectators, as well as enhancing spectator seating, field lighting, and the multipurpose use of the fields. The proposed project is divided into multiple phases.

Kiwanis member John Kutz discussed Phase One that involves the installation of a permanent path that will connect the parking lot to the concessions stand and the spectator seating area, the replacement of bleachers, and the addition of new soccer goals. The proposed path will be constructed using the same specifications as other Parks and Recreation projects. It will be a 5-inch thick, 6-foot wide path connecting the parking lot to the concessions stand and spectator seating area. The path is designed to meet ADA requirements. Contingent on available funding, in Phase One is an alternate 35' x 35' patio for the concessions stand. Phase Two of the project includes the addition of new field lighting fixtures. Currently, there are 32 light fixtures on the south field and 24 on the north field. The proposed replacement will feature energy-efficient LED lights and more durable metal poles. Future phases will address the replacement of fencing, parking needs, and other site improvements.

Schultz moved, seconded by Ciccarrelli to recommend that the City Council approve the request for a Public Monument/Building Review of Phase One and Two of the Kiwanis Field Project. This includes the installation of an accessibility path, bleacher pads, new aluminum bleachers, a concrete concessions patio, and field lighting outlined in Phase Two. Motion carried.

d. Update on previous Plan Commission approved projects (Houseman)

4. Adjournment

Kessenich moved, seconded by Schultz to adjourn. Meeting adjourned at 4:22 pm.

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



MEMORANDUM

DATE: September 2, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: HFH Rural Rally Tailgate, Thursday, October 30, 2025 from 5:00 - 7:00 pm (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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

DISCUSSION

Habitat for Humanity

Event: Rural Rally Tailgate

Dates and Hours of Event: Thursday, October 30, 2025 5:00-7:00 PM

Setup: 4:30 - 5:00 PM; business will be open prior to setup. Event Coordinator is able to set up earlier as space allows.

Tear down: 7:00 - 7:30 PM

Event Location: Fort Healthcare Internal Medicine, 500 McMillen St

Event Parking: Fort Healthcare Center for Women's Health, 650 McMillen St

Contact Person: Eric Carrol, eric@habitatwaukesha.org

Estimated Number of Attendees: 150

Construction Notes: This event is very close to the Water Main Replacement project and the Fort

Health Care Hospital Construction project. The large parking lot behind 500 McMillen is being utilized for storage of Fort Health Care Hospital construction materials and will not be able to be used for parking.

Event information was routed to Departments without comments or concerns.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the HFH Rural Rally Tailgate, Thursday, October 30, 2025 from 5:00 - 7:00 pm at 500 McMillen Street.

ATTACHMENTS

- 1. Rural Rally Tailgate Application
- 2. RR Tailgate Map

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

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

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

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

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

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

By signing, I agree to the following statements:

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

Responsible Party Signature: Eric Carroll

Submission Date:

For Office Use Only:

Date Received: _____

Date Paid: _____

Council Approval / Denial Date: _____

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

Event Stipulations:

- Key:**
- Vendor
 - Picnic
 - ▲ Trash

DUMPSTER

INFORMATION

DO NOT BLOCK

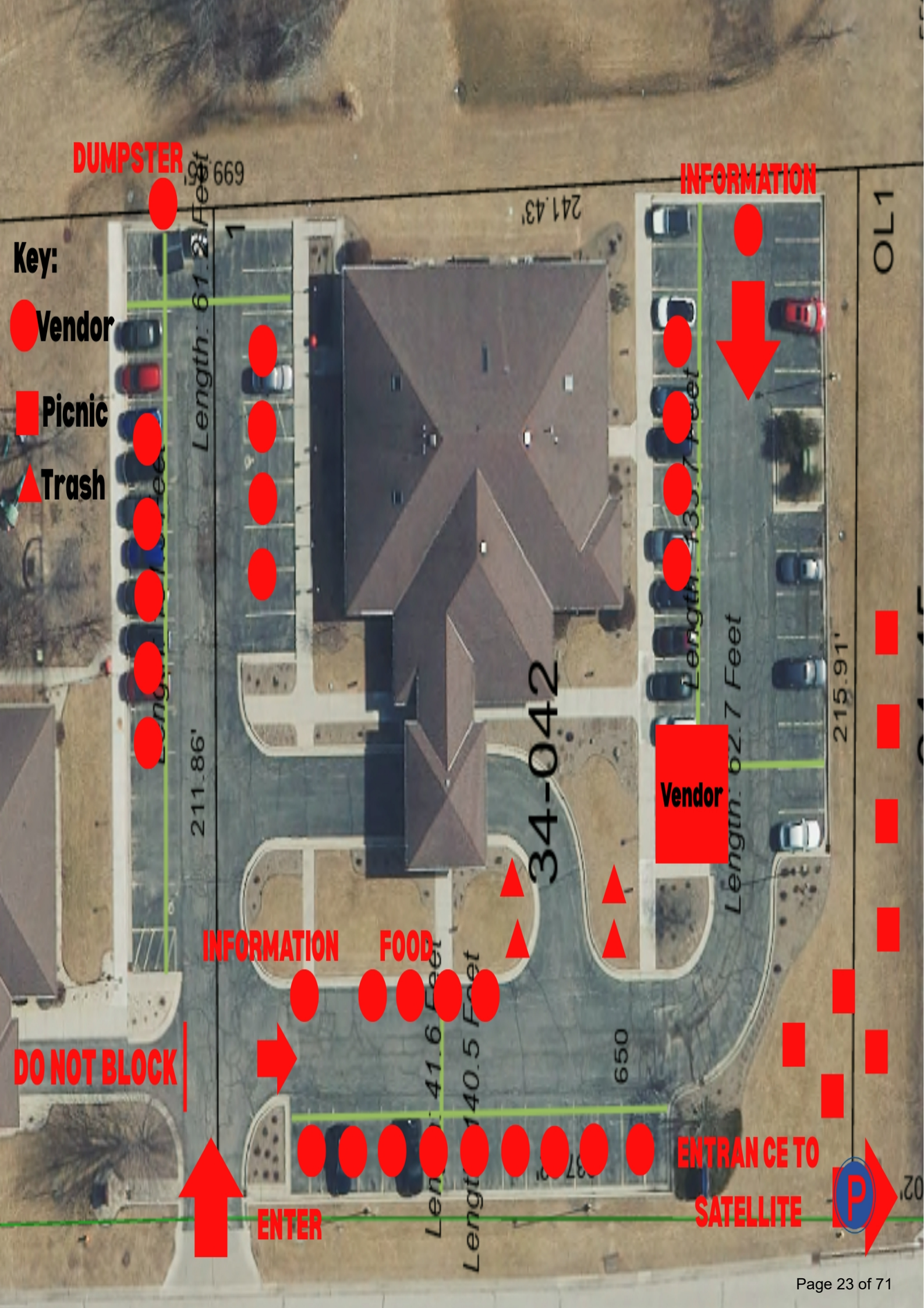
INFORMATION

FOOD

Vendor

ENTRANCE TO SATELLITE

ENTER





MEMORANDUM

DATE: September 2, 2025

TO: Fort Atkinson City Council

FROM: Zach Navin, Director of Public Works

RE: First reading of an Ordinance to create Section 98-59 of the City of Fort Atkinson Code of General Ordinances relating to Lead Lateral Service Line Replacement (Navin, Director of Public Works)

BACKGROUND

As presented on July 1, 2025 the City of Fort Atkinson is required to complete a WIDNR approved Lead Service Line Replacement Plan. A requirement of that plan is a lead service replacement ordinance.

DISCUSSION

The intent and purpose of the ordinance is to create legal authority for full replacement of lead service lines on the public and private side to ensure full compliance with state and federal requirements for this program. This will ensure that the water quality at every tap of each utility customer meets the quality standards specified under federal and state law, to ideally reduce the lead contaminant level to zero, and to eliminate the constriction of water flow caused by mineral deposits inside lead pipes. Property owners who fail to replace a customer-side Lead Water Service Line, as required by this ordinance, may in accordance with PSC Chapter 185.37 have their water service discontinued, to such property, until the customer-side Lead Water Service Line is replaced.

FINANCIAL ANALYSIS

The addition of this ordinance will allow the City to apply for funding to help offset some of the costs associated with Lead Service Laterals as well as provide an opportunity for low-interest loans for private side replacements. There will be no costs associated until the City's Lead Service Line Program is approved and construction begins.

RECOMMENDATION

The Ordinance Committee reviewed this ordinance at the meeting on August 19, 2025 and recommend that staff present the ordinance to the City Council at a future meeting.

Staff recommends that the City Council perform a first reading of the ordinance creating section

98-59 of the City of Fort Atkinson Municipal Code relating to the proposed lead lateral service line replacement program and direct the City Manager to prepare it for a second and possible third/final reading at the Council meeting on September 16, 2025.

ATTACHMENTS

- 1. ARTICLE_II.____WATERWORKS - Current COFA Ordinance
- 2. 2025-07-25 Lead Service Replacement Redline
- 3. 8.19.25 Ordinance Committee Memo

ARTICLE II. WATERWORKS

DIVISION 1. GENERALLY

Sec. 98-35. Introduction and purpose.

The purpose of this article is to regulate and control the operation and use of the public water system within the City of Fort Atkinson in order to promote the public health, safety and general welfare of the community. They are designed to promote reasonably adequate water services for the community and to set forth equitable revenue systems so as to derive the maximum public benefit. The City of Fort Atkinson Water Utility is subject to regulation by the Public Service Commission of Wisconsin. This article enables the City of Fort Atkinson Water Utility to comply with the requirements of Wis. Admin. Code, ch. PSC 185, Standards for Water Public Utility Service and any other state or federal law.

(Ord. No. 566, 11-21-00)

Sec. 98-36. Management.

The entire charge and management of the waterworks utility owned by the city, and all property used in connection therewith, shall be vested in the city manager, subject, however, to the general control and supervision of the council.

(Code 1969, § 11.01)

Sec. 98-37. Rules and regulations.

The city manager shall have power and it shall be his/her duty to prepare rules and regulations governing the introduction, supply and consumption of water, the installation of plumbing in connection therewith, and fixing a schedule of rates for water service within the city. Such rules and regulations shall be approved by the council and by the state public service commission and shall be published in pamphlet form, and when so approved and published shall have the same force and effect as ordinances.

(Code 1969, § 11.02)

Sec. 98-38. Underground work to be done by city.

The laying of water mains, the construction of service laterals in connection with water services, and any necessary underground work in connection with the waterworks distribution system shall be done directly by the city without submitting the same for bids; except that water services may be installed by licensed plumbers in accordance with chapter 18, article VIII and other subsections of this Code applying to permits and work in city streets and to be paid on the basis of a schedule approved by the council. This provision shall continue in force until otherwise provided by the council by proper ordinance.

(Code 1969, § 11.03)

Sec. 98-39. General regulations to protect waterworks system.

- (a) *No interference with waterworks system.* No person unless duly authorized shall open or in any manner tamper with any fire hydrant, or draw water from the same, or in any manner obstruct the free access to any fire hydrant, gate, stopcock box or other connection with the waterworks distribution system.
- (b) *No injury to waterworks system.* No person shall in any manner injure, deface or impair the efficiency of the waterworks plant, reservoir distribution system, or any part thereof, or any property used in connection therewith.
- (c) *No unauthorized connection or interference with systems.* No person unless duly authorized shall tap any portion of the distribution system, or make any attachments or connections therewith, or wrongfully interfere in any manner with the central plant, pumps, reservoir, distribution system or any other property used in connection with such utility.
- (d) *No unauthorized use of water.* No person shall use or take water from the mains or pipe except as duly authorized.
- (e) *No unauthorized sale of water.* No person shall sell or give away water to be taken from his/her premises or take away water from any public fountain or other public source without the permission of the city manager.

(Code 1969, § 11.04)

Sec. 98-40. Outside metering.

All housing units are required to install outside water metering.

(Code 1969, § 11.05)

Sec. 98-41. Discontinuing of water service for cross connection.

The city manager is authorized and so directed to immediately discontinue water supply service to property or a building where a cross connection exists and to continue such interruption of service until all cross connections are removed, and to take such other precautionary measures to eliminate any danger of contamination of the public water supply system.

(Code 1969, § 14.02(GG)(9)(b))

Sec. 98-42. [Citations.]

The city engineer/director of public works is hereby authorized to issue citations for violations of the provisions of this chapter.

(Ord. No. 566, 11-21-00)

Sec. 98-43. [Violations.]

Any person who violates any provision of this chapter shall, upon conviction, be subject to a penalty as set forth in section 1-10 of this Code.

(Ord. No. 566, 11-21-00)

Sec. 98-44. [Adoption by reference.]

The City of Fort Atkinson hereby adopts by reference the provisions of ch. PSC 185, Standards for Water Public Utility Service, of the Wis. Admin. Code as it presently exists and any future modifications of same.

(Ord. No. 566, 11-21-00)

Secs. 98-45—98-50. Reserved.

DIVISION 2. CROSS CONNECTION CONTROL

Sec. 98-51. Definition of cross connection.

A cross connection is defined as any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the City of Fort Atkinson's public water system, and the other of which contains water from a private source, water of unknown or questionable safety or steam, gases or chemicals whereby there may be a flow from one system to the other with the direction of flow depending on the pressure differential between the two systems.

(Ord. No. 710, 5-1-12)

Sec. 98-52. Unprotected cross connections prohibited.

No person, firm or corporation may establish or maintain or permit to be established or maintained any unprotected cross connection. Cross connections shall be protected as required in ch. SPS 382, Wis. Admin. Code.

(Ord. No. 710, 5-1-12)

Sec. 98-53. Inspection.

The water utility may inspect or arrange for an inspection of residential property served by the public water system for cross connection. For all other purposes, the water utility shall require a person, firm or corporation who owns, leases or occupies property to have their plumbing inspected at their own expense by a State of Wisconsin certified cross connection inspector/surveyor. The frequency of inspections shall be established by the water utility in accordance with Wisconsin Administrative Code. Any unprotected cross connections identified by the inspection shall be promptly corrected. Failure to promptly correct an unprotected cross connection shall be sufficient cause for the water utility to discontinue water service to the property as provided under section 98-56 of this division.

(Ord. No. 710, 5-1-12)

Sec. 98-54. Right of entry.

Upon presentation of credentials, a representative of the water utility shall have the right to request entry at any reasonable time to a property served by a connection to the public water system for the purpose of inspecting the property for cross connections. Refusing entry to such utility representative shall be sufficient cause for the water utility to discontinue water service to the property as provided under subsection 98-56 of this division. If entry is refused, a special inspection warrant under Wis. Stats. § 66.0119 may be obtained.

(Supp. No. 29)

Created: 2025-04-04 08:00:05 [EST]

(Ord. No. 710, 5-1-12)

Sec. 98-55. Provision of requested information.

The water utility may request an owner, lessee or occupant of property served by a connection to the public water system to furnish the water utility with pertinent information regarding the piping systems on the property. Refusing to provide requested information shall be sufficient cause for the water utility to discontinue water service to the property as provided under section 98-56 of this division.

(Ord. No. 710, 5-1-12)

Sec. 98-56. Discontinuation of water for violation.

The water utility may discontinue water service to any property wherein any unprotected connection in violation of this division exists, and take other precautionary measures deemed necessary to eliminate any danger of contamination of the public water system. Water service may be discontinued, however, only after reasonable notice and opportunity for hearing under Wis. Stats. ch. 68, except as provided in subsection 98-57 of this division. Water service to such property shall not be restored until the unprotected cross connection has been eliminated.

(Ord. No. 710, 5-1-12)

Sec. 98-57. Emergency discontinuance.

If it is determined by the water utility that an unprotected cross connection or emergency endangers public health, safety or welfare and requires immediate action, and if a written finding to that effect is filed with the city clerk and delivered to the customer's premises, water service may be immediately discontinued. The customer shall have the opportunity for hearing under Wis. Stats. ch. 68, within ten days of such emergency discontinuance. Water service to such property shall not be restored until the unprotected cross connection has been eliminated.

(Ord. No. 710, 5-1-12)

Sec. 98-58. Miscellaneous.

All other terms and conditions of section 98-41 not in conformity herein are repealed.

(Ord. No. 710, 5-1-12)

Secs. 98-59—98-75. Reserved.

(Supp. No. 29)

Created: 2025-04-04 08:00:05 [EST]

ORDINANCE NO. ____
AN ORDINANCE TO CREATE SECTION 98-59
OF THE CITY OF FORT ATKINSON CODE OF GENERAL ORDINANCES RELATING TO
LEAD LATERAL SERVICE LINE REPLACEMENT

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

Section 1. Creates Sec. 98-59 to read as follows:

“Sec. 98-59 – Lead Water Service Replacement Program.

(a) INTENT AND PURPOSE. The Common Council finds that it is in the public interest to establish a comprehensive program for the removal and replacement of lead service lines in use within and attached to the City water system, and, to that end, declares the purposes of this section to be as follows:

- (1) To ensure that the water quality at every tap of a City water customer meets the water quality standards specified under federal and state law;
- (2) To reduce the lead in City drinking water to meet the Environmental Protection Agency standards and ideally to a lead contaminant level of zero in City drinking water for the health of City residents; and
- (3) To eliminate the constriction of water flow caused by mineral rich groundwater flowing through lead service pipes and the consequent buildup of mineral deposits inside those lead pipes.

(b) DEFINITIONS. Definitions of terms used in this section are provided below:

- (1) “City water system” means the water supply system owned by and located within the City.
- (2) “Customer service line” means the portion of a water service line that extends from the outlet of the curb stop to the inlet of a customer's water meter.
- (3) “Lead service line” means (i) all or a portion of a water service line constructed of lead, and/or (ii) all or a portion of a water service line constructed of galvanized material that is or was downstream of lead.

The term includes both customer service lines and utility service lines.

(4) “Utility” means the City’s water utility.

(5) “Utility service line” means the portion of a water service line from the water main to the outlet of the curb stop, including the curb stop, but not the outlet joint of the curb stop.

(6) “Water service line” means the service line that extends from the water main to a customer’s water meter.

(c) IDENTIFICATION OF LEAD SERVICE LINES.

(1) The Utility shall create and maintain a record of the location of all identified lead service lines in the City.

(2) Utility representatives shall have the right, upon the presentation of credentials, to request to enter a property connected to the City water system at any reasonable time and inspect that property’s customer service line. Any person or entity who owns, manages or otherwise exercises control over a property connected to the City water system shall allow the Utility to inspect the customer service line. If entry is refused, the Utility shall obtain a special inspection warrant under Wis. Stats. § 66.0119.

(3) The Utility shall provide written notice to any person or entity who owns, manages or otherwise exercises control over a property connected to the City water system if that property has been inspected and determined to have a lead service line.

(d) LEAD SERVICE LINE REPLACEMENT REQUIREMENT.

(1) All existing lead service lines that are connected to the City water system must be replaced with water service lines constructed of materials approved by the City.

(2) Existing lead service lines that are connected to City water mains or Utility service lines that will be replaced or reconstructed as part of a City construction project must be replaced in conjunction with that City construction project. No lead service lines shall be reconnected to a City water main or a Utility service line that was replaced or reconstructed.

(3) Existing lead service lines that develop a leak or otherwise need repair

may not be repaired but must be replaced.

(4) Other lead service lines shall be replaced in accordance with a schedule developed by the Utility. The schedule shall be developed to eliminate all lead service lines in the City by 2037.

(5) Property owners shall replace their customer service lines that meet the definition of a lead service line according to the schedule developed by the Utility. The City or Utility or both may issue citations and penalties prescribed by City ordinance on a property owner that fails to replace their customer service line that meet the definition of a lead service line as required by the schedule.

(e) FINANCIAL RESPONSIBILITY AND ASSISTANCE.

(1) A property owner shall be responsible for the cost of replacing the portion of a lead service line that is a customer service line that serves their property. The Utility shall be responsible for the cost of replacing all lead service lines that are Utility service lines.

(2) The City may establish a program to provide financial assistance to property owners replacing lead service lines.

(f) AUTHORITY TO DISCONTINUE SERVICE. As an alternative or in addition to any other methods provided for obtaining compliance with this section, the Utility may, after giving at least sixty (60) days' notice, discontinue water service to a property served by a customer service line that meets the definition of a lead service line provided the property owner has first been given reasonable opportunity to make the required replacement.

Section 2.

“Secs. 98-~~6059~~ – 98-75. – Reserved.”

Section 3. 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: August 19, 2025

TO: Committee/Commission/Board

FROM: Zach Navin, Director of Public Works

RE: Review and possible recommendation to the City Council relating to an Ordinance to Create Section 98-59 of the City of Fort Atkinson Code of General Ordinances relating to Lead Lateral Service Line Replacement (Navin, Director of Public Works)

BACKGROUND

As presented on July 1, 2025 the City of Fort Atkinson is required to complete a WIDNR approved Lead Service Line Replacement Plan. A requirement of that plan is a lead service replacement ordinance.

DISCUSSION

The intent and purpose of the ordinance is to create legal authority for full replacement of lead service lines on the public and private side to ensure full compliance with state and federal requirements for this program. This will ensure that the water quality at every tap of each utility customer meets the quality standards specified under federal and state law, to ideally reduce the lead contaminant level to zero, and to eliminate the constriction of water flow caused by mineral deposits inside lead pipes. Property owners who fail to replace a customer-side Lead Water Service Line, as required by this ordinance, may in accordance with PSC Chapter 185.37 have their water service discontinued, to such property, until the customer-side Lead Water Service Line is replaced.

FINANCIAL ANALYSIS

The addition of this ordinance will allow the City to apply for funding to help offset some of the costs associated with Lead Service Laterals as well as provide an opportunity for low-interest loans for private side replacements. There will be no costs associated until the City's Lead Service Line Program is approved and construction begins.

RECOMMENDATION

Staff recommends that the Ordinance Committee recommend the City Council approve an Ordinance creating Section 98-59 of the City of Fort Atkinson Municipal Code relating to the proposed lead lateral service line replacement program.

ATTACHMENTS

1. ARTICLE_II.____WATERWORKS - Current COFA Ordinance
2. 2025-07-25 Lead Service Replacement Redline



MEMORANDUM

DATE: September 2, 2025

TO: Fort Atkinson City Council

FROM: Zach Navin, Director of Public Works

RE: Review and possible action relating to the 2026 Recycling Grant Application to the Wisconsin Department of Natural Resources (Navin, Director of Public Works)

BACKGROUND

The 2026 Recycling Grant Application has been completed and is attached for reference.

DISCUSSION

This is an annual grant program through the Wisconsin Department of Natural Resources. The grant award supplements the cost of both recycling and composting for the City. The City's estimated recycling expenditure in 2026 is \$287,423.40, as outlined in the attachment. The total represents an increase over the estimated 2025 recycling expenditures due to the new contract with John's Disposal. Per the agreement with John's, the City will pay \$6.05 per unit per month for recycling. There are an estimated 3,959 units in the city.

The WDNR has provided around \$35,000 in grant funds over the last several years. In 2026, WDNR is expected to provide a similar amount.

FINANCIAL ANALYSIS

If the application is approved, staff will budget a similar amount of revenue in the State Recycling revenue account (01-42-0042-6600) in the 2026 budget.

RECOMMENDATION

Staff recommends that the City Council approve the 2026 Recycling Grant and authorize staff to sign and submit the application to the Wisconsin Department of Natural Resources.

ATTACHMENTS

1. Recycling_RU_Grants 2026

2026 Recycling Grants to Responsible Units Application Form

Form 8700-2220 Rev. 6-16
State of Wisconsin Dept. of Natural Resources

Submit By: October 1, 2025*

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

DNR Contact Information
Bureau of Community Financial Assistance - CF/2
Wendy Soleska
wendy.soleska@wisconsin.gov
608-852-1358

For instructions, please click

*NOTICE: This form is authorized by Chapter 287, Wis. Stats., and Chapter NR 542, Wis. Adm. Code. To be eligible to receive a grant, completion of this form is mandatory. Failure to submit the completed form to the department by October 1, 2025 will result in denial or reduction of grant funds for 2026. Personally identifiable information on this form is intended to be used by the Department for recycling program purposes, but may be made available to requesters as required by Wisconsin's Open Records law (ss.19.31-19.39, Wis. Stats.).

SECTION 1: CONTACT INFORMATION

Note: You are not able to add or update any authorized representative or contact information on the application this year. If you have changes, please contact DNRWAFacilityContactRegistry@wisconsin.gov.

A. Authorized Representative

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

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

B. Primary Contact

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

Section 2: RU PROGRAM INFORMATION

A. Multiple Member Information

As a single member RU, this section does not apply.

Does the RU plan to add or remove members (municipalities, counties, or tribes) in 2026? Yes No

If any of the above information is incorrect or if the join date or join type need to be modified, please contact DNRRecycling@wisconsin.gov.

B. Cooperative Agreement Information

If the responsible unit signed a cooperative agreement with at least one other responsible unit for the purpose of implementing efficiencies related to conducting one or more effective recycling program activities, add and complete the information requested.

Section 3: ELIGIBLE PROGRAM COSTS AND ESTIMATED COLLECTION TONNAGE

Fill in estimated recyclables collection in tons. Eligible program costs are determined by completing the estimated costs worksheet. Please remember that grant assistance is provided only for the single family and 2-4 unit residential portion of your recycling program. To print a blank estimated costs worksheet to work from before entering the final amounts into the online form, select the following link. [Blank Estimated Costs Worksheet](#)

Estimated collection in tons

Enter all anticipated 2026 recycling and yard waste program expenses by breaking them down by column and row. Costs should be entered in whole dollar amounts only. The expenses listed in the rows correspond to the Uniform Chart of Accounts (UCA) object codes. Scroll down to view entire list.

Recycling Expenditures UCA #53565 (including yard waste & waste tires)	A. Education	B. Collection (Curbside &/or Drop-off)	C. Processing & Marketing	D. Compliance & Enforcement	E. Estimated Total Costs
1. Salaries/Wages & Employee Benefits	0.00	0.00	0.00	0.00	0.00
2. Consulting & Professional Services	0.00	0.00	0.00	0.00	0.00
3. Utility Services	0.00	0.00	0.00	0.00	0.00
4. Purchased Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00
5. Purchased Services Printing & Advertising	0.00	0.00	0.00	0.00	0.00
6. Purchased Services Other(contractual svcs)	0.00	287,423.00	0.00	0.00	287,423.00
7. Office Supplies	0.00	0.00	0.00	0.00	0.00
8. Subscriptions & Dues	0.00	0.00	0.00	0.00	0.00
9. Employee Travel & Training	0.00	0.00	0.00	0.00	0.00
10. Operating Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
11. Repair & Maintenance Supplies	0.00	0.00	0.00	0.00	0.00
12. Insurance	0.00	0.00	0.00	0.00	0.00
13. Rents & Leases	0.00	0.00	0.00	0.00	0.00
14. Depreciation(Total depreciation costs in Row 14 Column E)	0.00	0.00	0.00	0.00	0.00
15. Hourly Equipment Use Charges(Total hourly use charges in Row 15 Column E)	0.00	0.00	0.00	0.00	0.00
16. Cost Allocations	0.00	0.00	0.00	0.00	0.00
17. Cost Allocations Other (not #53635)	0.00	0.00	0.00	0.00	0.00
Total	0.00	287,423.00	0.00	0.00	287,423.00

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

20. Revenue - Sale of Recyclables

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

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

Summary of Costs

Total costs of recycling program (Worksheet Line 18, Column E)

Total ineligible costs and revenue (Worksheet Line 21, Column E)

Total eligible recycling costs (Worksheet Line 22, Column E)

SECTION 4: CERTIFICATION

RU Name : City of Fort Atkinson

Municipal Code : 28226

This section must only be completed by your responsible unit's authorized representative or authorized representative's designee.

Authorized Representative

This application is not complete unless it is signed by the authorized representative or authorized representative's designee as appointed by the Responsible Unit in an authorizing resolution properly adopted by the Responsible Unit and on file with the DNR. We recommend that position title, rather than names of individuals, appear on the authorizing resolution. Doing so minimizes the need to revise the authorizing resolution when staff changes occur. Authorizing resolutions remain in effect until modified by the Responsible Unit and submitted to the DNR.

Certification

I hereby acknowledge that an Annual Report of Recycling Program Accomplishments and Actual Costs for 2026 will be due by April, 30 2027 and that failure to submit this report could cause my 2026 grant to be delayed and/or withheld.

I hereby certify that as part of effective recycling program, I understand I am obligated to notify the DNR about any changes to my program contact and/or authorizing resolution information.

I hereby certify that to the best of my knowledge, the information contained in this application and application attachments is correct and true. I understand and agree that any grant monies awarded as a result of this application shall be used in compliance with ch. 287, Wis. Stats., and chs. NR 542 and NR 544, Wis. Adm. Code.

By typing my name below and clicking submit, I certify on behalf of City of Fort Atkinson that the information entered in this Responsible Unit Basic and Consolidation Grant form is true and complete.

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

Signature

Authorized Representative:

Rebecca,
Houseman

Submit Date:

Submitted By:

Sarah Weihert

Confirmation #:



MEMORANDUM

DATE: September 2, 2025

TO: Fort Atkinson City Council

FROM: Ben Dayton, Director of Parks and Recreation

RE: Review and possible action on a Public Monument Review for the Kiwanis Field Facility Improvements Project at Rock River Park (Dayton, Director Parks and Recreation)

BACKGROUND

Parks and Recreation Department staff have been working with the Fort Atkinson Kiwanis Club, Fort Youth Tackle Football Club (FYTF), and Jefferson County United Soccer Club (JC United, formerly Fort Atkinson Youth Soccer Association) on a plan to improve player and spectator accessibility, spectator seating, field lighting, and multi-purpose use of the fields at Rock River Park.

The proposed project is split into multiple phases. Phase one includes the installation of a permanent concrete path connecting the parking lot to the concessions stand and spectator seating area, replacement bleachers, and the addition of new soccer goals. Phase two is focused on replacing the field lighting with new LED fixtures. Future phases will include replacement fencing, addressing parking needs, and other site improvements. Staff is requesting the review on behalf of the Kiwanis Club, which has previously been involved with other facility improvement projects at this park and is the primary fundraising partner for this initiative.

The proposed path will be constructed using the same specifications as other Parks and Recreation projects. The proposed path is 5 inches thick and 6 feet wide and will connect the parking lot to the concessions stand and spectator seating area. The path will meet ADA requirements with a 2% sideways slope from the north to south and will not exceed 5% grade over the length of the path. A 35' x 35' patio for the concessions stand is also included in phase one if funding is available.

The bleachers currently on site are steel frame and wood plank benches. The frames have been bent over time and the wooden planks need to be replaced periodically. The proposal includes the replacement of the current bleachers with two, five-row, 15-foot bleacher sets. Both units will include handrails and safety fencing behind the top row and sides. The bleachers will be placed on a 15' x 25' concrete pad, which will include space for wheelchair seating.

Disturbed areas from construction will be restored using a minimum of 4 inches of topsoil, seeded and covered by erosion control mats. The area will be roped off and watered using on-site irrigation until the seed is established. Erosion control socks will be staked and placed to the south of the path and proposed patio.

Phase 2 of the project includes the addition of new field lighting fixtures. Currently, there are 32 light fixtures on the south field and 24 lights on the north field. The proposed replacement will include energy-efficient LED lights and more durable metal poles and may occur in the future if funding allows.

DISCUSSION

Through the Public Monument Review process, the Kiwanis Field Facility Upgrade Project received positive recommendations by the Parks and Recreation Board at the March 12, 2025 meeting, and the City of Fort Atkinson Planning Commission Meeting on August 26, 2025.

FINANCIAL ANALYSIS

Kiwanis Club member and project manager John Kutz gathered quotes for the concrete work, bleachers, and soccer goals to ensure the project received competitive bids. The project will not receive any taxpayer funding beyond staff time.

The proposed improvements will reduce maintenance needs in the short term, with the addition of aluminum bleachers and concrete pads beneath them. Snow removal will not be necessary at this site since it does not connect to any other trail systems or sidewalks. The proposed plan prioritizes low maintenance and durability.

RECOMMENDATION

Staff recommends that the City Council approve this request for a Public Monument/Building Review, including phases 1 and 2 of the Kiwanis Field Improvement Project, including the installation of an accessibility path, bleacher pads, new aluminum bleachers, a concrete concessions patio, and field lighting (phase 2).

ATTACHMENTS

1. COFA Planning Commission-PMR-Kiwanis Field Facility Improvements Memo 8.26.25
2. Kiwanis Club Letter of Support-Kiwanis Field Project 2025
3. Kiwanis Fields Phase 1 Budget 8.26.25



Public Monument and Building Review REPORT TO THE PLAN COMMISSION

DATE: August 26, 2025

PROPERTY ADDRESS: 1300 Lillian St.

PARCEL NUMBER: 226-0514-0423-045

OWNER: City of Fort Atkinson

APPLICANT: City of Fort Atkinson

FILE NUMBER: PMR-2025-02

EXISTING ZONING: I - Institutional

PROPOSED ZONING: No change

EXISTING LAND USE: Public Park

REQUESTED USES: Public Park

BACKGROUND

The Parks and Recreation Department staff have been collaborating with the Fort Atkinson Kiwanis Club, the Fort Youth Tackle Football Club (FYTF), and the Jefferson County United Soccer Club (JC United), formerly known as Fort Atkinson United Soccer Club, to develop a plan aimed at improving accessibility for players and spectators, as well as enhancing spectator seating, field lighting, and the multipurpose use of the fields. The proposed project is divided into multiple phases.

REQUEST OVERVIEW

Phase One involves the installation of a permanent path that will connect the parking lot to the concessions stand and the spectator seating area, the replacement of bleachers, and the addition of new soccer goals. Staff members are requesting a review on behalf of the Kiwanis Club, which has previously participated in other facility improvement projects at this park and serves as the primary fundraising partner for this initiative.

The proposed path will be constructed using the same specifications as other Parks and Recreation projects. It will be a 5-inch thick, 6-foot wide path connecting the parking lot to the concessions stand and spectator seating area. The path is designed to meet ADA requirements, featuring a 2% sideways slope from north to south and a grade that does not exceed 5% over its length. Contingent on available funding, in Phase One is an alternate 35' x 35' patio for the concessions stand.

The current bleachers on-site consist of steel frames with wood plank benches. Some of the frames have been bent over time, and the wooden planks require periodic replacement. This project proposes to replace the existing bleachers with two sets of five-row, 15-foot bleachers. Both units will include handrails and safety fencing behind the top row and on the sides. The bleachers will be situated on a 15' x 25' pad, which will also provide space for wheelchair seating.

During construction, contractors will access the fields from the north-east end of the facility.

Post-construction restoration will include grading the disturbed areas with topsoil, seeding and erosion control straw mats. Areas will be roped off and watered using on-site irrigation until the grass is established. Erosion control socks will be used as needed and will be placed to the south of the path and proposed patio.

Phase Two of the project includes the addition of new field lighting fixtures. Currently, there are 32 light fixtures on the south field and 24 on the north field. The proposed replacement will feature energy-efficient LED lights and more durable metal poles. Future phases will address the replacement of fencing, parking needs, and other site improvements.

Public notice is not required for the Public Monument Review process. City staff have reviewed the proposed locations for permanent hard surfaces in Phase One for potential hindrances to the future use of the space and have no concerns regarding the placement of the path and bleacher pads.

DISCUSSION

In 2023, the Fort Atkinson Parks and Recreation Department adopted a 5-year Comprehensive Outdoor Recreation Plan, which outlines improvements for parks and open spaces throughout the city. Specifically, at the Kiwanis Fields in Rock River Park, the plan emphasizes the need to "assess the cost of replacing football facilities, including storage, bleachers, paths, and benches," as highlighted on pages 49 and 77. This initiative aligns with the City of Fort Atkinson Comprehensive Plan, amended in 2023. One of the policies outlined on page 94 of the Comprehensive Plan stresses the importance of designing park facilities in compliance with the Americans with Disabilities Act. The proposed project, supported by the Kiwanis Club aligns with these priorities.

One of the objectives of the Public Monument/Building Review process is to clearly identify and explain the public purpose of the proposed monument to ensure it serves the community as a whole, rather than just an individual or a specific group.

The proposed project aligns with the objective. Participation in Parks and Recreation programs at Kiwanis Fields typically averages around 130 individuals engaged in organized activities. Throughout the year, approximately 300 to 400 youth participate in the football program, while an additional 100 to 200 youth are involved in competitive soccer (U18 and U15). During competitions that includes visiting teams, the number of visitors to the park can exceed over a thousand individuals.

Another objective of the Public Monument/Building Review process is to identify the short and long-term maintenance needs of the monument or building and to plan accordingly. The aim is to ensure that future maintenance, repairs, and replacements do not solely fall on the City.

The Parks and Recreation Department is responsible for maintaining the irrigation and hard

surfaces at Kiwanis Fields in Rock River Park. The Department has also entered into an agreement with the Fort Youth Tackle Football Club to manage the concessions stand, storage facilities, and press box. This agreement outlines the responsibilities and approvals required for any major upgrades to the property. Additionally, landscaping duties, such as mowing and weed trimming around trees, facilities, and signs, fall to the parks maintenance staff. The proposed improvements aim to reduce maintenance needs in the short term by adding aluminum bleachers and concrete pads beneath them. Snow removal will not be necessary at this location since it does not connect to any other trail systems or sidewalks. Overall, the proposed plan prioritizes low maintenance and durability. Replacing the current lights with LED lights will significantly reduce staff maintenance due to their durability and long lifespan. Although these bulbs are not indefinite, they will eventually need replacement.

RECOMMENDATION

Staff recommends that the Plan Commission review the application and recommend that the City Council approve the request for a Public Monument/Building Review of Phase One and Two of the Kiwanis Field Project. This includes the installation of an accessibility path, bleacher pads, new aluminum bleachers, a concrete concessions patio, and field lighting outlined in Phase Two.

ATTACHMENTS

1. Public Monument-Building Review application FILLABLE1
2. Kiwanis Fields at Rock River Park Project Outline 8.19.25
3. RRP-Kiwanis Field Project Site Plan Information 8.19.25
4. FAF Community Grant Application (2020)-Kiwanis Fields COFA P&R FINAL
5. FAF- Grant Request- Kiwanis Fields- Signed 8.4.25 JDK
6. CORP Pages



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

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

Name, company, and client (if applicable): _____

Phone number: _____ Email: _____

Property address for site plan: _____

I Applicability

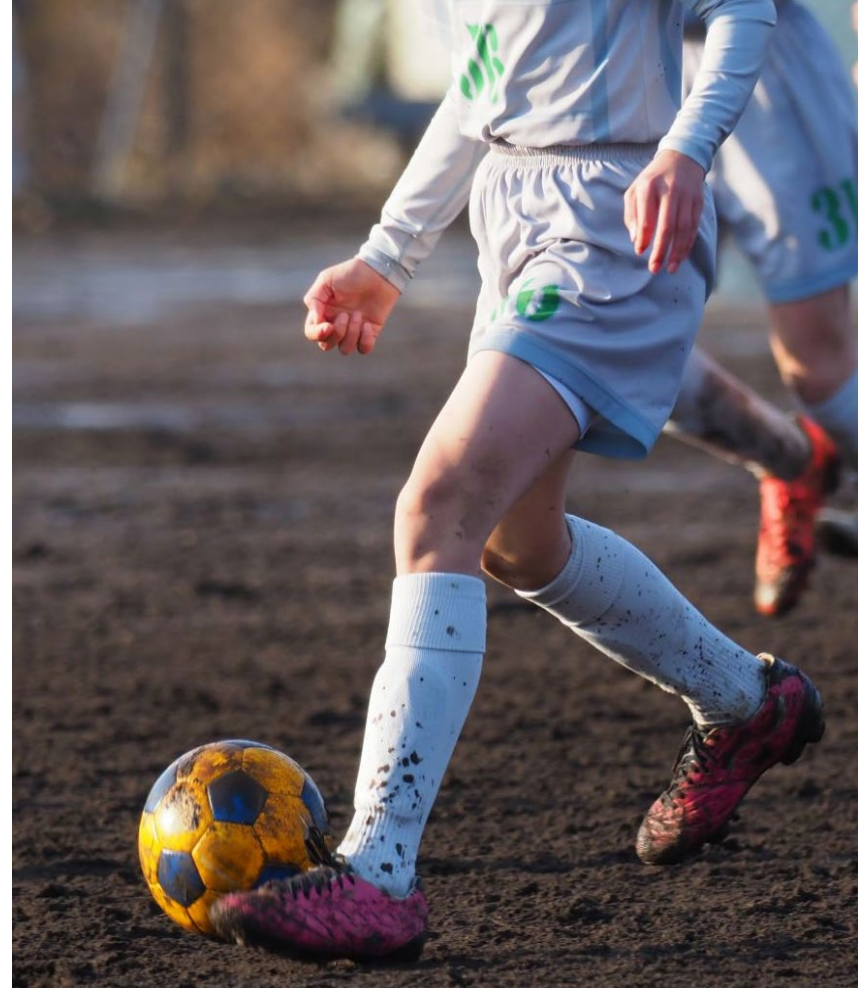
Site plan review and approval shall be required for changes to site characteristics (listed in Section 15.10.42).

II Application Requirements

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

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

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



KIWANIS FIELDS AT ROCK RIVER PARK

KIWANIS CLUB OF FORT ATKINSON PROJECT

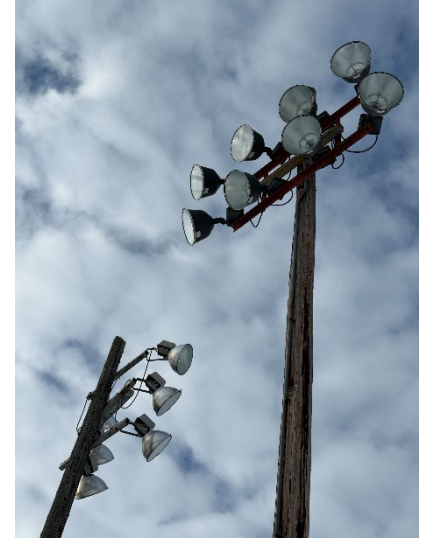


30 North Water Street - West
Fort Atkinson, WI 53538

PROJECT OBJECTIVES

- Increase accessibility to the fields and the concessions stand through additional implementation of hard surfaces (concrete or asphalt)
- Replace the current bleachers and/or benching with upgraded, low-maintenance, and safer equipment
- Replace lighting with LED lighting for both fields to increase usage and decrease costs
- Configure both fields for both football and soccer usage
- Add equipment for soccer usage (goals, etc)
- Work with Parks and Rec to analyze parking, fencing and other site improvements

CURRENT SITE LAYOUT



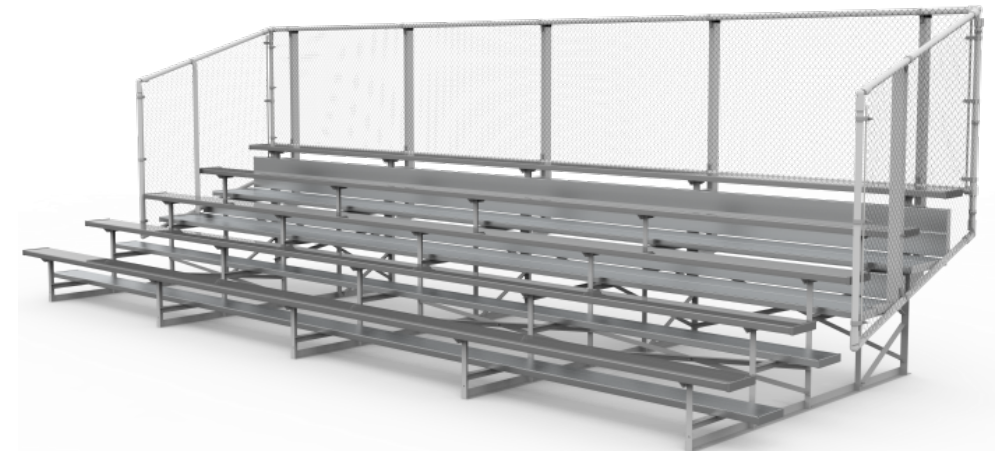
PROPOSED CHANGES – ADDITIONAL HARD SURFACE FOR ACCESSIBILITY AND CONCESSIONS



PROPOSED CHANGES – NEW BLEACHERS – SIX LOCATIONS



PROPOSED CHANGES – NEW BLEACHERS – SIX LOCATIONS WITH CONCRETE PADS UNDERNEATH FOR MAINTENANCE



PROPOSED CHANGES – UPGRADE LIGHTING



PROPOSED CHANGES – UPGRADE LIGHTING

Currently there are 32 lights (four banks of 8) on the south field and 24 lights (four banks of 6) on the north field.

These are old metal halide lights, high wattage, and also they short out frequently

The Proposed replacement LED lights would be on new poles and about 80% less energy than the current lights with immediate on/off and dimming capabilities.



OTHER CONSIDERATIONS

- Purchasing equipment for Soccer to be utilized better
- Working with Park and Rec Department to analyze parking solutions and potential updates to the existing parking
- Collaboration with all stakeholders (Fort Atkinson Youth Football, JC United Soccer, Fort Park and Recs, etc) to upgrade the fields for future generations to enjoy

TIMELINE

- Fundraising has begun by the local Kiwanis Club of Fort Atkinson
- Receive approval to officially move forward from Park and Recs Department in March 2025
- Seek additional fundraising through Kiwanis events, Football and Soccer events, The Fort Atkinson Community Foundation, Kiwanis International and other methods to enact Phase 1 during Summer 2025

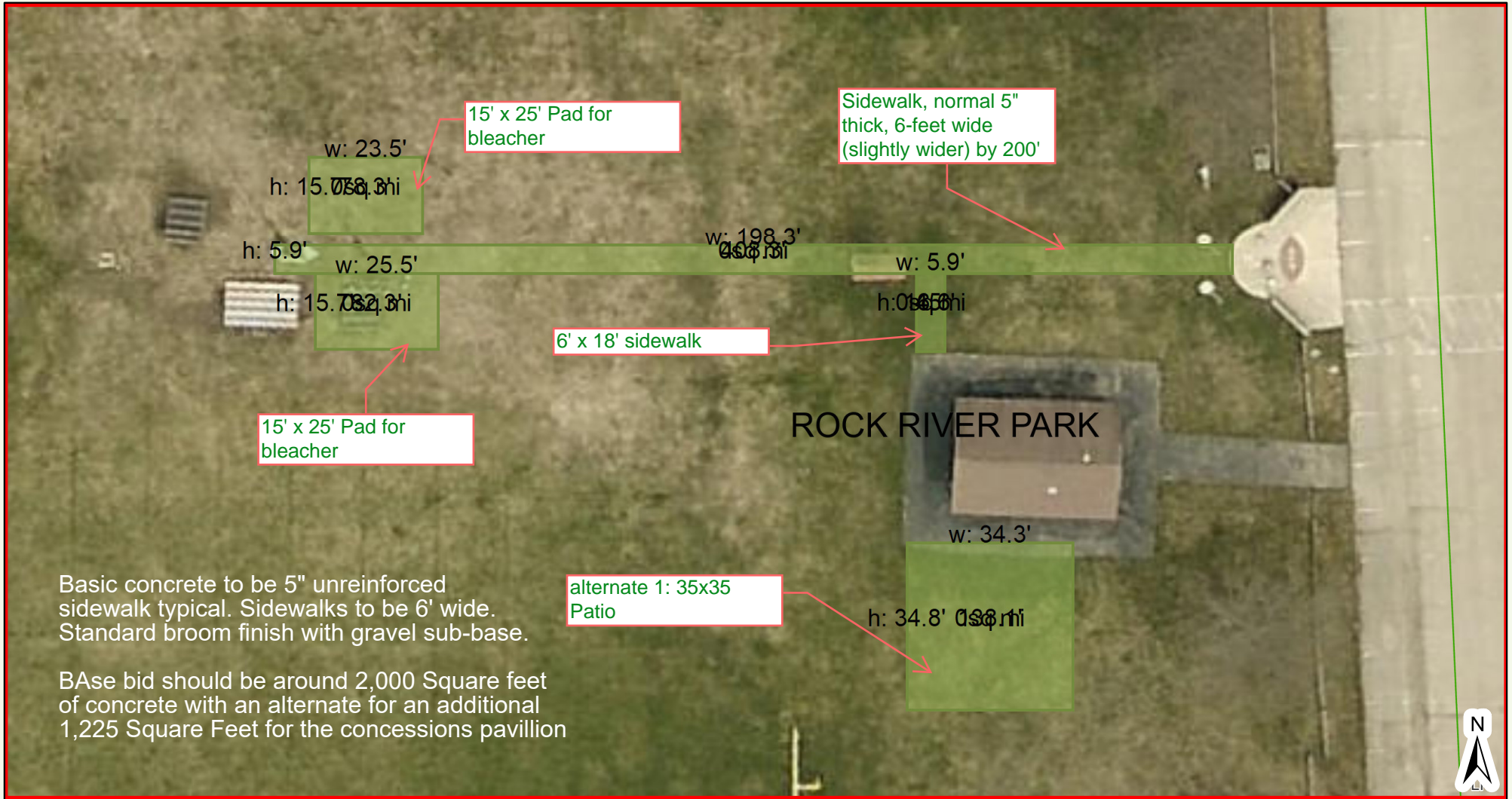
PHASE ONE

- Installation of concrete and bleachers in time for fall soccer and football, approximately \$40,000 worth of work.

PHASE TWO










- Raise awareness through Phase One and secure additional funding to procure and install lighting prior to Fall of 2026 football and soccer seasons, approximately \$70,000 worth of work
- Identify additional needs through Park and Rec and continue to collaborate on additional ways to improve the fields

Jefferson County Land Information



Basic concrete to be 5" unreinforced sidewalk typical. Sidewalks to be 6' wide. Standard broom finish with gravel sub-base.

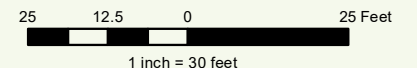
BAse bid should be around 2,000 Square feet of concrete with an alternate for an additional 1,225 Square Feet for the concessions pavillion

- | | | |
|--|---|--|
|  PLSS Sections |  Old Lot/Meander/Other Carto-Lines |  Tax Parcel Information |
|  Right of Ways |  Rail Right of Ways |  Personal Property |
| Cartographic Lines | | |
|  Property Boundary |  Surface Water | |
|  Map Hooks | | |



Jefferson County Geographic Information System

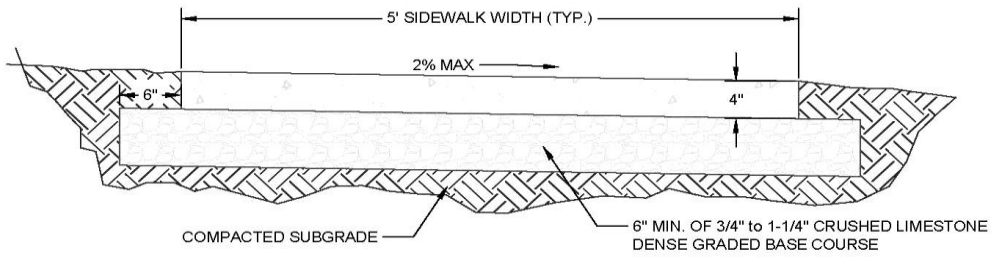
DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning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



Printed on: June 18, 2025

Author: Public User

Pavements Plan



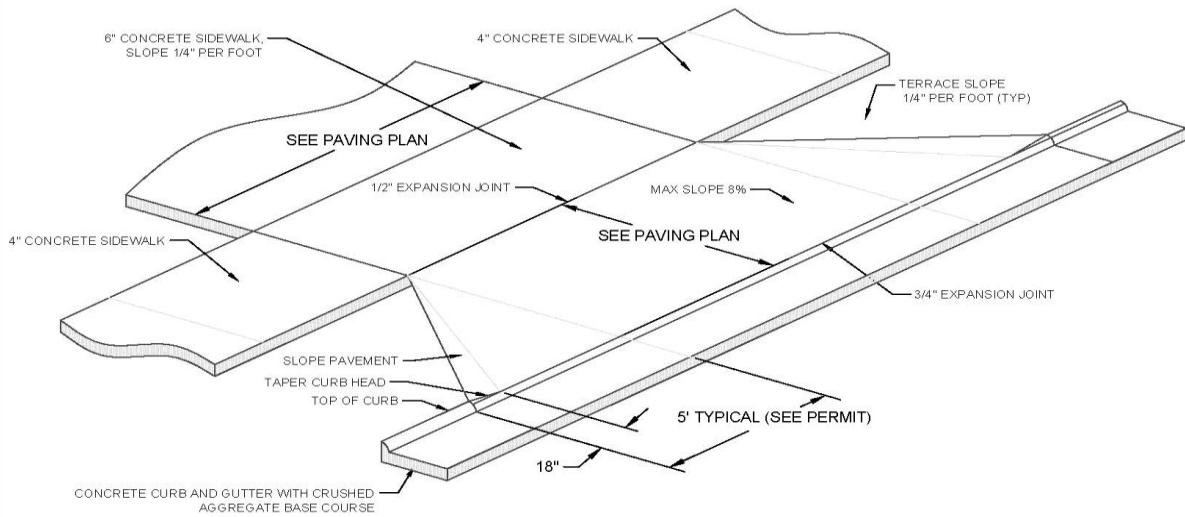
TYPICAL SECTION

NOTES:

1. PROVIDE EXPANSION JOINT EVERY 50' MINIMUM.
2. TOOL CONTROL JOINTS
3. CHANGE DEPTH TO 6" FOR DRIVEWAY CROSSINGS

CONCRETE SIDEWALK

NTS



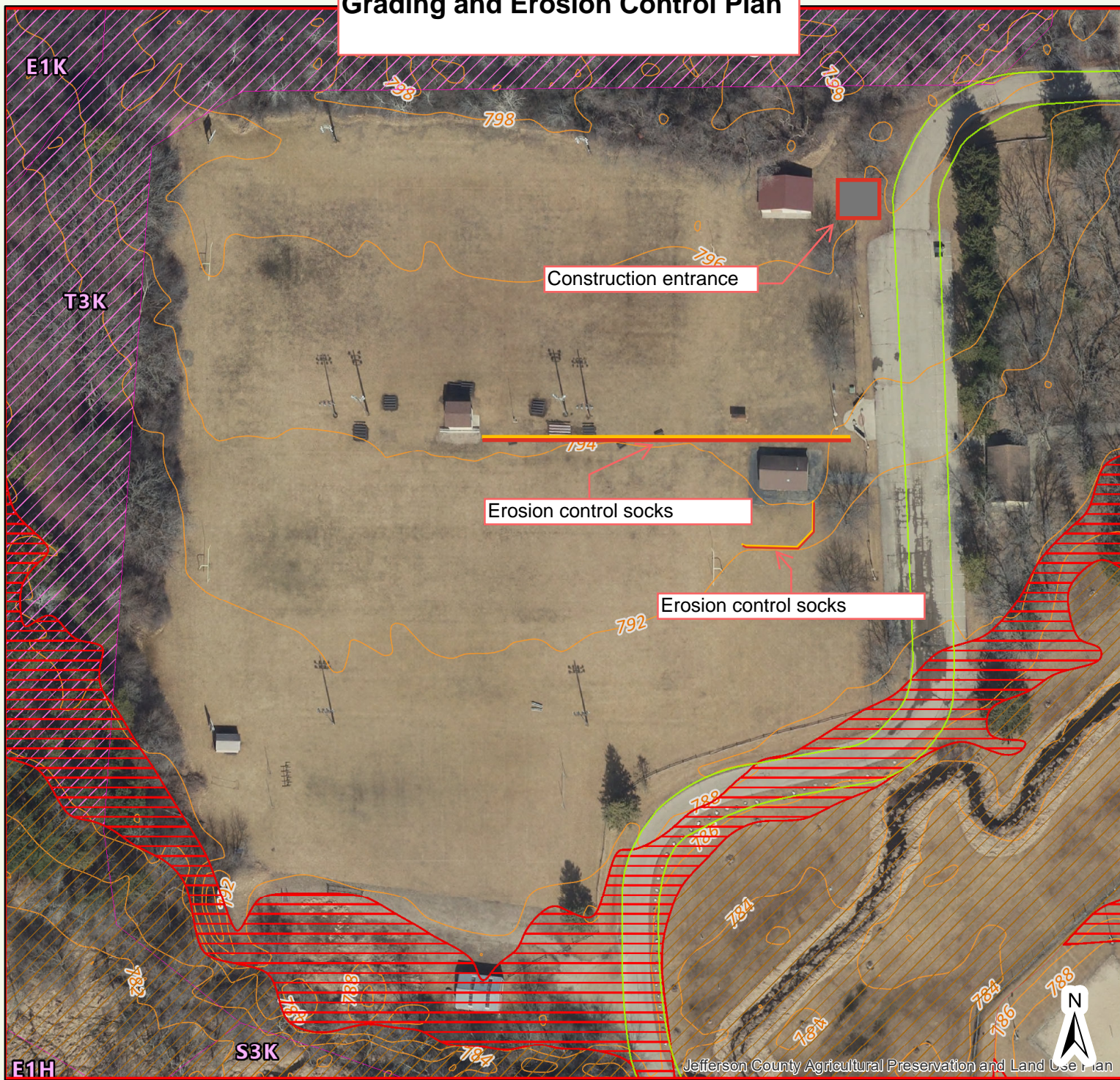
NOTE: CONCRETE SIDEWALK AND DRIVEWAY APRON SHALL HAVE A THOROUGHLY COMPACTED 6" OF 3/4" TO 1-1/4" CRUSHED LIMESTONE DENSE GRADED BASE.

DRIVEWAY APRON/ENTRANCE

NTS

Jefferson County Land Information

Grading and Erosion Control Plan



Right of Ways

Flood Map Amendments LOMA

Approved/Revalidated=>2/4/15

Denied/Not Revalidated

Floodplain 2/4/2015

ZONE A NO BSE 1%(100 YR)

ZONE AE BSE 1% (100YR)

0.2% FLD HAZ (500 YR)

Flood Storage Districts 2/4/2015

Flood Mitigation Properties

Erosion Control Socks

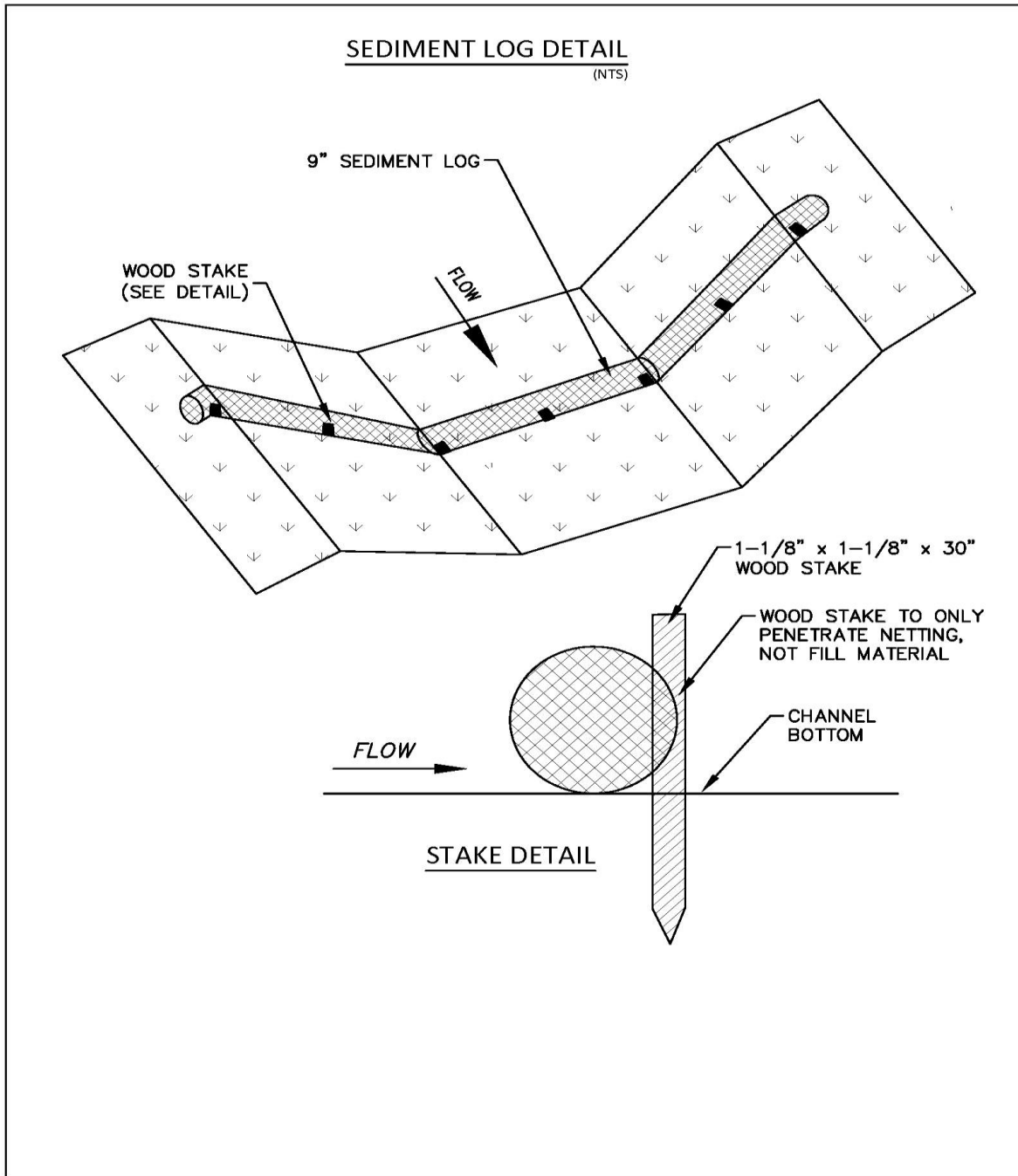
Notes:

- Site drains north to south, erosion control socks
- Construction traffic to enter from the parking lot north of the facility entrance. Split rail fencing posts will be temporarily removed. during construction.
- Site restoration to use seed and straw erosion blankets

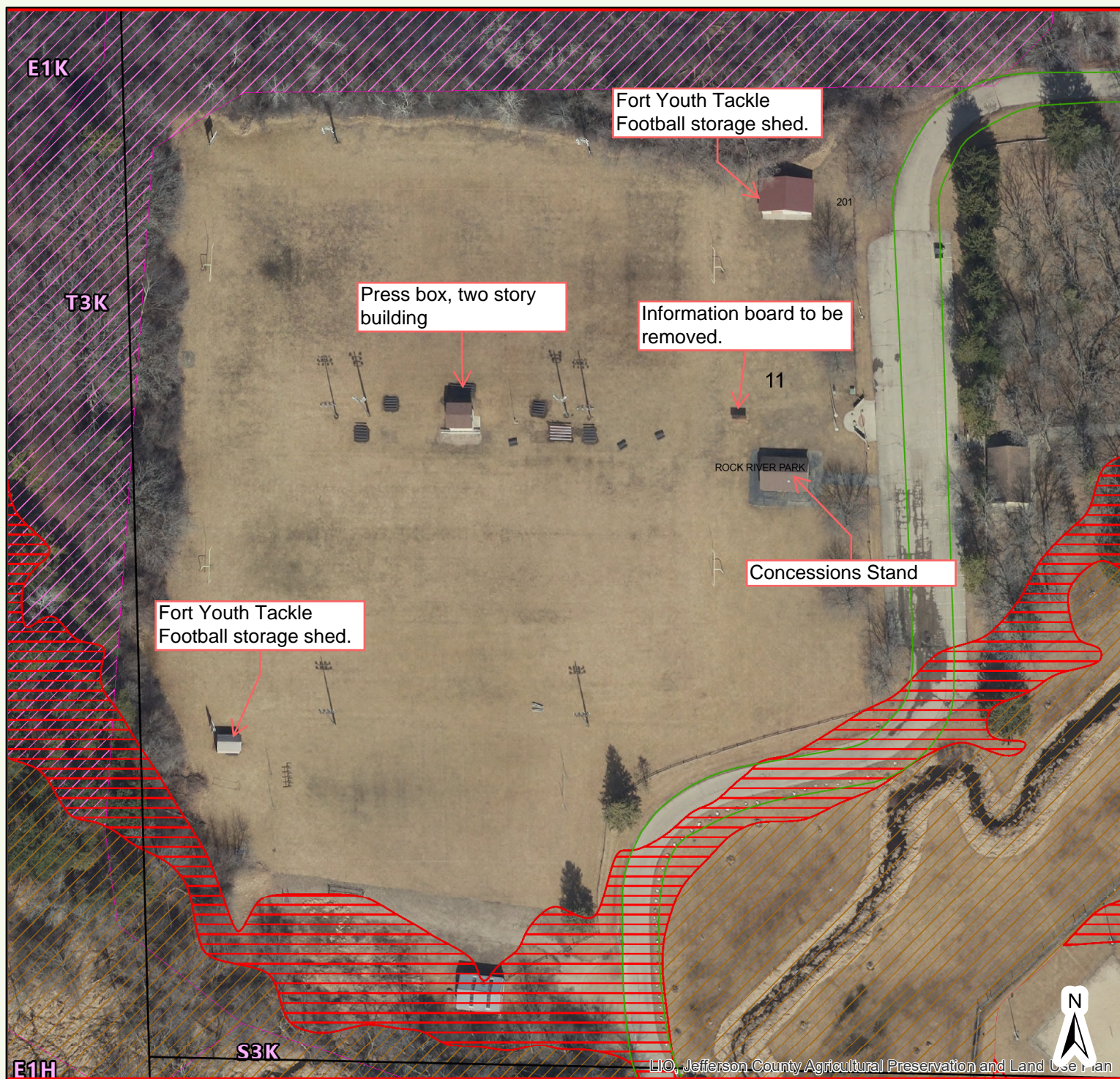
100 50 0 100 Feet

1 inch = 100 feet

Grading and Erosion Control Plan



Jefferson County Land Information



LIO, Jefferson County Agricultural Preservation and Land Use Plan

- PLSS Sections
- Right of Ways

Cartographic Lines

- Property Boundary
- Old Lot/Meander/Other Carto-Lines
- Rail Right of Ways
- Surface Water

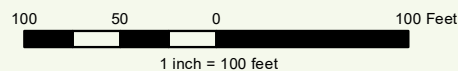
- Map Hooks
- Tax Parcel Information
- Personal Property

Flood Map Amendments LOMA

- ✱ Approved/Revalidated=>2/4/15
- ✱ Denied/Not Revalidated

Floodplain 2/4/2015

- ZONE A NO BSE 1%(100 YR)
- ZONE AE BSE 1% (100YR)
- 0.2% FLD HAZ (500 YR)
- Flood Storage Districts 2/4/2015
- Flood Mitigation Properties
- COUNTY ADOPTED



Jefferson County Geographic Information System

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

Printed on: August 19, 2025

Author: Public User



Fort Atkinson Community Foundation

244 N. Main Street
Fort Atkinson, WI 53538

facf@fortfoundation.org
www.fortfoundation.org
(920) 563-3210

COMMUNITY GRANT REQUEST FORM

1. Name, address and telephone number of the organization requesting funds.

City of Fort Atkinson
Parks and Recreation Department
101 N. Main Street
Fort Atkinson, WI 53538
920-397-9913

2. Describe the organization (legal composition, directors and staff, purpose, history).

Ben Dayton, Director of Fort Atkinson Parks & Recreation Department, under the management of Rebecca Houseman, City Manager, and under the elected City Council. The department is comprised of 9 full-time employees, about 180 part-time staff and about 300 volunteers.

The purpose of the Parks & Recreation Department is to enrich the quality of life for all participants by providing an enjoyable, wholesome recreational experience. We create recreation programs, have recreation features at our facilities and maintain 15 parks, Senior Center, Youth Center, Aquatic Center, River Walk and Bike Trail. Also, multiple rental shelters, including two enclosed facilities.

Kiwanis Club of Fort Atkinson is the local chapter of Kiwanis International. The FA chapter has been around for over 40 years and currently has over 30 members, a board of directors, and is completely volunteer led. Kiwanis is a global organization of volunteers dedicated to improving the world, one child and one community at a time. The Kiwanis Club exists to serve children.

The City of Fort Atkinson is applying for this grant on behalf of the Kiwanis Club and will serve as the fiscal agent and contact for the Fort Atkinson Community Foundation.

3. Is your organization classified as a 501(c)3? Y or **N**. Tax ID #39-6005451,

4. If no, what is your IRS classification? City Government, Kiwanis Club is a 501c4

5. Amount of money being requested?

The request for phase one of the project is not to exceed \$20,000, which represents half of the estimated project costs for this phase.

6. When will the funds be needed?

By end of 2025

7. Please give a detailed explanation of how the funds will be used. Attach any supporting information that may be helpful to the Directors as they consider the request.

The Kiwanis Club has raised over \$20,000 in the last 18 months for a capital improvement project titled “Kiwanis Fields Improvements.” The initial fundraising efforts have focused on two primary goals for the Kiwanis Fields at Rock River Park in Fort Atkinson (“Phase 1”). First, to create a hard surface path from the parking lot to the fields to improve accessibility for individuals in wheelchairs or those who have difficulty traversing grass. Second, to provide upgraded bleachers for both fields that are safe and low-maintenance, in contrast to the old wooden bleachers currently in use. This is the first phase of a multi-phase project, which will eventually include additional improvements, such as a patio for the concession stand, upgraded lighting to LED, and enhanced equipment for multi-sport use. The fundraising packet is attached for reference.

The Parks and Recreation staff have collaborated with the Kiwanis Club on the site plan to ensure that the location is both accessible and functional. The walking path's location was carefully assessed to ensure it would not impede the future use of the facility. All hard surfaces will be made of 5-inch thick concrete. The walking path is designed to be 6 feet wide with a standard broom finish. The bleacher pads each measure 15 feet by 25 feet, providing 5 feet of space in the front and 10 feet on the side for wheelchair access. New aluminum bleachers will require very little regular maintenance. The design prioritizes durability and ease of maintenance.

In 2023, the Fort Atkinson Parks and Recreation Department adopted a 5-year Comprehensive Outdoor Recreation Plan ("CORP"), which outlines improvements for parks and open spaces throughout the City. Specifically, the CORP highlights the need to "assess the cost of replacing football facilities, including storage, bleachers, paths, and benches" At the Kiwanis Football Fields in Rock River Park. This initiative is supported by the City of Fort Atkinson Comprehensive Plan, which was amended in 2023. On page 94 of the Comprehensive Plan, one of the Parks and Recreation Department policies emphasizes designing park facilities to comply with the Americans with Disabilities Act. The proposed project from the Kiwanis Club aligns with these priorities.

CORP: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:d46fe0b3-ecb7-3528-a41a-422817aa0dff>

COFA Comp Plan:

[https://www.fortatkinsonwi.gov/Amended%20Fort%20Atkinson%20Comprehensive%20Plan_with%20maps%20\(6.6.2023\).pdf](https://www.fortatkinsonwi.gov/Amended%20Fort%20Atkinson%20Comprehensive%20Plan_with%20maps%20(6.6.2023).pdf)

Funds for the first phase will be used to purchase the bleacher systems and hire a concrete contractor to install the walking paths, bleacher pads and patio area.

8. How will the Fort Atkinson area benefit, should your organization be awarded a grant?

The Kiwanis Fields are utilized throughout the year by various organizations, including both youth and adult programs offered by Parks and Recreation, as well as public access. Fort Atkinson Youth Football and the JC United Soccer programs conduct both practices and competitions at these fields.

The Kiwanis Club and the Parks and Recreation Department have provided feedback on ways to improve the area. Enhancing the fields with a clean, safe, and ADA-compliant path, along with new and safe bleachers, will improve the overall usability of the fields and ensure better accessibility for parents, grandparents, friends, and visiting teams and families from different communities.

9. How many individuals do you estimate will benefit from your project on an annual basis?

Participation in Parks and Recreation programs at Kiwanis Fields averages around 130 individuals engaged in organized activities. Throughout the year, it is estimated that approximately 300 to 400 youth take part in the football program, while an additional 100 to 200 youth are involved in competitive soccer (U18 and U15). This level of participation benefits not only local community members but also the teams that travel to Kiwanis Fields from outside the area.

To provide further context, data from Placer Labs indicates that Rock River Park had just under 2,000 visitors on September 16, 2023. This number coincided with programs organized by both the Fort Youth Football program and the Fort Atkinson Parks and Recreation Department at the facility.

10. Describe the sources of other funds available, or being sought, to complete this project.

The Kiwanis Club plans to use the initial \$20,000, along with a matching grant from the foundation, to kickstart the project by completing the first phase.

Both the Fort Atkinson Youth Football and JC United organizations have begun grassroots fundraising efforts. They expect to gain momentum this fall as they complete the first phase and start fundraising for the subsequent phases.

Additional funding requests from the foundation will be presented at a later date to support the next phases of this project.

11. Please explain how your project will be sustained into the future. Is there a plan for future funding or maintenance and who will be responsible for that?

The current bleachers are constructed with a steel frame and wooden planks for seating. Each set of bleachers is placed on bare dirt, gravel, or millings. Parks staff are responsible for weeding and spraying around and underneath the bleachers to control weed growth. Additionally, the wooden planks require regular painting and will eventually need replacement due to decay.

To address these issues, the Kiwanis Club and the parks and recreation staff will work together on a solution that will significantly reduce the maintenance required on site. The first phase will involve the installation of concrete pads and new aluminum bleachers. Once set, aluminum bleachers will require very little maintenance. The hard surfaces will eventually need crack filling, but the City of Fort Atkinson is developing a maintenance plan for these surfaces in collaboration with the Department of Public Works. With regular maintenance, the concrete pads and paths may last up to 50 years before replacement is necessary.

12. Please include financial statements for the last two years and year-to-date statements for the current year. These statements will need to consist of balance sheets for each of the three periods and operating statements showing actual results against budget for each period. Also show your sources of revenue.

The following URL provides a downloadable copy of the 2022, 2023 and 2024 City of Fort Atkinson Operating Budget and CIP.

Person representing applicant:

City of Fort Atkinson
Name: Ben Dayton, Director of Parks and Recreation
Email: bdayton@fortatkinsonwi.gov
Address: 30 N. Water Street W., Fort Atkinson, WI 53538
Phone: 920-397-9910

Kiwanis Club
Name: John Kutz
Email: John@msigeneral.com
Address: W7398 County Rd. C, Fort Atkinson, WI 53538
Phone: 920-650-5032

I hereby certify that all information submitted in connection with this application is true and correct to the best of my knowledge.

Signature and title

Date:

Print name

Signature and title of supervisor, if applicable

The deadline for receipt of grant applications is March 15, June 15, Sept. 15, and Dec. 15. Foundation meetings to consider grant requests are held in January, April, July, and October.

Application may be mailed or delivered to: The Fort Atkinson Community Foundation, 244 North Main Street, Fort Atkinson, WI 53538 (Chamber of Commerce building).



FORT ATKINSON

COMMUNITY FOUNDATION

July 25, 2025

Ben Dayton & John Kutz
City of Fort Atkinson, Parks & Recreation Department
30 N. Water Street W.
Fort Atkinson, WI 53538

Dear Ben & John,

The Fort Atkinson Community Foundation Board of Directors met on July 24th and reviewed your grant proposal for up to \$20,000 to support Phase 1 improvements at the Kiwanis Youth Fields. I am pleased to inform you that the Board voted to approve your full grant request.

The grant will be paid through the Bertha & Marilyn Kuhl Fund, a Field of Interest Fund held at our foundation that focuses on projects that beautify or otherwise improve the Fort Atkinson area. The grant will be paid upon the receipt of invoices related to project work, not to exceed \$20,000.

The deadline for use of this grant is June 30, 2026. Any extension or changes to the grant terms must be requested in writing to our foundation's board of directors for consideration.

Please sign below, confirming your acceptance of the grant terms, and return this original copy to our office, keeping a copy for your records.

The Community Foundation would appreciate any public recognition of this grant. If you have any questions, please contact our executive director, Megan Hartwick, at 920.563.3210 or via email at facf@fortfoundation.org.

Thank you for partnering with our foundation on this wonderful project!

Regards,

Lisa Caras, Chairman
Fort Atkinson Community Foundation

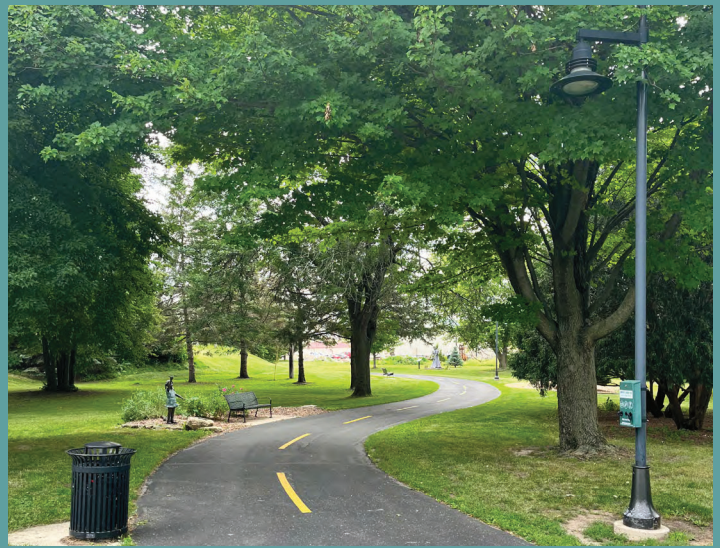
Ben Dayton, Director of Parks & Recreation, City of Fort Atkinson

John Kutz, Board Member & Past President, Kiwanis

Date

8-7-25

Date



CITY OF FORT ATKINSON

COMPREHENSIVE OUTDOOR RECREATION PLAN



2023 - 2028



ROCK RIVER PARK

Park Address: 1300 Lillian Street
 Park Size: 43 acres
 10-Minute Walk Population (2021): 102 residents

EXISTING FACILITIES

TYPE	INSTALL YR
Swimming	1992
Playground at Aquatic Center	1992
Basketball Court	
Tennis Courts	1999
Football/La Crosse Field	1990's
Obstacle Course	2008
Archery Range	2015
Bike/Walking Trail	
Frisbee/Disc Golf Course	2015
Rotary Pavilion	1999
Playground at Rotary Pavilion	2004
Restrooms	2000
Football Field Concession Stand	1998
Clubhouse	
Grills	
Drinking Water	
Bleachers	2008
Picnic Tables	
Benches	
Parking Lot	



RECOMMENDATIONS

IMPROVEMENT	PRIORITY	COST ESTIMATE
Build up area across from Pavilion for more parking.	3-5 yrs	\$1,500/stall
Designate parking stalls and handicap stalls (especially near the Clubhouse and pavilion).	1-3 yrs	\$500/ea.
Install signage for overflow parking off of Lillian St.	1-3 yrs	\$5,000/sign
Consider installing a splash pad in the pool area.	6+ yrs	\$120/SF
Replace aging and broken wood fencing.	1-3 yrs	\$80/LF
Pave all parking lots.	3-5 yrs	\$100,000
Assess the cost of replacing football facilities.	6+ yrs	\$80,000/field
Add more shade/umbrellas to pool area.	3-5 yrs	\$20,000/ea.
Expand disc golf facility to 18-holes and hold a community tournament.	3-5 yrs	\$20,000 - \$70,000
Upgrade/replace basketball hoops and lights.	3-5 yrs	\$2,000/ea.
Acquire the four former homes (Jefferson County-owned) along the west side of the park's highway 106 entrance. If/when acquired, install a new gateway or landscaping feature on the land.	6+ yrs	TBD
Install new playground equipment at Rotary Pavilion.	6+ yrs	\$200,000
Improve trail routes.	3-5 yrs	\$35 LF (asphalt)
Enhance clubhouse parking.	3-5 yrs	\$1,500/stall

SITE PHOTOS





KIWANIS CLUB
FORT ATKINSON

August 24, 2025

Ben Dayton
Director of Parks and Recreation Department
City of Fort Atkinson
30 N Water Street W
Fort Atkinson, WI 53538

Dear Ben,

On Behalf of the Fort Atkinson Kiwanis Club, we enthusiastically support the upgrades being presented for the Kiwanis Fields at Rock River Park in the City of Fort Atkinson, and we have fundraised approximately \$40,000 so far for the first phase of the project. We will work with the Park and Recs department to come up with 100% of the financial support needed to complete the project.

Sincerely,

John Kutz,

Kiwanis Board Member and Past President

City of Fort Atkinson- Parks and Recreation Department
 Kiwanis Field- Facility Improvement Project
 Phase One
 Aug-25

		Quotes	BUDGET
Concrete Bids			
A-1 Concrete, dated 7/2/25	750 SF for Bleacher Pads, 1308 SF for sidewalk 1225 SF Patio with Sealer 4" Site Prep and gravel Base MAIN site Prep and gravel base PATIO	\$ 14,921 \$ 8,881 \$ 6,689 \$ 3,982	
JW Schultz, dated 6/27/25	Pour Concrete Only 2000 SF MAIN Prep also PATIO PATIO PREP	\$ 12,000 \$ 6,000 \$ 7,350 \$ 3,675	\$ 12,000 \$ 6,000 \$ 7,350 \$ 3,675
7Generations, dated 6/15/25	2058 SF for Main with removal 1225 SF for Patio with removal	\$ 30,493.00 Inc.	
Kramer Enterprises, Text on 7/9	Main Patio	\$ 22,000 \$ 13,475	
Marriott Faust Foundations	Will bid, haven't turned in yet Declined		
BLEACHERS	ULINE 50 Seat, 15x9x8 (five row) LEE RECREATION BSN - Five Row 15' Minnesota/WI Playgrounds	2 sets @ 8850 each 2 sets @ 6400 each	17700 12800 \$ 12,800
Soccer Goals			
Keeper Goals Quote Dated 7/18/25			
	1 Pair of 8' H x 24" Wide x 8' 4" with wheels 1 pair of 2" mesh soccer nets in white Delivery and install included Discount for JC United, pay in 30 days No Sales Tax	\$ 7,194 \$ 582 \$ 300 \$ (1,296) \$ (348)	
		\$ 6,432	\$ 6,432
PHASE ONE TOTAL			\$ 48,257
PHASE ONE CONCRETE AND BLEACHERS			\$ 30,800