



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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
THURSDAY, APRIL 4, 2024 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/5997866403?pwd=alcreldSbGpNUVl1VnR1RWF5bXovdz09>

Meeting ID: 599 786 6403
Passcode: 53538

Dial by Location
+1 312 626 6799

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

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Public Hearings**
- 4. Public Comment:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*
- 5. Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*
 - a. Review and possible action relating to the **minutes of the March 19, 2024 regular**

City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **Citizen Appointment of Ellen Bogner** to the Historic Preservation Commission (Houseman, City Manager)
- c. Review and possible action on a Special Event: **Park & Recreation Adult Recess, Friday, September 13, 2024, 6-9 p.m. at Jones Park** (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action on a **Special Event: City of Fort Atkinson Park & Recreation World of Wheels: Saturday, September 14, 2024, 10:00-11:30 a.m.** (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action on a **Special Event: Park & Recreation Youth Triathlon, Saturday, July, 27, 2024, 8:00-11:00 a.m.** (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action on a **Special Event: Project Lead/Jefferson County Cancer Coalition Cancer Walk, Saturday, June 8, 2024, 10:00 a.m. - 2:00 p.m.** (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action on a **Special Event: Chamber of Commerce Fort Farmers Market, Saturdays from May 4, until October 26, 2024, 8:00 a.m. - 12:00 p.m.** (Ebbert, Clerk/Treasurer/Finance Director)
- h. Review and possible action relating to a **Special Event: FA Summer Charity Concerts June 12, June 26, July 10, July 24, August 7, and August 21, 2024 from 6:30-8:30 p.m. at Barrie Park** (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

- a. **Presentation: Annual Tourism Report** (Shauna Wessely, Fort Atkinson Chamber Director)
- b. Review and possible action on a proclamation recognizing **Telecommunicators Week** in the City of Fort Atkinson (Bump, Police Chief)

7. Resolutions and Ordinances

- a. First reading of an **Ordinance amending Section 22-262 and 22-263 relating to Direct Sellers** (Ebbert, Clerk/Treasurer/Finance Director)

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

10. New Business

- a. Review and possible action relating to the purchase of a **replacement emergency light bar from Rennert's Fire Equipment Service** (Peterson, Fire Chief)

- b. Review and possible action relating to the **2023 Department of Natural Resources annual Recycling Report** (Selle, Director of Public Works)
- c. Review and possible action relating to **2023 Year-End Financial Information** (Houseman, City Manager)

11. Claims, Appropriations and Contract Payments

12. Miscellaneous

- a. The City Council may consider a motion to convene in closed session pursuant to State Stat. §19.85(1)(g) **Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.**

13. Adjournment

Date Posted: April 1, 2024

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

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



**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MARCH 19, 2024 – 7:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Cm. Becker, Cm. Jaeckel, Cm. Lescohier, Cm. Schultz and President Johnson.
Also present: City Manager, City Clerk/Treasurer, City Attorney, City Engineer, Public Works Superintendent, Fire Chief, Building Inspector and Park & Recreation Director.

3. Public Hearings

None.

4. Public Comment

None.

5. Consent Agenda

Cm. Becker moved, seconded by Cm. Jaeckel to approve the consent agenda items as listed.
Motion carried.

- a. *Review and possible action relating to the **minutes of the March 5, 2024 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the March 12, 2024 regular Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to **building, plumbing, and electrical permit report for February 2024** (Draeger, Building Inspector/Zoning Administrator)*
- d. *Review and possible action relating to the City Clerk-issued **License and Permit Report for February 2024** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of February 29, 2024 (Ebbert, Clerk/Treasurer/Finance Director)*

- f. *Review and possible action relating to **Temporary Class "B" and "Class B" Retailer's License for St. Joseph's Catholic Church** for Saturday, April 27, 2024. (Ebbert, Clerk/Treasurer/Finance Director)*
- g. *Review and possible action on a **Special Event: Parks & Recreation Egg Hunt, Saturday, March 23, 2024, 8-10:45 a.m. at Ralph Park** (Ebbert, Clerk/Treasurer/Finance Director)*

6. Petitions, Requests, and Communications

- a. *Review and possible action to proclaim **April 26, 2024, as Arbor Day** in the City of Fort Atkinson (Williamson, Superintendent of Public Works)*
Superintendent Williamson discussed that in order to be acknowledged as a Tree City USA, each year, the City must proclaim and observe Arbor Day in the City of Fort Atkinson. The City of Fort Atkinson has been a Tree City USA for over 30 years.

Cm. Schultz moved, seconded by Cm. Leschier to declare April 26, 2024 as Arbor Day in the City of Fort Atkinson.

7. Resolutions and Ordinances

None.

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

None.

10. New Business

- a. *Review and possible action relating to a **Certified Survey Map** for St. Paul's Lutheran Church and School located at 309 Bluff Street (Draeger, Building/Zoning Administrator)*
Inspector Draeger reviewed the Plan Commission recommendation for a CSM for St. Paul's Lutheran Church and School that was approved in 2022 along with a Site Plan for a gym addition for the school. Site plan approvals do not have a period of expiration. However, the CSM approval did expire according to Section 70.05.03(6) of the City's Land Division and Development Ordinance after not having been recorded by the Register of Deeds within 12 months of city approval. This review is to renew the initial recommendation to the City Council by the Plan Commission on November 22, 2022. The property owner would like to combine 3 separate lots into a single lot. The location is on Bluff Street in

Fort Atkinson and is used for the school and parsonage of the St Paul's Church community. This proposal would "clean up" old property lines no longer governing the existing use. The only comment is for the applicant to note the proposed stormwater basin as a permanent easement for such on the property. City staff has reviewed the preliminary CSM and have no concerns about the consolidation.

Cm. Lescohier moved, seconded by Cm. Schultz to approve the Preliminary Certified Survey Map combining three lots into a single lot, with the addition of the stormwater easement noted. Motion carried.

*b. Review and possible action related to the **purchase of a Hot Box Asphalt Patch Trailer System** (Williamson, Superintendent of Public Works)*

Superintendent Williamson stated the Public Works Department utilizes a heated asphalt hot box patching system to perform small roadway asphalt patching and all pothole patching with hot-mix asphalt. The 1972 slide in truck-box system the department has employed for many years has surpassed its useful life. The Department can no longer source parts to keep the unit in working order and seeks to replace the failed unit with a more technologically advanced and safer trailer mounted unit. Two providers responded with bids: Midwest Paving Equipment, Glen Ellyn, IL; and Monroe Truck Equipment, Monroe, WI. Both companies responded with units equipped closely based on our specifications. Midwest Paving Equipment came in with the lowest itemized bid at \$51,770.00 and also took the time to bring out a demo unit for staff to review and inspect. Monroe Truck produced a lump sum nonitemized bid and would not provide an onsite demonstration. Both of the proposed units are manufactured in the United States, in the State of Michigan, and both can be serviced reasonably close to Fort Atkinson.

Cm. Becker moved, seconded by Cm. Jaeckel to approve the purchase of a Falcon Hot Box Asphalt Patch Trailer System from Midwest Paving Equipment, Inc. in an amount not to exceed \$51,770. Motion carried.

11. Claims, Appropriations and Contract Payments

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

Cm. Jaeckel moved, seconded by Cm. Becker to approve the list of Verified Claims presented by the Director of Finance and authorize payment. Motion carried on a roll call vote.

12. Miscellaneous

*a. The City Council may consider a motion to convene in closed session **pursuant to State Stat. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session** [discussion of strategy for*

collective bargaining].

Cm. Becker moved, seconded by Cm. Schultz to convene in closed session pursuant to State Stat. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Motion carried on a unanimous voice vote.

13. Adjournment

Cm. Schultz moved, seconded by Cm. Jaeckel to adjourn. Meeting adjourned at 8:01 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer



MEMORANDUM

DATE: April 4, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to the Citizen Appointment of Ellen Bogner to the Historic Preservation Commission (Houseman, City Manager)

BACKGROUND

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

DISCUSSION

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

Historic Preservation Commission:

Ellen Bogner for a three-year term ending in 2027 (appointment)

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

- Board of Zoning Appeals (two seats)
- Cable Television Committee (one seat)
- Parks and Recreation Advisory Board (one seat)
- Library Board (one seat)
- Sex Offender Residence Board (one seat)
- Tourism Commission (one seat)

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

FINANCIAL ANALYSIS

The appointments of citizens to these Committees, Commissions, and Boards is not expected to

impact the City financially.

RECOMMENDATION

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

ATTACHMENTS

1. Application Form



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

CITIZEN SERVICE INFORMATION FORM

Name (Print): Bogner Ellen Jean Date: 3-19-2024
Last First Middle

Home Address: 1410 Adrian Blvd. Ft Atkinson

Business Name/Address: n/a

Telephone (Home): 920-723-2288 (Work): n/a

Email Address: bognerellen@gmail.com

How long have you lived in the City of Fort Atkinson? 70 years

Which Boards, Commissions and/or Committees interest you? FA Historic Preservation Commission

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

1. Committee to return the Bicentennial Wagon to Fort - Kiosk in Lions Park
2. Published my Grandfather's WWI memoirs
3. large collection of medical/nursing antiques
4. Created & designed the Peace Garden at St. Peter's on Merchants Ave / Historic District. Maintained the garden for the last 9 years.

References:

1. Merrilee Lee Phone: _____

2. Terrie Knox Phone: 920-723-3454

Ellen Bogner
Signature

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



MEMORANDUM

DATE: April 4, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Park & Recreation Adult Recess, Friday, September 13, 2024, 6-9 p.m. at Jones Park (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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

DISCUSSION

Event: Parks & Recreation Adult Recess

Date and Hours of Event: Friday, September 13, 2024 6:00 PM - 9:00 PM

Set Up & Tear Down: 4:00-5:30 p.m. and 9:00-9:30 p.m.

Location: Jones Park

Contact Person: Brett Kettermann

Estimated Number of Attendees: 100

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

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event for Parks & Recreation Adult Recess on Friday, September 13, 2024 from 6:00 pm to 9:00 pm at Jones Park.

ATTACHMENTS

1. Adult Recess Special Event App 2024
2. Jones Park



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

Name of Business/Group Organizing Event: **Fort Atkinson Parks & Recreation**

Contact Person for Event: **Brett Kettermann**

Phone Number:

Email: **bkettermann@fortatkinsonwi.gov**

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

Phone: **920-397-9910**

Email:

Special Event Details

Event Name: **Adult Recess**

Event Date (mm/dd/yyyy): **09/13/2024**

Event Location: **Jones Park**

Estimated Number of Attendees: **100**

Hours of Event: **6:00-9:00pm**

Event Setup Time: **4:00-5:30pm**

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

Event Description: Annual Adult Recess program held at Jones Park. The Parks & Recreation Department will be partnering with the Fort Atkinson Generals for this program. The Generals will be operating their concession stand. Members of the Senior Center Board will be checking ID and giving out wristbands to those over 21. There will be dodgeball, kickball, bags, badminton and more fun outdoor games for adults to relive their youth. 3 parking lots will be enough parking along with some additional parking on Park Street if needed.

Goal/Purpose of Event: Free event for adults to come out and get some exercise and to meet new people.

Attach a map of the event including:

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

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

Check all applicable boxes:

☒ I am renting a city park

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

☐ I am renting city equipment

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

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

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

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

Additional Garbage/Recycling Can* Qty ____

Barricades* Qty ____

Traffic Cones* Qty ____

☐ Electrical Access

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

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

Continued

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

Start Time of Music: 6:00pm

End Time of Music: 9:00pm

☐ 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: Brett Ketterman

Submission Date: 03/11/2024

For Office Use Only:

Date Received: _____

Date Paid: _____

Council Approval / Denial Date: _____

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

Event Stipulations:



Jones Park

S 7th St

Janesville Ave

Glacial River Trail

26

Park St

Park St

Park St



MEMORANDUM

DATE: April 4, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: City of Fort Atkinson Park & Recreation World of Wheels: Saturday, September 14, 2024, 10:00-11:30 a.m. (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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

DISCUSSION

Event: Parks & Recreation World of Wheels
Date: Saturday, September 14, 2024
Location: Ralph Park – Jefferson Street parking lot
Contact Person: Brett Kettermann
Hours of Event: 9:00 am to 10:30 am
Estimated Number of Attendees: 250+

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event World of Wheels for the Parks & Recreation to be held on Saturday September 14, 2024 at Ralph Park.

ATTACHMENTS

1. World of Wheels 2024 App
2. Ralph Park



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

Name of Business/Group Organizing Event: **Fort Atkinson Parks & Recreation**

Contact Person for Event: **Brett Kettermann**

Phone Number:

Email: **bkettermann@fortatkinsonwi.gov**

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

Phone: **920-397-9910**

Email:

Special Event Details

Event Name: **World of Wheels**

Event Date (mm/dd/yyyy): **09/14/2024**

Event Location: **Ralph Park**

Estimated Number of Attendees: **250**

Hours of Event: **10:00-11:30am**

Event Setup Time: **9:00-10:45am**

Event Tear Down Time: **11:30-11:45am**

Event Description: **Annual World of Wheels where kids of all ages can see different types of trucks. Fire Trucks, Police Cars, Race Cars, Ambulances, Tractors, Semi Trucks and more have been in attendance at previous World of Wheels. Free event for families**

Goal/Purpose of Event: **Free event for families to check out different types of vehicles you see around town. Kids can sit in the cars and see what it looks like inside them.**

Attach a map of the event including:

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

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

Check all applicable boxes:

☐ I am renting a city park

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

☐ I am renting city equipment

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

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

Qty _____

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

Qty _____

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

Qty _____

Additional Garbage/Recycling Can*

Qty _____

Barricades*

Qty _____

Traffic Cones*

Qty _____

☐ Electrical Access

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

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

Continued

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

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

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

Submission Date: 3/11/2024

For Office Use Only:

Date Received: _____

Date Paid: _____

Council Approval / Denial Date: _____

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

Event Stipulations:



ce St

Hake St

Jefferson St

P

N High St

Ralph Park

St

Jefferson St

ny
ore



Fort Atkinson
Wheels Park

K

Wilcox St

Da
Atkinson

Ralph St

26

Curtis Cir



MEMORANDUM

DATE: April 4, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Park & Recreation Youth Triathlon, Saturday, July, 27, 2024, 8:00-11:00 a.m. (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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DISCUSSION

Event: Parks & Recreation Youth Triathlon
Date: Saturday, July 27, 2024
Location: Rock River Park, Aquatic Center, Montclair St
Contact Person: Brett Kettermann
Hours of Event: 7:00 am to 12:00 pm
Estimated Number of Attendees: 300+

Participants aged 7 to 14 will swim at the Aquatic Center, bike on the road through Rock River Park and the Montclair Street. Participants will then run on Sinnissippi Drive in the park to the archery range and back. Over 50 volunteers will be helping direct kids where to go, on the swim deck, on the course, and throughout the location

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event Youth Triathlon for the Parks & Recreation to be held on Saturday, July 27, 2024 at Rock River Park, Aquatic Center and Montclair Subdivision and approve closure of Sinnissippi Drive from 7:00 am to 11:00 pm.

ATTACHMENTS

1. Youth Triathlon 2024 App
2. Triathalon Map



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

Name of Business/Group Organizing Event: **Fort Atkinson Parks & Recreation**

Contact Person for Event: **Brett Ketterman**

Phone Number:

Email: **bketterman@fortatkinsonwi.gov**

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

Phone: **920-397-9910**

Email:

Special Event Details

Event Name: **Fort Youth Triathlon**

Event Date (mm/dd/yyyy): **07/27/2024**

Event Location: **Rock River Park, Aquatic Center & Montclair Pl.**

Estimated Number of Attendees: **300**

Hours of Event: **8-11am**

Event Setup Time: **Friday all day & Saturday morning**

Event Tear Down Time: **11:00am-1:00pm**

Event Description: **Youth Triathlon for kids ages 7-14. They will swim in the pool at the Aquatic Center. Bike in the park and Montclair Pl and then run in the park on Sinnissippi Drive to the archery range and back. We will have over 50 volunteers helping direct the kids where to go on the swim deck and on the course and other places.**

Goal/Purpose of Event: **To promote a healthy activity for kids to do during the summer. We also offer a 5 week training program for participants**

Attach a map of the event including:

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

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

Check all applicable boxes:

☐ I am renting a city park

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

☒ I am renting city equipment

Please secure and submit payment for requested equipment prior to submitting Special Event Application.

*Attach a map with a location for drop off of equipment with this application.

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

Qty 10

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

Qty 50

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

Qty

Additional Garbage/Recycling Can*

Qty

Barricades*

Qty 8

Traffic Cones*

Qty

**We will pick up barricades*

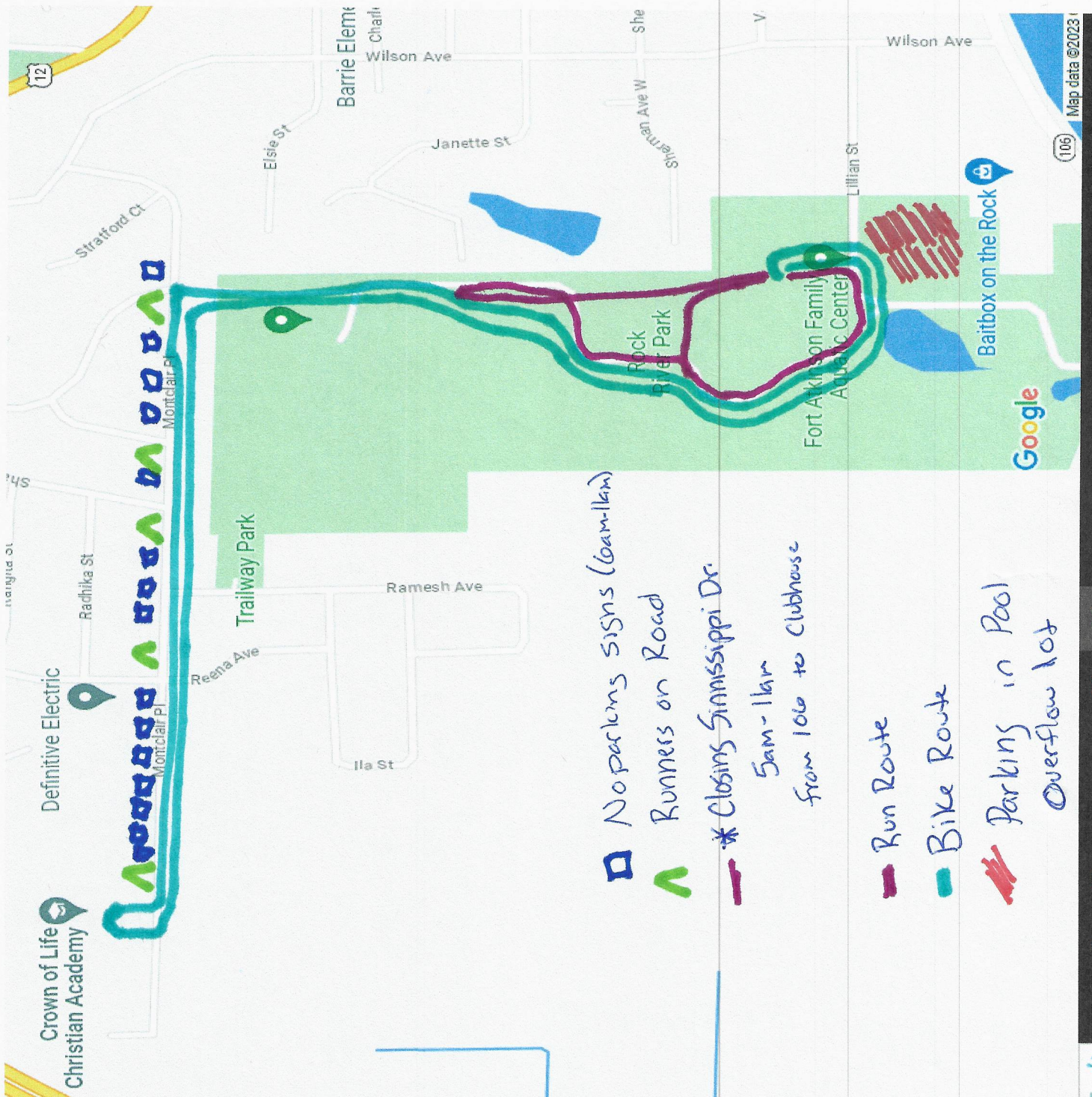
☐ Electrical Access

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

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

Continued

☒ I will be having music (Per City Ordinance 17.03) no person shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed. Start Time of Music: <u>7:30am</u> End Time of Music: <u>11:00am</u>	☒ I will be closing a street(s)* Barriades 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, 1-800-242-6511 ☒ I am having a walk/race* * See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.
By signing, I agree to the following statements: I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I understand that I may need to contact multiple Departments to arrange for assistance. I understand I am responsible for timely clean up after the event. I understand that additional charges may apply and that I can be billed after my event.	
Responsible Party Signature: <u>Brett Ketterman</u> Submission Date: <u>3/11/2024</u>	
For Office Use Only: Date Received: _____ Date Paid: _____ Council Approval / Denial Date: _____ Date applicant notified of Council action and any event stipulations: _____ Event Stipulations: _____	





MEMORANDUM

DATE: April 4, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Project Lead/Jefferson County Cancer Coalition Cancer Walk, Saturday, June 8, 2024, 10:00 a.m. - 2:00 p.m. (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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

DISCUSSION

Event: Cancer Walk

Date: Saturday, June 8, 2024

Location: Fort Atkinson High School Track

Contact Person: Shauna Wessely

Hours of Event: 10:00 am to 2:00 pm

Set up/Tear Down: 8 - 10 am and 2 - 3 pm

Estimated Number of Attendees: 300

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Project Lead/Jefferson County Cancer Coalition Walk on June 8, 2024 at the Fort Atkinson High School Track.

ATTACHMENTS

1. Project Lead Cancer Walk 5K 2024



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

Name of Business/Group Organizing Event: Project LEAD/Jefferson County Cancer Coalition

Contact Person for Event: Shauna Wessely

Phone Number: 920-563-3210

Email: director@fortchamber.com

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

Phone: 262-308-2350 Email: same

Special Event Details

Event Name: Jefferson County Cancer Coalition Cancer Walk

Event Date (mm/dd/yyyy): Sat., June 8, 2024

Event Location: Fort Atkinson High School Track

Estimated Number of Attendees: 300

Hours of Event: 10AM-2PM

Event Setup Time: 8AM

Event Tear Down Time: 2-3PM

Event Description:

Similar to "Relay for Life" held in the past, the Jefferson County Cancer Coalition put forward a proposal to Project LEAD to host their first-ever Cancer Walk. Project LEAD + JCCC have been working together to fundraise + organize a memorable + meaningful event.

Goal/Purpose of Event:

To raise funds for JCCC to support local people battling cancer, while celebrating those fighting cancer.

Attach a map of the event including:

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

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

Check all applicable boxes:

☐ I am renting a city park

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

☐ I am renting city equipment

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

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

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

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

Additional Garbage/Recycling Can* Qty ____

Barricades* Qty ____

Traffic Cones* Qty ____

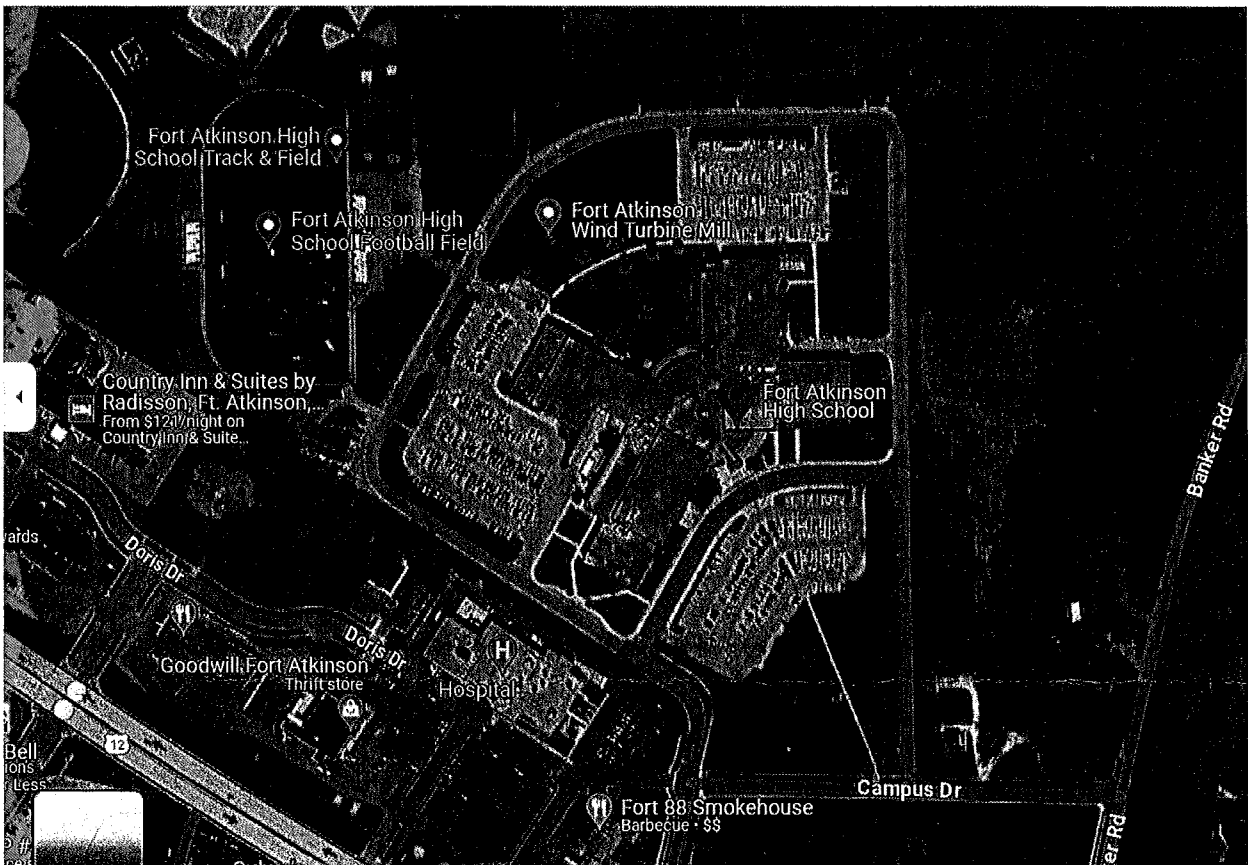
☐ Electrical Access

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

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

At this time, we do not anticipate that the activities of the Cancer Walk on June 8th, 2024 should disrupt any function of the City of Fort Atkinson in any way. We are not closing any roads and there is ample parking in the Fort Atkinson High School parking lots for all attendees. We do not need any additional materials at this time (ie traffics cones, barricades, etc.) as we will hold the event at the high school track. Any electricity used would be from the high school, any tents or shelters erected will be on school property, and there will not be alcohol served.

The building use permits for FAHS were completed with the School District and are on file. We are very excited for Project LEAD to partner with Jefferson County Cancer Coalition to bring this event to Fort Atkinson, and we want to extend a warm welcome to the City Council members and all of our community to attend. We hope this is an event that will be successful and can be replicated by JCCC for years to come.





MEMORANDUM

DATE: April 4, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Chamber of Commerce Fort Farmers Market, Saturdays from May 4, until October 26, 2024, 8:00 a.m. - 12:00 p.m. (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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

DISCUSSION

Event: Farmers Market

Date: Saturdays beginning May 4, 2024 to Saturday October 26, 2024

Location: Parking Lot at Water Street/Milwaukee Avenue.

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

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

Estimated Number of Attendees: 200-500

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

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

or concerns.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event for the Fort Atkinson Chamber of Commerce Fort Farmers Market on Saturdays beginning May 4, 2024 through Saturday, October 26, 2024.

ATTACHMENTS

1. Farmers Market Application 2024



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

Name of Business/Group Organizing Event: Fort Atkinson Area Chamber of Commerce / Fort Farmers Market

Contact Person for Event: Shauna Wessely

Phone Number: 920-563-3210

Email: director@fortchamber.com

Day of Event Contact Person (if different from above): Aimee Leonard Phone: 920-397-9070 Email: manager.fortfarmersmarket@gmail.com

Special Event Details

Event Name: Fort Farmers Market

Event Date (mm/dd/yyyy): every Saturday starting May 4th until Oct. 26, 2024

Event Location: 19 E Milwaukee Ave W, Fort Atkinson, WI 53538

Estimated Number of Attendees: 50-500 (depends on time + weekend)

Hours of Event: 8AM-noon

Event Setup Time: 6:30AM

Event Tear Down Time: Noon-1PM

Event Description: The Fort Farmers Market occurs in the public parking lot across from the Fort Atkinson Post office each Saturday from the beginning of May to the last Saturday in October. Vendors sign up to display and sell their homemade products and goods to community members.

Goal/Purpose of Event: To provide access to fresh, locally grown + produced goods while giving our vendors a platform to sell their goods. We also offer our community a gathering time to enjoy local musicians, meet up with friends and become more connected with what our organizations have to offer.

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

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

Check all applicable boxes:

☐ I am renting a city park

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

☒ I am renting city equipment

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

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

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

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

Additional Garbage/Recycling Can* Qty 1

Barricades* Qty 6

Traffic Cones* Qty ____

☒ Electrical Access

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

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

No, current access is sufficient.

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

Start Time of Music: 9 AM End Time of Music: 11 AM

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

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

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

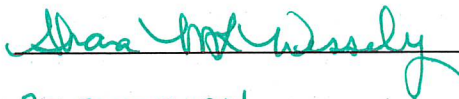
☒ I will be erecting a tent, canopy or other temporary structure.*
*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511

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

By signing, I agree to the following statements:

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

Responsible Party Signature:



Submission Date:

2-20-2024

For Office Use Only:

Date Received:

Date Paid:

2-23-24

Council Approval / Denial Date:

Date applicant notified of Council action and any event stipulations:

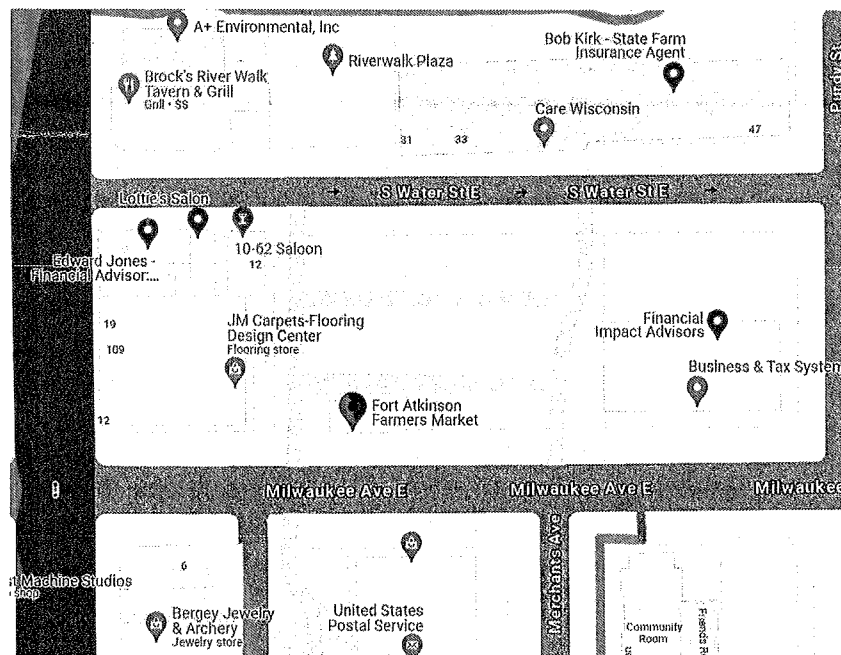
Event Stipulations:

The Fort Farmers Market has been a celebrated program since 2002. Its growth necessitated a move to organization under the Tourism Department, and then became a project under the guidance of the Fort Atkinson Area Chamber of Commerce. After 22 years, the Fort Atkinson Farmers Market is making an historic transition in becoming its own entity as a 501c3 non-profit organization.

During this time of transition, the Fort Atkinson Area Chamber of Commerce is continuing to provide support to the Market Manager, Aimee Leonard. In collaboration with MK Hartwick Consulting, the Chamber and Farmers Market are taking all necessary steps to become a registered 501c3 non-profit organization. Once the organization is fully established, Fort Atkinson Farmers Market will have its own independent Board of Directors. This Board will oversee the operations of the Market going forward. We cannot offer a concrete timeline as to when this will occur because it is completely dependent on how quickly the State of WI processes our paperwork. We do not anticipate changes from our standard operating procedures for this season.

Thus, we are approaching the City Council with our usual requests: permission to use the public parking lot at 19 E Milwaukee Ave W to set up tables and tents to create an open market environment, access to the public restrooms and electricity from the building on the premises, use of the upstairs of that building to store Market materials, permission to have music (for which we hold public performance licenses) from around 9AM-11AM at a respectful volume, the use of 1 extra trash can, and the use of 6 barricades to block traffic from entering the lot starting around 7:50AM and going until around 12:30PM. We further request that S. Water St East be closed for the duration of the event to allow vendors and attendees to sell and shop safely. (We intend to put out the signs each week on Fridays that ask drivers to remove their vehicles from the lot by 6AM each Saturday.)

We thank you all for your continued support of the Farmers Market, and we look forward to seeing you out shopping this season.





MEMORANDUM

DATE: April 4, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to a Special Event: FA Summer Charity Concerts June 12, June 26, July 10, July 24, August 7, and August 21, 2024 from 6:30-8:30 p.m. at Barrie Park (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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DISCUSSION

Event: FA Summer Charity Concerts

Date: Wednesdays: June 12, June 26, July 10, July 24, August 7, and August 21, 2024

Location: Barrie Park

Contact Person: Megan Hartwick

Hours of Event: 6:30 pm to 8:30 pm

Estimated Number of Attendees: 300+

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event FA Summer Charity Concerts in Barrie Park on Wednesday, June 10, June 26, July 10, July 24, August 7, and August 21, 2024.

ATTACHMENTS

1. FA Summer Charity Concert App 2024



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

Name of Business/Group Organizing Event: **FA Summer Charity Concerts - Kiwanis Club of Fort Atkinson**

Contact Person for Event: **Megan Hartwick**

Phone Number: **920-728-6061**

Email: **megankhartwick@gmail.com**

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

Phone: 920.728.6061

Email:

Special Event Details

Event Name: **FA Summer Charity Concerts**

Event Date (mm/dd/yyyy): **6/12/24, 6/26/24, 7/10/24, 7/24/24, 8/7/24, 8/21/24**

Event Location: **Barrie Park (including the bandshell)**

Estimated Number of Attendees: **200-400 per show**

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

Event Setup Time: **4:45pm**

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

Event Description: The FA Summer Charity Concert is excited to kick off its 11th year at the bandshell in Barrie Park! The event features six FREE community concerts open to the public. Kiwanis provides volunteers and accepts donations at the show, as well as selling coozies and offering popcorn & other fun items for children in attendance.

Goal/Purpose of Event: The goal of the event is to encourage community engagement and connection, and to promote live music & joy! The series serves as a fundraiser, receive sponsorship support and individual donations, with all funds raised supporting efforts for increasing youth engagement throughout Fort Atkinson. Entering this 11th year, the concerts have raised and donated a total of \$97,403 to these efforts.

A copy of this year's sponsorship form is attached, which offers additional details and the band lineup.

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

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

Check all applicable boxes:

☐ I am renting a city park

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

☐ I am renting city equipment

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

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

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

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

Additional Garbage/Recycling Can* Qty 4

Barricades* Qty ____

Traffic Cones* Qty ____

☒ Electrical Access

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

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

We would request, as always, the electrical box be opened each concert day prior to production & sound set-up starting at 4:45pm.

Continued

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

Start Time of Music: 6:30pm

End Time of Music: 8:30pm

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

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

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

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

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

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

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

By signing, I agree to the following statements:

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

Responsible Party Signature: Megan Hartwick

Submission Date: 2/16/24

For Office Use Only:

Date Received: 2/19/24

Date Paid: 3/11/24

Council Approval / Denial Date:

Date applicant notified of Council action and any event stipulations:

Event Stipulations:



FA Summer Charity Concerts

2024 Sponsorship Opportunity



Sponsorship slots are available for the six FREE concerts at the bandshell this summer! The funds raised this year will continue to support youth engagement efforts in Fort Atkinson - including, but not limited to the Lend a Hand program at BASE Fort Atkinson and our Kiwanis charity concert scholarship. Since 2013, the charity concerts have donated a total of \$97,403 to support connecting kids to our community!

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

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

Silver Sponsor - \$750 (5 available)

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

Bronze Sponsor - \$500 (10 available)

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

2024 Concert Details:

6:30-8:30pm

Barrie Park Bandshell

June 12th: The Belle Weather

June 26th: Sam Ness

July 10th: Altar Boy Picnic

July 24th: Fort Night

August 7: Katie Scullin Band

August 21st: John Masino Band

Please make sponsorship checks payable to "Kiwanis Club of Fort Atkinson" and note "charity concerts" in the memo

Mail to:

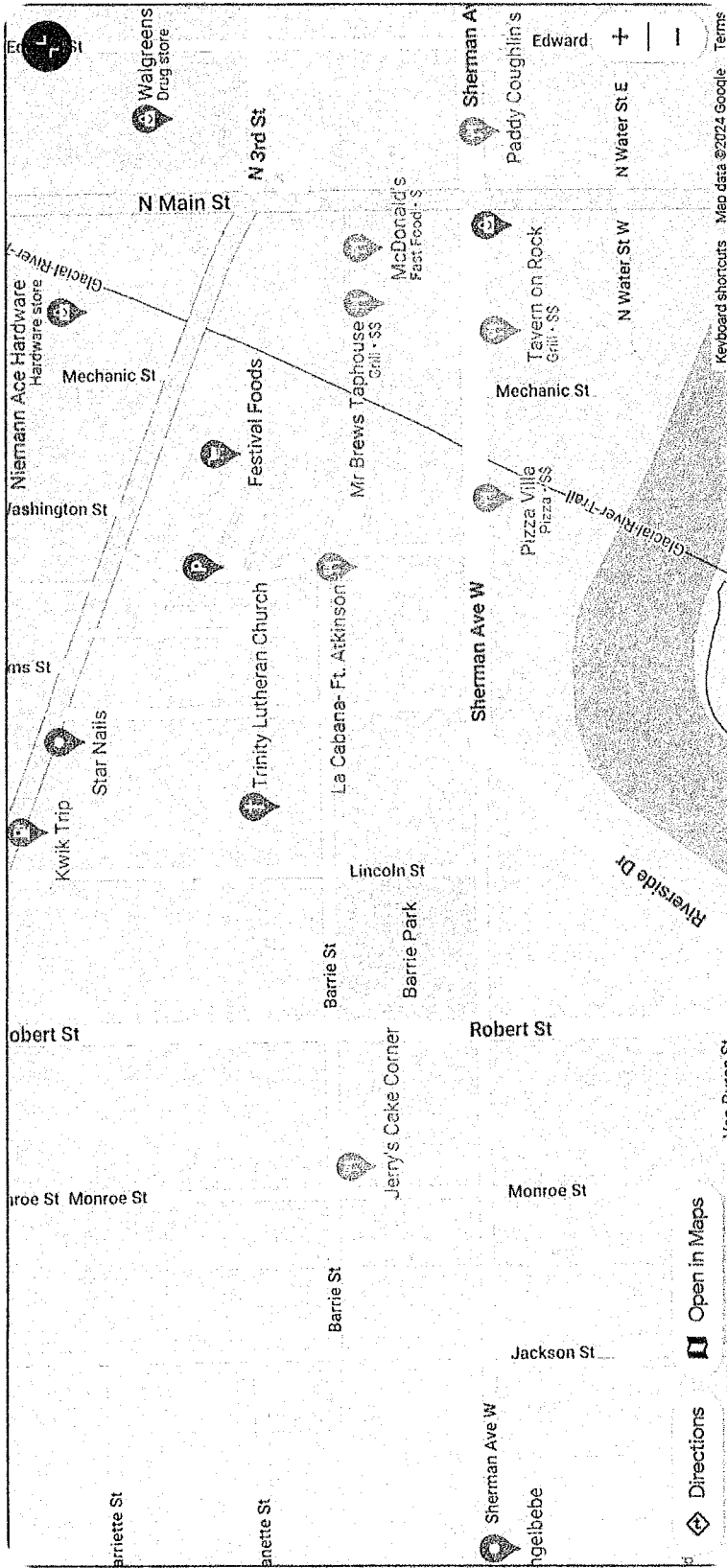
Kiwanis Club of Fort Atkinson

Attn: Megan Hartwick

P.O. Box 27

Fort Atkinson, WI 53538

"Like" our Facebook page - @FASummerCharityConcerts



There is ample parking available for the event, with street parking surrounding Barrie Park and all blocks within walking distance. Many concert guests also park in the parking lots near Trinity Church, and many walk to the show.



MEMORANDUM

DATE: April 4, 2024

TO: Fort Atkinson City Council

FROM: Adrian Bump, Police Chief

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

BACKGROUND

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

DISCUSSION

The attached Proclamation recognizes National Public Safety Telecommunicators Week April 14-20, 2024. The City encourages all to celebrate and honor those dedicated telecommunicators who are typically the first point of contact during emergencies and for those in crisis.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that the City Council President sign the Proclamation and declare the week of April 14-20, 2024 as Telecommunicators Week in the City of Fort Atkinson.

ATTACHMENTS

1. Proclamation Telecommunicators Week

**PROCLAMATION
RECOGNIZING NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK
APRIL 14-20, 2024**

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

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

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

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

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

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

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

NOW, THEREFORE, I, Bruce Johnson, as City Council President of the City of Fort Atkinson, do here by recognize the week of April 14 through 20, 2024, to be National Public Safety Telecommunicators Week in the City of Fort Atkinson, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Proclaimed this 2nd day of April, 2024.

CITY OF FORT ATKINSON

Bruce Johnson, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 4, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: First reading of an Ordinance amending Section 22-262 and 22-263 relating to Direct Sellers (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

The City of Fort Atkinson Code of Ordinances Chapter 22, Article VI. pertains to businesses and licensing requirements. Sections 22-261 through 22-266 regulate direct sellers and door-to-door sales within the City. A direct seller is defined as any person, firm, corporation, owner, agent, consignee or partnership which engages in house-to-house or door-to-door sales of merchandise or wares; or takes sales orders for the later delivery of such items.

DISCUSSION

Staff is proposing several changes to the Section of the City's Code for various reasons.

Section 22-262 (e) - Staff proposes to remove the fee from the Ordinance and place it in the annual Fee Resolution adopted by the City Council during the budget process. The fee is currently \$25 per license. This fee is also reflected in the 2024 Fee Resolution. Removing the fee from the Ordinance will allow the flexibility to review it annually through the Fee Resolution process and amend with Council approval when appropriate.

Section 22-262 (g) - Staff proposes to change the authority for revocation or suspension of this license from the Chief of Police to the City Manager or his/her designee. This will allow greater flexibility in suspension or revocation of license for the reasons listed in the Ordinance. The Police Chief and the Clerk/Treasurer may be designees of the City Manager for this purpose. City staff has received complaints in the past of aggressive behavior and trespassing by door-to-door sales persons, and it would be helpful for additional staff, aside from just the Chief of Police, to be able to suspend or revoke a license.

Section 22-262 (j) - Staff proposes to add this section to set a maximum number of licenses per business per year. This is limited to 10 so that there are not a significant number of people selling items from the same company throughout the City and may reduce the number of transient merchants who sell door-to-door in many communities.

Section 22-263 (1) - Staff proposes to change the hours that direct sellers are permitted to visit residences. Currently, they are prohibited from "calling" on a dwelling between 8:00 pm and 9:00 am. Staff proposes to change this to prohibiting the practice from 7:00 pm and 9:00 am.

FINANCIAL ANALYSIS

Staff does not expect that this change will have a financial impact on the City. The City issued 10 such licenses in 2023. The City has issued 17 in 2024, all of which were for the same company. Presumably, the limit of 10 licenses per business per year may decrease revenue in this account slightly. However, with the license fee of \$25, this will not have a significant impact.

RECOMMENDATION

The Ordinance Committee met on March 19, 2024 and recommended that staff bring this ordinance amendment before the full City Council for a first reading. Staff recommends that the City Council perform a first reading of the Ordinance amendment and direct the City Manager to prepare the ordinance for a second, and possible third/final reading, at the meeting on April 16, 2024.

ATTACHMENTS

1. Direct Sellers Draft Amendments 3.19.24
2. Draft Redline Ord. - Section 22 Direct Sellers 4.4.24

DRAFT ORDINANCE AMENDMENTS

ARTICLE VI. DIRECT SELLERS - DOOR-TO-DOOR RESIDENTIAL¹

Sec. 22-261 Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"City" hereafter means City of Fort Atkinson

"Direct seller, hawker, solicitor transient merchant or peddler" shall include any person, firm, corporation, owner, agent, consignee or partnership, which engages in house-to-house or door-to-door sales of merchandise or wares, or takes sales orders for the later delivery of merchandise or wares.

"Merchandise or wares" shall include personal property of any kind and shall include products, goods or materials provided incidental to services offered or sold. The sale of merchandise includes donations required by the seller for the retention of goods by a donor or prospective customer.

"Religious non-profit organization" is as defined by federal and state laws.

"Youth civic organization" is an organization of individuals with the sole purpose of serving the community that consists of youth or high school aged individuals, including but not limited to, Boy Scouts, Girls Scouts, 4-H, FFA.

(Ord. No. 753, 10-18-16)

Sec. 22-262. Licensing.

- (a) *License required.* It is unlawful for any direct seller, hawker, solicitor, transient merchant or peddler as defined above, to engage in any such business within the city without first obtaining a license issued in compliance with the provisions of this chapter.
- (b) *Exemptions.*
 - (1) Youth civic organizations.
 - (2) Religious non-profit organizations.
- (c) *License application.* Applicants for a license under this article must file with the city clerk, an application in writing on a form to be furnished by the city clerk which shall give the following information:
 - (1) Name, address and physical description of the applicant including proof of identity.
 - (2) Name address and telephone of any entity the direct seller represents or is employed by or whose merchandise is being sold.

¹Editor's note(s)—Ord. No. 753, adopted Oct. 18, 2016, repealed the former art. VI, §§ 22-261—22-323, and enacted a new art. VI as set out herein. The former art. VI pertained to similar subject matter and derived from Code 1969, §§ 8.07(A)—(J).

State law reference(s)—Authority regarding transient merchants generally, Wis. Stats. § 66.083.

-
- (3) A brief description of the nature of the business and the merchandise to be sold.
 - (4) Make, model and license number of any vehicles to be used by the applicant in the conduct of the business.
 - (5) Proposed method of delivery of merchandise if applicable.
 - (6) A statement as to whether or not the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance, other than traffic violations, the nature of the offense and the punishment or penalty assessed therefore.
 - (7) Proof of approval of health and sanitation by county, state or federal agencies as required.
- (d) *License—Investigation and issuance.*
- (1) Upon receipt of each application, the chief of police, shall immediately institute such investigation of the applicant's information, business and moral character as he/she deems necessary for the protection of the public good and shall endorse the application in the manner prescribed in this article within ten business days after it has been filed by the applicant.
 - (2) If, as a result of such investigation, the applicant's information, character or business responsibility is found to be unsatisfactory, the chief of police shall not endorse said application, and shall detail his/her disapproval and his/her reasons for the same, and notify the applicant that his/her application is disapproved and that no license will be issued.
 - (3) If, as a result of such investigation, the information, character and business responsibility of the applicant are found to be satisfactory, the chief of police shall endorse the application and return to the city clerk for license creation and issuance. Such license shall contain the signature of the clerk and shall show the name and address of the licensee, the kinds of merchandise to be sold, the length of time the same shall be operative as well as the license number and other identifying description of any vehicle used in such business. No license shall be used at any time by any business other than the one to whom it is issued. The city clerk shall keep a record of all licenses issued.
- (e) *License—Fees.* ~~A fee of \$25.00 shall be paid by the applicant for each direct seller's license issued.~~ The fee for each license shall be set by resolution and adopted by the city council.
- (f) *Exhibition of license.* Persons licensed under this chapter shall carry their license(s) with them while engaged in licensed activities and shall display such license(s) to any police officer or citizen upon request.
- (g) *License—Revocation.* Licenses issued under this chapter may be revoked or suspended by the city manager or designee ~~chief of police~~ for fraud, misrepresentation or incorrect statement contained in the application or made in the course of carrying on business; conviction of the licensee of any crime or conducting the licensed business in an unlawful or disorderly manner or in such a manner as to menace the health, safety or general welfare of the public.
- (h) *License—Re-application.* No licensee whose license has been revoked shall make further application until a period of at least six months' time has elapsed since any previous revocation.
- (i) *License—Expiration.* A license year shall run from January 1st through December 31st each year. All licenses issued under the provisions of this chapter shall expire at midnight, the 31st day of December in the year of issuance.
- (j) License(s) per business. There is a maximum of ten (10) Direct Seller's Door-to-Door Residential licenses to be issued per business per year.

(Ord. No. 753, 10-18-16)

Sec. 22-263. Prohibited practices.

Sellers licensed under this article shall be prohibited from:

- (1) Calling at any dwelling or other place between the hours of 8:00 p.m. and 9:00 a.m.
- (2) Calling at any dwelling where a sign is displayed bearing the words "No Peddlers," "No Canvassers," "No Solicitors" or words of similar meaning.
- (3) Calling at the rear door of any dwelling or place.
- (4) Remaining on any premises after being asked to leave by the owner, occupant or other person having authority over the premises.
- (5) No one licensed under this article shall in the course of conducting business make false, deceptive or misleading statements concerning the quality, quantity or character of any merchandise or wares offered for sale, the purpose of his/her visit, his/her identity or the identity of the organization he/she represents.
- (6) No one licensed under this article shall impede the free use of sidewalks, streets or public rights-of-way by pedestrians and/or vehicles.

(Ord. No. 753, 10-18-16)

Sec. 22-264. Enforcement.

It shall be the duty of the police of the city to require any business that is not known by such officer to be duly licensed, to produce his/her license and to enforce the provisions of this chapter against any person found to be violating the same.

(Ord. No. 753, 10-18-16)

Sec. 22-265. Appeals.

Any person aggrieved by the action of the city in the denial, revocation or suspension of a license, shall have the right to appeal to the common council of the city. Such appeals shall be initiated by filing with the common council within 14 days after notice of the action in question. The filing should contain a written statement setting forth fully the grounds for the appeal. The common council shall set a time and place for a hearing on such appeal and the notice of such hearing shall be given to the appellant.

(Ord. No. 753, 10-18-16)

Sec. 22-266. Forfeitures.

Violations of this article shall result in penalties pursuant to section 1-10 of the city's Code of Ordinances.

(Ord. No. 753, 10-18-16)

Secs. 22-267—22-355. Reserved.

ORDINANCE NO. ____

AN ORDINANCE TO AMEND CHAPTER 22, ARTICLE VI
OF THE CITY OF FORT ATKINSON CODE OF GENERAL ORDINANCES
RELATING TO DIRECT SELLERS – DOOR-TO-DOOR RESIDENTIAL LICENSES

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

Section 1. Amends Sec. 22-262(e) to read as follows:

“(e) License – Fees. ~~A fee of \$25.00 shall be paid by the applicant for each direct seller’s license issued.~~ The fee for each license shall be set by resolution and adopted by the City Council.”

Section 2. Amends Sec. 22-262(g) to read as follows:

“(g) License – Revocation. Licenses issued under this chapter may be revoked or suspended by the ~~chief of police~~ City Manager or designee for fraud, misrepresentation or incorrect statement contained in the application or made in the course of carrying on business; conviction of the licensee of any crime or conducting the licensed business in an unlawful or disorderly manner or in such a manner as to menace the health, safety or general welfare of the public.”

Section 3. Creates Sec. 22-262(i) to read as follows:

“(i) License(s) per business. There is a maximum of ten (10) Direct Seller’s Door-to-Door Residential licenses to be issued per business per year.”

Section 4. Amends Sec. 22-263(1) to read as follows:

“Sellers licensed under this article shall be prohibited from:

(1) Calling at any dwelling or other place between the hours of ~~8~~7:00 p.m. and 9:00 a.m.”

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 6. 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 _____, 2024.

Fort Atkinson City Council

Bruce Johnson, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

DRAFT



MEMORANDUM

DATE: April 4, 2024

TO: Fort Atkinson City Council

FROM: Bruce Peterson, Fire Chief

RE: Review and possible action relating to the purchase of a replacement emergency light bar from Rennert's Fire Equipment Service (Peterson, Fire Chief)

BACKGROUND

The Fort Atkinson Fire Department Engine 8162 is equipped with an outdated original emergency warning light bar and is experiencing issues with broken rotators and burnt-out bulbs. Staff desires to replace the existing light bar with a new emergency warning light bar that uses LED lights, offering improved reliability, performance and visibility. The transition to LED technology will enhance visibility during emergency response operations while reducing maintenance requirements and long-term costs.

DISCUSSION

The current warning light bar on Engine 8162 is persistently experiencing failures. Securing replacement parts and light bulbs has become progressively more challenging, hampering the vehicle's reliability and readiness for emergency responses. The old light bar will be salvaged to provide spare parts. These salvaged components will be utilized to extend the lifespan of similar warning light bars used by the Department's fleet.

FINANCIAL ANALYSIS

The new warning light purchase for Engine 8162 will total \$8,722.30, including all parts and labor. This was an unbudgeted expense and will come out of the Truck Maintenance account of the fire department (01-52-5231-1300). The installation of the light bar will be completed by Rennert's Fire Equipment Company, the Department's preferred emergency equipment service center. Other bids were not sought since pricing for the light bar materials is fixed by Whelen, the manufacturer. The decision to use Rennert's for the installation aligns with the Department's established relationship and trust in their expertise and quality assurance.

RECOMMENDATION

Staff recommends the City Council authorize staff to accept the quote from Rennert's Fire Equipment Service to replace the emergency warning light bar for Engine 8162 at a cost not to exceed \$8,722.30.

ATTACHMENTS

1. Fort Atkinson Estimate

Estimate: 2715

1/31/2024

Whelen Lighting Quote

Fort Atkinson Fire Department

Billing Address

124 W Milwaukee Ave

Fort Atkinson, WI 53538-1896



Rennert's Fire Equipment Service

615 E John St

Markesan, WI 53946

service@rennerts.com

920-398-1033

Purchase Order

Unit

Unit: VIN: Current Usage: 0 Miles

Description	Quantity	Rate	Amount
Lightbar and installation	8	\$140.00	\$1,120.00
72" Freedom IV Rota-Beam Series - F4R7CRCR	1	\$3,048.00	\$3,048.00
Super-LED® Lighthouse, 1 Long Red/Red - F4RDLR	4	\$245.28	\$981.12
One Super-LED® Warning/Alley Lights - F4RWAR	2	\$179.22	\$358.44
One Single Color Super-LED® Rota-Beam Module, White - F4RBC	1	\$397.80	\$397.80
One Single Color Super-LED® Rota-Beam Module, Red - F4RBR	2	\$397.80	\$795.60
Mounting bracket for: Universa - MKAJ7	1	\$80.04	\$80.04
Flasher for front or rear F4RD*s - F4RFLASH	2	\$111.36	\$222.72
Substitute option, extended length flasher harness - 02-0488067-22	2	\$33.30	\$66.60
		Subtotal	\$7,070.32
Rear Rota Beams and install.	2	\$140.00	\$280.00
L31 SUPER-LED FLAT MT.RED NFPA - L31HRFN	2	\$635.99	\$1,271.98
Shipping Cost TO BE DETERMINED - Inbound Shipping	1	\$0.00	\$0.00
		Subtotal	\$1,551.98
		Shop Supplies	\$100.00
		Labor	\$1,400.00
		Parts	\$7,222.30
		Subtotal	\$8,722.30
		Total	\$8,722.30

*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.

Customer Signature: _____

Printed Name: _____ Date: _____



MEMORANDUM

DATE: April 4, 2024

TO: Fort Atkinson City Council

FROM: Andy Selle, Director of Public Works

RE: Review and possible action relating to the 2023 Department of Natural Resources annual Recycling Report (Selle, Director of Public Works)

BACKGROUND

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

DISCUSSION

The Report documents the City recycled 896.73 tons of materials listed on DNR's Table #1: newspaper, cardboard, magazines, etc. This is compared to 762.23 tons in 2022. The City recycled 143.45 pounds per capita, which surpasses the standard of 106.55 pounds. The City has met the collection standard.

FINANCIAL ANALYSIS

The City's net eligible recycling costs excluding yard waste is \$225,262.10 which exceeds the Grant amount. The City will receive the full amount of the grant \$35,150.18.

RECOMMENDATION

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

ATTACHMENTS

1. Recycling Annual Report
2. Fort Atkinson 2023 Recycling Report

2023 Recycling Program Accomplishments and Actual Costs Annual Report

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

Return By: April 30, 2024

Responsible Unit (RU)
City of Fort Atkinson
Muni Code: 28226
County: Jefferson
Population: 12502
RU Category: Single
Last Grant Year: 2023

DNR Contact Information
Ariana Mankerian
Ariana.Mankerian@wisconsin.gov
608-982-6588

For instructions, please click

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

Section 1: CONTACT INFORMATION

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

A. Authorized Representative

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

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

B. Primary Contact

Andy Selle
101 N Main St
Fort Atkinson WI 53538-1861
920-397-9901
aselle@fortatkinsonwi.gov

SECTION 2: EFFECTIVE PROGRAM INFORMATION & PERFORMANCE DATA

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

- Newspaper
 - Corrugated cardboard
 - Magazines
 - Residential mixed paper(may include magazines and office paper)
- Aluminum containers
 - Steel/Bi-metal (tin) containers
 - Plastic containers
 - Foam polystyrene packaging
 - Glass containers

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

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

Does the RU plan to add or remove members (municipalities, counties, ☐ Yes ☒ No or tribes) in 2024?

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

Was there curbside collection?

How was curbside service provided?

RU provided service with municipal service and staff

False

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

False

RU contracted private hauler(s) to provide collection service

True

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

False

What was the primary curbside collection method?

Single Stream

How often were recyclables picked up?

Once every other week

Was there a drop-off site(s)?

No

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

Drop-off Site(s)

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

Curbside

B. Table 1 Materials Collected

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

Did the RU collect all of the required NR 544 Table 1 materials?

☒ Yes

☐ No

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

Hauler Details

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

Name

Contracted By

GFL Solid Waste Midwest LLC - Fort Atkinson - 10001

Municipality(RU)

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

False

MRF Details

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

MRF-ID

JOHNS DISPOSAL SERVICE INC -
WHITEWATER - 128045170

Contracted to RU

No

Other Processors Details

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

Summary of Compliance with Table 1 Collection Standard

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

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

Total weight of recyclables collected from residences: (tons)

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

Total weight of recyclables: (tons)

Per capita collection: (lbs/person/year)

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

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

D. Information on Other Materials Collected From Residents

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

Waste Tires	0.00	Measurement	Number of
Yard Waste	2,500.00	Measurement	Cubic Yards

E. Report of Actual Recycling Costs for Grant Purposes

Actual program costs are determined by completing the actual costs worksheet. remember that grant assistance is provided only for certain activities and eligible materials generated by single family and 2-4 unit residences located in the RU If you would like to print a blank worksheet to work from before entering your final amounts into the online form, select the following link.

<https://dnr.wi.gov/files/PDF/forms/8700/8700-222B.pdf>

Enter all actual 2023 recycling and yard waste program expenses by breaking them down by column and row. Costs should be entered in whole dollar amounts only. The expenses listed in the rows correspond to the Uniform Chart of Accounts (UCA) object codes. Scroll down to view entire list.

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

Recycling Expenditures UCA #53565 (including yard waste & waste tires)	A. Education	B. Collection (Curbside &/or Drop-off)	C. Processing & Marketing	D. Compliance & Enforcement	E. Estimated Total Costs
1. Salaries/Wages & Employee Benefits	0.00	46,158.10	0.00	0.00	46,158.10
2. Consulting & Professional Services	425.00	0.00	0.00	0.00	425.00
3. Utility Services	0.00	0.00	0.00	0.00	0.00
4. Purchased Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00
5. Purchased Services Printing & Advertising	0.00	0.00	0.00	900.00	900.00

6. Purchased Services Other(contractual svcs)	0.00	175,574.00	0.00	0.00	175,574.00
7. Office Supplies	0.00	600.00	0.00	0.00	600.00
8. Subscriptions & Dues	360.00	0.00	0.00	0.00	360.00
9. Employee Travel & Training	325.00	0.00	0.00	0.00	325.00
10. Operating Supplies & Expenses	320.00	0.00	0.00	0.00	320.00
11. Repair & Maintenance Supplies	0.00	600.00	0.00	0.00	600.00
12. Insurance	0.00	0.00	0.00	0.00	0.00
13. Rents & Leases	0.00	0.00	0.00	0.00	0.00
14. Depreciation(Total depreciation costs in Row 14 Column E)	0.00	0.00	0.00	0.00	0.00
15. Hourly Equipment Use Charges(Total hourly use charges in Row 15 Column E)	0.00	0.00	0.00	0.00	0.00
16. Cost Allocations	0.00	0.00	0.00	0.00	0.00
17. Cost Allocations Other (not #53635)	0.00	0.00	0.00	0.00	0.00
Total	1,430.00	222,932.10	0.00	900.00	225,262.10

18. Total Recycling Costs (total of lines 1 thru 17) 225,262.10

19. Ineligible Costs - Recycling of banned items s. 287.07(1m), Wis. Stats. (Batteries, Major Appliances and Oil) 0.00

20. Ineligible Revenue - Sale of Recyclables 0.00

21. Total Ineligible Costs & Revenues (total of lines 19 and 20) 0.00

22. Total Eligible Recycling Costs (line 18 minus line 21) 225,262.10

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

Cost (including yard waste & waste tires) per capita: 18.02

Yard Waste & Waste Tires Costs and Summary

Enter the cost of handling yard waste that is included in line 18 of the Actual Costs worksheet. 0.00

Enter the cost of handling waste tires that is included in line 18 of the Actual Costs worksheet: 0.00

Cost (excluding yard waste & waste tires) per capita: 18.02

Cost (excluding yard waste & waste tires) per ton: 251.20

F: Compliance

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

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

Did the RU have an ordinance in 2023? ☒ Yes ☐ No

Did the ordinance plan change in 2023? ☐ Yes ☒ No

What is the RU's ordinance number? Ch 86 Article III

Ordinance effective date: 5/1/1996

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

Did the RU have a compliance assurance plan? ☒ Yes ☐ No

Did the compliance assurance plan change in 2023? ☐ Yes ☒ No

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

- There were no residences with 5 or more units physically located within the RU ☐
- RU provided direct outreach to landlords/building managers ☐
- RU staff regularly conducted inspections/visits ☐
- RU staff responded to recycling-related complaints ☒

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

- There were no non-residential facilities physically located within the RU ☐
- RU provided direct outreach to business owners/managers ☒
- RU staff regularly conducted inspections/visits ☐
- RU staff responded to recycling-related complaints ☒

G. Enforcement

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

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

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

H. Outreach and Other Program Features

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

- Community yard sale ☒
- Printed publications (flyers, handouts, etc.) ☒
- Conduct waste audits ☐
- Radio ads or public service announcements ☐
- Direct mail or email (flyers in the tax bill, newsletter, etc.) ☒
- Recycling focused event (collections, cleanups, etc.) ☐
- Display booths at fairs, etc. ☐
- School education program (Green & Healthy Schools, etc.) ☐
- News releases ☐
- Social media (Facebook, Twitter, etc.) ☐
- Print ads (newspaper, magazines, etc.) ☐
- Web site has recycling info (what to recycle, when, where, and how) ☒

I: Optional Question- For information only

Does the RU collect holiday trees at curbside or at a drop-off location? (select ONE only)

- ☒ Yes, they are collected and composted, chipped, or otherwise reused
- ☐ Yes, they are collected and landfilled
- ☐ No, they are not collected by the RU

Section 3: CERTIFICATION

A: Summary of 2023 Recycling Performance

Weight Summary

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

Total weight of residential Table 1 recyclable materials collected: (tons)	896.73
Per capita collection:(lbs/person/year)	143.45
Per capita collection standard:(lbs/person/year)	106.55

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

Cost Summary

2023 Grant Award:	35,150.18
Net eligible recycling costs:	225,262.10
Cost per capita including yard waste & waste tires:	18.02
Yard waste handling costs:	0.00
Waste tire handling costs:	0.00
Cost (excluding yard waste & waste tires) per capita:	18.02

B: Assurances

A. The responsible unit certifies the program is operating in accordance with its effective recycling program approval or, if there have been changes, the responsible unit has described those changes in this 2023 Recycling Program Accomplishments and Actual Costs Annual Report. ☒

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

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

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

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

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

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

C: Certification

Authorized Representative:	Rebecca, Houseman	Submit Date:	
Submitted By:	Sarah Weihert		
Confirmation #:			



twilliamson@fortatkinson.wi.gov
tbente@fortatkinsonwi.gov

FORT ATKINSON 2023

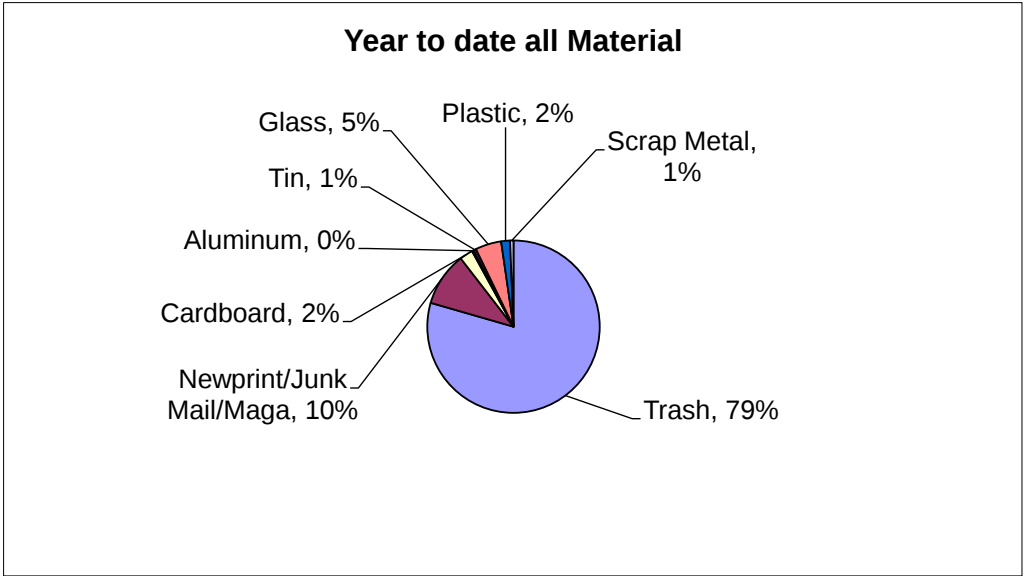
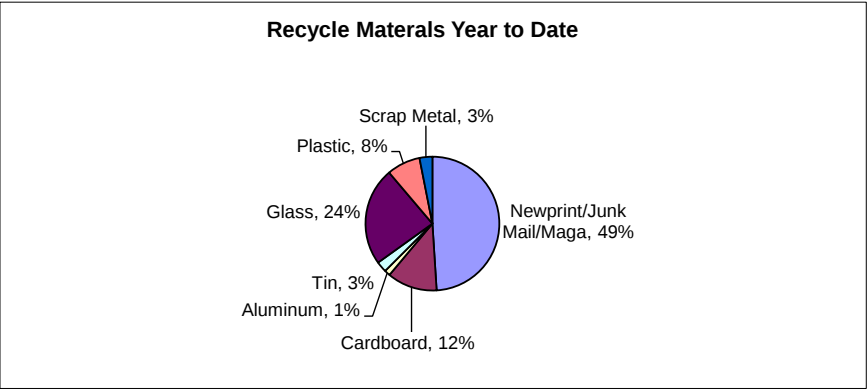
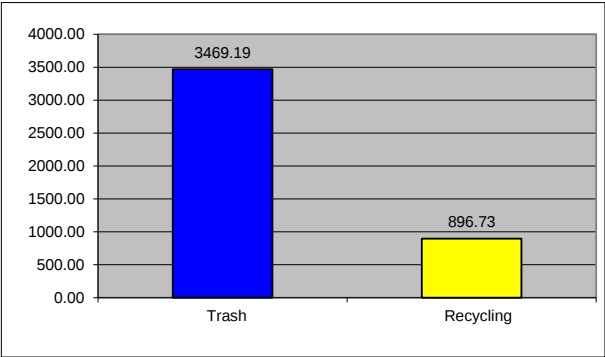
TONS	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Yr to Date
Trash	243.22	212.66	242.35	228.33	312.91	303.62	284.36	325.72	303.84	321.21	363.94	299.30	3441.46
Recycling	79.55	68.46	72.18	75.64	102.86	96.17	64.13	81.69	63.57	76.30	63.95	79.96	924.46
Residue 3%	2.39	2.05	2.17	2.27	3.09	2.89	1.92	2.45	1.91	2.29	1.92	2.40	27.73
TOTAL TRASH	245.61	214.71	244.52	230.60	316.00	306.51	286.28	328.17	305.75	323.50	365.86	301.70	3469.19
Actual Recycle	77.16	66.41	70.01	73.37	99.77	93.28	62.21	79.24	61.66	74.01	62.03	77.56	896.73
TOTAL	322.77	281.12	314.53	303.97	415.77	399.79	348.49	407.41	367.41	397.51	427.89	379.26	4365.92

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD tons		CHECK	YTD lbs
Newprint/Junk Mail/Maga	37.81	32.54	34.31	35.95	48.89	45.71	30.48	38.83	30.21	36.27	30.40	38.00	439.40	0.49	49%	878791.68
Cardboard	9.34	8.04	8.47	8.88	12.07	11.29	7.53	9.59	7.46	8.96	7.51	9.38	108.50	0.12	12%	217007.74
Aluminum	1.08	0.93	0.98	1.03	1.40	1.31	0.87	1.11	0.86	1.04	0.87	1.09	12.55	0.01	1%	25108.33
Tin	2.01	1.73	1.82	1.91	2.59	2.43	1.62	2.06	1.60	1.92	1.61	2.02	23.31	0.03	3%	46629.76
Glass	18.29	15.74	16.59	17.39	23.65	22.11	14.74	18.78	14.61	17.54	14.70	18.38	212.52	0.24	24%	425048.22
Plastic	6.25	5.38	5.67	5.94	8.08	7.56	5.04	6.42	4.99	5.99	5.02	6.28	72.63	0.08	8%	145269.64
Scrap Metal	2.39	2.06	2.17	2.27	3.09	2.89	1.93	2.46	1.91	2.29	1.92	2.40	27.80	0.03	3%	55597.02
TOTAL	77.16	66.41	70.01	73.37	99.77	93.28	62.21	79.24	61.66	74.01	62.03	77.56	896.73		100%	1793452.40

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD tons		YTD lbs
Trash	245.61	214.71	244.52	230.60	316.00	306.51	286.28	328.17	305.75	323.50	365.86	301.70	3469.19	79%	6938387.6
Newprint/Junk Mail/Maga	37.81	32.54	34.31	35.95	48.89	45.71	30.48	38.83	30.21	36.27	30.40	38.00	439.40	10%	878791.676
Cardboard	9.34	8.04	8.47	8.88	12.07	11.29	7.53	9.59	7.46	8.96	7.51	9.38	108.50	2%	217007.7404
Aluminum	1.08	0.93	0.98	1.03	1.40	1.31	0.87	1.11	0.86	1.04	0.87	1.09	12.55	0%	25108.3336
Tin	2.01	1.73	1.82	1.91	2.59	2.43	1.62	2.06	1.60	1.92	1.61	2.02	23.31	1%	46629.7624
Glass	18.29	15.74	16.59	17.39	23.65	22.11	14.74	18.78	14.61	17.54	14.70	18.38	212.52	5%	425048.2188
Plastic	6.25	5.38	5.67	5.94	8.08	7.56	5.04	6.42	4.99	5.99	5.02	6.28	72.63	2%	145269.6444
Scrap Metal	2.39	2.06	2.17	2.27	3.09	2.89	1.93	2.46	1.91	2.29	1.92	2.40	27.80	1%	55597.0244
TOTAL	322.77	281.12	314.53	303.97	415.77	399.79	348.49	407.41	367.41	397.51	427.89	379.26	4365.92	100%	8731840

City of FORT ATKINSON
 Trash and Recycling Report

By Tons	Current Month	Year to Date	YTD lbs
Trash	305.75	3469.19	6938387.60
Recycling	61.66	896.73	1793452.40
Total	367.41	4365.92	8731840.00





MEMORANDUM

DATE: April 4, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to 2023 Year-End Financial Information (Houseman, City Manager)

BACKGROUND

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

1. Provide the actual number and percentage of 2023 personal property and real estate taxes collected;
2. Provide a listing of general fund revenue accounts 15 percent over or under the 2023 budgeted amount in accounts with \$5,000 or more (Table 1);
3. Provide a listing of general fund expenditure accounts 15 percent over or under the 2023 budgeted amount in accounts with \$5,000 or more (Table 2);
4. Provide an estimated net increase (or decrease) to the City's General Fund balance, referencing the City's Fund Balance Policy (Table 3);
5. Provide an estimated summary of the ending balance in all funds, along with any necessary explanation of changes (Table 4);
6. Request the City Council authorize the carry-over of outstanding positive balances from certain accounts to 2024 (Table 5).

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

DISCUSSION

Section 1 – 2023 Taxes Collected

Recall that the 2023 real property and personal property tax bills were mailed to property owners in December 2023. There are two options for payment. Property owners may pay the entire amount by January 31, 2024; or they may pay in two installments, the first of which is

due to the City by January 31, 2024 and the second is due to the Count by July 31, 2024. Also recall that, although the City collects the first installment or the entire bill, the City only retains about 30% of the revenue collected. The City “settles” with the other taxing jurisdictions in January and February to ensure that all taxing jurisdictions have revenue to operate.

The total property taxes levied in the City of Fort Atkinson in 2023 was \$28,343,552.25. Of that, the City collected 72%, or \$19,792,840, as of January 31, 2024. For reference, at this point in 2021, 2022, and 2023, the City had collected 73% of property taxes. Staff is not concerned, as it is perfectly acceptable for real property owners to pay the remaining property taxes by July 31, 2024.

Section 2 – 2023 General Fund Revenue Accounts

Table 1 attached to this memo includes a list of general fund revenue accounts that are either over or under the 2023 budget by 15 percent or more, where the budgeted amount was \$5,000 or more. The table includes the account number, the account description, the actual year-end amount, the budgeted amount, the variance, the variance as a percentage of the budget, and any notes explaining the discrepancy.

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

There are other accounts that did not meet the thresholds above for inclusion in this report. As such, there are not totals within Table 1. However, the **total net revenue in 2023 is estimated at \$456,975**. This number is positive and represents revenues above and beyond what was budgeted and expected in 2023.

Section 3 – 2023 General Fund Expenditure Accounts

Table 2 attached to this memo includes a list of general fund expenditure accounts that are either over or under the 2023 budget by 15 percent or more, where the budgeted amount was \$5,000 or more. The table includes the account number, the account description, the actual year-end amount, the budgeted amount, the variance, the variance as a percentage of the budget, and any notes explaining the discrepancy.

There are other accounts that did not meet the thresholds above for inclusion in this report. As such, there are not totals within Table 2. However, the **total net expenditures in 2023 was \$35,318**. This number is positive and represents budgeted expenditures that were unspent in 2023.

Section 4 – 2023 Net Increase or Decrease to Fund Balance

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

2023 saw the unassigned fund balance grow by an estimated \$492,293. The balance at the end of 2023 is estimated at \$3,784,903. This represents 39% of the City's general fund expenditures, or about 4.5 months of operations. Note that these numbers remain estimates until the 2023 audit is finalized.

Note that the General Fund expenditure number used in this calculation was \$9,806,937. This represents general fund expenditures for general City operations, but it does not include expenditures in other accounts supported by the general tax levy, such as debt service, transportation, the Library, and the Capital Improvements Project budget. When these expenditures are included, the total expenditure budget is \$12,431,293. When using this number, the General Fund fund balance is about 30%.

Table 3 below shows the estimated net increase to the General Fund fund balance in 2023.

Table 3: 2023 Net Increase/Decrease to General Fund Fund Balance (Estimate)	
1/1/2023 General Fund Fund Balance	\$ 3,292,610
2023 Net Revenues (Loss)	\$ 456,975
2023 Net Expenditures (Loss)	\$ 35,318
12/31/2023 General Fund Fund Balance	\$ 3,784,903

The unassigned fund balance provides the City with the working capital needed to meet cash flow needs throughout the year and affords a comfortable margin of safety to address unanticipated expenditures, emergencies, or other unexpected declines in revenue due to economic downturns, reductions in State aid, or others. It also allows the City to take advantage of opportunities as they are presented, such as land acquisition or other one-time purchases. Further, a healthy fund balance positively influences the City's bond rating, which allows for better interest rates and more competitive bond sales.

Section 5 – Estimated Fund Balances for All Funds

Table 4 summarizes the fund balances for all of the City's funds. Note that these numbers will not be finalized until the 2023 Audit is complete later this year. Explanations for positive and negative fund balances are included in the table.

Section 6 – Request to Carry Over certain Funds to 2024

Table 5 shows the accounts with funds in 2023 that have been requested to be carried over to 2023 for specific purposes. The total of the funds in these accounts is \$315,012.46. These accounts and the funds within the accounts represent designated projects or activities where donations were received in prior years or where programming carries over from 2023 to 2024.

FINANCIAL ANALYSIS

Note that the information provided in this memo is subject to change with the completion of the 2023 financial statements by the City's professional auditors. The City remains in a positive

financial position overall with a healthy General Fund fund balance.

RECOMMENDATION

Staff recommends that the City Council approve the 2023 funds requested to be carried over to 2024 as listed in Table 5, for a total of \$315,012.46. The remaining information included in this memo is for the Council's information.

ATTACHMENTS

1. Table 1 - 2023 General Fund Revenues - Accounts Over/(Under) budget by 15% or more
2. Table 2 - 2023 General Fund Expenditures - Accounts Under/(Over) budget by 15% or more
3. Table 4 - 2023 Changes in Fund Balances - All Funds (Estimates)
4. Table 5 - 2023 Funds Requested to be Carried Over to 2024

Table 1: 2023 General Fund Revenues - Accounts Over/(Under) Budget by 15% or more*

UNDER-REALIZED REVENUES		ACTUAL 12/31/2023	BUDGET 12/31/2023	VARIANCE	% of Budget	Notes
01-43-0043-6200	PARKING VIOLATIONS	\$ 29,272.00	\$ 35,000.00	\$ (5,728.00)	-16.37%	Fewer snow emergencies, citations than budgeted
01-44-0044-4110	STREET MAINTENANCE	\$ 28,379.83	\$ 35,000.00	\$ (6,620.17)	-18.91%	PW fills watermain breaks

OVER-REALIZED REVENUES		ACTUAL 12/31/2023	BUDGET 12/31/2023	VARIANCE	% of Budget	Notes
01-42-0042-2300	STATE: FIRE INSURANCE	\$ (52,007.11)	\$ (45,000.00)	\$ 7,007.11	15.57%	2% Dues; underbudgeted
01-43-0043-5100	BUILDING PERMITS	\$ (101,939.85)	\$ (55,000.00)	\$ 46,939.85	85.35%	Increase in number of permits
01-43-0043-5300	PLUMBING PERMITS	\$ (8,399.00)	\$ (6,000.00)	\$ 2,399.00	39.98%	Increase in number of permits
01-43-0043-5900	MISC BLDNG PERMITS-FEES	\$ (5,975.00)	\$ (5,000.00)	\$ 975.00	19.50%	Increase in number of permits
01-43-0043-6000	ZONING PERMITS AND FEES	\$ (7,885.00)	\$ (6,000.00)	\$ 1,885.00	31.42%	Increase in number of permits
01-43-0043-6100	COURT PENALTIES & COSTS	\$ (144,176.09)	\$ (120,000.00)	\$ 24,176.09	20.15%	Use of State Debt Collection; continued collection efforts
01-44-0044-2100	POLICE DEPARTMENT	\$ (7,676.87)	\$ (6,000.00)	\$ 1,676.87	27.95%	PD services: bonds, copies, unclaimed property
01-44-0044-6250	RECREATION DEPARTMENT	\$ (100,150.83)	\$ (80,000.00)	\$ 20,150.83	25.19%	Increase in revenue; programs
01-48-0048-1100	INTEREST ON GENERAL INVESTMENT	\$ (225,049.39)	\$ (65,000.00)	\$ 160,049.39	246.23%	Increase in interest rates; LGIP, PMA Investments; PMA will be separate account in 2024
01-48-0048-6100	SALE OF CITY PROPERTY	\$ (90,846.56)	\$ (5,000.00)	\$ 85,846.56	1716.93%	Sale of surplus PW equipment

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

NET REVENUES OVER (UNDER) BUDGET - ALL ACCOUNTS:	\$ 456,975
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Table 2: 2023 General Fund Expenditures - Accounts Under/(Over) Budget by 15% or more*

ACCOUNTS OVER BUDGET		ACTUAL 12/31/2023	BUDGET 12/31/2023	VARIANCE	Variance as a % of Budget	Notes
01-55-5534-0100	FESTIVALS/ART/RIVRWLK-Salaries	\$ 21,914.66	\$ 19,000.00	\$ (2,914.66)	15.34%	Salary %; balances w/ other accounts; additional time spent in category
01-54-5441-0100	TRAFFIC CTRL-Salaries	\$ 32,338.92	\$ 28,000.00	\$ (4,338.92)	15.50%	Salary %; balances w/ other accounts
01-52-5211-1200	PD-Bldg Maint	\$ 28,735.98	\$ 24,700.00	\$ (4,035.98)	16.34%	Generator rental; garage door repair
01-57-5770-6000	CONTING HEALTH INS/UTILITY	\$ 42,083.67	\$ 36,000.00	\$ (6,083.67)	16.90%	Contingency; Kosh Estates Atty Fees
01-54-5411-0600	ST MACH-Supplies	\$ 97,072.06	\$ 83,000.00	\$ (14,072.06)	16.95%	Wheel loader repair
01-55-5541-0600	PARKS-Supplies	\$ 34,857.24	\$ 29,125.00	\$ (5,732.24)	19.68%	Storm damage repairs; reimbursed in rev account in 2024
01-51-5171-1000	MUNI.BLDG-Elect/Water/Stormwtr	\$ 24,399.48	\$ 20,000.00	\$ (4,399.48)	22.00%	Utility - varies
01-52-5211-1700	PD-Uniform Allowance	\$ 28,684.28	\$ 23,500.00	\$ (5,184.28)	22.06%	New officers - more in first years
01-55-5523-1100	AQUATIC CTR-Water/Sewer	\$ 9,795.14	\$ 8,000.00	\$ (1,795.14)	22.44%	Utility - varies
01-52-5231-1000	FIRE-Elect/Water/Stormwater	\$ 20,459.45	\$ 16,500.00	\$ (3,959.45)	24.00%	Utility - varies
01-55-5523-0800	AQUATIC CTR-Concessn Supplies	\$ 52,421.20	\$ 40,000.00	\$ (12,421.20)	31.05%	Storm loss; not reimbursable
01-56-5644-0600	ECON DEV-Expenses	\$ 6,603.94	\$ 5,000.00	\$ (1,603.94)	32.08%	Planning services; some reimbursed by land use applicants in rev account
01-54-5471-0500	RECYCLE/REFUSE-Compost Site	\$ 35,240.00	\$ 26,250.00	\$ (8,990.00)	34.25%	Storm damage costs; some reimbursed in rev account in 2024
01-52-5231-2000	FIRE-Contract Repair & Mntnce	\$ 22,940.07	\$ 17,000.00	\$ (5,940.07)	34.94%	Vehicle repair; aging fleet
01-52-5231-0900	FIRE-Phone/Radio/Internt/Cable	\$ 11,207.40	\$ 8,000.00	\$ (3,207.40)	40.09%	Utility - varies; US Cellular ambo equip
01-51-5157-0000	INDEPENDENT AUDITING	\$ 52,795.50	\$ 36,000.00	\$ (16,795.50)	46.65%	Additional auditor assistance; GASB leases
01-54-5435-0600	SNOW & ICE-Supplies	\$ 15,059.96	\$ 10,000.00	\$ (5,059.96)	50.60%	Repairs; hardware; snow plow blades
01-52-5231-0600	FIRE-Supplies	\$ 33,675.91	\$ 22,000.00	\$ (11,675.91)	53.07%	Radio batteries; cleaning equipment; Gov HR costs
01-52-5211-5000	PD-Training/Range Expense	\$ 21,570.72	\$ 14,000.00	\$ (7,570.72)	54.08%	More training; ammo; reimbursement for training expenses
01-52-5211-1300	PD-Squad Expense/Mileage	\$ 61,947.19	\$ 40,000.00	\$ (21,947.19)	54.87%	Squad repairs due to accidents; insurance reimbursement
01-52-5231-0700	FIRE-Rural Truck Maint	\$ 8,559.66	\$ 5,000.00	\$ (3,559.66)	71.19%	Maint to tenders; installation of charging station
01-54-5432-0600	STREET PERMIT REPAIRS-Supplies	\$ 21,621.62	\$ 12,000.00	\$ (9,621.62)	80.18%	Asphalt price increases
01-52-5231-1300	FIRE-Truck Maintenance	\$ 74,625.75	\$ 40,000.00	\$ (34,625.75)	86.56%	Tires for engine; truck repairs; fuel
01-55-5512-1200	MUSEUM-Repairs/Maint	\$ 15,185.93	\$ 8,000.00	\$ (7,185.93)	89.82%	AC Condensing unit repair; replace alarm system
01-52-5231-1400	FIRE-Building Maintenance	\$ 22,265.79	\$ 8,000.00	\$ (14,265.79)	178.32%	New air-lines; new faucet and disposal
01-51-5141-1600	CLERK/TREAS-IT Server Hours	\$ 37,137.81	\$ 12,500.00	\$ (24,637.81)	197.10%	All overage of hours; no dept chargebacks
01-56-5611-0700	FORESTRY-Trees	\$ 73,854.44	\$ 20,161.33	\$ (53,693.11)	266.32%	Storm damage; reimbursable through WEM in 2024

ACCOUNTS UNDER BUDGET		ACTUAL 12/31/2023	BUDGET 12/31/2023	VARIANCE	Variance as a % of Budget	Notes
01-52-5211-0530	PD-CSO/Code Enforcement	\$ 5,321.55	\$ 15,600.00	\$ 10,278.45	-65.89%	Fewer hours than budgeted
01-55-5534-0600	FESTIVALS/ART/RIVRWLK-Supplies	\$ 7,565.18	\$ 14,200.00	\$ 6,634.82	-46.72%	Fewer expenditures
01-52-5211-0700	PD-Protective Supplies	\$ 3,855.61	\$ 7,000.00	\$ 3,144.39	-44.92%	Fewer expenditures
01-55-5541-1300	PARKS-Electrical Work	\$ 5,131.26	\$ 9,000.00	\$ 3,868.74	-42.99%	Fewer expenditures
01-52-5211-0200	PD-Overtime	\$ 85,134.86	\$ 145,000.00	\$ 59,865.14	-41.29%	Fully staffed most of 2023
01-54-5412-1500	PW OPERATIONS-Building Maint	\$ 11,751.58	\$ 20,000.00	\$ 8,248.42	-41.24%	Fewer repairs in anticipation of new building
01-55-5513-0200	YOUTH CTR-Salaries P-Time	\$ 23,762.00	\$ 40,100.00	\$ 16,338.00	-40.74%	Fewer attendees, hours, staff time
01-54-5431-0600	STREET MAINTENANCE-Supplies	\$ 23,881.92	\$ 40,000.00	\$ 16,118.08	-40.30%	Fewer expenditures
01-52-5211-0520	PD-Bldng Mntc & Cstdn P-Time	\$ 10,470.79	\$ 17,210.00	\$ 6,739.21	-39.16%	PT Custodian out for part of year
01-52-5231-1500	FIRE-Protective Clothing	\$ 22,113.77	\$ 36,000.00	\$ 13,886.23	-38.57%	Fewer expenditures
01-52-5231-0300	FIRE-Salaries POC	\$ 54,861.96	\$ 85,000.00	\$ 30,138.04	-35.46%	Fewer calls with FT staffing
01-56-5690-7500	HEALTH INSURANCE EMPLOYER	\$ 30,040.78	\$ 46,250.00	\$ 16,209.22	-35.05%	Over budgeted account
01-55-5516-0500	SR CENTER-Repairs	\$ 4,011.87	\$ 6,000.00	\$ 1,988.13	-33.14%	Fewer expenditures
01-54-5412-0600	PW OPERATIONS-Supplies	\$ 13,818.50	\$ 20,000.00	\$ 6,181.50	-30.91%	Fewer expenditures
01-54-5411-1000	ST MACH-Fleet Ins	\$ 13,060.88	\$ 18,500.00	\$ 5,439.12	-29.40%	Insurance decrease
01-56-5690-6500	SOCIAL SEC MEDICARE EMPLOYER	\$ 8,578.84	\$ 12,000.00	\$ 3,421.16	-28.51%	Over budgeted account
01-54-5490-7500	HEALTH INSURANCE EMPLOYER	\$ 135,834.54	\$ 190,000.00	\$ 54,165.46	-28.51%	Over budgeted account
01-54-5490-8000	DENTAL INSURANCE EMPLOYER	\$ 10,125.34	\$ 14,000.00	\$ 3,874.66	-27.68%	Over budgeted account
01-55-5512-0600	MUSEUM-Supplies	\$ 4,340.69	\$ 6,000.00	\$ 1,659.31	-27.66%	Fewer expenditures
01-54-5490-6500	SOCIAL SEC MEDICARE EMPLOYER	\$ 38,671.05	\$ 53,000.00	\$ 14,328.95	-27.04%	Over budgeted account
01-55-5541-0200	PARKS-Salaries P-Time	\$ 32,597.41	\$ 44,500.00	\$ 11,902.59	-26.75%	Fewer PT summer staff
01-52-5211-1100	PD-Natural Gas	\$ 11,087.15	\$ 15,000.00	\$ 3,912.85	-26.09%	Utility - varies
01-55-5523-1000	AQUATIC CTR-Electricity	\$ 9,188.80	\$ 12,300.00	\$ 3,111.20	-25.29%	Utility - varies
01-52-5231-1100	FIRE-Natural Gas	\$ 6,400.70	\$ 8,500.00	\$ 2,099.30	-24.70%	Utility - varies
01-54-5412-1700	PW OPERATIONS-Safety Supplies	\$ 4,538.43	\$ 6,000.00	\$ 1,461.57	-24.36%	Fewer expenditures
01-54-5452-0100	PARKING LOT-Salaries	\$ 5,337.43	\$ 7,000.00	\$ 1,662.57	-23.75%	Less staff time on maint.
01-51-5132-1400	MANAGER-Dues/Subscriptions	\$ 9,205.47	\$ 12,000.00	\$ 2,794.53	-23.29%	Over budgeted account
01-51-5171-0500	MUNI.BLDG-Repairs	\$ 10,375.94	\$ 13,500.00	\$ 3,124.06	-23.14%	Fewer expenditures
01-56-5690-7000	WI RETIREMENT EMPLOYER	\$ 7,906.80	\$ 10,250.00	\$ 2,343.20	-22.86%	Over budgeted account
01-54-5490-7000	WI RETIREMENT EMPLOYER	\$ 34,828.40	\$ 45,000.00	\$ 10,171.60	-22.60%	Over budgeted account
01-52-5231-1800	FIRE-Truck Insurance	\$ 17,189.09	\$ 22,000.00	\$ 4,810.91	-21.87%	Insurance decrease
01-52-5290-8000	DENTAL INSURANCE EMPLOYER	\$ 40,746.15	\$ 52,000.00	\$ 11,253.85	-21.64%	Over budgeted account
01-55-5521-0300	REC-Part-Time Wages	\$ 52,782.42	\$ 67,250.00	\$ 14,467.58	-21.51%	Fewer PT summer staff
01-55-5523-0100	AQUATIC CTR-Salaries F-Time	\$ 12,956.82	\$ 16,500.00	\$ 3,543.18	-21.47%	Less staff time than anticipated
01-54-5441-0600	TRAFFIC CTRL-Supplies	\$ 20,670.38	\$ 26,200.00	\$ 5,529.62	-21.11%	Fewer expenditures
01-51-5132-0600	MANAGER-Supplies	\$ 5,897.63	\$ 7,271.84	\$ 1,374.21	-18.90%	Fewer expenditures
01-55-5590-8000	DENTAL INSURANCE EMPLOYER	\$ 12,717.21	\$ 15,500.00	\$ 2,782.79	-17.95%	Over budgeted account
01-55-5541-1100	PARKS-Equipment Maint.	\$ 11,896.00	\$ 14,400.00	\$ 2,504.00	-17.39%	Fewer expenditures
01-55-5590-7500	HEALTH INSURANCE EMPLOYER	\$ 138,686.00	\$ 167,000.00	\$ 28,314.00	-16.95%	Over budgeted account

ACCOUNTS UNDER BUDGET (CONT)		ACTUAL 12/31/2023	BUDGET 12/31/2023	VARIANCE	Variance as a % of Budget
01-51-5190-7500	HEALTH INSURANCE EMPLOYER	\$ 52,252.57	\$ 62,000.00	\$ 9,747.43	-15.72% Over budgeted account
01-54-5435-0700	SNOW & ICE-Sand-Salt	\$ 59,026.79	\$ 70,000.00	\$ 10,973.21	-15.68% Fewer snow events
01-54-5411-1100	ST MACH-Gas & Oil	\$ 77,860.36	\$ 92,000.00	\$ 14,139.64	-15.37% Utility - varies
01-55-5512-1100	MUSEUM-Natural Gas	\$ 8,463.49	\$ 10,000.00	\$ 1,536.51	-15.37% Utility - varies
01-54-5435-0100	SNOW & ICE-Salaries	\$ 117,284.83	\$ 138,000.00	\$ 20,715.17	-15.01% Fewer snow events

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

NET EXPENDITURES UNDER (OVER) BUDGET - ALL ACCOUNTS:	\$ 35,318
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Table 4: 2023 Changes in Fund Balances - All Funds (Estimates - 2023 Audit will provide Final Fund Balances)

Fund Number	Fund Description	1/1/2023 Starting Fund Balance	12/31/2023 Ending Fund Balance	Change in Position	Notes
01	General Fund	\$ 3,292,610	\$ 3,736,301	\$ 443,691	Positive fund balance; unaudited estimate
02	Wastewater Fund	\$ 5,273,374	\$ 6,156,223	\$ 882,849	Does not include capital assets; positive balance
03	Water Fund	\$ 991,159	\$ 2,225,513	\$ 1,234,354	Does not include capital assets; positive balance
04	Debt Service Fund	\$ 4,392	\$ 4,408	\$ 16	Timing of payments; interest
05	Transportation Fund	\$ 707,452	\$ 693,530	\$ (13,922)	Timing of payments, projects
06	Business Revolving Loan Fund	\$ 517,265	\$ 518,467	\$ 1,202	Additional interest, principal repaid; complete '26
07	EMS Fund	\$ (200,687)	\$ 137,906	\$ 338,593	FACF donation offset
08	Lodging/Room Tax/Cityscape	\$ 104,179	\$ 121,871	\$ 121,871	Postive EOY balance; increase in revenue
09	<i>Currently Unused</i>	\$ -	\$ -	\$ -	
10	Stormwater Utility Fund	\$ 489,814	\$ 404,285	\$ (85,529)	Spent down fund balance for operations; rate increases
11	<i>Currently Unused</i>	\$ -	\$ -	\$ -	
12	Tax Increment District #6 - Klement Business Park	\$ (1,551,824)	\$ (1,176,305)	\$ 375,519	Distressed TID; Debt and GF Advances continue to be paid back through increment generated and payments from Donor TIDs
13	Tax Increment District #7 - Downtown	\$ -	\$ 3,633	\$ 3,633	Expenditure period ended in 2022; excess revenue "donated" to TID #6
14	Tax Increment District #8 - Northwest Corridor	\$ 850,128	\$ 1,306,330	\$ 456,202	TID continues to be successful; Funds to be used in 2024 to support TID #8 Development Projects
15	Library Fund	\$ 23,963	\$ 59,207	\$ 35,244	Underspent in 2023 (donations, etc); positive contrib.
16	Capital Improvements Fund	\$ 996,852.00	\$ (164,966)	\$ (1,161,818)	Timing of borrowing; will reimburse for PW&Parks Ops design and construction
17	Taxi Fund	\$ (61,834)	\$ (44,288)	\$ 17,546	Staff is monitoring the Taxi income changes
18	CDBG - Lorman Fund	\$ (467,257)	\$ (205,728)	\$ 261,529	Timing of grant; will be reimbursed through eventual sale of land
19	<i>Currently Unused</i>	\$ -	\$ -	\$ -	<i>Former CDBG Water Main Fund</i>
20	Airport Fund	\$ 66,020	\$ 114,432	\$ 48,412	Grant and fuel sales provided additional revenue
21	Capital Catalyst Revolving Loan Fund	\$ 600,973	\$ 231,624	\$ (369,349)	Loan repayments, interest, remaining funds to be loaned
22	American Rescue Plan Act (ARPA) Fund	\$ 1,011,530	\$ 915,795	\$ (95,735)	Funds to be expended through 2026. 2nd taunch in 2022; funds spent on PS start-up, etc.
23	Tax Increment District #9	\$ (9,193)	\$ (17,750.64)	\$ (8,558)	New TID - Mixed Use; Creation, wages
24	Tax Increment District #10	\$ (8,750)	\$ (17,308.14)	\$ (8,558)	New TID - Blight Elimination; Creation, wages

Table 5: 2023 Funds Requested to be Carried Over to 2024

Account Number	Account Description	Amount Carried Over to 2023	Amount to be Carried Over to 2024	Notes
16-60-0064-2101	ENGINEER DWNTWN CORRIDOR	\$ 45,000.00	\$ 45,000.00	Carry over requested to begin corridor planning in 2024
16-60-0065-1300	YOUTH CENTER CONCESSIONS	\$ 5,565.36	\$ 5,747.14	Includes donations specific to Youth Center; Concessions
16-60-0065-1601	SENIOR CENTER-PROGRAMS	\$ 17,242.53	\$ 13,260.69	Includes donations specific to Senior Center and program fees collected in 2022 payable in 2023
16-60-0065-2200	DANCE PROGRAM	\$ 28,265.48	\$ 42,751.35	Includes program fees collected in 2022 for expenses payable in 2023
16-60-0065-4101	PARKS CORP PLAN	\$ 1,400.00	\$ -	CORP Plan completed in 2023; account closed
16-60-0065-4105	MEMORIAL PARK SHELTER	\$ 4,925.58	\$ 6,688.94	Includes donations specific to Memorial Park
16-60-0065-4108	HAUM POND SHELTER	\$ 5,992.12	\$ 9,504.26	Includes donations specific to Haumerson's Pond; Rental income
16-60-0065-4109	HAUM POND PROJ	\$ 7,012.12	\$ 7,012.12	2022 expenses reimbursed by FAFC; leftover donations to be carried over to next project; City remains Friends group fiscal agent
16-60-0065-4110	DIAMOND DIRT	\$ 3,309.99	\$ 4,209.99	Includes donations and funds specific to field maintenance at Jones Park and Ralph Park
16-60-0065-4114	FORT YOUTH TRIATHLON	\$ 6,465.39	\$ 7,007.82	Includes donations, sponsorships, and programs fees for the Youth Triathlon
16-60-0065-4115	JONES PK IMPRV GENERALS	\$ 9,899.04	\$ 14,170.29	Fort Atkinson Generals donations and park improvements
16-60-0065-4116	JF LUTHER DIAMONDS	\$ 11,441.19	\$ 11,941.19	Softball league donations for future field improvements
16-60-0065-4117	SMALL PROJ DONATION	\$ 3,608.20	\$ 5,835.25	Donations for projects; tree program
16-60-0065-4200	PROJECT LEAD	\$ 4,884.43	\$ 4,884.43	Includes donations specific to 2022 Project LEAD LED Lighting Project
10-54-5434-0600	STREET CLEANING-Supplies	\$ -	\$ 8,480.56	Funds identified in Sept 2023 to be used toward the purchase of the roll off leaf vacuum collection system; vac ordered, to be paid for in 2024
01-60-0066-1700	BANKER ROAD BORROWING	\$ 110,995.05	\$ 74,197.81	Includes funds from borrowing for the Banker Road land purchase; to be used for structure demolition and toward infrastructure costs associated with Banker Road Development
01-51-5190-3000	RETIREE H & D INSURANCE	\$ 31,947.70	\$ 44,802.18	Conversion of retiree sick balances to health insurance premiums
01-55-5516-1500	SR CENTER-Van	\$ 10,197.88	\$ 9,518.44	Carry forward this balance for maintenance on the Senior Center van; or other project in compliance with original grant funding
TOTAL TO CARRY OVER TO 2024			\$ 315,012.46	