



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 9, 2026 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/5997866403?pwd=alcreldSbGpNUVI1VnR1RWF5bXovdz09&omn=85105919995>

Meeting ID: 599 786 6403

Passcode: 53538

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AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Pledge of Allegiance**
- 4. Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*
 - a. Review and possible action relating to the **minutes of the March 11, 2026, Parks and Recreation Advisory Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)**
 - b. Review and possible action relating to the **minutes of the March 17, 2026, City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - c. Review and possible action relating to the **minutes of the March 24, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - d. Review and possible action relating to the **minutes of the March 25, 2026, License Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - e. Review and possible action relating to the **minutes of the March 26, 2026,**

Transportation and Traffic Review Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)

- f. Review and possible action on a **Special Event: Hagerty Scott Spoerl Agency – Client Appreciation Car Show May 30, 2026, 9 am - 3 pm** (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action on a **Special Event: Chamber of Commerce Cheese Crawl, Saturday, June, 13, 2026, 2:00-5:00 pm** (Ebbert, Clerk/Treasurer/Finance Director)
- h. Review and possible action on a **Special Event: Parks & Recreation Paint The Sky Festival, Saturday, May 30, 2026, 12:00 - 2:00 pm at Ralph Park** (Ebbert, Clerk/Treasurer/Finance Director)
- i. Review and possible action relating to **Renewal Alcohol Beverage License Application** for Fort Atkinson Generals Baseball Team, for use at Jones Park for a Class “B” Fermented Malt Beverage license (Ebbert, Clerk/Treasurer/Finance Director)
- j. Review and possible action on a **Special Event: Farmers Market Holiday Shop Hop, Saturday, December 5, 2026, 9:00 am - 3:00 pm** (Ebbert, Clerk/Treasurer/Finance Director)
- k. Review and possible action on a **Special Event: Fort Farmers Market, Saturdays from May 2, 2026, until October 31, 2026, 8:00 a.m. - 12:00 p.m.** (Ebbert, Clerk/Treasurer/Finance Director)
- l. Review and possible action on a **Special Event: Trinity Worship in the Park, Thursday, June 11, 2026, from 5:00 to 8:00 pm at Barrie Park** (Ebbert, Clerk, Treasurer, Finance Director)

5. Public Hearings

- 6. **Public Comment for Matters on the Agenda:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*

7. Petitions, Requests, and Communications

- a. Review and possible action to proclaim **April 24, 2026, as Arbor Day** in the City of Fort Atkinson (Williamson, Superintendent of Public Works)
- b. Review and possible action on a proclamation recognizing **Telecommunicators Week April 12-18, 2026**, in the City of Fort Atkinson (Bump, Police Chief)
- c. Review and possible action relating to a Proclamation **Recognizing Municipal Treasurers Week April 19-25, 2026** (Houseman, City Manager)

8. Resolutions and Ordinances

- a. Review and Possible action on a resolution relating to **“Less Mow May,”** a temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code (Houseman, City Manager)
- b. Second and possible third/final reading of an ordinance relating to a **Zoning Map Amendment** to change the zoning district for the property located on Mehta Lane (parcels 226-0614-3231-000 and 226-0614-3242-001) from Suburban Mixed Use (SMU) to Multi-Family Residential-12 (MRM-12) (Draeger, Director of Neighborhood and Building Services)
- c. Second and possible third/final reading of an ordinance relating to a **Zoning Map Amendment for the property located at 23 N. Water St. E.** and the westerly adjacent vacant lot (parcels 226-0514-0322-008 and 226-0514-0322-009), to change the zoning from Downtown Historic Mixed Use (DHMU) to Downtown Historic Mixed Use with a Planned Unit Development Overlay (Draeger, Director of Neighborhood and Building Services)
- d. Second and possible third/final reading of an ordinance relating to amendments to various sections of the **Zoning Ordinance, Chapter 15** of the City of Fort Atkinson Code of General Ordinances, relating to the review and approval of Signs (Draeger, Director of Neighborhood and Building Services)
- e. Review and possible action relating to a **Resolution amending the Covenants of the Klement Business Park** (Draeger, Director of Neighborhood and Building Services)

9. Reports of Officers, Boards, and Committees

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

10. Unfinished Business

11. New Business

- a. Review and possible action relating to **2025 Year-End Financial Information** (Houseman, City Manager)
- b. Review and possible action related to the **Water Management Assistance Program for the Fort Atkinson Aquatics Center at Rock River Park** (Dayton, Parks and Recreation Director)
- c. Review and possible action relating to a proposal from MRA for **Performance Management Program Development Services** (Houseman, City Manager)
- d. Review and possible action relating to the **2025 Department of Natural Resources annual Recycling Report** (Navin, Director of Public Works)
- e. Review and possible action relating to an increase in **Court Costs for the Fort Atkinson Municipal Court** as permitted by 2025 Wisconsin Act 113 (Houseman,

City Manager)

- f. Review and possible action relating to the **2026 CIP Boiler Replacement Project for the Police Department** (Bump, Police Chief)
- g. Review and possible action relating to **Alcohol Beverage License Application** for K&S Restaurants, LLC for use at 88, 90, 96 S Main Street for a "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license (Ebbert, Clerk/Treasurer/Finance Director)
- h. Review and possible action relating to **Alcohol Beverage License Application** for Chroma Art Studio, LLC for use at 112 N. Main Street for a "Class C" Wine License (Ebbert, Clerk/Treasurer/Finance Director)
- i. Review and possible action relating to **Alcohol Beverage License Application** for Topsy Trail Liquors, for use at 313 Madison Avenue for a "Class A" Intoxicating Liquor license (Ebbert, Clerk/Treasurer/Finance Director)
- j. Review and possible action relating to **Alcohol Beverage License Application** for Topsy Trail Liquors, for use at 313 Madison Avenue for a Class "A" Fermented Malt Beverage license (Ebbert, Clerk/Treasurer/Finance Director)
- k. Review and possible action relating to **Cigarette, Tobacco and Electronic Vaping Device Retail License Applications** for Topsy Trail Liquors, for use at 313 Madison Avenue (Ebbert, Clerk/Treasurer/Finance Director)

12. Miscellaneous

13. Public Comment for Matters Not on the Agenda: *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments.*

14. Claims, Appropriations and Contract Payments

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

15. Adjournment

Date Posted: April 6, 2026

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

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**PARKS AND RECREATION ADVISORY BOARD MEETING
IN PERSON
WEDNESDAY, MARCH 11, 2026 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Cassiday called the meeting to order at 4:00 pm.

2. Roll call

Present: Scheckel, Baird, Mahoney, Cassiday, and President Jaeckel. Also present virtually: Cm. Huckabee

Absent: Dorfman

3. Approval of Minutes

*a. Review and possible action relating to the **minutes of the December 10, 2025 Parks and Recreation Advisory Board meeting (Dayton)***

Cassiday moved, seconded by Scheckel, to approve the December 10, 2025, Parks and Recreation Advisory Board meeting minutes. Motion carried.

4. Unfinished Business

None

5. New Business

a. Review and possible action to create a subcommittee on Parks Rules and Ordinances

Dayton reviewed the information provided in the staff report and explained the purpose of the subcommittee and its primary focus.

Cassiday asked whether the committee's role was limited to reviewing materials or if it also included communication and information tasks.

Dayton confirmed that the committee would support all of these areas.

Cassiday inquired how many members the subcommittee would have.

Dayton stated that the subcommittee would include 2–3 members.

Baird asked about the expected time commitment.

Dayton explained that the subcommittee would meet twice and that the overall time commitment would be minimal.

Jaeckel asked whether members would receive a copy of the current rules.

Dayton confirmed that members would review a packet containing current measures and additional recommendations. The subcommittee would also assist in gathering information, including: examples from other municipalities, communication with community members, and personal observations.

Baird, Jaeckel, and Schaeckel were nominated to serve on the subcommittee.

Jaeckel moved to approve the creation of the subcommittee and the appointment of its members.

Baird seconded the motion.

- b. *Discuss and select a date for a **Parks and Facilities Tour** with the Parks and Recreation Advisory Board.*

Dayton explained that the purpose of the tour is to visit the various facilities within the park system. A survey will be sent out to secure a date and time that works best for Parks and Recreation Advisory Board members.

6. **Miscellaneous**

- a. *Director's Report*

Department news:

- Brett Ketterman presented to more than 35 park and recreation professionals at the 2026 Wisconsin Parks and Recreation Association Annual Conference. His session was titled “WWYD: 25 Years of Craziess in the Parks and Rec World.”
- In 2026, we will reinvest funds into the table and chair rental program. This continues to be a popular service for residents and community organizations. In 2025, we completed 766 table rentals and over 3,600 chair rentals.
- The department also plans to install a keyless door access system in 2026. This upgrade will give staff better control over building access and improve weekend and after-hours rental procedures.
- In February, we mailed 50 employee agreement forms to returning staff. New hire applications are being accepted until March 27, with interviews scheduled for early

April.

Main Street Dance

- Over 100 dads and father figures will participate in a choreographed dance with their dancers as part of the Main Street Dance Studio recital. The performance is scheduled for Friday, May 1, for dancers ages 3-6, and on May 3 for those ages 7 and older.

Parks

- The Parks team is preparing for the upcoming baseball and softball seasons. During recent warm days, staff installed batting cage nets at Memorial and Jones Parks and began preseason field preparations.
- Staff have launched a new worker safety initiative that includes morning yoga and stretching. Working with other departments, they will also participate in monthly safety talks and additional training sessions.
- Park restroom and shelter season is approaching. Weather permitting, public bathrooms and park shelters will open on May 2.
- Haumerson's Pond—our only year-round shelter—finished the 2025 season with 179 rentals (CORRECTED), bringing the total number of shelter rentals to 371 for the year.
- Last year, the parks hosted 38 days of community events, primarily at Barrie (13 events) and Jones (14 events).
- We are currently hiring for summer seasonal positions in both the Parks Maintenance and Cityscape divisions. These positions offer 40 hours per week during the summer months.

Recreation

- Our new Administrative Assistant/Program Coordinator, Heather Fox, is already making an impact. She is finalizing the Summer Program Guide and leveraging her marketing background. The guide will be mailed at the end of the month and should arrive in early April.
- Our Girls' and Boys' basketball seasons wrapped up at the end of February. The boys' league, managed by our Rec Supervisor, had approximately 90 players. While the numbers on the girls' side doubled, with a total of 18 players from Fort Atkinson!
- In Adult Sports programming, the Wednesday night men's basketball league is nearing completion, with 13 teams across the Competitive and Rec divisions. We also had 18 volleyball teams between the women's Thursday league and the Sunday coed league.

- Indoor Soccer began this past weekend, with 2 out of the three sessions maxing out prior to the registration deadline. This year, we have a total of 58 players participating across 3 time slots.

Senior Center

- The Fort Atkinson Senior Center remains a favorite gathering place for older adults. In February, we reached a new attendance record with 1,571 participants, about 100 more than last year. For comparison, in 2021 we had 490 attendees in February, and prior to 2019 attendance rarely exceeded 1,000 for the month.
- The Senior Center had 765 registrants for its many trips to area attractions, including brewery tours, Fireside shows, and casino visits.

Respectfully Submitted,

Ben Dayton, Director of Parks and Recreation

7. Next Meeting

*a. Next Meeting: **Wednesday, June 10, 2026, at 4:00 p.m.***

8. Adjournment

Cassiday moved, seconded by Scheckel, to adjourn. Meeting adjourned at 4:32 pm



**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MARCH 17, 2026 – 7:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Cm. Huckabee, Johnson, Leschier, Schultz and President Jaeckel. Also present: City Manager, City Clerk/Treasurer, Director of Public Works, Director of Neighborhood Services, City Attorney, Park & Recreation Director

3. Pledge of Allegiance

President Jaeckel led the Pledge of Allegiance.

4. Consent Agenda

Huckabee moved, seconded by Johnson to approve the Consent Agenda as presented items 4.a. through 4.o. Motion carried.

- a. *Review and possible action relating to the **minutes of the February 3, 2026, Ordinance Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the March 3, 2026 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the **minutes of the March 9, 2026, License Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action relating to the **minutes of the March 10, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action relating to **building, plumbing, and electrical permit report for February 2026** (Draeger, Building Inspector/Zoning Administrator)*
- f. *Review and possible action relating to the City Clerk-issued **License and Permit Report for March** (Ebbert, Clerk/Treasurer/Finance Director)*
- g. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements as of December 31, 2025** (Ebbert, Clerk/Treasurer/Finance Director)*
- h. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements as of February 28, 2026** (Ebbert, Clerk/Treasurer/Finance Director)*

- i. *Review and possible action relating to a **Special Event: FA Summer Charity Concerts on June 10, June 24, July 15, July 29, August 12, and August 26, 2026, from 6:30-8:30 p.m. at Barrie Park** (Ebbert, Clerk/Treasurer/Finance Director)*
- j. *Review and possible action on a **Special Event: Parks & Recreation Egg Hunt, Saturday, April 4, 2026, 8:00 - 11:00 a.m. at Ralph Park** (Ebbert, Clerk/Treasurer/Finance Director)*
- k. *Review and possible action on a **Special Event: Park & Recreation Youth Triathlon, Saturday, July, 25, 2026, 8:00 - 1:00 a.m.** (Ebbert, Clerk/Treasurer/Finance Director)*
- l. *Review and Possible action on a **Special Event: Wings & Wheels Fly-In Breakfast, Sunday, May 31, 2026, 8 a.m.-12 p.m. at the Fort Atkinson Municipal Airport** (Ebbert, Clerk/Treasurer/Finance Director)*
- m. *Review and possible action on a **Special Event: Rhythm on the River, August 29, 2026 from 5:00 - 9:00 p.m. at the Merchant Ave./N Water Street W./Municipal Lot/Boat Launch** (Ebbert, Clerk/Treasurer/Finance Director)*
- n. *Review and possible action relating to **Cigarette, Tobacco and Electronic Vaping Device Retail License Applications** for Speedy 3 LLC dba Location 2 - 303 S. Main Street for the licensing period of March 18, 2026 through June 30, 2026 (Ebbert, Clerk/Treasurer)*
- o. *Review and possible action relating to **Alcohol Beverage License Application** for Speedy 3 LLC dba Location 2 - 303 S. Main Street for use at 303 S. Main Street for the licensing period of March 18, 2026 through June 30, 2026 (Ebbert, Clerk/Treasurer)*

5. Public Hearings

None.

6. Public Comment for Matters on the Agenda

John Hausz, 104 Jefferson Street - inquired on bids for the Senior Center HVAC replacement, he asked the Council to consider seeking additional bids.

7. Petitions, Requests, and Communications

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

Manager Houseman stated the month of April is celebrated as National Fair Housing Month. This year, the United States Department of Housing and Urban Development (HUD) is celebrating the 58th anniversary of the Fair Housing Act. This landmark law was signed into law on April 11, 1968, by President Lyndon B. Johnson. The Fair Housing Act prohibits housing discrimination because of race, color, religion, national origin, sex, disability, and family status. The Act furthers the beliefs advocated by Dr. Martin Luther King, Jr., and the other heroes of the Civil Right Movement.

Huckabee moved, seconded by Johnson to adopt Proclamation recognizing April as Fair Housing Month in the City of Fort Atkinson. Motion carried.

8. Resolutions and Ordinances

- a. *Review and possible action relating to a **Resolution Terminating Tax Incremental District #6 in the City of Fort Atkinson, Jefferson County, Wisconsin (Houseman, City Manager)***
Manager Houseman noted that the City Council created Tax Increment District (TID) #6 on January 18, 2000, as an industrial TID that covered the Klement Business Park. The TID was declared distressed in 2011, which allowed for successful TIDs #7 and #8 to donate their increment to pay down the debt in TID #6. Through focused efforts and patience, sufficient increment was collected from the 2024 tax roll to pay off the project costs and other obligations. The City has received the attached reminder letter from the Wisconsin Department of Revenue (DOR) to close TIDs #6 and #7 by the April 15, 2026 deadline. The Resolution attached to this memo terminates the TID. The termination of TID #6 will have a positive financial impact on all of the taxing jurisdictions within the City, especially the City of Fort Atkinson and the Fort Atkinson School District

Lescohier moved, seconded by Huckabee to adopt Resolution Terminating Tax Incremental District #6 in the City of Fort Atkinson, Jefferson County and direct the Clerk to file the appropriate paperwork with the Wisconsin Department of Revenue by April 15, 2026. Motion carried.

- b. *Review and possible action relating to a **Resolution Terminating Tax Incremental District #7 in the City of Fort Atkinson, Jefferson County, Wisconsin (Houseman, City Manager)***
Manager Houseman presented Tax Increment District (TID) #7 that was created as a blight elimination TID on January 18, 2000. 2022 was the last year to incur TID-related costs. Since 2011, TID #7 has been donating increment to TID #6 to pay off obligations. Through focused efforts and patience, TID #6 became solvent, which allows for both TIDs #6 and #7 to close. The termination of TID #7 will have a positive impact on all of the taxing jurisdictions within the City, especially the City of Fort Atkinson and the Fort Atkinson School District.

Schultz moved, seconded by Johnson to adopt Resolution Terminating Tax Incremental District #7 in the City of Fort Atkinson, Jefferson County and direct the Clerk to file the appropriate paperwork with the Wisconsin Department of Revenue by April 15, 2026. Motion carried.

- c. *First reading of an ordinance relating to a **Zoning Map Amendment to change the zoning district for the property located on Mehta Lane (parcels 226-0614-3231-000 and 226-0614-3242-001) from Suburban Mixed Use (SMU) to Multi-Family Residential-12 (MRM-12) (Draeger, Director of Neighborhood and Building Services)***
Director Draeger discussed how the applicant is proposing a Zoning Map Amendment (ZMA) to rezone two vacant parcels in Fort Atkinson from Suburban Mixed Use (SMU) to Multi-Family Residential (MRM-12) to allow development of six apartment buildings with 12 units each (72 total units). If the ZMA is approved, the applicant plans to combine the parcels through a Certified Survey Map (CSM), apply for a Conditional Use Permit for a

group development to allow multiple principal buildings on one lot, and complete site plan review for the project details. At the meeting on March 10, 2026, the Plan Commission reviewed this matter and recommended that the City Council adopt an Ordinance changing the zoning of the properties to MRM-12 to support the proposed project. A concept plan for the project was presented at the February 10th Plan Commission meeting and received support. The proposed rezoning would allow development of six multifamily apartment buildings totaling 72 units on currently vacant land. The project would convert undeveloped land that currently generates minimal tax revenue into a higher-value residential property, increasing the overall property tax base. The project may also produce one-time revenues through building permits, plan review fees, and utility connection charges. Overall, the proposed Zoning Map Amendment meets the requirements of the City's ordinances, is in alignment with adopted City plans, and will provide additional tax base and housing units when the project is complete and is located within Tax Increment District (#9).

Huckabee moved, seconded by Johnson to perform the first reading of the Ordinance amending the Zoning Map for the properties located on Mehta Lane and direct the City Manager to prepare the Ordinance for a second and possible third/final reading at the meeting on April 9, 2026. Motion carried.

- d. *First reading of an ordinance relating to a **Zoning Map Amendment for the property located at 23 N. Water St. E. and the westerly adjacent vacant lot (parcels 226-0514-0322-008 and 226-0514-0322-009), to change the zoning from Downtown Historic Mixed Use (DHMU) to Downtown Historic Mixed Use with a Planned Unit Development Overlay (Draeger, Director of Neighborhood and Building Services)***

Director Draeger presented the request from Premier Bank who owns two parcels between Main Street and Edward Street with frontage on N. Water Street East in the City of Fort Atkinson. One parcel is a gravel parking lot, and the other contains a vacant former auto alignment shop. The applicant proposes demolishing the existing building and combining the parcels to develop a paved, 15-stall off-site parking lot to support Premier Bank staff and customers. At the meeting on March 10, 2026, the Plan Commission reviewed this matter and recommended that the City Council adopt an Ordinance changing the zoning of the property. Council members shared support of the removal of the building and improvement to the sites.

Huckabee moved, seconded by Schultz to perform the first reading of the Ordinance amending the Zoning Map for the properties located on N. Water Street East and direct the City Manager to prepare the Ordinance for a second and possible third/final reading on April 9, 2026. Motion carried.

- e. *First reading of an ordinance relating to amendments to various sections of the **Zoning Ordinance, Chapter 15** of the City of Fort Atkinson Code of General Ordinances, relating to the review and approval of Signs (Draeger, Director of Neighborhood and Building Services)*
Director Draeger presented the Zoning Ordinance Section 15.10.30 outlines the process for Zoning Text Amendments that reflects Wisconsin State Statutes Section 62.23(7)(d).

Initiation of the request for amendments can come from a member of the public, Plan Commission, City Council, or City staff. This process requires an application (the proposed amendments), a public hearing before the Plan Commission, and action by both the Plan Commission and City Council. The Ordinance Committee met on February 3rd and recommended the City Council approve the proposed Zoning Text Amendments. A Public Hearing relating to the ordinance amendments was held at the Plan Commission meeting on March 10th without participation. City staff and the Plan Commission recommend that the City Council hold the first reading of the ordinance and direct the City Manager to prepare the ordinance for a second reading at the meeting on April 9, 2026.

Schultz moved, seconded by Johnson to perform the first reading of the Ordinance amending the Zoning Code relating to approval of signs and direct the City Manager to prepare the Ordinance for a second and possible third/final reading at the meeting on April 9, 2026. Motion carried.

9. Reports of Officers, Boards, and Committees

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

10. Unfinished Business

None.

11. New Business

- a. *Review and possible action on a **Planned Unit Development-General Development Plan** for the property located at 23 N. Water St. E. and the westerly adjacent vacant lot (parcels 226-0514-0322-008 and 226-0514-0322-009), to allow removal of a vacant building and development of a 15-stall parking lot at the site (PUD-2025-03) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger stated the applicant proposes to establish a Planned Unit Development (PUD) — General Development Plan for 23 N. Water St. and the adjacent lot to the west. This phase of the PUD process is intended to identify and establish the specific flexibilities from the Zoning Ordinance being requested by the applicant.

City staff recommends approval of the General Development Plan, with the following

1. All other applicable standards and requirements of the underlying DHMU zoning district shall continue to be in effect within this established PUD overlay, outside of those flexibilities noted below in item 2.
2. Nine proposed flexibilities from the DHMU zoning district standards:
 - a. Proposed flexibility to allow a permitted by-right principal land use of Off-Site Parking Lots in the DHMU zoning district is granted as proposed in the GDP submittal.
 - b. Proposed flexibility to allow a minimum pavement setback along the street, side, and

rear property lines of 0 feet in the DHMU zoning district is granted as proposed in the GDP submittal.

c. Proposed flexibility to allow the maximum number of access points to be exceeded up to two on a parcel less than 200 feet in width is granted as proposed in the GDP submittal.

d. Proposed flexibility to allow the minimum number of bicycle and pedestrian connections to be less than one is granted as proposed in the GDP submittal.

e. Proposed flexibility to allow the minimum vision triangle standards to be less than 10 feet of visual clearance between the driveways and the public right of way is granted as proposed in the GDP submittal.

f. Proposed flexibility to allow the minimum green space areas for parking lots to be 0 feet along all property lines and between adjacent, neighboring property surface parking lots is granted as proposed in the GDP submittal.

g. Proposed flexibility to allow the minimum permitted throat length to be 4 feet is granted as proposed in the GDP submittal.

h. Proposed flexibility to allow the minimum aisle width for two-way traffic flow to be 6 feet on along the western property line is granted as proposed in the GDP submittal.

i. Proposed flexibility to allow the maximum foot candles at the property line to be exceeded up a maximum as defined within the SIP approval step.

3. Review and approval of a CSM providing cross-access easements with neighboring properties to the west and north and provide a utility easement to the City for replacement of an existing sanitary line, prior to approval of the Specific Implementation Plan.

4. The applicant is required to improve private storm sewer upgrades needed on the parcel and in the surrounding areas in coordination with City staff and adjoining property owners.

5. Any other recommendations of the City Council.

Lescohier moved, seconded by Schultz to approve the Planned Unit Development-General Development Plan for the property located at 23 N. Water Street and the westerly adjacent vacant lot to allow removal of a vacant building and development of a 15-stall parking lot at the site, subject to the conditions outlined in the staff report. Motion carried.

b. *Review and possible action relating to a **Certified Survey Map** for the property located at 1310 Campus Dr. (Draeger, Director of Neighborhood and Building Services)*

Director Draeger provided that the property owner Tip of the Spear LLC has requested approval of a two-lot Certified Survey Map (CSM) for the parcel located at 1310 Campus Drive. The purpose of the CSM is to divide the existing 5.39-acre property into two separate developable lots. Proposed Lot 1 will have frontage along Campus Drive and Hawthorne Drive and will contain approximately 3.587 acres. Proposed Lot 2 will have frontage along Banker Road and will contain approximately 1.7995 acres. The Plan Commission reviewed the request and recommended that the City Council approve the Certified Survey Map at its March 10, 2026 meeting, subject to the conditions outlined in the staff recommendation. The property is currently zoned Planned Mixed Use (PUD) with

an underlying zoning designation of Multifamily Residential-30 (MRH-30). The PUD zoning designation would remain in place for both newly created parcels. If the CSM is approved, the previously approved development proposal and any future development proposals for the site would require review and approval through the PUD process.

Schultz moved, seconded by Huckabee to approve the two-lot Certified Survey Map for the property located at 1310 Campus Drive, subject to the following conditions:

- Adjust the final CSM to reflect City Council President Kyle Jaeckel under the City of Fort Atkinson Approval Certificate.
- Remove access easements from the Final CSM, noted as 7 and 8 in the Easement Notes of the submitted CSM.

Motion carried.

- c. *Review and possible action relating to a General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated for the **creation of Tax Increment District #11** (Houseman, City Manager)*

Manager Houseman discussed how the Council just approved the Resolution to close Tax Increment District (TID) #6 on March 17th prior to the April 15, 2026 deadline set by the Wisconsin Department of Revenue (DOR). For several years, the City has intended to create a new TID over the undeveloped and underdeveloped land within the Klement Business Park. The general consulting services agreement with Baird will facilitate the creation of TID #11. The fee included in the proposal from Baird is \$12,500. The last time the City entered into an agreement to create a TID was in May 2022 to create TIDs 9 and 10. At that time, the fee was \$8,750. Staff was able to work with Baird on a discount on the fees for the creation of TIDs #12 and #13, provided all three remain on the same schedule. The fee will be paid for by TID #11 when it is created later in 2026. Revenues and expenditures related to TID #11 will be tracked independently from the City's general fund through Fund 25.

Schultz moved, seconded by Johnson to approve the General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated for the creation of Tax Increment District #11 and authorize the City Manager to execute. Motion carried.

- d. *Review and possible action relating to a General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated for the **creation of Tax Increment District #12** (Houseman, City Manager)*

Manager Houseman discussed the Council action to close Tax Increment District (TID) #7 on March 17th prior to the April 15, 2026 deadline set by the Wisconsin Department of Revenue (DOR). For several years, the City has intended to create one or two new TIDs in the City's downtown with the goal of encouraging development or redevelopment of those parcels. This general consulting services agreement with Baird will facilitate the creation of TID #12, which will be located in the City's downtown on the north side of the Rock River. The fee included in the proposal from Baird is \$9,500, which represents a discount if creating this TID alongside TID #11. The fee will be paid for by TID #12 when it

is created later in 2026. TID #12 revenues and expenditures will be tracked independently from the City's general fund in Fund 26.

Huckabee moved, seconded by Johnson to approve the General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated for the creation of Tax Increment District #12 and authorize the City Manager to execute. Motion carried.

- e. *Review and possible action relating to a General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated for the **creation of Tax Increment District #13** (Houseman, City Manager)*

Manager Houseman continued on the action the Council took to close Tax Increment District (TID) #7 on March 17th prior to the April 15, 2026 deadline set by the Wisconsin Department of Revenue (DOR). For several years, the City has intended to create one or two new TIDs in the City's downtown with the goal of encouraging development or redevelopment of those parcels. The general consulting services agreement with Baird will facilitate the creation of TID #13, which will be located in the City's downtown on the south side of the Rock River. The fee included in the proposal from Baird is \$9,500, which represents a discount if creating this TID alongside TID #11. The fee will be paid for by TID #13 when it is created later in 2026. TID #13 revenues and expenditures will be tracked independently from the City's general fund in Fund 27.

Lescohier moved, seconded by Schultz to approve the General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated for the creation of Tax Increment District #13 and authorize the City Manager to execute. Motion carried.

- f. *Review and possible action relating to an Agreement for General Consulting Services with Robert W. Baird & Co. Incorporated to amend the **Tax Increment District #9** project plan and boundaries (Houseman, City Manager)*

Manager Houseman referenced the created Tax Increment District (TID) #9 in the fall of 2022 as a mixed-use TID on the northwest side of the City to support private development and public infrastructure. Both the boundaries and the project plan associated with the TID can be amended during its life. Staff is proposing to work with Baird to amend both the boundaries and project plan of TID #9 to support the potential improvements or investment in the Koshkonong Estates Subdivision. The fee included in the proposal from Baird is \$9,500. The fee will be paid for by TID #9.

Huckabee moved, seconded by Johnson to approve the General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated to amend Tax Increment District #9 and authorize City Manager to execute. Motion carried.

- g. *Review and possible action relating to the award of professional services related to the **Lead Service Lateral Replacement Plan** (Navin, Director of Public Works)*

Director Navin stated that on July 1, 2025, the City of Fort Atkinson was mandated by the Wisconsin Department of Natural Resources (WDNR) to complete an approved Lead

Service Line (LSL) Replacement Plan. A critical component of this mandate was the adoption of a formal ordinance to provide the legal authority for the full replacement of lead service lines on both public and private property. In August 2025, the City Council adopted Ordinance 98-59, which ensures the City meets federal Lead and Copper Rule Improvements (LCRI) standards. This ordinance is vital to public health, as it aims to reduce lead contamination to zero and ensure water quality at every tap. Furthermore, the ordinance authorizes the City to apply for state and federal funding and provides a mechanism to discontinue service to property owners who fail to comply with mandatory replacement requirements. On October 31, 2025, City staff submitted the Intent To Apply (ITA) for the Safe Drinking Water Loan Fund (SDWLF). The ITA makes the City eligible to apply for the SDWLP by June 30, 2026. With the legal framework in place and application initiation started, the City sought proposals from qualified engineering firms to develop a comprehensive LSL Capital Plan. This plan must include funding opportunities, a replacement schedule, a detailed financing strategy, and a robust resident communication program to manage our approximately 4,818 active water services. There are 255 private side laterals needing replacement and 329 public side laterals needing replacement.

Lescohier moved, seconded by Schultz to award a professional services contract to the Lead Service Lateral Replacement Plan to Graef and City Water LLC to complete tasks 1-5 as outlined in the proposal at a cost not to exceed \$88,836 and authorize the City Manager to execute the contract. Motion carried.

*h. Review and possible action related to the **purchase of a 2026 F-450 Flatbed Truck with Dump Body** (Dayton, Director of Parks and Recreation)*

Director Dayton discussed the proposed 2026 Ford F-450 will replace the current 1999 Ford F-350 flat bed. Upgrading to the F-450 reduces the risk of overloading, improves operator safety, and increases versatility for potential cross-departmental use. The specifications align with those of the Department of Public Works Operations fleet, allowing the Parks unit to function as a temporary vehicle if another department's vehicle is out of service. Griffin Ford has offered a guaranteed \$1,000 trade-in value for the 1999 F-350, resulting in a net project cost of \$78,554.50. Of this amount, \$70,000 will be funded through the general levy allocation, with the remaining \$8,554.50 covered by interest earned in Fund 16 (capital improvements fund).

Lescohier moved, seconded by Schultz to authorize the purchase of a 2026 Ford F-450 flatbed truck with a dump body installed by Madison Truck Equipment, from Griffin Ford, in an amount not to exceed \$78,554.50, including a guaranteed \$1,000 trade-in for the existing 1999 F-350 flatbed truck. Motion carried.

*i. Review and possible action related to the purchase and replacement of **two Air Conditioning Units at the Fort Atkinson Senior Center** (Dayton, Parks and Recreation Director)*

Director Dayton stated that the Senior Center's air conditioning units were last replaced in 1991 and have significantly exceeded their expected service life. Funding for their replacement was approved in the 2026 Capital Improvement Plan through levied dollars

(Section R, Page 207). It is important to note that the Senior Center functions as a designated public cooling site during extreme heat warnings and advisories. Making this critical update will enhance the center's reliability in serving this purpose. The 2026 CIP includes \$12,000 in levied funds for the replacement of these air conditioners at the Senior Center. The total cost to replace both AC units is \$11,450, plus an additional \$440 for two new thermostats, for a total of \$11,890. Council discussed residential versus commercial units used within city facilities and being able to obtain an affordable quote from a local vendor.

Lescohier moved, seconded by Huckabee to approve the purchase and replacement of two air conditioning units at the Fort Atkinson Senior Center from Armstrong Heating & Cooling at a cost not to exceed \$11,890. Motion carried.

12. Miscellaneous

None.

13. Public Comment for Matters Not on the Agenda

Jean Brooks, 1113 Elsie Street - spoke on data centers she has heard about in media and non-disclosure agreements. She requested the Council consider an agreement on not signing non-disclosure agreements.

John Hausz, 104 Jefferson Street - spoke on fires in the City. He commented on a resident burning leaves and asked if he can burn brush or leaves. He stated on March 19th there is a candidate forum at the Dwight Foster Public Library.

14. Claims, Appropriations and Contract Payments

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

Schultz moved, seconded by Huckabee to approve the list of Verified Claims and authorize payment. Motion carried.

15. Adjournment

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

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MARCH 24, 2026 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Chairperson Manager Houseman, Director of Public Works Navin, Council Representative Schultz, Commissioners Ciccarelli and Shull. Also present: Clerk/Treasurer/Finance Director, Deputy Clerk, Director of Neighborhood and Building Services and the City Attorney (via zoom).

Absent: Commissioners Kessenich and Shull.

3. New Business

- a. *Review and possible action relating to the **minutes of the March 10, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
Ciccarelli moved, seconded by Schultz to approve the minutes of the March 10, 2026 Plan Commission meeting. Motion carried.
- b. *Review and possible action on a Conditional Use Permit relating to occupancy by a construction company, including indoor business activities and ancillary equipment storage at the property located at 525 Jefferson St. (CUP-2026-02) (Draeger, Director of Neighborhood and Building Services)*
Director Draeger stated that the proposed land uses and operations are generally consistent with the property's historic uses. The building and site were originally developed to accommodate commercial and industrial-type businesses, and the current proposal aligns with that established pattern. The applicant represents long-standing Fort Atkinson businesses that have outgrown their current locations and are seeking to remain and expand within the community. The subject property provides increased flexibility and opportunity for long-term operational growth while supporting the retention of established local businesses.

While the precise number of required parking spaces has not been fully determined as part of this analysis, a commonly used benchmark for a business of this type is

approximately one parking space per employee. Based on that general metric, the existing parking area located on the west side of the property, if paved and properly striped, would be capable of accommodating approximately 30 or more parking spaces. This supply would significantly exceed the current number of employees (approximately 10) and would also accommodate the applicant's projected future workforce of approximately 20 employees.

The Conditional Use Permit (CUP) will facilitate additional vehicle and truck traffic to and from the site as part of the expanded operations. While the applicant is proposing limited improvements, including paving one ADA-compliant handicap stall, painting the exterior of the building, and installing landscaping, additional site improvements are necessary to bring the broader property into greater compliance with City standards. These improvements include paving the existing gravel parking area, installing concrete aprons, and constructing sidewalk improvements at both west parking lot approaches to the site. Sidewalk installation is also required along Clarence and Lorman Streets.

The proposed paving will increase the amount of impervious surface on the site, which requires additional landscaping under City regulations. In the opinion of City staff, the landscaping plan proposed by the applicant satisfies these requirements and provides an appropriate level of site enhancement. City staff recommends that the sidewalk requirement along Jefferson Street be deferred at this time. Jefferson Street is anticipated to be reconstructed in the future, and sidewalk installation could be completed more efficiently as part of that coordinated public project.

Future reconstruction of Jefferson Street will likely impact a portion of the existing parking area on the east side of the property, as several of those spaces currently extend into the public right-of-way. When that reconstruction occurs, those spaces will likely be reduced. The additional parking capacity available on the west side of the property will help offset this future loss and ensure that adequate on-site parking remains available.

City staff have discussed these site improvement requirements with the applicant, and the applicant has acknowledged the need to complete them. Given the scope of the required improvements, particularly the sidewalk installations, consideration should be given to allow an extended timeline of up to one (1) year for completion. This approach would reduce the immediate financial burden while still ensuring the improvements are completed within a reasonable and defined timeframe.

It is also important to recognize that the City has placed significant emphasis on revitalizing this area through public investment, planning, and allocation of resources. While the proposed project includes modest building and site improvements, the project represents reinvestment in an existing commercial property and supports continued business activity in the area. The additional required enhancements beyond what is proposed by the applicant will further advance the City's long-term vision for the corridor. Staff acknowledges that several uncertainties identified in the Overview, particularly

related to final parking counts, site circulation, and the extent of required infrastructure improvements, remain at this stage of review. However, staff finds that these unknowns are appropriately addressed through the recommended conditions and required site improvements associated with the project. The paving and striping of the west parking area provide a clear path to achieving minimum parking needs, while required sidewalk installations, access improvements, and landscaping enhancements ensure compliance with City standards. Additionally, the ability to defer certain improvements, such as along Jefferson Street, and allow an extended timeline for completion, provides flexibility. Collectively, these recommendations establish a framework that mitigates current uncertainties and ensures the site can function effectively and in conformance with the City's zoning ordinance as the project moves forward.

Finally, Wisconsin State Statutes (2017 Wisconsin Act 67) limit a municipality's ability to regulate improvements beyond those required by the zoning ordinance through the Conditional Use process. Under state law, denial of a Conditional Use Permit must be supported by substantial evidence demonstrating that the proposal does not meet ordinance standards.

In summary, the proposed development appears capable of meeting applicable City ordinances and is generally consistent with adopted City plans. The proposal supports reinvestment in an existing building and the continued operation and expansion of established local businesses, subject to compliance with the identified site and infrastructure improvements.

Schultz moved, seconded by Ciccarelli, to approve the Conditional Use Permit with the following conditions:

- 1) Those conditions as listed in Section 15.10.32(9) (CUP procedure) shall apply to all Conditional Uses.
- 2) The Conditional Use permit only applies to permitting a Vehicle Service and Repair land use on the subject property for the applicant and their associated business. If any other Conditional Use in the UMU zoning district were to be requested in the future by the applicant or a different entity on the subject property, it shall require the completion of a full new Conditional Use process (Section 15.10.32).
- 3) The Vehicle Service and Repair land use shall be limited to only indoor activities (Section 15.03.10(20)) as proposed by the applicant. If any outdoor activities are requested in the future, an updated Site Plan shall be required to be provided to the Plan Commission for review and approval in accordance with all applicable zoning standards (Section 15.03.10(20)(a)-(c)).
- 4) Outdoor activity shall be limited to only those permitted by right land uses within the UMU zoning district, including, but not limited to, Outdoor Display (Section 15.03.10(4)) and Incidental Outdoor Storage (15.03.28(17)). All applicable land use requirements associated with any outdoor activity shall be met and maintained in compliance with all the requirements of the City of Fort Atkinson Municipal Code.
- 5) Require all parking areas be paved with a hard surface per City Standard (15.06.06(19)).

6. Require a parking/stripping plan be submitted and approved by City Staff, which meets City ordinances.
- 7) Require all approaches be constructed of 6" of concrete per City Standard (15.06.06(19)).
- 8) Require the installation of a public sidewalk along Clarence and Lorman streets within one year of final approval of this CUP.
- 9) Require bicycle parking when Jefferson Street is reconstructed by the City.
- 10) The applicant must obtain all required permits prior to construction.
- 11) Minor changes to this CUP can be approved administratively, but any substantial change to the conditions or use of the property must be approved by the Plan Commission through amending this CUP.
- 12) Any other recommendations of City staff and the Plan Commission.

Ciccarreli stated that the current municipal code does not distinguish between short-term (visitors) and long-term (occupants) bike storage. Suggest that over the next year staff work to change the code to align with the terminology used by other cities.

c. *Presentation to the Plan Commission on **Premier Real Estate Management LLC, Concept Plan** for four 24-unit multifamily buildings located at 550 McMillen St. (Draeger, Director of Neighborhood and Building Services)*

The City has an identified need for additional housing, and the proposed conceptual plan for multifamily development would contribute additional dwelling units within the City. Future development of this parcel would be consistent with and complementary to ongoing development patterns in the surrounding area. Including the recent renovation to the Fort Healthcare Facility, which moved most care options back to the existing main campus. The move created several redevelopment opportunities in the area.

A Group Development permits multiple principal structures on a site while requiring compliance with all applicable density, intensity, and bulk regulations. This type of development is reviewed through the Conditional Use Permit process and allows for multiple buildings on a single site. The proposed project would consist of up to four 24-unit residential buildings. Each unit would include one or two bedrooms, one or two bathrooms, underground and surface parking, with unit sizes ranging from approximately 780 to 1,164 square feet. The development would also include office space and a centralized mail pickup area.

The project would generate limited employment opportunities within the City, including one full-time property management position and up to two part-time positions for maintenance and housekeeping. The applicant has experience constructing similar developments in other communities, including the City of Reedsburg and the City of Portage. The building design incorporates an underground parking garage, which provides covered parking while minimizing additional impervious surface area that would otherwise be created by detached garage structures or garage banks.

Overall, City staff find that the proposed concept is compatible with the character and

pattern of surrounding development, would contribute additional high-quality housing options to the City's inventory, and would generate modest employment opportunities. Furthermore, the presence of adjacent properties zoned Institutional (I), which permit residential uses and currently accommodate multifamily senior housing developments, reinforces the appropriateness of the proposed use within this area. Note that, due to the preliminary nature of this concept plan, City staff has not vetted this project relating to emergency access, utilities, traffic, or other items. A thorough review will be conducted during the next phases of the project.

Ciccarelli met with Director Draeger and provided written comments regarding the project. He wanted to highlight some of the ideas for the Plan Commission. The proposed plan has Schumacher Way ending in a cul de sac. He would like to propose extending Handeyside Lane to Schumacher Way and possibly even further to Memorial Drive. Furthermore, if the street plan were to change, the placement of the buildings could align more with the street to provide a more urban feel.

Ciccarelli further questioned whether the proposed plan requires the number of outdoor parking spaces since the site will also have underground parking. There is a berm behind the planned buildings and the existing Wellington Meadows. The berm could potentially shield the view of the parking from Wellington Meadows.

Manager Houseman is pleased with the concept plan moving forward as it's been in the works for several years.

Council Representative Schultz stated that he doesn't think the parking spaces need to be moved to the back of the building. When the parking is in front of the building and close to the street, it is less opportunistic for criminal activity than when hidden from road view.

No action taken.

- d. *Review and possible action relating to a **Site Plan Review** for signage at MBE CPA, 524 Whitewater Ave. (SPR-2026-02) (Draeger, Director of Neighborhood and Building Services)*
- The subject parcel lies within the Central Neighborhoods Planning Area and is identified as Mixed Use within the City's Comprehensive Plan. The opportunities included in this planning area include:
- Urban living experience
 - Single family neighborhood character
 - Historic preservation balanced with modernization
 - Bed & Breakfast Opportunities
 - Schools, parks & downtown as gathering places
 - Neighborhood retail revitalization, along Janesville, Madison & Whitewater Avenues

The subject property is also shown as Neighborhood Commercial on the Future Land Use Map. The Neighborhood Commercial future land use category is intended for small-scale, neighborhood supporting retail, service, and office uses. Neighborhood Commercial uses

are typically smaller in scale and have fewer traffic and other impacts than Community Commercial land uses. City Staff believe the proposed sign is in concert with the City's Comprehensive Plan.

Ciccarreli moved, seconded by Schultz to approve the Site Plan Review for signage. Motioned carried.

e. *Review and possible action relating to the **Habitat for Humanity Fort Atkinson Critical Repair Program** guidelines (Houseman, City Manager)*

Manager Houseman stated that resolution set forth by the City Council requires that this committee review and approve the eligibility guidelines for The Habitat for Humanity Fort Atkinson Critical Repair Program guidelines.

Proof of Ownership (deed or title documentation)

- Proof of Homeowner's Insurance (current policy declarations page)
- Verification of Residence – Owner Occupied (applicant must reside in the home as primary residence)
- Current on Property Taxes (no delinquent taxes)
- Minimum property ownership duration of 1 year prior to application date
- Title Search (clear title required; no unresolved liens that would prevent project completion)

To qualify, total gross household income must fall at or below 80% of the Area Median Income (AMI).

Required Income & Financial Documentation

- Credit Report (pulled by Habitat for Humanity representative upon signed authorization)
- Two (2) most recent pay stubs for every household member age 18 or older *
- Two (2) most recent years of federal tax returns (all pages and schedules) *
- Verification of current status on Property Taxes (county tax statement or online printout, dated within 30 days)
- Two (2) most recent bank statements – all accounts, all pages
- Verification of current status on Mortgage Payments (most recent mortgage statement showing payment history)
- ACH Payment Authorization

Habitat will serve as the general contractor; responsible for scope of work, homeowner applications, communication, project management and quality control. We will hire local, licensed and insured subcontractors who specialize in our scope of work needs while supporting Habitat's mission when possible. In some cases, contractors outside of Jefferson County may be required.

- Each project cap is \$20,000
- Primary focus are exterior critical home repairs which include:

- Roofing
- Windows
- Siding
- Soffit/Fascia/Gutters
- Code remediation
- Some accessibility modifications
- At the discretion of Habitat staff scope of work may include:
 - Plumbing
 - Electrical
 - HVAC
 - Foundation repair

Ciccareli questioned if there would be project completion reports. Manager Houseman responded that there will be monthly reports from staff and an annual update from Habitat. We will need to maintain privacy for individual homeowners since the program has income requirements, but there will be before and after pictures as a way to celebrate wins in our community.

Ciccarreli moved, seconded by Schultz to approve the Habitat for Humanity Fort Atkinson Critical Repair Program guidelines.

f. Update on previously approved projects (Houseman)

Chairperson Manager Houseman stated that the City Council did a 1st reading of two zoning amendments and staff are preparing for a 2nd and 3rd/final reading; the zoning map amendment for Mehta Lane and the zoning map amendment PUD for the Premier Bank Parking lot downtown. City Council did a 1st reading and prepared for a 2nd and 3rd/final reading of the zoning text amendments that make the changes to the City's signage code. They will all go back to City Council on April 9, 2026.

No action was taken.

4. Adjournment

Schultz moved, seconded by Ciccarreli to adjourn. Meeting adjourned at 4:36 p.m.

Respectfully submitted,
 Courtney Thom
 Deputy Clerk



**LICENSE COMMITTEE MEETING
IN PERSON AND VIA ZOOM
WEDNESDAY, MARCH 25, 2026 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Cm. Lescohier, Schultz and President Jaeckel. Also present: City Manager, City Clerk/Treasurer and Deputy Clerk.

3. New Business

- a. *Review and possible recommendation to the City Council relating to **Renewal Alcohol Beverage License Application** for Fort Atkinson Generals Baseball Team, for use at Jones Park for a Class "B" Fermented Malt Beverage license (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert stated that the General Baseball Team submitted an alcohol license application for a fermented malt beverage license. The Team sells beverages during its home games and at Baseball Fest, which is held in June. As required, they have licensed operators (bartenders) and take measures to ensure those purchasing and consuming are of legal drinking age. Last year, the Generals were issued a six-month license, which supported their regular season. Should tournament games be scheduled and held at Jones Park, the dates may fall outside the six-month window. Therefore, it was recommended the Generals consider a regular, full-year license. With approval of this license by the Committee and Council, it would be issued from April 10th through June 30th. The Generals will apply for a one-year license with effective dates July 1, 2026, through June 30, 2027.

Lescohier moved, seconded by Schultz to recommend to the City Council approval of the Renewal Alcohol Beverage License for a Class "B" Fermented Malt Beverage for Fort Atkinson Generals Baseball Team Inc for use at Jones Park from April 10th through June 30th, contingent upon payment of license fees. Motion carried.

- b. *Review and possible recommendation to the City Council relating to **Alcohol Beverage License Application** for K&S Restaurants, LLC for use at 88, 90, 96 S Main Street for a "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license (Ebbert,*

Clerk/Treasurer/Finance Director)

Clerk Ebbert discussed the location of 88, 90, 96 S. Main Street that has been operated by Bridge @ River & Main, LLC dba Bridge with adjacent businesses Proof and Good to Go. A "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license was used at Bridge and Proof as the properties were contiguous internally and owned/operated by the same LLC and Agent. Good-to-Go is also contiguous however did not sell or allow consumption of alcohol. K&S Restaurants, LLC has an offer to purchase and operate at 88, 90 and 96 S. Main Street and submitted an Alcohol Beverage License Application for a "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage License. Documentation was properly completed and submitted for review.

Lescohier moved, seconded by Schultz to recommend the City Council approval of the Alcohol License Application for a "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage License for K&S Restaurants, LLC dba Proof Speakeasy & The Bridge @ River and Main for use at 88, 90 & 96 S. Main Street for the licensing period of April 10, 2026 to June 30, 2026 contingent upon payment of licensing fees. Motion carried.

- c. *Review and possible recommendation to the City Council relating to **Alcohol Beverage License Application** for Chroma Art Studio, LLC for use at 112 N. Main Street for a "Class C" Wine License (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert shared that Jessica Turner, owner of Chroma Art Studio, LLC provided an Alcohol Beverage License Application for a "Class C" wine license for use at 112 N. Main Street. A "Class C" wine license allows for consumption by the glass on site or in one unopened original container for consumption on premise where it is sold. The open container may be taken for consumption off the premises only in compliance with Wis. Stat. 125.51(3r) (i.e., "recorked" bottle). The premise includes the east end of the first floor of the building, two event spaces and a small office space. The wine can be stored, sold and consumed in the areas described in the premise. Note that effective May 1, 2024, Act 73 eliminated previous limitations on eligibility for "Class C" wine licenses (i.e., no longer has to be a restaurant).

Lescohier moved, seconded by Schultz to recommend to the City Council approval of the Alcohol Beverage License for a "Class C" Wine License for Chroma Art Studio, LLC for use at 112 N. Main Street from April 10th through June 30th, 2026 contingent upon payment of license fees. Motion carried.

- d. *Review and possible recommendation to the City Council relating to **Alcohol Beverage License Application** for a "Class A" Intoxicating Liquor license (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert discussed the number of "Class A" Intoxicating Liquor licenses available was established by City Council Ordinance #799 on May 18, 2021. At that time, the Council echoed the quota for Class "A" Fermented Malt Beverages allowing 1 license per 750 residents, last updated 2004. The Department of Administration estimated population of 2026 is 12,455. An additional 295 of residential growth would be needed to increase the quota by 1 for the "Class A" Intoxicating Liquor License under the current ordinance. In

September 2025, Stop-N-Go / Kwik Trip #1502 operating at 313 Madison Avenue closed their business. Upon closure, a "Class A" Intoxicating Liquor and Class "A" Fermented Malt Beverage license was surrendered to the City. At that time, there were no interested parties in the license. In February 2026, two inquires were made within the same week for the "Class A" Intoxicating Liquor license. Both parties were provided required applications and the City of Fort Atkinson Alcohol License Questionnaire.

Schultz mentioned the Quota is established by City Council via Ordinance and can consider amending the ordinance in the future.

Honey Be A Flower, in business for 4 years in the Town of Koshkonong and just opened a location in the City of Fort Atkinson. She would like to offer wine with purchase of flowers. She does hold a "Class A" Intoxicating Liquor license in the Town of Koshkonong location.

Tipsy Trail Liquors has been in the liquor business in 15 years. Taking a risk buying a vacant property and opening a business. Interior and exterior improvements will be done in order to open on May 1, 2026.

Lescohier moved, seconded by Schultz to recommend the City Council approval of "Class A" Intoxicating Liquor to Tipsy Trail Liquors for use at 313 Madison Avenue for the licensing period of April 10, 2026 through June 30, 2026. Motion carried.

- e. *Review and possible recommendation to the City Council relating to **Alcohol Beverage License Application** for Tipsy Trail Liquors, for use at 313 Madison Avenue for a Class "A" Fermented Malt Beverage license (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert presented the application submitted by Tipsy Trail Liquors, Inc who has an offer to purchase property located at 313 Madison Avenue to operate a retail store. This location was the former Stop-N-Go / Kwik Trip #1502 that closed in September 2025. The applicant has requested a "Class A" Intoxicating Liquor and a Class "A" Fermented Malt Beverage license for use at 313 Madison Avenue. A Class A license allows for purchase of alcohol with consumption off of the premise where purchased.

Lescohier moved, seconded by Schultz to recommend to the City Council approval of the Alcohol Beverage License for a Class "A" Fermented Malt Beverage for Tipsy Trail Liquors Inc for use at 313 Madison Avenue from April 10th through June 30th contingent upon payment of license fees. Motion carried.

- f. *Review and possible recommendation to the City Council relating to **Cigarette, Tobacco and Electronic Vaping Device Retail License Applications** for Tipsy Trail Liquors, for use at 313 Madison Avenue (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert stated that Tipsy Trail Liquors, Inc has an offer to purchase property located at 313 Madison Avenue to operate a retail store. They are seeking a license to sell cigarettes, tobacco and electronic vaping devices at this location. A successful background

check was performed.

Schultz moved, seconded by Lescohier to recommend the City Council approve the Cigarette and Tobacco Products Retail License Application for Topsy Trail Liquors Inc for use at 313 Madison Avenue for the licensing period of April 10, 2026 to June 30, 2026 contingent upon payment of license fees. Motion carried.

4. Adjournment

Schultz moved, seconded by Lescohier to adjourn. Meeting adjourned at 4:42 pm.

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



**TRANSPORTATION & TRAFFIC REVIEW COMMITTEE MEETING
IN PERSON AND VIA ZOOM
THURSDAY, MARCH 26, 2026 – 2:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Chairperson Navin called the meeting to order at 2:00 p.m.

2. Roll call

Members Present: Chairperson Navin, Superintendent Williamson, Council Representative Jaeckel, Police Chief Bump, Citizen Member Gray, City Electrician Nick Armstrong and School District Representative Moehling. Absent: City Engineer Andy Burt. Also present: Manager Houseman and Public Relations Executive Assistant Weihert.

3. Approval of Minutes

*a. Review and possible action relating to the **minutes of the December 11, 2025, Transportation and Traffic Review Committee***

Motion to approve the minutes of the December 11, 2025, meeting made by Bump and seconded by Williamson. Motion carried.

4. Parking Requests

5. Speed Limit Reviews

6. Traffic Signal Reviews

a. Review and possible action regarding the traffic analysis completed at the intersection of Robert Street and Third Street (Navin, Director of Public Works)

Chairperson Director Navin stated between November 24 and November 25, 2025, staff received three formal Traffic Review Requests from residents expressing urgent safety concerns regarding the pedestrian crossing at the Robert Street and Third Street intersection. These requests were prompted by a pedestrian being struck and injured by a vehicle on October 20, 2025, as well as multiple observed near-misses involving vehicles

failing to yield to pedestrians on the Glacial River Trail. Notable concerns included insufficient pedestrian crossing time, vehicles on southbound Robert Street failing to stop, and dangerous right-turn movements.

On December 11, 2025, the Transportation and Traffic Review Committee directed staff to conduct a formal analysis of the intersection and provide recommendations for improvements. Staff solicited proposals and engaged JT Engineering, Inc. to complete a comprehensive study.

The study identified 11 crashes at this intersection between 2017 and 2025, four of which involved pedestrians or bicyclists. All four of these incidents resulted in injuries. Key contributing factors identified include:

- **Visibility Obstructions:** Southbound drivers' view of the traffic signal and the "Yield to Pedestrian" sign is frequently blocked by untrimmed tree branches and a side-by-side directional sign for EAST USH 12/BUSINESS STH 26
- **Driver Behavior:** Video data revealed that many southbound drivers do not make a complete stop on red before rolling through the crosswalk
- **Geometric Challenges:** The intersection is located on a horizontal curve, and the southbound right turn is geometrically similar to a through movement, which discourages drivers from slowing down.

Proposed Incremental Improvements: The study recommends an incremental approach, beginning with low-cost signage and pavement marking modifications to address these safety gaps immediately.

Signage Updates: Remove the "Right Turn on Red After Stop" signs for southbound Robert Street and replace them with "No Right Turn on Red" signs.

- **Visibility Improvements:** Trim obstructing tree branches and convert the directional signage back to a "stacked" version to clear the view of the traffic signal.
- **Pedestrian Education:** Install educational signage at the push buttons to help residents understand pedestrian signal phasing.
- **Pavement Marking Upgrades:** Refresh worn markings and move the stop bars back from the crosswalks to increase the visibility of pedestrians for approaching vehicles.

Should these initial measures not significantly improve safety, the study provides a path for secondary phases, such as modifying pedestrian signal phasing or relocating the crosswalk to the north approach at an estimated cost of \$46,200.

The cost estimate for the recommended improvements totals \$9,105. Staff intends to wrap the paint removal and reinstallation in with the larger Janesville Avenue project if approved, or complete in-house at a much lower cost with City staff and City equipment.

Sign removals will also be completed in-house to ensure additional cost savings. In total, staff should be able to complete the recommended upgrades for under \$5,000.

Staff recommends that the Transportation and Traffic Review Committee approve the implementation of the low-cost signing and pavement marking improvements as outlined in the JT Engineering study, including the following:

- 1) Trimming branches and converting the directional sign back to the stacked version;
- 2) Removing the southbound "right turn on red after stop" signs and replacing them with flagged "no right turn on red" signs;
- 3) Installing educational signs for pedestrians;
- 4) Upgrading (repainting) the pavement markings; and
- 5) Removing the old stop bar paint and moving the stop bars back from the crosswalk.

Additionally, staff recommends that the Department of Public Works be directed to monitor the intersection following these changes to evaluate the necessity of future infrastructure modifications. The Police Department will also assist in the re-education of drivers, pedestrians, and bicyclists as necessary.

Citizen Member Gray stated the recommended improvements are a great addition, as he uses the intersection regularly. He suggested adding an extra 4 seconds as suggested by the consultant in the report. He also suggested the removal of several small trees that block the view of pedestrians from cars. There is limited visibility coming down Third Street to make a right turn, he stated. Signage on Third Street to alert drivers that ahead of them is a crossing of the bike trail, and to expect pedestrians was also suggested.

Gray asked City Electrician Armstrong what was involved in changing the time. Armstrong said it was possible to do, and a three-second per foot crossing time can be completed.

Gray also asked Williamson if Public Works can make standard street signs, and he stated they can make most and order others.

Navin stated some of the items could be looked at going forward. The City received funding for countdown timers that will be installed at this intersection.

Gray moved to approve the five recommendations be completed by City staff, with the addition of increasing crossing time by 4 seconds going westbound and a review of proper signage on Third Street westbound. Bump seconded the motion.

Motion carried.

7. Miscellaneous

- a. Review and possible action relating to a request for two way traffic on S. High Street*

(Navin, Director of Public Works)

Chariperson Director Navin stated South High Street is currently designated for one-way northbound traffic between Craig Street and East Milwaukee Avenue. Historically, this traffic pattern was established because the Middle School served as the primary transfer point for district buses. During pick-up and drop-off periods, buses would line up along South High Street, completely blocking the right lane and making two-way traffic flow impossible. Consequently, the one-way designation was necessary to allow northbound traffic to continue moving. The district's bus transfer point has since been moved to the High School, and buses no longer block the travel lanes on South High Street.

A formal request has been submitted by Police Captain Dan Hefty, on behalf of the Police Department, to restore two-way traffic on South High Street from Milwaukee Avenue to Whitewater Avenue. The proposal highlights that the current one-way restriction forces all traffic to travel north, causing motorists who wish to travel south to divert to South 3rd Street East or South 4th Street East. This creates significant congestion at those intersections, particularly when drivers attempt left-hand turns during school peak hours. Middle School Principal Matt Wolf has expressed support for the proposal, indicating that a two-way traffic pattern would likely simplify the drop-off and pick-up process for parents and staff.

While the conceptual change appears straightforward, a formal engineering and traffic impact analysis is required to evaluate how reverting to two-way traffic would affect the broader neighborhood network and intersection capacities. Staff has determined that the cost to complete such an analysis is approximately \$15,000.00 based on estimates from known traffic engineering firms. These funds are not currently allocated in the 2026 budget.

Staff does not recommend moving forward with a traffic study at this time. While the proposed change in the traffic pattern may offer some convenience for school-related traffic, there are no immediate safety concerns or accident patterns that necessitate an urgent modification of the existing traffic flow. Given the \$15,000 cost for the required analysis, staff recommends the Committee take no further action on this request until such time as a clear safety need is identified, funding becomes available, or area land uses change.

Williamson moved to deny the request, seconded by Bump. Motion carried.

8. Transit Items

9. Safe Routes to School

10. Adjournment

Jaeckel moved to adjourn, seconded by Gray. Motion carried.

Meeting adjourned at 2:17 p.m.

Respectfully submitted by
Sarah Weihert, Public Relations Executive Assistant



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Hagerty Scott Spoerl Agency – Client Appreciation Car Show May 30, 2026, 9 am - 3 pm (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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

DISCUSSION

Event: Hagerty Client Appreciation Car Show

Dates and Hours of Event: Saturday, May 30, 2026, 9 am to 3 pm

Location: Jones Park, 600 Janesville Avenue

Contact Person: Scott Spoerl

Estimated Number of Attendees: 100

Event information was routed to Departments without any concerns provided. Restrooms and proper refuse receptacles are on site.

The Fort Atkinson General Baseball Team is available to provide concessions for this event.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Hagerty Client Appreciation Car Show on Saturday, May 30, 2026

ATTACHMENTS

- 1. HAGERTY CAR SHOW 5.30.26
- 2. Scott Spoerl Rental Form 5.30.26



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

Name of Business/Group Organizing Event: Hagerty Scott Spoorl Agency

Contact Person for Event: Scott Spoorl

Phone Number: [Redacted] Email: [Redacted]

Day of Event Contact Person (if different from above): Phone: [Redacted] Email: [Redacted]

Special Event Details

Event Name: Hagerty Client Appreciation Car Show

Event Date (mm/dd/yyyy): 5/30/2025 5/30/2026

Event Location: Jones Park

Estimated Number of Attendees: 100 Hours of Event: 10Am - 2pm

Event Setup Time: 9Am Event Tear Down Time: 3pm

Event Description:
Annual Client Appreciation Car Show

Goal/Purpose of Event:
Thank my Clients each year for their business

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:

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.*

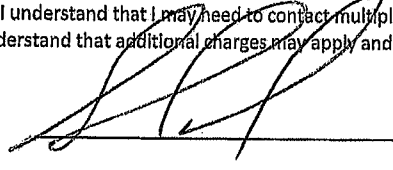
I will be erecting a tent, canopy or other temporary structure.*
**Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511*

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:



Submission Date:

For Office Use Only:

Date Received:

Date Paid:

Council Approval / Denial Date:

Date applicant notified of Council action and any event stipulations:

Event Stipulations:



FORT • ATKINSON
PARKS & RECREATION

RENTAL PERMIT 2026

Park Shelter Reservation

Date Shelter is Reserved for: 5/30/2026

Type of Event: Car Show

Name (print): Scott Sporn

Name of Group (If applicable): _____

Address: _____

Phone: _____

City/State: Fort Atkinson WI Zip: 53538

Email Address: _____

SHELTER/ LOCATION	APPROX. SEATING	KEY REQUIRED	AMENITIES	PARK FEE	DEPOSIT FEE
<input type="checkbox"/> THE CLUBHOUSE 400 SInnissippi Drive	65-100 (Inside Shelter) 100-150 (Outside Shelter)	X	Indoor shelter, kitchen, restrooms, electrical, charcoal grill, outdoor patio, and see #7 on the back of this form.	\$225.00	\$100.00
<input type="checkbox"/> ROCK RIVER PAVILLION 210 SInnissippi Drive	150 (Under Shelter) 0-500 (Outside Shelter)	X	Covered shelter, 37 picnic tables, playground, restrooms, electrical, charcoal grill, kitchenette, and serving shelf.	\$150.00	\$50.00
<input checked="" type="checkbox"/> JONES PARK SHELTER 615 Janesville Avenue	75 (Under Shelter) 0-150 (Outside Shelter)	X	Covered shelter, 10 picnic tables, playground, restrooms, electrical, charcoal grill, and ball diamond (if avail.)	\$60.00	\$50.00
<input type="checkbox"/> RALPH PARK LIONS 600 Jefferson Street	75 (Under Shelter) 0-100 (Outside Shelter)		Covered shelter, 8 picnic tables, playground, restrooms, electrical, charcoal grill, and ball diamond (if avail.)	\$60.00	\$50.00
<input type="checkbox"/> RALPH PARK CORNER 600 Jefferson Street	75 (Under Shelter) 0-100 (Outside Shelter)	X	Covered shelter, 8 picnic tables, playground, restrooms, electrical, charcoal grill, and ball diamond (if avail.)	\$60.00	\$50.00
<input type="checkbox"/> BARRIE PARK 210 Robert Street		X	Bandshell, electrical, restrooms, and playground.	\$60.00	\$50.00

Checks Payable To: CITY OF FORT ATKINSON

YES NO Will you be putting up a tent or driving any type of stakes into the ground? If yes, you are responsible for obtaining the proper permit and approval. See #15 on the back of this form.

Will you have music, a live band, or amplified sound at your event? If yes, see #16 on the back of this form. If you are hosting a public event, a special event application is required.

I have fully read this reservation permit (front and back) and I understand and agree to all stipulations, including the park shelter refund policy (See #2 on the back).

Park Permit Responsible Party Signature: _____

Parks & Recreation Representative Signature: HF

OFFICE USE ONLY		
Park Rent Amount Paid: <u>\$110.00</u>	Check/Cash: <u>001968</u>	Date Paid: <u>3/9/2026</u>
Deposit For Keys: _____	Check/Cash: _____	Date Paid: _____
Date Keys Were Picked Up: _____	Key Number: _____	Date Keys Returned: _____

**** As of 1/2/2026 you can book your 2027 reservations. Additional charge occurs for early reservation, non-refundable****

All Shelters: \$100 early reservation fee, additional to 2027 Park & Deposit Fee



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Chamber of Commerce Cheese Crawl, Saturday, June, 13, 2026, 2:00-5:00 pm (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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

DISCUSSION

Fort Atkinson Chamber of Commerce

Event: Cheese Louise

Dates and Hours of Event: June 13, 2026 from 2:00 pm – 5:00 pm

Location: Downtown Main St. Businesses and lower level of Fort Atkinson Club

Contact Person: Alli Thompson

Estimated Number of Attendees: 200

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

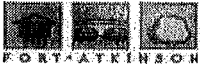
There is no financial impact to the City of Fort Atkinson for the event.

RECOMMENDATION

Staff recommends that City Council approve the Chamber of Commerce Cheese Louise Event to be held on Saturday, June, 13, 2026, from 2:00-5:00 pm at downtown Fort Atkinson businesses.

ATTACHMENTS

- 1. CHAMBER CHEESE CRAWL APP 6.13.26



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

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

Contact Person for Event: Alli Thompson

Phone Number: Email: [Redacted]

Day of Event Contact Person (If different from above): Phone: [Redacted] Email: ^

Special Event Details

Event Name: Chamber Cheese Crawl

Event Date (mm/dd/yyyy): 06/13/2026

Event Location: Down Town Fort Atkinson

Estimated Number of Attendees: 200 Hours of Event: 2p - 5p

Event Setup Time: 12p Event Tear Down Time: 5p

Event Description: Chamber member businesses that are located on or near Main St. are welcomed to become an official cheese stop by opening their doors and serving a cheese forward dish or snack, a non-alcoholic beverage sample, and if they already hold a license to do so, an alcoholic beverage sample. Those who are proven to be 21 or over will get a bright colored wristband placed on them at check-in.

In contrast from last year, we will have the businesses who are located outside of the Main Street area and wish to participate housed as pop-up shops in the Fort Club building at the River Level. Community members will be able to purchase tickets and will receive maps that show each cheese stop they should visit and will walk around to each one.

Goal/Purpose of Event: To enhance visibility and increase foot traffic to our downtown businesses.

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:

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: 

Submission Date: **3.2.2026**

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 9, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Parks & Recreation Paint The Sky Festival, Saturday, May 30, 2026, 12:00 - 2:00 pm at Ralph 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

Fort Atkinson Parks & Recreation

Event: Paint the Sky Kite Festival

Dates and Hours of Event: Saturday, May 30, 2026, 12:00 – 2:00 pm

Set Up: 11:00 am – 12:00 pm

Tear Down: 2:00-3:00 pm

Location: Ralph Park

Contact Person: Heather Fox

Estimated Number of Attendees: 50+

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: Parks & Recreation Paint The Sky Festival, Saturday, May 30, 2026, 12:00 - 2:00 pm at Ralph Park.

ATTACHMENTS

- 1. Paint the Sky Kite Festival App 5.30.26



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

Name of Business/Group Organizing Event:

Contact Person for Event:

Phone Number: _____ Email: _____

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

Special Event Details

Event Name:

Event Date (mm/dd/yyyy):

Event Location:

Estimated Number of Attendees: _____ Hours of Event: _____

Event Setup Time: _____ Event Tear Down Time: _____

Event Description:

Goal/Purpose of Event:

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

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

Check all applicable boxes:

I am renting a city park

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

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

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: _____

Submission Date: _____

For Office Use Only:

Date Received: _____

Date Paid: _____

Council Approval / Denial Date: _____

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

Event Stipulations:



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Renewal Alcohol Beverage License Application for Fort Atkinson Generals Baseball Team, for use at Jones Park for a Class "B" Fermented Malt Beverage license (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. Local governments are given the authority to issue licenses where alcohol is consumed in a public place in accordance with requirements set forth by Statute. There are three classes of Licenses: Class A, Class B, and Class C. "Class C" pertains strictly to wine with consumption on-site by the glass or in one opened original container. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remembered as you consume alcohol *Away* from the premises. Likewise, Class B you consume on-site, for example *Bar*.

A Class "B" beer license may be issued for any six-month period in a calendar year at 50% of the regular annual fee, but such licenses may not be renewed during the calendar year (sec. 125.26(5)).

State Statutes have established quotas for "Class B" Intoxicating Liquor licenses issued by municipalities. Statutes do not provide quotas for Class "B" Fermented Malt Beverage licenses; however, Statutes do allow municipalities to establish such quotas.

The City of Fort Atkinson does not have a quota on Class "B" Fermented Malt Beverage licenses.

DISCUSSION

The General Baseball Team submitted a renewal application for its fermented malt beverage license. The Team sells beverages during its home games and at Baseball Fest, which is held in June. As required, they have licensed operators (bartenders) and take measures to ensure those purchasing and consuming are of legal drinking age. Last year, the Generals were issued a

six-month license, which supported their regular season. Should tournament games be scheduled and held at Jones Park, the dates may fall outside the six-month window. Therefore, it was recommended the Generals consider a regular, full-year license. With approval of this license by the Committee and Council, it would be issued from April 10th through June 30th. The Generals will apply for a one-year license with effective dates July 1, 2026, through June 30, 2027.

The following information was provided.

- Confirmation of Legal Name (corporation, limited liability company, partnership)
- Trade or Business Name
- Background check on Agent/Applicant was successful

The following items were verified.

- Verification of Federal Identification Number
- Verification of Wisconsin Seller’s Permit Number

FINANCIAL ANALYSIS

License fees are determined locally, but must be within the statutory maximum and minimum. Municipalities are free to set the fee anywhere within the statutory range and may be pro-rated upon issuance. A Class “B” Fermented Malt Beverage license is \$100.00 per licensing period, July 1 to June 30. If approved by the License Committee and City Council, the pro-rated license fee would be \$25.02 for April through June.

RECOMMENDATION

The License Committee met on March 25, 2026, and unanimously recommended the City Council approve the Renewal Alcohol Beverage License for a Class “B” Fermented Malt Beverage for Fort Atkinson Generals Baseball Team Inc, for use at Jones Park from April 10, 2026, through June 30, 2026, contingent upon payment of license fees.

ATTACHMENTS

1. Generals Baseball Team _Redacted

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	City Fort Atkinson
License Period	4-10-26 / 6-30-26

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____ Class "B" Beer \$ _____
 "Class A" Liquor \$ _____ "Class B" Liquor \$ _____
 "Class A" Liquor (cider only) \$ _____ Reserve "Class B" Liquor \$ _____
 "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ 12.51
Background Check Fee	\$ -
Publication Fee	\$ 100.00
Total Fees	\$

Part A: Premises/Business Information			
1. Legal Business Name (Individual name if sole proprietorship) Fort Atkinson Generals Baseball Team, Inc			
2. Business Trade Name or DBA			
3. FEIN 391416520		4. Wisconsin Seller's Permit Number 456-1020150000-00	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization WI		7. Date of Organization 5-12-1982	8. Wisconsin DFI Registration Number 6F10365
9. Premises Address 600 Janesville Ave (Jones Park)			
10. City Fort Atkinson		11. State WI	12. Zip Code 53538
13. County Jefferson	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Fort Atkinson		15. Aldermanic District
16. Premises Phone	17. Premises Email [REDACTED]	18. Website www.fortgenerals.com	
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Jones Park Concession Stand, Grandstand and Whole Park.			
20. Mailing Address (if different from premises address) PO Box 98			
21. City Fort Atkinson		22. State WI	23. Zip Code 53538
Part B: Questions			
1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list the details of violation below. Attach additional sheets if necessary.			
Law/Ordinance Violated	Location		Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location		Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No beverages.
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? Yes No
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

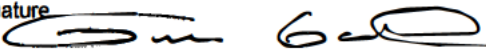
Last Name	First Name	Title	Phone
Smith	Josh	President	██████████
Koepke	Sue	Vice President	██████████
Yandry	Taylor	Treasurer	██████████
Allard	Dan	Board Member	██████████

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Garant	First Name Timothy	M.I. A
Title Agent / Board Member		
Signature 		Date 01/06/26

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (If applicable)	

Alcohol Beverage Appointment of Agent

Date 1/6/25

Agent Type (check one)

- Original (no fee) Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (Individual name if sole proprietor)
Fort Atkinson Generals Baseball Team, Inc

2. Business Trade Name or DBA

3. Entity Type (check one) Limited Liability Company Corporation Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one) 5. If successor agent, provide State Permit or Municipal Retail License Number
 Municipal Retail License State Permit

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name 2. First Name
Garant Timothy

4. Email 5. Phone
[Redacted] [Redacted]

6. Home Address
[Redacted]

7. City 8. State 9. Zip Code 10. Date of Birth
Fort Atkinson WI 53538 [Redacted]

11. Drivers License/State ID Number 12. Drivers License/State ID State of Issuance
[Redacted] WI

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Yes No
Submit proof of completion.


2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? Yes No

3. Have you been a Wisconsin resident for at least 90 continuous days? Yes No
See instructions for exceptions.

Continued →


Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Smith	First Name Josh	M.I.
Title President	Email [REDACTED]	[REDACTED]
Signature 	Date 1/6/20	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Garant	First Name Timothy	M.I. A
Signature 	Date 1/6/20	

Alcohol Beverage Individual Questionnaire

Date
2/8/2026

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) <u>Fort Atkinson Generals Baseball Team, Inc</u>	
2. Business Trade Name or DBA	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name <u>ALLARD</u>	2. First Name <u>DANIEL</u>	3. M.I. <u>M</u>	
4. Relationship to Business (Title) <u>TREASURER</u>	5. Email [REDACTED]	6. Phone [REDACTED]	
7. Home Address [REDACTED]			
8. City <u>FORT ATKINSON</u>	9. State <u>WI</u>	10. Zip Code <u>53538</u>	11. Date of Birth [REDACTED]
12. Drivers License/State ID Number [REDACTED]		13. Drivers License/State ID State of Issuance <u>WISCONSIN</u>	

Part C: Address History			
1. Do you currently live in Wisconsin?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the month and year when you permanently moved to Wisconsin			(MM/YYYY) <u>06/1976</u>
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.			
Previous Address 1 [REDACTED]	City <u>FORT ATKINSON</u>	State <u>WI</u>	Zip Code <u>53538</u>
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.			
State <u>WI</u>	County <u>JEFFERSON</u>	State	County
State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated <i>DUI</i>	Location <i>FORT ATKINSON</i>	Conviction Date <i>2006</i>
--------------------------------------	----------------------------------	--------------------------------

Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Law/Ordinance Violated	Location	Conviction Date
------------------------	----------	-----------------

Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	--

Law/Ordinance Violated	Location	Conviction Date
------------------------	----------	-----------------

Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	--

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Dan M. [Signature]</i>	Date <i>3/8/2026</i>
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MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Farmers Market Holiday Shop Hop, Saturday, December 5, 2026, 9:00 am - 3:00 pm (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

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

DISCUSSION

Fort Atkinson Farmers Market

Event: Fort Atkinson Farmer's Market Holiday Shop Hop

Date: Saturday, December 5, 2026

Location: Fort Atkinson Community Center, BASE Building and The First Congregational United Church.

Transportation: Service Van provided by TLC Transport Services LLC

Contact Person: Aimee Leonard

Hours of Event: 9:00am - 3:00pm

Set up: 7:00-9:00am

Tear down: 3:00-5:00pm

Estimated Number of Attendees: 1000

Insurance: Fort Atkinson Farmers Market and TLC Transport Services

Event information was routed to Departments without comments or concerns.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the **Special Event: Farmers Market Holiday Shop Hop**, Saturday, December 5, 2026, from 9:00 AM - 3:00 PM.

ATTACHMENTS

- 1. FAFM HOLIDAY MARKET APP 12.5.26



CITY OF FORT ATKINSON

Special Event Application

Fee: \$25.00

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

Contact Person for Event: Aimee Leonard

Phone Number: [Redacted] Email: [Redacted]

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

Special Event Details

Event Name: FARM Holiday Shop Hop

Event Date (mm/dd/yyyy): 12/5/20

Event Location: 3 locations. FAC, First ~~United~~ ^{United} Congressional Church of Christ, BASE

Estimated Number of Attendees: ≈ 1,000

Hours of Event: 9 am - 3 pm

Event Setup Time: 7 am

Event Tear Down Time: 3 pm

Event Description: A holiday craft fair, connecting local artisans with the public. Indoors at various locations. Complimentary Shuttles (Vans) will be provided by TLC Transportation between venues.

Goal/Purpose of Event: Fostering community well being and holiday spirit, as well as promoting tourism to the area.

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: 11 am End Time of Music: 2:30 pm

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

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

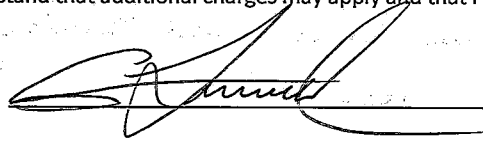
I will be erecting a tent, canopy or other temporary structure.*
**Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511*

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

By signing, I agree to the following statements:

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

Responsible Party Signature:



Submission Date:

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 9, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Fort Farmers Market, Saturdays from May 2, 2026, until October 31, 2026, 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 2, 2026 to Saturday, October 31, 2026

Location: Parking Lot at Water Street/Milwaukee Avenue.

Contact Person: Aimee Leonard

Hours of Event: 8:00 am -12:00 pm

Estimated Number of Attendees: 500

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

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

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event for the Fort Atkinson Chamber of Commerce Fort Farmers Market on Saturdays from May 2, 2026, to Saturday, October 31, 2026.

ATTACHMENTS

1. FARMERS MARKET APP 2026



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

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

Contact Person for Event: Aimee Leonard

Phone Number: [Redacted]

Email: [Redacted]

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

Phone:

Email:

Special Event Details

Event Name: Fort Atkinson Farmers Market

Event Date (mm/dd/yyyy): Saturday Mornings Starting First Weekend of May - End of Oct.

Event Location: Parking Lot # 7

Estimated Number of Attendees: Up to 500 / weekend

Hours of Event: 8am - Noon

Event Setup Time: 6:30am

Event Tear Down Time: Noon

Event Description: Farmers Market

Goal/Purpose of Event: To connect local growers and artisans with the public, supporting food security, public health, tourism, and general community.

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:

Requesting Access to parking lot outlets, same as last year.

Continued

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

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

I will be closing a street(s)* Barricades can be provided by Public Works upon request
S. Water St along lot #7 *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: _____

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 9, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Trinity Worship in the Park, Thursday, June 11, 2026, from 5:00 to 8:00 pm at Barrie Park (Ebbert, Clerk, Treasurer, Finance Director)

BACKGROUND

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

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

DISCUSSION

Trinity Lutheran Church

Event: Thursday Evening Worship Service

Date and Hours of Event: Thursday, June 11, 2026 5:00 – 8:00 pm

Location: Barrie Park, Trinity Lutheran Church for parking

Contact Person: Peter Bredlau

Estimated Number of Attendees: 50

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 Trinity Worship in the Park, Tuesday, June 11, 2026, from 5:00 to 8:00 pm at Barrie Park.

ATTACHMENTS

- 1. TRINITY WORSHIP IN THE PARK 6.11.26



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

Name of Business/Group Organizing Event: Trinity Lutheran Church

Contact Person for Event: Peter Bredlau

Phone Number: [REDACTED] Email: [REDACTED]

Day of Event Contact Person (if different from above): Phone [REDACTED] Email:

Special Event Details

Event Name: Thursday Evening Worship Service

Event Date (mm/dd/yyyy): June 11, 2026

Event Location: Barrie Park/Bandshell

Estimated Number of Attendees: 50	Hours of Event: 5:00 - 8:00 pm
Event Setup Time: 5:00 pm	Event Tear Down Time: 8:00 pm

Event Description: Worship service in the park using the bandshell and surrounding lawn and tables

Goal/Purpose of Event: Invite our church participants and local residents to worship in the park.

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:

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: 6:30 pm 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.

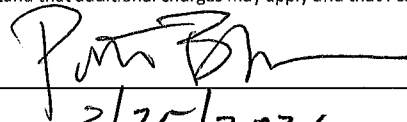
I will be erecting a tent, canopy or other temporary structure.*
*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511

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:



Submission Date:

3/25/2026

For Office Use Only:

Date Received:

3/25/2026

Date Paid:

3/25/2026

Council Approval / Denial Date: _____

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

Event Stipulations:



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Tom Williamson, Public Works Superintendent

RE: Review and possible action to proclaim April 24, 2026, as Arbor Day in the City of Fort Atkinson (Williamson, Superintendent of Public Works)

BACKGROUND

A condition for the City to be named as a Tree City USA is that each year the City must proclaim and observe Arbor Day in the City of Fort Atkinson. The City has proudly been a designated Tree City for over 30 years.

DISCUSSION

In 2026, the Arbor Day Foundation has designated National Arbor Day on Friday, April 24. The Foundation encourages nationwide celebrations of this event through volunteerism and community events. The City of Fort Atkinson and the Foundation are encouraging many different types of celebrations, including hiking in forests, learning about our tree canopy, and planting trees. More information on celebrations may be found at www.arborday.org/celebrate.

The City of Fort Atkinson has continued to invest in maintaining its tree management and tree-planting program, meeting the requirements and expectations of the Tree City USA program for more than 32 years and plans to continue this program long into the future.

FINANCIAL ANALYSIS

This item is not expected to impact the City financially.

RECOMMENDATION

Staff recommends that the City Council President declare April 24, 2026, as Arbor Day in the City of Fort Atkinson.

ATTACHMENTS

1. Arbor Day Proclamation 2026

**OFFICIAL PROCLAMATION OF THE CITY OF FORT ATKINSON
IN RECOGNITION OF ARBOR DAY**

WHEREAS; in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for planting trees, and

WHEREAS; this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

WHEREAS; trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS; trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS; trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS; trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS; the City of Fort Atkinson has been recognized as a Tree City USA by the National Arbor Day Foundation for over 30 years and desires to continue its tree-planting practices.

NOW, THEREFORE, I, Kyle Jaeckle, City Council President of the City of Fort Atkinson and my council colleagues, do hereby proclaim Friday, April 24, 2026 as Arbor Day in the City of Fort Atkinson, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the wellbeing of this and future generations.

Proclaimed this 9th day of April 2026.

Kyle Jaeckle, City Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Adrian Bump, Police Chief

RE: Review and possible action on a proclamation recognizing Telecommunicators Week April 12-18, 2026, 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 12-18, 2026. The City encourages all to celebrate and honor the dedicated telecommunicators who are typically the first point of contact for those in crisis during emergencies.

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 12-18, 2026, as Telecommunicators Week in the City of Fort Atkinson.

ATTACHMENTS

1. Proclamation Telecommunicators Week 2025

**PROCLAMATION
RECOGNIZING NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK
APRIL 12-18, 2026**

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, Kyle Jaeckel, as City Council President of the City of Fort Atkinson and my council colleagues, do here by recognize the week of April 12 through 18, 2026, 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 9th day of April, 2026.

CITY OF FORT ATKINSON

Kyle Jaeckel, City Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to a Proclamation Recognizing Municipal Treasurers Week April 19-25, 2026 (Houseman, City Manager)

BACKGROUND

April 19-25, 2026, is Municipal Treasurers Appreciation Week in the State of Wisconsin.

DISCUSSION

The office of the municipal treasurer is a time-honored and vital part of local government that impacts the day-to-day life of individuals throughout the state. Municipal treasurers administer the procedures and keep the financial records that allow governing bodies to carry out public functions efficiently and with confidence. Municipal treasurers and their staff work together with county treasurers to collect all property taxes for their municipalities, counties, local schools, technical colleges, and the state.

FINANCIAL ANALYSIS

This proclamation is not expected to impact the City financially.

RECOMMENDATION

Staff recommends the Council approve the proclamation recognizing April 19-25, 2026, as Municipal Treasurers Week in the City of Fort Atkinson and recognize the City's Professional Municipal Treasurer, Michelle Ebbert, and her staff: Deputy Treasurer Lance Lembitz, Deputy Clerk Courtney Thom and Utility Billing Specialist Kara Mroz.

ATTACHMENTS

1. Treasurers Week Proclamation

**PROCLAMATION
RECOGNIZING MUNICIPAL TREASURERS
APPRECIATION WEEK
IN THE CITY OF FORT ATKINSON**

WHEREAS; the office of the municipal treasurer is a time-honored and vital part of local government that impacts the day-to-day life of individuals throughout the state; and

WHEREAS; municipal treasurers administer the procedures and keep the financial records that allow governing bodies to carry out public functions efficiently and with confidence; and

WHEREAS; municipal treasurers are the official custodians responsible for proper management and investment of public funds; and

WHEREAS; Wisconsin's municipal and county treasurers work together to collect all property taxes for their municipalities, counties, local schools, technical colleges, and the state; and

WHEREAS; municipal treasurers continually strive to improve the administration of the responsibilities of the office of the municipal treasurer through participation in education programs, seminars, workshops and conferences across Wisconsin; and

NOW, THEREFORE, I, Kyle Jaeckel, as City Council President of the City of Fort Atkinson, and my council colleagues, do hereby declare April 19-25, 2026, as

MUNICIPAL TREASURERS APPRECIATION WEEK

Proclaimed this 9th day of April in the year 2026.

Kyle Jaeckel, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and Possible action on a resolution relating to "Less Mow May," a temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code (Houseman, City Manager)

BACKGROUND

Heart of the City has proposed a temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code, which would allow for grass to exceed the stated eight-inch maximum, to facilitate the promotion and education of habitat necessary for the successful emergence and survival of pollinators in the month of May. This effort, previously known as "No Mow May" has been successfully implemented in the City since 2021. However, research in the last several years has shown that mowing every 2-3 weeks is better for pollinators. As such, Heart of the City has requested that the City provide the same exception as in previous years, but call the month "Less Mow May."

DISCUSSION

This proposed exception would allow **rear yards of residential properties** and designated City-owned property to be exempt from enforcement of Section 102-121(b)(1) throughout the month of May 2026.

The designated City-owned properties to be included in this exception are:

- Barrie Park near the playground on the corner
- North Main St. and N. Fourth St. by the train tracks
- A swatch near the electronic sign at Jones Park
- Wilcox Park section

FINANCIAL ANALYSIS

No financial impact to the City is expected for participating in "Less Mow May."

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution allowing for Temporary Exception to Section 102-121(b)(1) from May 1, 2026 to May 31, 2026 and declare the month “Less Mow May” in the City of Fort Atkinson.

ATTACHMENTS

- 1. Resolution Less Mow May 2026

RESOLUTION NO. _____

**RESOLUTION ALLOWING FOR TEMPORARY EXCEPTION TO
SECTION 102-121(B)(1) OF THE CITY OF FORT ATKINSON MUNICIPAL CODE RELATING TO
VEGETATION, ALSO KNOWN AS “LESS MOW MAY”**

WHEREAS, City of Fort Atkinson residents require food to sustain their lives and one of every three bites of food consumed requires pollinators; and

WHEREAS, the City has a strong public interest in and duty toward the continuing survival of its residents; and

WHEREAS, the pollinators whose activities generate our food include bees, butterflies, moths, birds, as well as many others, and these pollinator species are in decline due to pesticide treatments and mowing, urban sprawl, habitat loss, disease, and parasites; and

WHEREAS, the formative period for establishment and nourishment of pollinator species occurs in late Spring and early Summer upon emergence from hibernation, and at the same time supporting plants emerge and blossom, offering them habitat and forage opportunities; and

WHEREAS, the United States Environmental Protection Agency recognizes the necessity of protecting pollinators by establishing a “National Pollinator Week” proclamation for the week of June 22-28, 2026; and

WHEREAS, pollinator foraging and development is reduced by leaf removal and mowing of grass.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Fort Atkinson recognizes and supports the “Less Mow May” initiative for promotion and education about this critical period for pollinator emergence and survival, allowing for the creation of crucial pollinator-supporting habitat and early Spring foraging opportunities.

BE IT FURTHER RESOLVED, that in the rear yards of residential properties and on designated City-owned properties, from May 1, 2026 through May 31, 2026, the City of Fort Atkinson shall temporarily suspend enforcement of Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code relating to the prohibition of grass and weeds over eight inches tall on improved, unimproved or vacant properties.

Adopted this 9th day of April 2026

Effective the 1st day of May 2026 through the 31st day of May 2026.

CITY OF FORT ATKINSON

Kyle Jaeckel, City Council President

ATTEST:

Michelle Ebbert, Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Director of Neighborhood and Building Services

RE: Second and possible third/final reading of an ordinance relating to a Zoning Map Amendment to change the zoning district for the property located on Mehta Lane (parcels 226-0614-3231-000 and 226-0614-3242-001) from Suburban Mixed Use (SMU) to Multi-Family Residential-12 (MRM-12) (Draeger, Director of Neighborhood and Building Services)

BACKGROUND

The applicant is proposing a Zoning Map Amendment (ZMA) to rezone two vacant parcels in Fort Atkinson from Suburban Mixed Use (SMU) to Multi-Family Residential (MRM-12) to allow development of six apartment buildings with 12 units each (72 total units). If the ZMA is approved, the applicant plans to combine the parcels through a Certified Survey Map (CSM), apply for a Conditional Use Permit for a group development to allow multiple principal buildings on one lot, and complete site plan review for the project details.

The properties are located at the west end of Mehta Lane on the northwest side of Fort Atkinson near the USH 26 bypass and are currently vacant. Nearby land uses include commercial development near Madison Street, apartments to the east, and wetlands, residential neighborhoods, and the Crown of Life Christian Academy to the south. The future land use designation in the City's Comprehensive Plan for these parcels is Planned Mixed Use, which allows multifamily housing, making the proposal consistent with the plan. Prior to further approvals, the applicant will complete a new wetland delineation to establish updated wetland boundaries and determine the site's developable area.

DISCUSSION

The Council held the first reading of the ordinance at a meeting on March 17, 2026. At the meeting on March 10, 2026, the Plan Commission reviewed this matter and recommended that the City Council adopt an Ordinance changing the zoning of the properties to MRM-12 to support the proposed project. A concept plan for the project was presented at the February 10th Plan Commission meeting and received support.

FINANCIAL ANALYSIS

The proposed rezoning would allow development of six multifamily apartment buildings totaling 72 units on currently vacant land. The project would convert undeveloped land that currently generates minimal tax revenue into a higher-value residential property, increasing the overall property tax base. The project may also produce one-time revenues through building permits, plan review fees, and utility connection charges.

Overall, the proposed Zoning Map Amendment meets the requirements of the City's ordinances, is in alignment with adopted City plans, and will provide additional tax base and housing units when the project is complete and is located within Tax Increment District (#9).

RECOMMENDATION

City staff recommends the council hold the second reading, suspend the rules to waive the third reading, and adopt the ordinance relating to a Zoning Map Amendment to change the zoning district for the property located on Mehta Lane (parcels 226-0614-3231-000 and 226-0614-3242-001) from Suburban Mixed Use (SMU) to Multi-Family Residential-12 (MRM-12).

ATTACHMENTS

1. Plan Commission Memorandum ZMA Mehta Lane
2. Updated Written Description - 2-24-26
3. Northwest Quadrant Planning Area
4. Future Land Use Map 1
5. ZMA-Mehta Ordinance



ZONING MAP AMENDMENT REPORT TO THE PLAN COMMISSION

DATE: March 10, 2026

PROPERTY ADDRESS: NA

PARCEL NUMBER: 226-0614-3231-000 and 226-0614-3242-001

OWNER: CBF Investment CO, LLC

APPLICANT: Premier Real Estate Management, LLC
(Emily McFarland)

FILE NUMBER: ZMA-2026-01

EXISTING ZONING: SMU, Suburban Mixed Use

REQUESTED ZONING: MRM-12, Multi-Family Residential

EXISTING LAND USE: Vacant

REQUESTED USES: Multi-family residential

BACKGROUND

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

REQUEST OVERVIEW



The proposed project involves a Zoning Map Amendment for two existing parcels from Suburban Mixed Use (SMU) to Multi-Family Residential (MRM-12) to facilitate the future development of six multi-family apartment buildings with 12 units in each. Pending the proposed amendment, the applicant has indicated that they will seek a certified survey map to combine the two existing parcels; a conditional use permit for a group development to allow multiple principal buildings on the same lot; and site plan review for the details associated with the project.

The subject properties are located on the far northwest side of Fort Atkinson, adjacent to the USH 26 bypass. The parcels are vacant and not currently addressed. They are located at the western terminus of Mehta Lane. Existing land uses in the area include commercial near Madison Street, senior and market rate apartments to the east, and a combination of wetlands, mixed residential neighborhoods, and the Crown of Life Christen Academy to the south.

The parcels are identified as Planned Mixed Use within the Comprehensive Plan. This land use designation includes commercial, multifamily, and mixed-use buildings. The proposed Zoning Map Amendment is consistent with this designation.

The applicant will conduct a new wetland delineation prior to seeking CSM, Group Development, and Site Plan approvals. The new delineation will provide updated wetland boundaries and setback requirements to indicate the developable area of the subject properties.

REZONING REVIEW:

The existing properties are currently zoned SMU. This zoning district allows for a mix of commercial land uses and mixed-use buildings. The Comprehensive Plan identifies the properties as Planned Mixed Use on the Future Land Use Map. The consistency between the proposed rezoning and the Comprehensive Plan is further described below.

The parcels must meet the minimum standards of the MRM-12 zoning district to accommodate the proposed rezoning. All proposed land uses and structures must also meet the minimum standards of each district and will be reviewed in detail associated with future required steps prior to development.

The minimum lot dimensions will be met for each parcel, as shown below:

Parcel 226-0614-3231-000 (western parcel)

Bulk Regulation	MRM-12 Standard	Parcel Dimensions
Minimum Lot Area	20,000 sf	349,278 sf (8.02 acres)
Minimum Lot Width	100 feet	>100 feet
Minimum Lot Depth	120 feet	>120 feet
Minimum Lot Frontage at ROW*	50 feet	0 feet

*The existing western parcel does not currently have any accessible right-of-way frontage. It does share a boundary with the USH 26 Bypass, but no access is permitted per WisDOT standards. The parcel was created without accessible right-of-way frontage, which does not conform to the current zoning and subdivision ordinances. However, the applicant plans to

remediate this nonconformity through a future CSM combining the two subject parcels and providing the required lot frontage at the right-of-way.

Parcel 226-0614-3242-001 (eastern parcel)

Bulk Regulation	MRM-12 Standard	Parcel Dimensions
Minimum Lot Area	20,000 sf	141,165 sf (3.24 acres)
Minimum Lot Width	100 feet	>100 feet
Minimum Lot Depth	120 feet	>120 feet
Minimum Lot Frontage at ROW	50 feet	120 feet

ZONING MAP AMENDMENT CRITERIA:

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

1. Does the proposed Zoning Map Amendment advance the purposes of the Zoning Ordinance as outlined in Section 15.01.03? Yes. The proposed zoning map amendment protects the health, safety, morals, comfort, convenience, and general welfare of the public. This will be accomplished through consistency with neighboring land use patterns and advancement of community goals within adopted plans.
2. Is the proposed Zoning Map Amendment in harmony with the Comprehensive Plan? Yes. The proposed zoning map amendment helps accomplish many of the community's goals as identified in the Comprehensive Plan and is consistent with the Planned Mixed Use designation on the Future Land Use Map.
3. Does the proposed Zoning Map Amendment maintain the desired consistency of land uses, land use intensities, and land use impacts within the pertinent Zoning District? Yes. The proposed zoning map amendment is consistent with the Comprehensive Plan and the intended uses are consistent with adjacent land use patterns to the east (senior and market rate apartments).
4. Does the proposed Zoning Map Amendment address any factors that are not accomplished on the current Zoning Map?
 1. The designations of the Zoning Map are not in conformance with the Comprehensive Plan. N/A
 2. A mapping mistake was made. N/A
 3. Factors have changed such as new data, infrastructure, market conditions, development, annexation, or other zoning changes that make the subject property more appropriate for a different zoning district. Yes. The proposed zoning map amendment allows for the creation of additional housing units

within the City of Fort Atkinson in reflection of the well-documented housing shortage in the community.

4. Growth patterns or rates have changed, creating the need for an amendment to the Zoning Map. Yes. There is a well-documented shortage of housing in Fort Atkinson and across Wisconsin that necessitates additional housing opportunities within the community, which is consistent with the proposed amendment.

PUBLIC NOTICE:

A public hearing is required for Zoning Map Amendment review and action. All required public hearing notices have been properly posted in compliance with state law.

COMPREHENSIVE LAND USE PLAN (2019):

The subject parcels are located within the Northwest Quadrant Planning Area (see attachments) and are identified as community commercial and environmental corridor. Some of the opportunities identified in this area include enhanced marketability due to location near highways, creation of a community gateway experience, traditional neighborhood and sustainable design, neighborhood connections across Highway 26, capitalizing on existing businesses and schools, and urban mixed-use development and redevelopment opportunities.

The subject parcels are also shown as Planned Mixed Use and Environmental Corridor on the Future Land Use Map. The Planned Mixed Use designation includes a mix of commercial and residential uses, including Multi-Family Residential. The Environmental Corridor designation includes open space areas comprised of known sensitive natural resources that require additional, detailed on-site investigation to determine their boundaries and appropriate setbacks. Staff believes the proposal is in concert with the Comprehensive Plan.

DISCUSSION

The applicant has worked with City staff to develop the proposed project. The City's Management Team has reviewed the application and all comments have been included within this document.

The proposed Zoning Map Amendment aims to provide an additional housing development opportunity on the subject properties. This location comprises a mix of different land uses that includes multi-family development directly to the east. However, the amendment still continues to maintain the character and appropriate scale of development within the surrounding neighborhood.

Overall, the proposed Zoning Map Amendment meets the requirements of the City's ordinances, is in alignment with adopted City plans, and will provide additional tax base and housing units when the project is complete. The parcels are located within a Tax Incremental District (#9).

RECOMMENDATION

City staff recommends that the Plan Commission recommend the City Council approve

the Zoning Map Amendment from SMU to MRM-12 for the subject parcels.

Note that the following land use applications are expected for this project, which will require future Plan Commission and/or City Council review and approval:

- A certified survey map combining the two parcels into one to gain right-of-way accessibility conformance with the Zoning Ordinance.
- A conditional use permit for a group development.
- Site, landscape, stormwater, and building material review through the Site Plan Review process.

ATTACHMENTS

1. Updated Written Description - 2-24-26
2. Northwest Quadrant Planning Area
3. Future Land Use Map 1

City of Fort Atkinson

Written Description for Site Plan

Parcels 226-0641-3231-000 and 226-0614-3242-001

Parcel **226-0614-3231-000**

NE1/4 SW1/4. EX PT NW OF STH 26. EX 9.8A IN STH 26 IN DOC 910339. EX PT LYG S OF SD L: COM S1/4/C, S89DG43'E 164.99 FT, N01DG30'W 1780.23FT, N75 DG42'W 904.79FT TO ELY L STH 26 BYPASS.

Parcel **226-0614-3242-001**

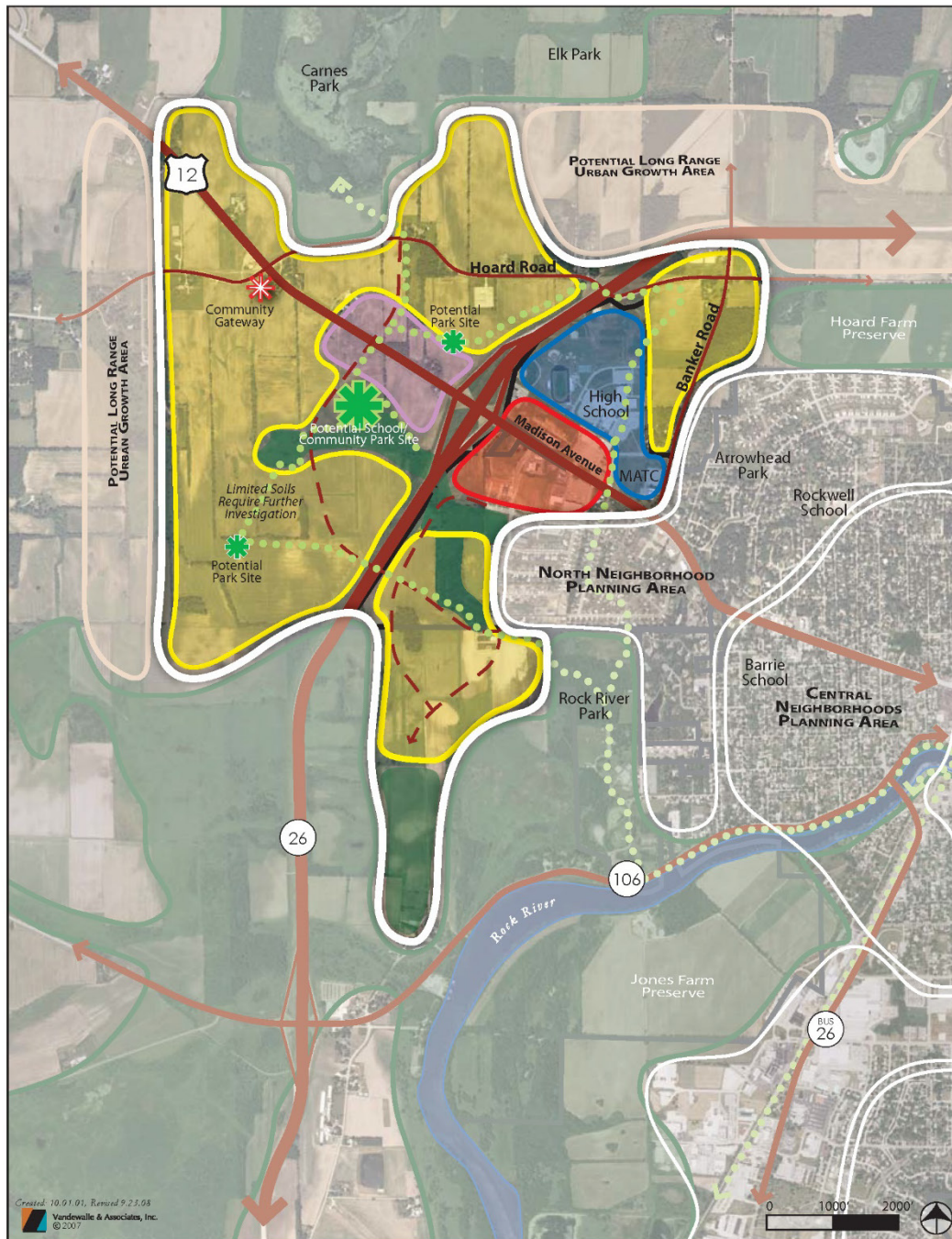
W5A OF NW1/4 SE1/4. EX PT LYG S OF SD L: COM S1/4/C, S89DG43'E 164.99FT, N01DG30' W 1780.23FT, N75DG42'W 904. 79FT TO ELY L STH 26 BYPASS. EX COM W1/4/C, S89DG48'E 2613.44FT, S89DG58'E 107.43 FT TO POB, S89DG58'E 58.27FT S01DG28'E 59.08FT, S75DG05'E 27.77FT, N82DG49'W 49.69FT, N89DG58'W 37.36FT, N00DG01'E 60FT TO POB.

Both properties are currently zoned Suburban Mixed Use (SMU), which does not permit standalone multi-family residential buildings without a commercial component. As a result, rezoning will be required. We would like to rezone the property to Multi-Residential-12 (MRM-12). This district allows up to twenty dwelling units per acre, which aligns with our proposed density. Additionally, an adjacent property already zoned MRM-12. The City's Comprehensive Plan also supports the MRM-12 Zoning as well. The attached site plan shows our typical 12-unit buildings, with each unit including two bedrooms, two bathrooms, an attached garage, and a private entrance. Depending upon the unit, each is roughly between 1,050, and 1,150 square feet. There is also an office space and a mail pickup location for the tenants as well. For employees, there will be 1 full time (property manager) and possibly 2 part time employees for maintenance and housekeeping.

NORTHWEST QUADRANT PLANNING AREA

FIGURE: 2.12

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



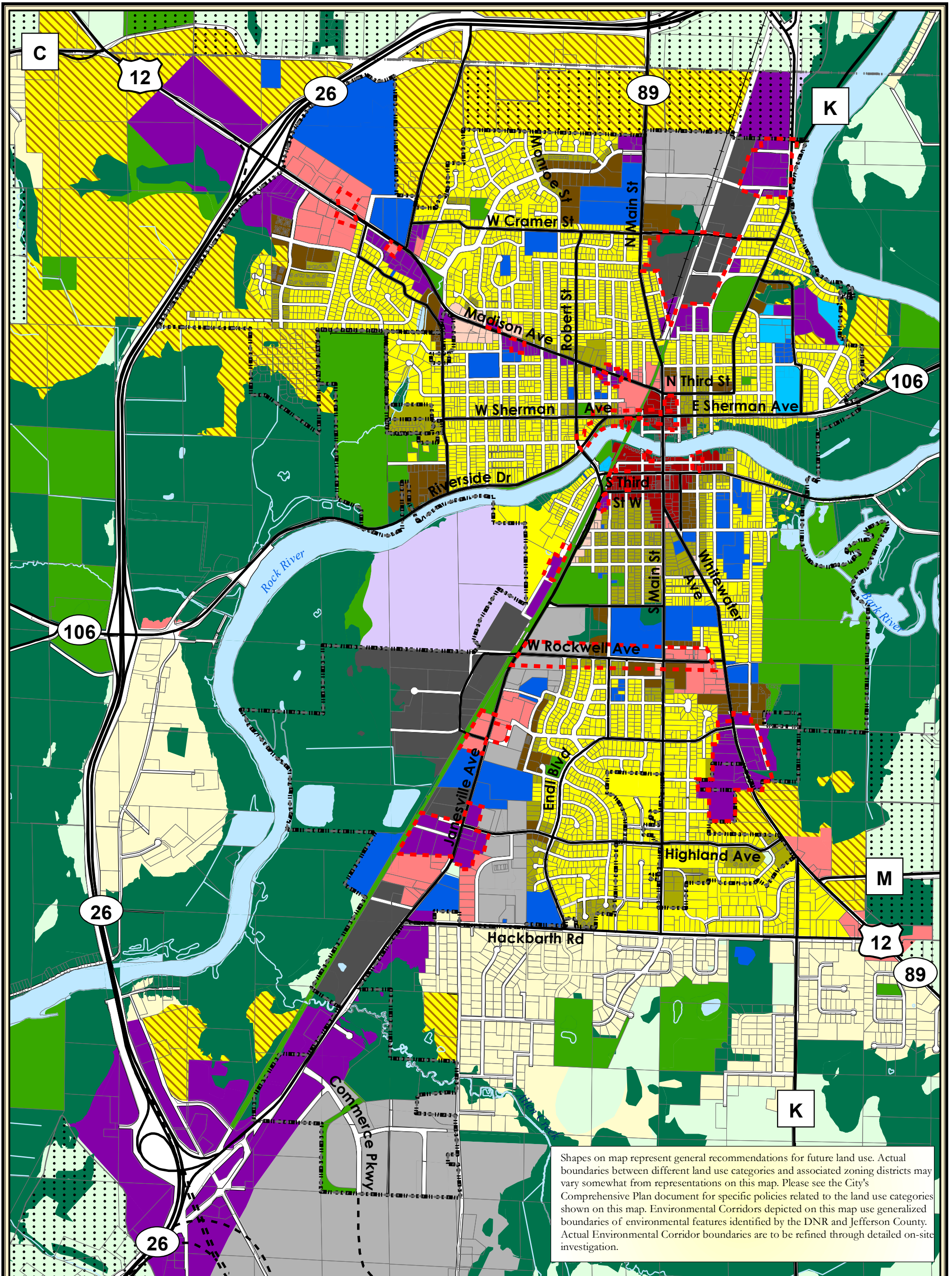
Opportunities

- Proximity to Madison enhances marketability
- Community gateway experience
- Traditional neighborhood & sustainable design
- Neighborhoods connected across Highway 26
- Capitalize on existing businesses & schools
- Urban mixed use development & redevelopment opportunities

Note: This map is not a Detailed Future Land Use Map or Future Transportation Map for zoning and other decision making. The purpose of this map is to show conceptual future growth options and facilitate public discussion.

Conceptual Land Uses

- Community Commercial
- Downtown
- Major Institutions
- Mixed-Use
- Neighborhood
- Employment
- Environmental Corridors
- Agriculture
- Existing Major Roads
- Potential Future Roads
- Main Trails (Existing & Proposed)



**City of Fort Atkinson
Comprehensive Plan**

Map 7: Future Land Use - City View

- City Boundaries
- Town Boundaries
- Parcels
- Right of Way
- Major Roads
- Previously Proposed Hwy 12 Bypass

- AG - Agriculture/Rural
- P - Parks
- EC - Environmental Corridor
- SF-U - Single Family Residential - Urban
- SF-E - Single Family Residential - Exurban
- TF - Two Family/Townhouse Residential
- MR - Manufactured Residential
- MF-R - Multi-Family Residential

- PN - Planned Neighborhood
- NC - Neighborhood Commerical
- CC - Community Commerical
- DT - Downtown
- LI - Light Industrial/Business Park
- GI - General Industrial
- CF - Community Facilities
- HF - Health Facilities
- PMU - Planned Mixed Use

- F-H - Farm-Historic
- UGA - Long Range Urban Growth Area
- Future Redevelopment Opportunity Area
- Surface Water

Sources: Jefferson County - County Land Use; Vandewalle and Associates - Fort Atkinson Land Use

0 0.125 0.25 0.5 0.75 Miles

VANDEWALLE & ASSOCIATES INC. 3/19/19
Amended: 6/6/23
Shaping places, shaping change

ORDINANCE NO. _____

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

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

Section 1. Section 15.02.03 of the City of Fort Atkinson Zoning Ordinance, adopting the Map of Standard Zoning Districts, is hereby amended to change the zoning classification of the following described properties from **SMU, Suburban Mixed Use to MRM-12, Multi-Family Residential-12.**

S.W. 1/4 N.E. 1/4 LYING SOUTH OF U.S.H. 12; EXCEPT THEREFROM LOTS 1, 2 AND 3 OF CERTIFIED MAP NO. 707, RECORDED OCTOBER 21, 1975, IN VOLUME 3 OF CERTIFIED SURVEYS OF JEFFERSON COUNTY, AT PAGE 71, DOCUMENT NO. 726827. ALL IN SECTION 32, TOWNSHIP 6 NORTH, RANGE 14 EAST. PARCEL NO.: PART OF 06-14-32-13.

LOTS 1 AND 2, CERTIFIED SURVEY MAP NO. 707, RECORDED OCTOBER 21, 1975, IN VOLUME 3 OF CERTIFIED SURVEYS OF JEFFERSON COUNTY AT PAGE 71, DOCUMENT NO. 726827, BEING A PART OF THE S.W. 1/4 N.E. 1/4 OF SECTION 32, TOWNSHIP 6 NORTH, RANGE 14 EAST, JEFFERSON COUNTY, WISCONSIN. PARCEL NOS.: 06-14-32-13-001 & 06-14-32-13-002.

THE WEST 10 ACRES OF THE S.E. 1/4 AND THE EAST 1/2 OF THE S.W. 1/4 OF SECTION 32, TOWNSHIP 6 NORTH, RANGE 14 EAST, TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN. EXCEPTING THEREFROM ALL THAT PORTION OF THE N.E. 1/4 OF THE S.W. 1/4 OF SAID SECTION 32 LYING NORTHWESTERLY OF A PARCEL OF LAND CONVEYED TO THE STATE OF WISCONSIN FOR HIGHWAY PURPOSES BY WARRANTY DEED RECORDED MAY 10, 1994, IN VOLUME 882, PAGE 839, DOCUMENT NO. 923759. ALSO THE NORTH 45.83 ACRES OF THE N.W. FRACTIONAL 1/4 N.W. 1/4 OF SECTION 5, TOWNSHIP 5 NORTH, RANGE 14 EAST, TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN. EXCEPTING FROM SAID PARCELS THAT PART THEREOF CONVEYED TO THE STATE OF WISCONSIN FOR HIGHWAY PURPOSES BY DEED RECORDED MAY 10, 1994, VOLUME 882, PAGE 183, DOCUMENT NO. 923759. PARCEL NOS.: 06-14-32-42-001; 06-14-32-43-001; 06-14-32-31; PART OF 06-14-32-34
05-14-05-22

ALL THAT PORTION OF THE S.W. 1/4 S.W. 1/4 OF SECTION 32, TOWNSHIP 6 NORTH, RANGE 14 EAST, LYING SOUTHEASTERLY OF A PARCEL OF LAND CONVEYED TO THE STATE OF WISCONSIN, DEPARTMENT OF TRANSPORTATION, BY DEED RECORDED MAY 10, 1994, IN VOLUME 882, PAGE 847, DOCUMENT NO. 923760. PARCEL NO.: PART OF 06-14-32-34.

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

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

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin,
this 9th day of April, 2026.

Kyle Jaeckel, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Director of Neighborhood and Building Services

RE: Second and possible third/final reading of an ordinance relating to a Zoning Map Amendment for the property located at 23 N. Water St. E. and the westerly adjacent vacant lot (parcels 226-0514-0322-008 and 226-0514-0322-009), to change the zoning from Downtown Historic Mixed Use (DHMU) to Downtown Historic Mixed Use with a Planned Unit Development Overlay (Draeger, Director of Neighborhood and Building Services)

BACKGROUND

Premier Bank owns two parcels between Main Street and Edward Street with frontage on N. Water Street East in the City of Fort Atkinson. One parcel is a gravel parking lot, and the other contains a vacant former auto alignment shop. The applicant proposes demolishing the existing building and combining the parcels to develop a paved, 15-stall off-site parking lot to support Premier Bank staff and customers.

The new lot would replace parking currently used through a private agreement with the neighboring Bienfang's Bar property, which may not be available long-term. A parking study found the proposed lot would help reduce peak parking demand in nearby public downtown spaces. The applicant is currently seeking approval of the Zoning Map Amendment portion of the General Development Plan (GDP), the final approval of the first step in the Planned Unit Development (PUD) process, with a Specific Implementation Plan and Certified Survey Map (CSM) to combine the lots expected at a later stage.

DISCUSSION

The approved General Development Plan (GDP) identifies nine areas of flexibility from the standards of the DHMU zoning district, each related to the proposed off-site parking lot and the physical constraints typical of downtown development in Fort Atkinson. Off-site parking lots were intentionally not permitted as a standalone principal use in the DHMU district to prioritize preservation and reuse of existing structures and limit large surface parking lots in the downtown core. However, the applicant has provided additional context through a parking analysis and a multi-year collaboration with City staff to address documented parking

deficiencies, redevelop an underutilized property, and improve utilities in the area.

City staff and Premier Bank have worked together to develop a proposal that balances the intent of the zoning ordinance with site constraints while supporting broader city goals. The property's location one block off of Main Street helps minimize impacts on the historic streetscape while supporting downtown activity and reducing demand for shared and on-street parking.

Based on these factors, City staff supports the proposal due to its potential to improve infrastructure, address safety concerns, and assist with the long-term coordination of downtown redevelopment.

At the meeting on March 10, 2026, the Plan Commission reviewed this matter and recommended that the City Council adopt an Ordinance changing the zoning of the property. The Council held the first reading of the ordinance at a meeting on March 17.

FINANCIAL ANALYSIS

There will be a minor reduction in the tax base associated with the deconstruction of the existing building. However, the structure is currently dilapidated and carries a relatively low assessed value. In addition, the project provides an opportunity to facilitate the reconstruction of an aging sewer main that has reached the end of its service life and is currently located beneath private property without adequate access for maintenance or repair. This improvement will enhance long-term infrastructure reliability and address a maintenance constraint for the City.

RECOMMENDATION

City staff recommends the council hold the second reading, suspend the rules to waive the third reading, and to approve the Zoning Map Amendment **for the property located at 23 N. Water St. E.** and the westerly adjacent vacant lot (parcels 226-0514-0322-008 and 226-0514-0322-009), to change the zoning from Downtown Historic Mixed Use (DHMU) to Downtown Historic Mixed Use with a Planned Unit Development (PUD) Overlay.

ATTACHMENTS

1. Plan Commission Memo 23 N. Water St.
2. PBP-DRAWINGS Rev 2 11x17 2-5-26
3. Premier Bank Documents
4. Ord. PUD-2025-03 Premier Bank



General Development Plan REPORT TO THE PLAN COMMISSION

DATE: March 10, 2026

PROPERTY ADDRESS: 23 N. Water Street and the westerly adjacent vacant lot

PARCEL NUMBER: 226-0514-0322-008 and 226-0514-0322-009

OWNER: Premier Bank

APPLICANT: Premier Bank

FILE NUMBER: PUD-2025-03

EXISTING ZONING: DHMU, Downtown Historic Mixed Use

PROPOSED ZONING: DHMU, with Planned Unit Development Overlay

EXISTING LAND USE: Parking lot and vacant building

REQUESTED USES: Off-site parking lot

BACKGROUND

Planned Unit Development - GDP REVIEW: Section 15.10.44

Section 15.02.81 of the City of Fort Atkinson Zoning Ordinance outlines the purpose, intent, potential zoning flexibilities, and applicability associated with a PUD. Additionally, Section 15.10.44 of the Zoning Ordinance outlines the procedural steps associated with a PUD. This requires a two-step process: 1) General Development Plan (GDP) to establish the new customized zoning requirements for the property and 2) Specific Implementation Plan (SIP) to review the details of the project associated with the Site Plan. Both must be acted upon by the Plan Commission and/or City Council for approval in reflection of defined criteria as listed within the ordinance.

A Planned Unit Development (PUD) allows a municipality to provide flexibility from certain zoning and design standards in order to accommodate unique site conditions or development proposals that may not fit within the City's zoning regulations. In exchange for this flexibility, the PUD process allows the City to review the project comprehensively to ensure the overall development remains consistent with community planning goals and provides an appropriate site design.

REQUEST OVERVIEW

Premier Bank owns two parcels of land located between Main Street and Edward Street, with frontage along N. Water Street East. One of these parcels is a gravel parking lot, while the other contains a vacant building that was previously used as an auto alignment shop.



The applicant is proposing to demolish the existing building on the eastern parcel and combine the two parcels into a single lot to develop a 15-stall off-site parking lot. This new parking lot would provide additional spaces for bank staff and customers, helping meet parking needs as part of the bank's ongoing development. Currently, Premier Bank has an agreement with the adjacent Bienfang's Bar property for staff parking. However, this arrangement may not continue in the future, as the parking area is privately owned and access is not guaranteed long-term. In response, the proposed parking lot will serve as a replacement for the current parking spaces, ensuring long-term, dedicated parking for the bank. To assess the need for parking, the applicant conducted a parking study for the immediate area, which concluded that the proposed lot would help reduce peak parking occupancy in surrounding public parking areas in the downtown area.

Today, the applicant is seeking Plan Commission review of the General Development Plan (GDP), which is the first step (zoning) in the Planned Unit Development (PUD) approval process. The second step (Specific Implementation Plan), which will include a CSM to combine the lots, will come before the Plan Commission for consideration at a later date, pending the outcome of today's agenda items.

PUBLIC NOTICE:

A public hearing is required for Zoning Map Amendment review and action. All required public hearing notices have been properly posted in compliance with state law.

DISCUSSION

Certified Survey Map (CSM) REVIEW:

The applicant is not seeking CSM review and action today, but it is important to consider the requirements while considering approval of the GDP. A future Certified Survey Map is planned to combine two existing parcels into one. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. The Zoning Ordinance has minimum and maximum density, intensity, and bulk regulations for all properties in the City. As further described below, the new

parcel proposed to be created via the CSM must meet the minimum standards for the DHMU zoning district.

Minimum lot dimensions must be met, as shown below:

Bulk Regulation	DHMU Standard	Proposed New Parcel
Minimum Lot Area	3,000 sf	5,051 sf
Minimum Lot Width	None	84 feet
Minimum Lot Depth	None	60 feet
Minimum Lot Frontage at ROW	None	84 feet

GENERAL DEVELOPMENT PLAN (GDP) REVIEW:

The property will utilize the DHMU zoning district as the underlying requirements. The DHMU district does not currently permit principal Off-Site Parking Lots as a permitted land use. Through the proposed GDP rezoning, the underlying DHMU zoning district will remain in place and this GDP will indicate all requested flexibilities or deviations from that zoning district.

Per Section 15.03.18(6), the Off-Site Parking Lot land use requires the following:

- Access and vehicular circulation shall be designed so as to discourage cut-through traffic = Met (the proposed interconnected surface parking lots may facilitate some cut-through traffic, but volumes will most likely be very low given site constraints, a small number of parking spaces, and tighter traffic circulation areas between the two lots in this downtown setting)

The DHMU zoning district’s bulk dimensions must also be met as shown below:

Requirement Type	Requirement	Proposed
Min. Lot Area	3,000 sf	5,051 sf
Max. Impervious Surface Area	100%	85%
Max. Building Coverage	90%	0%
Min. Lot Width	None	84 feet
Min. Lot Depth	None	60 feet
Min. Lot Frontage at ROW	None	84 feet
Min. Front or Street Side Setback	0 or 10 feet	N/A (no building)
Min. Side Yard Setback	0 feet	N/A (no building)
Min. Rear Yard Setback	10 feet	N/A (no building)
Max. Building Height	50 feet	N/A (no building)
Min. Pavement Setback	Rear/Side: 5 feet Street: 10 feet	Rear: 7 feet Side: 0 feet

GDP FLEXIBILITIES REQUESTED:

The proposed GDP identifies the following items of flexibility from the standards of the DHMU zoning district:

1. The **Permitted Principal Uses** established in Section 15.02.34 of the Zoning Ordinance will not be met by this proposal.
 1. Specifically, an Off-Site Parking Lot is not a permitted principal land use in the DHMU zoning district. The proposed development includes an Off-Site Parking Lot as a principal land use on the site.
2. The **Minimum Pavement Setback** established in Section 15.02.34(7) of the Zoning Ordinance will not be met by this proposal.
 1. Specifically, a minimum of 10 feet is required for pavement adjacent to the street and 5 feet is required for pavement adjacent to side or rear property lines. The proposed development includes a minimum pavement setback of 0 feet on the side property lines and 4 feet on the street facing property line.
3. The **Maximum Number of Access Points** established in Section 15.06.03(5) of the Zoning Ordinance will not be met by this proposal.
 1. Specially, only one access point is permitted to any lot less than 200 feet in width. The proposed development includes two access points on a property that's only 84 feet wide.
4. The **Minimum Number of Bicycle and Pedestrian Connections** in Section 15.06.04 of the Zoning Ordinance will not be met by this proposal.
 1. Specifically, a minimum of one 5-foot-wide pedestrian and bicycle access point is required from at least one street frontage. The proposed development does not include any pedestrian and bicycle access points.
5. The **Minimum Vision Triangle Standards** in Section 15.06.05 of the Zoning Ordinance will not be met by this proposal.
 1. Specifically, a minimum 10-foot vision triangle clearance is required between driveways and the public right-of-way. The proposed development includes a vision triangle clearance of less than 10 feet.
6. The **Minimum Green Space Area for Parking Lots** established in Section 15.06.06(9) of the Zoning Ordinance will not be met by this proposal.
 1. Specifically, a minimum 10-foot green area along all street frontages and interior lot lines shall be required from on-site parking lot areas and a minimum 10-foot green area between abutting off-street parking areas on neighboring properties shall be required. The proposed development includes a 7-foot green area along the northern property line, 4-foot green area along the southern property line, and 0-foot green area along the eastern and western property lines.
7. The **Minimum Permitted Throat Length** established in Section 15.06.06(j) of the Zoning Ordinance will not be met by this proposal

1. Specifically, for parking lots of 6 or more stalls, the minimum throat length required is 25 feet. The proposed development includes 15 parking stalls with a 4-foot throat length (15 feet from the curb).
8. The **Minimum Aisle Width for Two-Way Traffic Flow** established in Section 15.06.06(15) of the Zoning Ordinance will not be met by this proposal.
 1. Specifically, the minimum aisle width for two-way traffic flow is required to be 24 feet. The proposed development includes a 6-foot aisle width along the western property line (total of 14 feet if adjacent private property is included in that measurement).
9. The **Maximum Footcandles at the Property Line** established in Section 15.06.20 of the Zoning Ordinance will not be met by this proposal.
 1. Specifically, the minimum foot candles permitted at the property line is 1.0. The proposed development (if it includes exterior lighting which is currently unknown given the plans provided) would not be able to meet this requirement given the site layout and connections to adjacent existing parking areas.

ZONING MAP AMENDMENT (GDP) FINDINGS:

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

1. Does the proposed Zoning Map Amendment advance the purposes of the Zoning Ordinance as outlined in Section 15.01.03? Yes. The proposed zoning map amendment protects the health, safety, morals, comfort, convenience, and general welfare of the public. This will be accomplished through consistency with the neighboring land uses and assisting the long-term parking needs of downtown businesses.
2. Is the proposed Zoning Map Amendment in harmony with the Comprehensive Plan? Yes. The proposed zoning map amendment is consistent with the Downtown designation on the Future Land Use Map and several of the plan’s stated goals for economic development, utilities and community facilities, and land use.
3. Does the proposed Zoning Map Amendment maintain the desired consistency of land uses, land use intensities, and land use impacts within the pertinent Zoning District? Yes. The proposed zoning map amendment is consistent with adjacent land use patterns that includes off-street surface parking lots to support downtown businesses.
4. Does the proposed Zoning Map Amendment address any of factors that are not accomplished on the current Zoning Map?
 1. The designations of the Zoning Map are not in conformance with the Comprehensive Plan. N/A
 2. A mapping mistake was made. N/A
 3. Factors have changed such as new data, infrastructure, market conditions, development, annexation, or other zoning changes that make the subject property more appropriate for a different zoning district. Yes. The proposed

zoning map amendment allows for the creation of additional parking spaces in the downtown area to support local businesses and assist in meeting the unmet demand for parking as documented within the applicant's parking study.

4. Growth patterns or rates have changed, creating the need for an amendment to the Zoning Map. N/A

OVERVIEW OF SPECIFIC IMPLEMENTATION PLAN (SIP)

The applicant is not seeking SIP review and action today, but it is important to consider the proposed development plan details as part of this GDP review:

- The proposed off-site parking lot is situated directly across the street from Premier Bank's existing on-site parking lot. Pedestrians could use one of two nearby intersections to safely cross N. Water Street East or an additional pedestrian mid-block crossing could be added to assist in facilitating safe pedestrian movements.
- The western access point looks to align with Premier Bank's existing on-site parking lot access point to the south.
- The proposed off-site parking lot area is currently interconnected between several other adjacent properties. The applicant will need to secure cross-access easements between each of the neighboring properties to ensure connectivity and accessibility.
- The proposed development will improve the aesthetic look and overall functionality of the area by increasing the green space between the two existing sites by 763 square feet (15% increase from today), reconstructing the pavement, removing the dilapidated structure, and improving utility infrastructure in the area.
- The applicant has engaged in discussions with the City and neighboring properties regarding private storm sewer upgrades.
- The applicant has agreed to allow an easement for the replacement of an 8-inch clay sanitary sewer line, which has recently encountered issues. This line runs north to south behind and beneath the Main Street buildings on the east side of N. Main Street, extending beyond the private property boundaries.

PUD APPROVAL CRITERIA:

The Plan Commission must make a finding with respect to the following criteria:

- The proposed planned unit development project is consistent with the overall purpose and intent of this chapter = Met
- The proposed planned unit development project is consistent with the City's Comprehensive Plan and other area plans = Met
- The proposed planned unit development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site = Met

- Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the planned unit development project, including but not limited to public sewer and water and public roads = Met
- The proposed planned unit development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities = Met
- The proposed planned unit development project design does not detract from areas of natural beauty surrounding the site = Met
- The proposed architecture and character of the proposed planned unit development project is compatible with adjacent/nearby development = Met
- The proposed planned unit development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area = Met
- The proposed planned unit development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions/base standard modifications variation of any standard or regulation of this chapter = Met
- For planned unit development projects that are proposed to be developed in phases, the applicant can provide a timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed = N/A

The proposed General Development Plan (GDP) identifies nine (9) areas of flexibility from the standards of the DHMU zoning district. Each of the requested flexibilities is directly related to the proposed use, an off-site parking lot, and the physical constraints and configuration typical of downtown development patterns in this area. If a similar project were proposed in another area of Fort Atkinson, there would likely be sufficient space to meet the ordinance's base standards without modification. However, within the core blocks of downtown Fort Atkinson, site limitations and existing development patterns significantly constrain design options.

During the Zoning Ordinance rewrite, Off-Site Parking Lots were intentionally not permitted as a standalone principal use within the DHMU district. This policy decision was made to prioritize the preservation and reuse of existing structures and to prevent large surface parking lots from occupying valuable land within the downtown core. In this instance, however, additional context has been provided through the applicant's parking analysis and a multi-year collaborative process with City staff. The proposal is intended to address documented parking deficiencies, improve a currently underutilized and deteriorating property, upgrade public and private utilities in and around the site, and design the parking area in a manner that is responsive to adjacent land uses and nearby property owners.

City Staff and Premier Bank have worked closely together over an extended period to develop a plan that balances ordinance intent with practical site constraints. Through this collaboration,

the parties have shaped a proposal that improves conditions for all stakeholders and advances the broader interests of the City. The result is a plan that not only addresses the applicant’s operational needs but also contributes to site cleanup, infrastructure improvements, and better overall coordination within the downtown area.

Additionally, the property’s location, positioned off Main Street, helps minimize impacts on the historic streetscape while still providing critical support to downtown activity. By accommodating off-site parking in this location, the project reduces future demand for shared and on-street parking resources, thereby supporting the long-term parking strategy for the downtown district and reinforcing the vitality of the surrounding commercial core.

For these reasons, City staff supports this proposal based on its potential to improve public infrastructure, remove safety hazards, and help coordinate the long-term redevelopment of the downtown area.

RECOMMENDATION

City staff recommends approval of the General Development Plan, with the following conditions:

1. A recommendation to the City Council that the General Development Plan for parcels 226-0514-0322-008 and 226-0514-0322-009 be approved, subject to any and all requirements identified by the Plan Commission.
2. All other applicable standards and requirements of the underlying DHMU zoning district shall continue to be in effect within this established PUD overlay, outside of those flexibilities noted below in item 3.
3. Nine proposed flexibilities from the DHMU zoning district standards:
 - a. Proposed flexibility to allow a permitted by-right principal land use of Off-Site Parking Lots in the DHMU zoning district is granted as proposed in the GDP submittal.
 - b. Proposed flexibility to allow a minimum pavement setback along the street, side, and rear property lines of 0 feet in the DHMU zoning district is granted as proposed in the GDP submittal.
 - c. Proposed flexibility to allow the maximum number of access points to be exceeded up to two on a parcel less than 200 feet in width is granted as proposed in the GDP submittal.
 - d. Proposed flexibility to allow the minimum number of bicycle and pedestrian connections to be less than one is granted as proposed in the GDP submittal.
 - e. Proposed flexibility to allow the minimum vision triangle standards to be less than 10 feet of visual clearance between the driveways and the public right-of-way is granted as proposed in the GDP submittal.
 - f. Proposed flexibility to allow the minimum green space areas for parking lots to be 0 feet along all property lines and between adjacent, neighboring property

- surface parking lots is granted as proposed in the GDP submittal.
- g. Proposed flexibility to allow the minimum permitted throat length to be 4 feet is granted as proposed in the GDP submittal.
 - h. Proposed flexibility to allow the minimum aisle width for two-way traffic flow to be 6 feet on along the western property line is granted as proposed in the GDP submittal.
 - i. Proposed flexibility to allow the maximum footcandles at the property line to be exceeded up a maximum as defined within the SIP approval step.
- 4. Review and approval of a CSM providing cross-access easements with neighboring properties to the West and North and provide a utility easement to the City for replacement of an existing sanitary line, prior to approval of the Specific Implementation Plan.
 - 5. The applicant is required to improve private storm sewer upgrades needed on the parcel and in the surrounding areas in coordination with City staff and adjoining property owners.
 - 6. Any other recommendations of City staff or the Plan Commission.

ATTACHMENTS

- 1. PBP-DRAWINGS Rev 2 11x17 2-5-26
- 2. Premier Bank Documents

PREMIERBANK

PARKING LOT REMODEL

DRAWING INDEX:

- SP-1 SITE LOCATION & IMAGES, RENDERING
- SP-2 EXISTING SITE PLAN
- SP-3 PROPOSED SITE PLAN
- SP-4 LANDSCAPING PLAN
- SP-5 PROPOSED STORM SEWER LOCATION

PROJECT DESCRIPTION:

RAZE EXISTING STRUCTURE. EXPAND EXISTING PARKING, SERVING PREMIERBANK. (15) TOTAL PARKING SPACES.

INCREASE GREENSPACE BY 674 S.F. (8.4% INCREASE)

ADDITION OF (5) MASONRY PIERS WITH WROUGHT IRON FENCE TO MATCH EXISTING MASONRY PIERS LOCATED NORTH OF THE SITE AT SHERMAN AVE E -- SEE FORT ATKINSON PUBLIC PARKING LOT AT 210 N MAIN ST.

EXISTING SITE INFORMATION:

SITE AREA:	5062 S.F.	(0.12 ACRE)
BUILDING FOOTPRINT AREA:	2412 S.F.	(47.6%)
PARKING AREA:	2436 S.F.	(48.1%)
GREEN SPACE AREA:	204 S.F.	(4.02%)

23 N. Water Street East
Fort Atkinson, WI 53538

PROPOSED SITE INFORMATION:

SITE AREA:	5062 S.F.	(0.12 ACRE)
BUILDING FOOTPRINT AREA:	0 S.F.	(00.0%)
PARKING AREA:	4299 S.F.	(84.9%)
GREEN SPACE AREA:	763 S.F.	(15.1%)

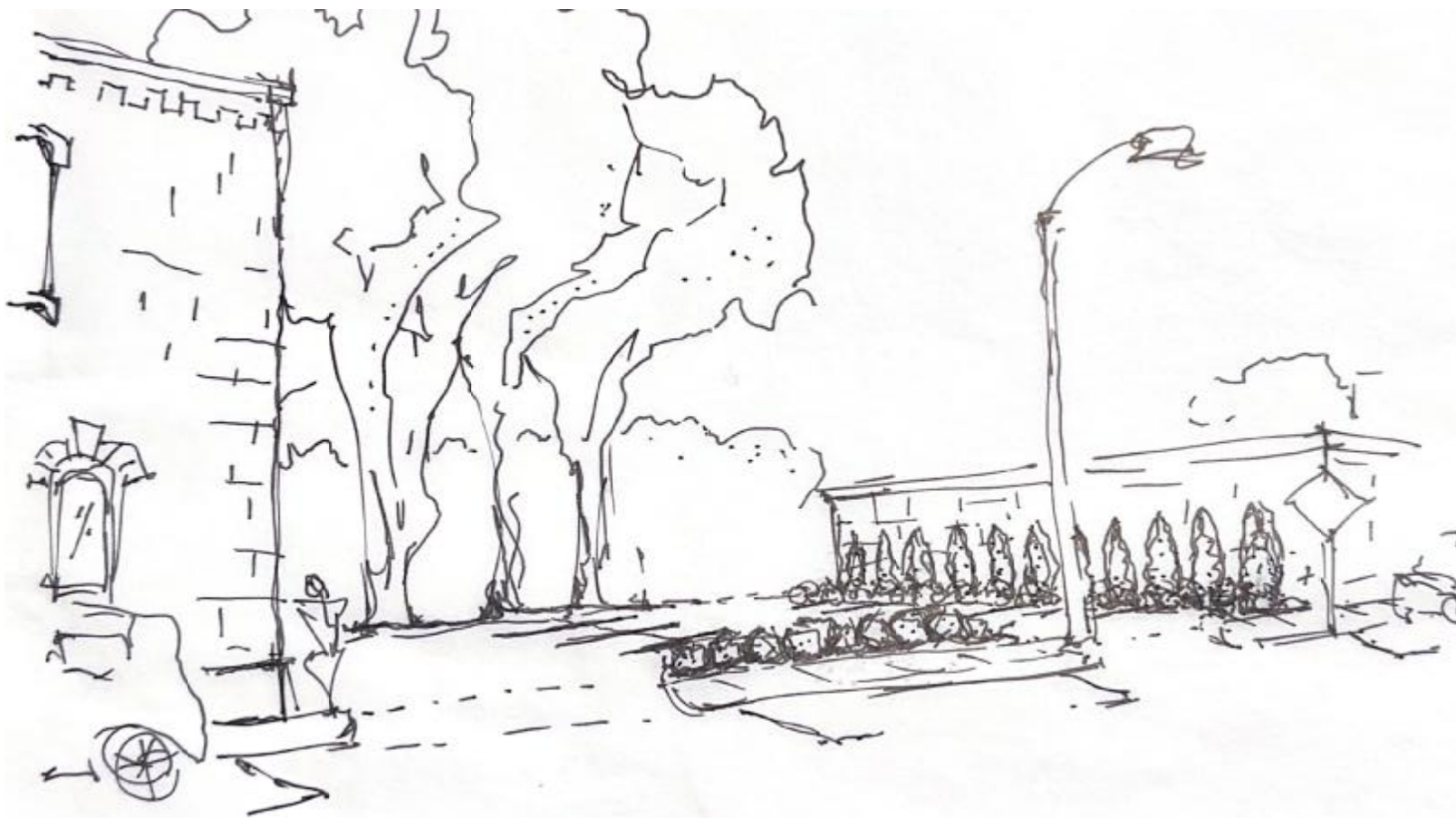
VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

ALL DRAWINGS ARE
1/2 SCALE SHOWN

PRELIMINARY NOT
FOR CONSTRUCTION



EXISTING SITE IMAGES
SCALE: N.T.S.
2022/PREMIER BANK PARKING/FBP-DRAWINGS.DWG
DATE: AUGUST 12, 2022



SOUTH PERSPECTIVE RENDERING
SCALE: N.T.S.
2022/PREMIER BANK PARKING/FBP-DRAWINGS.DWG
DATE: AUGUST 12, 2022



SITE LOCATION

SITE LOCATION MAP
SCALE: N.T.S.
2022/PREMIER BANK PARKING/FBP-DRAWINGS.DWG
DATE: AUGUST 12, 2022

Design Alliance Architects, Inc.

1003 Madison Avenue
Fort Atkinson, WI
(920) 563-3404

PREMIER BANK PARKING LOT
23 N. Water Street East
Fort Atkinson, WI 53538

DRAWING NAMES

SITE INFO

REVISIONS

1	6/28/2024
2	2/3/2025

PROJECT DATA

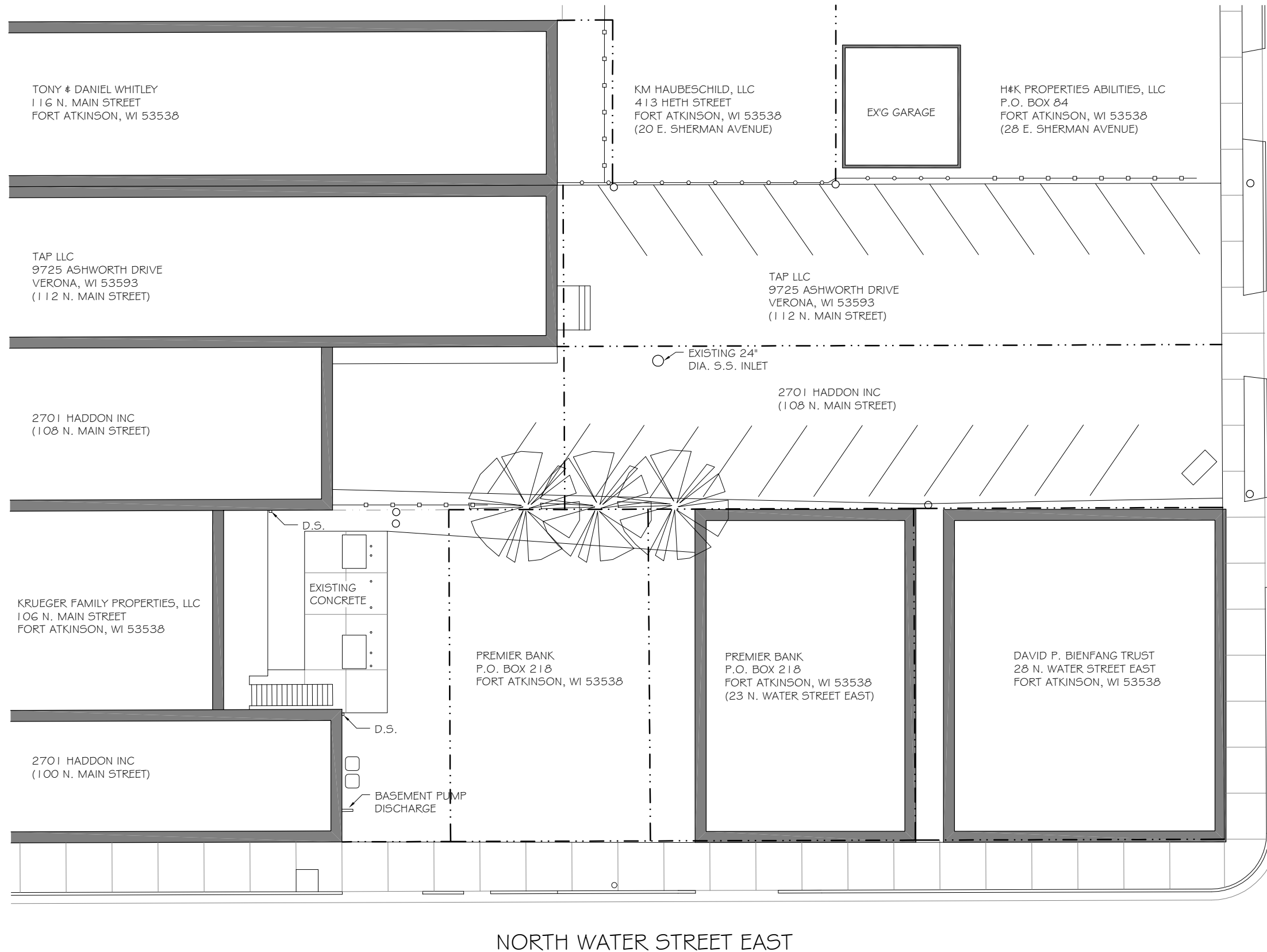
DATE: 9/13/2023
DRAWN BY: CL, CJ
CHECKED BY: P.W.

SHEET NO.

SP-1

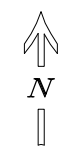
VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

ALL DRAWINGS ARE
1/2 SCALE SHOWN
PRELIMINARY NOT
FOR CONSTRUCTION



EDWARD STREET

NORTH WATER STREET EAST



EXISTING SITE PLAN

SCALE: 1" = 10'-0"
2022/PREMIER BANK PARKING/FBP-DRAWINGS.DWG
DATE: AUGUST 12, 2022

Design Alliance Architects, Inc.
1003 Madison Avenue
Fort Atkinson, WI
(920) 563-3404

PREMIER BANK PARKING LOT
23 N. Water Street East
Fort Atkinson, WI 53538

DRAWING NAMES

EXISTING SITE PLAN	

REVISIONS

1	6/28/2024
2	2/3/2025

PROJECT DATA

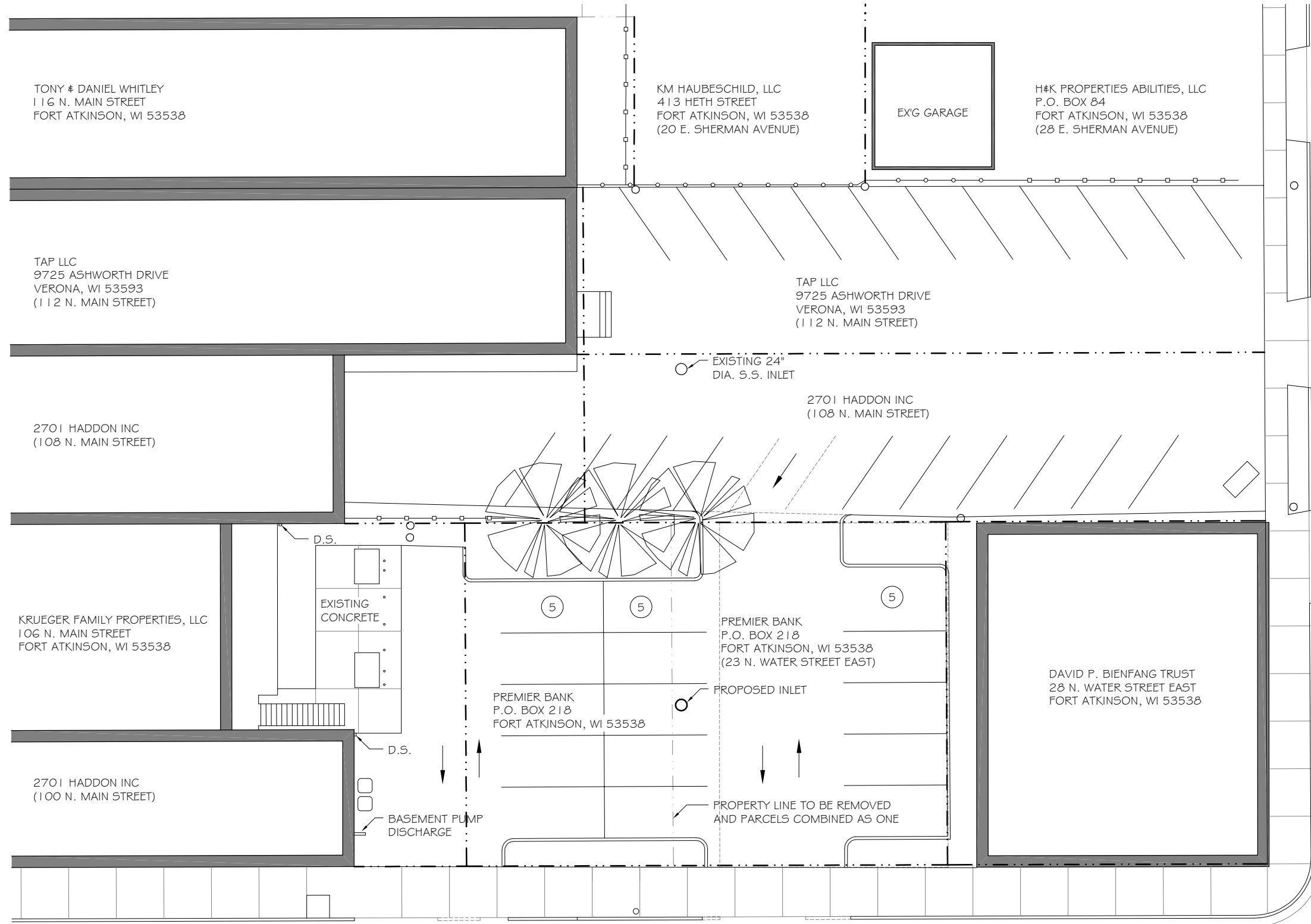
DATE:	9/13/2023
DRAWN BY:	CL, CJ
CHECKED BY:	P.W.

SHEET NO.

SP-2

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

ALL DRAWINGS ARE
1/2 SCALE SHOWN
PRELIMINARY NOT
FOR CONSTRUCTION



EDWARD STREET

NORTH WATER STREET EAST



PROPOSED SITE PLAN

SCALE: 1" = 10'-0"
2022/PREMIER BANK PARKING/FBP-DRAWINGS.DWG
DATE: AUGUST 12, 2022

Design Alliance Architects, Inc.
1003 Madison Avenue
Fort Atkinson, WI
(920) 563-3404

PREMIER BANK PARKING LOT
23 N. Water Street East
Fort Atkinson, WI 53538

DRAWING NAMES

PROPOSED SITE PLAN

REVISIONS

1	6/28/2024
2	2/3/2025

PROJECT DATA

DATE: 9/13/2023
DRAWN BY: CL, CJ
CHECKED BY: P.W.

SHEET NO.

SP-3

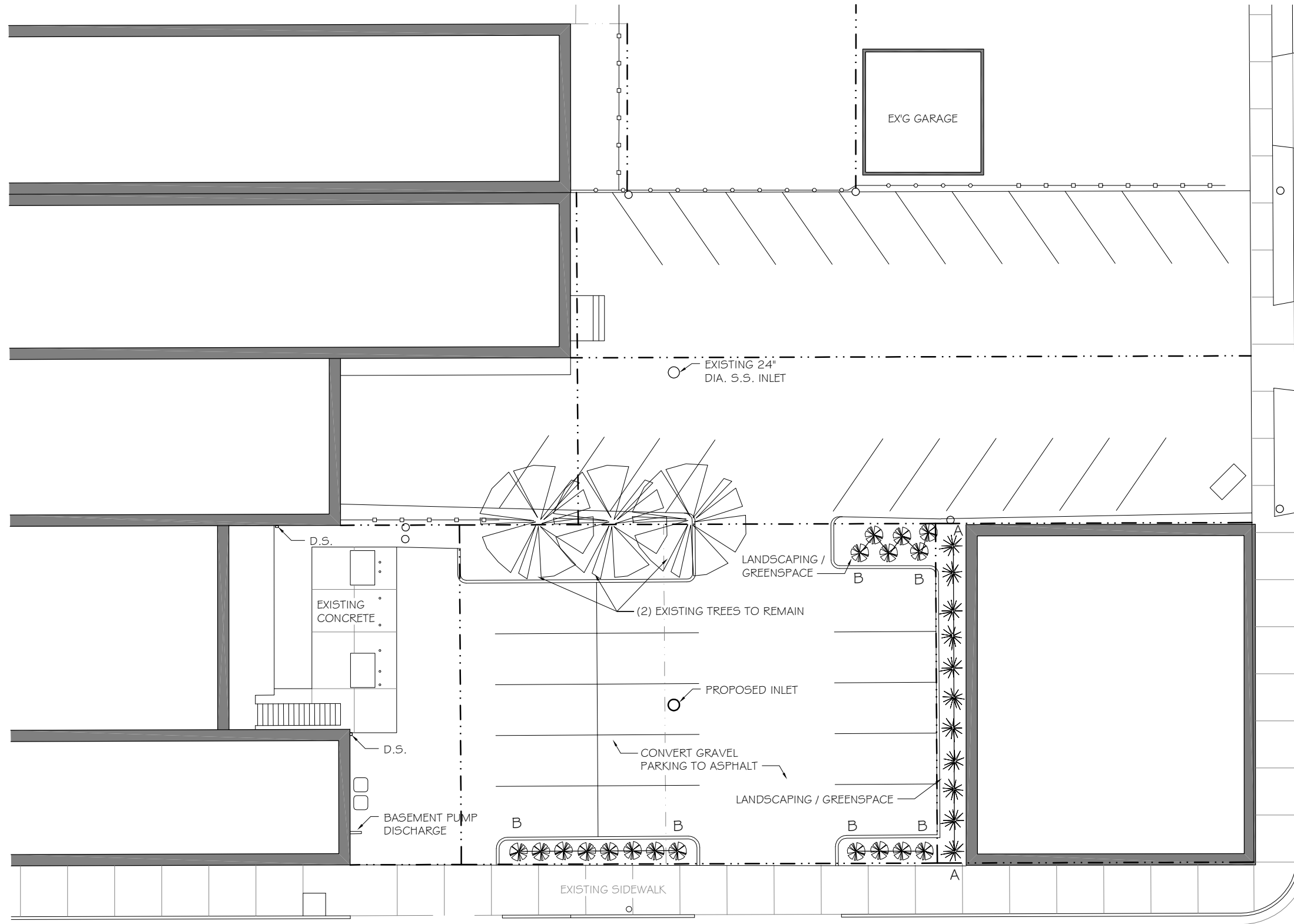
VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

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PLANTING SCHEDULE

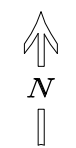
TYPE	DESCRIPTION	PLANTING SIZE	MATURE SIZE	QUANTITY
A	ARBOR VITAE 'PYRAMIDAL'	3-4'H	6' DIA	11
B	DWARF SPIREA 'PROEBELI'	15-18'H	3' DIA	18

NOTE: MATURE SIZES GIVEN ARE FOR PLANT SIZE AFTER 7-12 YEARS GROWTH TYP.



EDWARD STREET

NORTH WATER STREET EAST



LANDSCAPE PLAN
SCALE: 1" = 10'-0"
2022/2023/2024/2025/PREMIER BANK PARKING/FBP-DRAWINGS.DWG
DATE: AUGUST 12, 2022

Design Alliance Architects, Inc.
1003 Madison Avenue
Fort Atkinson, WI
(920) 563-3404

PREMIER BANK PARKING LOT
23 N. Water Street East
Fort Atkinson, WI 53538

DRAWING NAMES

PROPOSED SITE PLAN

REVISIONS

1	6/28/2024
2	2/3/2025

PROJECT DATA

DATE: 9/13/2023
DRAWN BY: CL, CJ
CHECKED BY: P.W.

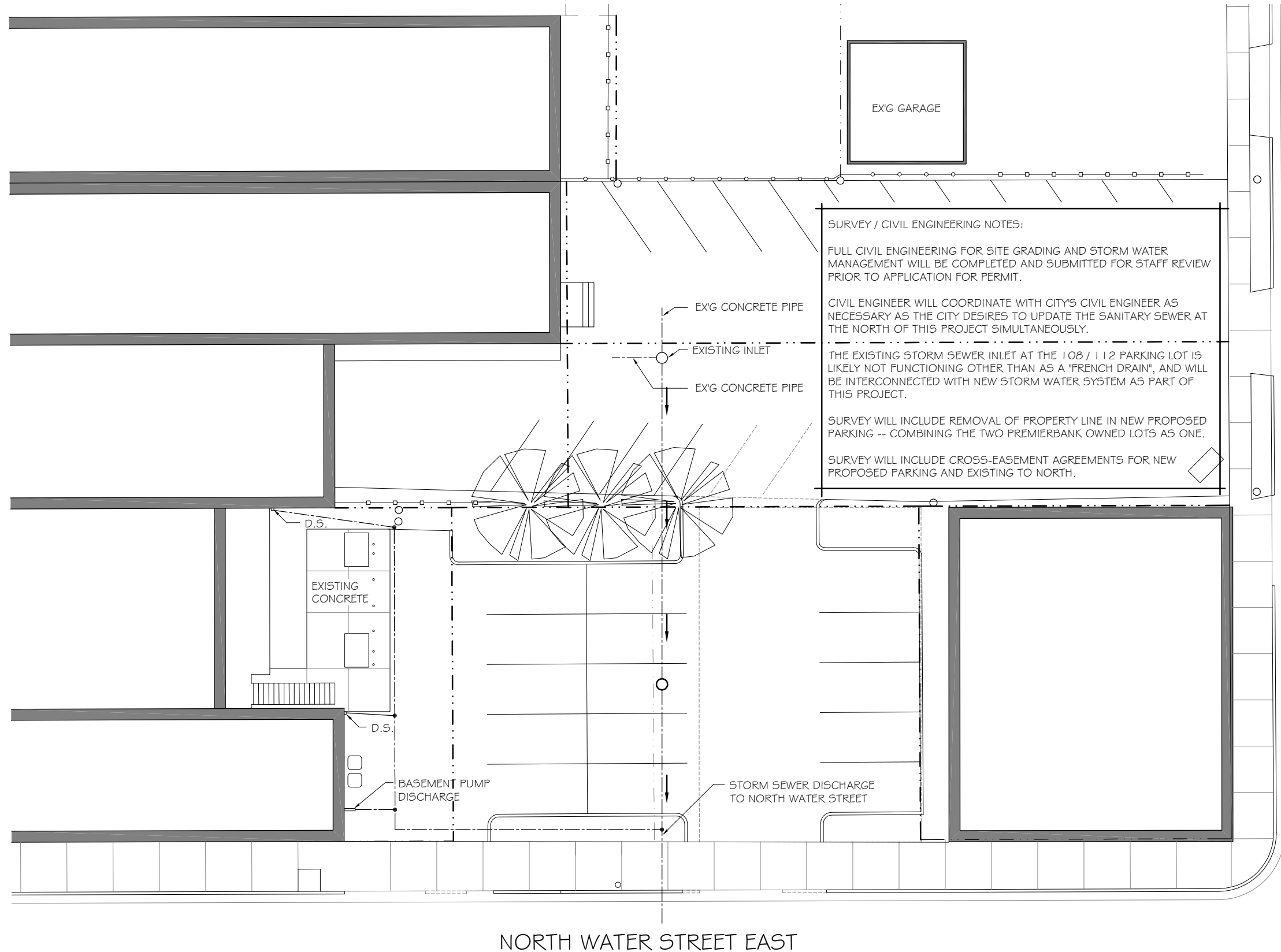
SHEET NO.

SP-4

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

ALL DRAWINGS ARE
1/2 SCALE SHOWN

PRELIMINARY NOT
FOR CONSTRUCTION



SURVEY / CIVIL ENGINEERING NOTES:

FULL CIVIL ENGINEERING FOR SITE GRADING AND STORM WATER MANAGEMENT WILL BE COMPLETED AND SUBMITTED FOR STAFF REVIEW PRIOR TO APPLICATION FOR PERMIT.

CIVIL ENGINEER WILL COORDINATE WITH CITY'S CIVIL ENGINEER AS NECESSARY AS THE CITY DESIRES TO UPDATE THE SANITARY SEWER AT THE NORTH OF THIS PROJECT SIMULTANEOUSLY.

THE EXISTING STORM SEWER INLET AT THE 108 / 112 PARKING LOT IS LIKELY NOT FUNCTIONING OTHER THAN AS A "FRENCH DRAIN", AND WILL BE INTERCONNECTED WITH NEW STORM WATER SYSTEM AS PART OF THIS PROJECT.

SURVEY WILL INCLUDE REMOVAL OF PROPERTY LINE IN NEW PROPOSED PARKING -- COMBINING THE TWO PREMIERBANK OWNED LOTS AS ONE.

SURVEY WILL INCLUDE CROSS-EASEMENT AGREEMENTS FOR NEW PROPOSED PARKING AND EXISTING TO NORTH.

PREMIER BANK PARKING LOT
23 N. Water Street East
Fort Atkinson, WI 53538

DRAWING NAMES
PROPOSED SITE PLAN

REVISIONS	
1	6/28/2024
2	2/3/2025

PROJECT DATA
DATE: 9/13/2023
DRAWN BY: CL, CJ
CHECKED BY: P.W.

SHEET NO.
SP-5

August 15, 2025

Jedidiah Draeger
Director of Neighborhood and Building Services
City of Fort Atkinson
101 N. Main Street
Fort Atkinson WI 53538

Re: 23 North Water St. East and the westerly adjacent lot

Dear Jed,

Enclosed with this letter is a packet of information related to a planned unit development concept plan that we have previously discussed. In this packet are documents that you received previously along with an executed Cost of Recovery Agreement, our check in the amount of \$400.00 for the application fee and a copy of the completed Certified Survey of the lots at this location. I believe from previous discussions that the lots can be joined together by simply requesting such at the county level and thus the Certified Survey may not be necessary but nonetheless am providing you with a copy for your records. It is our intention to join the lots together as one parcel at some point in time during the project process.

Please let me know if there is anything else needed to get the process started. We are looking forward to working with you on this project.

Sincerely,



Russell L. Turk
Chairman/President/CEO



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

CITY OF FORT ATKINSON
COST RECOVERY AGREEMENT

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

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

*Application fees are non-refundable. Fees cover the costs associated with mailing public notices, postage, copies and staff review. Applicants must agree to pay all additional expenses the City may incur on their behalf for contracted services (attorney, planner, engineer and required studies).

Applicant Name: PremierBank C/O: Russ Turk

Project Name: 23 N. Water Street E Parking Lot

Project Address: 23 N. Water St. E and adjacent lot

Parcel Number: 226-0514-0322-008 & 226-0514-0322-009

Dated this 15th day of August, 2025.

Agreement signed and entered into by:

The City of Fort Atkinson

City Manager

Property Owner Information:

Applicant Information (if different):

Owner Name: PremierBank

Applicant Name: _____

Owner Signature: *Russ Turk*

Applicant Signature: _____

Address: 70 N. Main Street

Address: _____

Phone Number: 920-542-1144

Phone Number: _____

do _____

Email Address: _____



Planned Development Concept Plan - PremierBank

PremierBank
Attn.: Russ Turk
70 N. Main Street
Fort Atkinson, WI 53038
Phone: [REDACTED]
Email: [REDACTED]

Site Location:
23 North Water St East and the westerly adjacent lot
Fort Atkinson, WI 53538

Tax Parcel #s: 226-0514-0322-008 & 226-0514-0322-009

Introduction:

Historic downtown districts are the heart of a city, reflecting its rich cultural heritage. Fort Atkinson is no exception. Our downtown serves as a vital hub for commerce and social interaction, and we take pride in being part of this thriving area. A strong and growing downtown is essential to the overall success of a community. However, limited parking can significantly hinder this growth. A recent parking survey has identified a critical shortage of spaces. To address this need, PremierBank plans to build a new parking lot near its downtown location, aiming to support the economic vitality of the area

Description of Proposal:

This proposal is not a normal PUD application in that several of the items normally provided within a concept plan for a PUD will not pertain to this project. Therefore, those items that pertain will be addressed as best we can.

PremierBank owns the above referenced parcels, one of which is a gravel parking area and the other is a metal building that has been vacant for several years (previously an auto alignment shop). The bank desires to combine the two lots into one parcel and construct a blacktop parking lot for this area. A survey has already been completed in preparation of the lot combination. In doing this, the parking lot will not only provide additional parking for Bank staff and customers but also for other area businesses as well.

As a part of this proposal and to determine the potential need for a parking facility in the area, PremierBank engaged Traffic Analysis & Design, Inc. (TADi) of Cedarburg to conduct a parking evaluation for the immediate area. As a result of the parking evaluation, TADi has concluded,

- *“The construction of a 15-space paved parking lot in place of a four-space gravel lot and building at 23 N. Water Street East is expected to reduce the future peak occupancy of parking areas immediately surrounding the Premier Bank at N. Main Street. Without this lot, and without the potential availability for bank staff to park in the Bienfang’s Bar*

parking lot, peak occupancy in these parking areas will increase significantly with limited parking availability for banking customers. Therefore, it is recommended that a new 15-space paved parking lot be constructed to accommodate the expected future parking demand." (italics added)

To be aesthetically pleasing to the area, PremierBank is looking to fulfill the goal of enhancing the natural beauty of the area, while at the same time seeking to provide an economic boost to the commerce of the area. With that in mind, The Design Alliance Architects, Inc. company was hired to prepare a design rendering of the site so that the general project themes, images, general treatment of the natural features and the relationship to nearby properties and public streets are addressed in such a way to fulfill this goal. The design rendering has been included in this packet for review.

In addition, and as requested, the two lots have been surveyed, and the plan is to join the two parcels into one thus facilitating a clean and unobstructed parcel map of the area being developed. A copy of the proposed survey is included in this packet for review and acceptance.

Conclusion

The construction of a new parking lot in the historic downtown district is not merely a logistical improvement but a strategic investment in the economic vitality of the area. The findings from the parking survey clearly outline the necessity for additional parking, and the potential economic benefits are substantial. By enhancing accessibility, supporting local businesses, and attracting more visitors, a new parking lot will serve as a catalyst for economic growth and sustainability in our historic downtown district. The time to act is now, to ensure that our downtown area continues to thrive and preserve its historic charm for future generations.



Procedural Checklist for Planned Developments

The process for review and approval of the General Development Plan shall be identical to that for zoning map amendments per Section 15.10.31. The process for review and approval of the Specific Implementation Plan shall be identical to that for site plans per Section 15.10.42.

This form is designed to be used by the Applicant as a guide for submitting a complete for a Planned Development (PUD) and by the City to process the application.

Name, company, and client (if applicable): PremierBank, 70 N. Main St., Fort Atkinson, WI 53538

Contact person: Russ Turk

Phone number: [REDACTED] Email: [REDACTED]

Property address for Planned Development: 23 N. Water St. E and the westerly adjacent vacant lot with tax parcel #s of 226-0514-0322-008 and 226-0514-0322-009

I Application Packet Requirements See attached for content pertaining to this section.

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

- A. Pre-Application Conference.** Prior to formal petition for zoning to a PUD district, the applicant shall confer with appropriate City staff in order to establish mutual understanding as to the basic concept proposed and to ensure proper compliance with the requirements for processing. Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the City, but should be considered as the informal, non-binding basis for proceeding to the next step.
- B. Concept Plan.** Upon completion of the pre-application conference, described above, the applicant may decide to prepare an optional conceptual plan for review by the Plan Commission.

The Plan Commission or City Council may waive submittal information listed below, and/or may likewise require additional information beyond that listed below. The Plan Commission shall accept the concept plan and inform the application to move on to the next step in the PUD process, General Development Plan.

The concept plan submittal shall include the following items:

- A location map of the subject property and its vicinity.
- A general written description of the proposed PUD, including:
 - General project themes and images.
 - The general mix of dwelling unit types and/or land uses.
 - Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface ratio, and/or other appropriate measures of density and intensity.
 - General treatment of natural features.
 - Relationship to nearby properties and public streets.
 - Relationship of the project to the Comprehensive Plan.
 - Description of potentially requested exceptions from the requirements of this Chapter. The purpose of this information shall be to provide the Plan Commission with information necessary to determine the relative merits of the project with respect to private versus public benefit, and to evaluate the

potential adverse impacts created by making exceptions to standard zoning district requirements.

- A conceptual drawing of the site plan layout, including the general locations of public streets and/or private drives.

C. General Development Plan (GDP):

The GDP submittal shall include the following items:

- General location map of the subject site depicting:
 - All lands for which the Planned Unit Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
 - Current zoning of the subject site and abutting properties, and the jurisdiction(s) that maintains that control.
 - A graphic scale and a north arrow.
- Generalized site plan showing the pattern or proposed land uses, including:
 - General size, shape, and arrangement of lots and specific use areas.
 - Basic street pattern and pattern of internal drives.
 - General site grading plan showing preliminary road grades.
 - Basic storm drainage pattern, including proposed on-site stormwater detention.
 - General location of recreational and open space areas, including designation of any such areas to be classified as common open space.
- Statistical data, including:
 - Minimum lot sizes in the development.
 - Approximate areas of all lots.
 - Density/intensity of various parts of the development.
 - Building coverage.
 - Landscaping surface area ratio of all land uses.
 - Expected staging.
- Conceptual landscaping plan, noting approximate locations of foundation, street, yard, and paving landscaping, and comparing the proposed landscaping plan to the standard landscaping requirements in Article VIII.
- General signage plan, including all project identification signs and concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from City standards or common practices.
- General outline of property owners' association, covenants, easements, and deed restrictions.
- A written description of the proposed Planned Unit Development, including:
 - General project themes and images.
 - The general mix of dwelling unit types and/or land uses.
 - Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface area ratio, and/or other appropriate measures of density and intensity.
 - General treatment of natural features.
 - General relationship to nearby properties and public streets.

- General relationship of the project to the Comprehensive Plan.
- Proposed exceptions from the requirements of this Chapter.
- A Traffic Impact Analysis – if deemed necessary by Zoning Administrator – that evaluates the adequacy of the existing and proposed transportation system that services the PUD and addresses all elements of the transportation system as it related to pedestrians, bicyclists, transit, vehicular traffic, and adjacent land development. WisDOT TIA requirements must be followed if a development project has direct access to the State Trunk Highway System.
- D. Specific Implementation Plan (SIP):**

Upon completion of the GDP review process, described above, the applicant shall submit a Specific Implementation Plan to the Zoning Administrator for determination of completeness. The SIP may be placed on the Plan Commission agenda once the Zoning Administrator determines the SIP to be complete.

The Zoning Administrator, or by majority vote of the Plan Commission may waive submittal information listed below, and/or may likewise require additional information beyond that listed below. Note that the area included in a SIP may be only a portion of the area included in a previously approved GDP. The SIP submittal shall include the following items:

- An existing conditions map of the subject site depicting the following:
 - All lands for which the Planned Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
 - Current zoning of the subject property and all abutting properties, and the jurisdiction(s) that maintains that control.
 - Existing utilities and recorded easements.
 - All lot dimensions of the subject site.
 - A graphic scale and a north arrow.
- A SIP map of the proposed site showing at least the following:
 - Lot layout and the arrangements of buildings.
 - Public and private roads, driveways, walkways, and parking facilities.
 - Specific treatment and location of recreational and open space areas, including designation of any such areas to be classified as common open space.
- Proposed grading plan.
- Specific landscaping plan for the subject site, specifying the location, species, and installation size of all plantings. The landscaping plans shall include a table summarizing all proposed species.
- Architectural plans for any nonresidential buildings, multifamily structures, or building clusters, other than conventional single-family homes or individual lots, in sufficient detail to indicate the floor area, bulk, and visual character of such buildings.
- Engineering plans for all water and sewer systems, stormwater systems, roads, parking areas, and walkways.
- Signage plan for the project, including all project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles), and group development signage themes that are proposed to vary from City standards or common practices.
- Specific written description of the proposed SIP including:
 - Specific project themes and images.
 - Specific mix of dwelling unit types and/or land uses.

- Specific residential densities and nonresidential intensities as described by dwelling units per acre, and landscaping surface area ratio and/or other appropriate measures of density and intensity.
- Specific treatment of natural features, including parkland.
- Specific relationship to nearby properties and public streets.
- Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads; density/intensity of various parts of the development; building coverage, and landscaping surface area ratio of all land uses; proposed staging; and any other plans required by the Plan Commission.
- A statement of rationale as to why PUD zoning is proposed. This statement shall list the standard zoning requirements that, in the applicant's opinion, would inhibit the development project and the opportunities for community betterment that are available through the proposed PUD project.
- A complete list of zoning standards that would not be met by the proposed SIP and the location(s) in which such exceptions would occur.
- Phasing schedule, if more than one development phase is intended.
- Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation and maintenance of common open areas and amenities.
- A written description that demonstrates how the SIP is consistent with the approved GDP and any and all differences between the requirements of the approved GDP and the proposed SIP.

II Criteria Used to Evaluate the Planned Development Application

See Section 15.10.44(e) for criteria used by the Zoning Administrator to evaluate the application. The Plan Commission shall make findings with respect to the following criteria:

1. The proposed Planned Unit Development project is consistent with the overall purpose and intent of the Fort Atkinson Zoning Code.
2. The proposed Planned Unit Development project is consistent with the City's Comprehensive Plan and other area plans. (It is the responsibility of the City to determine such consistency.)
3. The proposed Planned Unit Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.
4. Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Unit Development project, including but not limited to public sewer and water and public roads.
5. The proposed Planned Unit Development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities.
6. The proposed Planned Unit Development project design does not detract from areas of natural beauty surrounding the site.
7. The proposed architecture and character of the proposed Planned Unit Development project is compatible with adjacent/nearby development.
8. The proposed Planned Unit Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area.



9. The proposed Planned Unit Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions modifications variation of any standard or regulation of the Fort Atkinson Zoning Code.
10. For Planned Unit Development projects that are proposed to be developed in phases, the applicant can provide a timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed.

III Process Checklist

- | | |
|--|----------------------|
| <input type="checkbox"/> Pre-Application Conference | Date: <u>sm 3/18</u> |
| <input type="checkbox"/> Plan Commission Concept Plan Review | Date: _____ |
| <input type="checkbox"/> General Development Plan (<i>same process as zoning map amendment</i>) | |
| <input type="checkbox"/> Application fee of \$200.00 received by City Clerk | Date: <u>sm 3/18</u> |
| <input type="checkbox"/> Reimbursement of professional consultant costs agreement executed. | Date: <u>sm 3/18</u> |
| <input type="checkbox"/> Receipt of GDP by Zoning Administrator | Date: <u>sm 3/18</u> |
| <input type="checkbox"/> Development Review Team Input | Date: <u>sm 3/18</u> |
| <input type="checkbox"/> Class 2 legal notice sent to official newspaper by City Clerk | Date: _____ |
| <input type="checkbox"/> Class 2 legal notice published on _____ and _____ | Date: _____ |
| <input type="checkbox"/> Notification of neighboring property owners within 100 feet of the petition | Date: _____ |
| <input type="checkbox"/> Notification of clerks of municipalities within 1,000 feet of the petition | Date: _____ |
| <input type="checkbox"/> Notification of airports within 3 miles of the petition | Date: _____ |
| <input type="checkbox"/> Plan Commission Public Hearing, review and recommendation | Date: _____ |
| <input type="checkbox"/> Common Council review and action | Date: _____ |
| <input type="checkbox"/> Specific Implementation Plan (<i>same process as site plan</i>) | |
| <input type="checkbox"/> Receipt of SIP by Zoning Administrator | Date: _____ |
| <input type="checkbox"/> Development Review Team Input | Date: _____ |
| <input type="checkbox"/> Zoning Administrator Report | Date: _____ |
| <input type="checkbox"/> Plan Commission Public Meeting | Date: _____ |
| <input type="checkbox"/> Plan Commission Review and Action | Date: _____ |

Planned Development Concept Plan - PremierBank

PremierBank

Attn.: Russ Turk

70 N. Main Street

Fort Atkinson, WI 53038

Phone: [REDACTED]
[REDACTED]

Site Location:

23 North Water St East and the westerly adjacent lot

Fort Atkinson, WI 53538

Tax Parcel #: 226-0514-0322-008 & 226-0514-0322-009

Introduction:

Historic downtown districts are the heart of a city, reflecting its rich cultural heritage. Fort Atkinson is no exception. Our downtown serves as a vital hub for commerce and social interaction, and we take pride in being part of this thriving area. A strong and growing downtown is essential to the overall success of a community. However, limited parking can significantly hinder this growth. A recent parking survey has identified a critical shortage of spaces. To address this need, PremierBank plans to build a new parking lot near its downtown location, aiming to support the economic vitality of the area

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PremierBank owns the above referenced parcels, one of which is a gravel parking area and the other is a metal building that has been vacant for several years (previously an auto alignment shop). The bank desires to combine the two lots into one parcel and construct a blacktop parking lot for this area. A survey has already been completed in preparation of the lot combination. In doing this, the parking lot will not only provide additional parking for Bank staff and customers but also for other area businesses as well.

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- *“The construction of a 15-space paved parking lot in place of a four-space gravel lot and building at 23 N. Water Street East is expected to reduce the future peak occupancy of parking areas immediately surrounding the Premier Bank at N. Main Street. Without this lot, and without the potential availability for bank staff to park in the Bienfang’s Bar*

parking lot, peak occupancy in these parking areas will increase significantly with limited parking availability for banking customers. Therefore, it is recommended that a new 15-space paved parking lot be constructed to accommodate the expected future parking demand.”(italics added)

To be aesthetically pleasing to the area, PremierBank is looking to fulfill the goal of enhancing the natural beauty of the area, while at the same time seeking to provide an economic boost to the commerce of the area. With that in mind, The Design Alliance Architects, Inc. company was hired to prepare a design rendering of the site so that the general project themes, images, general treatment of the natural features and the relationship to nearby properties and public streets are addressed in such a way to fulfill this goal. The design rendering has been included in this packet for review.

In addition, and as requested, the two lots have been surveyed, and the plan is to join the two parcels into one thus facilitating a clean and unobstructed parcel map of the area being developed. A copy of the proposed survey is included in this packet for review and acceptance.

Conclusion

The construction of a new parking lot in the historic downtown district is not merely a logistical improvement but a strategic investment in the economic vitality of the area. The findings from the parking survey clearly outline the necessity for additional parking, and the potential economic benefits are substantial. By enhancing accessibility, supporting local businesses, and attracting more visitors, a new parking lot will serve as a catalyst for economic growth and sustainability in our historic downtown district. The time to act is now, to ensure that our downtown area continues to thrive and preserve its historic charm for future generations.

Proposed Parking Lot location



TECHNICAL MEMORANDUM

Date: March 10, 2023

To: Russ Turk, Chairman/President/CEO
Premier Bank

From: Tammi Czewski, P.E., PTOE
Traffic Analysis & Design, Inc.

Subject: **Parking Evaluation for Premier Bank
Fort Atkinson, WI**

Premier Bank proposes to construct a new parking lot on the north side of N. Water Street East, opposite the N. Main Street bank location in Fort Atkinson, Wisconsin. The proposed 15-space paved parking lot would replace an existing building and four-space gravel lot at 23 N. Water Street East. Under an existing agreement, Premier Bank staff currently utilizes excess parking on the adjacent Bienfang's Bar property. The proposed parking lot would replace some of this parking should the agreement not continue in the future.

This technical memorandum was prepared to evaluate the existing parking occupancy (supply & demand) surrounding the Premier Bank building compared to future occupancy without bank parking at Bienfang's Bar and with additional parking in the proposed lot. The location of the Premier Bank, proposed parking lot, and parking evaluation study area are shown on [Exhibit 1](#). A conceptual site plan for the proposed parking lot is shown on [Exhibit 2](#).

Existing Parking Supply

TADI documented the available parking supply in the Bienfang's Bar parking lot, the Premier Bank parking lots (at both the N. Main Street location and Sherman Avenue East locations), the gravel lot north of the N. Main Street Premier Bank, and public on-street spaces along N. Water Street East, N. Main Street, and Edward Street. There is total supply of 102 parking spaces in these areas.

Existing Parking Demand & Occupancy

TADI documented the parking demand (occupied spaces) in each parking area every hour from 10:00 a.m. to 4:00 p.m. on February 24, 2023. Based on the compiled data, the highest

combined number of occupied parking spaces occurred at 2:00 p.m. During this time, 58 of the available parking spaces were occupied with vehicles (six spaces were occupied with snow piles), resulting in an existing vehicle occupancy rate of 57%. The snow-occupied spaces were in the Premier Bank parking lot on N. Main Street (three spaces occupied) and in the Premier Bank parking lot on Sherman Avenue (three occupied spaces). To represent “typical” conditions where these spaces are available for vehicle parking, this study does not consider the snow-filled spaces as a demand value in the occupancy calculations.

The hourly parking supply and demand counts and peak occupancy rate for each parking area is shown in [Table 1](#). The parking data is also shown graphically on [Exhibit 3](#).

Table 1. Existing Parking Supply & Demand

Time	Main Street	Premier Bank	Bienfang's Bar	Edward Street "South"	Water Street	Gravel Lot	Edward Street "North"	Premier Bank Branch	Total Parked Cars
10:00 AM	1	10	12	7	6	4	5	7	52
11:00 AM	0	5	13	6	6	4	9	7	50
12:00 PM	0	4	13	5	9	4	9	5	49
1:00 PM	0	4	13	6	8	3	10	7	51
2:00 PM	0	10	14	6	10	4	8	6	58
3:00 PM	0	4	14	7	10	4	8	7	54
4:00 PM	0	5	12	8	8	4	11	7	55
Total Supply	6	22	17	10	12	4	14	17	102
Peak Vehicle Occupancy %	0%	45%	82%	60%	83%	100%	57%	35%	57%

Future Parking Demand & Occupancy

Premier Bank reports typical staff occupancy of about 45 per day in the N. Main Street location, which at times grows up to 55 per day. Assuming that the existing parking demand counts represent a typical day for bank staff, the future demand volumes were adjusted to account for an additional 10 peak occupied spaces.

Based on field notes during the parking demand counts, at least 12 of the 14 vehicles parked at Bienfang’s Bar at 2:00 p.m. appeared to be from bank staff (these vehicles were parked in the lot prior to the bar opening at 11:00 a.m., moved only at lunch, and returned for the remainder of the day). This lot may not be available for bank parking in the future. Therefore, the 17 spaces in the Bienfang’s Bar parking lot were removed from the parking supply available to bank staff, and the two non-bank vehicles parked in the Bienfang’s Bar parking lot at 2:00 p.m. were removed from the parking demand.

The additional bank staff and reduction in available staff parking spaces results in a future peak occupancy of 78% (66-space demand and 85-space supply). Assuming that the staff displaced from the Bienfang’s Bar parking lot will park in the closest-available lots to the Premier Bank at N. Main Street, many of these parking areas will be 100% full. This leaves limited additional spaces needed to accommodate overlapping parking for customer turnover. The future estimated parking occupancy for each parking area is shown on [Exhibit 4](#).

If the existing gravel lot north of the Premier Bank were replaced with a 15-space paved parking lot, the parking supply would increase to 96 spaces, resulting in an overall future peak occupancy of 69%. Parking lots surrounding the bank can be less than “full” (parking areas are typically considered “full” at 85% occupancy) without N. Main Street Premier Bank staff or customers having to park more remotely along the northern study segment of Edward Street or within the Sherman Avenue Premier Bank parking lot. The future estimated parking occupancy for each parking area with the additional propose parking lot on N. Water Street East is shown on [Exhibit 5](#). A detailed summary of future supply, demand, and occupancy for each parking area is in [Table 2](#).

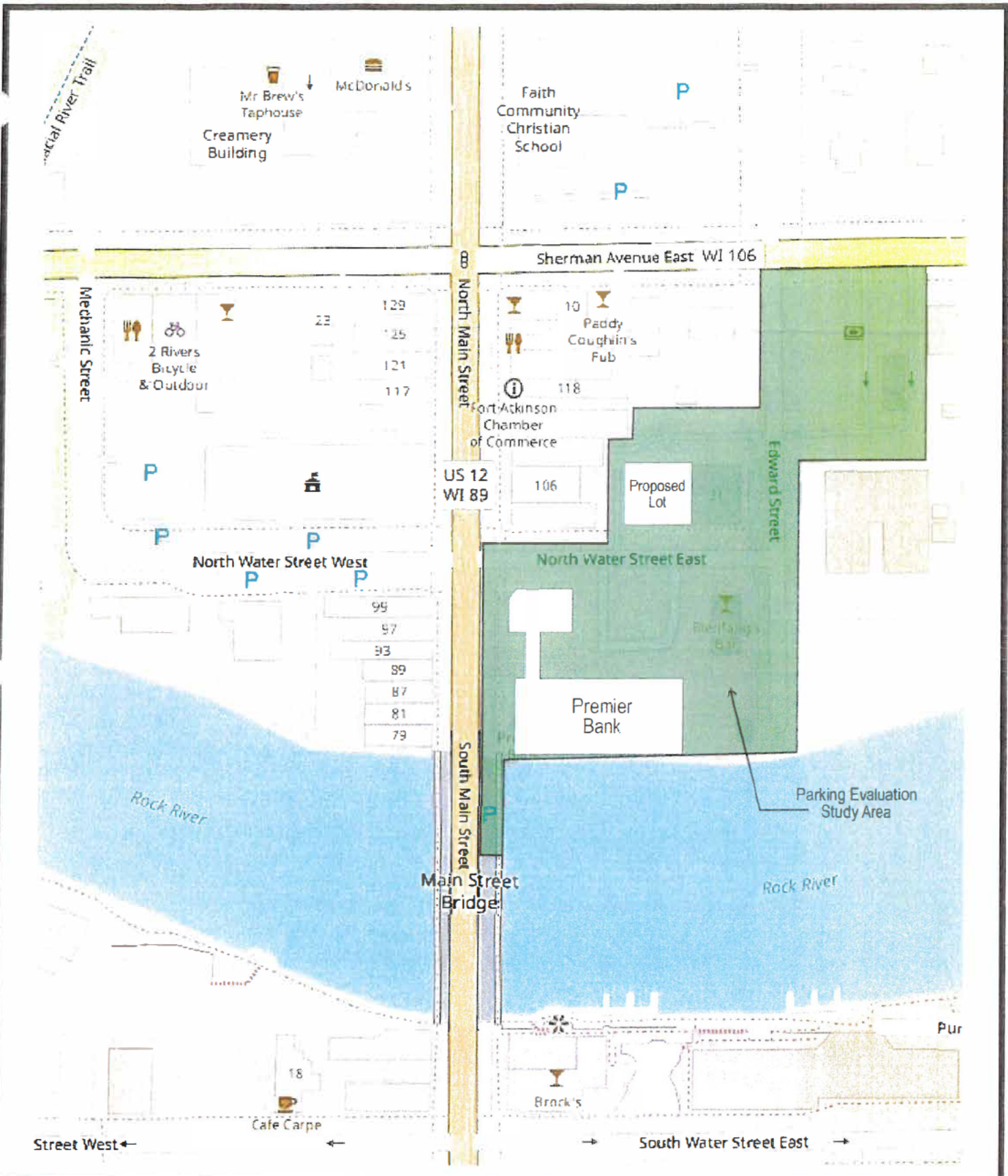
Table 2. Future Parking Supply & Demand

Peak Parking 2:00-3:00 p.m.	Main Street	Premier Bank	Bienfang's Bar	Edward Street "South"	Water Street	Gravel Lot/ New Lot	Edward Street "North"	Premier Bank Branch	Total Parked Cars
Existing Conditions									
Existing Demand	0	10	14	6	10	4	8	6	58
Existing Supply	6	22	17	10	12	4	14	17	102
Existing Occupancy	0%	45%	82%	60%	83%	100%	57%	35%	57%
Future Conditions @ Bank (+10 staff) with No Parking at Bienfang's Bar (12 Parking Elsewhere)									
Demand	6	22		8	12	4	8	6	66
Supply	6	22		10	12	4	14	17	85
Occupancy	100%	100%		80%	100%	100%	57%	35%	78%
Future Conditions @ Bank (+10 staff) with No Parking at Bienfang's Bar (12 Parking Elsewhere) & New Lot on Gravel Lot									
Demand	4	18		8	10	12	8	6	66
Supply	6	22		10	12	15	14	17	96
Occupancy	67%	82%		80%	83%	80%	57%	35%	69%

Note that an angled parking option was considered for N. Water Street East, similar to the angled on-street parking on Water Street west of Main Street, as an option to constructing the proposed 15-space paved parking lot at 23 N. Water Street East. Due to the presence of parking lot driveways and garage door driveways on both sides of the road, the net increase in spaces is expected to be minimal (1 or 2 spaces). As such, this option is not expected to significantly improve future parking occupancy in the parking areas surrounding the N. Main Street Premier Bank and was therefore not detailed in this study.

Conclusions

The construction of a 15-space paved parking lot in place of a four-space gravel lot and building at 23 N. Water Street East is expected to reduce the future peak occupancy of parking areas immediately surrounding the Premier Bank at N. Main Street. Without this lot, and without the potential availability for bank staff to park in the Bienfang’s Bar parking lot, peak occupancy in these parking areas will increase significantly with limited parking availability for banking customers. Therefore, it is recommended that a new 15-space paved parking lot be constructed to accommodate the expected future parking demand.

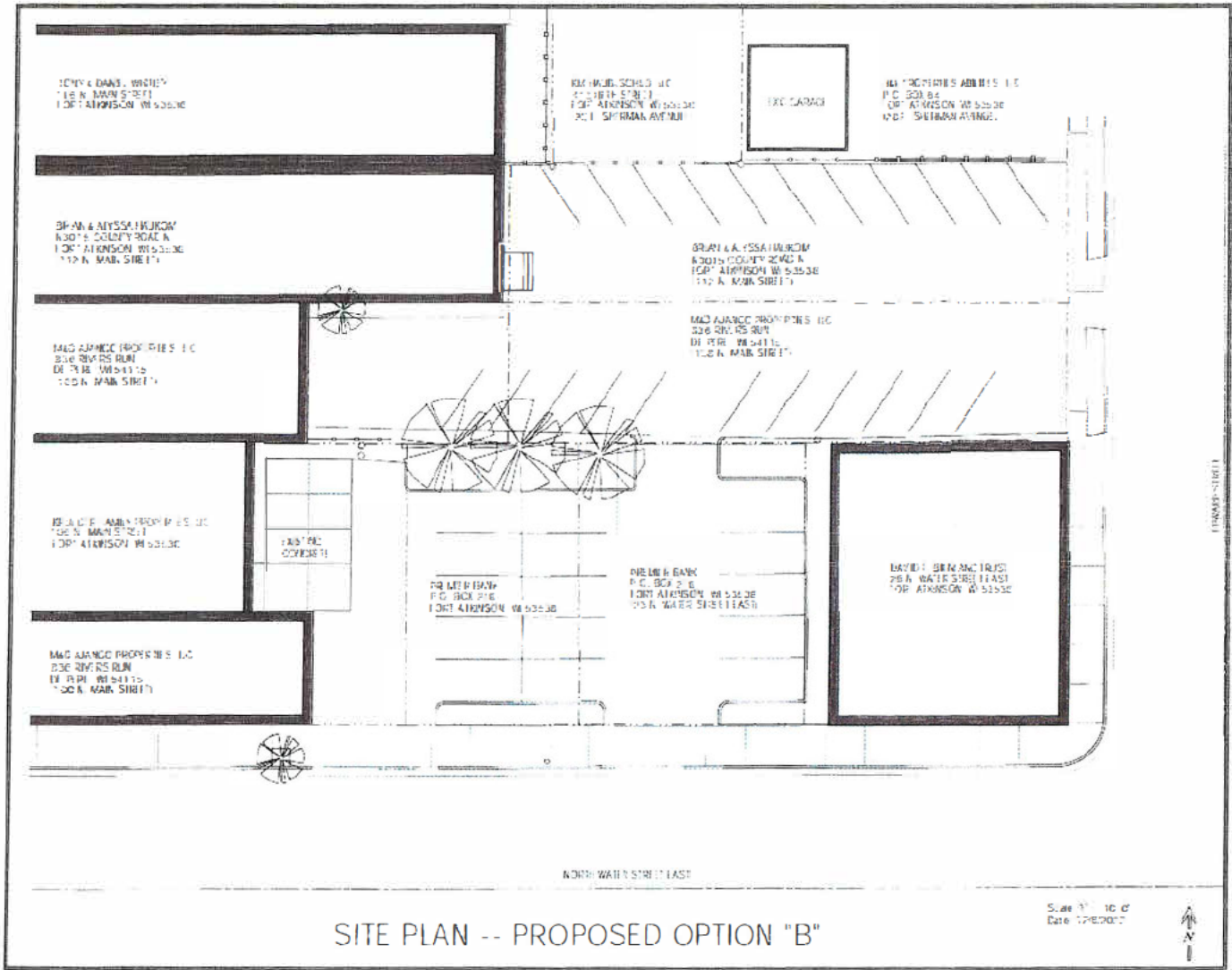


**EXHIBIT 1
PROJECT LOCATION MAP**

PREMIER BANK PARKING STUDY - FORT ATKINSON, WISCONSIN

TADI
TRAFFIC ANALYSIS & DESIGN, INC.
3044: 3-10-2023





SITE PLAN -- PROPOSED OPTION "B"

Scale 1" = 10'
Date 12/2007



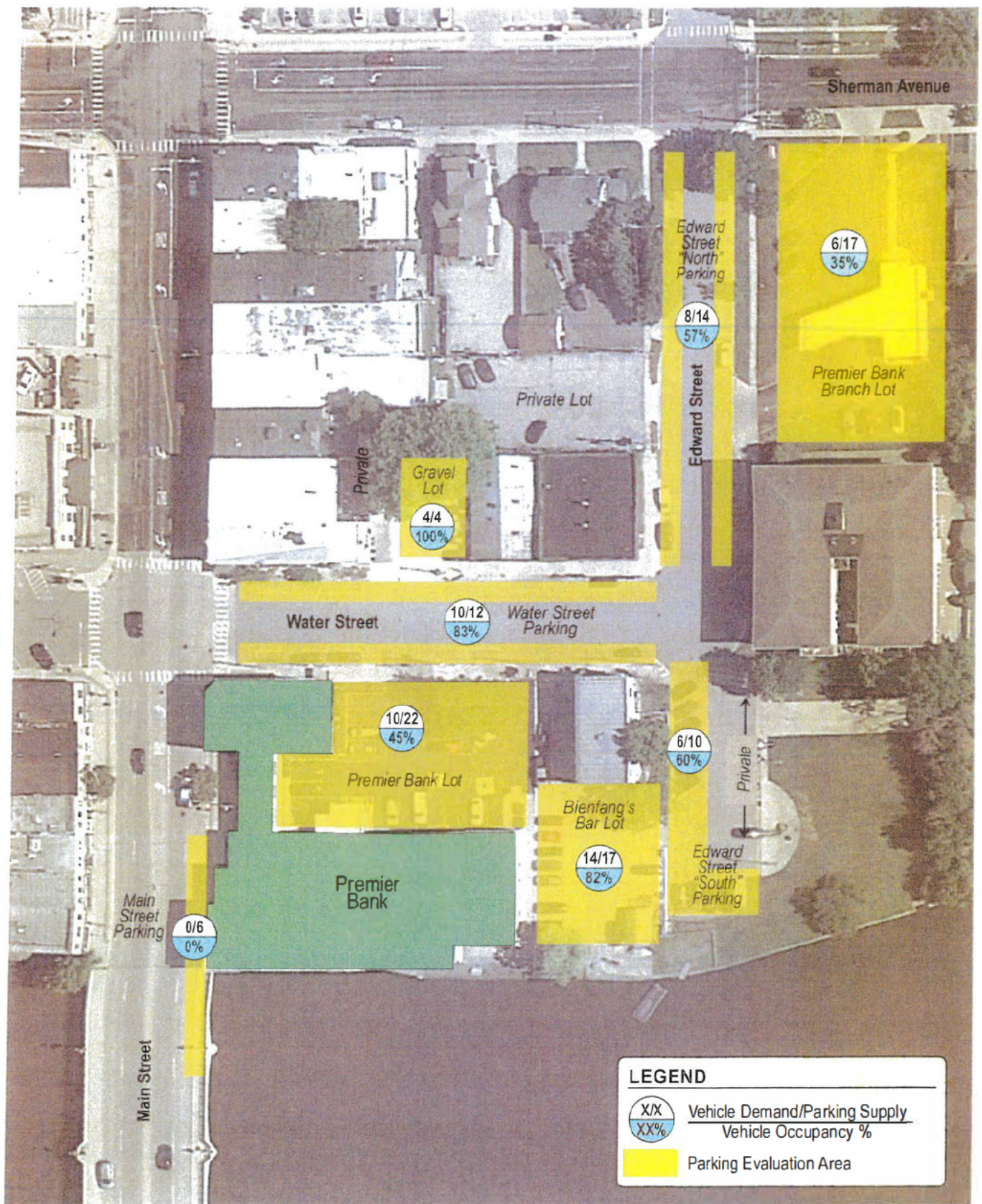
3044: 3-10-2023



NOT TO SCALE

EXHIBIT 2
PROPOSED PARKING LOT CONCEPTUAL SITE PLAN

PREMIER BANK PARKING STUDY - FORT ATKINSON, WISCONSIN



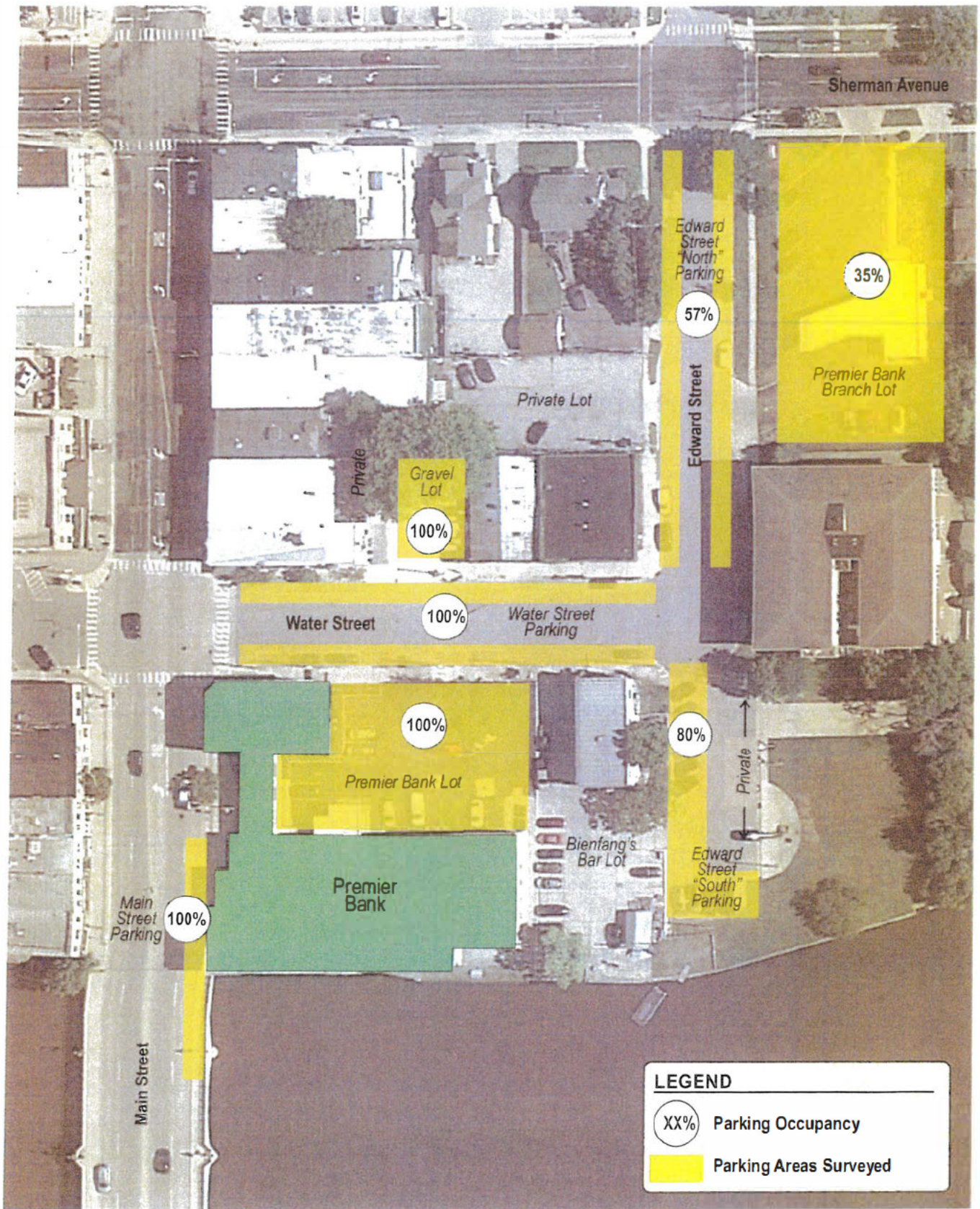
3044: 3-10-2023



NOT TO SCALE

**EXHIBIT 3
EXISTING VEHICLE OCCUPANCY**

PREMIER BANK PARKING STUDY - FORT ATKINSON, WISCONSIN

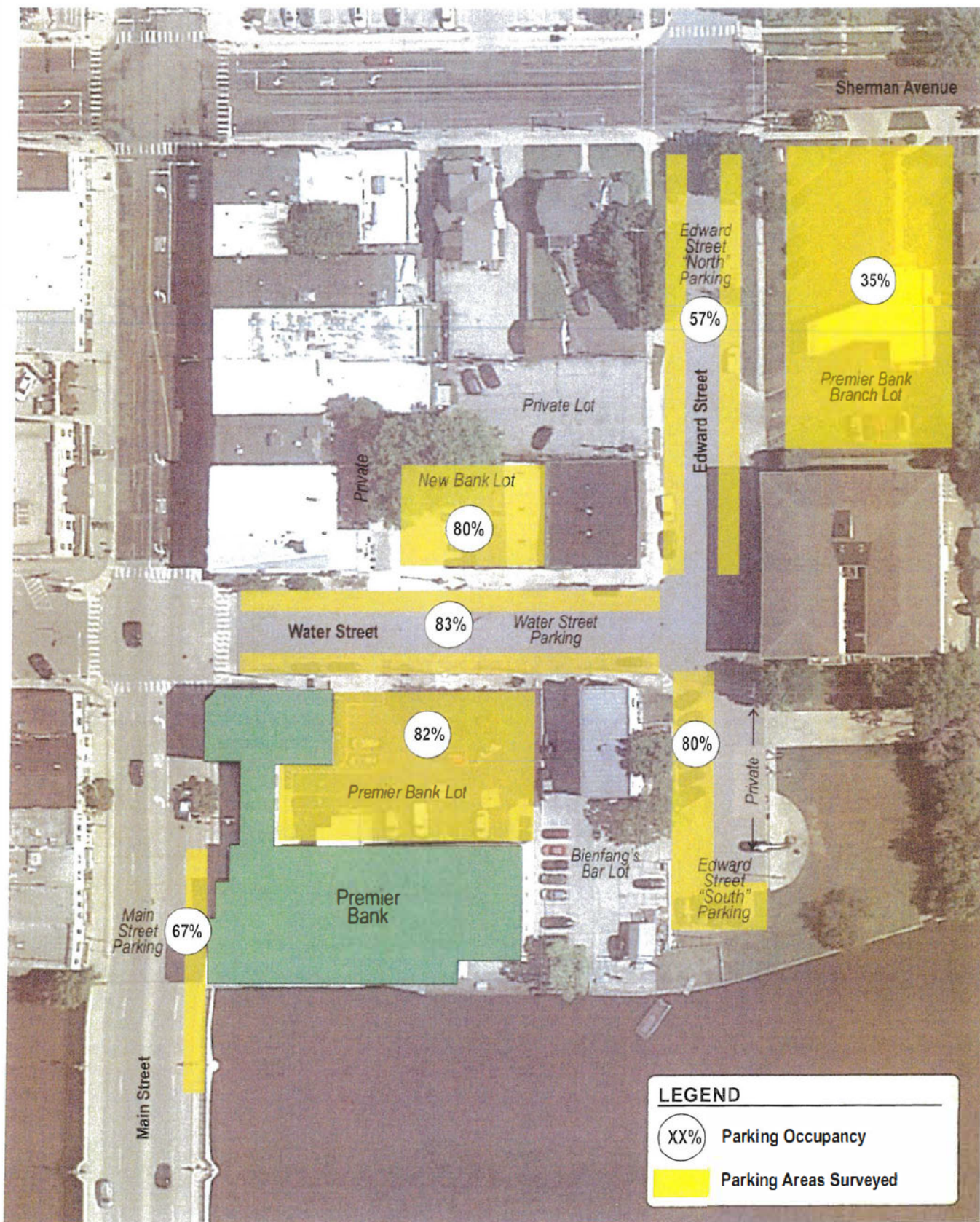


3044: 3-10-2023



NOT TO SCALE

EXHIBIT 4
FUTURE PEAK PARKING OCCUPANCY
PEAK OPERATIONS AT BANK (ADD 10 STAFF PARKING)
NO BANK PARKING AT BIENFANG'S BAR (SHIFT 12 STAFF PARKING)
PREMIER BANK PARKING STUDY - FORT ATKINSON, WISCONSIN



3044: 3-10-2023



NOT TO SCALE

EXHIBIT 5
ALTERNATIVE PEAK PARKING OCCUPANCY - NEW BANK LOT
PEAK OPERATIONS AT BANK (ADD 10 STAFF PARKING)
NO BANK PARKING AT BIENFANG'S BAR (SHIFT 12 STAFF PARKING)

PREMIER BANK PARKING STUDY - FORT ATKINSON, WISCONSIN

PREMIERBANK PARKING LOT REMODEL

23 N. Water Street East
Fort Atkinson, WI 53538

VERIFY ALL CONDITIONS AND DIMENSIONS WITH THE
OWNER AND NOTIFY THE DESIGN ASSURANCE
ARCHITECTS, INC. OF ANY DISCREPANCIES
BEFORE TO START.

DRAWING INDEX

- SP-1 SITE LOCATION & MAPS, RENDERING
- SP-2 EXISTING SITE PLAN
- SP-3 PROPOSED SITE PLAN
- SP-4 LANDSCAPING PLAN
- SP-5 PROPOSED SIGNAGE LOCATION

PROJECT DESCRIPTION:

REPLACE EXISTING STRUCTURE & EXPAND EXISTING PARKING
SERVING PREMIERBANK (15) TOTAL PARKING SPACES
INCREASE GREENSPACE BY 674.5 SF (8.4% INCREASE)
ADDITION OF (5) MASONRY PIERS WITH WROUGHT IRON
FENCE TO MATCH EXISTING MASONRY PIERS LOCATED
NORTH OF THE SITE AT SHYMAN AVE E SEE FORM
ATKINSON PUBLIC PARKING LOT AT 21.0 N MAIN ST

EXISTING SITE INFORMATION

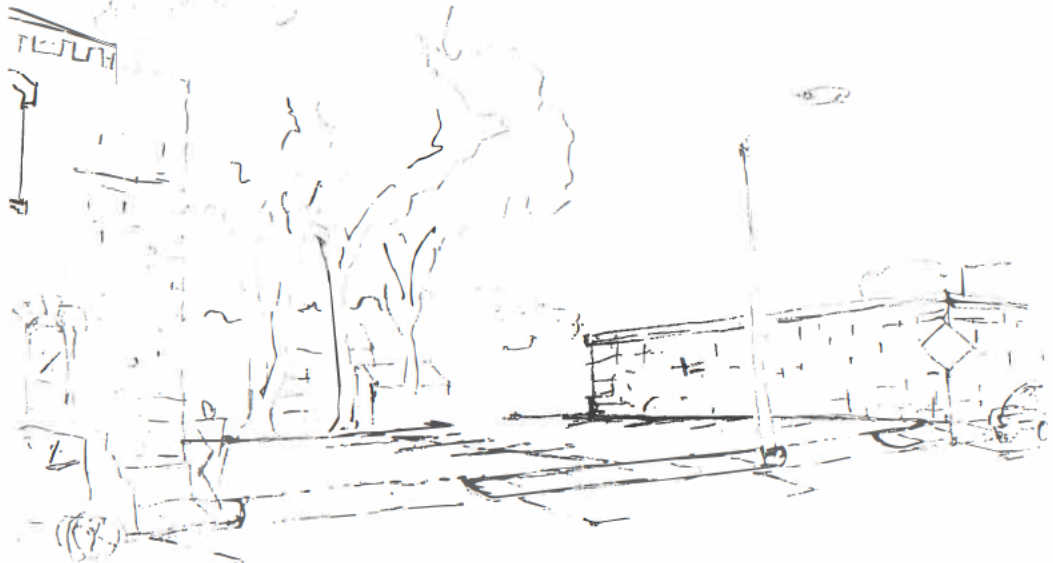
SITE AREA	5062.5 SF	(10.12 ACRES)
BUILDING FOOTPRINT AREA	2412.5 SF	(47.6%)
PARKING AREA	2436.5 SF	(48.1%)
GREEN SPACE AREA	264.5 SF	(4.0%)

PROPOSED SITE INFORMATION

SITE AREA	5062.5 SF	(10.12 ACRES)
BUILDING FOOTPRINT AREA	0 SF	(0.0%)
PARKING AREA	4442.5 SF	(87.7%)
GREEN SPACE AREA	619.5 SF	(12.2%)



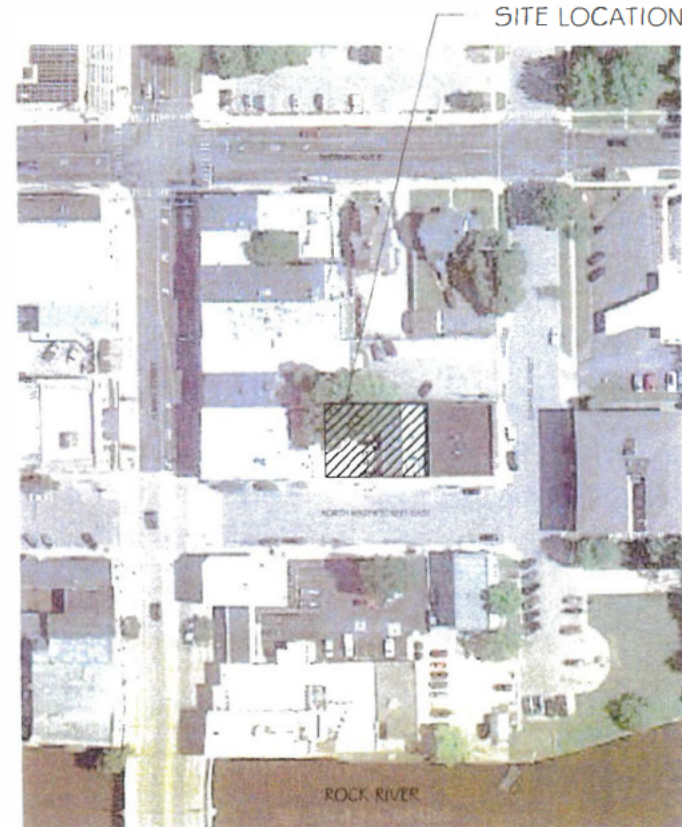
EXISTING SITE IMAGES
DATE: 08/13/2021
DRAWN BY: JAC
CHECKED BY: JAC



SOUTH PERSPECTIVE RENDERING
DATE: 08/13/2021
DRAWN BY: JAC
CHECKED BY: JAC

ALL DRAWINGS ARE
1/2 SCALE SHOWN

PRELIMINARY NOT
FOR CONSTRUCTION



SITE LOCATION

SITE LOCATION MAP
DATE: 08/13/2021
DRAWN BY: JAC
CHECKED BY: JAC

DESIGN ASSURANCE ARCHITECTS, INC. (INC. IN WI)
1025 Madison Avenue
Fort Atkinson, WI 53538
(608) 582-3489

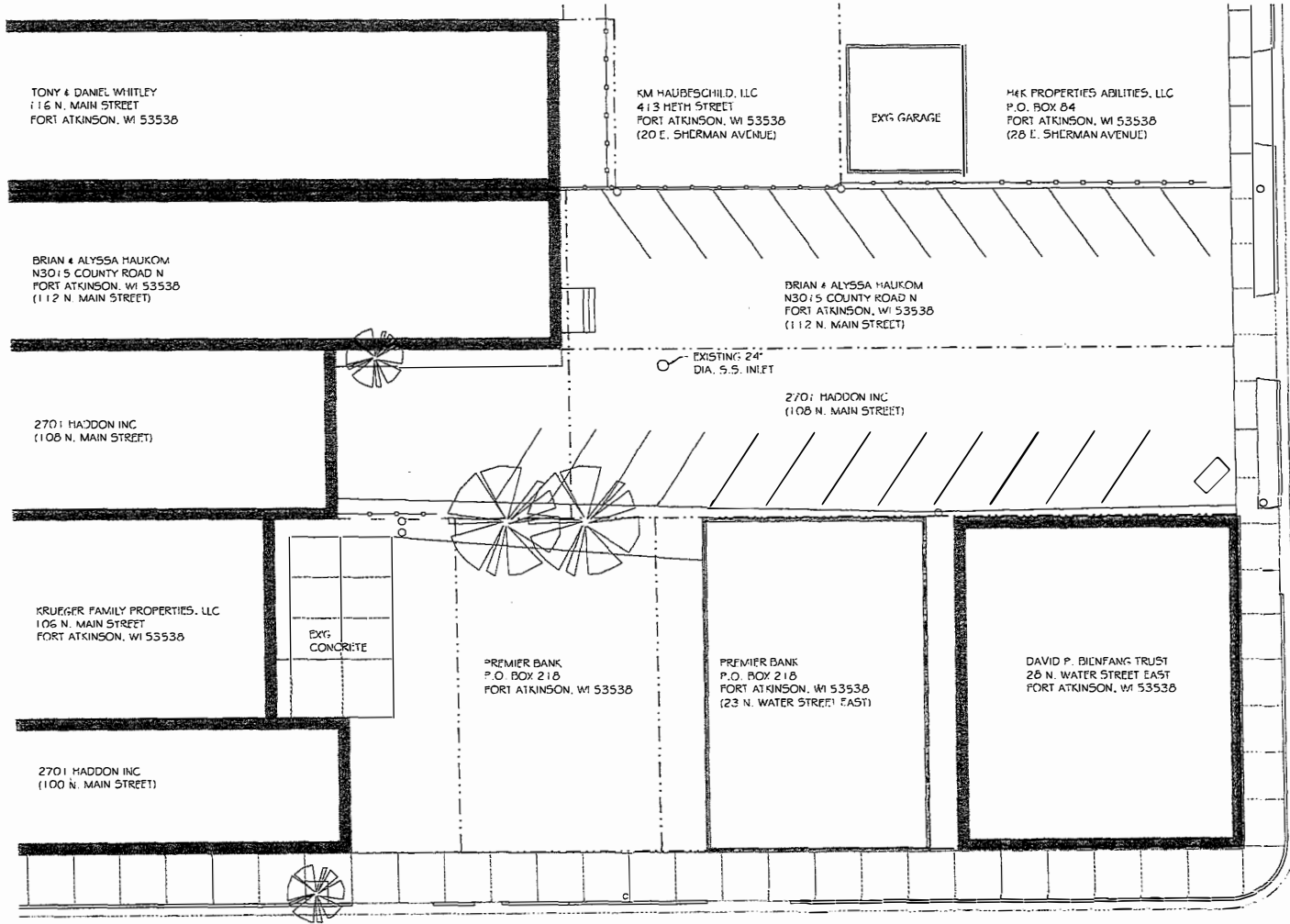
PREMIER BANK PARKING LOT
23 N. Water Street East
Fort Atkinson, WI 53538

DRAWING NAMES	
SITE #10	
REVISIONS	
1	08/13/2021
PROJECT DATA	
DATE	08/13/2021
DRAWN BY	CLC
CHECKER BY	JAC
SHEET NO.	

SP-1

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START

ALL DRAWINGS ARE 1/2 SCALE SHOWN
PRELIMINARY NOT FOR CONSTRUCTION



NORTH WATER STREET EAST

EDWARD STREET



EXISTING SITE PLAN
SCALE: 1/2" = 1'-0"
DESIGNED BY: CL, CJ
CHECKED BY: P.W.
DATE: 9/13/2023

Design Alliance Architects, Inc.
1032 Madison Avenue
Fort Atkinson, WI
(920) 563-1002

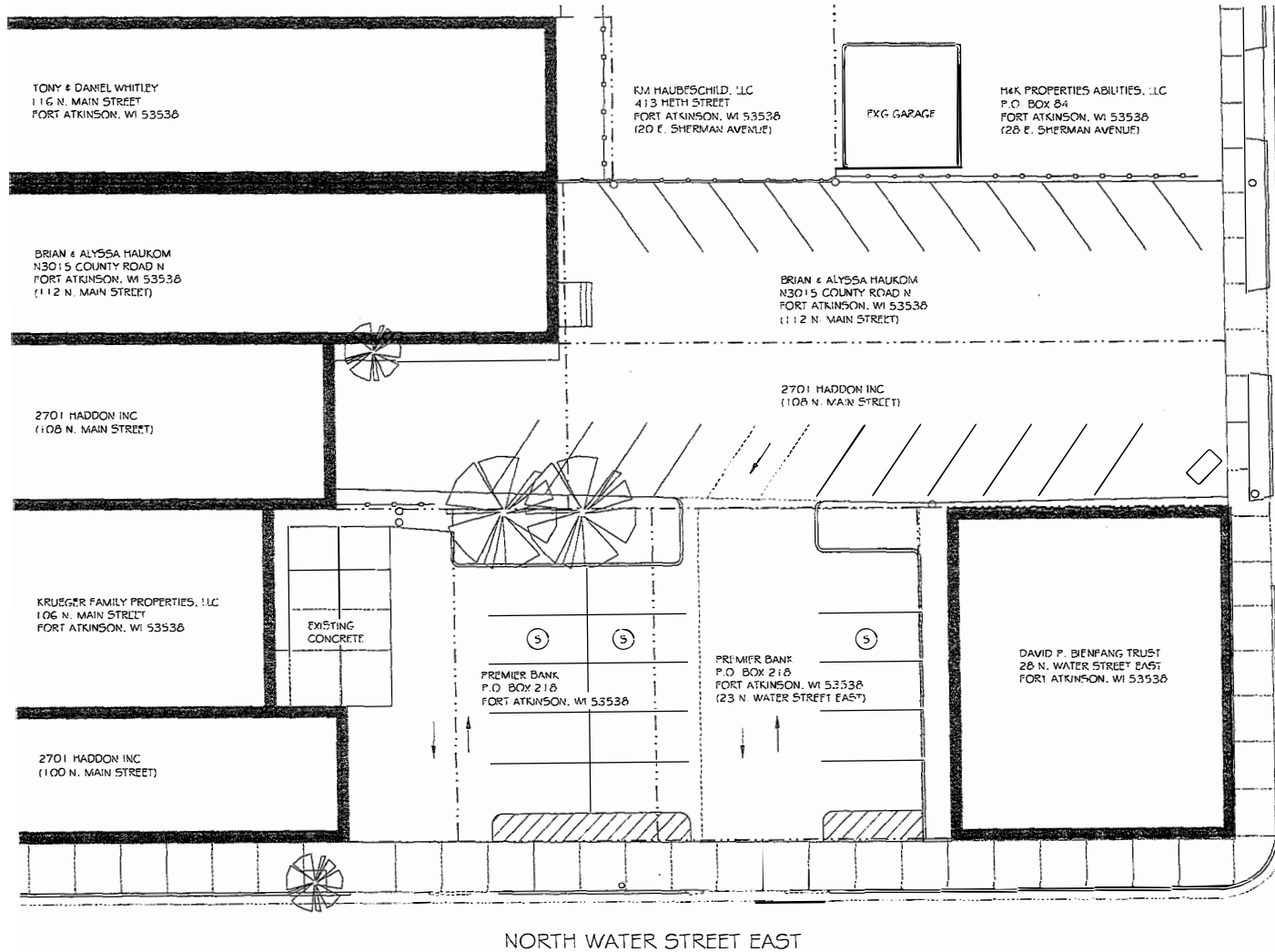
PREMIER BANK PARKING LOT
23 N. Water Street East
Fort Atkinson, WI 53538

DRAWING NAMES	
EXISTING SITE PLAN	
REVISIONS	
1	6/28/2024
PROJECT DATA	
DATE:	9/13/2023
DRAWN BY:	CL, CJ
CHECKED BY:	P.W.
SHEET 110.	
SP-2	

2

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START

ALL DRAWINGS ARE 1/2" SCALE SHOWN
PRELIMINARY NOT FOR CONSTRUCTION



Design Alliance Architects, Inc.
1003 Madison Avenue
Fort Atkinson, WI
(970) 568-1404

PREMIER BANK PARKING LOT
23 N. Water Street East
Fort Atkinson, WI 53536

DRAWING NAMES	
PROPOSED SITE PLAN	
REVISIONS	
1	02/20/24
PROJECT DATA	
DATE:	01/30/2023
DRAWN BY:	CL, CJ
CHECKED BY:	P.W.
SHEET NO.	SP-3

PROPOSED SITE PLAN
SCALE: 1" = 16' 0"
2023/07/14/2023
DATE: AUGUST 12, 2023

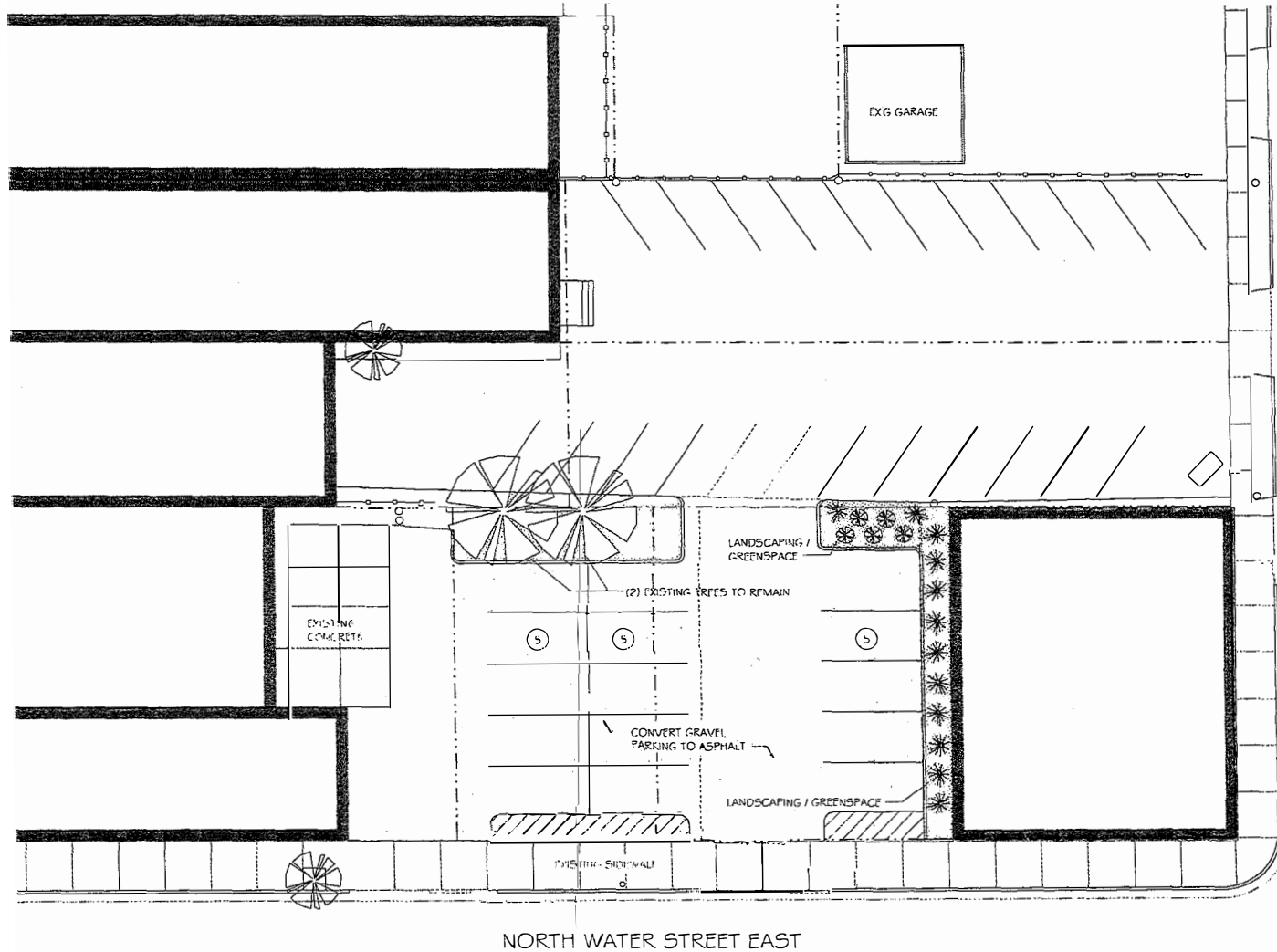


W

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START

ALL DRAWINGS ARE 1/2" SCALE SHOWN

PRELIMINARY NOT FOR CONSTRUCTION



NORTH WATER STREET EAST

EDWARD STREET

Design Alliance Architects, Inc.
 920 Madison Avenue
 Fort Atkinson, WI
 (920) 383-1104

PREMIER BANK PARKING LOT
 23 N. Water Street East
 Fort Atkinson, WI 53538

DRAWING NAMES
 PROPOSED SITE PLAN

REVISIONS

PROJECT DATA
 DATE: 9/13/2023
 DRAWN BY: CL, CL
 CHECKED BY: F.W.

SHEET NO.
 SP-4

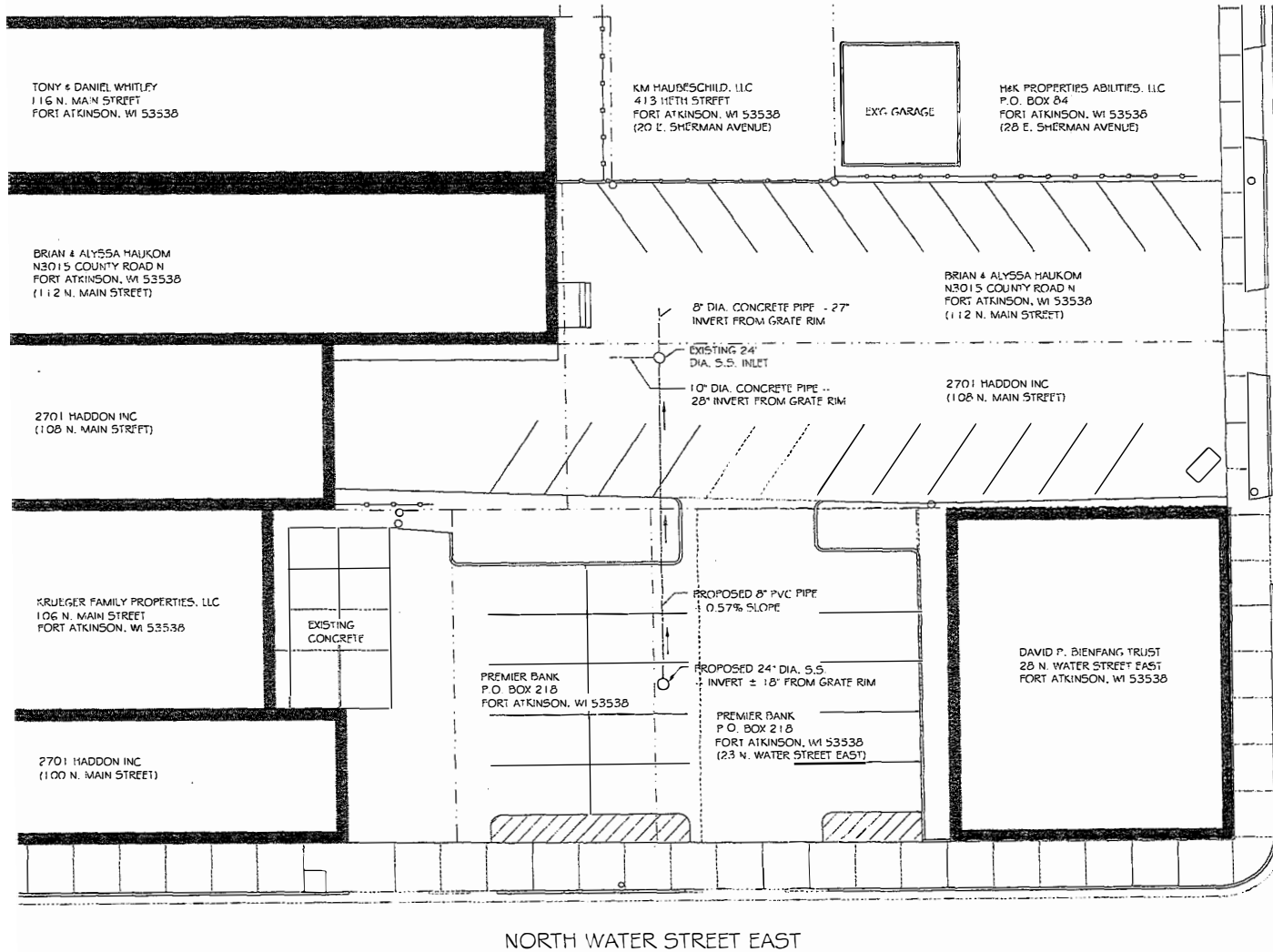
LANDSCAPE PLAN
 SCALE: 1" = 10' - 10'
 2023/09/13 11:28 AM
 PRINTED: 2023/09/13 11:28 AM
 PLOT: AUGUST 12, 2023

7

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START

ALL DRAWINGS ARE
1/2" SCALE SHOWN

PRELIMINARY NOT
FOR CONSTRUCTION



Design Alliance Architects, Inc.
100 Madison Avenue
Fort Atkinson, WI
(920) 583-1404

PREMIER BANK PARKING LOT
23 N. Water Street East
Fort Atkinson, WI 53538

DRAWING NAMES
PROPOSED SITE PLAN

NO.	DATE	DESCRIPTION

REVISIONS
1 6/28/2024

PROJECT DATA
DATE: 9/13/2023
DRAWN BY: CL, CJ
CHECKED BY: P.W.
SHEET NO.

SP-5

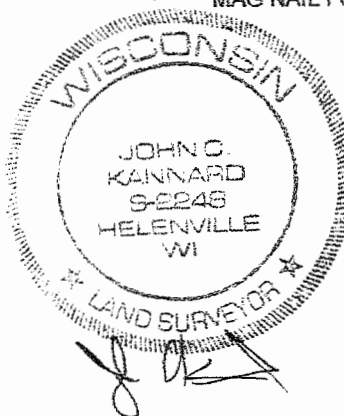
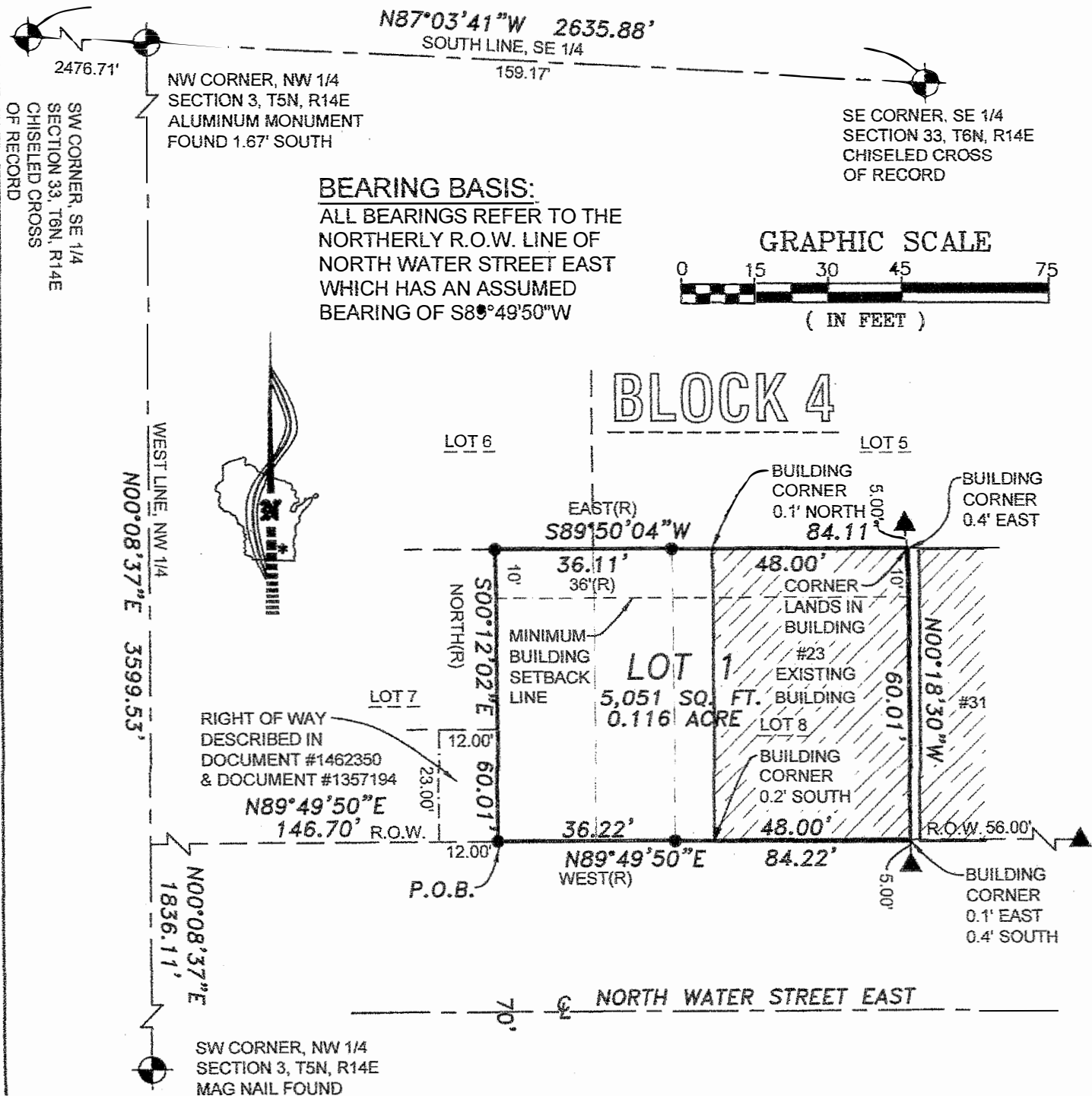
PROPOSED STORM SEWER
SCALE: 1" = 100'
DATE: 09/13/2023



5

CERTIFIED SURVEY MAP No. _____

BEING A PART OF LOTS 7 AND 8 OF BLOCK 4 OF THE ORIGINAL PLAT OF FORT ATKINSON, LOCATED IN GOVERNMENT LOT 4 OF SECTION 3, T5N, R14E, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.



OWNER:
Premier Bank
Attn: Sherry McKee
P.O. Box 218
Fort Atkinson, WI 53538
920 563-6616
smckee@bankwithpremier.com

- LEGEND**
- 3/4" IRON REBAR FOUND
 - ▲ MAG NAIL FOUND
 - (R) RECORDED AS
 - ⊙ SECTION CORNER FOUND AS NOTED

SOUTHWEST
SURVEYING & ASSOCIATES, Inc.
P.O. BOX K, PALMYRA, WI. 53156
262-495-4910
920-674-4884

JOB No.: P-222115A
DATE: APRIL 11, 2023
SHEET 1 OF 2

CERTIFIED SURVEY MAP No. _____

BEING A PART OF LOTS 7 AND 8 OF BLOCK 4 OF THE ORIGINAL PLAT OF FORT ATKINSON,
LOCATED IN GOVERNMENT LOT 4 OF SECTION 3, T5N, R14E, CITY OF FORT ATKINSON,
JEFFERSON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, John C. Kannard, Professional Land Surveyor No. 2248, hereby certify:

That I have surveyed, divided, mapped this Certified Survey Map being a part of Lots 7 and 8 of Block 4 of the Original Plat of Fort Atkinson, located in Government Lot 4 of Section 3, T5N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the Mag Nail Monument that marks the Southwest corner of the NW 1/4 of said Section 3; Thence N00°08'37"E, along the West line of said NW 1/4, a distance of 1836.11 feet; Thence N89°49'50"E, along the Northerly Right of Way (R.O.W.) line of North Water Street East and said line extended, a distance of 146.70 feet, to a Found 3/4" Iron Rebar that marks the POINT OF BEGINNING of the lands to be described; Thence continue N89°49'50"E, along said Northerly R.O.W. line, a distance of 84.22 feet; Thence N00°18'30"W, a distance of 60.01 feet, to the Northerly line of Lot 8; Thence S89°50'04"W, along the North line of Lots 7 and 8, a distance of 84.11 feet, to a Found 3/4" Iron Rebar; Thence S00°12'02"E, a distance of 60.01 feet, to the POINT OF BEGINNING, containing 5,051 square feet or 0.116 acre of land, more or less.

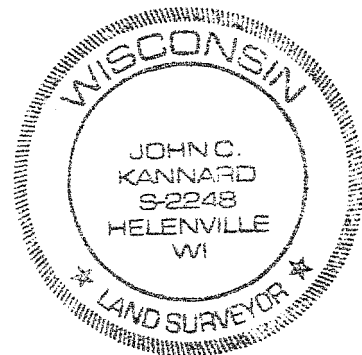
Subject to all rights, reservations, restrictive covenants and easements of record.

I further certify that I have made this survey and map under the direction of Premier Bank, owner of said lands, and that this Certified Survey Map is a correct representation of the boundary surveyed and described and that I have complied fully with the provisions of Chapter 236.34 of the State of Wisconsin Statutes, and the subdivision regulations of the City of Fort Atkinson in surveying and mapping same.

Certified this 11th day of April, 2023



John C. Kannard, P.L.S. 2248



CITY OF FORT ATKINSON APPROVAL:

This Certified Survey Map is hereby approved by the City of Fort Atkinson.

Dated this ____ day of _____, 2023

Michelle Ebbert, City Clerk

ORDINANCE NO. ____

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

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

Section 1. Section 15.02.03 of the City of Fort Atkinson Zoning Ordinance, adopting the Map of Standard Zoning Districts, is hereby amended to change the zoning classification of the following described property from **Downtown Historic Mixed Use, to Downtown Historic Mixed Use with a Planned Unit Development Overlay.**

THE WEST 48 FEET OF THE WEST 104 FEET OF LOT 8, BLOCK 4, ORIGINAL PLAT CITY OF FORT ATKINSON, JEFFERSON COUNTY WISCONSIN (LOT 1 PARCEL NUMBER 226-0514-0322-008)

COMMENCING AT A POINT 20 FEET WEST OF THE NE CORNER OF LOT 7, BLOCK 4 ORIGINAL PLAT, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN AND RUNNING THENCE EAST 36 FEET; THENCE SOUTH 60 FEET TO NORTH WATER STREET; THENCE WEST ALONG NORTH LINE OF SAID STREET TO A POINT DIRECTLY SOUTH OF THE PLACE OF BEGINNING THENCE NORTH TO THE BLOCK 4 OF SAID CITY OF FORT ATKINSON IN THE ORIGINAL PLAT. ALSO A RIGHT OF WAY OVER A STRIP OF LAND 12 FEET WIDE EAST AND WEST AND 23 FEET NORTH AND SOUTH OF WHICH LIES DIRECTLY WEST OF THE ABOVE DESCRIBED PROPERTY (LOT 2 PARCEL NUMBER 226-0514-0322-009)

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

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

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, this 9th day of April, 2026.

CITY OF FORT ATKINSON

Kyle Jaeckel, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Director of Neighborhood and Building Services

RE: Second and possible third/final reading of an ordinance relating to amendments to various sections of the Zoning Ordinance, Chapter 15 of the City of Fort Atkinson Code of General Ordinances, relating to the review and approval of Signs (Draeger, Director of Neighborhood and Building Services)

BACKGROUND

The City of Fort Atkinson Zoning Ordinance Section 15.10.30 outlines the process for Zoning Text Amendments that reflects Wisconsin State Statutes Section 62.23(7)(d). Initiation of the request for amendments can come from a member of the public, Plan Commission, City Council, or City staff. This process requires an application (the proposed amendments), a public hearing before the Plan Commission, and action by both the Plan Commission and City Council.

The City completed a comprehensive Zoning Ordinance rewrite in 2020. Since adoption, City staff have applied the ordinance to all applicable projects and processes and find it is functioning well in advancing community goals, implementing the Comprehensive Plan, and providing clear direction and procedures for individual applications. As with any ordinance, refinements are necessary over time.

DISCUSSION

City staff have prepared the attached summary in the Plan Commission memo of proposed Zoning Text Amendments focused on Article IX: Signage. The proposed amendments would shift review and approval of Permanent Business Signs and Optional Miscellaneous Signs from the Plan Commission to administrative staff review, while retaining the existing Plan Commission review and approval process for Electronic Message Signs and signage located within the Downtown Historic Mixed Use (DHMU) zoning district.

The proposed changes are based on the recognition that Plan Commission review of many sign types is an additional step, which may delay a property or business owner's sign project. Before Plan Commission consideration, staff have already worked with applicants to ensure full compliance with ordinance standards.

As a result, Plan Commission review typically does not add new conditions or information once

the ordinance requirements are met. In addition, the 2015 U.S. Supreme Court decision in Reed v. Gilbert requires sign regulations to be content-neutral, limiting review to objective factors such as location, materials, and configuration. When a sign meets these standards, the Plan Commission has no authority to further regulate its design or content.

The Ordinance Committee met on February 3rd and recommended the City Council approve the proposed Zoning Text Amendments. A Public Hearing relating to the ordinance amendments was held at the Plan Commission meeting on March 10th without participation. The Council held the first reading of the ordinance at a meeting on March 17, 2026.

FINANCIAL ANALYSIS

The proposed Ordinance Amendments are not expected to have a direct financial impact to the City. However, it is anticipated to improve the efficiency of the review and approval process for many sign applications. Streamlining this process may help reduce permitting timelines and support new businesses as they work to open and begin operations.

RECOMMENDATION

City staff recommend the council hold the second reading, suspend the rules to waive the third reading, and adopt the ordinance amendments to various sections of the Zoning Ordinance, **Chapter 15** of the City of Fort Atkinson Code of General Ordinances, relating to the review and approval of Signs.

ATTACHMENTS

- 1. Plan Commission Memo Zoning Ordinance Changes
- 2. DRAFT ORDINANCE NO_Sign approvals 3.10.26
- 3. ORDINANCE NO_Sign approvals 3.27.26



Zoning Text Amendment REPORT TO THE PLAN COMMISSION

DATE: March 10, 2026
PROPERTY ADDRESS: N/A
PARCEL NUMBER: N/A
OWNER: N/A
APPLICANT: City of Fort Atkinson

FILE NUMBER: ZTA-2026-01
EXISTING ZONING: N/A
PROPOSED ZONING: N/A
EXISTING LAND USE: N/A
REQUESTED USES: N/A

BACKGROUND

The City of Fort Atkinson Zoning Ordinance Section 15.10.30 outlines the process for Zoning Text Amendments that reflects Wisconsin State Statutes Section 62.23(7)(d). Initiation of the request for amendments can come from a member of the public, Plan Commission, City Council, or City staff. This process requires an application (the proposed amendments), a public hearing before the Plan Commission, and action by both the Plan Commission and City Council.

REQUEST OVERVIEW

The City completed a comprehensive Zoning Ordinance rewrite in 2020. Since adoption, City staff have applied the ordinance to all applicable projects and processes and find it is functioning well in advancing community goals, implementing the Comprehensive Plan, and providing clear direction and procedures for individual applications. As with any ordinance, refinements are necessary over time.

A Public Hearing is required for Zoning Text Amendments and has been adequately noticed per state statute requirements.

DISCUSSION

City staff have prepared the attached summary of proposed Zoning Text Amendments focused on Article IX: Signage. The proposed amendments would shift review and approval of Permanent Business Signs and Optional Miscellaneous Signs from the Plan Commission to administrative staff review, while retaining the existing Plan Commission review and approval process for Electronic Message Signs and signage located within the Downtown Historic Mixed Use (DHMU) zoning district.

The proposed changes are based on the recognition that Plan Commission review of many sign

types is an additional step, which may delay a property or business owner's sign project. Prior to Plan Commission consideration, staff has already worked with applicants to ensure full compliance with ordinance standards. As a result, Plan Commission review typically does not add new conditions or information once the ordinance requirements are met. In addition, the 2015 U.S. Supreme Court decision in *Reed v. Gilbert* requires sign regulations to be content-neutral, limiting review to objective factors such as location, materials, and configuration. When a sign meets these standards, the Plan Commission has no authority to further regulate its design or content.

The City intends to retain additional oversight where warranted. The DHMU zoning district is a highly sensitive area, and Electronic Message Signs have the potential to create external impacts on surrounding properties. Accordingly, the proposed amendments preserve the current Plan Commission review process for these sign types.

This approach is consistent with practices adopted by many Wisconsin communities to streamline sign permitting, reduce approval timelines, and promote a more business-friendly regulatory process while limiting discretionary review. The proposed amendments will result in a more efficient sign approval process, reduced potential for legal challenges, improved administrative efficiency, and continued heightened review for sensitive areas and unique sign types.

As the ordinance has been administered over the past several years, these amendments were identified as necessary improvements to the application and administration of the City's signage standards. City staff have also consulted with Vandewalle & Associates, the consultant who assisted with drafting the Zoning Ordinance, to ensure the proposed changes are consistent with the overall ordinance framework.

The primary policy change associated with the amendments is the shift of sign permit review and approval authority from the Plan Commission to City staff for most sign types, while retaining Plan Commission review for signage within the DHMU zoning district and for Electronic Message Signs. The City's Management Team has reviewed the proposed amendments, and all comments have been incorporated.

The Ordinance Committee recommended the City Council approve the proposed Zoning Text Amendments on February 3, 2026.

RECOMMENDATION

City staff recommends the Plan Commission recommend the City Council approve the proposed Zoning Text Amendments as outlined in the attached Draft Ordinance.

ATTACHMENTS

1. DRAFT ORDINANCE NO_Sign approvals 3.10.26

ORDINANCE NO. ____

AN ORDINANCE TO AMEND SECTIONS OF CHAPTER 15 (ZONING CODE) OF THE CITY OF FORT ATKINSON CODE OF GENERAL ORDINANCES RELATING TO THE APPROVAL OF SIGNS LOCATED OUTSIDE THE DOWNTOWN HISTORIC MIXED USE (DHMU) DISTRICT

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

Section 1. Amends Sec. 15.09.05(1)(b)4. of the Zoning Ordinance to read as follows:

- “(4) Marquee Sign. A type of On-Building Sign that is mounted to a permanent roof-like structure that projects out from the exterior wall of a structure and shelters the entrance and/or entrance approaches to a building.
- (a) Sign copy shall be horizontally and vertically centered on the face(s) of the marquee.
 - (b) Marquee Signs must be finished and enclosed on both the top and bottom of the sign between the back of the sign face and the building façade.
 - (c) Marquee Signs must be a minimum of 6 feet deep and 16 feet wide.
 - (d) Letters displayed on a Marquee Sign must be a minimum of 10 inches tall.
 - ~~(e) Marquee Signs may only be approved through the Conditional Use Permit process. See Section 15.10.32”~~

Section 2. Amends Sec. 15.09.05(1)(d)4. of the Zoning Ordinance to read as follows:

- “(4) Order Board Sign. A type of Daily Notice Sign used only in conjunction with drivethrough or drive-in establishments.
- ~~(a) Order Board Signs shall require a Conditional Use Permit. The Conditional Use Permit application for a Drive-Through Sign is typically reviewed as a component of a Conditional Use Permit application for an In-Vehicle Sales and Service land use, but a Drive-Through Sign may be applied for as a distinct Conditional Use Permit.~~
 - ~~(b)~~(a) Order Board Signs shall be freestanding or mounted on the exterior wall of the building containing the use.
 - ~~(e)~~(b) Freestanding two-way microphone/speaker devices shall not count toward the maximum permitted area of the Order Board Sign.
 - ~~(d)~~(c) Order Board Sign audio components shall meet the noise standards set forth in Section 15.06.31 of the Zoning Ordinance.
 - ~~(e)~~(d) Order Board Sign lighting components shall meet the exterior lighting standards set forth in Section 15.06.20 of the Zoning Ordinance.”

Section 3. Creates Section 15.09.08(a)2. of the Zoning Ordinance to read as follows:

- “(a) Electronic Message Signs shall be permitted only with a nonresidential land use.
1. No more than one Electronic Message Sign shall be permitted per site.
 2. Electronic Message Signs may only be approved with a sign permit reviewed and approved by the Plan Commission.”

Section 4. Amends Section 15.09.11, Figure 15.09.11(1) of the Zoning Ordinance to read as follows:

“Figure 15.09.11(1): Permanent Business Sign Group

- A. Freestanding Sign Category
Sign Permit Required and Approver Column
Yes: For each new sign. P.C.City Staff approval.
- B. On-Building Sign Category
Sign Permit Required and Approver Column
Yes: For each new sign. P.C.City Staff approval.
- C. Pedestrian Sign Category
Sign Permit Required and Approver Column
Yes: For each new sign. P.C.City Staff approval.
- D. Daily Notice Sign Category 3. and 4.
Sign Permit Required and Approver Column
Yes: For each new sign. P.C.City Staff approval.

Sign Area & Height Maximums for Zoning Districts column
DHMU15

Footnotes Containing Additional Development Requirements:

- 4 Electronic Message Signs (of up to 50%of the sign area) are permitted for this Sign Type in nonresidential districts and requires Plan Commission approval prior to the issuance of a sign permit. See Section 15.09.08.
- 15 Any sign permitted within the DHMU zoning district shall require review and approval by the Plan Commission.”

Figure 15.09.11(1): Permanent Business Sign Group ²

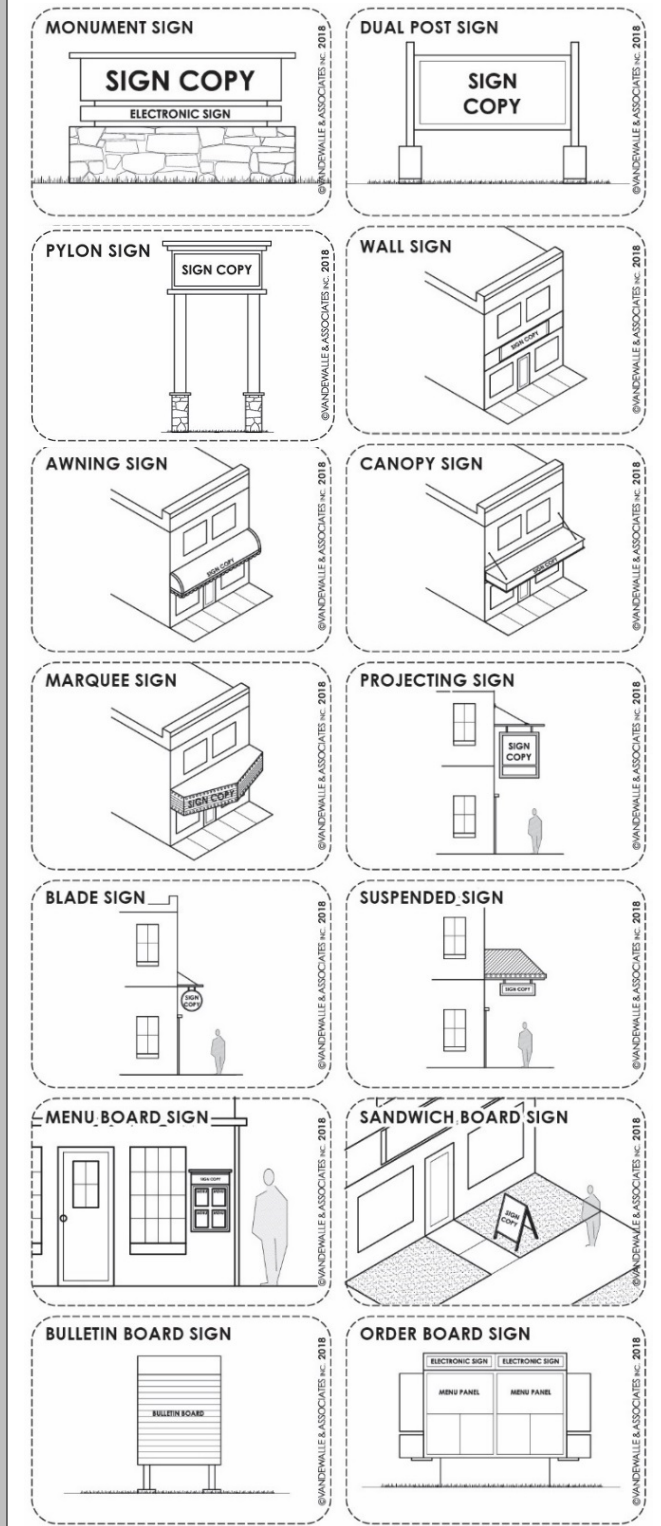
Sign Categories & Sign Types	Sign Permit Required and Approver	Number of Signs Allowed	Sign Locations Allowed	Sign Face Materials Allowed	Sign Lighting Allowed	Sign Area Formula	Sign Area & Height Maximums for Zoning Districts:				
							1 & 2 Family Residential	Multi-Family Residential	Non-Residential and Mixed-Use	Downtown	
							RH-35, SR-2, SR-3, SR-5, SR-7, MH-7, DR-8, TF-10	MRL-8, MRM-12, MRH-30	I, NMU, UMU, SMU, DPMU, BP, LI, MI, HI, IOS, IOC, AO, EX	DHMU ¹⁵	
A. Freestanding Sign Category ^{1,2} Choose 1 of the following Sign Types.											
1. Monument Sign ^{1,2,4,6,11,13}	Yes: For each new sign. P.C-City Staff approval.	1 sign per street frontage, plus 1 sign per lot with more than 200 feet of total street frontage	15' from the street curb face. ⁹	Durable, all-weather materials in all districts. ^{9,11}	Standard. ^{5,13}	1 sf of sign area per 1 ft of street frontage or on-site parking	Not allowed	50 sf area per frontage 6 ft height limit	128 sf area per frontage 6 ft height limit	Not allowed	
2. Dual-Post Sign ^{1,2,4,11,13}							Not allowed	Not allowed	128 sf area 18 ft height limit ¹⁴		
3. Pylon Sign ^{2,6,14}							Not allowed	Not allowed	128 sf area 18 ft height limit ¹⁴		
B. On-Building Sign Category ^{1,2} Choose 1 of the following Sign Types. Note: All On-Building Signs on the same building façade must be the same Type of Sign (1-5), below.											
1. Wall Sign ^{1,2,6,7,8,12,13}	Yes: For each new sign. P.C-City Staff approval.	1 sign per exterior wall not abutting residential use or zoning district, plus one sign per customer entry ³	Sign shall not extend above parapet or fascia. Minimum overhang rules. ^{8,9} Sign may not project within 2 feet of curb	Durable, all-weather materials in all districts.	Standard ^{12,13} Gooseneck. Backlit,gooseneck ¹³ Standard. ⁵	1 sf of sign area per 1 ft of building façade length ^{3,7}	Not allowed	128 sf area	Per formula.		
2. Awning Sign ^{1,2,8}							Not allowed	Per formula.			
3. Canopy Sign ^{1,2,8}							Not allowed	40 sf area	60 sf area	40 sf area	
4. Marquee Sign ^{1,2,8}							Not allowed	Not allowed	128 sf area		
5. Projecting Sign ^{1,2,8}							Not allowed				
C. Pedestrian Sign Category ^{1,2} Choose 1 of the following Sign Types. Note: All Pedestrian Signs on the same building façade must be the same Type of Sign (1-2), below.											
1. Blade Sign ^{1,2,8}	Yes: For each new sign. P.C-City Staff approval.	1 for each customer entrance.	Minimum overhang rules. ^{8,9}	Durable, all-weather materials in all districts.	Gooseneck.	None. Use max area.	Not allowed	16 sf area	10 sf area		
2. Suspended Sign ^{1,2,8}							Not allowed	10 sf area	10 sf area		
D. Daily Notice Sign Category ^{1,2}											
1. Menu Board Sign ^{1,2}	Yes: For each new sign. City Staff approval. Yes: For each new sign. P.C-City Staff approval.	1 for each business.	Within 10 ft of customer entrance. ^{9,12} 15' from the street curb face. ^{9,12} Drive-thru ^{10,12}	Durable, all-weather materials in all districts.	Internal. Ambient only. Internal. Standard. ⁵	None. Use max area.	Not allowed	8 sf area			
2. Sandwich Board Sign ^{1,2}							Not allowed	6 sf area / 3 ft height / 2 ft width			
3. Bulletin Board Sign ^{1,2}							Not allowed	10 sf area / 8 ft height			
4. Order Board Sign ^{1,2,10}							Not allowed	48 sf area / 8 ft height ¹⁰			

Footnotes Containing Additional Development Requirements:

- 1 Refer to Section 15.09.05 for definitions and rules for each Sign Category (lettered), and each Sign Type (numbered).
- 2 Available to land uses identified in Section 15.03.05. No signs are permitted in the Conservancy Zoning District.
- 3 The number of permitted on-building signs may be transferred from one wall to another, but the total combined sign area of all signs on the receiving wall shall still be limited by its length ratio of said wall.
- 4 Electronic Message Signs (of up to 50% of the sign area) are permitted for this Sign Type in nonresidential districts and requires Plan Commission approval prior to the issuance of a sign permit. See Section 15.09.08.
- 5 "Standard" means the following forms of sign lighting: ambient, backlit, internal, and gooseneck.
- 6 Group Development Signs may be up to 50% larger in area and 2 feet taller in height. See Section 15.09.10.
- 7 Every business shall be guaranteed a minimum of 40 square feet of Wall Sign area, regardless of the business's actual building façade length.
- 8 Bottom of sign shall be a min. of 14 feet above a drive, alley, street, parking space or other vehicle surface; a min. of 8 feet above a sidewalk, patio, or other ground-level surface; and a maximum 3 feet from the building. Wall Signs shall not project more than 12 inches horizontally beyond the edge of any wall or other surface to which they are mounted.
- 9 Sign must be located on-site and must not be located within any street right-of-way (which includes the entire public sidewalk and street terrace area) without a permit from the City Engineer. Off-premise Freestanding Signs are prohibited.
- 10 Order Board Signs shall conform to the location requirements for Drive-Through and In-Vehicle Sales or Service land uses. See Section 15.03.10(10). A maximum total of 96 sf of total Order Board Signs is permitted per business.
- 11 Sign must be designed of materials complementary to and harmonious with the building and site, and must be closely integrated with site landscaping.
- 12 Signs shall only be located on a public sidewalk or private walkway that is a minimum 6 feet wide and shall only be displayed during the hours of operation for the on-site land use.
- 13 Any internal illuminated sign must have opaque cabinet fields and a translucent message.
- 14 New Pylon Signs are only permitted in the Suburban Mixed-Use District. Existing Pylon Signs are permitted as legal nonconforming signs per the requirements of Section 15.09.35.
- 15 Any Sign permitted within the DHMU zoning district shall require review and approval by the Plan Commission.

Abbreviations: ft = feet max = maximum min = minimum sf = square feet C.U.P. = Conditional Use Permit P.C. = Plan Commission

Example Sign Diagrams:



Section 5. Amends Section 15.09.11, Figure 15.09.11(3) of the Zoning Ordinance to read as follows:

“Figure 15.09.11(3): Permanent Miscellaneous Sign Group

B. Optional Miscellaneous Sign Category

Sign Permit Required and Approver column

Yes: For each new sign. ~~P.C.~~ City Staff approval.

Number of Signs Allowed column

1 per site ~~with a C.U.P.~~

Sign Area & Height Maximums for Zoning Districts column

~~DHMU~~ 15

Footnotes Containing Additional Development Requirements:

5 An Electronic Message Sign (of up to 50% of the sign area) is permitted for Institutional Information Signs and requires Plan Commission approval prior to the issuance of a sign permit. See Section 15.09.08. that are not located in or have a screen visible within 100 feet of a residential Zoning District.

11 Any Optional Miscellaneous Sign permitted within the DHMU zoning district shall require review and approval by the Plan Commission.”

Figure 15.09.11(3): Permanent Miscellaneous Sign Group 2

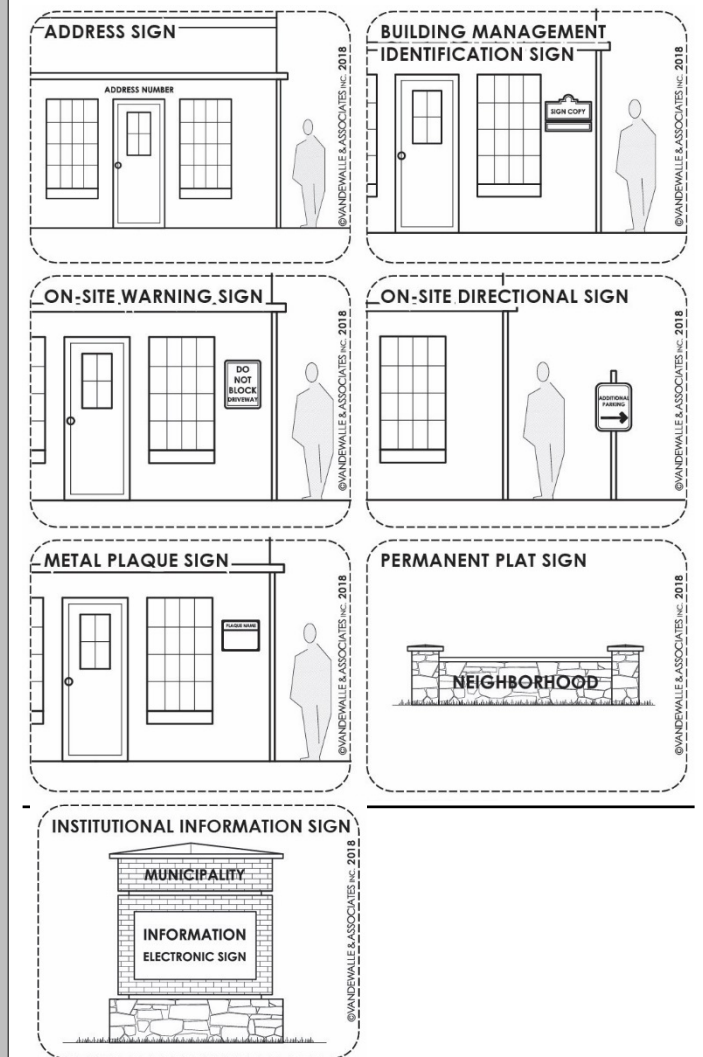
Sign Categories & Sign Types	Sign Permit Required and Approver	Number of Signs Allowed	Sign Locations Allowed	Sign Face Materials Allowed	Sign Lighting Allowed	Sign Area Formula	Sign Area & Height Maximums for Zoning Districts:			
							1 & 2 Family Residential	Multi-Family Residential	Non-Residential and Mixed-Use	Downtown
							RH-35, SR-2, SR-3, SR-5, SR-7, MH-7, DR-8, TF-10	MRL-8, MRM-12, MRH-30	I, NMU, UMU, SMU, DPMU, BP, LI, MI, HI, IOS, IOC, AO, EX	DHMU ¹¹
A. City-Required Sign Category ^{1, 2, 6}										
1. Address Sign ^{1, 2, 6}	No. Sign Permit not required.	1 per address. ^{6, 9}	On-building, and visible from street.	Any durable, all-weather material.	Ambient only.	None needed. Use max sign area limit. →	4 sf max area 6 ft max mounted height			
2. Building Management Identification Sign ^{1, 2, 6}	Yes. For each new sign. Staff approval		On-building, and next to main entry. ⁸				4 sf max area 6 ft max mounted height			
3. On-Site Warning Sign ^{1, 2, 6}		On-building, or freestanding. ⁶	6 sf max area 4 ft max post mounted height 6 ft max building or fence height							
4. On-Site Directional Sign ^{1, 2, 6, 10}			6 sf max area ¹⁰ 4 ft max post mounted height 6 ft max building or fence height							
B. Optional Miscellaneous Sign Category ^{1, 2, 6}										
1. Metal Plaque Sign ^{1, 2}	Yes. For each new sign. P.C.-City Staff approval.	Up to 3 per historic building, property, or district.	On-building ⁸ or freestanding. ⁶	Bronze, aluminum, or stainless steel.	Standard. ⁷	None. Needed. Use max sign area limit. →	6 sf max area 6 ft max height			
2. Permanent Plat Sign ^{1, 2, 3, 6}		As approved per the final plat.	Sign setback shall be at least max. sign height. ^{6, 9}	Any durable, all-weather material.	Standard. ^{5, 7}		10 sf per 100 ft of lot frontage	100 sf max area 6 ft max height	128 sf max area 6 ft max height	
3. Institutional Information Sign ^{1, 2, 4, 5, 6}		1 per site with a C.U.P.	Freestanding with minimum 15 ft setback. ^{6, 9}			Not allowed.	128 sf max area 6 ft max height	Not allowed.		

Footnotes Containing Additional Development Requirements:

- 1 Refer to Section 15.09.05 for definitions and rules for each Sign Category (lettered), and each Sign Type (numbered).
- 2 Available to all land uses in Section 15.03.05., other than Institutional Information Signs. No signs are permitted in the Conservancy Zoning District.
- 3 Permanent Plat Signs shall be located within a platted outlot or within a permanent sign easement. See Section 15.09.05(3)(b)2.
- 4 Institutional Information Signs are only allowed for Institutional land uses as determined by the Zoning Administrator.
- 5 An Electronic Message Sign (of up to 50% of the sign area) is permitted for Institutional Information Signs **and requires Plan Commission approval prior to the issuance of a sign permit that are not located in or have a screen visible within 100 feet of a residential Zoning District. See Section 15.09.08**
- 6 Sign must be located on-site and must not be located within any street right-of-way (which includes the entire public sidewalk and street terrace area) or vision triangle.
- 7 "Standard" means the following forms of sign lighting: ambient, backlit, internal, and gooseneck.
- 8 On-building signs must be located within 10 feet of building's main entrance.
- 9 Additional Address and Building Management Identification Signs are allowed on each public right-of-way facing side of a property (corner lots).
- 10 May also include either the name, logo, or symbol of the destination, provided that the name, logo, or symbol is less than 1 square foot.
- 11 **Any Optional Miscellaneous Sign permitted within the DHMU zoning district shall require review and approval by the Plan Commission.**

Abbreviations: ft = feet max = maximum min = minimum sf = square feet C.U.P. = Conditional Use Permit P.C. = Plan Commission

Example Sign Diagrams:



Section 6. Amends Section 15.09.27 of the Zoning Ordinance to read as follows:

“(1) Applicability.

- ~~(a) — No Freestanding Sign listed under Section 15.09.05(1)(a), On-Building Sign listed under Section 15.09.05(1)(b), Pedestrian Sign listed under Section 15.09.05(1)(c), Bulletin Board or Order Board Sign under Section 15.09.05(1)(d), or Optional Miscellaneous Sign under Section 15.09.05(3)(b) shall be erected, installed, or constructed without approval from the City of Fort Atkinson Plan Commission.~~
- ~~(b) — No Menu Board or Sandwich Board Signs listed under Section 15.09.05(1)(d) or Building Management Identification Sign, On-Site Warning Sign, or On-Site Directional Sign listed under Section 15.09.05(3)(a), shall be erected, installed, constructed, or maintained without the granting of a permit from the Zoning Administrator in accordance with the provisions of this Section.~~
- ~~(a) — No Sign that requires city staff approval in Section 15.09.11 shall be erected, installed, or constructed without the granting of a permit from the Zoning Administrator in accordance with the provisions of this Section.~~
- ~~(b) — No Sign permitted in the DHMU zoning district in Section 15.09.11 shall be erected, installed, or constructed without approval from the City of Fort Atkinson Plan Commission.~~
- ~~(c) — No Electronic Message Sign (Section 15.09.08) shall be erected, installed, or constructed without approval from the City of Fort Atkinson Plan Commission.~~
- ~~(e)(d)~~ For signs requiring a permit in Subsection (a)-(c), above, this Section shall apply and be construed to require a permit for a change of copy on any sign or for any conversions or changes in the sign structure.
- ~~(d)(e)~~ This Section shall not apply to repainting or re-facing with the same sign copy, cleaning, repair, or other normal maintenance of the sign or sign structure.
- ~~(e)(f)~~ No new permit is required for signs which are in place as of the effective date this Chapter, and such signs may remain as legal nonconforming signs. Any alteration or relocation of such signs shall conform to the requirements of this Chapter. Refer to Section 15.09.35 for rules pertaining to nonconforming signs.
- ~~(f)(g)~~ Any sign permit granted hereunder shall not be assigned or transferred to any other sign, including a modified sign face or modified sign structure.
- ~~(g)(h)~~ The owner or tenant may request all such signs at one site be included under one permit.

(2) Review Authority

- ~~(a) — The Plan Commission shall review all Freestanding, On-Building, Pedestrian, Bulletin Board, Order Board, or Optional Miscellaneous Signs, all signs accompanying changes in use or new use which must receive approval of a zoning permit, and all proposed signs which would require approval of a~~

~~Group Development for a site or sites which will have more than one sign viewed together as part of a group of signs. This may be required with a zoning permit for change of use or a sign permit.~~ All signs which require approval of a sign permit by the Zoning Administrator or Plan Commission shall be reviewed according to the following evaluation factors:

1. Conformance to the zoning and sign code
2. Minimization of conflict with vehicular or pedestrian circulation
3. Compatibility with the building characteristics, adjacent uses, and adjacent signs.
4. Compatibility with the specific physical site conditions which warrant approval of the proposed sign.
5. Materials and maintenance aspects.
6. Legibility and visual clarity.

~~(b)~~ At the discretion of the Zoning Administrator, any sign permit may be required to obtain Plan Commission approval if it cannot reasonably be determined if the evaluation factors above in (2)(a) or the standards in the basis for granting a sign permit in (5) below are met by the sign application.

~~(b)(c)~~ The Plan Commission may grant special exception to this Article upon demonstration of due cause. Every applicant for a special exception to the sign district requirements shall submit a written statement to the Plan Commission which explains the reason for the request and how it meets the evaluation factors.”

Section 7. Effective Date. This ordinance shall take effect on after passage, publication, and attestation as required by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, this _____ day of _____, 2026.

Fort Atkinson City Council

Kyle Jaeckel, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

ORDINANCE NO. ____

AN ORDINANCE TO AMEND SECTIONS OF CHAPTER 15 (ZONING CODE) OF THE CITY OF FORT ATKINSON CODE OF GENERAL ORDINANCES RELATING TO THE APPROVAL OF SIGNS LOCATED OUTSIDE THE DOWNTOWN HISTORIC MIXED USE (DHMU) DISTRICT

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

Section 1. Amends Sec. 15.09.05(1)(b)4. of the Zoning Ordinance to read as follows:

- “(4) Marquee Sign. A type of On-Building Sign that is mounted to a permanent roof-like structure that projects out from the exterior wall of a structure and shelters the entrance and/or entrance approaches to a building.
- (a) Sign copy shall be horizontally and vertically centered on the face(s) of the marquee.
 - (b) Marquee Signs must be finished and enclosed on both the top and bottom of the sign between the back of the sign face and the building façade.
 - (c) Marquee Signs must be a minimum of 6 feet deep and 16 feet wide.
 - (d) Letters displayed on a Marquee Sign must be a minimum of 10 inches tall.
- ”

Section 2. Amends Sec. 15.09.05(1)(d)4. of the Zoning Ordinance to read as follows:

- “(4) Order Board Sign. A type of Daily Notice Sign used only in conjunction with drivethrough or drive-in establishments.
- (a) Order Board Signs shall be freestanding or mounted on the exterior wall of the building containing the use.
 - (b) Freestanding two-way microphone/speaker devices shall not count toward the maximum permitted area of the Order Board Sign.
 - (c) Order Board Sign audio components shall meet the noise standards set forth in Section 15.06.31 of the Zoning Ordinance.
 - (d) Order Board Sign lighting components shall meet the exterior lighting standards set forth in Section 15.06.20 of the Zoning Ordinance.”

Section 3. Creates Section 15.09.08(a)2. of the Zoning Ordinance to read as follows:

- “(a) Electronic Message Signs shall be permitted only with a nonresidential land use.
- 1. No more than one Electronic Message Sign shall be permitted per site.
 - 2. Electronic Message Signs may only be approved with a sign permit reviewed and approved by the Plan Commission.”

Section 4. Amends Section 15.09.11, Figure 15.09.11(1) of the Zoning Ordinance to read as follows:

“Figure 15.09.11(1): Permanent Business Sign Group

- A. Freestanding Sign Category
Sign Permit Required and Approver Column
Yes: For each new sign. City Staff approval.

- B. On-Building Sign Category
Sign Permit Required and Approver Column
Yes: For each new sign. City Staff approval.

- C. Pedestrian Sign Category
Sign Permit Required and Approver Column
Yes: For each new sign. City Staff approval.

- D. Daily Notice Sign Category 3. and 4.
Sign Permit Required and Approver Column
Yes: For each new sign. City Staff approval.

Sign Area & Height Maximums for Zoning Districts column
DHMU¹⁵Footnotes Containing Additional Development

Requirements:

- 4 Electronic Message Signs (of up to 50% of the sign area) are permitted for this Sign Type in nonresidential districts and requires Plan Commission approval prior to the issuance of a sign permit. See Section 15.09.08.

- 15 Any sign permitted within the DHMU zoning district shall require review and approval by the Plan Commission.”

Figure 15.09.11(1): Permanent Business Sign Group ²

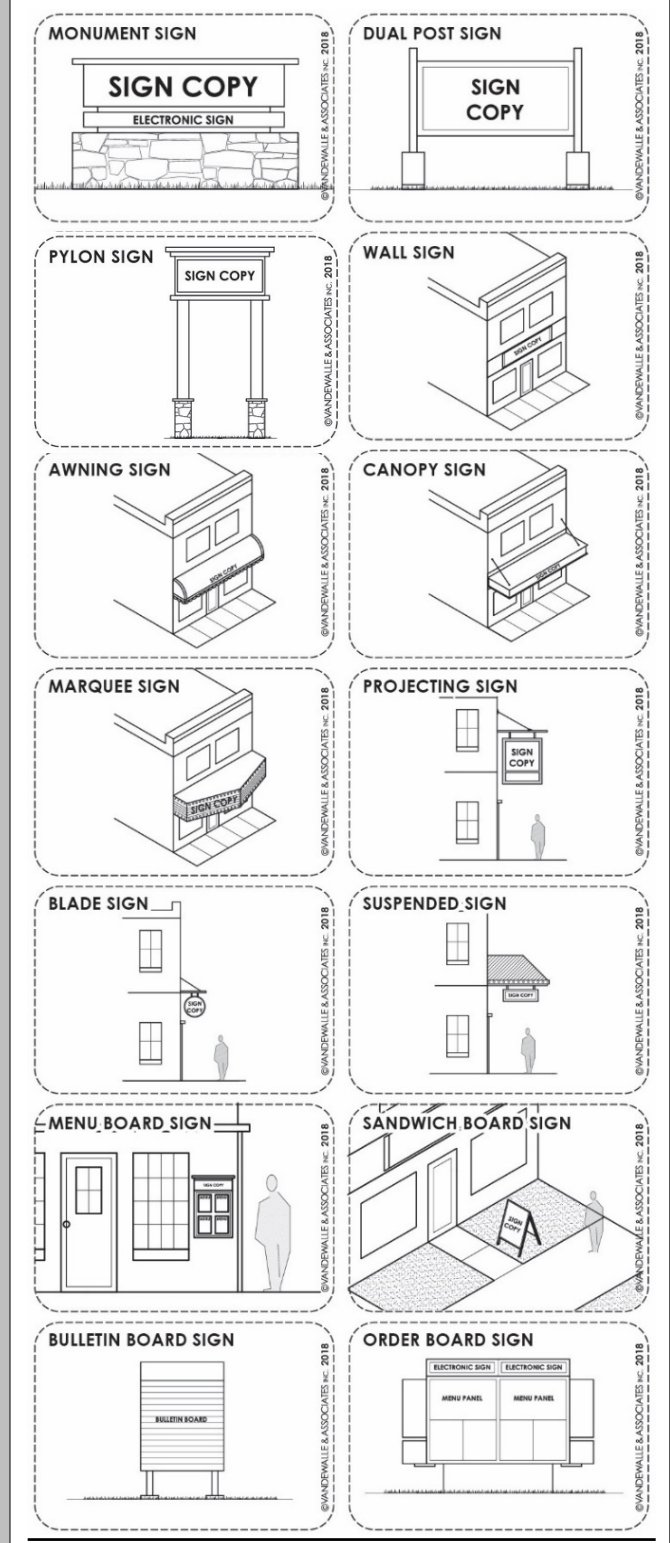
Sign Categories & Sign Types	Sign Permit Required and Approver	Number of Signs Allowed	Sign Locations Allowed	Sign Face Materials Allowed	Sign Lighting Allowed	Sign Area Formula	Sign Area & Height Maximums for Zoning Districts:				
							1 & 2 Family Residential	Multi-Family Residential	Non-Residential and Mixed-Use	Downtown	
							RH-35, SR-2, SR-3, SR-5, SR-7, MH-7, DR-8, TF-10	MRL-8, MRM-12, MRH-30	I, NMU, UMU, SMU, DPMU, BP, LI, MI, HI, IOS, IOC, AO, EX	DHMU15	
A. Freestanding Sign Category ^{1,2} Choose 1 of the following Sign Types.											
1. Monument Sign ^{1,2,4,6,11,13}	Yes: For each new sign. City Staff approval.	1 sign per street frontage, plus 1 sign per lot with more than 200 feet of total street frontage	15' from the street curb face. ⁹	Durable, all-weather materials in all districts. ^{9,11}	Standard. ^{5,13}	1 sf of sign area per 1 ft of street frontage or on-site parking	Not allowed	50 sf area per frontage 6 ft height limit	128 sf area per frontage 6 ft height limit	Not allowed	
2. Dual-Post Sign ^{1,2,4,11,13}							Not allowed	Not allowed	128 sf area 18 ft height limit ¹⁴	Not allowed	
3. Pylon Sign ^{2,6,14}							Not allowed	Not allowed	128 sf area 18 ft height limit ¹⁴	Not allowed	
B. On-Building Sign Category ^{1,2} Choose 1 of the following Sign Types. Note: All On-Building Signs on the same building façade must be the same Type of Sign (1-5), below.											
1. Wall Sign ^{1,2,6,7,8,12,13}	Yes: For each new sign. City Staff approval.	1 sign per exterior wall not abutting residential use or zoning district, plus one sign per customer entry ³	Sign shall not extend above parapet or fascia. Minimum overhang rules. ^{8,9} Sign may not project within 2 feet of curb	Durable, all-weather materials in all districts.	Standard ^{12,13} Gooseneck. Backlit,gooseneck ¹³ Standard. ⁵	1 sf of sign area per 1 ft of building façade length ^{3,7}	Not allowed	128 sf area	Per formula.		
2. Awning Sign ^{1,2,8}							Not allowed	Per formula.			
3. Canopy Sign ^{1,2,8}							Not allowed	40 sf area	60 sf area	40 sf area	
4. Marquee Sign ^{1,2,8}							Not allowed	Not allowed	128 sf area		
5. Projecting Sign ^{1,2,8}							Not allowed	Not allowed			
C. Pedestrian Sign Category ^{1,2} Choose 1 of the following Sign Types. Note: All Pedestrian Signs on the same building façade must be the same Type of Sign (1-2), below.											
1. Blade Sign ^{1,2,8}	Yes: For each new sign. City Staff approval.	1 for each customer entrance.	Minimum overhang rules. ^{8,9}	Durable, all-weather materials in all districts.	Gooseneck.	None. Use max area.	Not allowed	16 sf area	10 sf area		
2. Suspended Sign ^{1,2,8}							Not allowed	10 sf area	10 sf area		
D. Daily Notice Sign Category ^{1,2}											
1. Menu Board Sign ^{1,2}	Yes: For each new sign. City Staff approval.	1 for each business.	Within 10 ft of customer entrance. ^{9,12}	Durable, all-weather materials in all districts.	Internal. Ambient only.	None. Use max area.	Not allowed	8 sf area			
2. Sandwich Board Sign ^{1,2}							Not allowed	6 sf area / 3 ft height / 2 ft width			
3. Bulletin Board Sign ^{1,2}	Yes: For each new sign. City Staff approval.	1 sign per drive through lane	15' from the street curb face. ^{9,12}	Durable, all-weather materials in all districts.	Internal. Standard. ⁵	None. Use max area.	Not allowed	10 sf area / 8 ft height			
4. Order Board Sign ^{1,2,10}							Not allowed	48 sf area / 8 ft height ¹⁰			

Footnotes Containing Additional Development Requirements:

- 1 Refer to Section 15.09.05 for definitions and rules for each Sign Category (lettered), and each Sign Type (numbered).
- 2 Available to land uses identified in Section 15.03.05. No signs are permitted in the Conservancy Zoning District.
- 3 The number of permitted on-building signs may be transferred from one wall to another, but the total combined sign area of all signs on the receiving wall shall still be limited by its length ratio of said wall.
- 4 Electronic Message Signs (of up to 50% of the sign area) are permitted for this Sign Type in nonresidential districts and requires Plan Commission approval prior to the issuance of a sign permit. See Section 15.09.08.
- 5 "Standard" means the following forms of sign lighting: ambient, backlit, internal, and gooseneck.
- 6 Group Development Signs may be up to 50% larger in area and 2 feet taller in height. See Section 15.09.10.
- 7 Every business shall be guaranteed a minimum of 40 square feet of Wall Sign area, regardless of the business's actual building façade length.
- 8 Bottom of sign shall be a min. of 14 feet above a drive, alley, street, parking space or other vehicle surface; a min. of 8 feet above a sidewalk, patio, or other ground-level- surface; and a maximum 3 feet from the building. Wall Signs shall not project more than 12 inches horizontally beyond the edge of any wall or other surface to which they are mounted.
- 9 Sign must be located on-site and must not be located within any street right-of-way (which includes the entire public sidewalk and street terrace area) without a permit from the City Engineer. Off-premise Freestanding Signs are prohibited.
- 10 Order Board Signs shall conform to the location requirements for Drive-Through and In-Vehicle Sales or Service land uses. See Section 15.03.10(10). A maximum total of 96 sf of total Order Board Signs is permitted per business.
- 11 Sign must be designed of materials complementary to and harmonious with the building and site, and must be closely integrated with site landscaping.
- 12 Signs shall only be located on a public sidewalk or private walkway that is a minimum 6 feet wide and shall only be displayed during the hours of operation for the on-site land use.
- 13 Any internal illuminated sign must have opaque cabinet fields and a translucent message.
- 14 New Pylon Signs are only permitted in the Suburban Mixed-Use District. Existing Pylon Signs are permitted as legal nonconforming signs per the requirements of Section 15.09.35.
- 15 Any Sign permitted within the DHMU zoning district shall require review and approval by the Plan Commission.

Abbreviations: ft = feet max = maximum min = minimum sf = square feet C.U.P. = Conditional Use Permit P.C. = Plan Commission

Example Sign Diagrams:



Section 5. Amends Section 15.09.11, Figure 15.09.11(3) of the Zoning Ordinance to read as follows:

“Figure 15.09.11(3): Permanent Miscellaneous Sign Group

B. Optional Miscellaneous Sign Category

Sign Permit Required and Approver column

Yes: For each new sign. City Staff approval.

Number of Signs Allowed column

1 per site

Sign Area & Height Maximums for Zoning Districts column

DHMU15

Footnotes Containing Additional Development Requirements:

5 An Electronic Message Sign (of up to 50% of the sign area) is permitted for Institutional Information Signs and requires Plan Commission approval prior to the issuance of a sign permit. See Section 15.09.08.

11 Any Optional Miscellaneous Sign permitted within the DHMU zoning district shall require review and approval by the Plan Commission.”

Figure 15.09.11(3): Permanent Miscellaneous Sign Group 2

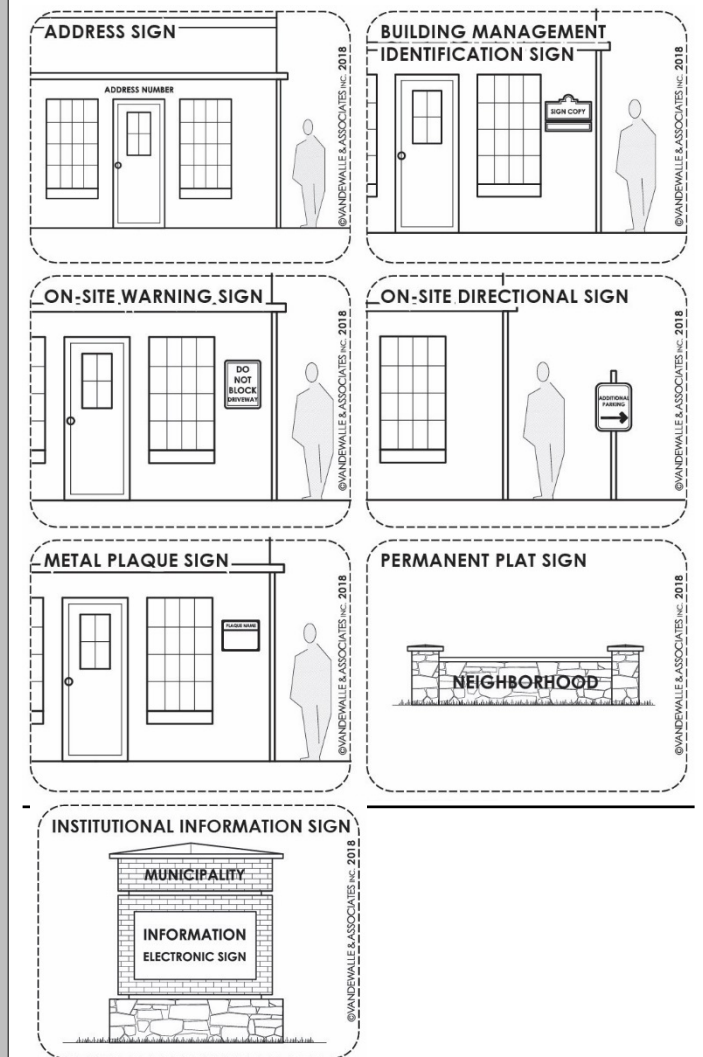
Sign Categories & Sign Types	Sign Permit Required and Approver	Number of Signs Allowed	Sign Locations Allowed	Sign Face Materials Allowed	Sign Lighting Allowed	Sign Area Formula	Sign Area & Height Maximums for Zoning Districts:			
							1 & 2 Family Residential	Multi-Family Residential	Non-Residential and Mixed-Use	Downtown
							RH-35, SR-2, SR-3, SR-5, SR-7, MH-7, DR-8, TF-10	MRL-8, MRM-12, MRH-30	I, NMU, UMU, SMU, DPMU, BP, LI, MI, HI, IOS, IOC, AO, EX	DHMU11
A. City-Required Sign Category 1, 2, 6										
1. Address Sign 1, 2, 6	No. Sign Permit not required.	1 per address. 6, 9	On-building, and visible from street.	Any durable, all-weather material.	Ambient only.	None needed. Use max sign area limit. →	4 sf max area 6 ft max mounted height			
2. Building Management Identification Sign 1, 2, 6	Yes. For each new sign. Staff approval		On-building, and next to main entry. 8				4 sf max area 6 ft max mounted height			
3. On-Site Warning Sign 1, 2, 6		On-building, or freestanding. 6	6 sf max area 4 ft max post mounted height 6 ft max building or fence height							
4. On-Site Directional Sign 1, 2, 6, 10			As permitted in writing by the Zoning Administrator.				6 sf max area 10 4 ft max post mounted height 6 ft max building or fence height			
B. Optional Miscellaneous Sign Category 1, 2, 6										
1. Metal Plaque Sign 1, 2	Yes. For each new sign. City Staff approval.	Up to 3 per historic building, property, or district.	On-building 8 or freestanding. 6	Bronze, aluminum, or stainless steel.	Standard. 7	None. Needed. Use max sign area limit. →	6 sf max area 6 ft max height			
2. Permanent Plat Sign 1, 2, 3, 6		As approved per the final plat.	Sign setback shall be at least max. sign height. 6, 9	Any durable, all-weather material.	Standard. 5, 7		10 sf per 100 ft of lot frontage	100 sf max area 6 ft max height	128 sf max area 6 ft max height	
3. Institutional Information Sign 1, 2, 4, 5, 6		1 per site	Freestanding with minimum 15 ft setback. 6, 9			Not allowed.		128 sf max area 6 ft max height	Not allowed.	

Footnotes Containing Additional Development Requirements:

- 1 Refer to Section 15.09.05 for definitions and rules for each Sign Category (lettered), and each Sign Type (numbered).
- 2 Available to all land uses in Section 15.03.05., other than Institutional Information Signs. No signs are permitted in the Conservancy Zoning District.
- 3 Permanent Plat Signs shall be located within a platted outlot or within a permanent sign easement. See Section 15.09.05(3)(b)2.
- 4 Institutional Information Signs are only allowed for Institutional land uses as determined by the Zoning Administrator.
- 5 An Electronic Message Sign (of up to 50% of the sign area) is permitted for Institutional Information Signs and requires Plan Commission approval prior to the issuance of a sign permit. See Section 15.09.08
- 6 Sign must be located on-site and must not be located within any street right-of-way (which includes the entire public sidewalk and street terrace area) or vision triangle.
- 7 "Standard" means the following forms of sign lighting: ambient, backlit, internal, and gooseneck.
- 8 On-building signs must be located within 10 feet of building's main entrance.
- 9 Additional Address and Building Management Identification Signs are allowed on each public right-of-way facing side of a property (corner lots).
- 10 May also include either the name, logo, or symbol of the destination, provided that the name, logo, or symbol is less than 1 square foot.
- 11 Any Optional Miscellaneous Sign permitted within the DHMU zoning district shall require review and approval by the Plan Commission.

Abbreviations: ft = feet max = maximum min = minimum sf = square feet C.U.P. = Conditional Use Permit P.C. = Plan Commission

Example Sign Diagrams:



Section 6. Amends Section 15.09.27 of the Zoning Ordinance to read as follows:

“(1) Applicability.

- (a) No Sign that requires city staff approval in Section 15.09.11 shall be erected, installed, or constructed without the granting of a permit from the Zoning Administrator in accordance with the provisions of this Section.
- (b) No Sign permitted in the DHMU zoning district in Section 15.09.11 shall be erected, installed, or constructed without approval from the City of Fort Atkinson Plan Commission.
- (c) No Electronic Message Sign (Section 15.09.08) shall be erected, installed, or constructed without approval from the City of Fort Atkinson Plan Commission.
- (d) For signs requiring a permit in Subsection (a)-(c), above, this Section shall apply and be construed to require a permit for a change of copy on any sign or for any conversions or changes in the sign structure.
- (e) This Section shall not apply to repainting or re-facing with the same sign copy, cleaning, repair, or other normal maintenance of the sign or sign structure.
- (f) No new permit is required for signs which are in place as of the effective date this Chapter, and such signs may remain as legal nonconforming signs. Any alteration or relocation of such signs shall conform to the requirements of this Chapter. Refer to Section 15.09.35 for rules pertaining to nonconforming signs.
- (g) Any sign permit granted hereunder shall not be assigned or transferred to any other sign, including a modified sign face or modified sign structure.
- (h) The owner or tenant may request all such signs at one site be included under one permit.

(2) Review Authority

- (a) All signs which require approval of a sign permit by the Zoning Administrator or Plan Commission shall be reviewed according to the following evaluation factors:
 - 1. Conformance to the zoning and sign code
 - 2. Minimization of conflict with vehicular or pedestrian circulation
 - 3. Compatibility with the building characteristics, adjacent uses, and adjacent signs.
 - 4. Compatibility with the specific physical site conditions which warrant approval of the proposed sign.
 - 5. Materials and maintenance aspects.
 - 6. Legibility and visual clarity.
- (b) At the discretion of the Zoning Administrator, any sign permit may be required to obtain Plan Commission approval if it cannot reasonably be

- determined if the evaluation factors above in (2)(a) or the standards in the basis for granting a sign permit in (5) below are met by the sign application.
- (c) The Plan Commission may grant special exception to this Article upon demonstration of due cause. Every applicant for a special exception to the sign district requirements shall submit a written statement to the Plan Commission which explains the reason for the request and how it meets the evaluation factors.”

Section 7. Effective Date. This ordinance shall take effect on after passage, publication, and attestation as required by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, this _____ day of _____, 2026.

Fort Atkinson City Council

Kyle Jaeckel, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Director of Neighborhood and Building Services

RE: Review and possible action relating to a Resolution amending the Covenants of the Klement Business Park (Draeger, Director of Neighborhood and Building Services)

BACKGROUND

The Klement Business Park covenants have been in place since the creation of TID #6 in 1999. The City Council adopted the current Zoning Ordinance, Chapter 15 of the City of Fort Atkinson Municipal Code, on October 20, 2020, with amendments on October 17, 2023, and August 1, 2024. On March 17, 2026, the City Council closed TID #6, which included the land in the Klement Business Park, and intends to create a new Mixed Use TID in its place to allow development to be incentivized for the first time in over 15 years.

DISCUSSION

Over time, rising construction costs, increasing building material prices, and higher interest rates have made development in Klement Business Park less attractive to prospective buyers. Staff believes that the use of modern materials can achieve a comparable appearance and quality to traditional Class 1 materials, while offering greater cost efficiency.

Currently, the covenants require that 50% of all facades facing a public road be constructed with Class I materials, whereas the Zoning Ordinance requires only 15% in the BP, Business Park zoning district. Amending the covenants to better align with the Zoning Ordinance would reduce development costs while still maintaining a high standard of design that is present throughout the City.

The proposed amendments outlined in the attached redlined version of the Covenants document would enhance the park's development potential while preserving consistent, high-quality aesthetic standards in line with the rest of the City of Fort Atkinson. Aligning the covenant requirements with the Chapter 15 Zoning Ordinance would also promote greater continuity in design standards across the City.

The City owns more than one-fourth of the total square footage of the Klement Business Park, and per Section XVII of the original covenants (Section XVI of the amended covenants), the City

Council may amend the document by a 2/3 vote of the City Council, which is 4 out of 5 members.

FINANCIAL ANALYSIS

This resolution will not have a direct financial impact on the City, but should promote additional development in the business park, along with the creation of the new mixed-use Tax Increment District.

RECOMMENDATION

Staff recommends the council adopt the resolution amending the covenants of the Klement Business Park and direct staff to mail a copy of the amended covenants to all property owners within the Klement Business Park.

ATTACHMENTS

1. Resolution Klement Business Park Covenant Amendments
2. 2026 Amendments_Klement Bus Park Covenants 3.26.26
3. Amended Klement Bus Park Covenants 4.9.26

RESOLUTION NO. _____

**RESOLUTION AMENDING THE
KLEMENT BUSINESS PARK COVENANTS**

WHEREAS, the Klement Business Park covenants have been in place since the creation of TID #6 in 2000; and

WHEREAS, the City Council adopted a new Zoning Ordinance (Chapter 15 of the City of Fort Atkinson Municipal Code) on October 20, 2020, which includes updated standards relating to building materials and site design standards; and

WHEREAS, on March 17, 2026, the City Council closed TID #6, which included the land in the Klement Business Park, and intends to create a new Mixed Use TID in its place to allow development to be incentivized for the first time in over 15 years; and

WHEREAS, the City owns more than one-fourth of the total square footage of the Klement Business Park, and per Section XVII of the original covenants (Section XVI of the amended covenants), the City Council may amend the document by a 2/3 vote of the City Council, which is 4 out of 5 members; and

WHEREAS, the City Council has identified areas of the covenants that can be amended to improve the development prospects of the Klement Business Park while retaining consistent aesthetic design standards in line with the rest of the City of Fort Atkinson.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Fort Atkinson that the covenants are hereby amended as shown in the attached document.

BE IT FURTHER RESOLVED, that the City Council direct the City Clerk to send via mail or electronic mail a copy of the amended covenants to all property owners within the Klement Business Park within 10 days of this action.

Adopted this 9th day of April 2026

CITY OF FORT ATKINSON

Kyle Jaeckel, City Council President

ATTEST:

Michelle Ebbert, Clerk/Treasurer/Finance Director

Declaration of Protective Covenants

Robert L. Klement Business Park Fort Atkinson, Wisconsin

RECITALS:

1. The City of Fort Atkinson (hereinafter "City"), owns a certain parcel of land known as the Robert L. Klement Business Park. Said Park is located on the south side of the City and is more particularly described on Exhibit A which is attached hereto and incorporated by reference.
2. The following consists of various covenants running with the land that the City wishes to impose upon all future owners of said property as same is subdivided and sold to third parties. These covenants do not run with lands designated as Outlots C, D and E on attached Exhibit B, as they are designated residential parcels.
3. The City represents that the same was adopted by a regular meeting of the City Council of the City of Fort Atkinson on July 6, 2000.

I. USE OF LAND

It is the intent of the City of Fort Atkinson that this Business Park be developed to enhance the future of business growth of the City in a planned development for the general mix of business, industrial, distribution, and limited retail operations. The type of "mix" will be subject to the review and approval of the City Council. Retail use may be permitted providing such uses are compatible with the adjoining Business Park uses and do not contribute to excessive congestion, alter the character, or otherwise detract from the primary purpose of the Business Park as a business/industrial employment center.

II. GENERAL PROVISIONS

It is the intent of this declaration that all structures erected, enlarged, added to, altered, used, and maintained shall be designed, constructed and used so as to meet all applicable State of Wisconsin laws, administrative codes, and City of Fort Atkinson codes pertaining to building construction, sanitation and zoning, and so as to provide for a compatible and aesthetically pleasing development.

No building or improvement shall be erected, placed or altered on any building site in the Business Park until the plans and use for such building or improvement including site plans, landscaping plans, drainage plans, building plans and specifications have been approved by the City of Fort Atkinson and its Plan Commission. All proposed construction shall be completed within two years of commencement.

Use of parcels covered by these covenants shall be occupied only for uses permitted under zoning classification BP Business Park M-2 and shall be limited to trades or industries of a restrictive character which are not detrimental to the Business Park by reason of appearance, noise,

dust, smoke, or odor, or similar conditions as hereinafter provided. The following uses, not intending hereby to limit by enumeration, shall be prohibited:

- 1.) Quarrying
- 2.) Junkyards or salvage yards
- 3.) Drop forges, foundries, refineries, asphalt plants, concrete & plaster manufacturing & assemblage, or any similar use, the normal operation of which causes objectionable noise, odor, dust or smoke
- 4.) Any other use, the normal operation of which causes objectionable appearance, noise, odor, dust or smoke
- 5.) Slaughter houses, housing of animals
- 6.) Gas stations, convenience stores

III. BUSINESS PARK LOT DEVELOPMENT

No improvement, structure, addition or alteration shall be nearer than fifty (50) feet to the right-of-way line on any Business Park street or road. Corner lots shall have two (2) street setbacks each of fifty (50) feet.

Side yards shall be a minimum of twenty-five (25) feet setback on each side of a structure to the side lot line.

Rear yards shall be a minimum of ~~fifty (50)~~ fiftythree (5030) feet from the rear lot line, ~~or fifty (50) feet where abutting residential zoning.~~

IV. BUILDING APPEARANCE AND SITE DESIGN

~~All structures and building sites within the Robert L. Klement Business Park shall be designed, constructed, and maintained in accordance with the standards set forth in the City of Fort Atkinson Zoning Ordinance (Title 15), which is incorporated herein by reference. Specifically: shall be designed and constructed in such a manner as to provide an aesthetically pleasing development. The front and sidewalls of all structures facing a street shall be faced with at least fifty percent (50%) decorative masonry or other material approved by the Plan Commission. Sidewalls of structures facing a yard area shall have the aforementioned decorative siding extended for a minimum distance of twenty (20) feet or to a natural dividing point as approved by the Plan Commission.~~

1. General Design Standards: All development shall comply with the general intent and applicability of Article VII (Exterior Building Design Standards) to ensure an attractive, long-lasting appearance that maintains community property values.
2. Architectural Quality and Materials: Buildings shall meet the requirements for industrial uses found in Section 15.07.40. This includes, but is not limited to:
 - a. Cladding buildings in high quality Class I, II, or III materials.
 - b. Providing a minimum of 15 percent Class I materials (such as brick or stone) on all façades facing a public street.
 - c. Designing buildings to provide visual interest and variety while avoiding flat, unadorned walls.
3. Building Orientation and Entrances:

- a. Buildings shall be oriented so the front façade faces the road with the highest traffic volume per Section 15.07.40(1)(b).
- b. Visitor, office, and customer entrances shall be clearly defined and accentuated through the use of detailing, windows, or distinctive architectural features as required by Section 15.07.40(1)(b)(1).
4. Landscaping and Foundation Plantings: All sites shall provide landscaping in accordance with Title 15, Article VIII. This includes meeting the specific landscaping point requirements for building foundations, street frontages, and yards as outlined in Section 15.08.30
5. Technical Systems and Screening: All building-mounted, roof-mounted, and ground-mounted mechanical equipment shall be screened or disguised to be architecturally compatible with the primary structure in accordance with Sections 15.06.21 and 15.07.40(3).
6. Conflict of Standards: In accordance with Section 15.02.52(1)(a) of the Zoning Ordinance, if any conflict arises between the provisions of these Covenants and the Zoning Ordinance, the most restrictive provision shall prevail.

~~Structures fronting on Janesville Avenue shall have all the façade facing toward Janesville Avenue surfaced with decorative masonry, window glass, or other decorative architectural siding.~~

~~The primary entrances of all buildings shall be oriented toward the public street on which the building is addressed. Front entrances shall be clearly defined by an extended roof or other architectural features. Foundation plantings shall be installed on the front of the building facing the street on which the property is addressed.~~

~~Walls facing side and rear yards shall be finished in materials complimentary to the façade facing the street. Walls facing residential zones shall be constructed of finish materials consistent with the front of the structure. Where plain concrete block masonry is used, such masonry shall be painted with a minimum of two (2) coats of paint.~~

Pole buildings or structures lacking a well-defined decorative entrance and façade are not appropriate.

V. PARKING AND ACCESS

It is the intention of these protective covenants to prohibit on-street parking within the planned Business Park. Driveways and parking areas shall be laid out to avoid a direct, unshielded view from the street to employee and visitor parking areas, loading docks, maneuvering areas and permitted outdoor storage areas. No parking shall be permitted on entry driveways.

All driveways and parking areas shall be graded and surfaced with hard, all weather asphalt or concrete paved surfaces with all materials meeting the technical standards and minimum thickness requirements of Section 16.06.06(19).~~accepted standards of the construction trades.~~ Parking stalls and circulation areas shall be clearly marked and stripped in a visible manner as required by Section 15.06.06(14)(d) and delineated. All drives, ~~and walks, and parking surfaces shall be completed within one (1) year of building permit issuance, or prior to building occupancy, pursuant to Sections 15.06.03(12)(b) and 15.06.06(20)(b) after construction of the building.~~

VI. OUTDOOR STORAGE

Outdoor storage of vehicles, products, equipment, supplies and other materials ~~is will be~~ permitted only in the side and rear yards ~~of the parcel~~ and must be screened in accordance with the standards of Section 15.06.21 with screening approved by the Plan Commission. ~~Screens intended to screen outdoor storage areas may consist of the following materials either used individually or in combination: earthen berms, wooden fences, landscaping, or other nonmetallic materials.~~

Principal outdoor storage uses require a Conditional Use Permit and must be enclosed by an 8-foot solid fence or wall per Section 15.03.16(2). Incidental outdoor storage (occupying 500 square feet or less) must be fully screened by an 8-foot wall and solid gate that matches the materials and color of the principal structure, pursuant to Section 15.03.28(17). All screening shall achieve a minimum opacity of 0.80 where abutting residential districts.

Open mesh metal security fences, including those with slats, shall not be considered acceptable screening materials. Temporary outdoor storage ~~is may be~~ permitted for up to 30 days per calendar year upon issuance of a Temporary Use Permit under Section 15.03.30(9). ~~by prior written approval of the City Building Inspector, however, No no outdoor storage shall be located will be~~ allowed within a front or street side yards at any time, per Section 15.06.21(4)(a)2.

VII. FENCING

All fencing must comply with the material, location, and height standards established in Section 15.06.40 of the City of Fort Atkinson Zoning Ordinance. ~~Security fences may be located in side or rear yard storage areas. No security fence shall be less than six (6) feet in height nor more than ten (10) feet in height. Security fences may have the accepted barbed wire "Y" or angle security device not to exceed twenty four (24) inches. Said security fences shall be of chain-link type construction. If different types of fence materials are being proposed, such design and materials may be approved by the Plan Commission.~~

~~Fencings are is~~ not ~~permitted allowed~~ to extend beyond the minimum required front or street yard, or in the case of a greater setback, shall not extend beyond the footprint of the structure into the front or street yard. ~~Corner lots shall have fencing extend to the minimum street setback requirement and shall not extend into the street yard in front of any structure.~~

VIII. LOADING ZONES

All loading berths, docks, and service areas shall be designed, located, and maintained in accordance with the off-street loading standards of Section 15.06.07. Loading areas are prohibited between any principle building and a public street and must be located a minimum of seventy-five (75) feet from the street right-of-way and only in rear yards and side yards behind the required 50 foot front or street yard setbacks established for the Business Park zoning district in Article II, as required by the building orientation standards of Section 15.07.30(1)(c). Additionally, all loading and service activity areas must be completely screened from the view of public streets and residential districts in compliance with the exterior storage and landscaping standards of Sections 15.06.21 and 15.08.30. ~~No loading zones will be allowed in street side yards.~~

IX. LANDSCAPING

~~At least one street tree of an appropriate species approved by the City Forester shall be planted for each fifty (50) feet of frontage on a public street. All street trees shall be at least 2-1/2 inches caliper at the time of planting.~~

~~At least ten percent (10%) of the site area must be maintained in either lawn or landscaped green space.~~

~~Foundation plantings shall be installed on either side of the front entrance to the building facing toward the public street.~~

IX. MAINTENANCE

Each owner of a lot shall at all times keep the premises, buildings, and other improvements on such owner's lot in a safe, clean, neat and sanitary condition. Specifically, no building or structure shall be permitted to fall into disrepair and shall at all times be kept in good repair and adequately painted or otherwise finished. All grass, trees, shrubbery shall be kept in good condition at all times (on both vacant and developed lots). Specifically, the entire site shall be maintained in healthy grass, turf or other approved ground cover, which is neatly maintained including mowing, watering, fertilizing, pruning and weeding. If, in the opinion of the Building Inspector, property maintenance is not being undertaken, the Plan Commission may, at any time after thirty (30) days prior written notice to the lot owner, contract for the completion of such maintenance work. The City shall have the right to levy a special assessment against the property in violation for such costs, plus ten percent (10%) for administrative costs. If such special assessment is not paid in full within thirty (30) days after it was levied against such lot by the City, the City shall be entitled to collect or enforce the collection of such special assessment and to bring any and all actions or proceedings necessary for the collection of such costs and for the foreclosure of liens thereof.

XI. DRAINAGE

No land shall be developed and no use shall be permitted that results in flooding, erosion or sedimentation on adjacent properties. All runoff shall be properly channeled into a storm drain, watercourse, storage area, or other storm water management facility. The development of each parcel shall provide for onsite stormwater management to insure that post-construction run-off does not exceed pre-construction run-off.

XII. UTILITIES

All utilities including all electric power, telephone and other communications equipment, gas, water, storm and sanitary sewers, excepting electric power lines exceeding 26.5 kv, shall be underground. The location of the utilities shall be subject to approval by the Plan Commission.

XIII. RUBBISH AND WASTE MATERIALS

No rubbish shall be burned on the premises except in an incinerator designed and approved for such purposes, meeting all appropriate State and Federal air emission standards.

All waste materials shall be located and kept in containers for pick up or proper disposal. All waste containers shall be screened from view of roads. Storage of waste materials shall not exceed thirty (30) days on any lot.

XIII~~V.~~ RECAPTURE, RESALE AND DIVISION OF LAND

A. If an owner of any lot, other than the City, does not commence construction of a building or buildings thereon within twenty-four (24) months after the date of purchase of such lot, and complete the construction of a building or buildings thereon within one (1) year after the start of construction, the City shall have the option to repurchase said lot. Exercise of the Option shall be effected by Resolution adopted by the Fort Atkinson City Council. Said Option shall be exercisable by the City upon delivery in writing of a notice to said owner within six (6) months after the expiration of said twenty-four (24) month or one (1) year period. Closing shall take place within sixty (60) days following the notice of intent to exercise such option on such date as shall be designated by the City.

The purchase price to be paid upon the exercise of such option shall be the sum of the following:

1. The purchase price paid for the land by the Owner.
2. The current market value, as determined below, of all improvements thereon paid for by the Owner.
3. All special assessments paid by the Owner of such land during the period of such ownership.

less the sum of the following:

1. Unpaid real estate taxes and special assessments, if any.
2. Proration of current year's real estate taxes to date of closing.
3. Title insurance policy premium paid by the Owner in connection with the original sale.
4. Unpaid liens or special charge of an ascertainable amount.
5. Any other costs of the Owner associated with the original sale to the Owner.

The market value of all improvements will be determined by a mutually agreed upon appraiser, which determination shall be binding on the City and the Owner.

Conveyance shall be by Warranty Deed from said owner to the City free and clear of all liens, encumbrances except those in existence prior to the Owner's purchase of the Property, and subject to municipal zoning and land division ordinance, recorded easements for public utilities, and the protective covenants contained in this Declaration and amendments thereof. Owner shall furnish a title insurance policy, at Owner's expense, to the City in the full amount of the purchase price.

Nothing contained in this paragraph shall be deemed to give the City a right of first refusal or option with regard to lands which have been improved by the construction of a building or buildings thereon, it being intended that the option provisions set forth above shall apply only to vacant parcels and parcels where there building construction has not been completed within one (1) year after the start of construction. The owner of any lot upon which the construction of the building has been completed per approved plans has the right to sell their property free of the City's option.

B. In the event an owner of land, other than the City, elects to sell any portion of the undeveloped land which is not being used in connection with the business of said owner, the same shall first be offered for sale, in writing, to the City, at a price computed as set forth in ~~XIII~~^{XIV}, A. above. The City shall have forty-five (45) days from the date of receipt of such offer to accept or

reject the same, unless an extension of time may be mutually agreed upon and set forth in writing. Acceptance or rejection of such offer shall be approved by the City Council. Upon acceptance by the City, conveyance by the owner shall be by warranty deed free and clear of all liens and encumbrances except those in existence prior to the owner's purchase of the property, and subject to municipal zoning and land division ordinances, recorded easements for public utilities, and the covenants contained herein. The owner shall furnish, at owner's expense, a title insurance policy to the City for the full amount of the purchase price. In the event the City rejects any said offer, Owner may then sell such property to any other purchaser and the City shall have no further interest therein, except that any use of said property by any subsequent purchaser shall be subject to applicable zoning and land division ordinances, restrictions and regulations of the City relating to the use of said property and the provisions of these covenants in effect at the time of such sale.

C. Any proposed subdivision or re-subdivision and any sales of parcels or portions of parcels resulting in change or adjustment of lot lines must be reviewed the City Plan Commission, and approved the City Council. Any division not only shall comply with applicable government regulations, but also should not create a parcel that is not readily adaptable to the covenants contained herein.

D. No future owner of any parcels of land subject to these protective covenants may create by deed, easement or any other document any restriction, covenant or easement affecting any property subject to these covenants without having the document approved and also signed by the City. Any attempt to record said document without the City's signature will be absolutely void.

XIV. SIGNS AND BILLBOARDS

No signs, other than company and product identification and directions signs, shall be permitted. The type, location and placement of signs shall be approved by the City Planning Commission.

XVI. ENFORCEMENT OF COVENANTS

Any disputes involving these covenants, which are covered by existing codes or ordinances, shall be enforced by the City Building Inspector.

~~Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with any provision of these Covenants shall be subject to the general penalty provisions set forth in Section 1-10 and Section 1-16 of the City of Fort Atkinson Municipal Code. The enforcement of the restrictions and covenants contained in this declaration of restrictions shall be by proceedings of law or in equity against any person or persons violating or attempting to violate any covenants, either to restrain violation or to recover damages with such election at the option of the enforcing party. Such proceedings may be commenced by the City or by any owners of parcels in said Business Park.~~

XVII. MODIFICATION AND AMENDMENTS OF COVENANTS

As long as the City owns a minimum of one-fourth of the square footage of land in the Business Park, the restrictions and covenants set forth herein, may be modified and amended by the City upon execution of a written instrument setting forth such changes, as evidenced by a Resolution duly adopted by a favorable vote of at least two-thirds of all members of the City

Council. Should the City's ownership of land fall below one-fourth of the total square footage, modifications and amendments can only be made by the City, as outlined above, with the approval of a majority of the property owners. Majority of owners of lots or parcels shall be determined on the basis of total square footage of land owned by each owner of land in the Business Park subject to these covenants.

~~XVIII.~~ VARIANCES

The City, within its scope of authority, reserves the right to grant variances from the strict application of the provisions of these covenants and impose other conditions and safeguards in variances so granted, provided such variances are in keeping with the overall development concept for the Business Park. The City Council may delegate their authority to the Plan Commission from time to time if it chooses.

~~XVIII.~~ REAL ESTATE ADDITION TO BUSINESS PARK

Other lots and parcels of land may be added to the Business Park from time to time and may be made subject to these covenants. In the event of the addition of such property, owners of new lots and parcels shall have the same rights and obligations as the owners of the original Business Park land.

~~XIX.~~ SEVERABILITY AND INVALIDATION

Invalidation of any one of these covenants or restrictions contained within this declaration of restrictions, by judgment or court order, shall in no way affect any other provisions hereof which shall remain in full force and effect.

Dated this 21st day of July, 2000 and amended this 9th day of April, 2026.

CITY OF FORT ATKINSON

City Manager

Rebecca Houseman, John Wilmet,

Michelle Ebbert,
Clerk/Treasurer/Finance Director Faith A.
Elford, CMC
City Clerk/Treasurer

Subscribed and sworn to before
me this 10th 24st day of April, 2026July, 2000.

Leila R. Carl Sarah Weihert, Notary Public
State of Wisconsin

My Commission Expires: ~~11-02-03~~

This document was drafted by:
Christopher J. Rogers, Fort
Atkinson City Attorney

DRAFT

Declaration of Protective Covenants

Robert L. Klement Business Park Fort Atkinson, Wisconsin Amended April 9, 2026

RECITALS:

1. The City of Fort Atkinson (hereinafter “City”), owns a certain parcel of land known as the Robert L. Klement Business Park. Said Park is located on the south side of the City and is more particularly described on Exhibit A which is attached hereto and incorporated by reference.
2. The following consists of various covenants running with the land that the City wishes to impose upon all future owners of said property as same is subdivided and sold to third parties. These covenants do not run with lands designated as Outlots C, D and E on attached Exhibit B, as they are designated residential parcels.
3. The City represents that the same was adopted by a regular meeting of the City Council of the City of Fort Atkinson on July 6, 2000.

I. USE OF LAND

It is the intent of the City of Fort Atkinson that this Business Park be developed to enhance the future of business growth of the City in a planned development for the general mix of business, industrial, distribution, and limited retail operations. The type of “mix” will be subject to the review and approval of the City Council. Retail use may be permitted providing such uses are compatible with the adjoining Business Park uses and do not contribute to excessive congestion, alter the character, or otherwise detract from the primary purpose of the Business Park as a business/industrial employment center.

II. GENERAL PROVISIONS

It is the intent of this declaration that all structures erected, enlarged, added to, altered, used, and maintained shall be designed, constructed and used so as to meet all applicable State of Wisconsin laws, administrative codes, and City of Fort Atkinson codes pertaining to building construction, sanitation and zoning, and so as to provide for a compatible and aesthetically pleasing development.

No building or improvement shall be erected, placed or altered on any building site in the Business Park until the plans and use for such building or improvement including site plans, landscaping plans, drainage plans, building plans and specifications have been approved by the City of Fort Atkinson and its Plan Commission. All proposed construction shall be completed within two years of commencement.

Use of parcels covered by these covenants shall be occupied only for uses permitted under zoning classification BP Business Park and shall be limited to trades or industries of a restrictive character which are not detrimental to the Business Park by reason of appearance, noise, dust,

smoke, or odor, or similar conditions as hereinafter provided. The following uses, not intending hereby to limit by enumeration, shall be prohibited:

- 1.) Quarrying
- 2.) Junkyards or salvage yards
- 3.) Drop forges, foundries, refineries, asphalt plants, concrete & plaster manufacturing & assemblage, or any similar use, the normal operation of which causes objectionable noise, odor, dust or smoke
- 4.) Any other use, the normal operation of which causes objectionable appearance, noise, odor, dust or smoke
- 5.) Slaughter houses, housing of animals
- 6.) Gas stations, convenience stores

III. BUSINESS PARK LOT DEVELOPMENT

No improvement, structure, addition or alteration shall be nearer than fifty (50) feet to the right-of-way line on any Business Park street or road. Corner lots shall have two (2) street setbacks each of fifty (50) feet.

Side yards shall be a minimum of twenty-five (25) feet setback on each side of a structure to the side lot line.

Rear yards shall be a minimum of fifty (50) feet from the rear lot line.

IV. BUILDING APPEARANCE AND SITE DESIGN

All structures and building sites within the Robert L. Klement Business Park shall be designed, constructed, and maintained in accordance with the standards set forth in the City of Fort Atkinson Zoning Ordinance (Title 15), which is incorporated herein by reference. Specifically:

1. General Design Standards: All development shall comply with the general intent and applicability of Article VII (Exterior Building Design Standards) to ensure an attractive, long-lasting appearance that maintains community property values.
2. Architectural Quality and Materials: Buildings shall meet the requirements for industrial uses found in Section 15.07.40. This includes, but is not limited to:
 - a. Cladding buildings in high quality Class I, II, or III materials.
 - b. Providing a minimum of 15 percent Class I materials (such as brick or stone) on all façades facing a public street.
 - c. Designing buildings to provide visual interest and variety while avoiding flat, unadorned walls.
3. Building Orientation and Entrances:
 - a. Buildings shall be oriented so the front façade faces the road with the highest traffic volume per Section 15.07.40(1)(b).
 - b. Visitor, office, and customer entrances shall be clearly defined and accentuated through the use of detailing, windows, or distinctive architectural features as required by Section 15.07.40(1)(b)(1).
4. Landscaping and Foundation Plantings: All sites shall provide landscaping in accordance with Title 15, Article VIII. This includes meeting the specific

landscaping point requirements for building foundations, street frontages, and yards as outlined in Section 15.08.30

5. Technical Systems and Screening: All building-mounted, roof-mounted, and ground-mounted mechanical equipment shall be screened or disguised to be architecturally compatible with the primary structure in accordance with Sections 15.06.21 and 15.07.40(3).
6. Conflict of Standards: In accordance with Section 15.02.52(1)(a) of the Zoning Ordinance, if any conflict arises between the provisions of these Covenants and the Zoning Ordinance, the most restrictive provision shall prevail.

Pole buildings or structures lacking a well-defined decorative entrance and façade are not appropriate.

V. PARKING AND ACCESS

It is the intention of these protective covenants to prohibit on-street parking within the planned Business Park. Driveways and parking areas shall be laid out to avoid a direct, unscreened view from the street to employee and visitor parking areas, loading docks, maneuvering areas and permitted outdoor storage areas. No parking shall be permitted on entry driveways.

All driveways and parking areas shall be graded and surfaced with hard, all weather asphalt or concrete meeting the technical standards and minimum thickness requirements of Section 16.06.06(19).. Parking stalls and circulation areas shall be clearly marked and striped in a visible manner as required by Section 15.06.06(14)(d). All drives, walks, and parking surfaces shall be completed within one (1) year of building permit issuance, or prior to building occupancy, pursuant to Sections 15.06.03(12)(b) and 15.06.06(20)(b) .

VI. OUTDOOR STORAGE

Outdoor storage of vehicles, products, equipment, supplies and other materials is permitted only in the side and rear yards and must be screened in accordance with the standards of Section 15.06.21.

Principal outdoor storage uses require a Conditional Use Permit and must be enclosed by an 8-foot solid fence or wall per Section 15.03.16(2). Incidental outdoor storage (occupying 500 square feet or less) must be fully screened by an 8-foot wall and solid gate that matches the materials and color of the principal structure, pursuant to Section 15.03.28(17). All screening shall achieve a minimum opacity of 0.80 where abutting residential districts.

Open mesh metal security fences, including those with slats, shall not be considered acceptable screening materials. Temporary outdoor storage is permitted for up to 30 days per calendar year upon issuance of a Temporary Use Permit under Section 15.03.30(9). No outdoor storage shall be located within a front or street side yard at any time, per Section 15.06.21(4)(a)2.

VII. FENCING

All fencing must comply with the material, location, and height standards established in Section 15.06.40 of the City of Fort Atkinson Zoning Ordinance.

Fencing is not permitted to extend beyond the minimum required front or street yard, or in the case of a greater setback, shall not extend beyond the footprint of the structure into the front or street yard.

VIII. LOADING ZONES

All loading berths, docks, and service areas shall be designed, located, and maintained in accordance with the off-street loading standards of Section 15.06.07. Loading areas are prohibited between any principle building and a public street and must be located behind the required 50 foot front or street yard setbacks established for the Business Park zoning district in Article II, as required by the building orientation standards of Section 15.07.30(1)(c). Additionally, all loading and service activity areas must be completely screened from the view of public streets and residential districts in compliance with the exterior storage and landscaping standards of Sections 15.06.21 and 15.08.30.

IX. MAINTENANCE

Each owner of a lot shall at all times keep the premises, buildings, and other improvements on such owner's lot in a safe, clean, neat and sanitary condition. Specifically, no building or structure shall be permitted to fall into disrepair and shall at all times be kept in good repair and adequately painted or otherwise finished. All grass, trees, shrubbery shall be kept in good condition at all times (on both vacant and developed lots). Specifically, the entire site shall be maintained in healthy grass, turf or other approved ground cover, which is neatly maintained including mowing, watering, fertilizing, pruning and weeding. If, in the opinion of the Building Inspector, property maintenance is not being undertaken, the Plan Commission may, at any time after thirty (30) days prior written notice to the lot owner, contract for the completion of such maintenance work. The City shall have the right to levy a special assessment against the property in violation for such costs, plus ten percent (10%) for administrative costs. If such special assessment is not paid in full within thirty (30) days after it was levied against such lot by the City, the City shall be entitled to collect or enforce the collection of such special assessment and to bring any and all actions or proceedings necessary for the collection of such costs and for the foreclosure of liens thereof.

X. DRAINAGE

No land shall be developed and no use shall be permitted that results in flooding, erosion or sedimentation on adjacent properties. All runoff shall be properly channeled into a storm drain, watercourse, storage area, or other storm water management facility. The development of each parcel shall provide for onsite stormwater management to insure that post-construction run-off does not exceed pre-construction run-off.

XI. UTILITIES

All utilities including all electric power, telephone and other communications equipment, gas, water, storm and sanitary sewers, excepting electric power lines exceeding 26.5 kv, shall be underground. The location of the utilities shall be subject to approval by the Plan Commission.

XII. RUBBISH AND WASTE MATERIALS

No rubbish shall be burned on the premises except in an incinerator designed and approved for such purposes, meeting all appropriate State and Federal air emission standards.

All waste materials shall be located and kept in containers for pick up or proper disposal. All waste containers shall be screened from view of roads. Storage of waste materials shall not exceed thirty (30) days on any lot.

XIII. RECAPTURE, RESALE AND DIVISION OF LAND

A. If an owner of any lot, other than the City, does not commence construction of a building or buildings thereon within twenty-four (24) months after the date of purchase of such lot, and complete the construction of a building or buildings thereon within one (1) year after the start of construction, the City shall have the option to repurchase said lot. Exercise of the Option shall be effected by Resolution adopted by the Fort Atkinson City Council. Said Option shall be exercisable by the City upon delivery in writing of a notice to said owner within six (6) months after the expiration of said twenty-four (24) month or one (1) year period. Closing shall take place within sixty (60) days following the notice of intent to exercise such option on such date as shall be designated by the City.

The purchase price to be paid upon the exercise of such option shall be the sum of the following:

1. The purchase price paid for the land by the Owner.
2. The current market value, as determined below, of all improvements thereon paid for by the Owner.
3. All special assessments paid by the Owner of such land during the period of such ownership.

less the sum of the following:

1. Unpaid real estate taxes and special assessments, if any.
2. Proration of current year's real estate taxes to date of closing.
3. Title insurance policy premium paid by the Owner in connection with the original sale.
4. Unpaid liens or special charge of an ascertainable amount.
5. Any other costs of the Owner associated with the original sale to the Owner.

The market value of all improvements will be determined by a mutually agreed upon appraiser, which determination shall be binding on the City and the Owner.

Conveyance shall be by Warranty Deed from said owner to the City free and clear of all liens, encumbrances except those in existence prior to the Owner's purchase of the Property, and subject to municipal zoning and land division ordinance, recorded easements for public utilities, and the protective covenants contained in this Declaration and amendments thereof. Owner shall furnish a title insurance policy, at Owner's expense, to the City in the full amount of the purchase price.

Nothing contained in this paragraph shall be deemed to give the City a right of first refusal or option with regard to lands which have been improved by the construction of a building or buildings thereon, it being intended that the option provisions set forth above shall apply only to vacant parcels and parcels where there building construction has not been completed within one (1) year after the start of construction. The owner of any lot upon which the construction of the building has been completed per approved plans has the right to sell their property free of the City's option.

B. In the event an owner of land, other than the City, elects to sell any portion of the undeveloped land which is not being used in connection with the business of said owner, the same shall first be offered for sale, in writing, to the City, at a price computed as set forth in XIII, A. above. The City shall have forty-five (45) days from the date of receipt of such offer to accept or reject the same, unless an extension of time may be mutually agreed upon and set forth in writing. Acceptance or rejection of such offer shall be approved by the City Council. Upon acceptance by the City, conveyance by the owner shall be by warranty deed free and clear of all liens and encumbrances except those in existence prior to the owner's purchase of the property, and subject to municipal zoning and land division ordinances, recorded easements for public utilities, and the covenants contained herein. The owner shall furnish, at owner's expense, a title insurance policy to the City for the full amount of the purchase price. In the event the City rejects any said offer, Owner may then sell such property to any other purchaser and the City shall have no further interest therein, except that any use of said property by any subsequent purchaser shall be subject to applicable zoning and land division ordinances, restrictions and regulations of the City relating to the use of said property and the provisions of these covenants in effect at the time of such sale.

C. Any proposed subdivision or re-subdivision and any sales of parcels or portions of parcels resulting in change or adjustment of lot lines must be reviewed the City Plan Commission, and approved the City Council. Any division not only shall comply with applicable government regulations, but also should not create a parcel that is not readily adaptable to the covenants contained herein.

D. No future owner of any parcels of land subject to these protective covenants may create by deed, easement or any other document any restriction, covenant or easement affecting any property subject to these covenants without having the document approved and also signed by the City. Any attempt to record said document without the City's signature will be absolutely void.

XIV. SIGNS AND BILLBOARDS

No signs, other than company and product identification and directions signs, shall be permitted. The type, location and placement of signs shall be approved by the City Planning Commission.

XV. ENFORCEMENT OF COVENANTS

Any disputes involving these covenants, which are covered by existing codes or ordinances, shall be enforced by the City Building Inspector.

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with any provision of these Covenants shall be subject to the general penalty provisions set forth in Section 1-10 and Section 1-16 of the City of Fort Atkinson Municipal Code

XVI. MODIFICATION AND AMENDMENTS OF COVENANTS

As long as the City owns a minimum of one-fourth of the square footage of land in the Business Park, the restrictions and covenants set forth herein, may be modified and amended by the City upon execution of a written instrument setting forth such changes, as evidenced by a Resolution duly adopted by a favorable vote of at least two-thirds of all members of the City Council. Should the City's ownership of land fall below one-fourth of the total square footage, modifications and amendments can only be made by the City, as outlined above, with the approval of a majority of the property owners. Majority of owners of lots or parcels shall be determined on the basis of total square footage of land owned by each owner of land in the Business Park subject to these covenants.

XVII. VARIANCES

The City, within its scope of authority, reserves the right to grant variances from the strict application of the provisions of these covenants and impose other conditions and safeguards in variances so granted, provided such variances are in keeping with the overall development concept for the Business Park. The City Council may delegate their authority to the Plan Commission from time to time if it chooses.

XVIII. REAL ESTATE ADDITION TO BUSINESS PARK

Other lots and parcels of land may be added to the Business Park from time to time and may be made subject to these covenants. In the event of the addition of such property, owners of new lots and parcels shall have the same rights and obligations as the owners of the original Business Park land.

XIX. SEVERABILITY AND INVALIDATION

Invalidation of any one of these covenants or restrictions contained within this declaration of restrictions, by judgment or court order, shall in no way affect any other provisions hereof which shall remain in full force and effect.

Dated this 21st day of July, 2000 and amended this 9th day of April, 2026.

CITY OF FORT ATKINSON

Rebecca Houseman, City Manager

Michelle Ebbert,
Clerk/Treasurer/Finance Director

Subscribed and sworn to before
me this 10th day of April, 2026.

Sarah Weihert, Notary Public
State of Wisconsin
My Commission Expires:

This document was drafted by:
Christopher J. Rogers, Fort
Atkinson City Attorney



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to 2025 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 2025 property taxes collected;
2. Provide a listing of general fund revenue accounts 15 percent over or under the 2025 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 2025 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 (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 2026 (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 – 2025 Taxes Collected

Recall that the 2025 property tax bills were mailed to property owners in December 2025. There are two options for payment. Property owners may pay the entire amount by January 31, 2026; or they may pay in two installments, the first of which is due to the City by January 31, 2026, and the second is due to the County by July 31, 2026.

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

The total property taxes levied in the City of Fort Atkinson in 2025 was \$27,617,236.14. Of that, the City collected 72%, or \$19,806,736.90, as of January 31, 2026. For reference, at this point in 2022-2025, the City had collected 72-73% of property taxes. Staff is not concerned, as it is perfectly acceptable for real property owners to pay the remaining property taxes by July 31, 2026.

Section 2 – 2025 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 2025 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 2025 is estimated at \$1,061,932.** This number is positive and represents revenues above and beyond what was budgeted in 2025.

The main drivers of the additional revenue beyond what was budgeted are a transfer into the general fund from the closing Tax Increment Districts for previous wages (\$246,207); the sale of City-owned property in the Maple-Grove subdivision (\$232,750.50); and interest earned on investments (\$399,135.50).

Section 3 – 2025 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 2025 budget by 15 percent or more, where the budgeted amount was \$5,000 or more. The table includes the account number, the account description, the actual year-end amount, the budgeted amount, the variance, the variance as a percentage of the budget, and any notes explaining the discrepancy.

There are other accounts that did not meet the thresholds above for inclusion in this report. As such, there are no totals within Table 2. However, the **total net expenditures in 2025 was \$117,342.** This number is positive and represents budgeted expenditures that were unspent in 2025.

Section 4 – 2025 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.

2025 saw the unassigned fund balance grow by an estimated \$1,179,274. The balance at the end of 2025 is estimated at \$8,953,161. This represents 83% of the City’s general fund expenditures, or about 10 months of operations. These numbers remain estimates until the 2025 audit is finalized.

Note that the General Fund expenditure number used in this calculation was \$10,822,043. 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 \$14,302,468. When using this number, the General Fund fund balance is about 63%.

Table 3 below shows the estimated net increase to the General Fund fund balance in 2025.

1/1/2025 General Fund Fund Balance	\$	7,773,887
2025 Net Revenues (Loss)	\$	1,061,932
2025 Net Expenditures (Loss)	\$	117,342
12/31/2025 General Fund Fund Balance	\$	8,953,161

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, development incentives, paying down current debt, reducing future borrowings, 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 2025 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 2026

Table 5 shows the accounts with funds in 2025 that have been requested to be carried over to 2026 for specific purposes. The total of the funds in these accounts is \$412,571.49. 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 2025 to 2026.

FINANCIAL ANALYSIS

Note that the information provided in this memo is subject to change with the completion of the 2025 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 2025 funds requested to be carried over to 2026 as listed in Table 5, for a total of \$412,571.49. The remaining information included in this memo is for the Council's information.

ATTACHMENTS

1. Table 1 - 2025 General Fund Revenues
2. Table 2 - 2025 General Fund Expenditures
3. Table 4 - 2025 Fund Balances
4. Table 5 - 2025 Carry Over Requests to 2026

Table 1: 2025 General Fund Revenues - Accounts Over/(Under) Budget by 15% or more*

UNDER-REALIZED REVENUES		ACTUAL		BUDGET		VARIANCE	% of Budget	Notes
		12/31/2025		12/31/2025				
01-43-0043-1100	ALCOHOL LICENSES	\$	25,730.00	\$	36,000.00	\$ (10,270.00)	-28.53%	Reserve Class B anticipated to be issued; still available
01-43-0043-2100	CABLE TV FRANCHISE	\$	97,491.44	\$	126,000.00	\$ (28,508.56)	-22.63%	Timing of Q4 payment
01-44-0044-2100	POLICE DEPARTMENT	\$	2,727.83	\$	5,000.00	\$ (2,272.17)	-45.44%	Misc revenue category - copies, etc
01-48-0048-1500	INTEREST INCOME ON LEASES	\$	11,417.00	\$	15,600.00	\$ (4,183.00)	-26.81%	Interest income for GASB 87
01-48-0048-2100	RENTAL OF CITY PROPERTY	\$	13,034.28	\$	23,300.00	\$ (10,265.72)	-44.06%	Rental income for GASB 87
01-49-0049-9999	FUND BALANCE APPLIED	\$	-	\$	96,593.64	\$ (96,593.64)	-100.00%	None budgeted; represents carry-overs to 2025; spent in 25 or 26

OVER-REALIZED REVENUES		ACTUAL		BUDGET		VARIANCE	% of Budget	Notes
		12/31/2025		12/31/2025				
01-43-0043-5100	BUILDING PERMITS	\$	(119,578.67)	\$	(95,000.00)	\$ 24,578.67	25.87%	Increase in number of permits
01-43-0043-5200	ELECTRICAL PERMITS	\$	(28,224.20)	\$	(20,000.00)	\$ 8,224.20	41.12%	Increase in number of permits
01-43-0043-5300	PLUMBING PERMITS	\$	(22,002.15)	\$	(8,000.00)	\$ 14,002.15	175.03%	Increase in number of permits
01-43-0043-5500	HVAC PERMITS	\$	(21,812.90)	\$	(10,000.00)	\$ 11,812.90	118.13%	Increase in number of permits
01-43-0043-6000	ZONING PERMITS AND FEES	\$	(12,055.00)	\$	(7,500.00)	\$ 4,555.00	60.73%	Increase in number of permits
01-48-0048-1100	INTEREST ON GENERAL INVESTMENT	\$	(643,557.53)	\$	(398,500.00)	\$ 245,057.53	61.49%	Interest incomes remains stronger than budgeted
01-48-0048-1101	INTEREST ON PMA/WISC	\$	(226,748.07)	\$	(72,670.00)	\$ 154,078.07	212.02%	Interest incomes remains stronger than budgeted
01-48-0048-6100	SALE OF CITY PROPERTY	\$	(242,750.50)	\$	(10,000.00)	\$ 232,750.50	-	Sale of Maple-Grove lots; etc.
01-49-0049-2000	TRANS IN FROM TIDS, CLOSURE	\$	(246,207.00)	\$	-	\$ 246,207.00	-	Previous wages alloc. To TIDs

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

NET REVENUES OVER (UNDER) BUDGET - ALL ACCOUNTS:	\$ 1,061,932
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Table 2: 2025 General Fund Expenditures - Accounts Under/(Over) Budget by 15% or more*

ACCOUNTS OVER BUDGET		ACTUAL 12/31/2025	BUDGET 12/31/2025	VARIANCE	Variance as a % of Budget	Notes
01-54-5421-1600	ENG-Consultant Serv	\$ 63,262.10	\$ 5,000.00	\$ (58,262.10)	1165.24%	Contracted services w R&M
01-54-5412-1000	PW OPERATIONS-Elec/Water/Storm	\$ 43,813.46	\$ 20,000.00	\$ (23,813.46)	119.07%	New building utilities underbudgeted
01-55-5523-1200	AQUATIC CTR-Natural Gas	\$ 13,061.19	\$ 6,300.00	\$ (6,761.19)	107.32%	2024-2025 underbilling error by WE
01-55-5512-1200	MUSEUM-Repairs/Maint	\$ 19,410.30	\$ 12,000.00	\$ (7,410.30)	61.75%	HVAC, boiler, security upgrades
01-55-5523-1100	AQUATIC CTR-Water/Sewer	\$ 12,681.28	\$ 8,000.00	\$ (4,681.28)	58.52%	Increase in usage, cleaning, operating
01-51-5141-1200	CLERK/TREAS-Postage	\$ 7,084.58	\$ 4,500.00	\$ (2,584.58)	57.44%	Increase in postage cost in 2025
01-56-5644-0600	ECON DEV-Expenses	\$ 7,590.40	\$ 5,000.00	\$ (2,590.40)	51.81%	Includes annexation payment to T. Kosh; increased 2026 budget
01-54-5412-1100	PW OPERATIONS-Natural Gas	\$ 35,911.40	\$ 25,000.00	\$ (10,911.40)	43.65%	New building utilities underbudgeted
01-54-5471-0500	RECYCLE/REFUSE-Compost Site	\$ 42,105.33	\$ 29,500.00	\$ (12,605.33)	42.73%	Wages; contracted grinding
01-56-5611-0700	FORESTRY-Trees	\$ 10,675.00	\$ 7,500.00	\$ (3,175.00)	42.33%	Purchase of trees (grant depleted)
01-54-5412-1600	PW OPERATIONS-Safety Program	\$ 10,481.58	\$ 7,500.00	\$ (2,981.58)	39.75%	CDL training for new employees
01-52-5231-0900	FIRE-Phn/Radio/Intrnt/Cbl	\$ 13,553.50	\$ 10,000.00	\$ (3,553.50)	35.54%	Software for staff training
01-52-5231-1400	FIRE-Building Maintenance	\$ 10,407.42	\$ 8,000.00	\$ (2,407.42)	30.09%	Overhead door repair, elevator
01-52-5231-0200	FIRE-Salaries Overtime	\$ 193,386.88	\$ 150,000.00	\$ (43,386.88)	28.92%	OT due to vacancies, PTO, training
01-54-5442-0100	ST.LIGHTING-Salaries	\$ 15,429.29	\$ 12,000.00	\$ (3,429.29)	28.58%	Wages for work at on street lights
01-55-5523-0800	AQUATIC CTR-Concessn Supplies	\$ 48,237.43	\$ 40,000.00	\$ (8,237.43)	20.59%	Concessions; rev account up \$12K
01-52-5211-0500	PD-Dispatch/OT - PT	\$ 48,190.54	\$ 40,000.00	\$ (8,190.54)	20.48%	Part-time wages and OT wages
01-54-5452-0100	PARKING LOT-Salaries	\$ 8,455.04	\$ 7,100.00	\$ (1,355.04)	19.09%	Wages for work on parking lots
01-55-5512-1000	MUSEUM-Elect/Water/Storm	\$ 27,342.09	\$ 23,000.00	\$ (4,342.09)	18.88%	Utilities - varies
01-54-5431-0600	STREET MAINTENANCE-Supplies	\$ 46,900.00	\$ 40,000.00	\$ (6,900.00)	17.25%	Increased cost of asphalt
ACCOUNTS UNDER BUDGET		ACTUAL 12/31/2025	BUDGET 12/31/2025	VARIANCE	Variance as a % of Budget	Notes
01-51-5190-7000	WI RETIREMENT EMPLOYER	\$ 16,120.15	\$ 19,000.00	\$ 2,879.85	-15.16%	Staffing changes (gen gov)
01-52-5290-9000	LONGEVITY	\$ 5,900.00	\$ 7,075.00	\$ 1,175.00	-16.61%	Staffing changes
01-51-5171-0500	MUNI.BLDG-Repairs	\$ 10,000.39	\$ 12,000.00	\$ 1,999.61	-16.66%	Fewer repairs needed
01-55-5513-0200	YOUTH CTR-Salaries P-Time	\$ 24,947.47	\$ 30,000.00	\$ 5,052.53	-16.84%	Less staff
01-52-5211-0600	PD-Office Supplies	\$ 18,265.62	\$ 22,000.00	\$ 3,734.38	-16.97%	Fewer supplies needed
01-56-5611-0100	FORESTRY-Salaries	\$ 112,790.50	\$ 136,000.00	\$ 23,209.50	-17.07%	Less staff time in forestry
01-51-5157-3000	INFORMATION TECHNOLOGY	\$ 13,187.04	\$ 16,000.00	\$ 2,812.96	-17.58%	Fewer expenditures in this account
01-55-5523-1000	AQUATIC CTR-Electricity	\$ 10,128.31	\$ 12,300.00	\$ 2,171.69	-17.66%	Utilities - varies
01-54-5490-6500	SS / MEDICARE EMPLOYER	\$ 38,438.18	\$ 47,000.00	\$ 8,561.82	-18.22%	Staffing changes
01-56-5690-7500	HEALTH-DENT INSUR EMPLOYER	\$ 39,112.45	\$ 48,000.00	\$ 8,887.55	-18.52%	Staffing changes (cons & dev)
01-56-5690-7000	WI RETIREMENT EMPLOYER	\$ 8,053.69	\$ 9,900.00	\$ 1,846.31	-18.65%	Staffing changes (cons & dev)
01-54-5490-7000	WI RETIREMENT EMPLOYER	\$ 35,942.95	\$ 45,000.00	\$ 9,057.05	-20.13%	Staffing changes (PW)
01-55-5521-1200	REC-Equip/Supplies	\$ 30,264.83	\$ 38,000.00	\$ 7,735.17	-20.36%	Fewer expenditures

ACCOUNTS UNDER BUDGET		ACTUAL	BUDGET	VARIANCE	Variance as a	Notes
		12/31/2025	12/31/2025		% of Budget	
01-52-5211-5000	PD-Training/Range Expense	\$ 13,356.99	\$ 17,000.00	\$ 3,643.01	-21.43%	Fewer expenditures
01-56-5690-6500	SS / MEDICARE EMPLOYER	\$ 8,444.95	\$ 10,800.00	\$ 2,355.05	-21.81%	Staffing changes (cons & dev)
01-54-5441-1000	TRAFFIC CTRL-Electricity	\$ 17,979.08	\$ 23,000.00	\$ 5,020.92	-21.83%	Utilities - varies
01-55-5534-0600	FESTIVAL-RIVERWALK-Supplies	\$ 7,444.49	\$ 10,000.00	\$ 2,555.51	-25.56%	Fewer expenditures
01-52-5211-0200	PD-Overtime	\$ 101,081.97	\$ 145,000.00	\$ 43,918.03	-30.29%	Over budgeted account, less OT needed
01-54-5435-0700	SNOW & ICE-Sand-Salt	\$ 44,616.39	\$ 65,000.00	\$ 20,383.61	-31.36%	Fewer expenditures
01-51-5171-0600	MUNI.BLDG-Supplies	\$ 4,701.83	\$ 7,000.00	\$ 2,298.17	-32.83%	Fewer expenditures
01-52-5231-0600	FIRE-Supplies	\$ 13,300.32	\$ 20,000.00	\$ 6,699.68	-33.50%	Fewer expenditures
01-55-5516-0500	SR CENTER-Repairs	\$ 3,913.12	\$ 6,000.00	\$ 2,086.88	-34.78%	Fewer repairs needed
01-54-5432-0600	STREET PERMIT REPAIRS-Supplies	\$ 12,961.26	\$ 20,000.00	\$ 7,038.74	-35.19%	Fewer supplies needed
01-52-5217-0000	SCHOOL PATROL-Crossing Guards	\$ 14,787.68	\$ 23,000.00	\$ 8,212.32	-35.71%	Reduction in number of CGs
01-55-5541-1100	PARKS-Equipment Maint.	\$ 9,186.72	\$ 14,400.00	\$ 5,213.28	-36.20%	Fewer expenditures
01-51-5121-0600	COURT-Supp/Subpoenas/Interprtr	\$ 3,646.91	\$ 6,000.00	\$ 2,353.09	-39.22%	Fewer expenditures
01-51-5132-1400	MANAGER-Dues/Subscriptions	\$ 6,994.38	\$ 12,000.00	\$ 5,005.62	-41.71%	Fewer expenditures than anticipated
01-54-5412-1500	PW OPERATIONS-Building Maint	\$ 11,655.08	\$ 20,000.00	\$ 8,344.92	-41.72%	New building; less maint. Needed
01-56-5611-0600	FORESTRY-Supplies	\$ 4,028.33	\$ 7,000.00	\$ 2,971.67	-42.45%	Fewer supplies needed
01-54-5421-0100	ENG-Salaries	\$ 40,862.89	\$ 73,000.00	\$ 32,137.11	-44.02%	Staffing changes; PAA charges
01-51-5111-0700	COUNCIL-Publications	\$ 2,592.28	\$ 5,000.00	\$ 2,407.72	-48.15%	Fewer publications needed
01-51-5141-0700	CLERK/TREAS-Muni Code Update	\$ 2,535.00	\$ 5,000.00	\$ 2,465.00	-49.30%	Fewer ordinances codified
01-54-5441-0600	TRAFFIC CTRL-Supplies	\$ 12,087.97	\$ 26,200.00	\$ 14,112.03	-53.86%	Carryover request to 2026
01-55-5512-0600	MUSEUM-Supplies	\$ 2,414.17	\$ 5,500.00	\$ 3,085.83	-56.11%	Fewer supplies needed
01-54-5442-0600	ST.LIGHTING-Supplies	\$ 1,872.00	\$ 5,000.00	\$ 3,128.00	-62.56%	Fewer supplies needed
01-51-5190-3000	RETIREE H & D INSURANCE	\$ 48,984.80	\$ 191,593.64	\$ 142,608.84	-74.43%	Carryover account for future liability
01-52-5211-0530	PD-CSO/Code Enforcement	\$ 2,701.51	\$ 14,000.00	\$ 11,298.49	-80.70%	Fewer hours of PT code enforcement
01-51-5144-2200	JOB CLASSIF / LABOR RELATIONS	\$ 434.00	\$ 7,500.00	\$ 7,066.00	-94.21%	Fewer hours needed (labor attorneys)
01-52-5231-0400	FIRE-Salaries P-Time Inspect	\$ -	\$ 7,500.00	\$ 7,500.00	-100.00%	Company inspections completed
01-54-5441-0700	TRAFFIC CTRL-Long Line Paintin	\$ -	\$ 8,500.00	\$ 8,500.00	-100.00%	Carryover account to 2026
01-55-5521-1300	REC-Band Shell Mntnc	\$ -	\$ 3,000.00	\$ 3,000.00	-100.00%	Carryover request to 2026 for painting
01-56-5611-1600	FORESTRY-Outside Contractors	\$ -	\$ 10,000.00	\$ 10,000.00	-100.00%	Carryover request to 2026 - contracted

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

NET EXPENDITURES UNDER (OVER) BUDGET - ALL ACCOUNTS:	\$ 117,342
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Table 4: 2025 Changes in Fund Balances - All Funds (Estimates - 2025 Audit will provide Final Fund Balances)

Fund Number	Fund Description	1/1/2025 Starting Fund Balance	12/31/2025 Ending Fund Balance	Change in Position	Notes
01	General Fund	\$ 7,773,887	\$ 8,953,161	\$ 1,179,274	Positive fund balance; unaudited estimate; prior to transfers to assigned fund balance accounts
02	Wastewater Fund	\$ 4,666,290	\$ 7,350,825	\$ 2,684,535	Does not include capital assets; will be adjusted, however, positive net position will remain
03	Water Fund	\$ 1,718,058	\$ 4,013,535	\$ 2,295,477	Does not include capital assets; will be adjusted, however, positive net position will remain
04	Debt Service Fund	\$ 871,540	\$ 866,365	\$ (5,175)	Future debt payments from closed TIDs
05	Transportation Fund	\$ 864,919	\$ 477,306	\$ (387,613)	Timing of payments, projects
06	<i>Currently Unused</i>	\$ 518,418	\$ 522,614	\$ 4,196	<i>Formerly Business Revolving Loan Funds; currently unused; funds available for other purposes</i>
07	EMS Fund	\$ (24,602)	\$ 218,162	\$ 242,764	Change in billing service; includes 2025 anticipated receivables
08	Lodging/Room Tax/Cityscape	\$ 138,317	\$ 156,535	\$ 18,218	Positive EOY balance; increase in revenue
09	Affordable Housing Fund	\$ -	\$ 1,121,352	\$ 1,121,352	Increment from TID #8 closure; interest
10	Stormwater Utility Fund	\$ 405,658	\$ 1,284,999	\$ 879,341	Does not include capital assets; will be adjusted, however, positive net position will remain
11	<i>Currently Unused</i>	\$ -	\$ -	\$ -	
12	Tax Increment District #6 - Klement Business Park	\$ 1,081,134	\$ 1,301,027	\$ 219,893	Audited ending balance to be distributed to taxing jurisdictions in 2026 after closure and termination audit
13	Tax Increment District #7 - Downtown	\$ 9,860	\$ 282,135	\$ 272,275	Audited ending balance to be distributed to taxing jurisdictions in 2026 after closure and termination audit
14	<i>Currently Unused</i>				<i>Formerly TID #8 Fund</i>
15	Library Fund	\$ 81,694	\$ 91,426	\$ 9,732	Underspent in 2025; positive contribution to FB
16	Capital Improvements Fund	\$ 640,034	\$ 729,861	\$ 89,827	Timing of borrowing and projects/purchases
17	Taxi Fund	\$ 87,860	\$ (1,552)	\$ (89,412)	Timing of payments from State/Fed; Q4 payment received in 2026
18	CDBG - Lorman Fund	\$ (191,497)	\$ -	\$ 191,497	Close out fund; future expenditures from GF (ARPA)
19	<i>Currently Unused</i>				<i>Former CDBG Water Main Fund</i>
20	Airport Fund	\$ 129,316	\$ 154,118	\$ 24,802	Grant and fuel sales provided additional revenue
21	Capital Catalyst Revolving Loan Fund	\$ 605,759	\$ 533,366	\$ (72,393)	Loan repayments, interest, repayment of WEDC funds
22	<i>Currently Unused</i>				<i>Formerly ARPA Fund</i>
23	Tax Increment District #9	\$ 3,298,281	\$ (1,565,631)	\$ (4,863,912)	Mixed Use TID; Ridge View Estates public infrastructure
24	Tax Increment District #10	\$ (25,486)	\$ 4,322	\$ 29,808	Blight Elimination TID; Creation, wages

Table 5: 2025 Funds Requested to be Carried Over to 2026

Account Number	Account Description	Budget or Carry Over to 2025	Amount to be Carried Over to 2026	Notes
16-60-0062-3100	FD PROJECTS	\$ 28,750.00	\$ 25,328.71	Class A Uniforms purchase from donation; balance to be spent in 2026
16-60-0062-4203	CROSSWALK LED LIGHTS	\$ 19,650.00	\$ 19,650.00	Council approved project 1.20.26 using a combination of capital funds and grant funds
16-60-0062-4204	MAIN ST COBRA HEAD LIGHTS	\$ 9,500.00	\$ 9,500.00	Request to carry over funds to complete main street cobra head light project in 2026
16-60-0064-1210	PW WING PLOW ATTACHMENT	\$ 18,000.00	\$ 18,000.00	Wing plow attachment for plow to be purchased in 2026
16-60-0064-2101	ENGINEER DWNTWN CORRIDOR	\$ 90,000.00	\$ 16,664.00	Project complete. Remaining funds requested to be used for 2026 traffic studies
16-60-0065-1300	YOUTH CENTER CONCESSIONS	\$ 11,563.99	\$ 5,039.39	Includes donations specific to the Youth Center; supplies for concessions
16-60-0065-1601	SENIOR CENTER-PROGRAMS	\$ 87,515.01	\$ 30,584.64	Includes Senior Center program fees collected in 2025 for expenses payable in 2026
16-60-0065-2200	DANCE PROGRAM	\$ 41,948.24	\$ 46,811.23	Includes Dance program fees collected in 2025 for expenses payable in 2026
16-60-0065-4108	HAUM POND SHELTER RENTAL	\$ 13,213.08	\$ 14,277.82	Includes donations specific to Haumerson's Pond; Rental income
16-60-0065-4109	HAUM POND PROJECTS	\$ 6,706.47	\$ 6,482.19	2022 expenses reimbursed by FAFC; leftover donations to be carried over to next project; City remains Friends group fiscal agent
16-60-0065-4114	FORT YOUTH TRIATHLON	\$ 12,085.11	\$ 8,981.33	Includes donations, sponsorships, and programs fees for the Youth Triathlon
16-60-0065-4115	JONES PK IMPRV GENERALS	\$ 12,803.29	\$ 10,536.03	Fort Atkinson Generals donations and park improvements
16-60-0065-4116	JF LUTHER DIAMONDS	\$ 11,941.19	\$ 11,941.19	Softball league donations for future field improvements
16-60-0065-4117	SMALL PROJ DONATION	\$ 6,770.06	\$ 5,669.66	Donations for projects; tree program
16-60-0065-4200	PROJECT LEAD	\$ 4,884.43	\$ 4,884.43	Includes donations specific to 2022 Project LEAD LED Lighting Project, may be used for similar purpose in future
01-54-5441-0600	TRAFFIC CTRL-Supplies	\$ 26,200.00	\$ 14,112.03	2025 projects complete. Request to carry over funds to support Janesville Avenue restriping design and implementation
01-54-5441-0700	TRAFFIC CTRL-Long Line Paintin	\$ 8,500.00	\$ 8,500.00	Request to carry over funds to support Janesville Avenue restriping design and implementation
01-56-5611-1600	FORESTRY-Outside Contractors	\$ 10,000.00	\$ 10,000.00	City Council approved proposal for public tree inventory on 12.16.25; funds to be used in 2026
01-55-5521-1300	REC-Band Shell Mntnc	\$ 3,000.00	\$ 3,000.00	Request to carry over funds to pair with 2026 operational funds for the band shell repainting project
01-51-5190-3000	RETIREE H & D INSURANCE	\$ 191,593.64	\$ 142,608.84	Conversion of retiree sick balances to health insurance premiums
TOTAL TO CARRY OVER TO 2026			\$ 412,571.49	



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Ben Dayton, Director of Parks and Recreation

RE: Review and possible action related to the Water Management Assistance Program for the Fort Atkinson Aquatics Center at Rock River Park (Dayton, Parks and Recreation Director)

BACKGROUND

The Fort Atkinson Aquatic Center at Rock River Park is a roughly 350,000-gallon facility that regularly hosts over 40,000 visitors during its 11-week season. In accordance with state pool code, Parks Department Aquatic Specialist, Mat Thomson, CPO, must check chemical levels daily and make necessary adjustments. Proper chemical management is vital for our operations' success and the safety of our patrons.

The Parks and Recreation Department has maintained a long-standing partnership with Carrico Aquatic Resources, Inc., which has been the primary pool service provider for over 18 years. Because of the specialized services they offer and the lack of qualified providers capable of maintaining a facility of this size, Carrico is considered a sole-source vendor according to the policy stated in the Financial Stability Guide.

DISCUSSION

Maintaining the Water Management Assistance Program contract ensures a reliable supplier and acts as a safeguard against supply chain disruptions, a priority identified by the department in 2020. The contract is comprehensive, covering all chemicals needed for pool operation, water treatment equipment, chemical feeders, delivery, and professional water quality analysis conducted every 4-6 weeks.

Carrico has proven to be a valuable partner, working closely with City staff to ensure that mechanical equipment and facility features—such as the recently replaced circulation pump strainer—are functioning properly and receiving regular maintenance. Their headquarters are located in Jefferson, which has provided the department with a uniquely high level of service when technical assistance is needed.

FINANCIAL ANALYSIS

The fee for the Water Management Assistance Program is \$18,400.00 and is budgeted for

annually in the operating budget within the Aquatic Center Supply and Equipment account.

RECOMMENDATION

Staff recommends that the City Council authorize staff to enter into the Water Management Assistance Program with Carrico Aquatic Resources, Inc., for the 2026 pool season at a cost not to exceed \$18,400.00 as outlined in the contract.

ATTACHMENTS

- 1. City of Fort Atkinson SWM 2026



Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600

Fax: 920-541-3602

www.carricoaquatics.com

January 26, 2026

Mr. Ben Dayton
City of Fort Atkinson
101 North Main Street
Fort Atkinson, Wisconsin 53538

RE: Water Management Assistance Program Renewal

Dear Ben,

Thank you for giving Carrico Aquatic Resources, Inc. the opportunity to provide you with water management services and we look forward to doing so again.

As always, Carrico Aquatic Resources, Inc. utilizes expert knowledge from professional engineers, certified aquatic operator instructors, chemical engineers, microbiologists and seasoned pool operators to solve pool and spa challenges and to ensure efficient operation in compliance with federal and state regulations.

Please review the enclosed information that outlines the terms of the water management program for your aquatic facility. To move forward, we will need the enclosed documents filled out and a purchase order number provided, if applicable.

If you have any questions, please contact me at 800.832.7147.

Thank you,

Matt Carrico
President
Carrico Aquatic Resources, Inc.



OPERATION AND MAINTENANCE ASSISTANCE AGREEMENT

This Operation and Maintenance Assistance Agreement (the “Agreement”) effective as of the date of Carrico’s signature (Effective Date) is between City of Fort Atkinson (the “Owner”), whose address is 101 North Main St, Fort Atkinson, WI and Carrico Aquatic Resources, Inc. (“Carrico”), a Wisconsin company whose address is 720 N. Parkway, Jefferson, Wisconsin 53549.

RECITALS

Whereas, Owner is the Owner of an aquatic facility as described in Exhibit A of this Agreement (the “Facilities”); and

Whereas, Owner desires to engage Carrico to assist Owner to operate and maintain the Facilities and Carrico desires to accept such engagement, all upon the terms and conditions hereafter set forth; and

Whereas, Owner is authorized by law to enter into this Agreement;

Now, therefore, in the consideration of the premises and the mutual covenants herein contained, the parties agree as follows:

ASSUMPTIONS

In our proposal we have assumed the following:

- Scope of services as outlined in the next section is the primary basis of Carrico’s proposal.
- As contractor to Owner, Carrico will provide management assistance and consultation for Owner to achieve optimum performance and to maintain related equipment for system integrity within budgeted resources.
- Carrico will interpret all meters and gauge readings as designated by code and provide Owner with recommendations and evaluation.
- Carrico in consultation with Owner, has the authority to close the Facilities to swimmers should unsafe conditions exist and keep Facilities closed until corrective actions have been successful.
- Carrico believes in continuing education of its employees, which translates into Owner receiving the advantages of the latest proven technology programs to provide the safest pools, to reduce liability and increase life expectancy of equipment and structure.
- Carrico does not formulate policy nor assume any ownership of the system, unless otherwise stated. The Owner is responsible for all capital outlay items unless otherwise stated.
- Terms of this Agreement will be self-perpetuating unless either party, for whatever reason, wishes to terminate and follows the termination procedures set forth herein.

ARTICLE I: SCOPE OF SERVICES

Carrico agrees to provide the following:

- 1.1 All chemicals needed for pool operation per Wisconsin state code
- 1.2 Water treatment equipment needed to maintain pool chemicals per Wisconsin state code
- 1.3 Operator training
- 1.4 Delivery of chemicals F.O.B. from closest point
- 1.5 14 Point water analysis every 4-6 weeks
- 1.6 Routine visits to check equipment and chemical inventory.

ARTICLE II: OWNERS' RESPONSIBILITIES

- 2.1 Operate facilities according to State of Wisconsin's Department of Health Swimming Pool Code, in a safe and healthy manner, consistent with education and training provided by Carrico.
- 2.2 Designate in writing, the employees to be trained by Carrico. Designated individuals will be available for training on the agreed upon date and time. Additional training for individuals not in attendance or for new employees will be billed outside of this Agreement, at the rate of one hundred thirty-five and no/100 dollars (\$135.00) per hour.
- 2.3 Routine maintenance; cleaning and filling chemical feed equipment, when needed; vacuuming pool(s); backwashing filter(s).
- 2.4 Notifying Carrico a minimum of fourteen (14) days in advance of the need for additional chemical inventory. Carrico provides delivery of chemicals F.O.B. from closest location.
- 2.5 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or for other reasons beyond control of Carrico are not covered in this Agreement. These chemicals will be billed outside of this Agreement at then current price.
- 2.6 Owner assumes and shall bear the entire risk of loss, theft, damage, destruction, storage, handling and feeding of the equipment and chemicals provided from any cause whatsoever, except losses resulting from the defective design or manufacture of the equipment or chemicals and except losses from the time, place and manner of the performance of maintenance that is Carrico's responsibility under this Agreement. Owner shall at Owner's expense keep the equipment and chemicals insured against theft, damage, spills and/or destruction. Said insurance shall provide a provision naming Carrico as an additional insured for Carrico's interest in such equipment and chemicals.

ARTICLE III: CARRICO AQUATIC RESOURCES, INC. RESPONSIBILITIES

- 3.1 Provide equipment, chemicals and services as described in Article I.
- 3.2 Provide sanitizer and balancing chemicals needed to maintain the pool water chemistry within State of Wisconsin's Department of Public Health Guidelines.
- 3.3 Provide technical assistance in the installation of said equipment and provide operator training and manuals at time agreed upon by both parties.
- 3.4 Routine visits to the Facilities to check equipment and water chemistry.

ARTICLE IV: COMPENSATION

- 4.1 Owner's guaranteed yearly investment for equipment, chemicals, operator training and routine visits is eighteen thousand four hundred and no/100 dollars (\$18,400.00).
- 4.2 Owner shall pay Carrico four thousand six hundred and no/100 dollars (\$4,600.00) due on the first day of each month.

ARTICLE V: TERM

- 5.1 Terms of this Agreement are a guaranteed yearly investment.

- 5.2 This is a one-year minimum Agreement and will be self-perpetuating unless either party for whatever reason, wishes to terminate.

ARTICLE VI: TERMINATION

- 6.1 Either party wishing to terminate this Agreement, must do so in writing no later than thirty (30) days from the anniversary of the original signing of the Agreement, of any given year.
- 6.2 If Owner terminates Agreement within the first year or between anniversary dates in subsequent years, a five hundred and no/100 dollar (\$500.00) fee, per pool and/or spa as designated in Exhibit A, will be assessed for removal of equipment and/or chemicals.
- 6.3 Owner agrees to allow Carrico access to Facilities within thirty (30) days of termination of Agreement to remove Carrico's equipment and/or chemicals.
- 6.4 Owner may terminate this Agreement without penalty if Carrico fails to:
- Supply chemicals as outlined in this Agreement in a timely manner;
 - Perform routine visits to named Facilities
 - Provide routine water analysis report.
- 6.5 If the Owner terminates this Agreement pursuant to Section 6.4, the Owner agrees to give one written notice to Carrico of Owner's reason for potential termination and agrees to allow Carrico three weeks to correct any deficiencies before giving a final written notice of termination without penalty for removal of equipment and/or chemicals.

ARTICLE VII: MISCELLANEOUS

- 7.1 Any equipment which is provided by Carrico during the term of this Agreement and which is not deemed part of the Facilities shall remain the property of Carrico upon termination of this Agreement. Carrico shall not make any capital replacement of the Facilities equipment or any component hereof without the written approval of the Owner unless there is an emergency. If there is an emergency, Carrico shall provide the Owner with verbal notice of the capital replacement as soon as possible.
- 7.2 This Agreement represents the entire Agreement of the parties and may only be modified or amended in writing and signed by both parties.
- 7.3 Written notices required to be given under this Agreement shall be deemed given when mailed by registered mail to Carrico, attention: President, and to Owner, attention to Owner contact in signature block below, at the address set forth for each in the opening paragraph of this Agreement.
- 7.4 This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.
- 7.5 Neither party shall assign, in whole or in part, any of the rights, obligations, or benefits of this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.
- 7.6 Service Calls that are the result of the Owner or the Owner's Operator created by neglect for routine housekeeping responsibilities are billable at a rate of one hundred twenty-five and no/100 dollars (\$125.00) per hour while on-site. Routine housekeeping is defined as, but not limited to the following: maintaining correct water level, backwashing filter(s), keeping chemical feed equipment supplied with chemicals, performing daily preventive maintenance on chemical feed equipment, vacuuming pool(s), cleaning hair/lint basket(s), and skimmer baskets, removing oily buildup at waterline, daily testing of chemical levels and logging said results, as required by code, recording all gauge readings and cleaning sensors and restandardization of controller(s), adding of chemicals per Carrico directions.
- 7.7 Service Calls resulting from equipment failure, not related to routine housekeeping as defined in 7.6, are the expenses of Carrico.
- 7.8 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or other reasons beyond control of Carrico are not

covered in this Agreement. These chemicals will be billed outside of this Agreement at then current price.

7.9 All chemicals used will be only those approved by and purchased from Carrico.

ARTICLE VIII: AUTHORIZATION

	CARRICO AQUATIC RESOURCES, INC.	CITY OF FORT ATKINSON- OWNER
Signature		
Print Name	Matt Carrico	
Title	President	
Date		

Purchase Order _____

Exhibit A

“Facilities” as referred to in this document consist of the following:

- 350,000 gallon pool



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to a proposal from MRA for Performance Management Program Development Services (Houseman, City Manager)

BACKGROUND

In 2025, the City commissioned a Classification and Compensation study that resulted in a recommendation for a new performance-based pay plan for full-time non-represented City employees. In 2026, the City transitioned from a three-step pay plan to an open-range merit pay plan. City staff has asked the City's human resources consulting company to provide a proposal for a performance management program to assist in implementing the merit-based pay plan.

DISCUSSION

The City of Fort Atkinson has about 100 full-time employees, and about 30 of them are represented by bargaining units. The remaining 70 employees are not represented by bargaining units and are subject to the policies in the City's Employee Handbook, including the compensation plan and performance evaluation process.

The City currently uses one performance evaluation form for all non-represented employees. This form has been used since 2021 to ensure that all employees meet the requirements of the jobs they are performing. It is very general in nature and not tailored to any specific department, division, or position. Given the new merit-based pay plan, the current form no longer meets the needs of the City.

The City does not employ any staff trained in Human Resources or performance management. The duties related to payroll and benefits are assigned to the Clerk/Treasurer/Finance Director and staff. The City Manager typically handles personnel issues, compensation matters, and other high-level employee situations. However, staff does not have the capacity or expertise to create a new performance management system. As such, staff sought a proposal from the City's HR consultant for such assistance.

FINANCIAL ANALYSIS

The attached proposal includes the scope of services needed to undertake this project, along

with a timeline and fee structure. Deliverables include a core performance framework applicable to all non-represented employees; department or function-specific evaluation forms; role-based variations of forms and/or competencies; and training for the City's management team in providing performance evaluations under the new system.

The proposed fee for this project is \$14,000. Funds were not budgeted for this expenditure in 2026; however, due to lack of staff capacity and subject area expertise, it is necessary to obtain assistance from a consultant to implement this performance management system and train staff. There are funds available in the City's contingency account (01-57-5770-600) to pay for this expenditure. \$205,560.97 was budgeted in this account, and no funds have been expended as of March 31, 2026.

RECOMMENDATION

Staff recommends that the City Council approve the proposal for Performance Management Development Services from MRA at a cost of \$14,000 using contingency funds and authorize the City Manager to execute.

ATTACHMENTS

1. 0326P_Performance Management Proposal 3.11.26
2. Sample Competency Handout

February 10, 2026

**Performance Management
Program Development Services
Proposal**
for
City of Fort Atkinson

Prepared for:
Rebecca Houseman

Prepared by:
Samantha Siebenaller
Director, HR Services

Mike Bassi
Member Relations Manager

Overview

The City of Fort Atkinson is considering a partner to develop a performance management system that establishes a process and tools to enable their leaders to work with employees to monitor, improve, and reward performance.

Approach

MRA has developed a thorough approach to achieve the project objectives, and the recommended steps are outlined in this preliminary proposal. MRA has the flexibility to tailor an approach that aligns with the City's timeline, budget, and organizational structure based on finalized project parameters.

Communication and Project Set-up

The goal of this phase is to ensure the project is well planned, documented, and communicated so key decision makers are aligned on project objectives, processes, and deliverables. MRA will schedule a project planning meeting with key project team members to discuss the following:

- Organizational culture and key strategic initiatives
- Departmental structures and functional distinctions across the City
- Additional insights on the current performance management philosophy, practices, and challenges
- Considerations for developing differentiated evaluation forms by department or functional area
- Review of information needed from the City
- Confirmation of project scope, division of duties, communication protocols, and timelines

Assess Performance Management Priorities and Desired Future State

During this phase, MRA will conduct a focus group with key internal stakeholders as appropriate in a structured discussion to define what the City wants its performance management process to accomplish moving forward. While we will seek to understand elements of the current approach, the primary focus will be on identifying the desired future state and the outcomes most important to City leadership.

This focus group will center around:

- What success looks like for performance management within the City
- How and if performance expectations differ across departments or functional areas
- The appropriate balance between accountability, development, and documentation
- The level of consistency desired across departments versus flexibility by function
- What tools and structure will best support supervisors in managing performance effectively
- How the process should reinforce the City's culture, service standards, and strategic priorities

MRA will use this input to shape recommendations that are practical, scalable, and aligned with the City's workforce size and operational realities.



Build Out Performance Evaluation Process and Forms

During this phase, MRA will develop the performance evaluation tools. Based on recommendations and decisions made during the planning and design discussions, this may include:

1. **A core performance framework applicable to all employees**, establishing consistent expectations, rating structure, and foundational competencies, skills, or attributes across the organization;
2. **Department- or function-specific evaluation forms**, designed to reflect distinct operational responsibilities and service delivery models; and/or
3. **Role-based variations**, such as differentiated tools for field operations, administrative support, supervisory roles, or executive leadership.

These options are not mutually exclusive. MRA will work with the City to determine whether a unified structure, a blended model, or distinct evaluation pathways will best support fairness, clarity, and usability across departments.

MRA recommends utilizing a competency model such as Korn Ferry's Leadership Architect as a starting point where we can facilitate one or more sessions with leaders to identify competencies for the organization as a whole or by functional area.

If it is decided that the City will have different competencies by functional area, MRA can facilitate the first session and cross-train a member of the City to facilitate others as a way to stretch budget dollars further.

As part of this phase, MRA will also develop clear performance-level descriptors for each competency, skill, or attribute, if desired. For example, if "Teamwork" is identified as a core competency, we can outline behavioral examples that demonstrate what "Does Not Meet Expectations," "Meets Expectations," and "Exceeds Expectations" look like within the City's environment — either broadly across the organization or tailored to a specific department or role level.

Providing these concrete behavioral indicators helps ensure consistency in evaluations, reduces subjectivity, and equips supervisors with clearer guidance when rating performance and providing feedback.

Given the size of the City's workforce, the emphasis will be on creating a streamlined, sustainable model that provides appropriate differentiation without introducing unnecessary administrative burden. The tools will be practical, easy to navigate, and scalable as the organization evolves.

Provide Implementation Support Leading up to the Annual Review Process

A structured rollout is critical to successful adoption. MRA will provide communication tools, manager guides and training, and employee resources following finalization of the evaluation process.

MRA will partner with the City to ensure:



- Leaders and employees understand how to apply the new tools
- Core expectations remain consistent across the organization
- Training supports calibration and fairness across departments

MRA recommends tailored training for leaders that incorporates performance management best practices and fundamentals with detailed training on the City’s new performance management process. We can also develop and support employee training and communication.

Timeline with Phases assuming April 2026 Project Start

April 2026	May 2026	June 2026	July 2026	August 2026
<ul style="list-style-type: none"> • Project Kick-Off • Focus Group with Leaders 	<ul style="list-style-type: none"> • MRA develops proposed performance management process • MRA facilitates workshop(s) to identify competencies 	<ul style="list-style-type: none"> • Competency definitions are refined by functional area and performance level • Finalize performance management process details 	<ul style="list-style-type: none"> • Finalize performance management tools and associated process documentation • Develop employee and leader communication and training 	<ul style="list-style-type: none"> • Roll out communication and training to employees and leaders

Why MRA?

MRA is ideally suited to partner with the City of Fort Atkinson. MRA is an employers’ association that has focused on HR for over 120 years. HR is our business and our experience developing, establishing, maintaining, and improving the HR function is vast. MRA has significant history and depth of experience in successfully providing HR services to our members. As one of the largest non-profit employer associations in the U.S. today, we serve 5,500 employers covering more than **one million** employees. What sets us apart is our commitment to work with you to provide flexible, tailored services that are based on the unique requirements of your business.

MRA hires only the most talented Human Resource Professionals to be our employees. These are individuals who generally have a minimum of 15 years of progressive experience in diverse environments. They are practitioners who have experienced a wide range of HR situations and successfully developed solutions based on the needs of the organization. Our Human Resource professionals are solid technical contributors who excel at meeting our members’ unique needs.



Our experienced experts bring unique backgrounds, combining skills and experience as professionals with various organizations of various sizes and locations. Given the breadth of their experience and the wealth of their knowledge, MRA also uses a team approach in order to leverage people, skills, and talent from within the MRA team when needed. MRA will assign a skilled HR Business Partner to the City of Fort Atkinson. They will work within your desired timeline and budget and be your point of contact to ensure your needs are met.

Investment

MRA bills for actual hours worked each month throughout the project. MRA’s hourly professional fees are outlined in the table below. Note: As a member, the rates below are approximately 30% less than our non-member rates. This rate is guaranteed through 2026.

Service	Proposed Hours	Member Rate	Member Investment
Communication and Project Set-up	2 hours	\$200 per hour	\$400
Assess Priorities & Desired Future State	6 hours*	\$200 per hour	\$1,200
Build Out Performance Evaluation Process and Forms	50 hours**	\$200 per hour	\$10,000
Implementation Support (excludes classroom training)	4 hours	\$200 per hour	\$800
Performance Management Training for Leaders & Employees	8 hours	\$200 per hour	\$1,600
Total Investment	70 hours		\$14,000

* Assumes one focus group with key stakeholders plus time for developing recommendations.

** Assumes time to propose and develop recommendations for competencies for up to five functional areas, including customizing definitions by performance level. This amount will increase or decrease by approximately 5 hours per group added or removed or if the City facilitates competency discussions/decisions independently for some groups.

*** This cost is approximate and will be refined as the training details are solidified.

Travel Costs

Additional expenses may include mileage at the standard IRS rate, and travel time at \$60 per hour for locations outside of a 20-mile/30-minute radius of MRA’s office location.



Payment Terms

MRA invoices monthly for hours worked during the preceding month, with payment due in 30 days.

Hire Away Fee

MRA invests in the careers, talents, and experience of our professionals. Over time, they become valuable, trusted business partners and strengthen our members' business. Seeing first-hand the talents of our people, the organizations with whom we partner, on occasion, seek to hire an MRA employee during an assignment or shortly thereafter. This impacts MRA's ability to serve other members in the association who also use and value our professionals. If your organization hires an MRA employee during this assignment or within six months of the assignment's completion, a one-time \$30,000 fee is assessed to cover the cost of replacing this valuable member resource.

About MRA

You have humans. We have resources. ™

We serve 5,500 organizations annually covering more than 1,000,000 employees in the areas of:

- HR Services
- Total Rewards
- Learning & Development
- Talent Management

MRA Code of Ethics - <https://www.mranet.org/mra-code-ethics>

Guaranteed. Absolutely.

MRA is dedicated to providing exceptional results. We're proud of it and back it up with a promise of complete satisfaction and a money back guarantee.



COMPETENCIES

Resident Care: Direct Care & Customer Services Roles

COMPETENCY	DEFINITION	DOES NOT MEET EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
INTERPERSONAL UNDERSTANDING	Puts others at ease through awareness of, and consideration for, the opinions and feelings of other people.	<ul style="list-style-type: none"> Inconsiderate of others. Does not consistently maintain positive interactions with others. 	<ul style="list-style-type: none"> Interacts pleasantly and positively with others. Respectful and considerate of others' point of view. Senses how others are feeling and sets a positive and stable tone in work relationships. 	<ul style="list-style-type: none"> Consistently displays empathy. Polite, interacts positively in the face of others' negative comments.
ORAL COMMUNICATION	Able to communicate effectively with others in-person. Provides information to others effectively.	<ul style="list-style-type: none"> Cannot effectively communicate with others. Is often misunderstood or does not share important details when needed. 	<ul style="list-style-type: none"> Readily shares appropriate information with manager, co-workers, residents, and others. 	<ul style="list-style-type: none"> Proactively shares information with others. Able to convey complex topics effectively
TEAMWORK	Able to effectively work and complete assignments in group settings. Works cooperatively with others.	<ul style="list-style-type: none"> Does not participate in team activities. Often critical of others without offering suggestions for improvement. 	<ul style="list-style-type: none"> Accepts and completes team assignments. Follows through on commitments to team members. 	<ul style="list-style-type: none"> Actively improves team environment. Encourages team members. Volunteers to help others on the team.
ORGANIZATIONAL AWARENESS	Understands organizational structure, culture, systems, and processes.	<ul style="list-style-type: none"> Does not understand rules/policies of the organization. Does not follow generally accepted practices of the organization. 	<ul style="list-style-type: none"> Appropriately follows organizational policies. Follows "chain-of-command" or standard practice in communicating. Completes and attends all required training and meetings. 	<ul style="list-style-type: none"> Actively seeks to understand inner workings of organization, even outside of own department. Assists in development of new procedures and policies. Provides feedback to manager to improve the organization.
RESIDENT FOCUS	Meets residents' needs. Shows appropriate care and concern for their well-being.	<ul style="list-style-type: none"> Often indifferent or short with residents. Does not respond in timely manner to resident requests. 	<ul style="list-style-type: none"> Completely meets resident needs. Remains courteous throughout each resident interaction. Follows-through on requests. 	<ul style="list-style-type: none"> Identifies ways to more efficiently meet residents' needs. Able to remain courteous with residents even during high stress or difficult conversations.
ACCOUNTABILITY & RELIABILITY	Reliable and dependable in performing job-related tasks, finishing assigned projects, and meeting residents' needs.	<ul style="list-style-type: none"> Not orderly in approach to work. Does not prioritize tasks or meet deadlines. 	<ul style="list-style-type: none"> Demonstrates a good attendance record; is aware of the impact that missing work will have on the customer as well as co-workers. Responds to work assignments and requests by being cooperative and available. 	<ul style="list-style-type: none"> Has the ability to independently prioritize to ensure that deadlines are met. Very productive and efficient in planning and executing work. Serves as a resource for peers.



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Zach Navin, Director of Public Works

RE: Review and possible action relating to the 2025 Department of Natural Resources annual Recycling Report (Navin, 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 that the City recycled 820.31 tons of materials listed on DNR's Table #1: newspaper, cardboard, magazines, etc. in 2025, compared to 920.12 tons in 2024. The City recycled 131.72 pounds per capita. The City has met the collection standard for the annual grant.

FINANCIAL ANALYSIS

The City will receive the full grant amount of \$35,177.10.

RECOMMENDATION

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

ATTACHMENTS

1. 2025 RECYCLE REPORT
2. Recycling_RU_Annual_Report_2025



U1-2205
C. FORT ATKINSON

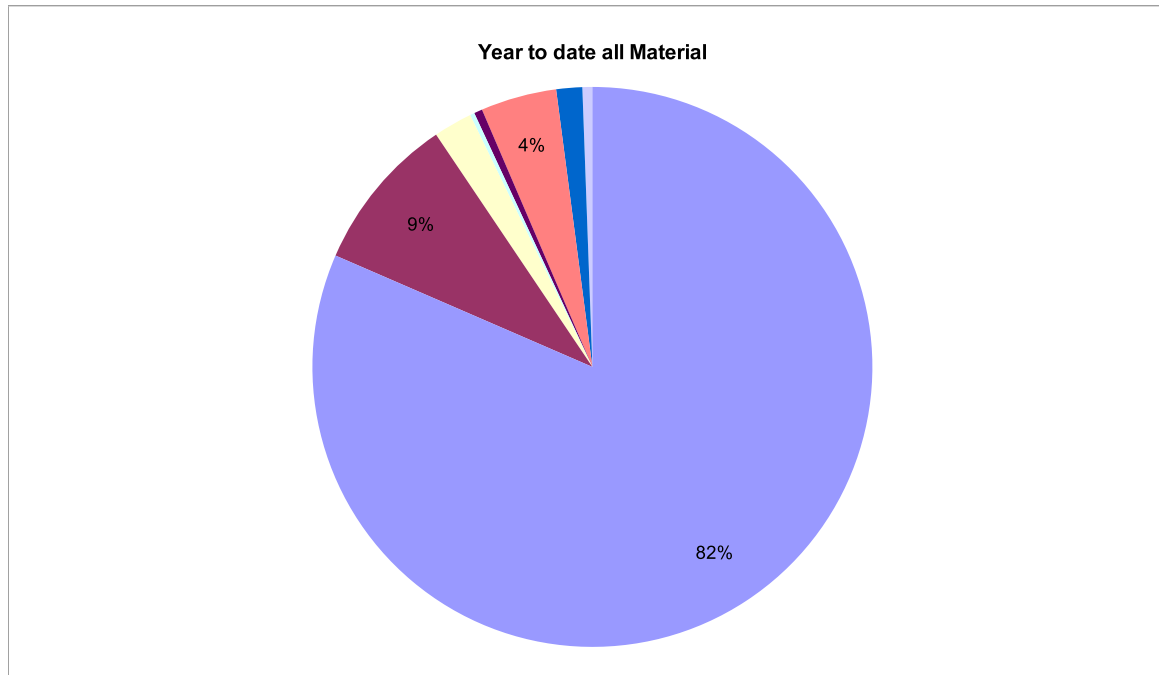
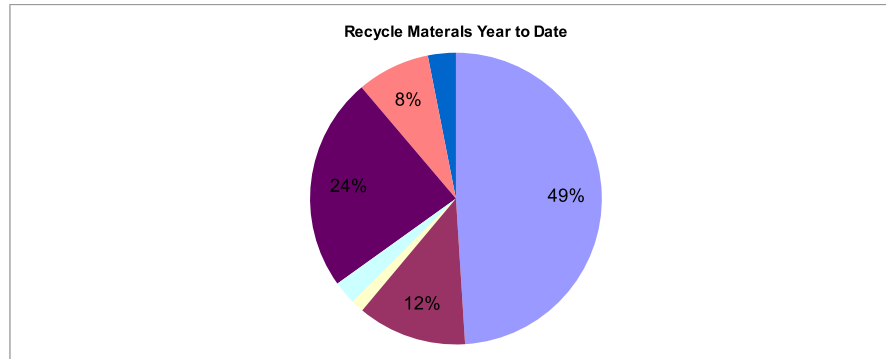
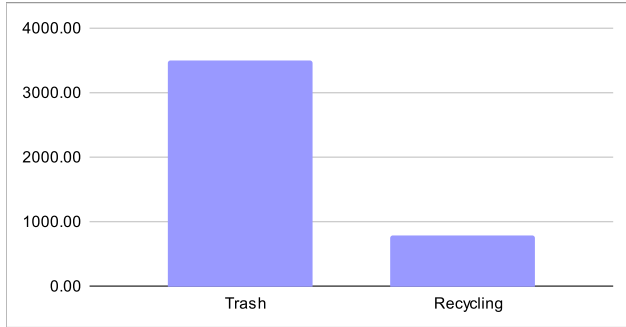
TONS	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Yr to Date	
Trash	281.07	230.17	266.65	314.52	330.83	307.54	333.49	290.02	264.75	307.15	258.40	298.65	3483.24	
Recycling	80.66	63.87	74.40	74.75	76.96	66.36	73.30	67.67	56.56	67.24	44.88	73.66	820.31	
Residue 3%	2.42	1.92	2.23	2.24	2.31	1.99	2.20	2.03	1.70	2.02	1.35	2.21	24.61	
TOTAL TRASH	283.49	232.09	268.88	316.76	333.14	309.53	335.69	292.05	266.45	309.17	259.75	300.86	3507.85	
Actual Recycle	78.24	61.95	72.17	72.51	74.65	64.37	71.10	65.64	54.86	65.22	43.53	71.45	795.70	CHECK
TOTAL	361.73	294.04	341.05	389.27	407.79	373.90	406.79	357.69	321.31	374.39	303.28	372.31	4303.55	4303.55

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD tons		CHECK	YTD lbs
Newprint/Junk Mail/Maga	38.34	30.36	35.36	35.53	36.58	31.54	34.84	32.16	26.88	31.96	21.33	35.01	389.89	49%	49%	779786.69
Cardboard	9.47	7.50	8.73	8.77	9.03	7.79	8.60	7.94	6.64	7.89	5.27	8.65	96.28	12%	12%	192559.57
Aluminum	1.10	0.87	1.01	1.02	1.05	0.90	1.00	0.92	0.77	0.91	0.61	1.00	11.14	1%	1%	22279.62
Tin	2.03	1.61	1.88	1.89	1.94	1.67	1.85	1.71	1.43	1.70	1.13	1.86	20.69	3%	3%	41376.44
Glass	18.54	14.68	17.10	17.18	17.69	15.26	16.85	15.56	13.00	15.46	10.32	16.93	188.58	24%	24%	377162.13
Plastic	6.34	5.02	5.85	5.87	6.05	5.21	5.76	5.32	4.44	5.28	3.53	5.79	64.45	0.08	8%	128903.51
Scrap Metal	2.43	1.92	2.24	2.25	2.31	2.00	2.20	2.03	1.70	2.02	1.35	2.21	24.67	3%	0.03	0.00
	78.24	61.95	72.17	72.51	74.65	64.37	71.10	65.64	54.86	65.22	43.53	71.45	795.70		1.00	1591401.40

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD tons		YTD lbs
Trash	283.49	232.09	268.88	316.76	333.14	309.53	335.69	292.05	266.45	309.17	259.75	300.86	3507.85	82%	7015698.60
Newprint/Junk Mail/Maga	38.34	30.36	35.36	35.53	36.58	31.54	34.84	32.16	26.88	31.96	21.33	35.01	389.89	9%	779786.69
Cardboard	9.47	7.50	8.73	8.77	9.03	7.79	8.60	7.94	6.64	7.89	5.27	8.65	96.28	2%	192559.57
Aluminum	1.10	0.87	1.01	1.02	1.05	0.90	1.00	0.92	0.77	0.91	0.61	1.00	11.14	0%	22279.62
Tin	2.03	1.61	1.88	1.89	1.94	1.67	1.85	1.71	1.43	1.70	1.13	1.86	20.69	0%	41376.44
Glass	18.54	14.68	17.10	17.18	17.69	15.26	16.85	15.56	13.00	15.46	10.32	16.93	188.58	4%	377162.13
Plastic	6.34	5.02	5.85	5.87	6.05	5.21	5.76	5.32	4.44	5.28	3.53	5.79	64.45	1%	128903.51
Scrap Metal	2.43	1.92	2.24	2.25	2.31	2.00	2.20	2.03	1.70	2.02	1.35	2.21	24.67	1%	49333.44
Total	361.73	294.04	341.05	389.27	407.79	373.90	406.79	357.69	321.31	374.39	303.28	372.31	4303.55	1.00	8607100.00

Trash and Recycling Report

By Tons	Current Month	YTD	YTD tons
Trash	266.45	3507.85	7015698.60
Recycling	54.86	795.70	1591401.40
Total	321.31	4303.55	8607100.00



2025 Recycling Program Accomplishments and Actual Costs Annual Report

Form 4400-182 Rev. 02-26
State of Wisconsin
Department of Natural Resources
Waste and Materials Management Program
<https://dnr.wisconsin.gov/topic/Recycling/RU.html>

Return By: April 30, 2026

Responsible Unit (RU)
City of Fort Atkinson
Muni Code: 28226
County: Jefferson
Population: 12455
RU Category: Single
Last Grant Year: 2025

DNR Information

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

Email: dnrrecycling@wisconsin.gov

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

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

Name

Is Name above correct? Yes No

Primary Contact Address

Is the Primary Contact Address Listed Above Correct? Yes No

Primary Contact Email

Is the Primary Contact Email Address above correct? Yes No

Primary Contact Phone

Is the Primary Contact Phone Number above correct? Yes No

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 2026?

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

RU Member 1

Was there curbside collection?

Yes

How was curbside service provided? (Select all that apply)

RU provided service with municipal service and staff

False

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

False

RU contracted private hauler(s) to provide collection service

True

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

False

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

Single Stream

Once every other week

Was there a drop-off site(s)?

No

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

Drop-off Site(s)

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

Curbside

B. Table 1 Materials Collected

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

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

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

Hauler Details

Review and update the list of haulers that served the RU during the previous calendar year. Include any haulers that collected Table 1 recyclable materials from single family and 2-4 unit residences. This includes the RU if it collects materials itself, haulers that it contracted with directly and haulers that residents contracted with (subscription service).

Please note that some companies have multiple listings for different regional collection locations. Please work with the RU's hauler(s) to identify which facility the RU's recycling is collected through and select the correct listing. The number following the name of the hauler is the hauler's Wisconsin DNR license number.

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 - 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 Tonnage Collected

Below is a summary of your RU's tonnage for this reporting period based upon the data you provided.

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)

Did your hauler(s) provide recycling tonnage information to you by Feb. 1? (If you self-haul, select Yes.) Yes No

Per capita collection: (lbs/person/year)

D. Information on Other Materials Collected From Residents

Please provide information on other recyclable materials collected within the RU. It 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

Measurement Number of

Yard Waste

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 2025 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	5,000.00	0.00	0.00	0.00	5,000.00
2. Consulting & Professional Services	0.00	0.00	0.00	0.00	0.00
3. Utility Services	0.00	0.00	0.00	0.00	0.00
4. Purchased Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00
5. Purchased Services Printing & Advertising	0.00	0.00	0.00	0.00	0.00
6. Purchased Services Other(contractual svcs)	0.00	400,000.00	0.00	0.00	400,000.00
7. Office Supplies	0.00	0.00	0.00	0.00	0.00
8. Subscriptions & Dues	500.00	0.00	0.00	0.00	500.00
9. Employee Travel & Training	400.00	0.00	0.00	0.00	400.00
10. Operating Supplies & Expenses	0.00	0.00	0.00	0.00	0.00
11. Repair & Maintenance Supplies	0.00	0.00	0.00	0.00	0.00
12. Insurance	0.00	0.00	0.00	0.00	0.00
13. Rents & Leases	0.00	0.00	0.00	0.00	0.00
14. Depreciation(Total depreciation costs in Row 14 Column E)	0.00	0.00	0.00	0.00	0.00
15. Hourly Equipment Use Charges(Total hourly use charges in Row 15 Column E)	0.00	0.00	0.00	0.00	0.00
16. Cost Allocations	0.00	0.00	0.00	0.00	0.00
17. Cost Allocations Other (not #53635)	0.00	0.00	0.00	0.00	0.00
Total	5,900.00	400,000.00	0.00	0.00	405,900.00

18. Total Recycling Costs (total of lines 1 thru 17)	405,900.00
19. Ineligible Costs - Recycling of banned items s. 287.07(1m), Wis. Stats. (Batteries, Major Appliances and Oil)	0.00
20. Ineligible Revenue - Sale of Recyclables	0.00
21. Total Ineligible Costs & Revenues (total of lines 19 and 20)	0.00
22. Total Eligible Recycling Costs (line 18 minus line 21)	405,900.00

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

Cost (including yard waste & waste tires) per capita: 32.59

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: 32.59

Cost (excluding yard waste & waste tires) per ton: 494.81

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 2025? Yes No

Did the RU update the ordinance since July 1, 2025 and submit a copy to the DNR?" Yes No

What is the RU's ordinance number?

Ordinance effective date:

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 2025? 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

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	0	0	0	0	0	0
Non-residential (Business)	0	0	0	0	0	0

H. Outreach and Other Program Features

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

Community yard sale

Printed publications (flyers, handouts, etc.)

Conduct waste audits

Radio ads or public service announcements

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

Recycling focused event (collections, cleanups, etc.)

Display booths at fairs, etc.

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

News releases

Social media (Facebook, Twitter, etc.)

Print ads (newspaper, magazines, etc.)

Section 3: CERTIFICATION

A: Summary of 2025 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)	820.31
Per capita collection:(lbs/person/year)	131.72
Cost Summary	
2025 Grant Award:	35,177.10
Net eligible recycling costs:	405,900.00
Cost per capita including yard waste & waste tires:	32.59
Yard waste handling costs:	0.00
Waste tire handling costs:	0.00
Cost (excluding yard waste & waste tires) per capita:	32.59

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 2025 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:			
Confirmation #:			



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to an increase in Court Costs for the Fort Atkinson Municipal Court as permitted by 2025 Wisconsin Act 113 (Houseman, City Manager)

BACKGROUND

2025 Wisconsin Act 133 (AB 443) has been signed into law by Gov. Tony Evers. The law allows municipalities to increase municipal court fees by up to \$10 per matter. This is the first allowable increase in court costs since 2013. The current forfeitures, court costs, and other fees are outlined in the attached Table 1.

Under the previous law, with certain exceptions, the municipal judge in a municipal court action must collect a fee of at least \$15 and not more than \$38 for each separate matter. The fee must be imposed whether there is a default of appearance, there is a plea of guilty or no contest, on issuance of a warrant or summons, or the action is tried as a contested matter. The previous law requires the municipal treasurer to pay \$5 of each fee received to the Wisconsin Secretary of Administration for deposit in the general fund and retain the balance as a revenue for the municipality. The bill increases the maximum fee on each separate matter from \$38 to \$48 but does not increase the fee paid to the state.

DISCUSSION

Fort Atkinson's Municipal Court convenes for Initial Appearances twice each month on Monday evenings to hear all pleas resulting from citations issued by the Fort Atkinson Police Department for violations of the Wisconsin Traffic Code, as well as violations of the City's Municipal Code of Ordinances. Initial appearances consist of both an Adult and a Juvenile Docket, with Juvenile cases held separately to ensure confidentiality.

It is important to note that not all funds collected from citations are retained by the Municipal Court or the City. As shown in the attachments, each citation payment is distributed among several designated funds and entities:

Forfeiture: The portion retained by the Municipal Court after required distributions of deposits, surcharges, and fines. This is the initial citation amount as allowed by the City's Municipal Code

of Ordinances and varies depending on the violation.

Court Costs: Distributed between the State of Wisconsin, Jefferson County, and, where applicable, the local Drug Task Force to support justice system operations.

Penalty Surcharge: The penalty surcharge equals 26% of the base deposit (forfeiture), and is distributed to various state agencies including the DOJ, DPI, DOC, and others.

Jail Surcharge: A Jail Surcharge equal to 1% of the base deposit or \$10, whichever is greater, is assessed on all traffic violations except safety belt violations. The \$10 minimum jail surcharge is included in the total deposit amount. These funds are remitted to Jefferson County and may only be used for county jail construction, remodeling, repair, or improvements.

State Crime Laboratory Fee: A \$13 fee is assessed on all violations that include a penalty assessment, excluding safety belt violations. This fee is directed to the Wisconsin State Crime Laboratory to support laboratory operations statewide.

Parking Only: The Parking Only column is for parking forfeitures and only includes the forfeiture and the court costs.

The attached Tables show the current fees and the proposed fees as permitted by 2025 Wisconsin Act 113.

FINANCIAL ANALYSIS

In 2025, the Fort Atkinson Municipal Court generated \$156,031 in revenue for the City of Fort Atkinson. The allowable \$10 increase to the maximum allowable court fee will help the Municipal Court keep pace with increasing operational expenses, including but not limited to mailing costs, court supplies, technology needs, salaries and benefits, and other administrative costs necessary to efficiently operate the court. Given the number of matters reviewed by the Court in 2025 (1,375), the City can expect to receive about \$13,750 in additional revenue annually if the increase is approved by the City Council.

RECOMMENDATION

Municipal Judge Charles Frandson and City staff recommend the City Council approve the increase in Municipal Court fees by \$10 per 2025 Wisconsin Act 113, as shown in the attached Table 2 with an effective date of May 1, 2026.

ATTACHMENTS

1. 2025 Wisconsin Act 113
2. Table 1 - Forfeitures
3. Table 2 - Forfeitures Post Act 113

State of Wisconsin



2025 Assembly Bill 443

Date of enactment: March 20, 2026
Date of publication*: March 21, 2026

2025 WISCONSIN ACT 113

AN ACT to amend 814.65 (1) of the statutes; relating to: increasing the maximum fee for court costs collectible in a municipal court action.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 814.65 (1) of the statutes is amended to read:

814.65 (1) COURT COSTS. In a municipal court action, except for a financial responsibility violation under s. 344.62 (2) or for a violation of an ordinance in conformity with s. 343.51 (1m) (b) or 347.48 (2m), the mu-

nicipal ~~judge court~~ shall collect a fee of not less than \$15 nor more than ~~\$38~~ \$48 on each separate matter, whether it is on default of appearance, a plea of guilty or no contest, on issuance of a warrant or summons, or the action is tried as a contested matter. Of each fee received by the ~~judge court~~ under this subsection, the municipal treasurer shall pay monthly \$5 to the secretary of administration for deposit in the general fund and shall retain the balance for the use of the municipality.

* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

TABLE 1 - MUNICIPAL COURT FORFEITURES*

FORFEITURE	COURT COSTS	PENALTY SURCHARGE	JAIL SURCHARGE	CRIME LAB	TOTAL	PARKING ONLY
\$1.00	\$38.00	\$0.26	\$10.00	\$13.00	\$62.26	\$39.00
\$5.00	\$38.00	\$1.30	\$10.00	\$13.00	\$67.30	\$43.00
\$10.00	\$38.00	\$2.60	\$10.00	\$13.00	\$73.60	\$48.00
\$15.00	\$38.00	\$3.90	\$10.00	\$13.00	\$79.90	\$53.00
\$20.00	\$38.00	\$5.20	\$10.00	\$13.00	\$86.20	\$58.00
\$25.00	\$38.00	\$6.50	\$10.00	\$13.00	\$92.50	\$63.00
\$30.00	\$38.00	\$7.80	\$10.00	\$13.00	\$98.80	\$68.00
\$35.00	\$38.00	\$9.10	\$10.00	\$13.00	\$105.10	\$73.00
\$40.00	\$38.00	\$10.40	\$10.00	\$13.00	\$111.40	\$78.00
\$45.00	\$38.00	\$11.70	\$10.00	\$13.00	\$117.70	\$83.00
\$50.00	\$38.00	\$13.00	\$10.00	\$13.00	\$124.00	\$88.00
\$55.00	\$38.00	\$14.30	\$10.00	\$13.00	\$130.30	\$93.00
\$60.00	\$38.00	\$15.60	\$10.00	\$13.00	\$136.60	\$98.00
\$65.00	\$38.00	\$16.90	\$10.00	\$13.00	\$142.90	\$103.00
\$70.00	\$38.00	\$18.20	\$10.00	\$13.00	\$149.20	\$108.00
\$75.00	\$38.00	\$19.50	\$10.00	\$13.00	\$155.50	\$113.00
\$80.00	\$38.00	\$20.80	\$10.00	\$13.00	\$161.80	\$118.00
\$85.00	\$38.00	\$22.10	\$10.00	\$13.00	\$168.10	\$123.00
\$90.00	\$38.00	\$23.40	\$10.00	\$13.00	\$174.40	\$128.00
\$95.00	\$38.00	\$24.70	\$10.00	\$13.00	\$180.70	\$133.00
\$100.00	\$38.00	\$26.00	\$10.00	\$13.00	\$187.00	\$138.00
\$110.00	\$38.00	\$28.60	\$10.00	\$13.00	\$199.60	\$148.00
\$120.00	\$38.00	\$31.20	\$10.00	\$13.00	\$212.20	\$158.00
\$125.00	\$38.00	\$32.50	\$10.00	\$13.00	\$218.50	\$163.00
\$130.00	\$38.00	\$33.80	\$10.00	\$13.00	\$224.80	\$168.00
\$140.00	\$38.00	\$36.40	\$10.00	\$13.00	\$237.40	\$178.00
\$150.00	\$38.00	\$39.00	\$10.00	\$13.00	\$250.00	\$188.00
\$160.00	\$38.00	\$41.60	\$10.00	\$13.00	\$262.60	\$198.00
\$170.00	\$38.00	\$44.20	\$10.00	\$13.00	\$275.20	\$208.00
\$175.00	\$38.00	\$45.50	\$10.00	\$13.00	\$281.50	\$213.00
\$180.00	\$38.00	\$46.80	\$10.00	\$13.00	\$287.80	\$218.00
\$190.00	\$38.00	\$49.40	\$10.00	\$13.00	\$300.40	\$228.00
\$200.00	\$38.00	\$52.00	\$10.00	\$13.00	\$313.00	\$238.00
\$225.00	\$38.00	\$58.50	\$10.00	\$13.00	\$344.50	\$263.00
\$250.00	\$38.00	\$65.00	\$10.00	\$13.00	\$376.00	\$288.00
\$275.00	\$38.00	\$71.50	\$10.00	\$13.00	\$407.50	\$313.00
\$300.00	\$38.00	\$78.00	\$10.00	\$13.00	\$439.00	\$338.00
\$325.00	\$38.00	\$84.50	\$10.00	\$13.00	\$470.50	\$363.00
\$350.00	\$38.00	\$91.00	\$10.00	\$13.00	\$502.00	\$388.00
\$375.00	\$38.00	\$97.50	\$10.00	\$13.00	\$533.50	\$413.00
\$400.00	\$38.00	\$104.00	\$10.00	\$13.00	\$565.00	\$438.00
\$425.00	\$38.00	\$110.50	\$10.00	\$13.00	\$596.50	\$463.00
\$450.00	\$38.00	\$117.00	\$10.00	\$13.00	\$628.00	\$488.00
\$475.00	\$38.00	\$123.50	\$10.00	\$13.00	\$659.50	\$513.00
\$500.00	\$38.00	\$130.00	\$10.00	\$13.00	\$691.00	\$538.00
\$550.00	\$38.00	\$143.00	\$10.00	\$13.00	\$754.00	\$588.00
\$600.00	\$38.00	\$156.00	\$10.00	\$13.00	\$817.00	\$638.00
\$650.00	\$38.00	\$169.00	\$10.00	\$13.00	\$880.00	\$688.00
\$700.00	\$38.00	\$182.00	\$10.00	\$13.00	\$943.00	\$738.00

TABLE 1 - MUNICIPAL COURT FORFEITURES*						
FORFEITURE	COURT COSTS	PENALTY SURCHARGE	JAIL SURCHARGE	CRIME LAB	TOTAL	PARKING ONLY
\$750.00	\$38.00	\$195.00	\$10.00	\$13.00	\$1,006.00	\$788.00
\$800.00	\$38.00	\$208.00	\$10.00	\$13.00	\$1,069.00	\$838.00
\$850.00	\$38.00	\$221.00	\$10.00	\$13.00	\$1,132.00	\$888.00
\$900.00	\$38.00	\$234.00	\$10.00	\$13.00	\$1,195.00	\$938.00
\$950.00	\$38.00	\$247.00	\$10.00	\$13.00	\$1,258.00	\$988.00
\$1,000.00	\$38.00	\$260.00	\$10.00	\$13.00	\$1,321.00	\$1,038.00

*As permitted by Wis. Statutes prior to Act 113

TABLE 2 - MUNICIPAL COURT FORFEITURES POST ACT 113

FORFEITURE	COURT COSTS	PENALTY SURCHARGE	JAIL SURCHARGE	CRIME LAB	TOTAL	PARKING ONLY
\$1.00	\$48.00	\$0.26	\$10.00	\$13.00	\$72.26	\$49.00
\$5.00	\$48.00	\$1.30	\$10.00	\$13.00	\$77.30	\$53.00
\$10.00	\$48.00	\$2.60	\$10.00	\$13.00	\$83.60	\$58.00
\$15.00	\$48.00	\$3.90	\$10.00	\$13.00	\$89.90	\$63.00
\$20.00	\$48.00	\$5.20	\$10.00	\$13.00	\$96.20	\$68.00
\$25.00	\$48.00	\$6.50	\$10.00	\$13.00	\$102.50	\$73.00
\$30.00	\$48.00	\$7.80	\$10.00	\$13.00	\$108.80	\$78.00
\$35.00	\$48.00	\$9.10	\$10.00	\$13.00	\$115.10	\$83.00
\$40.00	\$48.00	\$10.40	\$10.00	\$13.00	\$121.40	\$88.00
\$45.00	\$48.00	\$11.70	\$10.00	\$13.00	\$127.70	\$93.00
\$50.00	\$48.00	\$13.00	\$10.00	\$13.00	\$134.00	\$98.00
\$55.00	\$48.00	\$14.30	\$10.00	\$13.00	\$140.30	\$103.00
\$60.00	\$48.00	\$15.60	\$10.00	\$13.00	\$146.60	\$108.00
\$65.00	\$48.00	\$16.90	\$10.00	\$13.00	\$152.90	\$113.00
\$70.00	\$48.00	\$18.20	\$10.00	\$13.00	\$159.20	\$118.00
\$75.00	\$48.00	\$19.50	\$10.00	\$13.00	\$165.50	\$123.00
\$80.00	\$48.00	\$20.80	\$10.00	\$13.00	\$171.80	\$128.00
\$85.00	\$48.00	\$22.10	\$10.00	\$13.00	\$178.10	\$133.00
\$90.00	\$48.00	\$23.40	\$10.00	\$13.00	\$184.40	\$138.00
\$95.00	\$48.00	\$24.70	\$10.00	\$13.00	\$190.70	\$143.00
\$100.00	\$48.00	\$26.00	\$10.00	\$13.00	\$197.00	\$148.00
\$110.00	\$48.00	\$28.60	\$10.00	\$13.00	\$209.60	\$158.00
\$120.00	\$48.00	\$31.20	\$10.00	\$13.00	\$222.20	\$168.00
\$125.00	\$48.00	\$32.50	\$10.00	\$13.00	\$228.50	\$173.00
\$130.00	\$48.00	\$33.80	\$10.00	\$13.00	\$234.80	\$178.00
\$140.00	\$48.00	\$36.40	\$10.00	\$13.00	\$247.40	\$188.00
\$150.00	\$48.00	\$39.00	\$10.00	\$13.00	\$260.00	\$198.00
\$160.00	\$48.00	\$41.60	\$10.00	\$13.00	\$272.60	\$208.00
\$170.00	\$48.00	\$44.20	\$10.00	\$13.00	\$285.20	\$218.00
\$175.00	\$48.00	\$45.50	\$10.00	\$13.00	\$291.50	\$223.00
\$180.00	\$48.00	\$46.80	\$10.00	\$13.00	\$297.80	\$228.00
\$190.00	\$48.00	\$49.40	\$10.00	\$13.00	\$310.40	\$238.00
\$200.00	\$48.00	\$52.00	\$10.00	\$13.00	\$323.00	\$248.00
\$225.00	\$48.00	\$58.50	\$10.00	\$13.00	\$354.50	\$273.00
\$250.00	\$48.00	\$65.00	\$10.00	\$13.00	\$386.00	\$298.00
\$275.00	\$48.00	\$71.50	\$10.00	\$13.00	\$417.50	\$323.00
\$300.00	\$48.00	\$78.00	\$10.00	\$13.00	\$449.00	\$348.00
\$325.00	\$48.00	\$84.50	\$10.00	\$13.00	\$480.50	\$373.00
\$350.00	\$48.00	\$91.00	\$10.00	\$13.00	\$512.00	\$398.00
\$375.00	\$48.00	\$97.50	\$10.00	\$13.00	\$543.50	\$423.00
\$400.00	\$48.00	\$104.00	\$10.00	\$13.00	\$575.00	\$448.00
\$425.00	\$48.00	\$110.50	\$10.00	\$13.00	\$606.50	\$473.00
\$450.00	\$48.00	\$117.00	\$10.00	\$13.00	\$638.00	\$498.00
\$475.00	\$48.00	\$123.50	\$10.00	\$13.00	\$669.50	\$523.00
\$500.00	\$48.00	\$130.00	\$10.00	\$13.00	\$701.00	\$548.00
\$550.00	\$48.00	\$143.00	\$10.00	\$13.00	\$764.00	\$598.00
\$600.00	\$48.00	\$156.00	\$10.00	\$13.00	\$827.00	\$648.00
\$650.00	\$48.00	\$169.00	\$10.00	\$13.00	\$890.00	\$698.00
\$700.00	\$48.00	\$182.00	\$10.00	\$13.00	\$953.00	\$748.00

TABLE 2 - MUNICIPAL COURT FORFEITURES POST ACT 113						
FORFEITURE	COURT COSTS	PENALTY SURCHARGE	JAIL SURCHARGE	CRIME LAB	TOTAL	PARKING ONLY
\$750.00	\$48.00	\$195.00	\$10.00	\$13.00	\$1,016.00	\$798.00
\$800.00	\$48.00	\$208.00	\$10.00	\$13.00	\$1,079.00	\$848.00
\$850.00	\$48.00	\$221.00	\$10.00	\$13.00	\$1,142.00	\$898.00
\$900.00	\$48.00	\$234.00	\$10.00	\$13.00	\$1,205.00	\$948.00
\$950.00	\$48.00	\$247.00	\$10.00	\$13.00	\$1,268.00	\$998.00
\$1,000.00	\$48.00	\$260.00	\$10.00	\$13.00	\$1,331.00	\$1,048.00

Date approved by the Fort Atkinson City Council:

Effective Date: May 1, 2026



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Adrian Bump, Police Chief

RE: Review and possible action relating to the 2026 CIP Boiler Replacement Project for the Police Department (Bump, Police Chief)

BACKGROUND

The Police Department is set to replace the boilers within the Police Department building in 2026. Funds are established in the 2026 CIP Budget under the Police Outlay Account in the amount of \$90,000.00 for this project. These funds were budgeted for the replacement of the 2-boiler system and software updates to the thermostat that operates the Boiler/HVAC system.

Police Department staff requested bids for like boilers with 98% efficiency from three different companies. All three companies completed an onsite inspection with the intention of submitting proposals for the replacement project. The three companies are Total Mechanical, Klecker Heating & AC Inc., and Butters-Fetting.

The thermostat is serviced and maintained by Master Building Solutions. The thermostat requires a software update to ensure efficient operation of the boiler. The thermostat is a computer-based system that operates the boiler/HVAC zones throughout the building. Master Building Solutions is the sole provider for the specific thermostat system installed and has been utilized to manage, repair, and update the system since installation in 2000.

DISCUSSION

The current boiler system is original to the building (2001) and has reached its end of life. The building runs on a 2-boiler system, which has been running on only one of the two boilers for the past 18 months as one boiler is no longer serviceable. The final operating boiler has been maintained to ensure that it could reach this CIP Budget year and complete the replacement project.

The current boiler was listed as an 83% efficiency boiler at the time of purchase in 2001 and was chosen based on its low purchase price at that time. Today's research and planning consider current utility costs alongside the purchase price of boiler replacement. Moving to a 98% efficiency boiler system will allow the agency to reduce energy bills to a point where the system will pay for itself within an estimated 36 months of installation.

FINANCIAL ANALYSIS

The 2026 CIP Budget for the Boiler Replacement Project for the Police Department was set at \$90,000.00. The quotes and planning for this project were completed in mid-2025 and placed in the 2026 CIP.

Proposals were submitted by two of the three companies that initially showed interest in the project. These proposals were provided in February 2026.

Total Mechanical: 98% Thermal Efficiency Replacement Boiler System. \$86,500.00
1 Year Part/ 10 Year Heat Exchanger Warranty

Klecker Heating & AC Inc: 98% Thermal Efficiency Replacement Boiler System. \$97,900.00
2 Year Part/ 10 Year Heat Exchanger Warranty

-
Butters Fetting: Declined to offer proposal.

Masters Building Solutions (MBS): Thermostat Software update: \$12,100.00. MBS will operate as a subcontractor for this project and will work with any of the HVAC/Boiler companies. Their quote was added within the Total Mechanical quote as it is the lowest cost option.

The total cost of the project, including the Total Mechanical proposal and the MBS thermostat, is \$98,600.00. Proposals for this project in 2026 exceeded the estimates Staff used when budgeting in the summer of 2025. The total cost is \$8,600 over the approved budget amount; however, there are funds available in Fund 16 (CIP) due to interest earned on the 2026 borrowing for projects in 2026 and 2027 to cover the difference.

RECOMMENDATION

Staff recommends the City Council approve the proposal from Total Mechanical for the replacement of the Boiler System and thermostat at the Police Department. Total Mechanical provided the lowest proposal for the project and has done previous work in City facilities. The company is a trusted service provider. Staff is also requesting approval to move forward with the software upgrade on the thermostat system with Masters Building Solutions to ensure seamless control with the newly added system within the computer-based thermostat control system.

Staff recommends the City Council approve the 2026 CIP boiler replacement project for the Police Department building at a cost not to exceed \$98,600.

ATTACHMENTS

1. Ft Atkinson PD Boiler Replacment-Total R4
2. FAPD Boiler Project Klecker

February 24, 2026

Proposal #25-5285R4

Adrian Bump
Ft Atkinson Police Department

**RE: Ft Atkinson PD Boiler Replacement Rev#4
HVAC**

We propose to furnish and install the following.

Option #1 97% Thermal Efficiency

- Demo (2) boiler and boiler pumps
- Provide and install (2) 800MBH up to 97% thermal efficiency boilers 10:1 Turn Down stainless-steel heat exchanger (2-year parts and 10 Year heat exchanger warranty)
- Provide and install (2) new boiler pumps
- Outdoor sensor install for boiler temp rest
- Test and balance new boiler pumps
- Startup boilers
- Boiler venting
- Provide and install (2) condensate neutralizers
- Disconnect and reconnect electrical
- Modify concrete boiler pad as necessary for new boilers
- 1 year warranty on workmanship

For the Sum of: \$ 86,500.00

Alternate #1 Controls By Masters to Integrate New Boilers into DDC Control System

- Controls by Master Building Solutions for new boiler integration

Add the Sum of: \$15,150.00

Alternate #2 Controls by Masters to Upgrade the DDC Control System JACE Network Controller, SMAs and Graphics

- Replace the old JACE Network controller with JACE-9000 network controller

Add the Sum of: \$12,100.00

The following are specifically **excluded** from our proposal:

- System pumps or seals
- Fire protection piping.
- Plumbing piping.
- Overtime or premium time charges
- Natural gas piping
- Temporary heating, ventilation, or cooling including filter changing during construction
- Fuel cost for temporary heat
- Dumpsters
- Liquidated damages
- Painting or touch-up paint, including painting of ductwork and piping
- Cutting or patching of any type. Repair or restoration by others
- Roof work of any type. Including cutting, coring or patching

February 24, 2026
Ft Atkinson PD Boilers
Proposal #25-5285
Page 2 of 3

- Concrete work of any type, including equipment pads
- Payment, performance or bid bond

We have based our proposal on the best commodity pricing & availability at the current time; however, due to the volatility with products across the nation our proposal is only valid for up to 20 days from the date of this proposal. Tariffs, trade restrictions, tax changes, and/or supply chain disruptions may change material costs and lead times at any time. We reserve the right to pass through additional costs and/or schedule impacts and will provide documentation for client review prior to implementation.

We appreciate the opportunity to work with you on this and all future projects. Should you have any questions, or require additional information, please do not hesitate to contact me directly at (262) 522-8683, or email me at rbardeleben@total-mechanical.com

Respectfully Submitted,
TOTAL Mechanical, Inc. - Janesville Office



Randy Bardeleben
Estimator

February 24, 2026
Ft Atkinson PD Boilers
Proposal #25-5285
Page 3 of 3

TERMS AND CONDITIONS OF SALE

LIEN NOTICE · AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, TOTAL MECHANICAL, INC. HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS IN ADDITION TO TOTAL MECHANICAL, INC. ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER WILL PROBABLY RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY, TOTAL MECHANICAL, INC. AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

WARRANTY · TOTAL MECHANICAL, INC. warrants and guarantees to the OWNER (meaning the buyer as shown on the front of this document) that all materials and equipment, and the work to be performed hereunder, will be of good quality, free from faults and defects, but such warranty shall extend only for a period of one year from the date of substantial completion. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, OF MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE, PERFORMANCE OR OTHERWISE. TOTAL MECHANICAL, INC.'S liability under the warranty is strictly and exclusively limited to the repair or replacement at the job site of such work (including materials and equipment) as is found to be defective within such one-year period, and with respect to which the OWNER has given TOTAL MECHANICAL, INC. prompt written notice within such one-year period. No allowance will be made for repairs or alterations unless made with TOTAL MECHANICAL, INC.'S prior written consent or approval. IN NO EVENT SHALL TOTAL MECHANICAL, INC. BE LIABLE FOR CLAIMS FOR ANY OTHER DAMAGES BASED UPON BREACH OF EXPRESS OR IMPLIED WARRANTY OR NEGLIGENCE, EITHER DIRECT OR IMMEDIATE, FORESEEABLE, CONSEQUENTIAL, OR SPECIAL. This paragraph states TOTAL MECHANICAL, INC.'S entire liability with respect to warranties, guarantees or representations, express or implied.

DAMAGES · TOTAL MECHANICAL, INC. IS NOT RESPONSIBLE FOR SPECIAL INCIDENTAL, OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY, OR UNDER ANY OTHER LEGAL THEORY, INCLUDING LOST PROFITS, DOWNTIME, GOODWILL, DAMAGE TO OR REPLACEMENT OF EQUIPMENT AND PROPERTY, AND ANY COSTS FOR RECOVERING, REFURBISHING, REPRODUCTION OR ANY OTHER REHABILITATION OF A CONDITION, CIRCUMSTANCE OR PRODUCT.

EXTRAS · Any extra work requested by the OWNER, and performed by TOTAL MECHANICAL, INC., shall be performed on a time and material basis (unless otherwise agreed in writing) including such overhead and profit as may then be standard for work of a similar nature, and all such extra work shall be subject to all of the terms and conditions hereof.

DELAYS · Any scheduled completion date is approximate and subject to delays caused by fire, strike or other labor disturbance. Acts of God, shortages of materials or failure of suppliers or subcontractors to satisfactorily meet scheduled deliveries or any other factor beyond TOTAL MECHANICAL, INC.'S control, none of which factors or events shall give rise to any liability on the part of TOTAL MECHANICAL, INC., but shall extend the completion date for a period equivalent to the time lost by reason of all such factors or events.

PAYMENT TERMS · Unless otherwise agreed in writing, no retention shall apply to any of the work, and payment for all work (including materials and equipment) shall be made by no later than the tenth day of each month for work performed during the preceding month. On time and material work, the number of hours, rate per hour, total of material will be stated on the invoice unless otherwise stated herein. On firm bid contracts, no detail will be required other than a draw against the contract amount, unless otherwise state within.

CONTRACT TERMS · The terms and conditions stated herein shall constitute the complete and exclusive statement of the terms here for, and shall supersede all prior oral and written statements of any kind whatsoever made by the parties of their representatives concern the terms hereof. No statement (except for extra work) or writing subsequent to the date hereof which purports to modify or all of terms and conditions hereof shall be binding unless consented to in writing signed by the party against which enforcement hereof is sought.

INTEREST AND COLLECTION COST · It is agreed that, in the event the OWNER fails to pay the amounts due under the terms of this Agreement when due, interest may be charged by TOTAL MECHANICAL, INC. at a rate of 1.5% per month, for a maximum of 18% per year. OWNER further agrees to pay all costs and expenses incurred by TOTAL MECHANICAL, INC. in collecting or attempting to collect amounts due hereunder, including reasonable attorney's fees.

INDEMNIFICATION · To the fullest extent permitted by law, the OWNER shall defend, indemnify and hold harmless Total Mechanical, Inc., OWNER, general contractor, and their respective officers, agents and employees, from and against all claims, damages, losses, costs, expenses, judgments and liabilities, including but not limited to attorney's fees, costs and expenses, arising out of or in connection with OWNER'S performance of or failure to perform this Agreement, provided that any such claim, damage, loss, costs, expenses, judgments or liabilities are attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible personal property, including their loss of use resulting there from, that is caused in whole or in part by any act or omission of the OWNER, any subcontractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by any party indemnified hereunder.

The indemnification obligation under this paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the benefit of OWNER or any indemnities under any Worker's Compensation Act, Occupational Disease Act, Disability Benefits Act, or any other employee benefits act. The OWNER further agrees to waive any and all liability limitations based upon the Worker's Compensation Act court interpretations or otherwise.

If the above proposal, subject to the terms and conditions is acceptable, please sign and return. Total Mechanical will proceed with the work.



Klecker's Heating & Air Conditioning Inc.
 1221 W Main St
 Watertown, WI 53094

Phone: (920) 261-9218
 Fax: (920) 261-9480
 info@kleckersheating.com
 www.kleckersheating.com

PROPOSAL

Bill to
Fort Atkinson Police Dept
 101 S. Water St. W
 Fort Atkinson, WI 53538

Job Name
Fort Atkinson Police Dept
 101 S. Water St. W
 Fort Atkinson, WI 53538

Phone Number: (920) 397-9905

Email Address:

Quote #: q4689

Quote Date: 11/14/2025

Sales Rep: Rick Ring

Description
<p>Re: Building boilers</p> <p>The current system consists of (2) boilers, 750,000 btu input(each), with an output capacity of 637,500 btu (each). Totaling 1,500,000 btu input and 1,275,000 btu output. These boilers have started to show signs of their age. The current boilers have a combustion efficiency of 83%.</p> <p>Replace the (2) existing boilers with (3) high efficient boilers.</p> <p>Install (3) NTI, Model TFTN500 boilers. Each boiler is 500,000 btu input with an output capacity of 490,000. Totaling 1,500,000 btu input and 1,470,000 output. Each boiler has a combustion efficiency of 98%</p> <ul style="list-style-type: none"> - Boilers each have 2 year parts and 10 year heat exchanger warranties. - Boilers are CSD-1 compliant. - Boilers have built-in staging controls. - New PVC exhaust venting will be vented out the roof of the boiler room through the existing flue pipe hole. - New PVC intake air venting will be piped to the current intake opening. - Each boiler will have new boiler pump installed. - New isolation valves included. - New main air vents included. - New pipe insulation included. - New gas piping and correctly sized gas regulator included. - New control wiring included. - New high voltage wiring included. - Reuse existing system pump (recently rebuilt), expansion tank and fill system. - Removal of old boilers included. <p>Budget Price \$97,900.00</p> <p>Notes-</p> <ul style="list-style-type: none"> - Boiler replacement is estimated to take 5 days to complete.

50% down upon signed contract and balance due upon completion. Valid for 30 days.

In accordance with Chapter 779 of Wisconsin Statutes: As required by the Wisconsin construction lien law.



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1221 W Main St
Watertown, WI 53094

Phone: (920) 261-9218
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info@kleckersheating.com
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PROPOSAL

Claimant hereby notifies owner that persons or companies performing, furnishing or procuring labor, services, materials, plans or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid.

Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner

Or those who give the owner notice within 60 days after they first perform, furnish or procure labor, services, materials, plans or specifications for the construction and should give a copy of each notice to the mortgage lender, if any.

Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

50% down upon signed contract and balance due upon completion. Valid for 30 days.

Authorized Signature: Rick Ring - General Manager, Customer Signature _____ Date _____



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Alcohol Beverage License Application for K&S Restaurants, LLC for use at 88, 90, 96 S Main Street for a "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

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

Table 1: Type of license, beverage and where consumption is permitted.

<u>Type of License</u>	<u>Type of Beverage</u>	<u>Consumption Location</u>
"Class A"	Intoxicating Liquor	Off-site
Class "A"	Fermented Malt	Off-site
"Class A" Liquor: Cider Only*	Cider Only	Off-site
"Class B"	Intoxicating Liquor	On-site
Class "B"	Fermented Malt	On-site
"Class C"	Wine only	On-site
Reserve "Class B"	Intoxicating Liquor	On-site
Temporary Class "B" **	Fermented Malt	On-site
Temporary "Class B" **	Wine	On-site

*The 2015-17 Wisconsin State Budget (2015 Act 55) provides that municipalities shall issue a "Class A" liquor license if both of the following apply:

- The “Class A” liquor license application is for sales limited to cider products only.
- The application for a “Class A” liquor license holds a Class “A” beer license for the same premises.

2015 Act 55 provision also defines ‘cider’ to mean any alcohol beverage that is obtained from the fermentation of the juice of apples or pears and that contains not less than 0.5 percent alcohol by volume and not more than 7.0 percent alcohol by volume. “Cider” includes flavored, sparkling, and carbonated cider.

** Temporary Class “B” Fermented Malt and Temporary “Class B” Wine – these licenses are issued throughout the year to lodges, societies, bona fide clubs, chambers, non-profit, etc.

Table 2: Combination of Licenses

<u>License Combinations</u>	<u>Type of Beverage(s)</u>	<u>Consumption Location</u>
“Class A” and Class “A”	Intoxicating Liquor and Fermented Malt	Off-site
Class “A” and “Class A” Liquor: Cider Only	Fermented Malt and Cider	Off-site
“Class B” and Class “B”	Intoxicating Liquor and Fermented Malt	On-site
Class “B” and “Class C” Wine	Fermented Malt and Wine	On-site
Reserve “Class B” and Class “B”	Intoxicating Liquor and Fermented Malt	On-site
Temporary Class “B” and Temporary “Class B”	Fermented Malt and Wine	On-site

Table 3: License fees (maximum amount allowable by State Statute is being charged)

<u>Type of License</u>	<u>License Fee</u>
“Class A” Intoxicating Liquor	\$500.00
Class “A” Fermented Malt	\$100.00
“Class A” Liquor: Cider Only	No fee.
“Class B” Intoxicating Liquor	\$500.00
Class “B” Fermented Malt	\$100.00
“Class C” Wine Only	\$100.00
Reserve “Class B” Intoxicating Liquor	\$10,000 (one-time)
Temporary Class “B” Fermented Malt	\$10.00
Temporary “Class B” Wine	\$10.00

A combination Class A license (intoxicating liquor and fermented malt) would total \$600.00.

A combination Class B license (intoxicating liquor and fermented malt) would total \$600.00.

Table 4: Existing Quotas (03/19/2026)

<u>License</u>	<u>Quota</u>	<u>Licenses Issued</u>	<u>Licenses Available</u>
"Class A" Intoxicating Liquor	16 - 1 per 750 residents	15	1
Class "A" Fermented Malt	17 - 1 per 750 residents	16	1
"Class B" Intoxicating Liquor	25 - 1 per 500 residents	25	0
RESERVE	4 - \$10,000 one-time fee	4	1
"Class B" Intoxicating Liquor			

DISCUSSION

The location of 88, 90, 96 S. Main Street had been operated by Bridge @ River & Main, LLC dba Bridge with adjacent businesses Proof and Good to Go. A "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license was used at Bridge and Proof as the properties were contiguous internally and owned/operated by the same LLC and Agent. Good-to-Go is also contiguous however did not sell or allow consumption of alcohol.

K&S Restaurants, LLC has an offer to purchase and operate at 88, 90 and 96 S. Main Street and submitted an Alcohol Beverage License Application for a "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage License. Documentation was properly completed and submitted for review.

The following information was provided.

- Confirmation of Legal Name (corporation, limited liability company, partnership)
- Trade or Business Name
- Background check on Agent/Applicant was successful
- Letter from Bridge @River & Main LLC stating they will surrender their Class B license contingent upon approval of applicant K&S Resaurants, LLC for use at 88, 90, 96 S. Main Street

The following items were verified.

- Verification of Federal Identification Number
- Verification of Wisconsin Seller's Permit Number

FINANCIAL ANALYSIS

Alcohol license fees for the submitted application will be pro-rated from the month of issuance to expiration. Such Class B license from April to June is \$150.00. Publication fee for new applications is \$100.00.

RECOMMENDATION

The License Committee met on March 25, 2026 and unanimously recommended approval of the License application to the City Council.

Staff and the License Committee recommend that the City Council approve the Alcohol Beverage License Application for a "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage License for K&S Restaurants, LLC dba Proof Speakeasy & The Bridge @ River and Main for use at 88, 90 & 96 S. Main Street for the licensing period of April 10, 2026 to June 30, 2026 contingent upon payment of licensing fees.

ATTACHMENTS

1. K&S Restaurants - Proof Bridge 88-90-96 S Main Street - Alcohol_Redacted

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only
Municipality
License Period

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____
 Class "B" Beer \$ _____
 "Class A" Liquor \$ _____
 "Class B" Liquor \$ _____
 "Class A" Liquor (cider only) \$ _____
 Reserve "Class B" Liquor \$ _____
 "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$
Background Check Fee	\$
Publication Fee	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <i>R & S RESTAURANTS, LLC</i>			
2. Business Trade Name or DBA <i>PROOF SPEAKEASY, THE BRIDGE AT RAER & MAIN</i>			
3. FEIN <i>41-4324243</i>		4. Wisconsin Seller's Permit Number <i>456-1032293535-02</i>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <i>WISCONSIN</i>		7. Date of Organization <i>02/17/2026</i>	8. Wisconsin DFI Registration Number <i>K068726/OSB 247311</i>
9. Premises Address <i>88, 90, & 96 SOUTH MAIN STREET</i>			
10. City <i>FORT ATKINSON</i>		11. State <i>WI</i>	12. Zip Code <i>53538</i>
13. County <i>JEFFERSON</i>		14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <i>FORT ATKINSON</i>	15. Aldermanic District
16. Premises Phone <i>PENDING</i>		17. Premises Email <i>[REDACTED]</i>	18. Website <i>PENDING / SOCIAL MEDIA FOR PROOF & THE BRIDGE</i>
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <i>Attained.</i>			
20. Mailing Address (if different from premises address) <i>88 SOUTH MAIN STREET, FORT ATKINSON, WISCONSIN, 53538</i>			
21. City <i>FORT ATKINSON</i>		22. State <i>WI</i>	23. Zip Code <i>53538</i>

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No
 beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . Yes No
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity _____ | 4b. Business Entity FEIN _____

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No *(PENDING/COMPLETION NOW)*

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
LEDERER	KRISTA	MANAGING MEMBER	[REDACTED]
GRAY	SCOTT	MEMBER	[REDACTED]

Part D: Attestation

One of the following must sign and attest to this application:
 • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name LEDERER	First Name KRISTA	M.I. L.
Title MANAGING MEMBER	Email [REDACTED]	Phone [REDACTED]
Signature <i>Krista Lederer</i>	Date 02/27/2026	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

APPLICATION CONTINUED: (#19)

(K&S RESTAURANTS, LLC)

THE BRIDGE: (88 SOUTH MAIN STREET)

EVENT SPACE AND RESTAURANT SPACE AND SMALL OUTDOOR PATIO LOCATED ON THE RIVER SIDE OF THE BUILDING. BEER, LIQUOR, AND WINE TO BE SERVED IN THESE AREAS. BEER, LIQUOR, AND WINE TO BE STORED IN COOLERS, PORTABLE BAR AREA, AND LOCKED CLOSET ALL LOCATED ON THE MAIN LEVEL OF THE BUILDING. (SEE ATTACHED MAP ALSO)

PROOF SPEAKEASY BAR: (88, 90, AND 96 SOUTH MAIN STREET)

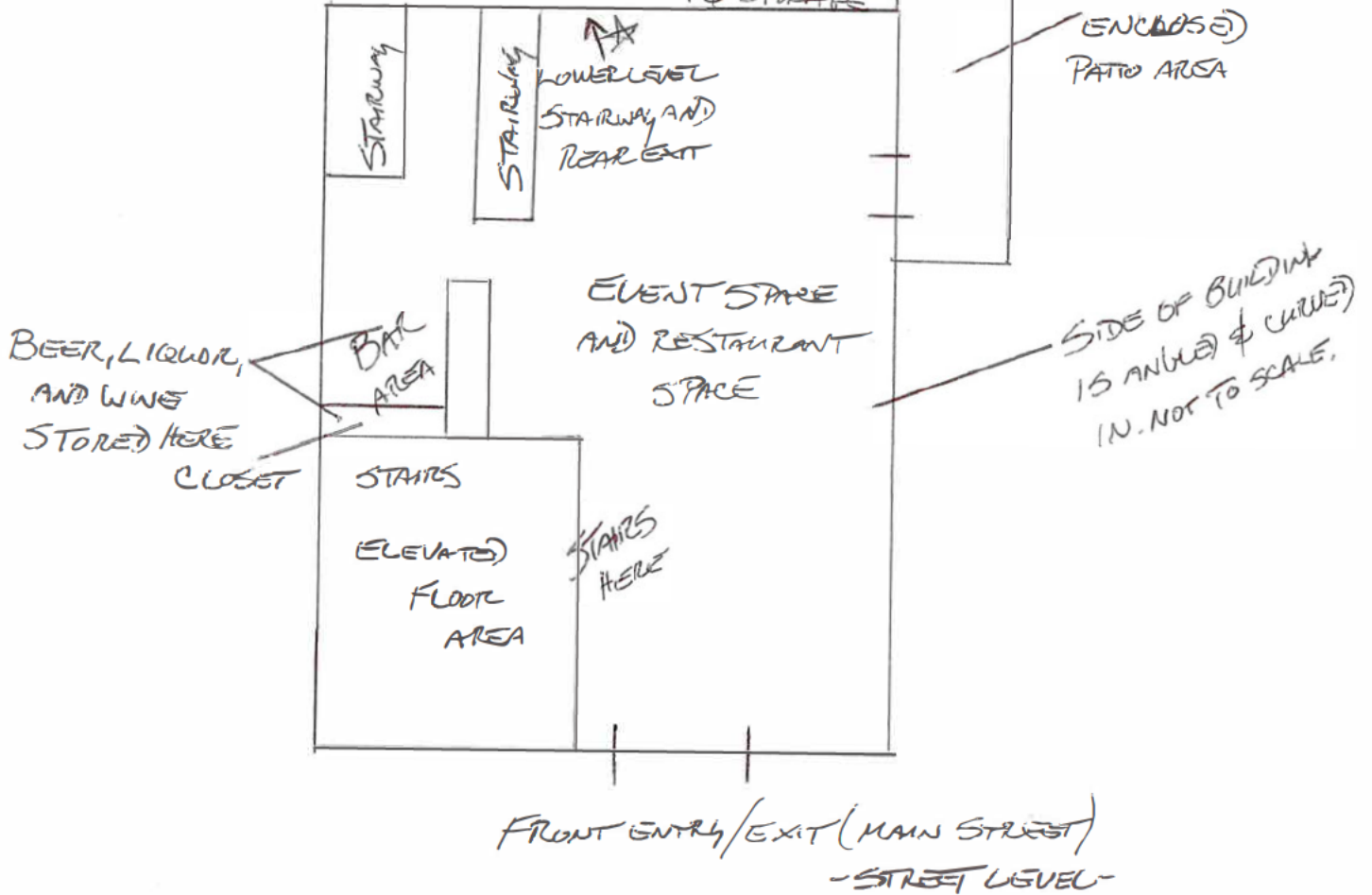
BEER, LIQUOR, AND WINE TO BE SERVED IN THE EXISTING BAR SPACES INCLUDING THE LOWER LEVEL SPACE IN ALL 3 ADDRESSES. FOOD AND BEVERAGES TO BE SERVED AT THE BAR AND ALL TABLES WITHIN THE SPACE. BEER, LIQUOR, AND WINE TO BE STORED IN THE BAR AREA, WALK-IN COOLER, AND LIQUOR STORAGE ROOM IN THE LOWER LEVEL STAFF AREA. (SEE ATTACHED MAP ALSO)

APPLICATION CONTINUED: (#19)

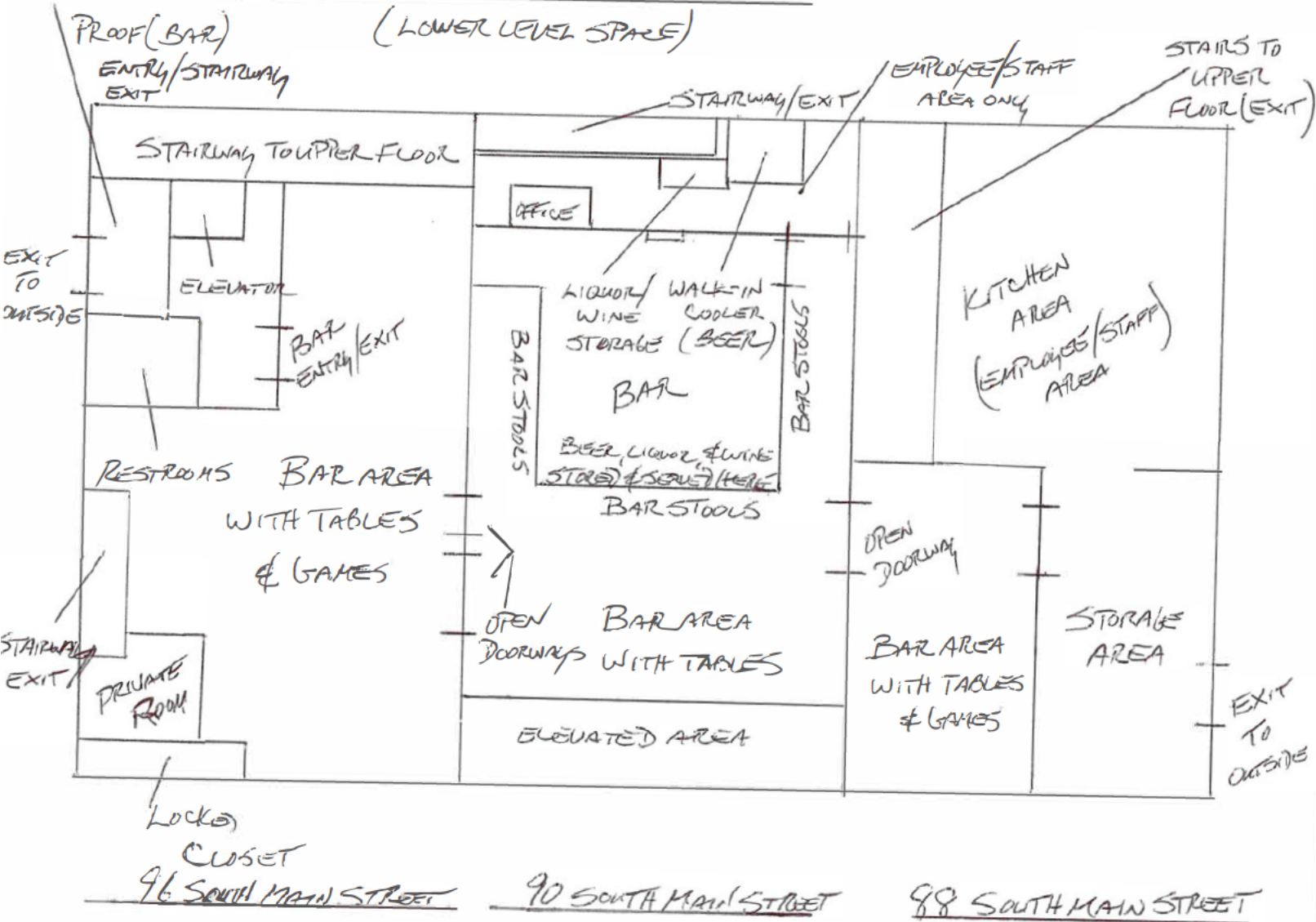
K&S RESTAURANTS, LLC

88 SOUTH MAIN STREET:

*MAP IS NOT TO SCALE



88, 90, AND 96 SOUTH MAIN STREET:



Agent Type (check one)

Original (no fee) Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
K&S RESTAURANTS, LLC

2. Business Trade Name or DBA
PROOF SPEAKERS, THE BRIDGE AT RIVER & MAIN

3. Entity Type (check one)
 Limited Liability Company Corporation Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)
 Municipal Retail License State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name
LEDERER

2. First Name
KRISTA

3. M.I.
L.

4. Email
[REDACTED]

5. Phone
[REDACTED]

6. Home Address
1785 N. WATER STREET #1606 / AS OF 03/31/2026 WILL BE: 88 SOUTH MAIN STREET FORT ATKINSON, WIS. 53538

7. City
WAUWATOSA

8. State
WI

9. Zip Code
53202

10. Date of Birth
06/29/2004

11. Drivers License/State ID Number
[REDACTED]

12. Drivers License/State ID State of Issuance
WISCONSIN

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Yes No
Submit proof of completion. (PENDING, COMPLETING)

2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire (licensee) or Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)? Yes No

3. Have you been a Wisconsin resident for at least 90 continuous days? Yes No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>LEDERER</i>	First Name <i>KRISTA</i>	M.I. <i>L.</i>
Title <i>MANAGING MEMBER</i>		<i>(608)</i>
Signature <i>Krista Lederer</i>		Date <i>02/27/2026</i>

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>LEDERER</i>	First Name <i>KRISTA</i>	M.I. <i>L.</i>
Signature <i>Krista Lederer</i>		Date <i>02/27/2026</i>

Alcohol Beverage Individual Questionnaire

Date
02/25/2026

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
K & S Restaurants, LLC

2. Business Trade Name or DBA
Proof Speakeasy, The Bridge

3. Entity Type (check one)
 Sole Proprietor
 Partnership
 Limited Liability Company
 Corporation
 Nonprofit Organization

Part B: Individual Information

1. Last Name: Lederer 2. First Name: Krista

4. Relationship to Business (Title): Managing Member/ Operator 5. [Redacted] 6. [Redacted]

8. City: Wauwatosa 9. State: WI 10. Zip Code: 53202 11. Date of Birth: 06/28/2004

12. Drivers License/State ID Number: [Redacted] 13. Drivers License/State ID State of Issuance: WISCONSIN

AS OF 3/31/26 88 South Main St., Fort Atkinson, WI, 53538 (on-site)

Part C: Address History

1. Do you currently live in Wisconsin? Yes No

If yes, provide the month and year when you permanently moved to Wisconsin (MM/YYYY): 06/2004

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address	City	State	Zip Code
355 S. Moorland RD	Brookfield	WI	53005
7203 Stonewood court	Middleton	WI	53562
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
WI	Dane	WI	Brookfield				
WI	Waukesha	WI					

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Krista Jelenen</i>	Date 2/25/2020
------------------------------------	-------------------

Alcohol Beverage Individual Questionnaire

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) K & S Restaurants, LLC	
2. Business Trade Name or DBA Proof Speakeasy, The Bridge	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name Gray	2. First Name Scott	3. M.I. R	
4. Relationship to Business (Title) Member/ Operator	5. Email [REDACTED]	6. Phone [REDACTED]	
7. Home Address [REDACTED]			
8. City Milwaukee	9. State Wi	10. Zip Code 53202	11. Date of Birth [REDACTED]
12. Drivers License/State ID Number [REDACTED]		13. Drivers License/State ID State of Issuance ILLINOIS	

As of 3/31/26 88 South Main St., Fort Atkinson, WI, 53538 (on-site)

Part C: Address History	
1. Do you currently live in Wisconsin?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the month and year when you permanently moved to Wisconsin	(MM/YYYY) 09/2024

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.			
Previous Address 1 11601 S. Kedzie Ave.	City Merrionette park	State IL	Zip Code 60803
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State WI	County Milwaukee	State IL	County Will	State	County	State	County
State IL	County COOK	State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat, Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature  Date 2/25/2006



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Alcohol Beverage License Application for Chroma Art Studio, LLC for use at 112 N. Main Street for a "Class C" Wine License (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. Local governments are given the authority to issue licenses where alcohol is consumed in a public place in accordance with requirements set forth by Statute. There are three classes of Licenses: Class A, Class B, and Class C. "Class C" pertains strictly to wine with consumption on-site by the glass or in one opened original container. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remembered as you consume alcohol *Away* from the premises. Likewise, Class B you consume on-site, for example *Bar*.

State Statutes have not established quotas for "Class C" wine licenses. The City of Fort Atkinson does not have a quota on "Class C" wine licenses.

DISCUSSION

Jessica Turner, owner of Chroma Art Studio, LLC provided an Alcohol Beverage License Application for a "Class C" wine license for use at 112 N. Main Street. A "Class C" wine license allows for consumption by the glass on site or in one unopened original container for consumption on premise where it is sold. The open container may be taken for consumption off the premises only in compliance with Wis. Stat. 125.51(3r) (i.e., "recorked" bottle). The premise includes the east end of the first floor of the building, two event spaces and a small office space. The wine can be stored, sold and consumed in the areas described in the premise.

Note that effective May 1, 2024, Act 73 eliminated previous limitations on eligibility for "Class C" wine licenses (i.e., no longer has to be a restaurant).

The following information was provided.

- Confirmation of Legal Name (corporation, limited liability company, partnership)
- Trade or Business Name
- Background check on Agent/Applicant was successful

The following items to be verified prior to license issuance.

- Verification of Federal Identification Number
- Verification of Wisconsin Seller's Permit Number

FINANCIAL ANALYSIS

License fees are determined locally, but must be within the statutory maximum and minimum. Municipalities are free to set the fee anywhere within the statutory range and may be pro-rated upon issuance. A "Class C" Wine license is \$100.00 per licensing period, July 1 to June 30. If approved by the License Committee and City Council, the pro-rated license fee would be \$25.02 for April 10 through June 30.

RECOMMENDATION

The License Committee met on March 25, 2026 and unanimously recommend approval of the license application to City Council.

Staff and the License Committee recommend the City Council approve the Alcohol Beverage License application for a "Class C" Wine License for Chroma Art Studio, LLC for use at 112 N. Main Street from April 10, 2026 through June 30, 2026, contingent upon payment of license fees.

ATTACHMENTS

1. Chroma Art Studio 112 N Main St Alcohol App_Redacted

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	CITY FORT ATKINSON
License Period	4.10.16 to 10.30.16

Application Type (check one)

Initial (New) Renewal

License(s) Requested: (up to two boxes may be checked)		Fees	
<input type="checkbox"/> Class "A" Beer	\$ _____	<input type="checkbox"/> Class "B" Beer	\$ _____
<input type="checkbox"/> "Class A" Liquor	\$ _____	<input type="checkbox"/> Regular "Class B" Liquor	\$ _____
<input type="checkbox"/> "Class A" Liquor (cider only)	\$ _____	<input type="checkbox"/> Reserve "Class B" Liquor	\$ _____
<input checked="" type="checkbox"/> "Class C" Liquor (wine only)	\$ _____	<input type="checkbox"/> Above-Quota "Class B" Liquor	\$ _____
		License Fee(s)	\$ _____
		Background Check Fee	\$ _____
		Publication Fee	\$ _____
		Total Fees	\$ _____

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
 Chroma Art Studio LLC

2. Business Trade Name or DBA

3. FEIN: 82-1100489

4. Wisconsin Seller's Permit Number: 456-1031054-703-02

5. Entity Type (check one)

Sole Proprietor Partnership Limited Liability Company Corporation Nonprofit Organization

6. If the applicant business is an LLC, are the controlling members other LLCs or corporations? Yes No

If yes, the members, managers, officers and directors of those business entities must be listed in Part C and provide a Form AB-100.

7. State of Organization: Wisconsin

8. Date of Organization: 10/24/2013

9. Wisconsin DFI Registration Number: C086337

10. Premises Address: 112 N. Main St

11. City: Fort Atkinson

12. State: WI

13. Zip Code: 53538

14. County: Jefferson

15. Governing Municipality: City Town Village of: Fort Atkinson

16. Aldermanic District

18. Premises Email

19. Website: www.chromafort.com

20. Premises Description

Initial (New Applicants Only): Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Renewal Applicants Only: I am renewing a license and by checking the box following this statement, I affirm that I have reviewed the last issued license certificate and the premises description remains the same.

The premises is located at 112 N. Main St Fort Atkinson, WI and includes only the west-east end of the first floor of the building. This includes two event spaces and a small office space.

21. Mailing Address (if different from premises address)

22. City

23. State

24. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
------------------------	----------	------------

Penalty Imposed

Was sentence completed? Yes No

Law/Ordinance Violated	Location	Trial Date
------------------------	----------	------------

Penalty Imposed

Was sentence completed? Yes No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. Yes No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or wholesaler? Yes No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No

5. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No

6. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

Check each box to attest that you have provided the appropriate supplementary information to complete your application. See the instructions for Part C of this application, beginning on page 2, to complete this section.

- I have accurately listed and provided contact and personal information for all required persons involved in the applicant business and any business identified in Part A, Question 6 using Form AB-200AA.
- I have provided an accurate Form AB-100 for each person listed in Form AB-200AA.
- (For corporations, limited liability companies, and nonprofit organizations only) I have provided an accurate Form AB-101 to appoint an agent on behalf of my business.
- I understand that my application is not complete until this supplementary paperwork is received by the municipal clerk where I am applying for an alcohol beverage license.

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Turner</i>	First Name <i>Jessica</i>	M.I. <i>C</i>
Title <i>owner</i>	Employer 	Phone
Signature <i>Jessica Turner</i>		<i>8/15/2026</i>

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Form AB-101

Alcohol Beverage Appointment of Agent

Date

Agent Type (check one)

[X] Original (no fee) [] Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Chroma Art Studio, LLC

2. Business Trade Name or DBA

3. Entity Type (check one)

[X] Limited Liability Company [] Corporation [] Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

[X] Municipal Retail License [] State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Turner

2. First Name

Jessica

3. M.I.

C

4. Email

5. Phone

6. Home Address

7. City

Fort Atkinson

8. State

WI

9. Zip Code

53538

10. Date of Birth

11. Driver's License/State ID Number

12. Driver's License/State ID State of Issuance

Wisconsin

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? [X] Yes [] No Submit proof of completion.

2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire (licensee) or Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)? [X] Yes [] No

3. Have you been a Wisconsin resident for at least 90 continuous days? [X] Yes [] No See instructions for exceptions.

Continued ->

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Turner</i>	First Name <i>Jessica</i>	M.I. <i>C</i>
Title <i>Owner</i>	Email [REDACTED]	Phone [REDACTED]
Signature <i>Jessica Turner</i>	Date <i>3/15/2026</i>	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Turner</i>	First Name <i>Jessica</i>	M.I. <i>C</i>
Signature <i>Jessica Turner</i>	Date <i>3/15/2026</i>	

Form AB-100

Alcohol Beverage Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
Chroma Art Studio LLC

2. Business Trade Name or DBA

3. Entity Type (check one)
 Sole Proprietor Partnership Limited Liability Company Corporation Nonprofit Organization

Part B: Individual Information

1. Last Name: *Turner* 2. First Name: *Jessica* 3. M.I.: *C*

4. Relationship to Business (Title): *Owner* 5. Email: [Redacted] 6. Phone: [Redacted]

7. Home Address: [Redacted]

8. City: *Fort Atkinson* 9. State: *WI* 10. Zip Code: *53538* 11. Date of Birth: [Redacted]

12. Driver's License/State ID Number: [Redacted] 13. Driver's License/State ID State of Issuance: *Wisconsin*

Part C: Address History

1. Do you currently live in Wisconsin? Yes No
 If yes, provide the month and year when you permanently moved to Wisconsin (MM/YYYY): *03/1999*

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address	City	State	Zip Code
<i>[Redacted]</i>	<i>Fort Atkinson</i>	<i>WI</i>	<i>53538</i>
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
<i>WI</i>	<i>Jefferson</i>	<i>WI</i>	<i>Kenosha</i>	<i>MN</i>	<i>Winona</i>		
<i>WI</i>	<i>Racine</i>	<i>IL</i>	<i>Lake</i>				

Continued -->

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No
 If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Jessica Turner</i>	Date <i>3/15/2026</i>
---------------------------------	--------------------------



LEARN 2 SERVE™

CERTIFICATE OF COMPLETION

This certifies that

Jessica Turner

is awarded this certificate for

Wisconsin Responsible Beverage Server Training



Completion Date
03/07/2026



Expiration Date
03/06/2028



Certificate #
WI-00647234

Official Signature

This certificate is non-transferable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Alcohol Beverage License Application for Topsy Trail Liquors, for use at 313 Madison Avenue for a "Class A" Intoxicating Liquor license (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

The number of "Class A" Intoxicating Liquor licenses available was established by City Council Ordinance #799 on May 18, 2021. At that time, the Council echoed the quota for Class "A" Fermented Malt Beverages allowing 1 license per 750 residents, last updated 2004. The Department of Administration estimated population of 2026 is 12,455. An additional 295 of residential growth would be needed to increase the quota by 1 for the "Class A" Intoxicating Liquor License under the current ordinance.

DISCUSSION

In September 2025, Stop-N-Go / Kwik Trip #1502 operating at 313 Madison Avenue closed their business. Upon closure, a "Class A" Intoxicating Liquor and Class "A" Fermented Malt Beverage license was surrendered to the City. At that time, there were no interested parties in the license. In February 2026, two inquires were made within the same week for the "Class A" Intoxicating Liquor license. Both parties were provided required applications and the City of Fort Atkinson Alcohol License Questionnaire. The questionnaire was created in 2022 when multiple applicants were submitted for a Reserve "Class B" Intoxicating Liquor License.

Applicants provided the following documents:

- AB-200 - Alcohol Beverage License Application
- AB-101 - Alcohol Beverage Appointment of Agent
- AB-100 - Alcohol Beverage Individual Questionnaire
- Federal Identification Number (documentation required confirming the number)
- Wisconsin Seller's Permit Number (documentation required confirming the number)
- City of Fort Atkinson License Questionnaire

The two applicants for the available license are (alpha order)

- Honey Be A Flower, LLC d/b/a Honey Be A Flower for use at 126 N. Main Street
- Topsy Trail Liquors, Inc d/b/a Topsy Trail Liquors for use at 313 Madison Avenue

Information from the Reserve License Questionnaire from each applicant is included in attached summary, along with all application submittals.

The City does not have criteria outlined in ordinance relating to choosing between multiple applications for a single available license. The License Committee and the City Council have discretion in choosing the application that is most in line with the goals of the City. Honey Be A Flower is an existing business that desires to add alcohol sales to its business model. Topsy Trails has an offer to purchase the vacant building located at 313 Madison Avenue contingent on receiving the desired alcohol licenses. Because the City does not receive any revenue from sales tax, use of the license by either business will not impact the City's general fund.

The License Committee met on March 25, 2026 and reviewed the submissions by both applicants. Applicants were present and provided backgrounds of their business and business plans should they be issued the "Class A" license. The Committee discussed the questionnaire responses and thanked applicants for their interest in doing business in Fort Atkinson. Ultimately, the Committee recommended the City Council approve the license for Topsy Trail Liquors, due the facts that it is a new business occupying a vacant building and that the license is integral to business operations.

FINANCIAL ANALYSIS

A "Class A" Intoxicating Liquor license has an annual license fee of \$500.00, the maximum fee allowed by State Statute. The recipient of the license would be required to pay the pro-rated alcohol license fees for the remainder of the licensing period, April 10, 2026, through June 30, 2026, which is \$125.00.

RECOMMENDATION

The License Committee recommended the City Council approve the application for a "Class A" Intoxicating Liquor License to Topsy Trail Liquors for use at 313 Madison Avenue for the licensing period of April 10, 2026, through June 30, 2026, contingent upon payment of license fees.

ATTACHMENTS

1. Class A Liquor License Questionnaire Summary 03192026
2. Honey Be A Flower 126 N Main St Alcohol App_Redacted
3. Honey Be A Flower Class A Questionnaire
4. Topsy Trail Liquors 313 Madison Ave Alcohol Application_Redacted
5. Topsy Trail Liquors Class A Questionnaire

CITY OF FORT ATKINSON INTOXICATING LIQUOR LICENSE QUESTIONNAIRE SUMMARY

Date Received	Business/ Applicant	New or Existing Business	Opened / Opening	Type of Business	Current Full-Time Staff	Current Part-Time Staff	Hiring Addtl Staff? Yes / No	Number of Addtl Staff	Premise: Previously Licensed Redevelopment New Structure	Weekly Hours	Total Hours Per Week	Parking Public or Private	No. of Stalls Available	Own or Lease Premise	
3/11/2026	Tipsy Trail Liquors Inc	New	5/1/2026	Retail, alcohol sales	0	0	Yes	3 FT 3 PT	Redevel: former gas station	7 Days a Week 8:00 am to 9:00 pm	91	Parking Lot	6 - 10 Stalls	Own	Also applied for a Class "A" Fermented Malt Beverage License
3/13/2026	Honey Be A Flower, LLC	Existing	2/4/2026	Retail, flower shop and gifts	1	0	Yes	1 PT	Redevel: vacant, former retail	Tues, Fri 10:00 am to 5:00 pm Sat 11:00 am to 2 :00 pm	17	Public Street	N/A	Lease	

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

Application Type (check one)

Initial (New) Renewal

License(s) Requested: (up to two boxes may be checked)		Fees	
<input type="checkbox"/> Class "A" Beer	\$ _____	<input type="checkbox"/> Class "B" Beer	\$ _____
<input checked="" type="checkbox"/> "Class A" Liquor	\$ _____	<input type="checkbox"/> Regular "Class B" Liquor	\$ _____
<input type="checkbox"/> "Class A" Liquor (cider only)	\$ _____	<input type="checkbox"/> Reserve "Class B" Liquor	\$ _____
<input type="checkbox"/> "Class C" Liquor (wine only)	\$ _____	<input type="checkbox"/> Above-Quota "Class B" Liquor	\$ _____
		License Fee(s)	\$
		Background Check Fee	\$
		Publication Fee	\$
		Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
Honey Bee A Flower! LLC

2. Business Trade Name or DBA
Honey Bee A Flower! LLC

3. FEIN
88-2785366

4. Wisconsin Seller's Permit Number
756-1031087946-04

5. Entity Type (check one)
 Sole Proprietor Partnership Limited Liability Company Corporation Nonprofit Organization

6. If the applicant business is an LLC, are the controlling members other LLCs or corporations? Yes No
If yes, the members, managers, officers and directors of those business entities must be listed in Part C and provide a Form AB-100.

7. State of Organization
WI

8. Date of Organization
10-14-2018

9. Wisconsin DFI Registration Number
H062621

10. Premises Address
126 N. Main St

11. City
Fort Atkinson

12. State
WI

13. Zip Code
53538

14. County
Jefferson

15. Governing Municipality: City Town Village
Fort Atkinson

16. Aldermanic District

17. Premises Phone
[REDACTED]

18. Premises Email
[REDACTED]

19. Website
www.honeybeeflower.com

20. Premises Description
Initial (New Applicants Only): Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
Renewal Applicants Only: I am renewing a license and by checking the box following this statement, I affirm that I have reviewed the last issued license certificate and the premises description remains the same.
Located in Store Front

21. Mailing Address (if different from premises address)
126 N. Main Street

22. City
Fort Atkinson

23. State
WI

24. Zip Code
53538

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No
If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. Yes No
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or wholesaler? Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No

5. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No

6. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

Check each box to attest that you have provided the appropriate supplementary information to complete your application. See the instructions for Part C of this application, beginning on page 2, to complete this section.

I have accurately listed and provided contact and personal information for all required persons involved in the applicant business and any business identified in Part A, Question 6 using Form AB-200AA.

I have provided an accurate Form AB-100 for each person listed in Form AB-200AA.

(For corporations, limited liability companies, and nonprofit organizations only) I have provided an accurate Form AB-101 to appoint an agent on behalf of my business.

I understand that my application is not complete until this supplementary paperwork is received by the municipal clerk where I am applying for an alcohol beverage license.

Part D: Attestation

One of the following must sign and attest to this application:
 • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Starr	First Name Angela	M.I. J
Title Owner	Email [REDACTED]	Phone [REDACTED]
Signature Angela Starr	Date 2/4/20	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Form
AB-100

Alcohol Beverage Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor)	Honey Be & Flower, LLC
2. Business Trade Name or DBA	Honey Be & Flower
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name	2. First Name	3. M.I.	
Starr	Angela	J	
4. Relationship to Business (Title)	5. Email	6. Phone	
Owner	[REDACTED]	[REDACTED]	
7. Home Address			
[REDACTED]			
8. City	9. State	10. Zip Code	11. Date of Birth
Fort Atkinson	WI	53538	01/28/82
12. Driver's License/State ID Number		13. Driver's License/State ID State of Issuance	
[REDACTED]		WI	

Part C: Address History							
1. Do you currently live in Wisconsin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
if yes, provide the month and year when you permanently moved to Wisconsin (MM/YYYY)							
: 1/1986							
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1	City	State	Zip Code				
510 North Street	Fort Atkinson	WI	53538				
Previous Address 2	City	State	Zip Code				
Previous Address 3	City	State	Zip Code				
Previous Address 4	City	State	Zip Code				
Previous Address 5	City	State	Zip Code				
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State	County	State	County	State	County	State	County
WI	Washington	WI	Jefferson	WI	Milwaukee		
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
------------------------	----------	-----------------

Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
-----------------	---

Law/Ordinance Violated	Location	Conviction Date
------------------------	----------	-----------------

Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
-----------------	---

Law/Ordinance Violated	Location	Conviction Date
------------------------	----------	-----------------

Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
-----------------	---

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature

Cynthia Steer

Date

3/11/26

Form
AB-101

Alcohol Beverage
Appointment of Agent

Date

Agent Type (check one)

Original (no fee) Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
Honey Be A Flower! LLC

2. Business Trade Name or DBA
Honey Be A Flower

3. Entity Type (check one)
 Limited Liability Company Corporation Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)
 Municipal Retail License State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.
New Business

Part B: Agent Information

1. Last Name
Starr

2. First Name
Angela

3. M.I.
J

4. Email
[REDACTED]

5. Phone
[REDACTED]

6. Home Address
[REDACTED]

7. City
Fort Atkinson

8. State
WI

9. Zip Code
53538

10. Date of Birth
01/28/82

11. Driver's License/State ID Number
[REDACTED]

12. Driver's License/State ID State of Issuance
WI

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Yes No
Submit proof of completion.

2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire (licensee) or Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)? Yes No

3. Have you been a Wisconsin resident for at least 90 continuous days? Yes No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	Starr	First Name	Angela	M.I.	J
Title	Owner	Email	[REDACTED]	Phone	[REDACTED]
Signature	Angela Starr			Date	3/11/26

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	Starr	First Name	Angela	M.I.	J
Signature	Angela Starr			Date	3/11/26

CLERK/TREASURER/FINANCE DIRECTOR
Michelle Ebbert | mebbert@fortatkinsonwi.gov



CITY OF FORT ATKINSON ALCOHOL LICENSE QUESTIONNAIRE

The City of Fort Atkinson City Council makes the final determination of the recipient of Intoxicating Liquor Licenses. The License Committee, made up of three City Council members, will make a recommendation to the City Council based on the answers to the questions below. The goal of the License Committee and City Council in choosing the recipient of license is to encourage private investment and garner the greatest economic impact for the City.

Please provide as much detail as possible to each of the criteria and comment if an item does not pertain to your business. You are welcome to attach additional sheets or documentation.

Name (individual / partners / corporations / limited liability companies):

Honey Be A Flower! LLC

Trade Name d/b/a:

Honey Be A Flower!

Address / Location where license will be used:

126 N. Main Street Fort Atkinson, WI 53538

Below or on an additional page, please quantify the anticipated economic impact of your business to the City of Fort Atkinson. Include your business plan, proposal and why your application should be recommended for approval. Attachments are acceptable.

RECEIVED

MAR 13 2026

CITY OF FORT ATKINSON
CLERK / TREASURER

If this is an existing business in the City of Fort Atkinson, please continue to **Part A**.
If this is a new/proposed business in the City of Fort Atkinson, please continue to **Part B**.
Please select best response.

PART A: EXISTING BUSINESS

Date business opened: February 4 2026

Hours of operation:

10-5 Tuesday-Friday, Saturdays 11-2

Current number of full-time staff: 1

Current number of part-time staff: 0

Do you anticipate hiring additional staff should you be issued license: YES NO

If yes, how many and full-time or part-time: 1 part-time

Parking Availability: ON-SITE/PRIVATE PUBLIC STREET / PUBLIC LOT

Number of parking stalls available: _____

Do you own or lease the property: OWN LEASE
If you lease, please provide a copy of the lease agreement.

Describe where alcohol will be stored, served and consumed:

It will be stored in my store front.

Having a local Floral and Gift shop in downtown Fort Atkinson, residents can purchase from a local independent shop.

A higher percentage of money stays in the community, compared to chain stores.

Combining flowers & wine creates a unique one-stop-shop for gifts allowing customers to pair wine, flowers and other specialty gifts. It allows my shop to offer "Blooms and bottles" or "Flowers and fizz" for all occasions.

It attracts a wider customer base, including those looking for unique, curated, or local gift options rather than just flowers. Acts as a community hub allowing more relaxed, social atmosphere that encourages people to linger, strengthening community ties.

Offer locally-themed gift baskets that aren't available in big name retailers.

Such licenses enable small business, often as family-owned shops to pivot from traditional retail to experiential offerings "sip and shop" hours or workshops.

A local florist with a wine license is more likely to purchase wine from locally independent vendors which supports regional, small scale wineries, flowers to support local farmers.

Boosts event tourism, can enhance appeal of local weddings.

Contributes to local tax revenue.

It can elevate the shopping experience from a simple transaction to a curated lifestyle oriented visit.

Combining wine and flowers supports local entrepreneurs, increasing overall economic resilience.

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____ Class "B" Beer \$ _____
 "Class A" Liquor \$ _____ "Class B" Liquor \$ _____
 "Class A" Liquor (cider only) \$ _____ Reserve "Class B" Liquor \$ _____
 "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$
Background Check Fee	\$
Publication Fee	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) Tipsy Trail Liquors Inc			
2. Business Trade Name or DBA Tipsy Trail Liquors			
3. FEIN 41-4377367		4. Wisconsin Seller's Permit Number 456-1032307934-09	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization WI		7. Date of Organization Feb 2026	8. Wisconsin DFI Registration Number T119205
9. Premises Address 313 Madison Ave			
10. City Fort Atkinson		11. State WI	12. Zip Code 53538
13. County Jefferson		14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____	15. Aldermanic District
16. Premises Phone [REDACTED]		17. Premises Email [REDACTED]	18. Website [REDACTED]
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. All liquor will be kept on shelves on the floor, and cigarettes and small sizes behind the counter and beer will be in beer coolers.			
20. Mailing Address (if different from premises address) [REDACTED] WI 53091			

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol or beverages. Yes No
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? Yes No
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Navadia	Prakash	Owner	[REDACTED]

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Navadia	First Name Prakash	M.I.
Title [REDACTED]	[REDACTED]	[REDACTED]
Signature Prakash Navadia	Date 2/20/26	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Agent Type (check one)

Original (no fee) Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

TIPSY Trail Liquors INC

2. Business Trade Name or DBA

TIPSY Trail Liquors

3. Entity Type (check one)

Limited Liability Company Corporation Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

Municipal Retail License State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Navatia

2. First Name

Prakash

3. M.I.

4. Email

[Redacted]

5. Phone

262-527-4213

6. Home Address

[Redacted]

8. State

WI

9. Zip Code

53097

10. Date of Birth

[Redacted]

11. Drivers License/State ID Number

[Redacted]

12. Drivers License/State ID State of Issuance

WISCONSIN

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Yes No
Submit proof of completion.

2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire (licensee) or
Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)? Yes No

3. Have you been a Wisconsin resident for at least 90 continuous days? Yes No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Navadia		First Name Pravash		M.I.
Title Owner	Email [REDACTED]		Phone [REDACTED]	
Signature Pravash Navadia			Date	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Navadia		First Name Pravash		M.I.
Signature Pravash Navadia			Date 2/20/26	

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
TIPSY Trail LIQUORS INC

2. Business Trade Name or DBA
TIPSY Trail LIQUORS

3. Entity Type (check one)
 Sole Proprietor
 Partnership
 Limited Liability Company
 Corporation
 Nonprofit Organization

Part B: Individual Information

1. Last Name: Navadig 2. First Name: Prakash 3. M.I.

4. Relationship to Business (Title): Owner 5. Email: [REDACTED] 6. Phone: [REDACTED]

7. Home Address: [REDACTED] 10. Zip Code: [REDACTED] 11. Date of Birth: [REDACTED]

State ID State: WISCONSIN

Part C: Address History

1. Do you currently live in Wisconsin? Yes No

If yes, provide the month and year when you permanently moved to Wisconsin (MM/YYYY): 2019

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address	City	State	Zip Code
1202 Ridge Creek Rd	Savoy	IL	61874
W13.5 N 7255 Lund Cir	Menomonie Falls	WI	53051
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
IL	Champaign	IL					
WI	Waushara	WI					

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No
 If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature Prakash Navadina Date 2/20/26

Form
CTV-100

Cigarette, Tobacco, and Electronic Vaping Device Retail License Application

FOR CLERKS ONLY	
Municipality	
License Period	

Part A: Premises/Business Information			
1. Legal Business Name (individual name if sole proprietor) TIPSY Trail LIQUORS INC			
2. Business Trade Name or DBA TIPSY Trail LIQUORS			
3. FEIN 41-4B 77367		4. Wisconsin Seller's Permit Number 456-1032307934-02	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation			
6. State of Organization WI		7. Date of Organization Feb 2026	8. Wisconsin DFI Registration Number T119205
9. Premises Address (do not use PO Box) 313 Madison Ave.			
10. City Fort Atkinson		11. State WI	12. Zip Code 53538
13. County Jefferson	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____		15. Aldermanic District
16. Mailing Address (if different from premises address) [REDACTED]			
17. City [REDACTED]		18. State WI	19. Zip Code 53097
20. [REDACTED]		21. Premises Email [REDACTED]	22. Website
23. Premises Description - Describe the building or building _____, tobacco products, and electronic vaping devices are to be sold and stored. Describe all rooms including living quarters, if used, for the sales and/or storage of cigarettes, tobacco products, and electronic vaping devices and records. Cigarettes, tobacco products, and electronic vaping devices may be sold and stored ONLY on the premises described in this application. Attach a floor plan if possible. Cigarette, Tobacco, Electronic Vape will all be kept behind the counter on a shelves.			

Part B: Questions	
1. What products will be sold at this business location? (check all that apply) <input checked="" type="checkbox"/> Cigarettes <input checked="" type="checkbox"/> Tobacco Products <input checked="" type="checkbox"/> Electronic Vaping Devices	
2. How will cigarettes, tobacco, and/or electronic vaping devices be sold? (check all that apply) <input checked="" type="checkbox"/> Over the counter <input type="checkbox"/> Vending machine	
3. Is the applicant business owned by another business entity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the name(s) and FEIN(s) of the business entity(s) below. Attach additional sheets if necessary 3a. Name of Business Entity: _____ 3b. FEIN of Business Entity: _____	

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following titles or positions in the applicant business and any businesses listed in Part B, Question 3: sole proprietor; all officers, directors, and agents of a corporation; all partners of a partnership; and all members and agents of a limited liability company. Attach additional sheets if necessary.

Include Form CTV-101, *Individual Questionnaire*, for each person listed below.

Last Name	First Name	Title	Phone
Navadia	Pravash	Owner	[REDACTED]

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one managing member of an LLC

READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

- I will only purchase cigarettes, tobacco, and vapor products from distributors, jobbers, or subjobbers permitted by the Wisconsin Department of Revenue, unless I also hold the proper distributor's permit and pay all applicable excise taxes.
- I will not purchase or exchange products from another retailer, including transferring existing stock to a new owner.
- I will provide tobacco sales training that has been approved by the Wisconsin Department of Health Services to my employees. (<https://witobaccocheck.org>)
- I will not sell single cigarettes.
- I will not sell, give, or otherwise provide cigarettes, tobacco, or any nicotine products to minors.
- I will keep product invoices on the licensed premises for two years and ensure the records are available for inspection by law enforcement. Failure to comply with this will result in criminal penalties, including loss of inventory.
- I will not sell cigarettes or roll-your-own (RYO) tobacco products unless listed on the Wisconsin Department of Justice's directory of certified tobacco manufacturers and brands.

Further, under penalty provided by law, I state that this application has been truthfully answered to the best of my knowledge. I agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Pravash Navadia</i>	Date <i>2/20/26</i>
Name (Last, First, M.I.) <i>Navadia Pravash</i>	
Title <i>Owner</i>	mail [REDACTED] 3

Part E: For Clerk Use Only

Date application was filed with clerk	Date license issued	Date license expires	License number
License fees	Signature of Clerk/Deputy Clerk		

Part D: Individual's Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws, or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below:

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation by Individual

READ CAREFULLY BEFORE SIGNING: I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on an application for cigarette, electronic vaping devices, and tobacco products retail license may be required to forfeit not more than \$1,000 if convicted. I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete to the best of my knowledge and belief.

Signature: *Prakash Navadia* Date: *2/20/26*

Part F: Licensing Authority Approval

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, this individual does not have a criminal record that would disqualify them from having an interest in a cigarette, tobacco product, or electronic vaping device retailer license according to sec. 134.65(1m), Wis. Stats.

Name of Local Official	Title
Signature of Local Official	Date

CLERK/TREASURER/FINANCE DIRECTOR
Michelle Ebbert | mebbert@fortatkinsonwi.gov



CITY OF FORT ATKINSON ALCOHOL LICENSE QUESTIONNAIRE

The City of Fort Atkinson City Council makes the final determination of the recipient of Intoxicating Liquor Licenses. The License Committee, made up of three City Council members, will make a recommendation to the City Council based on the answers to the questions below. The goal of the License Committee and City Council in choosing the recipient of license is to encourage private investment and garner the greatest economic impact for the City.

Please provide as much detail as possible to each of the criteria and comment if an item does not pertain to your business. You are welcome to attach additional sheets or documentation.

Name (individual / partners / corporations / limited liability companies):

TIPSY TRAIL LIQUORS INC

Trade Name d/b/a:

TIPSY TRAIL LIQUORS

Address / Location where license will be used:

313 MADISON AVE FORT ATKINSON WI 53538

Below or on an additional page, please quantify the anticipated economic impact of your business to the City of Fort Atkinson. Include your business plan, proposal and why your application should be recommended for approval. Attachments are acceptable.

I AM BUYING EMPTY BUILDING AND REMODELING AND MAKING A NEW BUSINESS AND WILL CREATE MORE JOBS NOT MANY BUT SOME SINCE ITS VERY SMALL BUSINESS AND HOPING TO DO MORE BUSINESS IN FORT ATKINSON.

RECEIVED

MAR 11 2026

CITY OF FORT ATKINSON
CLERK / TREASURER

PART B: NEW / ANTICIPATED BUSINESS

Anticipated opening date: MAY 1 2026

Anticipated hours of operation:

8AM TO 9PM 7 DAYS A WEEK

Estimated number of full-time staff: 3

Estimated number of part-time staff: 3

Parking Availability: ON-SITE/PRIVATE PUBLIC STREET / PUBLIC LOT

Number of parking stalls available: 6-10

Do you own or lease the property: OWN LEASE

If you lease, please provide a copy of the lease agreement.

Describe where alcohol will be stored, served and consumed:

ALL ALCOHOL IS STORED INSIDE ON THE SHELF BECAUSE IT'S SOLD A PACKAGE WILL NOT BE CONSUMED IT'S TO GO IN PACKAGE.



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Alcohol Beverage License Application for Topsy Trail Liquors, for use at 313 Madison Avenue for a Class "A" Fermented Malt Beverage license (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. Local governments are given the authority to issue licenses where alcohol is consumed in a public place in accordance with requirements set forth by Statute. There are three classes of Licenses: Class A, Class B, and Class C. "Class C" pertains strictly to wine with consumption on-site by the glass or in one opened original container. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remembered as you consume alcohol *Away* from the premises. Likewise, Class B you consume on-site, for example *Bar*.

Statutes do not provide quotas for Class "A" Fermented Malt Beverage licenses; however, Statutes do allow municipalities to establish such quotas.

The City of Fort Atkinson has a quota on Class "A" Fermented Malt Beverage licenses, Sec. 6-62. License Quotas allows 1 license to be issued per 750 or fraction thereof of the population of the City.

DISCUSSION

Topsy Trail Liquors, Inc has an offer to purchase property located at 313 Madison Avenue to operate a retail store. This location was the former Stop-N-Go / Kwik Trip #1502 that closed in September 2025. The premise description was provided that reflects the applicants' application submissions for Alcohol and Cigarette Licensees. Premise: *All liquor will be kept on shelves on the floor and cigarettes and small sizes behind the counter and beer will be in the beer coolers.*

The following information was provided.

- Confirmation of Legal Name (corporation, limited liability company, partnership)
- Trade or Business Name
- Background check on Agent/Applicant was successful

The following items were verified.

- Verification of Federal Identification Number
- Verification of Wisconsin Seller's Permit Number

FINANCIAL ANALYSIS

License fees are determined locally, but must be within the statutory maximum and minimum. Municipalities are free to set the fee anywhere within the statutory range and may be pro-rated upon issuance. A Class "A" Fermented Malt Beverage license is \$100.00 per licensing period, July 1 to June 30. If approved by the License Committee and City Council, the pro-rated license fee would be \$25.02 for April through June.

RECOMMENDATION

The License Committee met on March 25, 2026, and unanimously recommended that the City Council approve the Alcohol Beverage License application for a Class "A" Fermented Malt Beverage for Topsy Trail Liquors Inc for use at 313 Madison Avenue from April 10, 2026, through June 30, 2026, contingent upon payment of license fees.

ATTACHMENTS

1. Topsy Trail Liquors 313 Madison Ave Alcohol Application (1)_Redacted

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____
- Class "B" Beer \$ _____
- "Class A" Liquor \$ _____
- "Class B" Liquor \$ _____
- "Class A" Liquor (cider only) \$ _____
- Reserve "Class B" Liquor \$ _____
- "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$
Background Check Fee	\$
Publication Fee	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) TIPSY TRAIL LIQUORS INC			
2. Business Trade Name or DBA TIPSY TRAIL LIQUORS			
3. FEIN 41-4377367		4. Wisconsin Seller's Permit Number 456-1032307934-02	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization WI		7. Date of Organization FEB 2026	8. Wisconsin DFI Registration Number T119205
9. Premises Address 313 Madison Ave			
10. City Fort Atkinson		11. State WI	12. Zip Code 53538
13. County Jefferson	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____		15. Aldermanic District
16. Premises Phone [REDACTED]	17. Premises Email [REDACTED]	18. Website	
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. All liquor will be kept on shelves on the floor, and cigarettes and small sizes behind the counter and beer will be in beer coolers.			
20. Mailing Address (if different from premises address) [REDACTED]			

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No beverages.
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? Yes No
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Navadia	Prakash	Owner	[REDACTED]

Part D: Attestation

One of the following must sign and attest to this application:
 • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Navadia	First Name Prakash	M.I.
Title Owner	[REDACTED]	Phone [REDACTED]
Signature Prakash Navadia	Date 2/20/26	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Agent Type (check one)

- Original (no fee) Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

TIPSY Trail Liquors INC

2. Business Trade Name or DBA

TIPSY Trail Liquors

3. Entity Type (check one)

- Limited Liability Company Corporation Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- Municipal Retail License State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Navatia

2. First Name

Prakash

3. M.I.

4. Email

[REDACTED]

5. Phone

[REDACTED]

6. Home Address

[REDACTED]

7. City

[REDACTED]

8. State

[REDACTED]

[REDACTED]

[REDACTED]

ID Number

[REDACTED]

12. Drivers License/State ID State of Issuance

WISCONSIN

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Yes No
Submit proof of completion.

2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? Yes No

3. Have you been a Wisconsin resident for at least 90 continuous days? Yes No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Navadia	First Name Prakash	M.I.
Title Owner	Email [REDACTED]	Phone [REDACTED]
Signature Prakash Navadia		Date

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Navadia	First Name Prakash	M.I.
Signature Prakash Navadia		Date 2/20/26

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
TIPSY TRAIL LIQUORS INC

2. Business Trade Name or DBA
TIPSY TRAIL LIQUORS

3. Entity Type (check one)
 Sole Proprietor Partnership Limited Liability Company

Part B: Individual Information

1. Last Name: Navadia 2. First Name: Prakash

4. Relationship to Business (Title): Owner 5. Email: [REDACTED]

7. Home Address: [REDACTED]

11. Date of Birth: [REDACTED] WISCONSIN

Part C: Address History

1. Do you currently live in Wisconsin? Yes No
 If yes, provide the month and year when you permanently moved to Wisconsin (MM/YYYY): 2019

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address	City	State	Zip Code
1202 Ridge Creek Rd	Savoy,	IL	61874
W135 N 7255 Lund Cir	Menomonie Falls	WI	53051
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
IL	Champaign	IL					
WI	Waushara	WI					

Continued →

Part D: Criminal History		
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.		
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.		

Part E: Attestation	
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature <i>Prakash Navrobia</i>	Date <i>2/20/26</i>

Form
CTV-100

**Cigarette, Tobacco, and Electronic Vaping
Device Retail License Application**

FOR CLERKS ONLY	
Municipality	
License Period	

Part A: Premises/Business Information			
1. Legal Business Name (individual name if sole proprietor) TIPSY Trail LIQUORS INC			
2. Business Trade Name or DBA TIPSY Trail LIQUORS			
3. FEIN 41-4377367		4. Wisconsin Seller's Permit Number 456-1032307934-02	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation			
6. State of Organization WI		7. Date of Organization Feb 2026	8. Wisconsin DFI Registration Number T119205
9. Premises Address (do not use PO Box) 313 Madison Ave			
10. City Fort Atkinson		11. State WI	12. Zip Code 53538
13. County Jefferson	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____		15. Aldermanic District
16. Mailing Address (if different from premises address) [REDACTED]			
17. [REDACTED]		18. State WI	19. Zip Code 53097
Describe all rooms including living quarters, if used, for the sales and/or storage of cigarettes, tobacco products, and electronic vaping devices and records. Cigarettes, tobacco products, and electronic vaping devices may be sold and stored ONLY on the premises described in this application. Attach a floor plan if possible. building or building _____, tobacco products, and electronic vaping devices are to be sold and stored. Cigarette, Tobacco, Electronic Vape will all be kept behind the counter on a shelves.			

Part B: Questions	
1. What products will be sold at this business location? (check all that apply) <input checked="" type="checkbox"/> Cigarettes <input checked="" type="checkbox"/> Tobacco Products <input checked="" type="checkbox"/> Electronic Vaping Devices	
2. How will cigarettes, tobacco, and/or electronic vaping devices be sold? (check all that apply) <input checked="" type="checkbox"/> Over the counter <input type="checkbox"/> Vending machine	
3. Is the applicant business owned by another business entity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the name(s) and FEIN(s) of the business entity(s) below. Attach additional sheets if necessary 3a. Name of Business Entity: _____ 3b. FEIN of Business Entity: _____	

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following titles or positions in the applicant business and any businesses listed in Part B, Question 3: sole proprietor: all officers, directors, and agents of a corporation: all partners of a partnership: and all members and agents of a limited liability company. Attach additional sheets if necessary.

Include Form CTV-101, *Individual Questionnaire*, for each person listed below.

Last Name	First Name	Title	Phone
Navadia	Pravash	Owner	[REDACTED]

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one managing member of an LLC

READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

- I will only purchase cigarettes, tobacco, and vapor products from distributors, jobbers, or subjobbers permitted by the Wisconsin Department of Revenue, unless I also hold the proper distributor's permit and pay all applicable excise taxes.
- I will not purchase or exchange products from another retailer, including transferring existing stock to a new owner.
- I will provide tobacco sales training that has been approved by the Wisconsin Department of Health Services to my employees. (<https://witobaccocheck.org>)
- I will not sell single cigarettes.
- I will not sell, give, or otherwise provide cigarettes, tobacco, or any nicotine products to minors.
- I will keep product invoices on the licensed premises for two years and ensure the records are available for inspection by law enforcement. Failure to comply with this will result in criminal penalties, including loss of inventory.
- I will not sell cigarettes or roll-your-own (RYO) tobacco products unless listed on the Wisconsin Department of Justice's directory of certified tobacco manufacturers and brands.

Further, under penalty provided by law, I state that this application has been truthfully answered to the best of my knowledge. I agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature Pravash Navadia	Date 2/20/26
Name (Last, First, M.I.) Navadia Pravash	
Title Owner	Email [REDACTED]
	Phone [REDACTED]

Part E: For Clerk Use Only

Date application was filed with clerk	Date license issued	Date license expires	License number
License fees	Signature of Clerk/Deputy Clerk		

Date 2/20/26

Form CTV-101

Cigarette, Tobacco, and Electronic Vaping Device - Individual Questionnaire

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
 TIPSY Trail Liquors Inc

2. Business Trade Name or DBA
 TIPSY Trail Liquors

3. Entity Type (check one)
 Sole Proprietor Partnership Limited Liability Company Corporation

Part B: Individual Information

1. Name (Last) Navadia	2. Name (First) Prakash	3. Name (M.I.)
4. Relationship to Business (Title) owner	5. Email	6. Phone
7. Home Address	[Redacted]	
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	ID State of Issuance WISCONSIN

Part C: Individual's Address History

List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1 1202 Ridge Creek Rd	City Savoy	State IL	Zip Code 61874
Previous Address 2 W135 N7255 Lund Cir	City menomonie falls	State WI	Zip Code 53051
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code
Previous Address 6	City	State	Zip Code

If applicable, list all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State IL	County Champaign	State	County	State	County	State	County
State WI	County Waushara	State	County	State	County	State	County

Continued →

Part D: Individual's Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws, or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below:

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation by Individual

READ CAREFULLY BEFORE SIGNING: I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on an application for cigarette, electronic vaping devices, and tobacco products retail license may be required to forfeit not more than \$1,000 if convicted. I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete to the best of my knowledge and belief.

Signature: Prakash Navadia Date: 2/20/26

Part F: Licensing Authority Approval

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, this individual does not have a criminal record that would disqualify them from having an interest in a cigarette, tobacco product, or electronic vaping device retailer license according to sec. 134.65(1m), Wis. Stats.

Name of Local Official	Title
Signature of Local Official	Date



MEMORANDUM

DATE: April 9, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Cigarette, Tobacco and Electronic Vaping Device Retail License Applications for Tippy Trail Liquors, for use at 313 Madison Avenue (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

The State of Wisconsin regulates cigarette, tobacco and electronic vaping device licensing for local governments through State Statute Chapters 134 and 139. On December 6, 2023, Wisconsin Act 73 was signed into law. This legislation subjects electronic vaping devices to the same retail licensing requirements as cigarettes and tobacco products. As of March 6, 2024, retailers selling electronic vaping devices were required to obtain a retail license from the City. The Department of Revenue updated their existing Cigarette and Tobacco Retailers License application to include Electronic Vaping Products.

134.65(1)(d) No person shall in any manner, or upon any pretense, or by any device, directly or indirectly sell, expose for sale, possess with intent to sell, exchange, barter, dispose of or give away any cigarettes, electronic vaping devices, or tobacco products to any person not holding a license as herein provided or a permit under ss. 139.30 to 139.41 or 139.79 without first obtaining a license from the clerk of the city, village or town wherein such privilege is sought to be exercised

DISCUSSION

Tippy Trail Liquors, Inc has an offer to purchase property located at 313 Madison Avenue to operate a retail store. This location was the former Stop-N-Go / Kwik Trip #1502 that closed in September 2025. The premise description was provided that reflects the applicants' application submissions for Alcohol and Cigarette Licensees. Premise: *All liquor will be kept on shelves on the floor and cigarettes and small sizes behind the counter and beer will be in the beer coolers.*

The following information was provided.

- Confirmation of Legal Name (corporation, limited liability company, partnership)
- Trade or Business Name

- Background check on Agent/Applicant was successful

The following items were verified.

- Verification of Federal Identification Number
- Verification of Wisconsin Seller's Permit Number

FINANCIAL ANALYSIS

Cigarette, Tobacco and Electronic Vaping Device Retail License fee for the licensing period of April 10, 2026 to June 30, 2026 is \$100.00. Cigarette license fees are not pro-rated.

RECOMMENDATION

The License Committee met on March 25, 2026, and unanimously recommended that the City Council approve the Cigarette and Tobacco Products Retail License Application for Topsy Trail Liquors Inc for use at 313 Madison Avenue for the licensing period of April 10, 2026, to June 30, 2026, contingent upon payment of license fees.

ATTACHMENTS

1. Topsy Trail Liquors Inc 313 Madison Ave Cigarette Application_Redacted

Form
CTV-100

Cigarette, Tobacco, and Electronic Vaping Device Retail License Application

FOR CLERKS ONLY
Municipality
License Period

Part A: Premises/Business Information			
1. Legal Business Name (individual name if sole proprietor) TIPSY Trail LIQUORS INC			
2. Business Trade Name or DBA TIPSY Trail LIQUORS			
3. FEIN 41-4B77367		4. Wisconsin Seller's Permit Number 456-1032307934-02	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation			
6. State of Organization WI		7. Date of Organization Feb 2026	8. Wisconsin DFI Registration Number T119205
9. Premises Address (do not use PO Box) 313 Madison Ave			
10. City Fort Atkinson		11. State WI	12. Zip Code 53538
13. County Jefferson	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____		15. Aldermanic District
16. Mailing Address (if different from premises address) [REDACTED]			
18. State WI		19. Zip Code 53097	
20. Premises Phone [REDACTED]	21. Premises Email [REDACTED]	22. Website	
23. Premises Description - Describe the building or buildings where cigarettes, tobacco products, and electronic vaping devices are to be sold and stored. Describe all rooms including living quarters, if used, for the sales and/or storage of cigarettes, tobacco products, and electronic vaping devices and records. Cigarettes, tobacco products, and electronic vaping devices may be sold and stored ONLY on the premises described in this application. Attach a floor plan if possible. Cigarette, Tobacco, Electronic Vape will all be kept behind the counter on a shelves.			

Part B: Questions	
1. What products will be sold at this business location? (check all that apply) <input checked="" type="checkbox"/> Cigarettes <input checked="" type="checkbox"/> Tobacco Products <input checked="" type="checkbox"/> Electronic Vaping Devices	
2. How will cigarettes, tobacco, and/or electronic vaping devices be sold? (check all that apply) <input checked="" type="checkbox"/> Over the counter <input type="checkbox"/> Vending machine	
3. Is the applicant business owned by another business entity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the name(s) and FEIN(s) of the business entity(s) below. Attach additional sheets if necessary	
3a. Name of Business Entity: _____	
3b. FEIN of Business Entity: _____	

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following titles or positions in the applicant business and any businesses listed in Part B, Question 3: sole proprietor: all officers, directors, and agents of a corporation: all partners of a partnership: and all members and agents of a limited liability company. Attach additional sheets if necessary.

Include Form CTV-101, *Individual Questionnaire*, for each person listed below.

Last Name	First Name	Title	Phone
Navadia	Pravash	Owner	[REDACTED]

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC

READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

- I will only purchase cigarettes, tobacco, and vapor products from distributors, jobbers, or subjobbers permitted by the Wisconsin Department of Revenue, unless I also hold the proper distributor's permit and pay all applicable excise taxes.
- I will not purchase or exchange products from another retailer, including transferring existing stock to a new owner.
- I will provide tobacco sales training that has been approved by the Wisconsin Department of Health Services to my employees. (<https://witobaccocheck.org>)
- I will not sell single cigarettes.
- I will not sell, give, or otherwise provide cigarettes, tobacco, or any nicotine products to minors.
- I will keep product invoices on the licensed premises for two years and ensure the records are available for inspection by law enforcement. Failure to comply with this will result in criminal penalties, including loss of inventory.
- I will not sell cigarettes or roll-your-own (RYO) tobacco products unless listed on the Wisconsin Department of Justice's directory of certified tobacco manufacturers and brands.

Further, under penalty provided by law, I state that this application has been truthfully answered to the best of my knowledge. I agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature Pravash Navadia		Date 2/20/26
Name (Last, First, M.I.) Navadia Pravash		
Title Owner	Email [REDACTED]	Phone [REDACTED]

Part E: For Clerk Use Only

Date application was filed with clerk	Date license issued	Date license expires	License number
License fees	Signature of Clerk/Deputy Clerk		

Date 2/20/26

Form CTV-101

Cigarette, Tobacco, and Electronic Vaping Device - Individual Questionnaire

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
TIPSY Trail Liquors Inc

2. Business Trade Name or DBA
TIPSY Trail Liquors

3. Entity Type (check one)
 Sole Proprietor
 Partnership
 Limited Liability Company
 Corporation

Part B: Individual Information

1. Name (Last) Navadia 2. Name (First) Prakash 3. Name (M.I.)

4. Relationship to Business (Title) owner 5. Email [REDACTED] 6. Phone [REDACTED]

7. Home Address [REDACTED]

8. City [REDACTED]

12. Drivers License/State ID Number [REDACTED] 13. Drivers License/State ID State of Issuance WISCONSIN

Part C: Individual's Address History

List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address	City	State	Zip Code
1202 Ridge Creek Rd	Saroy	IL	61874
W135 N7255 Lund Cir	menomonie falls	WI	53051
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code
Previous Address 6	City	State	Zip Code

If applicable, list all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
IL	Champaign						
WI	Waushara						

Continued ->

Part D: Individual's Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws, or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below:

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation by Individual

READ CAREFULLY BEFORE SIGNING: I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on an application for cigarette, electronic vaping devices, and tobacco products retail license may be required to forfeit not more than \$1,000 if convicted. I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete to the best of my knowledge and belief.

Signature: *Prakash Navadia* Date: *2/20/26*

Part F: Licensing Authority Approval

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, this individual does not have a criminal record that would disqualify them from having an interest in a cigarette, tobacco product, or electronic vaping device retailer license according to sec. 134.65(1m), Wis. Stats.

Name of Local Official	Title
Signature of Local Official	Date