



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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MAY 5, 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

Dial by Location

+1 312 626 6799

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

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. 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 April 16, 2026, Economic Development Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - b. Review and possible action relating to the **minutes of the April 21, 2026, City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - c. Review and possible action relating to the **minutes of the April 28, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - d. Review and possible action relating to **Council Appointments** to Boards, Commissions and Committees (Jaeckel, Council President)
 - e. Review and possible confirmation of the City Manager's appointment of Peggy Huckabee to serve as the Council Representative on the **Plan Commission**

(Houseman, City Manager)

- f. Review and possible action relating to **Citizen Appointments** to Boards, Commissions and Committees (Houseman, City Manager)
- g. Review and possible action on a **Special Event: Fort Youth Baseball Pre-Season Invite**, Friday, May 15, 2026, through Sunday, May 17, 2026 (Ebbert, Clerk/Treasurer/Finance Director)
- h. Review and possible action on a **Special Event: Annual Dairy Day at the MOOseum**, Saturday, June 13, 2026, from 11 a.m. to 2 p.m. (Ebbert, Clerk/Treasurer/Finance Director)
- i. Review and possible action on a **Special Event: 50th Annual Ice Cream Social**, Saturday, July 4, 2026, from 1 p.m. to 3 p.m. at the Hoard Historical Museum (Ebbert, Clerk, Treasurer, Finance Director)
- j. Review and possible action on a **Special Event: Built From Broken Foundation Recovery Wars**, Saturday, August 8, 2026, from 2:00-4:00 pm (Ebbert, Clerk/Treasurer/Finance Director)
- k. Review and possible action on a **Special Event: Chamber of Commerce Community Picnic, Sunday, September 27, 2026, 11:00 am - 2:00 pm** (Ebbert, Clerk/Treasurer/Finance Director)

5. Public Hearings

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

7. Petitions, Requests, and Communications

- a. **Legislative Update** (Representative Joan Fitzgerald)
- b. **2025 Annual Tourism Report** (Fort Atkinson Chamber of Commerce, Logan McHone)
- c. Review and possible action relating to a Proclamation **Recognizing National Police Week, May 10-16, 2026 and Peace Officers' Memorial Day, May 15, 2026** (Houseman, City Manager)
- d. Review and possible action on a proclamation recognizing **EMS Week May 17-23, 2026 and International Firefighters Day May 4, 2026** in the City of Fort Atkinson (Houseman, City Manager)
- e. Review and possible action relating to the proclamation for **National Public Works Week May 17 - May 23, 2026**, in the City of Fort Atkinson (Houseman, City Manager)

- f. Review and possible action relating to a proclamation declaring **May 22, 2026, as Wisconsin Wastewater Professionals Appreciation Day** (Houseman, City Manager)

8. Resolutions and Ordinances

- a. Second and possible third/final reading of a proposed **Annexation Ordinance** relating to the annexation of a portion of the property located at 744 Jones Avenue (parcel number 226-0514-0434-004) to the City of Fort Atkinson from the Town of Koshkonong (PFA-2026-01) (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 related to the replacement of the Hoard Historical Museum's roof, a 2026 CIP project (Lee, Hoard Historical Museum Director)
- b. Review and possible action related to entering into a **two-year Cross Connection Inspection Service contract** (Armstrong, Water Utility Superintendent)
- c. Review and possible action relating to the **purchase of a bucket truck for the Electrical Department** at a cost not to exceed \$137,400 (Armstrong, Electrician)
- d. Review and possible action relating to a **Certified Survey Map** for the property located at 744 Jones Avenue (CSM-2026-07) (Draeger, Director of Neighborhood and Building Services)
- e. Review and possible action relating to **disallowance of a claim** against the City of Fort Atkinson, Harris (Ebbert, City 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 30, 2026

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

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



**ECONOMIC DEVELOPMENT COMMISSION MEETING
IN PERSON
THURSDAY, APRIL 16, 2026 – 9:00 AM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Council Representative Peggy Huckabee called the meeting to order at 9:00 am.

2. Roll call

Present: Commission members Wyatt Cooper, Mary Kay Paulson Weston, Loren Gray, Jonah Ralston, Council Representative Peggy Huckabee, City Manager Rebecca Houseman Ex-Officio. Absent: Jim Nelson and Mark McGlynn. Also present: Emily Clavette of ThriveEd and Clerk/Treasurer Michelle Ebbert.

3. Approval of Minutes

*a. Review and possible action relating to the **minutes of the December 11, 2024, Economic Development Commission meeting***

Cooper moved, seconded by Mary Kay Paulson Weston to approve the minutes of the December 11, 2024 Economic Development Commission meeting. Motion carried.

4. New Business

a. The Economic Development Commission may adjourn into closed session per Wis. Stat. §19.85(1)(f) to consider financial and personal information of an applicant for the City of Fort Atkinson's Capital Catalyst Revolving Loan Fund (CCRLF) from Tattooed Tree Books LLC
Dena Tullis introduced herself and her business, Tattooed Tree Books, LLC.

Gray moved, seconded by Cooper to adjourn into closed session per Wis. Stat. §19.85(1)(f) to consider financial and personal information of an applicant for the City of Fort Atkinson's Capital Catalyst Revolving Loan Fund (CCRLF) from Tattooed Tree Books LLC. Motion carried.

*b. The Economic Development Commission may return to open session and may take action on the application from Tattooed Tree Books LLC for a **Capital Catalyst Revolving Loan Fund Loan***

Gray moved, seconded by Ralston to return to open session and may take action on the application from Tattooed Tree Books LLC for a Capital Catalyst Revolving Loan Fund Loan. Motion carried.

Gray moved, seconded by Ralston, to approve the loan for Tattooed Tree Books, doing business as "**The Art of Dena Tullis**," in the amount of \$23,000 at a fixed rate of 2% for a 4-year term, General Business Security Agreement with a personal guarantee. Motion carried unanimously.

5. Adjournment

Cooper moved, seconded by Gray to adjourn. Meeting adjourned at 9:44 am.

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



**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, APRIL 21, 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: Council members: Huckabee, Johnson, Lescohier, Schultz and President Jaeckel. Also present: City Manager, City Clerk/Treasurer/Finance Director, Director of Public Works, Director of Neighborhood Services, Public Works Superintendent, Police Chief, Park & Recreation Director, Wastewater Superintendent and Library Director.

3. Pledge of Allegiance

President Jaeckel led the Pledge of Allegiance.

4. Recognition of Eric Schultz for four years of dedicated service to the City of Fort Atkinson (Houseman, City Manager)

Eric Schultz was recognized for his two terms on City Council.

5. Unfinished Business

None.

6. Adjournment

a. *The 2025-2026 City Council will adjourn — Sine Die*

Schultz moved, seconded by Johnson to adjourn Sine Die. Motion carried.

7. Oath of Office

Clerk/Treasurer administered the Oath of Office to Bruce Johnson and Jena Price.

8. Call meeting to order

a. *Call to order the first meeting of the 2026-2027 Fort Atkinson City Council (Houseman, City Manager)*

Manager Houseman called the meeting to order the first meeting of the 2026-2027 Fort Atkinson City Council.

- b. **Roll Call** (Houseman, City Manager)
Present: Council members: Huckabee, Jaeckel, Johnson, Lescohier and Price.
- c. **Election of the President of the City Council for the term of April 21, 2026 – April 20, 2027** (Houseman, City Manager)
Huckabee moved, seconded by Johnson to nominate Kyle Jaeckel to serve as the Council President for the term of April 21, 2026 to April 20, 2027. Motion carried.
- d. **Election of the President Pro Tem of the City Council for the term of April 21, 2026 – April 20, 2027** (Council President)
Huckabee moved, seconded by Johnson to nominate Davin Lescohier to serve as the President Pro Tem of the City Council for the term of April 21, 2026 to April 20, 2027. Motion carried.
- e. **Review and possible action to designate the Daily Jefferson County Union as the Official City Newspaper** for purposes of publishing required legal notices (Ebbert, Clerk/Treasurer/Finance Director)
Clerk Ebbert recommended the City Council designate the Daily Jefferson County Union as our Official City Newspaper.

Lescohier moved, seconded by Huckabee to designate the Daily Jefferson County Union as the Official Newspaper of the Official City Newspaper for publications of legal notices. Motion carried.

9. Consent Agenda

Johnson moved, seconded by Huckabee to approve the Consent Agenda items 9.a. through 9.h as presented. Motion carried.

- a. **Review and possible action relating to the minutes of the April 8, 2026 Loan Review Committee** (Ebbert, Clerk/Treasurer/Finance Director)
- b. **Review and possible action relating to the minutes of the April 9, 2026 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. **Review and possible action relating to the minutes of the April 14, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- d. **Review and possible action relating to building, plumbing, and electrical permit report for March 2026** (Draeger, Building Inspector/Zoning Administrator)
- e. **Review and possible action relating to the City Clerk-issued License and Permit Report for March** (Ebbert, Clerk/Treasurer/Finance Director)
- f. **Review and possible action relating to City Sewer, Water, and Stormwater Utility Financial Statements as of March 2026** (Ebbert, Clerk/Treasurer/Finance Director)
- g. **Review and possible action relating to a Temporary Alcohol Beverage License for St. Joseph Catholic Church for their event Light Up the Night on Saturday April 25,**

2026.(Thom, Deputy Clerk)

- h. *Review and possible action relating to **Dwight Foster Public Library's Automated Material Handling replacement** project (Lippert, Library Director)*

10. Public Hearings

None.

11. Public Comment for Matters on the Agenda

None.

12. Petitions, Requests, and Communications

- a. *Review and possible action on a proclamation recognizing **National Library Week, April 19-25, 2026**, in the City of Fort Atkinson (Houseman, City Manager)*
Johnson moved, seconded by Huckabee to recognize National Library Week April 19-25, 2026 in the City of Fort Atkinson. Motion carried.
- b. *Review and possible action relating to the proclamation declaring the month of **May as Building Safety Month** in the City of Fort Atkinson (Houseman, City Manager)*
Lescohier moved, seconded by Johnson to approve the Proclamation declaring the month of May as Building Safety Month in the City of Fort Atkinson. Motion carried.
- c. *Review and possible action relating to a proclamation recognizing the **57th Annual Professional Municipal Clerks Week** May 3-May 9, 2026 (Houseman, City Manager)*
Johnson moved, seconded by Lescohier to approve the Proclamation recognizing the 57th Annual Professional Municipal Clerks Week May 3-9, 2026. Motion carried.
- d. *Presentation: **Annual Stormwater Report** (Navin, Director of Public Works)*
Director Navin provided the annual stormwater report. No action was taken.

13. Resolutions and Ordinances

- a. *First reading of a proposed **Annexation Ordinance** relating to the annexation of a portion of the property located at 744 Jones Avenue (parcel number 226-0514-0434-004) to the City of Fort Atkinson from the Town of Koshkonong (PFA-2026-01) (Draeger, Director of Neighborhood and Building Services)*
Director Draeger stated the subject parcel is currently located in the Town of Koshkonong, and the applicants are requesting annexation into the City. A zoning amendment is not required, as the area proposed for annexation will be combined with an existing parcel already zoned Industrial. Upon approval of the annexation, the two land areas will be consolidated into a single parcel through a Certified Survey Map (CSM). The Petition to Annex was submitted to the Wisconsin Department of Administration in accordance with state statute, and the proposed annexation was determined to be in the public interest. Jones Dairy is seeking to annex land it owns within the Town of Koshkonong to facilitate

the construction of a wastewater treatment facility. The Plan Commission reviewed this item at the meeting on April 14, 2026, and recommended that the City Council review and adopt the annexation ordinance.

Huckabee moved, seconded by Johnson to approve the first reading of the annexation ordinance and direct the City Manager to prepare it for the second and possible third/final reading at the meeting on May 5, 2026.

14. Reports of Officers, Boards, and Committees

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

15. New Business

- a. *Review and possible action related to the repair of the City of Fort Atkinson **Municipal Building Entrance Ramps, Stairs, and Pocket Park** (Dayton, Director of Parks and Recreation)*

Director Dayton stated that the 2022 Fort Atkinson Municipal Building Facility Assessment (2022) identified both the Main St. and Parks and Recreation Office do not meet current accessibility and building standards. The two main entrances need repairs due to uneven, cracked bricks that pose tripping hazards and limit accessibility. Staff obtained proposals from two concrete contractors in the City. Pence Concrete provided a quote of \$17,500.00 for the ramps and \$5,000.00 for the pocket park. D-N-D Concrete submitted a proposal of \$16,100.00 for the ramps and \$11,500.00 for the pocket park. Additional preventive maintenance included in this project will involve repainting each set of handrails, to be paid for out of the Municipal Building Supply budget. The packet includes a quote of \$775.00 from Jake Leiser Painting. This project has a budget of \$22,000.00, using borrowed funds, and was approved in the 2026 Capital Improvement Project Plan Budget. The additional \$500.00 over the budgeted amount will come from the Cityscape budget (Fund 8), which is funded through the city's room tax.

Lescohier moved, seconded by Huckabee to approve Pence Concrete's proposal to repair the Municipal Building exterior ramps, steps, and pocket park at a cost not to exceed \$22,500.00, and the handrail painting quote from Jake Leiser Painting at a cost not to exceed \$775.00. Motion carried.

- b. *Review and possible action relating to **disallowance of a claim** against the City of Fort Atkinson, Burnette (Ebbert, City Clerk/Treasurer/Finance Director)*

Clerk/Treasurer Ebbert provided that the League of Wisconsin Municipalities Mutual Insurance (LWMMI) is the City's insurance carrier for property, liability, and worker's compensation. Statewide Services, Inc administers the claims for LWMMI. When the City receives a claim against the City's insurance, Statewide Services performs an investigation and obtains facts relating to the claim, which can include interviewing employees and

onsite investigation. After the investigation, Statewide Services makes a final determination and recommendation relating to the claim. On April 1, 2026, staff received a notice from an individual who fell on a sidewalk on E. Milwaukee Avenue on February 21, 2026. The notice was submitted to Statewide Services, which manages such claims for the City. Statewide recommended that the City disallow the claim. The disallowance of the claim shortens the statute of limitations period to six months for any future lawsuit relating to this matter.

Lescohier moved, seconded by Huckabee to disallow the claim against the City of Fort Atkinson from the Claimant pursuant to Wisconsin Statutes 893.80(1)(g). Motion carried.

- c. *Review and possible action related to the **replacement of the Main Building Chiller and the Solids Handling Building Air Conditioning Unit at the City's Wastewater Treatment Facility** (Sweeney, Wastewater Utility Superintendent)*

Superintendent Sweeney stated the Main Building chiller has served the Wastewater Utility since 1991 and is beyond its expected service life. The smaller Solids Handling air conditioner was installed in 2013 and cools the motor control center and PLC equipment for that building. Both units have required numerous repairs in recent years and are now due for replacement to maintain reliable operation and increased efficiency. Staff requested proposals from three companies for this project. Each proposal includes the removal of both units, a 3-Ton Split Unit for the Solids Handling Building and a Daikin 30 Ton Chiller for the Main Building. Helm Group is the lowest responsible bidder for this project. Helm currently provides controls and major maintenance for all wastewater units, and staff has been pleased with their service. There are sufficient funds available in the 2026 Wastewater Utility CIP to cover the additional \$7,290 for the Helm Group proposal.

Huckabee moved, seconded by Johnson to approve the proposal from Helm Group at a cost not to exceed \$147,290 and authorize the City Manager to execute the contract. Motion carried.

- d. *Review and possible action relating to a one-lot **Certified Survey Map** for the properties known as Lots 12 and 13 in the Klement Business Park (parcel numbers 226-0514-1742-000 and 226-0514-1742-003) (CSM-2026-06) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger presented the proposed Certified Survey Map is planned to combine the existing two parcels along Janesville Ave, in the Klement Business Park, into one parcel to support its development. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission and City Council for consistency with all other ordinances, laws, rules, regulations, and plans. Note that at the meeting on April 14, 2026, the Plan Commission also issued conditional site plan approval for the two industrial flex buildings proposed on the subject parcel. This development will add to the City's property tax base and serve as a visible indicator of the City's current and future growth.

Lescohier moved, seconded by Huckabee to approve the one-lot Certified Survey Map for the properties known as Lots 12 and 13 in the Klement Business Park (parcel numbers 226-

0514-1742-000 and 226-0514-1742-003) subject to the conditions outlined in the staff report. Motion carried.

e. *Review and possible action relating to **Electrical Service upgrades at the Municipal Airport** (Draeger, Director of Neighborhood and Building Services)*

Director Draeger refreshed the City Council that they approved the design of the 61C Airfield Navigation and Electrical Upgrades at their meeting on December 17, 2024. The proposed electrical service upgrade is part of the approved design and is necessary to implement the upgrades. The Fort Atkinson Municipal Airport has been awarded federal funding through the Wisconsin Bureau of Aeronautics to complete airfield navigation lighting and electrical system upgrades. The request is for the City to pay for the installation of the new service until the contract for the lighting project is awarded to a contractor. After the contract is awarded, the City will be reimbursed with federal funds, issued by the BOA. The cost proposal from WE Energies totals \$11,990.29, which includes seasonal construction premiums for work occurring between December 1 and March 31. Because the work is anticipated to occur outside this window, the cost can be reduced by \$948.00, resulting in a revised total of \$11,042.29. After accounting for the City's 2.5% share, the estimated federal reimbursement is \$10,766.23.

Huckabee moved, seconded by Johnson to approve the service installation at the Fort Atkinson Municipal Airport to be installed by WE Energies at a cost not to exceed \$11,042.29. Motion carried.

f. *Review and possible action related to the purchase of a **Single Axle Plow Truck** for the Department of Public Works Operations (Williamson, Superintendent of Public Works Operations)*

Superintendent Williamson stated the Department of Public Works requests to purchase a single-axle plow truck, for a budgeted amount of \$230,000.00, in the Capitol Improvement Expenditures Budget for calendar year 2026. The CIP budget item for the Single Axle Plow Truck was approved at \$230,000.00 for 2026 purchase. The low bidder was Ewald Ford, of Hartford, WI, including the specified up-fit by Monroe Truck, of Janesville, WI, for the total amount of \$225,901.00. This amount falls under the approved CIP budget for the Department of Public Works, which is shown in the snippet of the CIP table below. The revenue source identified is the 2026/2027 borrowing.

Huckabee moved, seconded by Johnson to approve the purchase of the 2027 Ford F750 Plow Truck and Up-fit package from Ewald Ford, of Hartford, and Monroe Truck, of Janesville, respectively, in the amount of \$225,901.00 and authorize the City Manager to execute the contract. Motion carried.

g. *Review and possible action related to the **Purchase of a Wheeled Excavator with Attachments** for the Department of Public Works Operations (Williamson, Superintendent of Public Works Operations)*

Superintendent Williamson stated the City Council approved the Department of Public Works request to purchase a Wheeled Excavator, for a budgeted amount of \$235,000.00, in the Capitol Improvement Expenditures Budget for calendar year 2026. This purchase

request was made by the Department to replace a 19-year-old Case Tractor Backhoe that has served the city well for its useful life and to replace a 1967 Prentice Crane Grapple, with a 1972 Ford F700 Chassis, utilized in forestry work that has long since passed its safe useful life. Staff prepared for this purchase by reaching out to several area vendors to prepare proposals to meet the Department's predetermined performance specifications. The Department received one response that included a competitive proposal for Aring Equipment Company, of Butler, WI, for a Volvo EWR130E Wheeled Excavator in the amount of \$232,831.00.

Lescohier moved, seconded by Johnson to approve the purchase of the Volvo EWR130E Wheeled Excavator, and all specified attachments, from Aring Equipment Company, of Butler, for the amount of \$232,831.00 and authorize the City Manager to execute the contract. Motion carried.

*h. Review and possible action relating to the **purchase of grant-funded Thermal Imaging Devices at a cost not to exceed \$9,570** (Bump, Police Chief)*

Chief Bump presented that the Police Department was recently awarded an investigative focused equipment grant through the State of Wisconsin. Within this approved grant, specific equipment identified for purchase was thermal imaging monoculars. Thermal imaging devices are specialized cameras that detect infrared radiation (heat) emitted by objects, converting it into a visible image called a thermogram, which represents temperature variations. Unlike traditional cameras, they function in total darkness, smoke, or fog, making them essential for surveillance, search and rescue and other dynamic applications. The purchase of the AGM devices allows the department to be under budget and also obtain six units instead of only two

Huckabee moved, seconded by Johnson to approve the purchase of six (6) AGM Thermal Monoculars as approved under the State of Wisconsin Department of Justice Law Enforcement Grant. Expended funds for this specific part of the grant cannot exceed the grant-approved amount of \$9,570 for night vision imaging. Motion carried.

16. Miscellaneous

None.

17. Public Comment for Matters Not on the Agenda

None.

18. 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)*

Huckabee moved, seconded by Johnson to approve the list of Verified Claims presented by the Director of Finance. Motion carried.

19. Adjournment

Johnson moved, seconded by Huckabee to adjourn. Meeting adjourned at 8:19 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, APRIL 28, 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 p.m.

2. Roll call

Present: Chairperson Manager Houseman, Director of Public Works Navin, Commissioners Ciccarelli, Kessenich, and Shull. Also present: Clerk/Treasurer/Finance Director, Deputy Clerk, Director of Neighborhood and Building Services, Council President Jaeckel, City Attorney, and Council Members Huckabee and Johnson.

3. New Business

*a. Review and possible action relating to the **minutes of the April 14, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Kessenich moved, seconded by Ciccarelli to approve the minutes of the April 14, 2026 Plan Commission meeting. Motion carried.

*b. **Public Hearing:** regarding a Zoning Map Amendment to change the zoning district for the property located at 550 McMillen St. (parcel numbers 226-0614-3443-018 and 226-0614-3434-045) from Institutional (I) to Multi-Family Residential-30 (MRH-30) (ZMA-2026-02) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger presented the zoning map amendment as required by section 15.10.31 of the City of Fort Atkinson Zoning Ordinance. The applicant has worked with City staff to develop the proposed project. The City has an identified need for additional housing, and the proposed 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, 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 employment opportunities within the City. 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 in this location. The applicant has also agreed to prepare a traffic study to evaluate and address potential traffic impacts in the area. It is also important to note that the site's existing Institutional zoning would permit the development of a senior living facility or a large community-based residential facility at densities comparable to those proposed, without requiring a Zoning Map Amendment.

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.

Developer Emily McFarland of Pre 3 informed the Plan Commission of an upcoming community meeting to address resident questions. The meeting will be held at City Hall on May 6, 2026, at 6 pm.

Public Hearing opened at 4:11 pm.

Public comment:

1. Candy Milan, 622 Rogers Street, questioned why she did not receive the notice of the subject property. She was also unable to hear about the Industrial Housing. Manager Houseman addressed both questions. The city is required to only provide notice to property owners within 100 ft of the subject property. Manager Houseman restated that it is zoned Institutional, not Industrial, and that the project at this density would be permitted if it were senior housing under the current zoning.

2. Betty Strese, 408 Curtis Circle, is concerned with the stormwater management on site and what that will do to the surrounding areas. During times of high water, there is water in the area. There were also concerns about what could occur with an underground parking structure.
3. Jason Lynk, 612 Rogers Street, For several months out of the year, the ground is extremely wet and not mowable. When there was flooding in 2008, he did not have river water issues, but instead had issues from behind his property. If he has not had basement water problems previously, if he faces problems moving forward, he believes it would be due to the potential underground parking structure being too low in the water table. He also has concerns about an increase in traffic, since there is already an increase in traffic going onto McMillen Street.
4. Lynda Murphy, 701 McMillen Street. She is not interested in 96 apartments and would rather see townhouses or single-family homes instead. She inquired if the population of Fort Atkinson supports this construction and stated that student enrollment at the high school is down.
5. John Hausz, 104 Jefferson Street, water has always been an issue in this area, and in the 1930s, the river was as wide as the proposed location.

4:21 p.m. public hearing open to Zoom

6. Andrew Lange, 725 Florence Street, questioned who benefits from the proposal. He would prefer single-family homes.

4:25 public hearing closed.

No action taken.

- c. *Review and possible action relating to a Site Plan Review for Jones Dairy Farm Waste Treatment facility located at 744 Jones Ave. (SPR-2026-10) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger presented the Site Plan. Jones Dairy Farm has been a long-standing presence in the community, and the proposed project represents a relatively small-scale addition within the context of the overall site. The new principal building, along with associated paved areas and tanks, will be located within the existing security fence and will not be easily visible from Rockwell Avenue. The proposed tanks comply with the maximum permitted height of 45 feet. Specifically, the two tanks located on the west side of the building will have a height of 35.25 feet, while the two tanks on the south side will measure 29.4 feet in height. These elements have been designed to remain consistent with applicable zoning requirements.

Adjacent properties to the west are also owned by Jones Dairy Farm and will continue to be used for agricultural purposes, maintaining the existing character of the surrounding area. Screening and landscaping are proposed along the southern property boundary, as

reflected in the project renderings and landscaping plan. While no foundation plantings are proposed, the nature and placement of the structure limit the feasibility of traditional planting locations.

Staff believe that the landscaping requirements are satisfactorily met through the plantings shown on the plan, which are designed to effectively screen the new building from the public right-of-way. Overall, the proposed project allows for expanded use of the existing property in a relatively secluded area and will provide improved wastewater management related to onsite operations.

Ciccarelli motioned, seconded by Shull to approve the Site Plan, subject to the following conditions:

- Require the applicant to provide the following information that meets all the requirements of the Zoning Code to be reviewed by City staff
- Subject to the completion of annexation and CSM

Motion carries.

- d. *Review and possible recommendation to the City Council relating to a Condominium Plat for Ridge View Estates Townhomes located at 1364 and 1356 Marigold Drive (CPR-2026-01) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger presented the Condominium Plat for Ridge View Estates as required by Section 70.05.07 of the City of Fort Atkinson Land Division and Development Ordinance, which outlines the requirements for Condominium Submittal, Transmittal, and Review. The proposed project involves subdividing an existing parcel to establish a condominium development that enables individual ownership of each residential unit, while maintaining shared ownership of the remaining site areas. The property is zoned MRM-12 with a Planned Unit Development (PUD) overlay, allowing multifamily residential use and design and development flexibility, as approved through the PUD process.

The parcel was created and rezoned in 2025 to support residential development consistent with the City's long-term planning goals. The development will include eight residential units of varying sizes, each with an attached garage. The applicant is seeking approval of a Condominium Plat to facilitate individual ownership of these units. As the City continues to experience strong demand for additional housing, this project contributes to expanding the range of available housing options. It aligns with recent and ongoing development efforts in the surrounding area.

The Condominium Plat will establish a clear framework for ownership by delineating private units, limited common elements, and shared common elements across the site. In accordance with the Land Division and Development Code, the plat is subject to Plan Commission review to ensure consistency with all applicable ordinances, regulations, and adopted plans. The underlying zoning regulations, including density, intensity, and bulk

standards, were previously approved as part of the Ridge View Estates Subdivision Plat and remain unchanged with this request. The proposed development is consistent with those established parameters. Additionally, all structures on the site comply with the setback requirements defined within the approved Planned Unit Development.

Kessenich moved, seconded by Ciccarelli to approve the Condominium Plat, subject to the conditions outlined in the staff report:

Per Ch. 703, Wis. Stats. and Ch. A-E7, Wis. Admin Code:

s. 703.09

(1)(a) The name of the condominium must include the word “condominium” or be followed by the words “a condominium”.

s. 703.11

(2)(d) (d) All survey maps and floor plans submitted for recording shall be legibly prepared with a binding margin of 1.5 inches on the left side and a one-inch margin on all other sides on durable white media that is 14 inches long by 22 inches wide with a permanent, nonfading black image. All linework and text must be drawn in black. Some linework on the submittal is drawn in red.

General Notes:

1) In NOTES 6. on Sheet 2, “Limited Common Areas” to be changed to “Limited Common Elements”

Motion carries.

e. *Update on previously approved projects (Houseman)*
None

4. Adjournment

Chairperson Manager Houseman gave her heartfelt thanks to Commissioner Kessenich for her Plan Commission involvement.

Kessenich moved, seconded by Ciccarelli to adjourn. Meeting adjourned at 4:37 p.m.

Respectfully submitted,
Courtney Thom
Deputy Clerk

City Council, Boards, Commissions and Committees

CITY OF FORT ATKINSON

**2026-27 COUNCIL
COMMITTEE ASSIGNMENTS**

COMMITTEE (CHAIRPERSON)	CURRENT 2025-2026	NEW ASSIGNMENT 2026-2027
Plan Commission (City Manager)	Eric Schultz	Peggy Huckabee
Airport Committee (City Manager)	Bruce Johnson	Bruce Johnson
Ambulance Advisory Committee (Council President)	Peggy Huckabee	Jena Price
Board of Zoning Appeals (Elected by Membership)	Bruce Johnson Peggy Huckabee	Bruce Johnson Davin Lescohier
Cable Television Committee (Council Rep)	Eric Schultz	Bruce Johnson
Economic Development Commission (Elected By Membership)	Peggy Huckabee	Peggy Huckabee
Finance Committee (Council President)	Kyle Jaeckel Davin Lescohier Peggy Huckabee	Kyle Jaeckel Davin Lescoher Peggy Huckabee
Historical Society Board (Elected By Membership)	Bruce Johnson	Bruce Johnson
Library Board (Elected By Membership)	Davin Lescohier	Jena Price
License Committee (Council President)	Kyle Jaeckel Davin Lescohier Eric Schultz	Kyle Jaeckel Davin Lescoher Jena Price
Ordinance Committee (Council President)	Kyle Jaeckel Bruce Johnson Peggy Huckabee	Kyle Jaeckel Jena Price Peggy Huckabee
Parks & Recreation Board (Elected By Membership)	Kyle Jaeckel	Kyle Jaeckel

City Council, Boards, Commissions and Committees

CITY OF FORT ATKINSON

Public Works Committee (Council President)	Kyle Jaeckel Bruce Johnson Eric Schultz	Kyle Jaeckel Bruce Johnson Jena Price
Sex Offender Residence Board (City Manager)	Eric Schultz	Davin Lescoher
Tourism Commission (Elected By Membership)	Davin Lescohier	Davin Lescohier
Transportation & Traffic Review Committee (Director of Public Works)	Kyle Jaeckel	Kyle Jaeckel



MEMORANDUM

DATE: May 5, 2026

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to Citizen Appointments to Boards, Commissions and Committees (Houseman, City Manager)

BACKGROUND

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

DISCUSSION

The following citizen members are eligible for appointment or reappointment to the Committees, Commissions, and Boards below for the terms indicated:

Economic Development Commission

- Mark McGlynn for a three year term ending in 2029

Library Board

- Lori Compas for a three year term ending in 2029
- Peggy Wuenstel for a three year term ending in 2029
- Betty Herdendorf for a three year term ending in 2029

Plan Commission

- Eric Schultz for a three year term ending in 2029

Parks and Recreation Advisory Board

- Hillary Baird for a three year term ending in 2029

Police and Fire Commission

- Jeanne Delacruz-Raub for a five year term ending in 2031

Sex Offender Residence Board

- Richelle Rottmann for a two year term ending in 2028

Tourism Commission

- Mary Jo Eggers for a one year term ending in 2027
- Julie Nordeen for a one year term ending in 2027
- Mariah Hadler for a one year term ending in 2027

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

- Airport Committee (two seats)
- Board of Zoning Appeals (two seats)
- Cable Television Committee (two seats)
- Parks and Recreation Advisory Board (two seats)
- Plan Commission (one seat)

Staff continues to work on filling these vacancies and encourages members of the public to submit an [application](#) to serve if interested.

FINANCIAL ANALYSIS

The appointments of citizens to these Committees, Commissions, and Boards is not expected to impact the City financially.

RECOMMENDATION

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

ATTACHMENTS

1. Betty Herdendorf Citizen Service Form
2. Eric Schultz Citizen Service Form
3. Peggy Wuenstel Citizen Service Form



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

CITIZEN SERVICE INFORMATION FORM

Name (Print): Herdendorf, Betty J Date: 4-20-26
Last First Middle
Home Address: [REDACTED]
Business Name/Address: [REDACTED]
Telephone (Home): [REDACTED] (Work): Retired
Email Address: [REDACTED]
How long have you lived in the City of Fort Atkinson? 5 years
Which Boards, Commissions and/or Committees interest you? Library

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

I am a retired Fort Atkinson teacher. I want to volunteer to help keep the library a wonder facility

References:

1. Sandy Wagenpfeil Phone: [REDACTED]
2. Bonnie Hamm Phone: [REDACTED]

Betty Herdendorf
Signature

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



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

CITIZEN SERVICE INFORMATION FORM

Name (Print): Schultz, Eric James Date: 4/24/2026
Last First Middle

Home Address: [REDACTED], WI 53538

Business Name/Address: N/A

Telephone (Home): [REDACTED] (Work):

Email Address: [REDACTED]

How long have you lived in the City of Fort Atkinson? 7 years

Which Boards, Commissions and/or Committees interest you? Plan Commission

Please give a brief overview of your background, experience, interest or concerns in the above areas:
4 years on City Council, 6 years on Plan Commission in total.

References:

1. Mason Becker Phone: [REDACTED]

2. Phone:


Signature

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



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

CITIZEN SERVICE INFORMATION FORM

Name (Print): Wuenstel Peggy S Date: 3/23/2026

Home Address: [REDACTED]

Business Address: Retired T

Telephone (Home): Cell [REDACTED] (Work): None

Email Address: [REDACTED]

How long have you lived in the City of Fort Atkinson? 15 months

Which Boards, Commissions and/or Committees interest you? Library Board of Trustees

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

Libraries have always been my compass, source of strength, and happy place. As a pediatric speech pathologist and reading specialist, libraries provided personal and professional guidance, support for students and families, and the elements of fun that are so essential for educational success. As a University instructor at UW-Whitewater I used their resources extensively and impressed upon my students the need to avail themselves of what libraries have to offer. In retirement I volunteered at my local library, both in the building and on the Friends of the Library Board. I became the Public Services librarian, providing programming, circulation, and supervisory roles, including preparing reports for, and attending Library Board meetings. I coordinated the summer reading program, monthly Lunch and Learn community events, and was the library liaison for the centennial celebration for the community. I have professional writing experience, public speaking skills, community activism and service history, and have had grant writing success.

On a personal note: My husband and I spent our first year of retirement in an RV touring the country. Our first stop in each community was typically the library, for internet connection, local information and history, and the general "lay of the land". These experiences showed us both the diversity of the physical dimensions and the unity of purpose, drive, and commitment of America's libraries. It was a rare privilege to behold and one I would like to continue fostering in the exemplary Dwight Foster Library in Fort Atkinson.

1. Creed Kidd, Library Director Red Feather Lakes, CO Phone: [REDACTED]

2. Jane Page, Friend and Colleague, Elkhorn, WI Phone: [REDACTED]

Peggy S. Wuenstel Signature

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



RED FEATHER LAKES COMMUNITY LIBRARY

71 Firehouse Lane (PO BOX 123)

Red Feather Lakes, CO 80545



March 23, 2026

To Whom It May Concern

█ are pleased to recommend Peggy Wuenstel for Public Library Trustee or any related library position.

In her time here at Red Feather Lakes Community Library she has served as patron, then circulation librarian with significant programming abilities, as well as managing Saturday volunteers. Her ability to work with the public is remarkable.

She instituted a 'Lunch and Learn' monthly program that was well-attended on issues current to our community, considerably increasing adult program use.

She served as participating stalwart on our Materials Selection Committee.

Peggy is well-aware of library issues, (while here locally) as well as national issues: funding, customer service, book reconsideration issues and community relations.

Peggy is a good friend, an exceptionable employee, and would make a sterling Public Library Board of Trustees member. Highly recommended.

Creed Kidd, Library Director
Red Feather Lakes Community Library
71 Firehouse Lane (PO BOX 123)
Red Feather Lakes, CO 80545





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

Name of Business/Group Organizing Event: **Fort Youth Baseball**

Contact Person for Event: **Paul Broadhead**

Phone Number:

Email:

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

Phone:

Email:

Special Event Details

Event Name: **Fort Youth Baseball Opening Weekend Invite**

Event Date (mm/dd/yyyy): **May 15-17, 2026**

Event Location: **Memorial Park**

Estimated Number of Attendees: **500 per day**

Hours of Event: **May 15, 5PM-9PM; May 16, 8AM-8PM; May 17, 10:30AM-7:00PM**

Event Setup Time: **Friday, May 15, Noon**

Event Tear Down Time: **Sunday, May 17 -- Out by 9:00PM**

Event Description: The 74rd Annual Opening Weekend for Fort Youth Baseball will operate similar to prior years, with a slight expansion. There is a larger opportunity to play games with teams from out of town, so we are adding 5-6 games on Friday night. This is a three-day event on May 15-17 and serves as a kickoff to the regular baseball season. There will be 18 teams from Fort Atkinson and 20 teams from neighboring communities. Each team plays two games over the course of the two days, this is not a tournament, just a chance for teams to play early games before league play begins. Fort Youth Baseball does not charge fees to participating teams or their fans. The Scouts BSA may bring an activity piece (obstacle course or climbing wall) for youth to engage during their downtime between games. The Scouts BSA will have insurance that lists the City of Fort Atkinson as an Additional Insured.

Goal/Purpose of Event: **Provide an opportunity for youth to play baseball games and promote baseball connections between nearby communities.**

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 10

Additional Garbage/Recycling Can*

Qty ____

Barricades*

Qty ____

Traffic Cones*

Qty ____

☐ Electrical Access

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

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

Continued

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

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

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

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

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

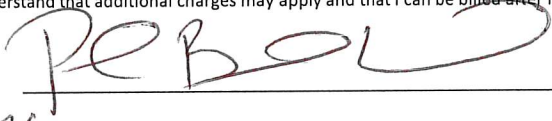
☐ I will be erecting a tent, canopy or other temporary structure.*

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

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

By signing, I agree to the following statements:

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

Responsible Party Signature: 

Submission Date: 4/14/26

For Office Use Only:

Date Received: _____

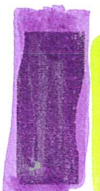
Date Paid: _____

Council Approval / Denial Date: _____

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

Event Stipulations:



-  Parking Areas
-  Food & Restrooms
-  Seating Areas
-  Baseball Warm-up Areas

Fort Youth Baseball Opening Weekend Invite 2026 Site Map



MEMORANDUM

DATE: May 5, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Annual Dairy Day at the MOOseum, Saturday, June 13, 2026, from 11 a.m. to 2 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: Dairy Day at the MOOseum

Date & Hours of Event: Saturday, June 13, 2026, 11 a.m.–2 p.m.

Location: Hoard Historical Museum Grounds, Foster Street closure, Whitewater Avenue

Contact Person: Merrilee Lee

Estimated Number of Attendees: 800-900

Event information was routed to Departments with the following comments without concerns:

Department of Public Works will place two concrete jersey barriers at each curb side and place two flashing type sandwich barricades in front of them to increase visibility. An assigned volunteer's vehicle will be required to park between the barricades in order to allow the

roadway to be available to emergency vehicle access.

The Museum will need to identify the two vehicles that would block the openings for the entire event and while people are present on the roadway. The keys for the vehicle and the authorized operators must also be present for the entirety of the event in case they need to be moved during an emergency.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Annual Dairy Day at the MOOseum, June 13, 2026 at the Hoard Historical Museum.

ATTACHMENTS

1. Special Event Dairy Day 2026



April 22, 2026

Michelle Ebbert, City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538

Dear Ms. Ebbert:

Attached is our special event application for the museum's annual "Dairy Day." The 12th annual "Dairy Day" is scheduled for Saturday, June 13 from 11 a.m.- 2 p.m. at the Hoard Historical Museum. This year's event will be held on the museum's grounds. The event features cows, activities, games, and dairy treats. The event is free to attend.

We are asking permission for the following:

- Declare "no-parking" along the 400 block of Foster Street beginning the morning of Saturday, 6/13 and ending in the afternoon of the same day.
- Close the 400 block of Foster Street from 10:00 am-3:00 pm during the event to ensure public safety and for the safe unloading/loading of the cows and calves. Museum staff and volunteers would place the street-closing barricades at the appropriate time as well as parking staff vehicles perpendicular in the street to further block traffic. However, the vehicles could easily be moved to allow immediate access to the area.
- Museum staff will also notify the neighbors affected by the street closure and invite them to the event.

Again this year, the museum will be adding a pedal-tractor pull during the event. The museum is contracting with Kindschi Pedal Pulls, an insured event provider. Kindschi Pedal Pulls from Loganville, Wisconsin, specializes in running a tractor pull for children ages 4-12 using pedal tractors. The pedal tractor pulls will occur on Foster Street behind the museum between 11:30-1:00 p.m.

We are happy to work with city personnel in the organization of this event and would appreciate the opportunity to answer any questions.

Sincerely,

Merrilee Lee
Museum Director, Hoard Historical Museum

Items requested from the City of Fort Atkinson:

From DPW:

Barricades for closing Foster Street

“No Parking” signs for both sides of the 400 block of Foster Street

We are happy to coordinate with DPW for the drop-off of these items.

From Parks and Rec:

10 tables

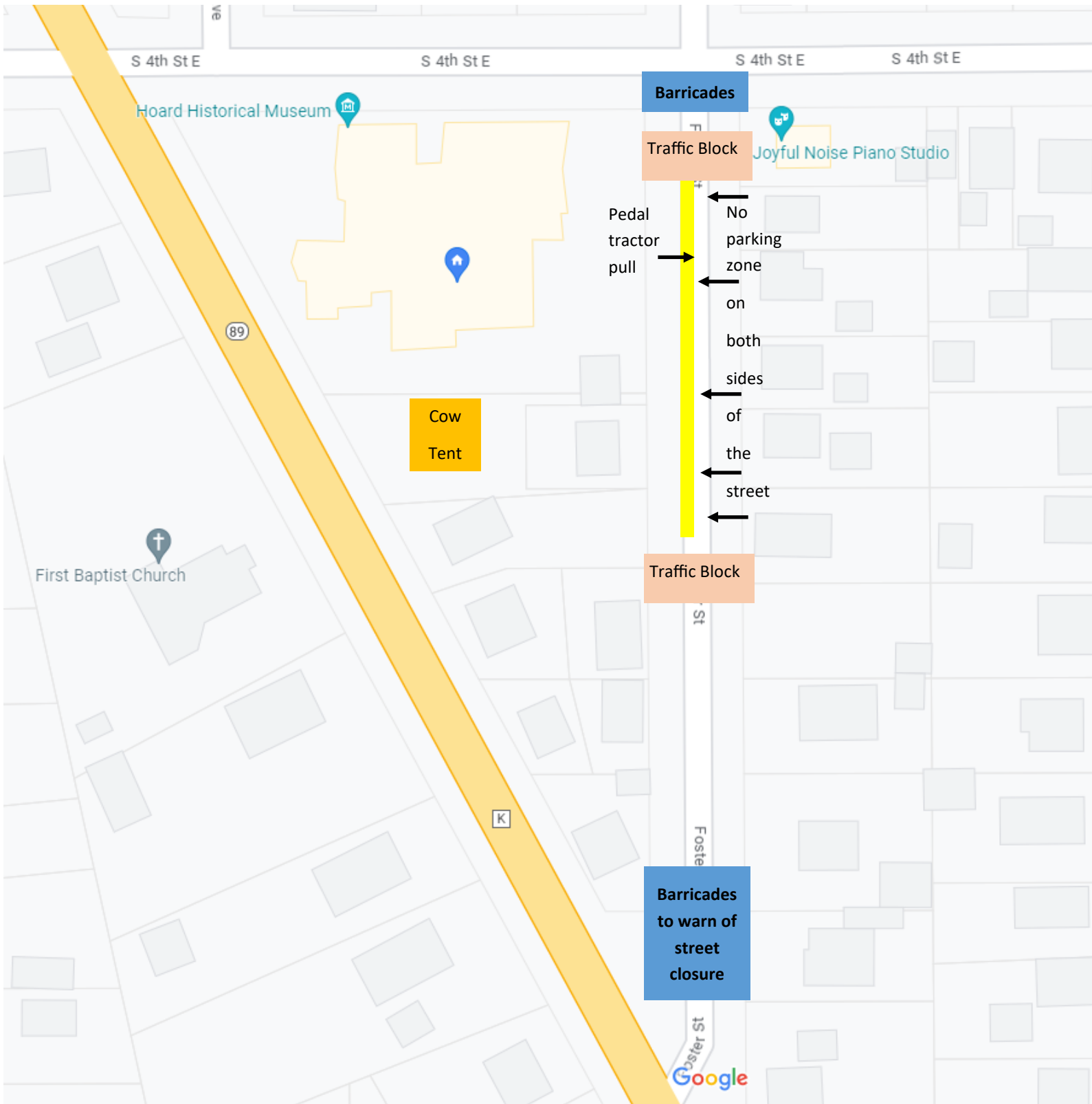
25 folding chairs

2 trash cans

We are happy to coordinate with Parks and Rec for the drop-off of these items.

 CITY OF FORT ATKINSON Special Event Application Fee: \$25.00													
Name of Business/Group Organizing Event: Hoard Historical Museum													
Contact Person for Event: Merrilee Lee													
Phone Number:	Email:												
Day of Event Contact Person (if different from above):	Phone: Email:												
Special Event Details													
Event Name: Dairy Day													
Event Date (mm/dd/yyyy): Saturday, June 13, 2026													
Event Location: Hoard Historical Museum													
Estimated Number of Attendees: 800-1000	Hours of Event: 1:00-3:00 pm												
Event Setup Time: 8:30-1:00	Event Tear Down Time: 1:00-5:00												
Event Description: Our event, the 12th annual Dairy Day, is is free to attend and open to the general public. The highlight is the gathering of all 7 milking breeds of cattle on the museum's grounds. We also have dairy facts, dairy games and dairy treats as well as our annual cow decorating contest. Back again is the pedal tractor pull, to be held on Foster Street. We ask permission to close Foster Street to the public during the event to facilitate the pedal tractor pull and the loading/unloading of the cows. We notify our neighbors of the closure and invite them to attend the event.													
Goal/Purpose of Event: Each year, the museum organizes this event to highlight the importance of dairy for our communities and our economy. Our family-friendly event is fun for all ages. The event also welcomes visitors to the museum and encourages them to have a return visit.													
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 <i>* If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking</i>												
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. <table><tr><td>8' white plastic table (43 available; \$4.50/each)</td><td>Qty <u>10</u></td></tr><tr><td>Metal folding chair (190 available; \$0.75/each)</td><td>Qty <u>25</u></td></tr><tr><td>Additional Picnic Table (\$15/each; includes delivery & pick up)*</td><td>Qty <u> </u></td></tr><tr><td>Additional Garbage/Recycling Can*</td><td>Qty <u>2</u></td></tr><tr><td>Barricades*</td><td>Qty <u>2</u></td></tr><tr><td>Traffic Cones*</td><td>Qty <u> </u></td></tr></table>	8' white plastic table (43 available; \$4.50/each)	Qty <u>10</u>	Metal folding chair (190 available; \$0.75/each)	Qty <u>25</u>	Additional Picnic Table (\$15/each; includes delivery & pick up)*	Qty <u> </u>	Additional Garbage/Recycling Can*	Qty <u>2</u>	Barricades*	Qty <u>2</u>	Traffic Cones*	Qty <u> </u>
8' white plastic table (43 available; \$4.50/each)	Qty <u>10</u>												
Metal folding chair (190 available; \$0.75/each)	Qty <u>25</u>												
Additional Picnic Table (\$15/each; includes delivery & pick up)*	Qty <u> </u>												
Additional Garbage/Recycling Can*	Qty <u>2</u>												
Barricades*	Qty <u>2</u>												
Traffic Cones*	Qty <u> </u>												
Electrical Access	<i>The City Electrician may reach out to you to address any needs/concerns.</i> 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 <i>* Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity</i>
☐	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. <i>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</i>
☒	I will be erecting a tent, canopy or other temporary structure.*	 <i>*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>
☐	I am having a walk/race*	<i>*See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.</i>
By signing, I agree to the following statements: I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I understand that I may need to contact multiple Departments to arrange for assistance. I understand I am responsible for timely clean up after the event. I understand that additional charges may apply and that I can be billed after my event. Responsible Party Signature: <u>Merrilee Lee</u>		
Submission Date: 4/22/2026		
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: May 5, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: 50th Annual Ice Cream Social, Saturday, July 4, 2026, from 1 p.m. to 3 p.m. at the Hoard Historical Museum (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

Hoard Historical Museum

Event: 50th Annual Ice Cream Social

Date: Saturday, July 4, 2026

Location: Hoard Historical Museum Grounds, Foster Street / Whitewater Avenue

Contact Person: Merrilee Lee

Hours of Event: 1:00 pm to 3:00 pm

Estimated Number of Attendees: 1000+

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 Hoard Historical Museum 50th Annual Ice Cream Social on July 4, 2026, at the Hoard Historical Museum.

ATTACHMENTS

1. Special Event 4th of July App 7.4.2026



April 22, 2026

Courtney Thom, City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538

Dear Ms. Thom:

Attached is our special event application for the museum's annual "4th of July Ice Cream Social." This year marks our 50th Ice Cream Social on the 4th of July plus it is the 250th celebration of the founding of the US. The event features live music, activities, and free ice cream sundaes. The event is free to attend.

In addition to the items included in our special event application, we are asking permission for the following:

- Park a semi trailer along the east side of the 400 block of Foster Street during the event.
- Potentially park the same semi-trailer overnight along the east side of the 400 block of Foster Street along the museum's property. As part of the 250th celebrations, the museum will be borrowing a 1976 Conestoga wagon from the Wisconsin Historical Society. The 1976 wagon was driven by a team of horses from Fort Atkinson to Valley Forge, PA by Gus Klatt and Pat Abendroth. Due to the holiday and the weekend, Yerges Movers, who are responsible for transporting the wagon from the Wade House in Green Bush, WI where it resides, will likely need to park leave the semi trailer overnight.
- Museum staff will also notify the neighbors affected and invite them to the event.

We are happy to work with city personnel in the organization of this event and would appreciate the opportunity to answer any questions.

Sincerely,

Merrilee Lee
Museum Director, Hoard Historical Museum

Items requested from the City of Fort Atkinson:

From Parks and Rec:

35 tables

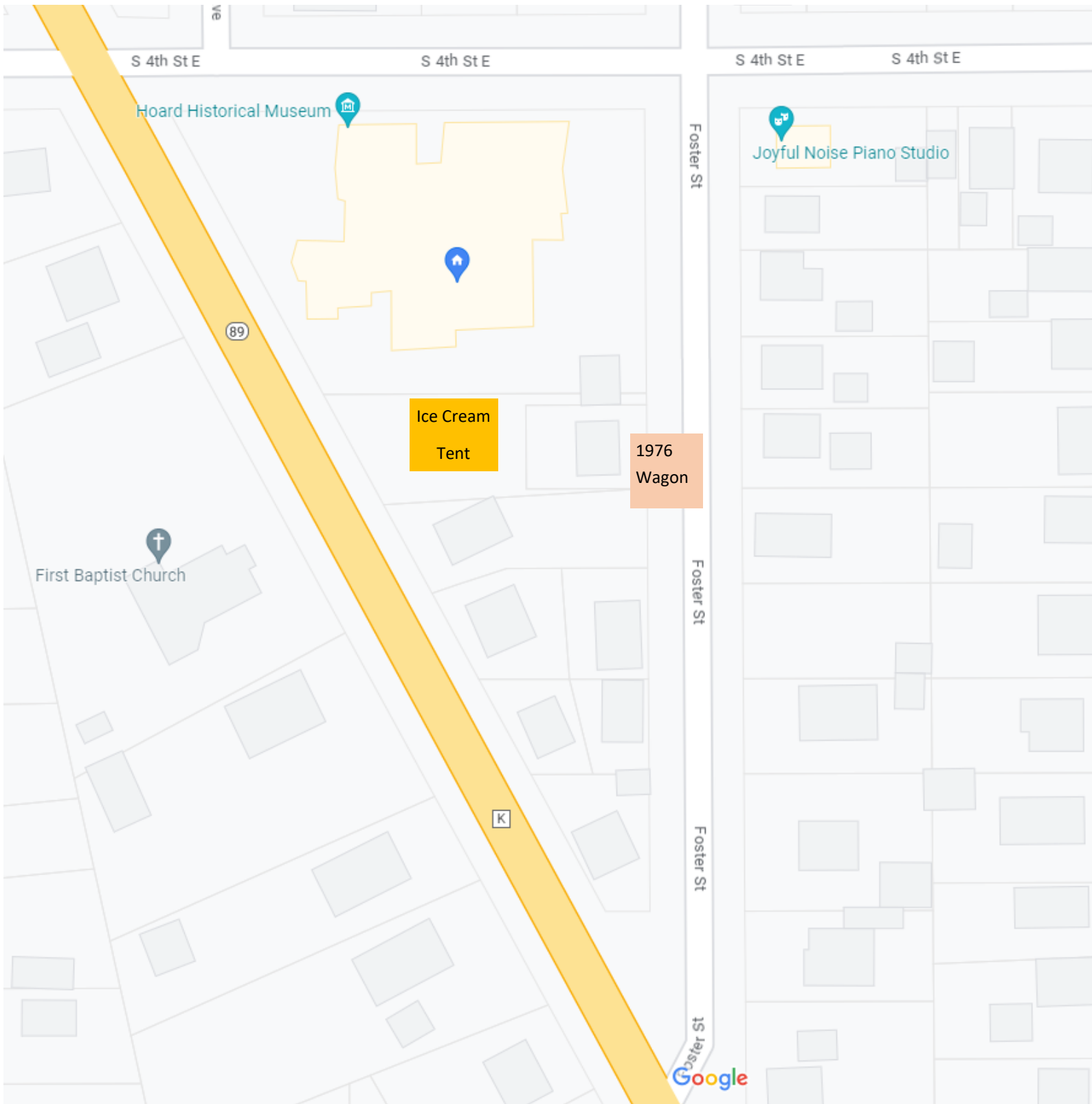
190 folding chairs

4 trash cans

We are happy to coordinate with Parks and Rec for the drop-off of these items.

 CITY OF FORT ATKINSON Special Event Application Fee: \$25.00	
Name of Business/Group Organizing Event: Hoard Historical Museum	
Contact Person for Event: Merrilee Lee	
Phone Number:	
Day of Event Contact Person (if different from above): Phone: Email:	
Special Event Details	
Event Name: 4th of July Ice Cream Social	
Event Date (mm/dd/yyyy): July 4, 2026	
Event Location: Hoard Historical Museum	
Estimated Number of Attendees: 1,000	Hours of Event: 1:00-3:00
Event Setup Time: 8:30-1:00	Event Tear Down Time: 3:00-4:00
Event Description: The annual ice cream social on the museum's grounds. The event includes free ice cream sundaes, kids' activities, and live music. The event occurs solely on the museum's grounds and museum staff/volunteers run the event. This year also marks the 250th celebration of the founding of the USA. To celebrate, the Wisconsin State Historical will be allowing the Hoard Museum to borrow a 1976 Bicentennial Conestoga-type wagon from the Wade House in Green Bush, WI. The Bicentennial wagon was driven from Fort Atkinson to Valley Forge, PA by Fort Atkinson residents Gus Klatt and Pat Abendroth. The 1976 wagon will remain in a semi trailer, pulled and owned by Yerges Movers, Fort Atkinson.	
Goal/Purpose of Event: The purpose of the event is to help the community celebrate the 4th of July holiday. This is the 50th ice cream social on the 4th of July that the museum has organized.	
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 <i>* If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking</i>
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 35 Metal folding chair (190 available; \$0.75/each) Qty 190 Additional Picnic Table (\$15/each; includes delivery & pick up)* Qty Additional Garbage/Recycling Can* Qty 4 Barricades* Qty Traffic Cones* Qty
☐ Electrical Access	The City Electrician may reach out to you to address any needs/concerns. Please specify if you have any requests or requirements beyond current access:

☒	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: 1:00 pm End Time of Music: 3:00 pm
☐	I will be closing a street(s)*	Barricades can be provided by Public Works upon request <i>* Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity</i>
☐	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. <i>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</i>
☒	I will be erecting a tent, canopy or other temporary structure.*	 <i>*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>
☐	I am having a walk/race*	<i>*See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.</i>
By signing, I agree to the following statements: I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I understand that I may need to contact multiple Departments to arrange for assistance. I understand I am responsible for timely clean up after the event. I understand that additional charges may apply and that I can be billed after my event. Responsible Party Signature: <u>Merrilee Lee</u> Submission Date: 4/22/2026		
For Office Use Only: Date Received: _____ Date Paid: _____ Council Approval / Denial Date: _____ Date applicant notified of Council action and any event stipulations: _____ Event Stipulations:		





CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

Name of Business/Group Organizing Event: Built From Broken Foundation

Contact Person for Event: Vanessa Lemke

Phone Number: [REDACTED]

Email: [REDACTED]

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

Phone:

Email:

Special Event Details

Event Name: Recovery Wars

Event Date (mm/dd/yyyy): Aug 2026 - either 8/8, 8/9, 8/15, or 8/16

Event Location: Jones Park

Estimated Number of Attendees: 50-100?

Hours of Event: 4-8 pm?

Event Setup Time: 2-3 h

Event Tear Down Time: 1-2 h

Event Description: Dodgeball tournament fundraiser

Access - PA system, bathrooms, ribbon for field, balls for game, possibly concessions?

Goal/Purpose of Event:

To raise funds + have fun playing dodgeball while bringing the community together.

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 ____

☒ 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: 4 pm End Time of Music: 8 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: 4/15/26

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: May 5, 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 Community Picnic, Sunday, September 27, 2026, 11:00 am - 2:00 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: Community Picnic

Date of Event: Sunday, September 27, 2026

Hours of Event: 11:00 am – 2:00 pm

Set Up: 9:00 am – 11:00 am

Tear Down: 2:00-3:00 pm

Location: Jones Park

Contact Person: Alli Thompson

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 Community Picnic to be held on Sunday, September, 27, 2026, from 11:00 am - 2:00 pm at Jones Park.

ATTACHMENTS

1. CHAMBER COMMUNITY PINIC APP 2026



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:

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

Phone:

Email: ^

Special Event Details

Event Name: **Community Picnic**

Event Date (mm/dd/yyyy): **09/27/2026**

Event Location: **Jones Park**

Estimated Number of Attendees: **300**

Hours of Event: **11a - 2p**

Event Setup Time: **9a**

Event Tear Down Time: **2p**

Event Description: **We will invite our members to host a booth representing their businesses, and the community will be invited to meet and make connections with our member business representatives.**

Goal/Purpose of Event: **To provide a fun, family-friendly space for community members to connect with our member businesses and learn more about what our member businesses do within the community. We are also hoping to create a little extra positive visibility for our member 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: 11:30a

End Time of Music: 1:30p



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:

Kali Thompson

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:

Shauna M Wessely
 N1381 Deerpath Rd
 Fort Atkinson, WI 53538
 (262) 308-2350

RECEIPT NO: 22714

Date: 03/05/26 10:38am

Fee: \$110.00

Discount: 0.00

Tax: 0.00

Total: 110.00

Paid: Credit Card 110.00

Balance: 0.00

Facility: Jones Park Shelter - 615 Janesville Ave, Fort Atkinson, WI
Facility Hours: 53538

Reservation:
 09/27/26, Sun 9:00AM to 10:00PM
 Reservation approved by BRETT on 03/05/26 10:38AM

Fee Details: Reservation Fee: \$60.00
 Damage Deposit \$50 \$50.00
 Will you have music, a live band, or amplified sound at your event?: Yes
 Will you be putting up a tent/driving any type of stakes into the ground?: No
 Will you be roasting a pig at your event?: No
 What type of event are you having?: This will be our 2nd annual Community Picnic.

Estimated Attendance: 300

STATEMENT OF AGREEMENT

PARK SHELTER RESERVATION POLICIES

- 1. FEES:** All fees must be paid at the time of reservation. There is a fee for the rental of a shelter and a security deposit. You may change shelters or the date 30 days prior to your event at no charge depending on availability. All shelter reservations are taken on a first-come, first-serve basis.
- 2. PARK HOURS:** City parks are open 7 days a week. NO overnight camping is allowed in the city parks. Park shelters are reserved from 9:00 a.m. - 10:00 p.m.
- 3. ON THE DAY OF YOUR EVENT:** It is your responsibility to take this reservation permit with you to the park on the day of your event. The office reserves one event a day per shelter. If someone is using the facility when you arrive, politely tell them that you have it reserved, show them this form and ask them to leave. If they refuse to leave, notify the Police Department at 920-397-9905 immediately.
- 4. KEYS:** If keys are required for your shelter, we ask that you pick them up 1-2 business days before your event and return them to the Parks & Recreation Office the following business day. You will receive your security deposit then (The Fort Parks & Recreation reserves the right to withhold the security key deposit if the shelter is not properly cleaned or if there is damage). If you forget to pick up the keys prior to your event and it is after normal business hours (Mon-Fri 8-12 & 12:30-4:30p.m.), see #19 below for directions. Additional charges may apply.
- 5. ALCOHOLIC BEVERAGES:** Alcoholic beverages are allowed at your event, as long as you don't sell it. However, if anything is in glass bottles, you are required to remove the glass from the premises or be sure to



MEMORANDUM

DATE: May 5, 2026

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to a Proclamation Recognizing National Police Week, May 10-16, 2026 and Peace Officers' Memorial Day, May 15, 2026 (Houseman, City Manager)

BACKGROUND

In 1962, President John F. Kennedy signed a proclamation that designated May 15 as Peace Officers Memorial Day and the week in which that date falls as Police Week. This year, Police Week is May 10-16, 2026. There are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Fort Atkinson Police Department.

DISCUSSION

The City of Fort Atkinson commends the Police Officers who serve the City of Fort Atkinson, Jefferson County and the State of Wisconsin. Local police officers are a strong presence in the community and help to keep citizens safe. Police Week is a time to recognize the great service law enforcement professionals provide and to honor those who have made the ultimate sacrifice to serve and protect.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends the Council approve the proclamation recognizing Police Week and Peace Officers' Memorial Day.

ATTACHMENTS

1. Proclamation National Police Week 2026

**PROCLAMATION
RECOGNIZING NATIONAL POLICE WEEK
MAY 10-16, 2026 AND
PEACE OFFICERS' MEMORIAL DAY, May 15, 2026**

WHEREAS, National Police Week in America was created to honor and recognize the sacrifice and contributions made by police officers in communities both large and small; and

WHEREAS, National Police Week, held every year in May, was created in 1962 through a proclamation issued by then-President John F. Kennedy; and

WHEREAS, our community will always appreciate and commend the risks police officers take every day to ensure our community's laws are properly enforced and that public safety is ensured; and,

WHEREAS, now more than ever, the community also appreciates and encourages the community involvement facilitated by our police officers to both better serve and instill mutual trust, camaraderie and positive relationships among our diverse population in the City of Fort Atkinson; and

WHEREAS, police engage with and serve the public in the most varied and wide-ranging manner, and their efforts do not go unnoticed; and

WHEREAS, the men and women of the City of Fort Atkinson Police Department provide vital public service; and

NOW, THEREFORE, I, Kyle Jaeckel, as City Council President of the City of Fort Atkinson, do here by recognize the week of May 10 through 16, 2026, to be Police Week in the City of Fort Atkinson, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

FURTHERMORE, the City of Fort Atkinson City Council hereby proclaims and calls upon all citizens of the City of Fort Atkinson to recognize May 15, 2026 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to the communities they served.

Proclaimed this 5th day of May, 2026.

CITY OF FORT ATKINSON

Kyle Jaeckel, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: May 5, 2026

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action on a proclamation recognizing EMS Week May 17-23, 2026 and International Firefighters Day May 4, 2026 in the City of Fort Atkinson (Houseman, City Manager)

BACKGROUND

May 17-23, 2026 marks the 52nd year of National EMS Week. It is a time to show gratitude to emergency medical technicians and paramedics who provide lifesaving care across the nation every day. In addition to that, International Firefighters Day is celebrated on May 4, 2026.

DISCUSSION

The City of Fort Atkinson is lucky to have a full-time fire and EMS department located at the Fort Atkinson Fire Department and values the important service first responders provide. At a moment's notice, the City's fire and EMS professionals are quick to respond to uncertain situations to mitigate danger and combat the threat of destructive fire to protect individuals, families, and property.

EMS Week celebrates the paramedics, EMTs and other EMS professionals who work diligently to care for their patients and serve their communities in times of crisis.

International Firefighters' Day is observed each year on May 4th to honor and remember past firefighters who have lost their lives while serving their communities, to express gratitude to those who have served in this line of work, and to show support and appreciation for those who presently serve.

FINANCIAL ANALYSIS

This proclamation is not expected to financially impact the City.

RECOMMENDATION

Staff recommends the City Council approve the proclamation recognizing EMS Week and International Firefighters Day.

ATTACHMENTS

1. Proclamation EMS Week and International Firefighters Day 2026

**PROCLAMATION
RECOGNIZING NATIONAL EMS WEEK
MAY 17-23,2026 AND
INTERNATIONAL FIREFIGHTERS DAY MAY 4, 2026**

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and,

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating the Emergency Medical Services Week in the City of Fort Atkinson; and

NOW, THEREFORE, I, Kyle Jaeckel, as City Council President of the City of Fort Atkinson, do here by recognize the week of May 17-23, 2026, to be EMS Week in the City of Fort Atkinson, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

FURTHERMORE, the City of Fort Atkinson City Council hereby proclaims and calls upon all citizens of the City of Fort Atkinson to recognize May 4, 2026 as International Firefighters Day in honor of those firefighters who, dedicate their lives to the protection of life and property and have volunteered countless hours over many years.

Proclaimed this 5th day of May, 2026.

CITY OF FORT ATKINSON

Kyle Jaeckel, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: May 5, 2026

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to the proclamation for National Public Works Week May 17 - May 23, 2026, in the City of Fort Atkinson (Houseman, City Manager)

BACKGROUND

National Public Works Week is observed during the third full week of May to recognize the importance of public works in an organized society. This year, it takes place from May 17 to 23, 2026. The week-long observation also sheds light on the brave and essential role that public works employees play in society.

DISCUSSION

Since 1960, The American Public Works Association has sponsored National Public Works Week. Across North America, Public Works Departments use this week to energize and educate the public on the importance of public works to their daily lives: planning, building, managing, and operating infrastructure at the heart of the local communities to improve everyday quality of life.

FINANCIAL ANALYSIS

No financial impact is expected due to the passage of this proclamation.

RECOMMENDATION

Staff recommends the Council approve the proclamation recognizing Public Works Week, May 17-23, 2026.

ATTACHMENTS

1. 2026 Proclamation National Public Works Week

**PROCLAMATION
RECOGNIZING NATIONAL PUBLIC WORKS WEEK
MAY 17-May 23, 2026**

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the City of Fort Atkinson; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are responsible for rebuilding, improving, and protecting our City's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Fort Atkinson to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2026 marks the 66th annual National Public Works Week sponsored by the American Public Works Association; and

NOW, THEREFORE, I, Kyle Jaeckel, as City Council President of the City of Fort Atkinson, and my Council colleagues, do hereby proclaim the week May 17-23, 2026, as Public Works Week in the City of Fort Atkinson.

Proclaimed this 5th day of May, 2026

CITY OF FORT ATKINSON

Kyle Jaeckel, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: May 5, 2026

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to a proclamation declaring May 22, 2026, as Wisconsin Wastewater Professionals Appreciation Day (Houseman, City Manager)

BACKGROUND

Wastewater Professionals in the State of Wisconsin are celebrated on May 22nd each year. This is an opportunity to acknowledge and celebrate the critical contributions made by individuals who work at the City's Wastewater Treatment Plant.

DISCUSSION

These professionals ensure that wastewater is effectively treated to remove pollutants and contaminants, protecting public health and the environment. They play a crucial role in preventing the spread of waterborne diseases, conserving water resources, and maintaining essential infrastructure.

The work of wastewater treatment professionals often goes unnoticed, yet it is fundamental to sustaining the quality of life in our communities. By proclaiming a dedicated day of recognition, the City Council not only expresses their gratitude for their efforts but also raises public awareness about the importance of wastewater treatment in safeguarding the City's waterways and promoting environmental sustainability.

FINANCIAL ANALYSIS

This proclamation is not expected to financially impact the City.

RECOMMENDATION

Staff recommends the City Council approve the proclamation declaring May 22, 2026 as Wastewater Professionals Day in the City of Fort Atkinson.

ATTACHMENTS

1. 2026 Proclamation Wastewater Professionals Day

**PROCLAMATION
RECOGNIZING WASTEWATER PROFESSIONALS
APPRECIATION DAY MAY 22, 2026**

WHEREAS, water is the most valuable and vital natural resource, and the City of Fort Atkinson is committed to guaranteeing access to clean water and ensuring the health and safety of all those living in and visiting the City; and

WHEREAS, the Fort Atkinson Wastewater Utility provides a critical public service to the City; and

WHEREAS, the success of this program relies on the dedicated wastewater professionals in the City to collect and submit wastewater samples for disease monitoring that enables rapid and cost-effective tracking of public health threats; and,

WHEREAS, many City residents are unaware of the critical role that wastewater professionals play in our public health response, and the sacrifices they have made on behalf of the shared mission of promoting and protecting the health of the people of the City of Fort Atkinson; and

NOW, THEREFORE, I, Kyle Jaeckel, as City Council President of the City of Fort Atkinson, and my Council colleagues, do hereby proclaim May 22, 2026, as Wastewater Professionals Day in the City of Fort Atkinson. I urge all citizens to join to recognize the substantial contributions these professionals make to protecting our health and safety, and advancing quality of life for all.

Proclaimed this 5th day of May, 2026

CITY OF FORT ATKINSON

Kyle Jaeckel, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: May 5, 2026

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Director of Neighborhood and Building Services

RE: Second and possible third/final reading of a proposed Annexation Ordinance relating to the annexation of a portion of the property located at 744 Jones Avenue (parcel number 226-0514-0434-004) to the City of Fort Atkinson from the Town of Koshkonong (PFA-2026-01) (Draeger, Director of Neighborhood and Building Services)

BACKGROUND

Annexations in Wisconsin are governed by Wisconsin State Statute 66.0217, which establishes the legal procedures and requirements for incorporating territory from a town into a city or village. The statute outlines the methods of annexation, petition requirements, notice and public hearing procedures, and review by the Wisconsin Department of Administration. It also requires a determination that the annexation is in the public interest and ensures that statutory standards related to contiguity, boundary regularity, and service provision are met prior to approval. The Plan Commission reviewed the annexation request at a meeting on April 14, 2026, and recommended the city council perform three readings and adopt an ordinance annexing the territory as depicted on the Boundary Exhibit and assign a zoning classification of Heavy Industrial.

DISCUSSION

The subject parcel is currently located in the Town of Koshkonong, and the applicants are requesting annexation into the City. A zoning amendment is not required, as the area proposed for annexation will be combined with an existing parcel already zoned Industrial. Upon approval of the annexation, the two land areas will be consolidated into a single parcel through a Certified Survey Map (CSM).

The Petition to Annex was submitted to the Wisconsin Department of Administration in accordance with state statute, and the proposed annexation was determined to be in the public interest. Jones Dairy is seeking to annex a portion of land it owns within the Town of Koshkonong to facilitate the construction of a wastewater treatment facility.

The proposed annexation, and the associated expansion of the facility, reflects a significant investment by a long-standing community employer and demonstrates a commitment to

continued growth within the City.

FINANCIAL ANALYSIS

This annexation will not have a direct financial impact on the City.

RECOMMENDATION

The Plan Commission reviewed this item at the meeting on April 14, 2026, and recommended that the City Council review and adopt the annexation ordinance. The City Council performed the first reading of the Annexation Ordinance at the meeting on April 21st.

City staff recommends the City Council hold the second reading, suspend the rules to waive the third reading, and to adopt the ordinance annexing a portion of the property (parcel #016-0514-0434-000) described in the Annexation Exhibit, located adjacent to 744 Jones Avenue (parcel number 226-0514-0434-004) to the City of Fort Atkinson from the Town of Koshkonong.

ATTACHMENTS

1. Plan Commission Memo Annexation Jones
2. Janesville Ave Business District Planning Area
3. 14835_20260318_DOA-MBR_review_letter
4. 24066-Boundary-Exhibit-3-20-26
5. 24066-CSM-2-19-26
6. Site Plan Review Application_Redacted
7. CSM App Redacted
8. Annexation Ordinance - Jones Dairy Farm



ANNEXATION REPORT TO THE PLAN COMMISSION

DATE: April 14, 2026

PROPERTY ADDRESS: 744 Jones Ave.

PARCEL NUMBER: 016-0514-0434-000

OWNER: Jones Dairy Farm

APPLICANT: Ryan Robinson

FILE NUMBER: PFA-2026-01

EXISTING ZONING: County Zoning

PROPOSED ZONING: Heavy Industrial

EXISTING LAND USE: Vacant

REQUESTED USES: Industrial

BACKGROUND

Annexations in Wisconsin are governed by Wisconsin State Statute 66.0217, which establishes the legal procedures and requirements for incorporating territory from a town into a city or village. The statute outlines the methods of annexation, petition requirements, notice and public hearing procedures, and review by the Wisconsin Department of Administration. It also requires a determination that the annexation is in the public interest and ensures that statutory standards related to contiguity, boundary regularity, and service provision are met prior to approval.

REQUEST OVERVIEW

The subject parcel is located within the Janesville Avenue Business District Planning Area and is designated as an Employment Area. The portion of the property currently within the City is zoned Heavy Industrial (HI) and will retain this designation. The area proposed for annexation, currently in the Town of Koshkonong will be incorporated under the same zoning classification, which is consistent with the City's Comprehensive Plan.

Annexation by Unanimous Consent does not require a public notice.

DISCUSSION

The subject parcel is currently located in the Town of Koshkonong, and the applicants are requesting annexation into the City. A zoning amendment is not required, as the area proposed for annexation will be combined with an existing parcel already zoned Industrial. Upon approval of the annexation, the two land areas will be consolidated into a single parcel through a Certified Survey Map (CSM), which appears later on the agenda.

The Petition to Annex was submitted to the Wisconsin Department of Administration in accordance with state statute, and the proposed annexation was determined to be in the public interest. Jones Dairy is seeking to annex land it owns within the Town of Koshkonong to

facilitate the construction of a wastewater treatment facility.

The proposed annexation, and the associated expansion of the facility, reflects a significant investment by a long-standing community employer and demonstrates a commitment to continued growth within the City.

RECOMMENDATION

City staff recommends the Plan Commission recommend the City Council perform three readings and adopt an ordinance annexing the territory as depicted on the attached Boundary Exhibit and assign a zoning classification of Heavy Industrial.

ATTACHMENTS

1. Janesville Ave Business District Planning Area
2. 14835_20260318_DOA-MBR_review_letter
3. 24066-Boundary-Exhibit-3-20-26
4. 24066-CSM-2-19-26
5. Site Plan Review Application_Redacted
6. CSM App Redacted

JANESVILLE AVE BUSINESS DISTRICT PLANNING AREA

FIGURE: 2.18

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



Opportunities

- Regional Entertainment Center ("2nd Night")
- Community-serving retail & dining redevelopment
- Some industrial relocation to modern business parks
- Fireside Theater helps support other uses (e.g. gifts, high-end hospitality)
- Development design standards & access control
- Landscaping, street & utility enhancements

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)



TONY EVERS

GOVERNOR

KATHY BLUMENFELD

SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Voice (608) 261-6097 Fax (608) 264-6104

Email: wimunicipalboundaryreview@wi.gov

Web: <http://doa.wi.gov/municipalboundaryreview>

March 18, 2026

PETITION FILE NO. 14835

MICHELLE EBBERT, CLERK
CITY OF FORT ATKINSON
101 N MAIN STREET
FORT ATKINSON, WI 53538-1861

CAITLIN KINCANNON, CLERK
TOWN OF KOSHKONONG
W5609 STAR SCHOOL ROAD
FORT ATKINSON, WI 53538

Subject: JONES DAIRY ANNEXATION

The proposed annexation submitted to our office on February 27, 2026, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city..." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the **CITY OF FORT ATKINSON**, which is able to provide needed municipal services.

Note: The bearing of the 1121.32' course of the metes and bounds description should be shown as N **30**deg 02min 57sec W to agree with that shown on the scale map and close the description.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14835 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to mds@wi.gov or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2910>
Please call me at (608) 261-6097, should you have any questions concerning this annexation review.

Sincerely,

A handwritten signature in dark ink, appearing to read "Bradley T. Vowels-Katter". The signature is fluid and cursive, with the first name "Bradley" and last name "Katter" being more prominent.

Bradley T. Vowels-Katter

Municipal Boundary Review – DOA

Direct (608) 261-6097

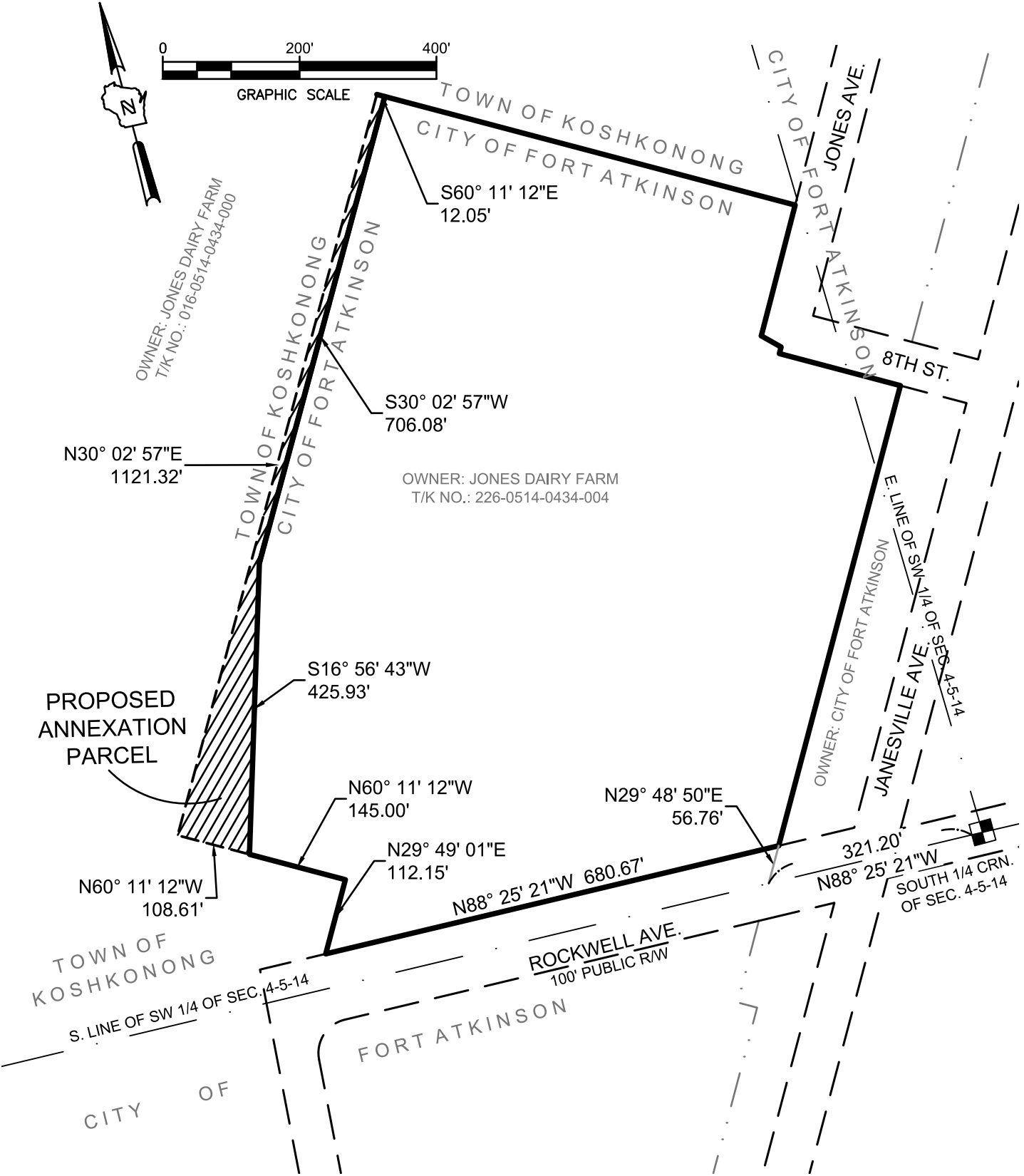
bradley.vowelskatter@wisconsin.gov

<http://doa.wi.gov/municipalboundaryreview>

cc: petitioner

ANNEXATION EXHIBIT

TO THE CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN



Legal Description of Proposed Annexation Parcel:

Being a part of the Southeast 1/4 of the Southwest 1/4 of Section 4, Township 5 North, Range 14 East, Town of Koshkonong, Jefferson County, Wisconsin bounded and described as follows:

Commencing at the South 1/4 corner of said Section 4; thence N88°25'21"W along the South line of the Southwest 1/4 of said Section 4, also being the centerline of Rockwell Ave., 321.20 feet; thence N29°18'50"E, 56.76 feet to a point in the North right of way line of Rockwell Ave., thence N88°25'21"W along said North line, 680.67 feet; thence N29°49'01", 112.15 feet; thence N60°11'12"W, 145.00 feet to a point in the boundary line of the City of Fort Atkinson and the Town of Koshkonong and the point of beginning; thence continuing N60°11'12"W, 108.61 feet; thence N30°02'57"W, 1121.32 feet; S 60°11'12" E, 12.05 feet; thence S 30°02'57" W, 706.08 feet; thence S16°56'43"W, 425.93 feet to the point of beginning.

Said parcel containing 33,556 square feet/0.77034 acres of land more or less.



www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

CERTIFIED SURVEY MAP NO. _____

Being a part of the Southeast 1/4 of the Southwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 4, Township 5 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

LEGEND:

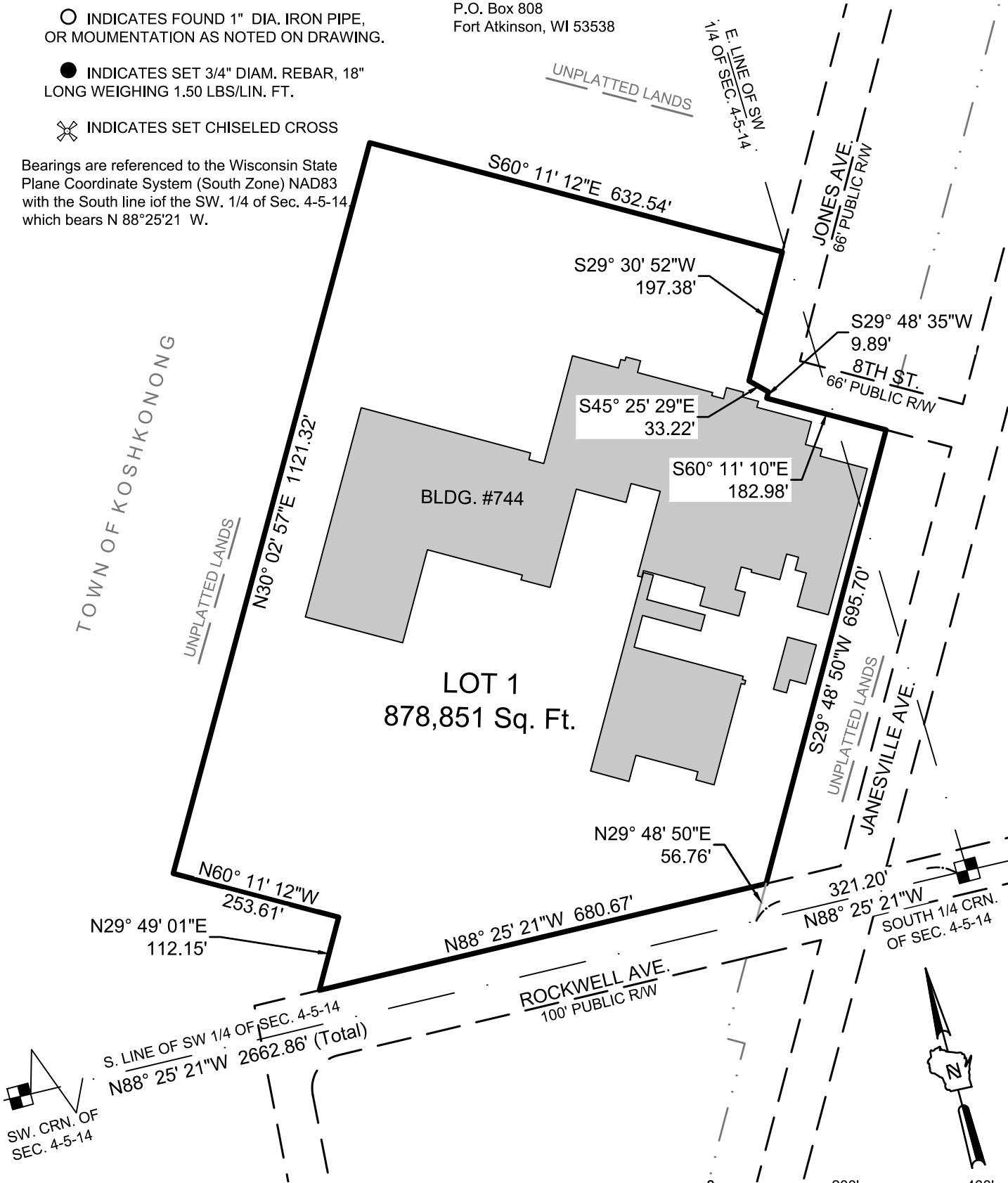
○ INDICATES FOUND 1" DIA. IRON PIPE, OR MOUMENTATION AS NOTED ON DRAWING.

● INDICATES SET 3/4" DIAM. REBAR, 18" LONG WEIGHING 1.50 LBS/LIN. FT.

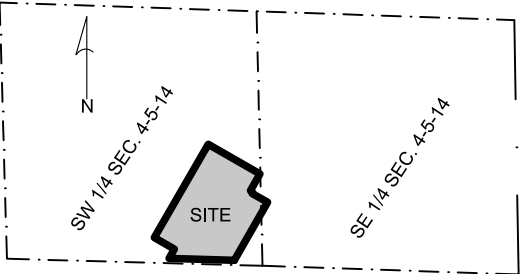
✕ INDICATES SET CHISELED CROSS

Bearings are referenced to the Wisconsin State Plane Coordinate System (South Zone) NAD83 with the South line iof the SW. 1/4 of Sec. 4-5-14 which bears N 88°25'21" W.

Owner:
Jones Dairy Farm
P.O. Box 808
Fort Atkinson, WI 53538



Location Map
Scale 1" = 2000'



GRAPHIC SCALE



www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

DRAFT
PROJECT #24066 DRAFTED BY JMB

CERTIFIED SURVEY MAP NO.

Being a part of the Southeast 1/4 of the Southwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 4, Township 5 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, Kevin A. Slottke, Professional Land Surveyor, do hereby certify:

THAT I have surveyed, divided, and mapped the following parcel of land:

Being a part of the Southeast 1/4 of the Southwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 4, Township 5 North, Range 14 East, in the City of Fort Atkinson, Jefferson County, Wisconsin.

Commencing at the South 1/4 corner of said Section 4; thence N88°25'21"W along the South line of the Southwest 1/4 of said Section 4, also being the centerline of Rockwell Ave., 321.20 feet; thence N29°18'50"E, 56.76 feet to a point in the North right of way line of Rockwell Ave. and the point of beginning; thence N88°25'21"W along said North line, 680.67 feet; thence N29°49'01", 112.15 feet; thence N60°11'12"W, 253.61 feet; thence N30°02'57"E, 1121.32 feet; thence S60°11'12"E, 632.54 feet to a point in the West line of Jones Avenue; thence S29°30'52"W along said West line, 197.38 feet to a point in the South line of 8th Street; thence S29°30'52"W along said South line, 197.38 feet; thence S29°48'35"W along said South line, 9.89 feet; thence S60°11'10"E along said south line, 182.98 feet; thence S29°48'50"W, 695.70 feet to the point of beginning.

Said lands containing 878,851 square feet or 20.17564 acres of land, more or less.

That I have made such survey, land division, dedication and plat at the direction of the Jones Dairy Farm, OWNER of said lands.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with Chapter 236.34 of the Wisconsin Statutes and the Subdivision Ordinance for the City of Fort Atkinson in the surveying and mapping the same.

Kevin A. Slottke S-2503



www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

DRAFT

PROJECT #24066 DRAFTED BY JMB

Sheet 2 of X



City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538

Apply Online instead to start immediate review:
<https://appengine.egov.com/apps/wi/dir/annexation>

PETITION FOR ANNEXATION TO THE CITY OF FORT ATKINSON

Address(es) of Property: 800 Jones Ave.

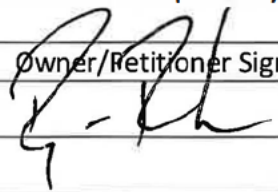
Parcel Number(s): 226-0514-0434-004

The current population or territory to be annexed and/or attached is 0 persons.

We, the undersigned, constituting all of the owners of the real property in Jefferson County, Wisconsin, lying contiguous to the City of Fort Atkinson, respectfully petition the City Council of the City of Fort Atkinson to annex the territory described and shown on the attached scale map to the City of Fort Atkinson, Jefferson County, Wisconsin. (Plat of Annexation or Attachment must include a legal description of the subject property.)

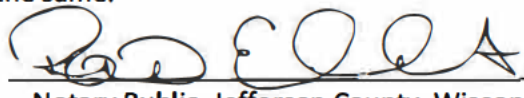
We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation or consolidation proceedings, if any.

We further respectfully request that this property be zoned HI- Heavy Industrial.

Owner/Petitioner Signature:	Print Name:	Address:	Date:
	RYAN ROBINSON	800 JONES AVE	1-19-26

Personally came before me this 19 day of Jan, 2026 the above
named, (day) (month) (year)

Ryan Robinson to me known to be the persons who executed the
foregoing instrument and acknowledged the same.


Notary Public, Jefferson County, Wisconsin (SEAL)



My Commission is permanent or expires on: 11/4/2028



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: Russell Raposa AIA
Project Address: 800 Jones Road

Project Name: Jones Dairy Farm Wastewater Facility
Parcel Number: 226-0514-0434-004

Dated this 19th day of January 2026.

Agreement signed and entered into by:

The City of Fort Atkinson

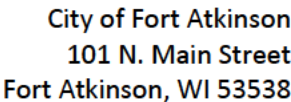
Property Owner Information:

Owner Name: Ryan Robinson
Owner Signature: [Signature]
[Redacted] Rd, Fort Atkinson WI 53538
Phone Number: [Redacted]
[Redacted]

City Manager

Applicant Information (if different):

Applicant Name: _____
Applicant Signature: Russell J Raposa AIA
Address: [Redacted]
Phone Number: [Redacted]
Email Address: [Redacted]



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

Name, company, and client (if applicable): Joe Duschene / ESI Group USA / Jones Dairy Farm

Phone number: _____ Email: _____

Property address for site plan: [REDACTED]

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

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

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

- ☐ Existing and proposed topography with a maximum contour interval of 2 feet, except where existing ground is on a slope of less than 2 percent where one foot contours shall be shown.
- ☐ The outer edges of all natural resource areas (i.e. floodplains, shorelands, wetlands, drainageways, woodlands, steep slopes).
- ☐ Proposed Post-Development Site Information.
 - ☐ Property lines and setback lines.
 - ☐ Location of all proposed structures and use areas, including paved areas, building entrances, walks, drives, decks, patios, fences, utility poles, and drainage facilities.
 - ☐ Proposed right of way lines with bearings and dimensions clearly labeled.
 - ☐ Proposed access points onto public streets and access drives on the subject property.
 - ☐ Location and dimension of all on-site parking (and off-site provisions if they are to be employed), including a summary of the number of parking stalls provided.
 - ☐ Location of all proposed parking and traffic circulation areas.
 - ☐ Location and configuration of all visibility triangles proposed on the subject property.
 - ☐ Location and dimension of all loading and service areas on the subject property.
 - ☐ Location of all outdoor storage areas and the design of all screening devices.
 - ☐ Location of all rooftop, wall-mounted, and ground-mounted mechanical equipment, and the design of all screening devices.
 - ☐ Location and type of all stormwater facilities and management approach to be employed and a copy of the proposed maintenance agreement.
 - ☐ Location of snow storage areas, except for single family and two family residential.
 - ☐ Proposed easement lines and dimensions with a key provided and explanation of ownership and purpose. Easement documents governing public access or cross access should be provided for review.
 - ☐ Location and size of all gas, electric, water, storm and sanitary utilities serving the parcel.
 - ☐ Location, type, height, size, and lighting of all signage on the subject property.
 - ☐ In the legend, include the following data for the subject property: lot area, flood area, floor area ratio, impervious surface area, impervious surface ratio, and building heights.
- ☐ Detailed Landscaping Plan. If required, a landscape plan depicting the location, type, and size at time of planting and maturity of all landscaping features as required in Article VIII.
- ☐ Grading and Erosion Control Plan. Scaled drawing depicting existing and proposed grades, including retention walls and related devices, and erosion control measures. Written erosion control plan indicating pre-site disturbance elements, maintenance and inspection timing of same during construction, provisions for temporary stabilization during construction and final stabilization plan.
- ☐ Elevation Drawings.
 - ☐ Elevations of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment and all rooftop, wall-mounted, and ground-mounted mechanical equipment.
 - ☐ Depict exterior materials, texture, color, and overall appearance.
 - ☐ Perspective renderings of the proposed project and/or photos of similar structures may also be submitted, but not in lieu of drawings showing the actual intended appearance of the building(s).
- ☐ Photometric Plan

- ☐ Location, type, height, design, illumination power, and orientation of all exterior lighting on the subject property.
- ☐ Impact of lighting across the entire property to the property lines rounding to the nearest 0.10 foot candles.
- ☐ Operational Plan.
 - ☐ Describe the proposed hours of operation and traffic generation.
 - ☐ Procedures for snow removal, except for single and two family residential.

III Process Checklist

- | | |
|---|-----------------------|
| ☐ Pre-Application conference with Staff (recommended) | Date: <u>11/12/25</u> |
| ☐ Application fee of \$300.00 received by City Clerk | Date: <u>SW</u> |
| ☐ Reimbursement of professional consultant costs agreement executed. | Date: <u>SW</u> |
| ☐ Receipt of final application packet by Engineering | Date: <u> </u> |
| ☐ City Staff input | Date: <u> </u> |
| ☐ Review and action by Engineering and Zoning Administrator | Date: <u> </u> |

CERTIFIED SURVEY MAP NO. _____

Being a part of the Southeast 1/4 of the Southwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 4, Township 5 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

LEGEND:

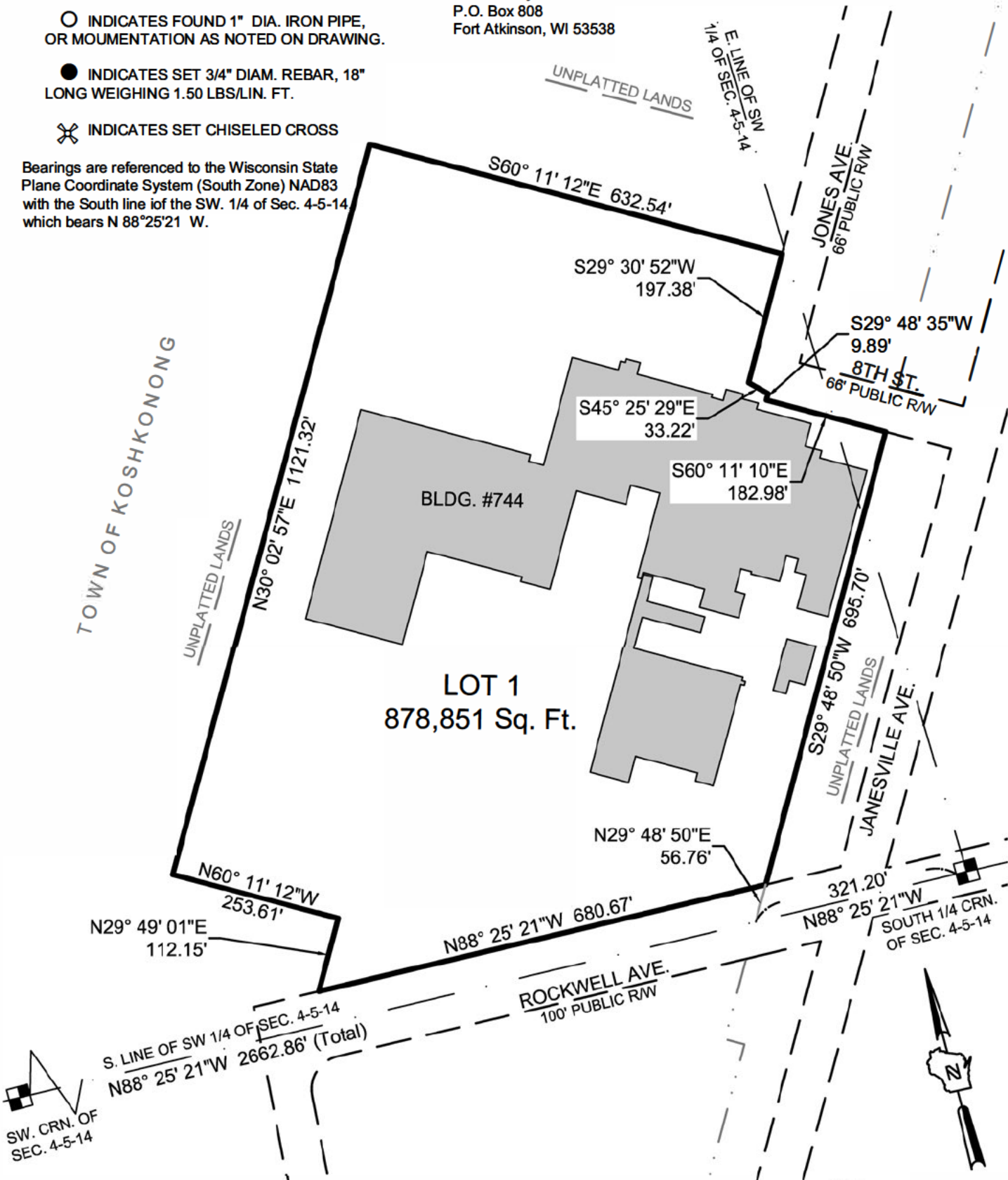
○ INDICATES FOUND 1" DIA. IRON PIPE, OR MOUMENTATION AS NOTED ON DRAWING.

● INDICATES SET 3/4" DIAM. REBAR, 18" LONG WEIGHING 1.50 LBS/LIN. FT.

✕ INDICATES SET CHISELED CROSS

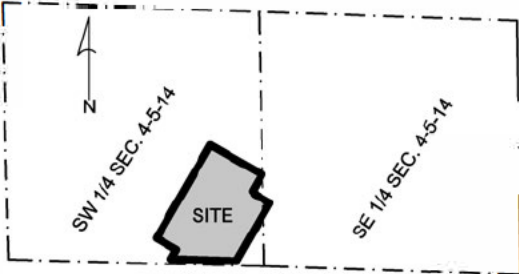
Bearings are referenced to the Wisconsin State Plane Coordinate System (South Zone) NAD83 with the South line of the SW. 1/4 of Sec. 4-5-14 which bears N 88°25'21" W.

Owner:
Jones Dairy Farm
P.O. Box 808
Fort Atkinson, WI 53538



Location Map

Scale 1" = 2000'



THE **SIGMA** GROUP
Single Source. Sound Solutions.

www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

DRAFT
PROJECT #24066 DRAFTED BY JMB

Sheet 1 of X

CERTIFIED SURVEY MAP NO.

Being a part of the Southeast 1/4 of the Southwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 4, Township 5 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, Kevin A. Slottke, Professional Land Surveyor, do hereby certify:

THAT I have surveyed, divided, and mapped the following parcel of land:

Being a part of the Southeast 1/4 of the Southwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 4, Township 5 North, Range 14 East, in the City of Fort Atkinson, Jefferson County, Wisconsin.

Commencing at the South 1/4 corner of said Section 4; thence N88°25'21"W along the South line of the Southwest 1/4 of said Section 4, also being the centerline of Rockwell Ave., 321.20 feet; thence N29°18'50"E, 56.76 feet to a point in the North right of way line of Rockwell Ave. and the point of beginning; thence N88°25'21"W along said North line, 680.67 feet; thence N29°49'01", 112.15 feet; thence N60°11'12"W, 253.61 feet; thence N30°02'57"E, 1121.32 feet; thence S60°11'12"E, 632.54 feet to a point in the West line of Jones Avenue; thence S29°30'52"W along said West line, 197.38 feet to a point in the South line of 8th Street; thence S29°30'52"W along said South line, 197.38 feet; thence S29°48'35"W along said South line, 9.89 feet; thence S60°11'10"E along said south line, 182.98 feet; thence S29°48'50"W, 695.70 feet to the point of beginning.

Said lands containing 878,851 square feet or 20.17564 acres of land, more or less.

That I have made such survey, land division, dedication and plat at the direction of the Jones Dairy Farm, OWNER of said lands.

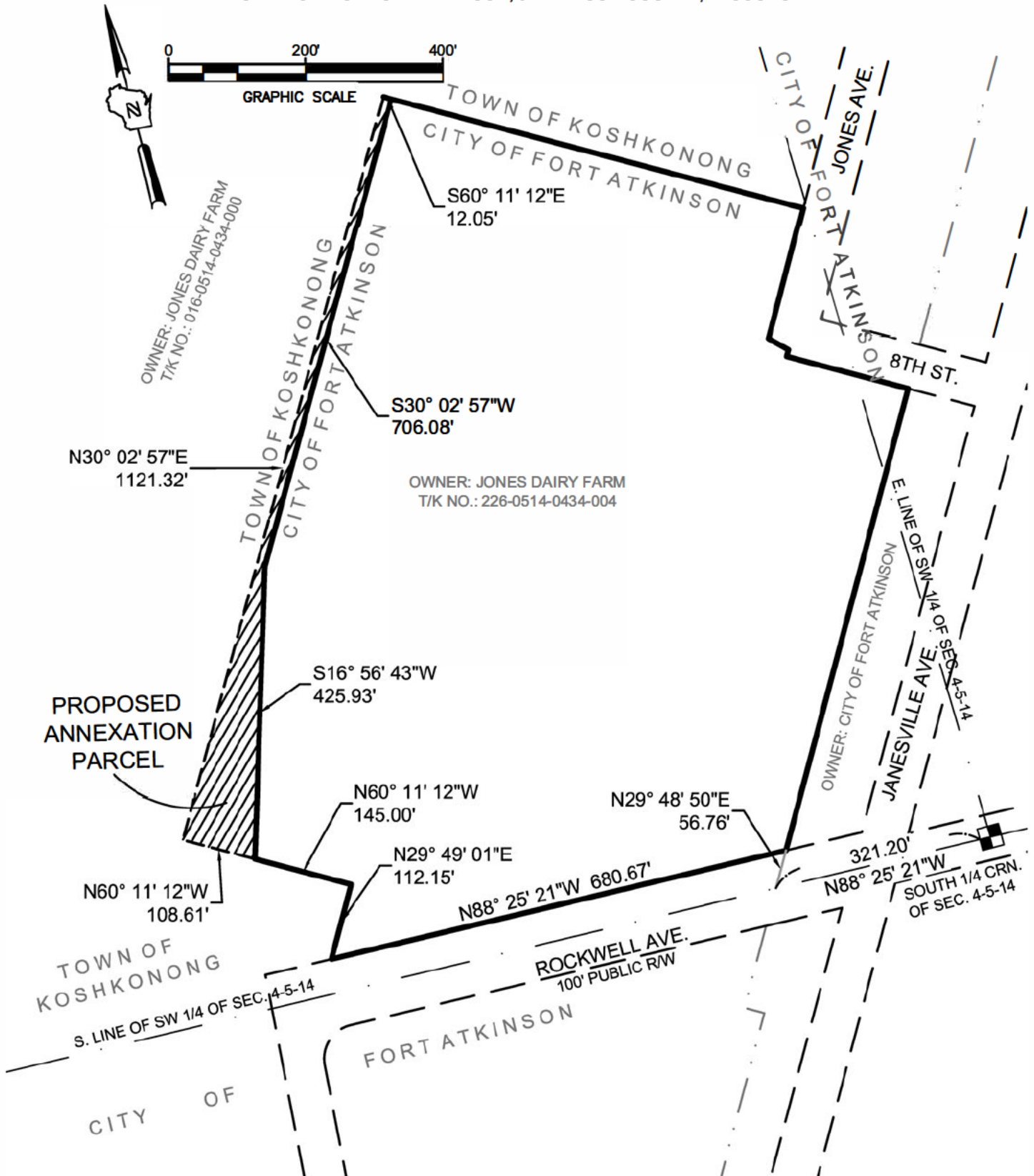
That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with Chapter 236.34 of the Wisconsin Statutes and the Subdivision Ordinance for the City of Fort Atkinson in the surveying and mapping the same.

Kevin A. Slottke S-2503

ANNEXATION EXHIBIT

TO THE CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN



Legal Description of Proposed Annexation Parcel:

Being a part of the Southeast 1/4 of the Southwest 1/4 of Section 4, Township 5 North, Range 14 East, Town of Koshkonong, Jefferson County, Wisconsin bounded and described as follows:

Commencing at the South 1/4 corner of said Section 4; thence N88°25'21"W along the South line of the Southwest 1/4 of said Section 4, also being the centerline of Rockwell Ave., 321.20 feet; thence N29°18'50"E, 56.76 feet to a point in the North right of way line of Rockwell Ave., thence N88°25'21"W along said North line, 680.67 feet; thence N29°49'01", 112.15 feet; thence N60°11'12"W, 145.00 feet to a point in the boundary line of the City of Fort Atkinson and the Town of Koshkonong and the point of beginning; thence continuing N60°11'12"W, 108.61 feet; thence N20°02'57"W, 1121.32 feet; S 60°11'12" E, 12.05 feet; thence S 30°02'57" W, 706.08 feet; thence S16°56'43"W, 425.93 feet to the point of beginning.

Said parcel containing 33,556 square feet/0.77034 acres of land more or less.



www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

PROJECT #24066 DRAFTED BY JMB 2/19/2026

Sheet 1 of 1



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

City of Fort Atkinson Certified Survey Map Application

This form is designed to be used by the Applicant as a guide to submitting a complete application for review of a Certified Survey Map by the City to process the application.

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

Russell J Raposa AIA, ESI Design Services, Jones Dairy Farm

Phone number: _____ Email: _____

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

Ryan Robinson, Jones Dairy Farm

Phone number: _____ Email: _____

Postal address for proposed CSM: _____

800 Jones Ave.

Parcel Identification Numbers Involved: _____

226-0514-0434-004

Brief description of proposed division or combination and purpose: _____

Adding farmland from Jones Dairy Farm Parcel To Jones Dairy Farm Industrial Facility parcel

I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

- ☒ A map of the subject property to scale depicting:
 - ☒ All lands and boundaries for the parcel(s)
 - ☒ Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - ☒ All lot dimensions of the subject property.
 - ☒ A graphic scale and a north arrow.
- ☒ Legal Description
- ☒ All easements, setbacks or land restrictions on the parcel(s)



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

II Process Checklist

- | | |
|--|-------------|
| ☐ Application fee of \$100 plus \$10 per additional lot received by City Treasurer
(Maximum \$150) | Date: SW |
| ☐ Receipt of complete application packet by Zoning Administrator | Date: _____ |
| ☐ City Staff Review | Date: _____ |
| ☐ Plan Commission Public Hearing, review and recommendation | Date: _____ |
| ☐ City Council review and action | Date: _____ |

Dated this 19th day of January, 20 26

Respectfully submitted,

Russell J Raposa AIA
(Signature of Applicant)

Digitally signed by Russell J Raposa AIA
DN: cn=US, email=Raposa@cityof-fort-atkinson.com, cn=Russell J Raposa AIA
c=US, o=City of Fort Atkinson, ou=City of Fort Atkinson
Date: 2026.01.19 09:02:33 -0500

ORDINANCE NO. _____

**AN ORDINANCE ANNEXING
THE TERRITORY ADDRESSED 744 JONES AVENUE
TO THE CITY OF FORT ATKINSON**

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

Section 1. TERRITORY ANNEXED. That pursuant to Wis. Stats. §66.0217 of the Wisconsin Statutes, and the Petition for Annexation filed by the property owners by unanimous consent, the following described territory in the Town of Koshkonong, Jefferson County, Wisconsin, is hereby annexed to the City of Fort Atkinson, Wisconsin:

BEING A PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 4, TOWNSHIP 5 NORTH, RANGE 14 EAST, TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH 1/4 CORNER OF SAID SECTION 4; THENCE N88°25'21"W ALONG THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 4, ALSO BEING THE CENTERLINE OF ROCKWELL AVE., 321.20 FEET; THENCE N29°18'50"E, 56.76 FEET TO A POINT IN THE NORTH RIGHT OF WAY LINE OF ROCKWELL AVE., THENCE N88°25'21"W ALONG SAID NORTH LINE, 680.67 FEET; THENCE N29°49'01", 112.15 FEET; THENCE N60°11'12"W, 145.00 FEET TO A POINT IN THE BOUNDARY LINE OF THE CITY OF FORT ATKINSON AND THE TOWN OF KOSHKONONG AND THE POINT OF BEGINNING; THENCE CONTINUING N60°11'12"W, 108.61 FEET; THENCE N30°02'57"W, 1121.32 FEET; S 60°11'12" E, 12.05 FEET; THENCE S 30°02'57" W, 706.08 FEET; THENCE S16°56'43"W, 425.93 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINING 33,556 SQUARE FEET/0.77034 ACRES OF LAND MORE OR LESS.

Section 2. EFFECT OF ANNEXATION. From and after the effective date of this Ordinance the territory described in Section 1 above shall be part of the City of Fort Atkinson for any and all purposes provided by law and any persons coming or residing within such territory shall be subject to all Ordinances, rules, and regulations governing the City of Fort Atkinson.

Section 3. PAYMENT TO THE TOWN OF KOSHKONONG. The property owner has requested annexation to the City per Wis. Stats. §66.0217(2) – Direct Annexation by Unanimous Approval. The City of Fort Atkinson agrees to pay the Town of Koshkonong one

lump sum of \$18.55 to represent the lost Town taxes for the next five years, as required by Section 66.0217(14) of the Wisconsin Statutes.

Section 4. ZONING CLASSIFICATION. A) The Territory annexed to the City of Fort Atkinson by this Ordinance is temporarily designated to be part of the following district of the City for zoning purposes and subject to all provisions of Title 15 of the Code of General Ordinances in the City of Fort Atkinson entitled “Zoning Ordinance” relating to such district classifications and to zoning in the City: HI Heavy Industrial. **B)** The boundaries of these designated districts are established as shown on the map filed in the office of the City Clerk.

Section 5. WARD DESIGNATION. The territory described in Section 1 of this Ordinance is hereby made part of Ward 5 of the City of Fort Atkinson, subject to all ordinances, rules, and regulations of the City. The population of this territory is zero (0) on the effective date of this Ordinance.

Section 6. SEVERABILITY. If any provision of this Ordinance is found to be invalid or unconstitutional or if the application of this Ordinance or any person or circumstance is invalid or unconstitutional such invalidity or unconstitutionality shall not affect the other provisions or application of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

Section 7. EFFECTIVE DATE. This Ordinance shall take effect upon passage and publication and after _____, 2026.

Adopted this _____ day of _____, 2026.

CITY COUNCIL OF THE CITY OF FORT ATKINSON

Kyle Jaeckel, City Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: May 5, 2026

TO: Fort Atkinson City Council

FROM: Merrilee Lee, Museum Director

RE: Review and possible action related to the replacement of the Hoard Historical Museum's roof, a 2026 CIP project (Lee, Hoard Historical Museum Director)

BACKGROUND

The roof of the Hoard Historical Museum is in need of replacement. The building's roofline is comprised of the original 1864 Hoard House, the various additions to the Hoard House as part of the Hoard Museum (1960s, 1990s, 2007) and the 1980 National Dairy Shrine. The bulk of the roof was replaced as part of the 2007 expansion.

The replacement of the entire roofing is included in the City's approved 2026 budget as part of the Capital Improvement Projects budget. As with all Museum CIP projects, funds from the City of Fort Atkinson's Hoard Museum trust fund will be used to cover the expense.

DISCUSSION

With the assistance of Jedidiah Draeger, Director of Neighborhood and Building Services, Museum staff solicited three proposals from local roofing companies, which are attached to this memo for review.

FINANCIAL ANALYSIS

The following summarizes the three proposals:

- Great Lakes Roofing: \$148,000 for dimensional shingles
- Reidl and Sons Roofing: \$190,000 for a 30 year shingle with 60 mil rubber used on the flat sections of the roofline
- Reliable Roofing: \$141,640 for a 50 year shingle and 60 mil rubber used on the flat sections of the roofline

Staff reviewed the proposals relating to quality of the materials to be used and the warranties provided, and found all three proposals to be comparable. Various City staff have worked with all three companies on roofing projects for municipal buildings in the past and found them all to be reliable and easy to work with. Both Reidl and Sons and Reliable Roofing are local companies with offices within the City limits. Given the similarity of the product and services, staff

recommends accepting the proposal from Reliable Roofing due to the cost.

The adopted 2026 CIP includes \$200,000 for a new roof at the Museum to be funded through the City's Hoard Museum Trust as shown in the attached budget pages. The proposal from Reliable Roofing at \$141,640 is well below the budgeted amount. Any unused funds will remain in the City's Hoard Museum Trust for future projects.

RECOMMENDATION

Staff recommends the City Council accept the proposal from Reliable Roofing to replace the roof at the Hoard Historical Museum at a cost not to exceed \$141,640 to be completed in 2026.

ATTACHMENTS

1. Reliable_2025
2. Riedl_2025
3. Great Lakes
4. 2026 Museum CIP Page 199
5. Other Funding Source Table Page 201

TO: City of Ft. Atkinson
 101 N. Main St.
 Ft. Atkinson WI 53538

Contractor License No. 2180	Job Phone No. 920 723 1139
Job Name / No. Horn Museum	
Job Location 401 Whitewater Ave. Fort	
Approximate Start Date	Approximate Completion Date

EXISTING ROOF CONDITIONS					
Roof Inspection Date 4-26-25	Year Installed	Roof Size 250 sq ft	Roof Height 1 story	Roof Slope Pitch	Number of Layers 1
Roof Surface Asphalt	Roof Membrane 58033	Roof Deck Plywood	HVAC Equipment	Other Equipment	Skylights

Currently Leaking? N/A
History of Leaking?
Drainage and Leak Details Hail Damage

SHINGLES

ASPHALT	WOOD
Type ☐ 3-Tab 25 ☐ Architectural ☒ Specialty Architectural ☒ PRO ☒ Certiforted ☒ Landmark 50 yr Color: Ridge Vent: GAF 4 ft sections Valleys ☐ Weaved Double Layer System ☐ French Cut Valley ☐ Open Metal Valley ☒ California Weave Cut	Type ☐ Shakes ☐ Shingles Material: Thickness: Reveal:

UNDERLAYMENT / INTERLAYMENT

Felt Paper ☐ Type 15lb ☐ Type 30lb	Slip Sheet: Synthetic Felt
Ice Dam Protection ☐ Leading Edge ☐ Valley	☐ 1 Layer ☐ 2 Layers ☐ 3 Feet ☒ 6 Feet ☐ Other

SLATE

Type:
Finish:
Color:

TILE

Type:
Finish:
Style:
Color:

FLASHING

	New	Reused	Type	Location
Chimney Step	☒	☐	Colon Coded	Chimney
Saddle	☐	☐	" "	" "
Cap	☐	☐		
Counter	☒	☐		
Wall	☒	☐	Galvanized	Chimney walls
Flashing	☒	☐	Cut in Brick	
Valleys	☐	☐		
Rides	☐	☐		
Skylight	☐	☐		
Vent-Pipe	☒	☐	Galvanized	Galvanized Gables
Drip Edges	☒	☐		

INSTALLATION OPTIONS

☒ Strip existing roof down to the roof deck ☐ Roof over existing materials ☐ Remove / re-install existing gutter system ☒ Removal / Disposal of job debris ☒ Clean job site including magnet rolling ☒ 60 mil Rubber on Flats Included Plywood

EXCLUSIONS / ADDITIONAL CHARGES

☐ Do not roof: ☒ Building permits Included ☐ Chimney re-pointing / re-leading ☐ Transitional walls / siding repair ☒ Replacement of decking 75.00 Per Sheet of Plywood

We Propose hereby to furnish material and labor – complete in accordance with above specifications. Payment to be made as follows:

1 Day of Completion	\$	
2 No money down	\$	
3 Shingles	\$	105250.00
4 Rubber Roofing	\$	36390.00
Total	\$	141640.00

Acceptance of Proposal: The specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Authorized Signature _____

Note: _____

This proposal may be withdrawn by us if not accepted within 30 days



ASPHALT ROOFING REPLACEMENT PROPOSAL

JUL 13, 2025 | Project #39983077131

We can help you with
Roofing, siding, gutters, windows,
Residential and Commercial

info@riedlandson.com
(920) 222-1147

JEDIDIAH DRAEGER

401 Whitewater Ave
Fort Atkinson, WI
53538

YOUR ROOF IS THE MOST CRITICAL COMPONENT OF YOUR HOME;

in addition to being the most expensive, we encourage you to take your roofing project as seriously as we do! The exterior envelope is among the most extensive and costly projects homeowners undertake. Selecting the Contractor that understands your home, goals, and needs is paramount.



1990

5000+



PREFERRED
CONTRACTORS



100+



★★★★★ 4.9 STARS

COMPARING ROOFING CONTRACTORS

ESTABLISHMENT
DATE

PROJECTS COMPLETED

SITE SUPERVISOR

WC COVERAGE

SPECIALIZATION

LIABILITY INSURANCE

MANUFACTURER TRAINED
& CERTIFIED

FINANCING OPTIONS

LOCALLY BASED CREW

COMPREHENSIVE PROJECT
AUDIT

COMBINED YEARS OF EXPERIENCE

WILLING TO PROVIDE
EXACT QUOTE

LOCALLY LICENSED

ACTIVE GOOGLE
PRESENCE

TYPICAL CONTRACTOR

2010

<1000



NONE

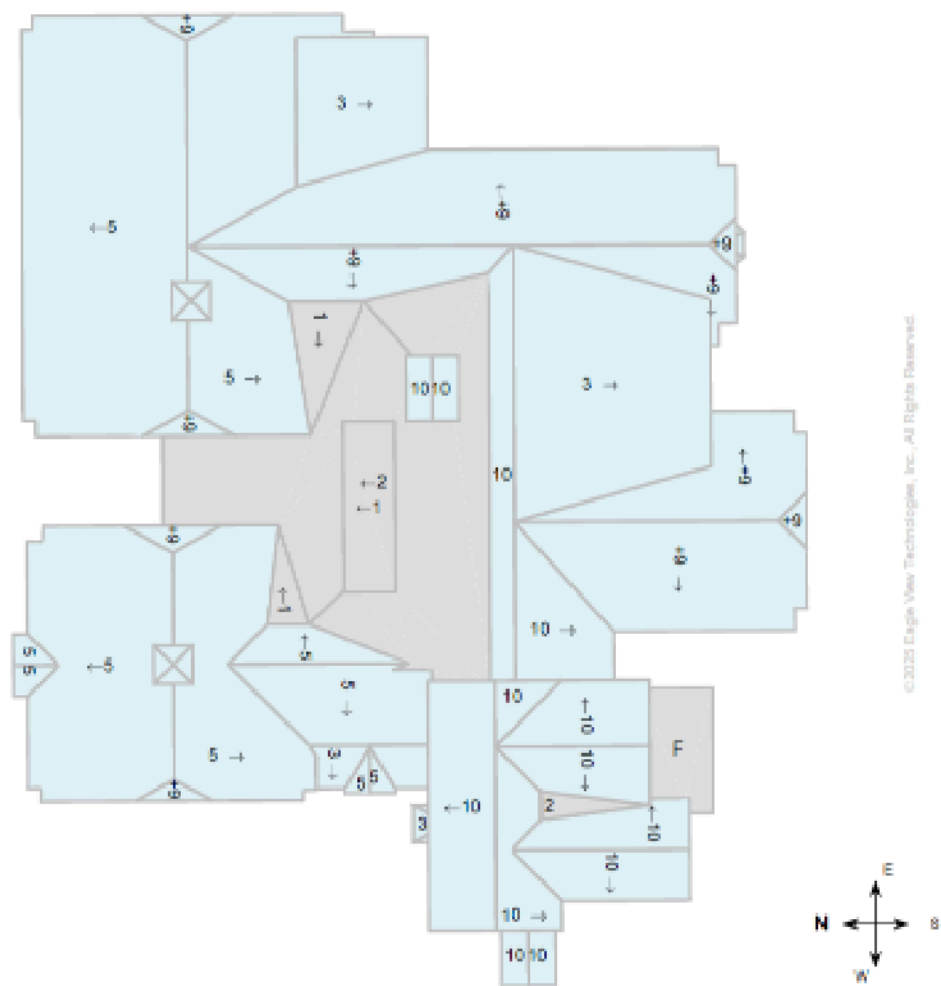


<20



★★★★★ 3.0 STARS
LOCAL AVERAGE

INSPECTION



M **Megan Popian**
05 Reviews
★★★★★

Google
Reviews ★★★★★

Very impressed! We had our siding replaced. Cole and his team were excellent to work with. Cole was very responsive from start to finish. The siding team did such a great job, I was very impressed with their efficiency. Our house looks amazing. I would definitely recommend!



K **Karen Johnson-Tuten**
4 reviews
★★★★★

Google
Reviews ★★★★★

We had an attic leak issue around our chimney and contacted Reidl and Sons. They responded quickly, came out, and identified the problem. The job was completed in a very timely manner before a huge snowstorm! We are so grateful! So, in a nutshell, their work and customer service are top notch!

J **Jamila Searl**
13 reviews
★★★★★

Google
Reviews ★★★★★

Choosing Riedl & Son for our Roof, Soffits/Fascia & Gutters was the best decision by far! Everyone has been great to work with & they stay in constant contact with us from beginning to end through the whole process. They are on time & cleaned up well after all the work was done. Will definitely be recommending them to others. Thank you for such amazing service!



S **Shane Splittgerber**
6 review
★★★★★

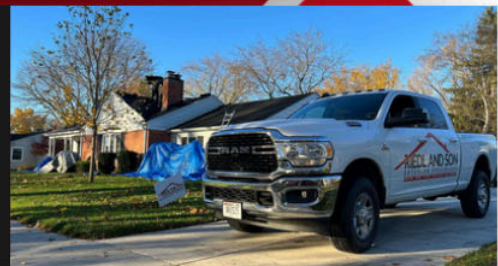
Google
Reviews ★★★★★

Awesome company to have around this area. Down to earth family that doesn't try to gouge your pockets but still gives quality work at its best. I would recommend Riedl and Sons to anyone.

D **Dorian Haffelder**
1 reviews
★★★★★

Google
Reviews ★★★★★

Cole and team did a great job on our siding job! Very responsive, professional, quality work and competitively priced. Highly recommend these guys for exterior work!

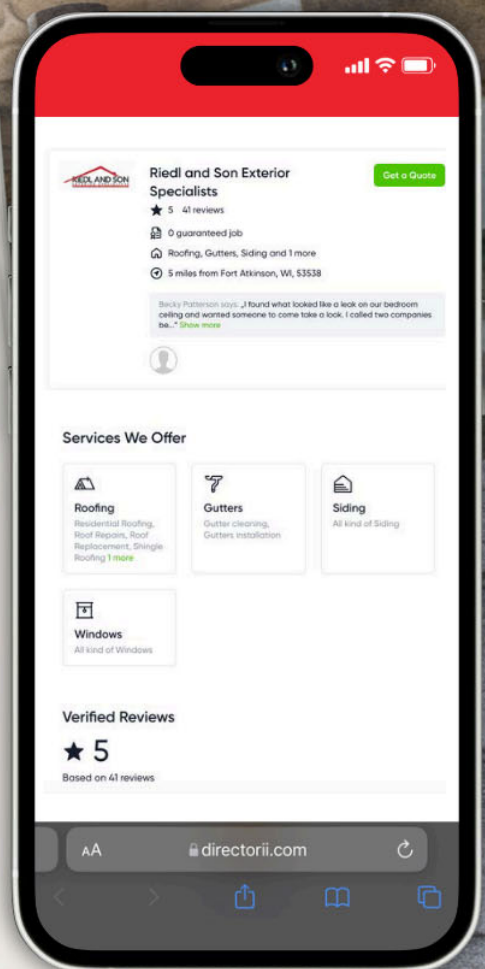


Directorii

Directorii takes all the hassle out of selecting a contractor by completing the necessary due diligence before hand.

QUESTIONS TO ASK THE CONTRACTOR:

- 1 CHECK FOR A PERMANENT PLACE OF BUSINESS, TELEPHONE NUMBER, TAX ID NUMBER, AND, WHERE REQUIRED, A BUSINESS LICENSE.
- 2 REQUEST VERIFICATION OF PROFESSIONAL LIABILITY INSURANCE.
- 3 LOOK FOR A COMPANY WITH A PROVEN TRACK RECORD, ASK FOR AND CHECK CLIENT REFERENCES AND REQUEST A LIST OF COMPLETED PROJECTS.
- 4 INSIST ON A WRITTEN PROPOSAL. THE PROPOSAL SHOULD INCLUDE COMPLETE WORK DESCRIPTIONS AND SPECIFICATIONS, INCLUDING APPROXIMATE START DATE, COMPLETION DATES, AND PAYMENT PROCEDURES.
- 5 VERIFY WHETHER THE CONTRACTOR IS APPROPRIATELY LICENSED AND BONDED.
- 6 CHECK IF THE CONTRACTOR IS A MEMBER OF ANY REGIONAL OR NATIONAL INDUSTRY ASSOCIATIONS.
- 7 HAVE THE CONTRACTOR EXPLAIN HIS PROJECT SUPERVISION AND QUALITY CONTROL PROCEDURES.
- 8 CAREFULLY READ AND MAKE SURE YOU UNDERSTAND AND WARRANTY OFFERED.
- 9 READ THE FINE PRINT OF ALL DOCUMENTS PROVIDED.
- 10 ASK THE CONTRACTOR TO EXPLAIN THE WORKMANSHIP WARRANTY THEY OFFER.
- 11 GET MULTIPLE QUOTES AND COMPARE THE SERVICES OFFERED.



CLICK TO VERIFY



NEW ROOF. NO MESS.



WE GOT YOU COVERED

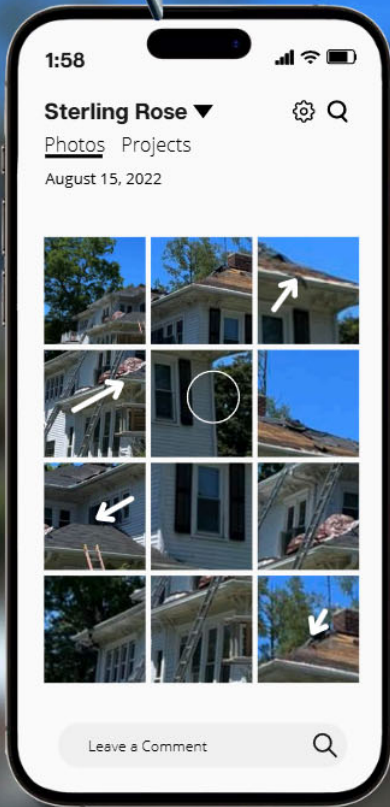
FROM TOP TO BOTTOM.

We employ walking magnets & equipter on necessary projects. Vented tarps help to keep debris out of your landscaping as well as to keep nails off of your lawn to protect precious feet and paws and the ventilation works to prevent sun burned gardens. Our drivable dumpster protects lawn and landscaping by raising the container to receive debris quickly, efficiently with no mess.

Once your new roof/siding is installed, we thoroughly clean up the grounds and use a magnetic sweep to capture nails and other metal debris (5 perimeter sweeps). While we do our very best to make sure every nail is picked up, you should expect to find roofing/siding nails around the exterior of your property (no more than a palmful).



WE ARE BIG ON COMMUNICATION



STAY IN THE LOOP

Through advanced technology utilization, automations & processes developed for maximum efficiency & communication we keep you in the loop. With our detailed workflow, you will never question what's happening next. Our daily recaps provided by our dedicated Site Supervisor details exactly what was done in the current day, what will be done the following day, as well as the time of arrival. This process is designed to give you confidence and peace-of-mind during your installation, even if you may not be at your property throughout the day.

We recognize continuous communication is crucial to ensure homeowner's peace of mind. Our internal messaging system provides one platform and one point-of-contact to ensure that you remain in the loop and up-to-date with your project progress to help ensure stress-free roof and/or siding replacement.



AERIAL IMAGING

ACCURATE PRECISE
INSPECTIONS
& MEASUREMENTS



CONTINUOUS COMMUNICATION

EASILY CONNECT WITH
YOUR PROJECT
MANAGER & STAY UP-
TO-DATE



DAILY RECAP

DETAILED WORKFLOW,
NEVER QUESTION
WHAT'S HAPPENING
NEXT



PHOTO REPORTING

ORGANIZED, TIME-
STAMPED, &
ACCESSIBLE FOR YEARS
TO COME

HOMEOWNERS



Get the roofing system you need, without having to sacrifice on the features you want, with an easy payment you'll love.

No interest, no payment promotions, as well as low interest rates and low payments for your roofing project. Get your new roof installed, The Easy Way.

Smaller, manageable monthly payments make it easier than ever to get a roof at a price you can afford, in the time you can afford it, regardless of your insurance or financial circumstance.



Up to 100% financing options with no-money-down.



Payment options for any out-of-pocket expenses.



Both short & long term payment options.

3:29

<https://riedlandson.com/finance>



EASY MONTHLY PAYMENTS

FOR YOUR ROOFING PROJECT



LOWER MONTHLY PAYMENTS

SMALLER, MANAGEABLE MONTHLY INSTALMENTS INSTEAD OF REQUIRING FULL PAYMENT UPFRONT



OUR TRUSTED PARTNER

SUNLIGHT FINANCIAL



IT'S FAST AND EASY

APPROVALS WITHIN 30 MINUTES!



MAINTAIN PEACE OF MIND

SECURE A QUALITY ROOF WITHOUT WORRYING ABOUT UPFRONT COSTS.



Sunlight Financial®



FREQUENTLY ASKED QUESTIONS

WHAT ARE THE COMPONENTS OF A ROOF SYSTEM REPLACEMENT?

Roof decking (also known as sheathing), underlayment, roof flashings, ventilation systems and shingles are the five main components of a residential roofing system.

WHAT IF BAD WOOD IS DISCOVERED?

Roof rot or fungal decay may not present itself in the initial inspection. When it is discovered, it will need to be removed and replaced with new wood. Additional charges will apply at fair market value.

WHAT DOES THE WARRANTY COVER?

Make sure you have BOTH! A material warranty and a workmanship warranty. The material warranty will cover any defects or premature aging of the product. The workmanship warranty will cover any defects in the installation practice.

CAN I FINANCE MY ROOF PROJECT?

Yes! We provide financing solutions which include promotional and standard installment terms. It is essential that you are provided the flexibility you require to finance your home improvement project.

I RECEIVED BIDS FROM 3 COMPANIES. WHICH ONE SHOULD I GO WITH?

Your home is a long-term investment, your roof protects your breathing air and the foundation of your home. Putting on a cheap(for now) roof could cost you more money if your roofer is not skilled or leaves out essential materials just to cut costs.

HOW LONG WILL MY INSTALLATION TAKE?

Most installations take one to four working days to complete. However, since your roof is exposed to the elements, some replacements may take longer due to the weather. Roofs with more details call for more attention.

DO I NEED TO BE HOME DURING INSTALLATION?

For most instances no, but if you feel more comfortable the decision is entirely up to you. Roof replacements are noisy, make sure to account for sounds of construction if you work from home.

STANDARD COVERAGE

EXTENDED COVERAGE

Standard Product
Limited Warranty



Products Defects Coverage

OVERALL WARRANTY LENGTH	LIFETIME	LIFETIME	LIFETIME
PRODUCTS INCLUDED	SHINGLES & ALL OWENS CORNING® COMPONENTS	SHINGLES & ALL OWENS CORNING® COMPONENTS	SHINGLES & ALL OWENS CORNING® COMPONENTS
TRU PROTECTION PERIOD	FIRST 10 YEARS	FIRST 50 YEARS	FIRST 50 YEARS
MATERIALS ONLY COVERAGE	AFTER 10 YEARS	AFTER 50 YEARS	AFTER 50 YEARS
BLOW OFF COVERAGE	FIRST 15 YEARS	FIRST 15 YEARS	FIRST 15 YEARS
STREAKGUARD™ ALGAE RESISTANCE	FIRST 25 YEARS*	FIRST 25 YEARS*	FIRST 25 YEARS*

Workmanship Coverage

COVERAGE PERIOD	NONE	NONE	FIRST 25 YEARS
-----------------	------	------	----------------

Key Requirements

ADDITIONAL COSTS	NONE	YES	YES
COMPONENT PRODUCTS	MIN OF 3 OWENS CORNING® COMPONENTS REQUIRED***	MIN OF 3 OWENS CORNING® COMPONENTS REQUIRED	MIN OF 4 OWENS CORNING® COMPONENTS REQUIRED
CONTRACTOR CERTIFICATION REQUIRED	NONE	MUST BE INSTALLED BY AN OWENS CORNING PLATINUM OR PREFERRED CONTRACTOR	MUST BE INSTALLED BY AN OWENS CORNING PLATINUM OR PREFERRED CONTRACTOR



10 YEAR

FULL REPLACEMENT WORKMANSHIP WARRANTY

If a full replacement is provided, including roofing, siding, gutters, windows, doors, and decks. This document warrants that should a defect in workmanship, related to the work completed by Riedl and Son, occurs within 10 years of the project, Riedl and Son Roofing will complete repairs within the original project's scope of work at no charge to the customer. This warranty does not cover normal wear and tear, hail damage, wind damage, sun damage, intentional or accidental damage by any person, or acts of God that may or may not merit an insurance claim.

This warranty only applies to portions of the project in which Riedl and Son fully replaced any existing products, and does not cover repairs or services done to another contractor's work. This warranty is void if repairs are performed by any contractor other than Riedl and Son. Defects in the building materials used to complete work do not fall under the scope of this workmanship warranty; any building products installed will instead be covered by the product's original manufacturer warranty.



Issued by:

JESSE RIEDL | OWNER
RIEDL AND SON

Thank you again for choosing Riedl and Son to complete work on your property. We trust you had a great customer experience!

MAKE THE MOST OF YOUR INVESTMENT

Boost your home's comfort, curb appeal and resale value with the right upgrades

HIGH PROFILE RIDGE CAPS



- ✓ HIGH-QUALITY PEAK PROTECTION
- ✓ TALLER AND MORE PRONOUNCED DESIGN
- ✓ VARIOUS COLORS AND STYLES
- ✓ HIGHER PITCH FOR WATER AND SNOW

UPGRADE

SECOND ROW ICE AND WATER



- ✓ WATERPROOF ROOF UNDERLAYMENT
- ✓ SELF-ADHESIVE AND SLIP-RESISTANT
- ✓ PREVENTS ICE DAMS AND LEAKS
- ✓ WORKS IN COLD CLIMATES

UPGRADE

GUTTER GUARDS



- ✓ SELF CLEANING RIDGES ENCOURAGE AIRFLOW
- ✓ STRENGTHENS ENTIRE GUTTER SYSTEM
- ✓ HUGE WATER CAPACITY ENSURES OPTIMAL FLOW
- ✓ CLOG FREE GUARD PREVENTS DAMAGE & PEST/RODENT INFESTATION

UPGRADE



EXTEND THE LIFE OF YOUR ROOF



INCREASE HOME RESALE VALUE



INCREASE CURB APPEAL

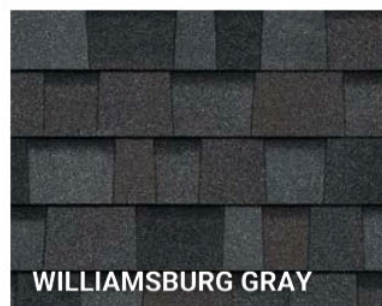
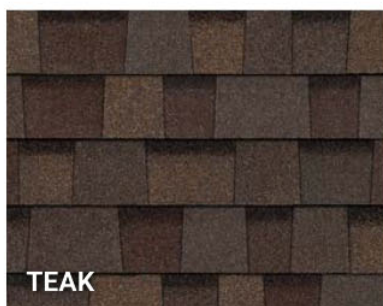
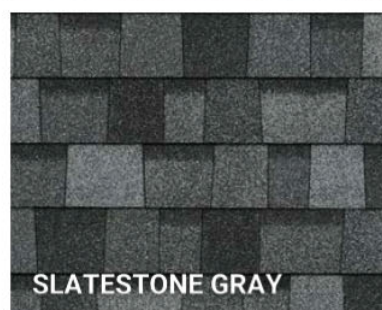
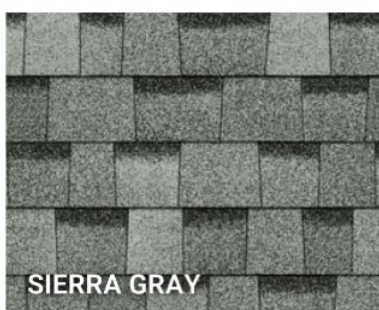
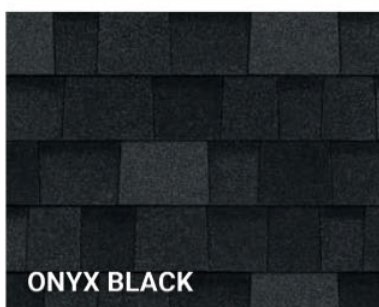


INCREASE WATER SHEDDING



SHED HEAT FROM THE INTERIOR

Owens Corning Duration



SYSTEM COLORS

518 Black	502 Brown	507 Mocha	508 Musket	414 Ironstone	511 Terratone
522 Forest	605 Eldridge Gray	411 Cottage Red	470 Midnight Blue	467 Evening Shade	468 Fawn
204 Granite	462 Silver Lining	805 Pewter	469 Fresh Canvas	523 Snowmist	
509 Norwood	807 Clay	809 Wicker	327 Desert Tan	503 Eggshell	
177 Sandy Beige	819 Herringbone	606 Cozy Cottage	827 Champagne	280 White	

Although we make every effort to ensure color accuracy in our printing process, your final products may not be an exact match to those displayed.

THE PROOF IS IN THE PERFORMANCE

ULTIMATE PROTECTION

DURATION® SERIES SHINGLES

with SureNail® Technology
with Triple Layer Protection®



LAYER 1
LAYER 2
LAYER 3

Owens Corning SureNail®

Duration® Series Shingles vs. top two competitors*

NAIL PULL-THROUGH RESISTANCE

Up to

2.5X
BETTER

NAIL BLOW-THROUGH RESISTANCE

Up to

9X
BETTER

DELAMINATION RESISTANCE

Up to

2X
BETTER

DURATION® SERIES SHINGLES OUTPERFORM THE INDUSTRY — PERIOD.

Testing proves it. Plus, nine out of ten contractors agree: Duration® Series Shingles with patented SureNail® Technology provide greater fastening power, and greater protection from nail pull-through and blow-through when compared to all other shingles - for industry-leading performance you can trust.

* Owens Corning testing against competitors with wide, single-layer nailing zones when following the manufacturer's installation instructions and nailed through the middle of the allowable nail zone.



CUSTOM PAGE

1. Tear-Off & Inspection

- Remove **2 layers of existing shingles**.
- **Inspect roof decking (sheathing)** for signs of **rotting or delamination** and identify areas requiring replacement or reinforcement.

2. Underlayment & Flashing

- Install **Ice & Water Shield** in all critical areas, including eaves, valleys, and penetrations.
- Install **synthetic felt** underlayment over remaining roof surface for secondary moisture protection.
- Install all new **aluminum flashings**, including wall flashings, step flashings, and counterflashings as needed.

3. Roofing Systems

- Install **Owens Corning Duration Shingle System**, including:
 - Starter strip shingles
 - Duration architectural shingles
 - Hip and ridge shingles
 - Ventilation accessories per manufacturer's specifications
- For **low-slope roof sections** (as indicated in provided photos), install **EPDM rubber roofing system**, properly adhered and sealed.

4. Cleanup & Waste Disposal

- Complete **site-wide cleanup** at the end of each workday.
- Perform final cleanup upon project completion.
- Remove and **dispose of all roofing debris and waste materials** off-site in compliance with local regulations.

OC DURATION

Description

Warranties (Roofing)

OWENS CORNING PLATINUM CONTRACTOR WARRANTY:

Minimum of 30

extend your manufacturer's warranty to a TRU PROtection Period for the first 50 years and materials only after 50 years. This covers shingles and all Owens Corning components. Blow off coverage for the first 15 years, StreakGuard Algae Resistance for the first 10 years and Workmanship Coverage for the first 25 years are also included.

Materials (Roofing)

OWENS CORNING DURATION:

are specially formulated on a TruDefinition® color platform that gives them dramatic color contrast and dimension in a wide range of popular colors. Beyond the great look, Duration® Shingles also come with the advanced performance of patented SureNail® Technology—with Triple Layer Protection® in the nailing zone for superior holding power.

OWENS CORNING STARTER STRIP:

helps save time by eliminating the need to cut shingles to create a starter row. It is packaged two pieces per shingle, 16 shingles per bundle. The continuous sealant ensures an effective seal between the starter and the first course of shingles.

OWENS CORNING HIP AND RIDGE SHINGLES:

provides enhanced aesthetics add distinction to your roof line with added shadow lines and provide a strong distinction along ridge line.

OWENS CORNING ICE AND WATER SHIELD:

is an Ice and water shield that allows for proper flow of water off the roof and helps prevent damage caused by water migration. The granulated surface provides a slip-resistant surface for excellent traction and safe installation.

OWENS CORNING RHINOROOF:

helps seal your home against water damage and other moisture infiltration which can cause mold growth and rotting deck boards. RhinoRoof is up to 2 times stronger than competitive synthetic underlayments and offers excellent wind resistance and durability through heavy roof traffic and adverse weather conditions.

Fasteners and Flashings (Roofing)

GUTTER APRON:

are intended to direct water away from potential problem areas of the house, down to the roof edges, and into the gutters.

DRIP EDGE:

metal flashing that can be used to protect the rakes of your home and prevents rain from going behind the fascia potentially causing damage.

"THE RIEDL GRIP" 1-1/4" COIL NAILS:

Built for tough roofing jobs, these nails feature a spiral-threaded shaft for strong grip and pull-out resistance. Perfect for fastening shingles and flashings, they offer reliable hold and smooth coil-fed performance.

ROOF STAPLES:

used to secure down underlayments to the decking prior to installing the roofing system.

VALLEY METAL:

Valley is lined with metal bent to fit the valley. Metal valleys provide great performance, especially when it comes to shedding snow and avoiding debris build-up.

CAULKING:

is a material used to seal joints or seams against leakage in various structures.

Vents (Roofing)

OWENS CORNING VENTSURE RIGID ROLL RIDGE VENT:

is a shingle-over, low-profile ridge vent designed to provide year-round protection against heat and moisture buildup in the attic and promote an energy efficient roofing system.

ROOF SOIL PIPE FLASHING:

used to seal around plumbing vents that penetrate through the roof decking. These have a flange that is secured to the deck and the roofing material is installed to create a positive lap ensuring a proper seal.

KWIK PLUG REPAIR:

used to efficiently mend holes up to 8"x8" such as those left from discontinued venting in a roof deck.

Quote subtotal	\$127,928.31
Total	\$127,928.31

RUBBER ROOFING

Description

Materials (Roofing)

60 MIL 20'X50' EPDM RUBBER MEMBRANE:

Commonly known as a 'rubber roof', stands for ethylene propylene diene monomer. It is an extremely durable synthetic rubber roofing membrane.

1/2" EPDM FIBERBOARD UNDERLAYMENT BOARD:

The most common product installed over wood decks as it provides a smooth surface to adhere the membrane and prevent nails from popping out and puncturing the membrane.

Fasteners and Flashings (Roofing)

EPDM RUBBER PLATES:

are used when securing a membrane directly over a rigid surface such as plywood. Shallow dish pressure plates must only be used when securing compressible insulation. The pressure plate works by sinking into the insulation slightly so the fastener head sits below the top of the plate.

3" EPDM SCREWS:

used to fasten down the material that are to be installed. These come in various lengths and are used in various applications.

EPDM COVER TAPE:

is a peel and stick product has exceptional adhesion, long-term heat and chemical resistance and gives tape the ability to remain flexible in harsh conditions.

EPDM SEAM TAPE:

is a durable adhesive tape designed specifically for joining seams in EPDM roofing systems, providing a reliable waterproof seal against moisture and weather elements.

EPDM TERMINATION BAR:

a termination bar is used to secure EPDM, PVC, and TPO roofing.

Misc (Roofing)

EPDM TAPE PRIMER:

is used to help clean and prime EPDM liner prior to making a seam. When making liner repairs and seaming multiple pieces of liner, it is important to prep the liner properly so that you do not run into issues down the line.

EPDM WATER BASED GLUE:

is a high-quality adhesive specifically designed for bonding EPDM rubber roofing membranes, offering strong adhesion and ease of application with its water-based formula.

EPDM BLACK LAP CAULK:

is a material used to seal joints or seams against leakage in various structures.

Vents (Roofing)

EPDM PIPE BOOT:

used to seal around plumbing vents on a roof.

Quote subtotal	\$61,276.56
Total	\$61,276.56

TERMS & CONDITIONS



WHEREAS:

A. The homeowner ("Owner") wishes to engage Riedl and Son Exterior Specialist LLC ("Riedl") to provide Building Services on their property;

B. Riedl warrants that they possess the unique ability, knowledge, and skills as may be necessary, to perform the Services provided for in this Agreement;

THEREFORE in consideration of their respective benefits, duties and obligations hereunder, the Owner and Riedl do hereby agree to these Terms and Conditions:

1. SERVICES.

1.1 Services. Riedl agrees to provide the necessary services including materials, labor, equipment, project management and supervision to complete the project estimate.

1.2 Plans. Riedl shall complete all the services pursuant to the description described in the estimate.

1.3 Errors. Riedl shall not commence provision of the services or continue with the provision of the service where Riedl discovers any discrepancies, errors, or omissions in the estimate or where anything materially changes or affects the estimate. Riedl agrees to inform the Owner of any such findings and shall only commence or recommence any work after obtaining the written consent of the Owner.

1.4 Permits. Riedl shall be responsible for obtaining and keeping in good standing any required approvals for the estimate and any required construction or other permits. Notwithstanding the foregoing the Owner shall be responsible for all costs in relation to such approvals or permits.

1.5 Methods. Riedl's methods of meeting the obligations pursuant to these Terms and Conditions shall be determined by Riedl in its sole discretion and judgment, subject to the provisions and requirements of these Terms and Conditions, reasonable consultation with the Owner, and subject to the understanding that Riedl will provide the services in the best interest of the Owner.

1.6 Change Orders. Either party may request a change in the services by:

- a. providing to the other party a notice that describes the change;
- b. Riedl providing to the Owner an estimate cost for making the change;
- c. both parties executing a Change Order confirming they have agreed to the change, and:
 - (i) outlining the terms of the change,
 - (ii) outlining the new estimated cost and how fees are to be calculated in relation to the change,
 - (iii) altering the completion date if necessary.

Riedl is not obliged to commence work on any change until such time as a valid Change Order is agreed upon and executed by the Parties.

Change Orders become part of these Terms and Conditions once the order is prepared in writing and signed by the parties prior to the commencement of any work covered by the Change Order.

Riedl's failure to comply with the requirements of this clause does not preclude the recovery of compensation for services performed based upon legal or equitable remedies designed to prevent unjust enrichment.

1.7 Completion Inspection. Riedl shall inform the Owner when they reasonably believe the services are completed and within two (2) days thereafter the Owner shall inspect the property and provide to Riedl a list of items to be completed or corrected (the "List"). Riedl shall have ten (10) days to complete the additional or corrective work pursuant to the List.

2. COMPENSATION.

2.1 Estimate. Riedl estimates the total cost of the work to be as estimated. The Parties agree that the estimate is an estimate based upon the consultation with the Owner and that the true costs of the services may be more or less than the estimate.

2.2 Exceeded Cost. If Riedl has reason to believe that actual costs shall exceed the estimated costs pursuant to any item, Riedl shall give notice to the Owner of such anticipated additional cost and shall obtain the consent of the Owner prior to commencing work on any such item.

TERMS & CONDITIONS



2.3 Payment. The Fee shall be paid as follows:

- a. Prior to commencement of the services the Owner shall pay Riedl an amount of 10% (the "Down Payment") before materials are ordered, which shall be credited proportionately against each future payment, the last payment being made upon submittal of final invoice.

2.4 Late Payment. If any amount due remains unpaid for ten (10) calendar days, the amount due shall accrue interest at the rate of 5% per annum from the invoice date until paid.

2.5 Lien Release. Owner shall not be required to make any further payment to Riedl until Riedl provides Owner with an unconditional waiver and lien release verifying payment in full.

3. WORK SCHEDULE.

3.1 Commencement of the Work. Riedl shall commence the Services within sixty (60) calendar days of receipt of all applicable licenses and permits and the down payment (the "commencement date").

3.3 Allowable Delay. The following shall be deemed to be allowable delays:

- a. neglect or default by the Owner, their agent, lender, any other contractor or any of their independent material suppliers;
- b. governmental action or inaction; or
- c. any other reason or reasons beyond Riedl's reasonable control, including without limitation damage caused by fire or other casualty, strikes, force majeure events, shortage of materials or labor, transportation delays, weather conditions, change orders, or deficiencies in these Terms and Conditions.

Where there is an allowable delay, then the Completion Date shall be extended for a period equivalent to the time lost by reason of such delay.

3.4 Notice of Allowable Delay. Riedl must provide notice to the Owner in writing within ten (10) calendar days of learning of an allowable delay and informing them of the additional time required to be added to the completion date which addition shall be agreed upon by the parties.

4. STATUTORY DISCLOSURE.

4.1 The following statutory disclosures made by Riedl are attached hereto as Appendix A:

- a. filing claim and beginning action;
- b. notice required before filing;
- c. contents of claim document.

Owner acknowledges receipt of such disclosures on execution of this Agreement.

5. TERM/TERMINATION.

5.1 Termination by Owner for Cause. Owner may provide Riedl with ten (10) calendar days' notice to cure any default under these Terms and Conditions including but not limited to:

- a. failure to provide sufficient materials or labor;
- b. failure to make due payment to subcontractors;
- c. failure to comply with all applicable laws or guidelines.

Where the default is not cured by the expiry of the notice the Owner is entitled to terminate these Terms and Conditions.

Owner shall be liable to pay all fees up to and including the date of termination.

5.2 Termination by Riedl for Cause. Riedl may provide the Owner with ten (10) calendar days notice to cure any default under these Terms and Conditions. Where the default is not cured by the expiry of the notice date the Riedl is entitled to terminate these Terms and Conditions.

6. RIEDL REPRESENTATIONS AND WARRANTIES.

6.1 Insurance. Riedl acknowledge their obligation to obtain appropriate insurance coverage for the benefit of Riedl and any of its employees or sub-contractors. Riedl will provide the recipient with a certificate naming the recipient as an additional insured party.

TERMS & CONDITIONS



6.2 Representations. Riedl and its subcontractors shall:

- a. take all reasonably necessary safety precautions;
- b. make reports to the Owner of any injuries or hazards on the property;
- c. comply with all applicable laws, ordinances, regulations, and orders issued by a public authority, whether federal, state or local.
- d. furnish all required safety equipment and ensure all of its employees and subcontractors' employees have and wear personal protective equipment in compliance with applicable safety requirements.

6.3 Warranty. Riedl warrants that the Work shall be carried out in accordance with these Terms and Conditions and shall be free from material structural defects as follows: 10 years on Roofing installation; 2 years on Siding installation; and 2 years on Gutter installation. Riedl shall not however be liable for the costs of any repairs to such defect where Riedl has not been provided notice of the defect and has not received an opportunity to cure the defect.

6.4 Product Warranties. Any and all product warranties are deemed assigned from Riedl to Owner.

6.5 No Liability for Consequential Damages. Where permitted by applicable law and other than where expressly stated in these Terms and Conditions, Riedl and the Owner waive claims against each other for consequential damages including but not limited to loss of income, profit, financing, business, and reputation, except where loss of profit relates directly to Fees due to Riedl under these Terms and Conditions.

7. INDEMNIFICATION.

7.1 Riedl, at their own expense, shall indemnify, hold harmless and defend the Owner, and as applicable its agents, against any adverse consequences due to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than the services themselves that the Owner suffers arising from or relating to any negligent act or omission or willful misconduct by Riedl or its employees, subcontractors or agents in the provision of the services. For purposes of these Terms and Conditions, "adverse consequences" shall mean all actions, suits, proceedings, hearings, investigations, charges, complaints, claims, demands, injunctions, judgments, orders, decrees, rulings, damages, costs, liabilities, obligations, losses, expenses, and fees including, without limitation, court costs and reasonable legal fees.

8. MISCELLANEOUS.

8.1 Entire Terms and Conditions. These Terms and Conditions constitute the entire Terms and Conditions and understanding between the Parties, and supersedes and cancels all prior and contemporaneous agreements, commitments, communications, and writings, whether oral or written. No amendment or modification of these Terms and Conditions shall be effective unless it is in writing and signed by both Parties.

8.2 No Waiver. No failure on the part of either Party hereto to exercise, and no delay in exercising, any right, remedy, or power under these Terms and Conditions shall operate as a waiver thereof; nor shall any single or partial exercise of any such right, remedy or power preclude any other or further exercise of any other right, remedy, or power. No waiver shall be valid unless it is in writing and signed by the Party to be bound thereby.

8.3 Severability. If any provision or part thereof of these Terms and Conditions is determined to be prohibited by, or invalid, illegal or unenforceable under, applicable law, then, such provision or part thereof shall be deemed amended to conform to applicable laws so as to be valid or enforceable or, if it cannot be amended without materially altering the intention of the Parties, then such provision or part thereof shall be stricken without invalidating the remainder of such provision or the remaining provisions of these Terms and Conditions.

8.4 Assignment. Neither the rights nor obligations under these Terms and Conditions may be assigned or otherwise disposed of without prior written consent of the non-assigning party.

8.5 Notice. For purposes of providing notice under the terms of these Terms and Conditions, such notice shall be directed to the current address of the Party to receive the notice.

8.6 Governing Law. The provisions of these Terms and Conditions shall be governed by and interpreted in accordance with the laws of the State of Wisconsin.

TERMS & CONDITIONS



APPENDIX 'A' TO TERMS AND CONDITIONS- RIEDL AND SON EXTERIOR SPECIALISTS LLC

Wisconsin Statute 779.06 - Filing claim and beginning action; notice required before filing; contents of claim document.

(1) No lien under s. 779.01 shall exist and no action to enforce a lien under s. 779.01 shall be maintained unless within 6 months from the date the lien claimant performed, furnished, or procured the last labor, services, materials, plans, or specifications, a claim for the lien is filed in the office of the clerk of circuit court of the county in which the lands affected by the lien lie, and unless within 2 years from the date of filing a claim for lien an action is brought and summons and complaint filed. A lien claimant shall serve a copy of the claim for lien on the owner of the property on which the lien is placed within 30 days after filing the claim. A claim for a lien may be filed and entered in the judgment and lien docket, and action brought, notwithstanding the death of the owner of the property affected by the action or of the person with whom the original contract was made, with like effect as if he or she were then living.

(2) No lien claim may be filed or action brought thereon unless, at least 30 days before timely filing of the lien claim, the lien claimant serves on the owner a written notice of intent to file a lien claim. The notice is required to be given whether or not the claimant has been required to and has given a previous notice pursuant to s. 779.02. Such notice shall briefly describe the nature of the claim, its amount and the land and improvement to which it relates.

(3) Such a claim for lien shall have attached thereto a copy of any notice given in compliance with s. 779.02 and a copy of the notice given in compliance with sub. (2), and shall contain a statement of the contract or demand upon which it is founded, the name of the person against whom the demand is claimed, the name of the claimant and any assignee, the last date of performing furnishing or procuring any labor, services, materials, plans, or specifications, a legal description of the property against which the lien is claimed, a statement of the amount claimed and all other material facts in relation thereto. Such claim document shall be signed by the claimant or attorney, need not be verified, and in case of action brought, may be amended, as pleadings are.

AUTHORIZATION PAGE

☐ OC Duration	\$127,928.31	Project: 39983077131
☐ Rubber Roofing	\$61,276.56	Name: Jedidiah Draeger
		Address: 401 Whitewater Ave , Fort Atkinson, WI

Estimates are valid for 30 days from the date of estimate / A 10% deposit is required before any project begins.

Customer Comments / Notes

My Product Selections

Shingle Color

Drip Edge/Gutter Apron Color

Flashing Color

Jedidiah Draeger:

Date:

Exclusions:
By signing this form, I agree to and confirm the following: I certify that I am the registered owner of the above project property or have legal permission to authorize the work as stated. Upon completion of project, I agree to pay the total project price and understand that this work will be completed in accordance with industry best practices.



September 25, 2025

Project Name and Location:

City of Fort Atkinson
401 Whitewater Ave
Fort Atkinson, WI 53538

Scope of Work: FURNISH AND INSTALL DIMENSIONAL SHINGLES

- * Pre-Job project profile has been submitted to Technical Department for approval of roof details.
- * Pre-Job inspection has been completed with Great Lakes Roofing and owner's representatives.
- * Set up required safety equipment at site needed to comply with OSHA construction guidelines (i.e.: approved barricades, safety lines, rubbish chutes, etc.).
- * Great Lakes Roofing Corporation written HAZZ/COMM Program and SDS sheets will be on site at all times.
- * Roof top or ground deliver the needed equipment and materials to install new, high quality roofing system covered and secured against wind and water damage.
- * Disconnection and reconnection of HVAC Unit / Conduit (Electrical) / Satellite Dish is owner's responsibility.
- * Set up dumpsters and materials in a strategic location on the property during the project.
- * Safely remove existing one (1) layer of asphalt roofing shingles and dispose of debris. If the number of shingle layers is greater than the number stated on this work order, additional time and/or materials will be applied to the final balance.
- * Inspect roof deck for deterioration and repair or replace as needed on a time and material basis.
- * Furnish and install ice and water shield per manufacturer specifications on the eaves, valleys and penetrations.

Northeast Wisconsin

1605 Drum Corps Drive
Menasha, WI 54952
Phone 920.996.9550
Fax 920.968.1843

Southeast Wisconsin

W194 N11055 Kleinmann Drive
Germantown, WI 53022
Phone 262.253.9550
Fax 262.253.3664

Central Wisconsin

4740 McFarland Court
McFarland, WI 53558
Phone 608.838.9900
Fax 608.838.9381

Northeast Illinois

2 Vest Wadsworth Road
Vest, IL 60087
Phone 847.731.7200
Fax 847.731.9941

Toll Free 800.871.5151

www.greatlakesroofing.net

- * Furnish and install Synthetic underlayment per manufacturer specifications.
- * Furnish and install all valley metal, edge metal, flashing metal as needed to manufacturer specifications.
- * Furnish and install all boots and vents per manufacturer specifications, seal as needed.
- * Furnish and install new Dimensional shingles to manufacturer specifications.
- * Cap existing exhaust venting as needed and furnish and install new continuous ridge venting to manufacturer specifications.
- * Furnish and install new cap shingles where needed to manufacturer specifications.
- * Clean up project work area and safely dispose of our debris.
- * Complete all paperwork needed for issuance of roof warranty.
- * Limited **Lifetime** Manufacturer's shingle warranty.
- * **2 Year Great Lakes Roofing Corporation labor warranty.**
- * **Investment Total: \$148,000**
- * Submitted by: Matthew Wurth

ACCEPTANCE:

The undersigned hereby accepts this Proposal and, intending to be legally bound hereby, agrees that this writing shall be a binding contract and shall constitute the entire contract.

Owner/Customer: _____

Signed By: _____

Date: _____

- * **Great Lakes Roofing Corporation reserves the right to withdraw this scope of work.**

WE HOLD THESE AWARDS:

SECTION R - 2026 CAPITAL IMPROVEMENTS PROJECT BUDGET

City of Fort Atkinson
2026 Capital Improvements Projects Budget
Expenditure Detail

PROJECT LINE ITEM		2026 REQUEST	2026 PROPOSED LEVY FUNDED	2026-2027 BORROWING	2026 PROPOSED TRANSPORT FUNDING	OTHER FUNDING SOURCE (SEE TABLE)	PUSHED TO FUTURE CIP	PROJECT DESCRIPTION
DEPARTMENT	PROJECT							
2026 CAPITAL IMPROVEMENTS PROJECT BUDGET								
LIBRARY	COMPUTER REPLACEMENT	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	Replace staff and patron library computers every 5 years. This cost will be reimbursed by the library's trust.
LIBRARY	REPLACE PHONE SYSTEM	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	Replace staff phones throughout the library. The current system was installed in 2010.
LIBRARY	SORTING MACHINE REPLACEMENT	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 150,000.00	\$ -	Replacement of sorting machine for checkin/sorting of library materials.
MUNICIPAL BUILDING	SECURITY DOOR ACCESS	\$ 15,000.00	\$ 15,000.00				\$ -	Door control at 5 doors provided by new key FOB system for security. Using same system as the new Parks and Public Works building.
MUNICIPAL BUILDING	EXTERIOR RAMP REPAIRS	\$ 22,000.00	\$ -	\$ 22,000.00	\$ -	\$ -	\$ -	Repair existing ramps, stairs, and railings at the entrance areas to be ADA-compliant. Address buckling and uneven pavers to eliminate the current trip hazards. This is included on page 63 of the Municipal Facilities Assessment, 2022 and noted for Election ADA Compliance.
MUSEUM	NEW ROOF	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 200,000.00	\$ -	Insurance claim for 2025, under review with Insurance / obtaining quotes.
PARKS	FORD F450 FLATBED TRUCK W/DUMP BODY	\$ 70,000.00	\$ 70,000.00	\$ -	\$ -	\$ -	\$ -	Retiring a 1999 flat bed (30 years old). Valuable vehicle for hauling. Upgrade to F450 from F350 with flat-bed dump body to minimize overloading the trucks and maximize safety when hauling equipment and/or materials (salt/gravel).
PARKS	REPLACE -TENNIS COURTS Resurfacing Courts 5-8	\$ 26,000.00	\$ -	\$ -	\$ -	\$ -	\$ 26,000.00	5-Year Maintenance schedule to fill cracks, level courts, and apply color coating on courts 5-8 at Rock River Park. Includes painting of tennis and pickle ball court lines. Seek donor to assist with funding.
POLICE DEPARTMENT	SQUAD/BODY CAMERAS	\$ 26,000.00	\$ 26,000.00	\$ -	\$ -	\$ -	\$ -	One unit per marked squad (7 marked squads, 12 Body Cams) 2032 est.
POLICE DEPARTMENT	EMERGENCY BACK-UP GENERATOR	\$ 84,000.00	\$ -	\$ 84,000.00	\$ -	\$ -	\$ -	Replace emergency generator.
POLICE DEPARTMENT	SQUAD CARS	\$ 72,000.00	\$ -	\$ 72,000.00	\$ -	\$ -	\$ -	2 squad replacements per year + changeover costs (1 squad in 2026, 2027, 2029)
POLICE DEPARTMENT	HVAC/BOILER SYSTEM	\$ 90,000.00	\$ -	\$ 90,000.00	\$ -	\$ -	\$ -	Replace boiler system for building.
PUBLIC WORKS - OPERATIONS	SINGLE AXLE W/WING PLOW AND SALTER	\$ 230,000.00	\$ -	\$ 230,000.00	\$ -	\$ -	\$ -	Replace 23 year old Single Axle Plow Truck w/ Wing (Fleet 12)
PUBLIC WORKS - OPERATIONS	VOLVO 130E WHEELED EXCAVATOR W/GRAPPLE ATTACHMENT	\$ 235,000.00	\$ -	\$ 235,000.00	\$ -	\$ -	\$ -	Replace 19 Y.O. CaseTractor Backhoe (Fleet 39)/ Sell Fleet 9 Prentice & Fleet 5 Tandem Axle (Offset Value Approx. \$20,000.00)

SECTION R - 2026 CAPITAL IMPROVEMENTS PROJECT BUDGET - OTHER FUNDING SOURCES TABLE

**City of Fort Atkinson
2026 Capital Improvements Projects Budget
Other Funding Sources Table**

PROJECT LINE ITEM		2026 PROJECTS OTHER FUNDING	TID 9 FUNDS	CARES ACT FUNDING	LIBRARY TRUST	MUSEUM TRUST	WATER UTILITY	WASTE WATER UTILITY	STORM WATER UTILITY
DEPARTMENT	PROJECT								
2026 CAPITAL IMPROVEMENTS PROJECTS BUDGET - OTHER FUNDING SOURCES									
AIRPORT	AIRPORT MASTER PLAN	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
AIRPORT	NAVAIDS/BEACON PROJECT	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
AIRPORT	RUNWAY/TAXIWAY LIGHTING	\$ 28,000.00	\$ -	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
AIRPORT	BARN ROOF REPAIR	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
LIBRARY	COMPUTER REPLACEMENT	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
LIBRARY	REPLACE PHONE SYSTEM	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
LIBRARY	SORTING MACHINE REPLACEMENT	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -
MUSEUM	NEW ROOF	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -
PUBLIC WORKS STREETS AND SIDEWALK	BANKER ROAD RELOCATION DESIGN WORK	\$ 237,500.00	\$ 237,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STORMWATER	COLLECTION SYSTEM REPAIRS AND LINING	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00
STORMWATER	S. MAIN STREET (ROCKWELL TO HACKBARTH) ROAD DIET AND PEDESTRIAN PATH-CONSTRUCTION AND OVERSIGHT	\$ 190,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,000.00
STORMWATER	ANNUAL COLLECTION SYSTEM IMPROVEMENT	\$ 115,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000.00
WASTEWATER	RIVERSIDE DR DESIGN	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -
WASTEWATER	RE-ESTABLISH OUTFALL TRAIL TELEVISION/LOCATING MANHOLES	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -
WASTEWATER	REPLACEMENT OF HVAC SYSTEM AIR CONDITIONER BUILDING #10 AND #80	\$ 140,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000.00	\$ -
WASTEWATER	LIFT STATION CONTROLS AND TELEMETRY UPDATES	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00	\$ -



MEMORANDUM

DATE: May 5, 2026

TO: Fort Atkinson City Council

FROM: Jeff Armstrong, Water Utility Superintendent

RE: Review and possible action related to entering into a two-year Cross Connection Inspection Service contract (Armstrong, Water Utility Superintendent)

BACKGROUND

The Water Utility is currently responsible for administering cross-connection control requirements, including notification, inspection, compliance tracking, and Wisconsin Department of Natural Resources regulatory reporting.

A cross connection is a physical connection between a possible source of contamination and the public drinking water system piping. This connection, if not properly protected, can allow contaminants into the drinking water system. Contamination can occur due to backflow.

The Water Utility is responsible for approximately 200 commercial and 18 industrial customers on a biennial (2-year) inspection cycle, as well as roughly 220 commercial and 90 multifamily customers on a (10-year) inspection cycle, in addition to the thousands of residential inspections on a 15-year inspection cycle. Typically, the residential cross connection inspections coincide with the meter replacement program.

Historically, the cross-connection inspection program has faced challenges in maintaining full compliance with required inspection schedules and reporting obligations. Due to current staffing limitations and continued growth of the water system, the utility is seeking assistance from a consultant to improve compliance and ensure timely reporting for the biennial inspection program.

DISCUSSION

Cross connection control is a critical component of maintaining the safety and integrity of the public water supply. Regular inspections are required to ensure compliance with state regulations and to prevent the risk of backflow contamination into the distribution system. Due to the specialized nature of these inspections and current staffing limitations, contracting these services provides an efficient and reliable means of maintaining compliance.

The proposed two-year agreement would provide continuity of service, cost stability, and improved scheduling efficiency for required inspections. The contractor would be responsible for conducting inspections, maintaining records, and assisting with compliance tracking and reporting as needed.

Proceeding with a contract for this service will help ensure uninterrupted service and continued regulatory compliance. Approval will enable the Utility to effectively meet cross-connection control requirements while optimizing the use of available operational resources and addressing current staffing limitations.

FINANCIAL ANALYSIS

Staff contacted three companies that provide cross connection inspections, reporting, and services to request proposals. Staff received two, both of which met the required scope of work for the cross-connection inspection program. The proposals, which include educational materials about cross connections, are included with this memo for review.

Hydro Corp's proposal included a cost of \$18,690.05 for Year 1 and \$19,437.65 for Year 2, for a total two-year contract amount of \$38,127.70.

General Engineering Company's proposal included a cost of \$27,000.00 for both Year 1 and Year 2, for a total two-year contract amount of \$54,000.00.

The Water Utility's Capital Improvement Program (CIP) 2027 budget includes \$19,500.00 for cross-connection program assistance. Staff intends to use operating funds from the 2026 budget in the outside services employed account (03-33-0092-3000) for the 2026 program costs of \$18,690.05.

RECOMMENDATION

Staff recommends the City Council authorize the City Manager to enter into a two-year contract with Hydro Corp for cross connection services in the amount of \$18,690.05 for year 1 (2026) and \$19,437.65 year 2 (2027) to ensure uninterrupted service and regulatory compliance for a cost not to exceed \$38,127.70.

ATTACHMENTS

1. Hydro Corp CC Proposal
2. General Engineering CC Proposal
3. What is a Cross Connection



SERVICE AGREEMENT

DEVELOPED FOR

Jeff Armstrong
City of Fort Atkinson

101 North Main Street
Fort Atkinson, WI, 53538

4/21/2026

PROTECTING PEOPLE, WATER, & CRITICAL PIPING INFRASTRUCTURE

For more than four decades, HydroCorp has been dedicated to advancing drinking water safety, compliance, and sustainability nationwide. Specializing in cross-connection control, backflow prevention, and detailed piping system schematics, HydroCorp integrates technology with deep industry expertise to streamline on-site activities, customer service, and data management.

OUR SERVICES



Cross-Connection
Control Programs



Backflow Preventer
Test Tracking



Water Meter
Replacement & Testing



Piping Schematics



Water Quality
Management & Sampling



Corporate Office

5700 Crooks Road, Suite 100
Troy, MI 48098

844-493-7646

 info@hydrocorpinc.com

 hydrocorpinc.com



SCOPE OF WORK 3-4

PROFESSIONAL SERVICE AGREEMENT. 5-9

APPENDIX - QUALIFICATIONS.....10

Statement of Work

HydroCorp™ (“Company”) will provide the following services to the City of Fort Atkinson (“Client”). This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the City of Fort Atkinson with the necessary data and information to maintain compliance with the Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater Cross Connection Control Regulations. Once this project has been approved and accepted by the City of Fort Atkinson and HydroCorp, you may expect completion of the following elements within a 24 month period. The components of the project include:

1.1. Program Review and Program Start-up Meeting. Company will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
 - Inspection Notice, Compliance Notice, Non-Compliance Notices 1-2, and Penalty Notices
 - Testing Notices 1,2, and 3, if applicable
- Special Program Notices and Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility.
- Prioritize Inspections (Utility owned buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities.
- Establish facility inspection schedule.
- Review/establish procedures and protocols for addressing specific hazards.
- Review/establish high-hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools, educational and public awareness brochures

1.2. Inspections. Company will perform Non-Residential Interior initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with the Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater Cross Connection Control Rules.

1.3. Inspection Schedule. Company shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Client Contract Manager. The initial check-in will include a list of inspections scheduled. An exit interview will include a list of completed inspections.

1.4. Program Data. Company will generate and document the required program data for the Facility Types listed in the Services using the Company’s Software Data Management Program. Program Data shall remain property of Client; however, Company’s Software Data Management program shall remain the property of Company. View only and report capabilities are granted to Client. Additional Services include:

- (a) Prioritize and schedule inspections
- (b) Notify users of inspections and backflow device installation/testing requirements, if applicable
 - i. If applicable, Qualified Wisconsin Backflow Preventer Testers will register via HydroCorp Managed Software and be verified for current credentials prior to online test forms being accepted. Credential shall be maintained in HydroCorp Software and updated by HydroCorp staff.
 - ii. All testers are required to register & process results online
 - iii. Company does not accept test forms via fax, mail, or email from testers, water customers, or client
- (c) Monitor inspection compliance using Company’s online software management program
- (d) Maintain the program to comply with all Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater regulations
- (e) Provide data management and program notices for all inspection and testing (if applicable) services throughout the term

1.5. Account Listing Information. Client shall provide the following information to Company during initial onboarding. Company will accept updates via standard account template no more often than once per month. **Any development work to enter facility listing in Company database will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.** Information to include:

- (a) Account Listing: City of Fort Atkinson to provide accurate account listing of active non-residential water customers with known backflow preventer assemblies.
- (b) Account Listing Format: Account listing to be provided in Excel format only; Required Account Information: Service Name, Service Street Address, Service City, Service State, Service Zip, Mailing Name, Mailing Street Address, Mailing City, Mailing State, Mailing Zip.
- (c) Required Device Information: Last Test Date, size, make, model, and serial number (if applicable)
 - i. All previous test data must be provided in excel format. Company will not accept paper tests for upload.

- 1.6. Cross Connection Control Plan and Review of Cross-Connection Control Ordinance. Company will review and/or develop a comprehensive cross-connection control policy manual/plan and submit to the appropriate regulatory agency for approval on behalf of Client. Company will review or assist in the development of a cross-connection control ordinance.
- 1.7. Public Relations Program. Company will assist Client with a community-wide public relations program, including general awareness brochures and website cross-connection control program content. The utility/city will provide HydroCorp with an electronic copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only (300 dpi in either .eps, or other high-quality image format).
- 1.8. Support. Company will provide ongoing support via phone, website, or email for the Term.
- 1.9. Facility Types. The facility types included in the program are as follows: industrial; institutional; commercial; miscellaneous water users; and multifamily. Large industrial and high-hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. Company typically allows a maximum of up to three (3) hours of inspection time per facility. An independent cross-connection control survey (at the business owner's expense) may be required at these larger/complex facilities, and the results submitted to Client to help verify program compliance.
- 1.10. Inspection Terms. Company will perform a maximum of 256.00 inspections over the Initial Term. The total inspections include all initial inspections, compliance, and re-inspections. Additional Inspections above the contract terms will be billed separately at a rate of \$148.94. Company Personnel will not enter confined spaces. *Vacant facilities that have been provided to Company, scheduled no show, or refusal of inspection will count as an inspection/site visit for purposes of the contract.*
- 1.11. Compliance with Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater . Company will assist in compliance with Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater cross-connection control program requirements for all commercial, industrial, institutional, residential, multifamily, and public authority facilities.
- 1.12. Inventory. Company shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model, and serial number (if applicable).
- 1.13. Annual Year-End Review. Company will conduct an on-site annual or year-end review meeting to discuss the overall program status and specific program recommendations.
- 1.14.

The above services will be provided for:

Year	Annual Amount
Year 1	\$18,690.05
Year 2	\$19,437.65
Contract Total	\$38,127.70

Contract Amount is based upon a 24 Months term and shall renew in 12-month increments after initial term unless written cancellation by either party received at least 60 days prior to renewal. HydroCorp will invoice in Annually Amounts. Pricing is valid for 90 days from the date of the proposal.

SIGNATURES

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date of 5/1/2026.

City of Fort Atkinson

HydroCorp



By: Jeff Armstrong
Title:

By: Paul M. Patterson
Its: Senior Vice President

HYDROCORP, LLC
TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

1. Applicability. These terms and conditions (these “**Terms**”) are the only terms which govern the provision of the professional services (“**Services**”) by HydroCorp, LLC, a Michigan limited liability company (“**Company**”) to the customer named on the attached statement of work, order form, proposal, or purchase order (“**Client**”, and together with Company the “**Parties**” and each individually a “**Party**”). The attached statement of work, order form, proposal, or purchase order (the “**Proposal**”) and these Terms (collectively, this “**Agreement**”) comprise the entire agreement between the Parties, and supersede all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. The Proposal is limited to and conditional upon Client’s acceptance of these Terms exclusively. Any additional or different terms proposed by Client, whether in the Proposal or otherwise, are unacceptable to Company, are expressly rejected by Company, and will not become a part of the Proposal.

2. Performance of Services; Company Obligations. Company shall provide to Client the Services described and in accordance with the terms and conditions set forth in this Agreement. Additional Services may be added only by executing a new Proposal. Company shall provide Client with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only.

3. Client Obligations. Client shall: (a) designate one of its employees or agents to serve as its primary contact with respect to this Agreement and to act as its authorized representative with respect to matters pertaining to this Agreement (the “**Client Contract Manager**”), with such designation to remain in force unless and until a successor Client Contract Manager is appointed; (b) require that the Client Contract Manager respond promptly to any reasonable requests from Company for instructions, information, or approvals required by Company to provide the Services; (c) cooperate with Company in its performance of the Services and provide access to Client’s premises, employees, contractors, and equipment as required to enable Company to provide the Services; (d) take all steps necessary, including obtaining any required licenses or consents, to prevent Client-caused delays in Company’s provision of the Services; (e) comply with all responsibilities listed on the Proposal in connection with Company’s provision of the Services.

4. Fees and Expenses. In consideration of the provision of the Services by Company and the rights granted to Client under this Agreement, Client shall pay the fees set out in the applicable Proposal. Payment to Company of such fees and the reimbursement of expenses pursuant to this Section 4 shall constitute payment in full for the performance of the Services. Unless otherwise provided in the applicable Proposal, all payments shall be due and payable within thirty (30) days of the date set forth on an invoice. Client shall reimburse Company for all reasonable expenses incurred in accordance with the Proposal if such expenses have been pre-approved, in writing by the Client Contract Manager, within thirty (30) days of receipt by Client of an invoice from Company accompanied by receipts and reasonable supporting documentation. Client shall be responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state or local governmental entity on any amounts payable by Client hereunder; and to the extent Company is required to pay any such sales, use, excise, or other taxes or other duties or charges, Client shall reimburse Company in connection with its payment of fees and expenses as set forth in this Section 4. Notwithstanding the previous sentence, in no event shall Client pay or be responsible for any taxes imposed on, or regarding, Company’s income, revenues, gross receipts, personnel, or real or personal property or other assets.

5. Intellectual Property; Ownership.

(a) Except as set forth in Section 5(c), Client is, and shall be, the sole and exclusive owner of all right, title, and interest in and to the Deliverables (as defined herein) upon full payment of any fees owed to Company, including all Intellectual Property Rights (as defined herein) therein. Company agrees, and will cause its employees or contractors (the “**Company Representatives**”) to agree, that with respect to any Deliverables that may qualify as “work made for hire” as defined in 17 U.S.C. § 101, such Deliverables are hereby deemed a “work made for hire” for Client. To the extent that any of the Deliverables do not constitute a “work made for hire”, Company hereby irrevocably assigns, and shall cause the Company Representatives to irrevocably assign to Client, in each case without additional consideration, all right, title, and interest throughout the world in and to the Deliverables, including all Intellectual Property Rights therein. Company shall cause the Company Representatives to irrevocably waive, to the extent permitted by applicable law, any and all claims such Company Representatives may now or hereafter have in any jurisdiction to so-called “moral rights” or rights of droit moral with respect to the Deliverables. As used herein: (a) “**Deliverables**” mean all documents, work product, and other materials that are delivered to Client hereunder or prepared by or on behalf of Company in the course of performing the Services; and (b) “**Intellectual Property Rights**” means all (i) patents, patent disclosures, and inventions (whether patentable or not), (ii) trademarks, service marks, trade dress, trade names, logos, corporate names, and domain names, together with all of the goodwill associated therewith, (iii) copyrights and copyrightable works (including computer programs), and rights in data and databases, (iv) trade secrets, know-how, and other confidential information, and (v) all other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection in any part of the world.

(b) Upon Client’s reasonable request, Company shall, and shall cause the Company Representatives to, promptly take such further actions, including execution and delivery of all appropriate instruments of conveyance, as may be necessary to assist Client to prosecute, register, perfect, or record its rights in or to any Deliverables.

(c) Company and its licensors are, and shall remain, the sole and exclusive owners of all right, title, and interest in and to the Pre-Existing Materials (as defined herein), including all Intellectual Property Rights therein. Company hereby grants Client a limited, irrevocable, perpetual, fully paid-up, royalty-free, non-transferable, non-sublicenseable, worldwide license to use, perform, display, execute, reproduce, distribute, transmit, modify (including to create derivative works), import, make, have made, sell, offer to sell, and otherwise exploit any Pre-Existing Materials to the extent incorporated in, combined with or otherwise necessary for the use of the Deliverables solely to the extent reasonably required in connection with Client’s receipt or use of the Services and Deliverables. All other rights in and to the Pre-Existing Materials are expressly reserved by Company. As used herein, “**Pre-Existing Materials**” means all documents, data, know-how, methodologies, software, and other materials, including computer programs, reports, and specifications, provided by or used by Company in connection with performing the Services, in each case developed or acquired by Company prior to the commencement or independently of this Agreement.

(d) Client and its licensors are, and shall remain, the sole and exclusive owner of all right, title, and interest in and to the Client Materials (as defined herein), including all Intellectual Property Rights therein. Company shall have no right or license to use any Client Materials except solely during the Term to the extent necessary to provide the Services to Client. All other rights in and to the Client Materials are expressly reserved by Client. As used herein, “**Client Materials**” means any documents, data, know-how, methodologies, software, and other materials provided to Company by Client.

6. Access to Company's Software Data Management Program; Management Reports.

(a) Subject to the terms and conditions in this Section 6, Client may, at Client's option, elect to access and use Company's Software Data Management Program (the "**Software**") during the Term. Company will generate and document the required program data for the facility types listed in the Proposal using the Software. Any Client Materials inserted into the Software by or on behalf of Client, or any Deliverables produced as a result of the Software, shall remain property of Client; however, the Software shall remain the property of HydroCorp.

(b) Client agrees to not (i) copy, modify, or create derivative works of the Software, in whole or in part; (ii) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer, or otherwise make available the Software; (iii) reverse engineer, disassemble, decompile, decode, adapt or otherwise attempt to derive the source code of the Software, in whole or in part; (iv) remove any proprietary notices from the Software; or (v) use the Software in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property rights of Company.

(c) Client acknowledges that, as between Client and Company, Company owns all right, title and interest, including all intellectual property rights in and to the Software and any derivative works thereof, including all changes, modification, improvements, updates, version, and new releases or any information or data generated by the Software.

(d) Company warrants as of the date of the Proposal, the Software is in functioning condition and is not delivered with viruses or malicious code. EXCEPT FOR THE WARRANTY SET FORTH ABOVE, THE SOFTWARE IS PROVIDED "AS IS" AND COMPANY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING BUT NOT LIMITED TO ALL IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, OR FITNESS FOR A PARTICULAR PURPOSE. COMPANY MAKES NO WARRANTY (i) THAT CLIENT'S USE OF THE SOFTWARE WILL MEET CLIENT'S REQUIREMENTS, BE ACCURATE, OR BE ERROR FREE, (ii) THAT THE SOFTWARE WILL BE AVAILABLE AT ANY PARTICULAR TIME OR LOCATION; (iii) THAT ANY DEFECTS OR ERRORS WILL BE CORRECTED; (iv) THAT CLIENT MAY RELY ON THE SOFTWARE FOR COMPLIANCE WITH ANY STATUTORY OR REGULATORY REQUIREMENTS AND/OR REPORTING OBLIGATIONS; OR (v) THAT THE SOFTWARE WILL BE COMPATIBLE WITH ANY HARDWARE OR SYSTEMS SOFTWARE CONFIGURATION.

(e) Comprehensive management reports in electronic, downloadable format on a, as applicable to Client, monthly, quarterly, and/or annual basis shall be available for access by Client. Reports to include the following information: (i) name, location, and date of inspections; (ii) number of facilities inspected/surveyed; and (iii) number of facilities compliant/non-compliant.

7. Confidentiality. From time to time during the Term, either Party (as the "**Disclosing Party**") may disclose or make available to the other Party (as the "**Receiving Party**"), non-public, proprietary, and confidential information of Disclosing Party, whether disclosed in writing or orally, and whether or not labeled as "confidential" ("**Confidential Information**"); provided, however, that Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of Receiving Party's breach of this Section 7; (b) is or becomes available to the Receiving Party on a non-confidential basis from a third-party source that was not legally or contractually restricted from disclosing such information; (c) the Receiving Party establishes by documentary evidence, was in Receiving Party's possession prior to Disclosing Party's disclosure hereunder; or (d) the Receiving Party establishes by documentary evidence, was or is independently developed by Receiving Party or its personnel without using any of the Disclosing Party's Confidential Information. The Receiving Party shall: (i) protect and safeguard the confidentiality of the Disclosing Party's Confidential

Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care; (ii) not use the Disclosing Party's Confidential Information, or permit it to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this Agreement; and (iii) not disclose any such Confidential Information to any person or entity, except to the Receiving Party's Representatives (as hereinafter defined) who need to know the Confidential Information to assist the Receiving Party, or act on its behalf, to exercise its rights or perform its obligations under this Agreement. If the Receiving Party becomes legally compelled to disclose any Confidential Information, the Receiving Party shall provide: (A) prompt written notice of such requirement so that the Disclosing Party may seek, at its sole cost and expense, a protective order or other remedy; and (B) reasonable assistance, at the Disclosing Party's sole cost and expense, in opposing such disclosure or seeking a protective order or other limitations on disclosure. If, after providing such notice and assistance as required herein, the Receiving Party remains required by applicable law to disclose any Confidential Information, the Receiving Party shall disclose no more than that portion of the Confidential Information which, on the advice of the Receiving Party's legal counsel, the Receiving Party is legally required to disclose and, upon the Disclosing Party's request, shall use commercially reasonable efforts to obtain assurances from the applicable court or agency that such Confidential Information will be afforded confidential treatment. As used herein, "**Representatives**" mean a Party's affiliates and each of their respective employees, agents, contractors, subcontractors, officers, directors, partners, shareholders, attorneys, third-party advisors, successors and permitted assigns.

8. Indemnification. Client shall defend, indemnify, and hold harmless Company and its affiliates and its and their respective members, managers, officers, directors, employees, agents, successors, and permitted assigns from and against all Losses (as defined herein) arising out of or resulting from any third-party claim arising out of or resulting from: (a) bodily injury, death of any person, or damage to real or tangible, personal property resulting from the grossly negligent or willful acts or omissions of Client; or (b) Client's breach of any representation, warranty, or obligation of Client in this Agreement. As used herein, "**Losses**" mean all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees and the cost of enforcing any right to indemnification hereunder and the cost of pursuing any insurance providers.

9. Representations and Warranties. Each Party represents and warrants to the other Party that: (a) if an entity, it is duly organized, validly existing and in good standing as a corporation or other entity as represented herein under the laws and regulations of its jurisdiction of incorporation, organization, or chartering, or, if a municipal agency, it has the authority under the laws of its state of jurisdiction; (b) it has the full right, power, and authority to enter into this Agreement, to grant the rights and licenses granted hereunder, and to perform its obligations hereunder; (c) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action of the Party; and (d) when executed and delivered by such Party, this Agreement will constitute the legal, valid, and binding obligation of such Party, enforceable against such Party in accordance with its terms.

10. Limited Warranty.

(a) Company warrants that it shall perform the Services: (i) in accordance with the terms and subject to the conditions set out in the respective Proposal and this Agreement; (ii) using personnel of industry standard skill, experience, and qualifications; and (iii) in a timely,

workmanlike, and professional manner in accordance with generally recognized industry standards for similar services.

(b) Company's sole and exclusive liability and Client's sole and exclusive remedy for breach of this warranty shall be as follows:

i. Company shall use commercially reasonable efforts to promptly cure any such breach; provided, that if Company cannot cure such breach within a reasonable time (but no more than thirty (30) days) after Client's written notice of such breach, Client may, at its option, terminate the Agreement by serving written notice of termination in accordance with Section 12.

ii. In the event the Agreement is terminated pursuant to Section 10(b)(i) above, Company shall within thirty (30) days after the effective date of termination, refund to Client any fees paid by Client as of the date of termination for the Service or Deliverables, less a deduction equal to the fees for receipt or use of such Deliverables or Service up to and including the date of termination on a pro-rated basis.

iii. The foregoing remedy shall not be available unless Client provides written notice of such breach within thirty (30) days after delivery of such Service or Deliverable to Client.

iv. COMPANY MAKES NO WARRANTIES EXCEPT FOR THAT PROVIDED IN SECTION 10(a) ABOVE. ALL OTHER WARRANTIES, EXPRESS AND IMPLIED, ARE EXPRESSLY DISCLAIMED.

11. Limitation of Liability. IN NO EVENT SHALL COMPANY BE LIABLE TO CLIENT OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE, OR PROFIT OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE. IN NO EVENT SHALL COMPANY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID TO COMPANY PURSUANT TO THE APPLICABLE PROPOSAL GIVING RISE TO THE CLAIM.

12. Term and Termination. This Agreement shall commence on the effective date of the Proposal and shall continue thereafter (a) for the term set forth in the Proposal or (b) if the term is silent, until the Services are completed by Company, unless, in either case, earlier terminated by either Party as set forth herein (the "**Term**"). Upon commencement of each Proposal, Client acknowledges and agrees that the fees owed by Client to Company shall be subject to an annual increase equal to the Consumer Price Index for All Urban Consumers (CPI-U); U.S. City Average; All items, not seasonally adjusted, 1982-1984=100 reference base, as of such annual fee increase date, or 4%, whichever is greater. Either Party may terminate this Agreement, effective upon written notice to the other Party (the "**Defaulting Party**"), if the Defaulting Party: (i) breaches this Agreement, and such breach is incapable of cure, or with respect to a breach capable of cure, the Defaulting Party does not cure such breach within thirty (30) days after receipt of written notice of such breach; (ii) becomes insolvent or admits its inability to pay its debts generally as they become due; (iii) becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law, which is not fully stayed within seven (7) business days or is not dismissed or vacated within forty-five (45) days after filing; (iv) is dissolved or liquidated or takes any corporate action for such purpose; (v) makes a general assignment for the benefit of creditors; or (vi) has a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business. Termination of this Agreement will not automatically terminate any outstanding Proposal, and the applicable

Proposal shall continue in full force and effect until (A) completion of the Services set forth in the applicable outstanding Proposal (B) termination of the applicable Proposal pursuant to additional terms set forth therein, or (C) termination of the Proposal by the non-Defaulting Party.

13. Insurance.

(a) During the term of this Agreement, Client shall, at its own expense, maintain and carry insurance with financially sound and reputable insurers, in full force and effect that includes, but is not limited to, commercial general liability on an all-risk basis and including extended coverage for matters set forth in this Agreement with financially sound and reputable insurers. Upon Company's request, Client shall provide Company with a certificate of insurance from Client's insurer evidencing the insurance coverage specified in this Agreement. The certificate of insurance shall name Company as an additional insured. Client shall provide Company with thirty (30) days' advance written notice in the event of a cancellation or material change in Client's insurance policy. Except where prohibited by law, Client shall require its insurer to waive all rights of subrogation against Company's insurers and Company.

(b) During the term of this Agreement, Company shall, at its own expense, maintain and carry the following types of insurance: (i) Comprehensive General Liability with limits no less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate; (ii) Excess Umbrella Liability with limits no less than five million dollars (\$5,000,000) per occurrence and five million dollars (\$5,000,000) in the aggregate; (iii) Automobile Liability with limits no less than one million dollars (\$1,000,000), combined single limit; (iv) Worker's Compensation with limits no less than one million dollars (\$1,000,000) per occurrence; and (v) Errors and Omissions Liability with limits no less than two million dollars (\$2,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate. Upon Client's request, Company shall provide Client with a certificate of insurance from Company's insurer evidencing the insurance coverage specified in this Agreement. The certificate of insurance for the Comprehensive General Liability policy shall name Client as an additional insured. Company shall provide Client with thirty (30) days' advance written notice in the event of a cancellation or material change in Client's insurance policy.

14. Entire Agreement. This Agreement, including and together with any related Proposals, exhibits, schedules, attachments, and appendices, constitutes the sole and entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, regarding such subject matter.

15. Notices. All notices, requests, consents, claims, demands, waivers, and other communications under this Agreement (each, a "**Notice**") must be in writing and addressed to the other Party at its address set forth on the Proposal (or to such other address that the receiving Party may designate from time to time in accordance with this Section 15). Unless otherwise agreed herein, all Notices must be delivered by personal delivery, nationally recognized overnight courier or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a Notice is effective only (a) on receipt by the receiving Party; and (b) if the Party giving the Notice has complied with the requirements of this Section 15.

16. Severability. If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

17. Waiver. No waiver by any Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and

signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

18. Assignment; Successors and Assigns. Client shall not assign, transfer, delegate, or subcontract any of its rights or delegate any of its obligations under this Agreement without the prior written consent of Company. Any purported assignment or delegation in violation of this Section 18 shall be null and void. No assignment or delegation shall relieve Client of any of its obligations under this Agreement. Company may assign any of its rights or delegate any of its obligations to any affiliate or to any person acquiring all or substantially all of Company's assets without Client's consent. This Agreement is binding on and inures to the benefit of the Parties to this Agreement and their respective permitted successors and permitted assigns.

19. Relationship of the Parties. The relationship between the Parties is that of independent contractors. The details of the method and manner for performance of the Services by Company be under its own control, Client being interested only in the results thereof. Company shall be solely responsible for supervising, controlling, and directing the details and manner of the completion of the Services. Nothing in this Agreement shall give Client the right to instruct, supervise, control, or direct the details and manner of the completion of the Services. The Services must meet Client's final approval and shall be subject to Client's general right of inspection throughout the performance of the Services and to secure satisfactory final completion. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.

20. No Third-Party Beneficiaries. This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

21. Choice of Law. This Agreement and all related documents including all exhibits attached hereto and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed by, and construed in accordance with, the laws of the State in which Client's principal place of business is located, without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State in which Client's principal place of business is located.

22. Waiver of Jury Trial. EACH PARTY ACKNOWLEDGES THAT ANY CONTROVERSY THAT MAY ARISE UNDER THIS AGREEMENT, INCLUDING EXHIBITS, SCHEDULES, ATTACHMENTS, AND APPENDICES ATTACHED TO THIS AGREEMENT, IS LIKELY TO INVOLVE COMPLICATED AND DIFFICULT ISSUES AND, THEREFORE, EACH SUCH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LEGAL ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT, INCLUDING ANY EXHIBITS, SCHEDULES, ATTACHMENTS, OR APPENDICES ATTACHED TO THIS AGREEMENT, OR THE TRANSACTIONS CONTEMPLATED HEREBY.

23. Force Majeure. No Party shall be liable or responsible to the other Party, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations of Client to make payments to Company hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the impacted Party's ("Impacted Party") reasonable control, including, without limitation, the following force majeure events ("Force Majeure Event(s)": (a) acts of God; (b) flood, fire, earthquake, pandemics, epidemics, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order, law, or actions; (e) embargoes or blockades in effect on or after the date of this Agreement; (f) national or regional emergency; (g) strikes, labor stoppages, or slowdowns, or other industrial disturbances; (h) telecommunication breakdowns, power outages or shortages, lack of warehouse or storage space, inadequate transportation services, or inability or delay in obtaining supplies of adequate or suitable materials; and (i) other similar events beyond the reasonable control of the Impacted Party. The Impacted Party shall give notice within ten (10) days of the Force Majeure Event to the other Party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of fifteen (15) days following written notice given by it under this Section 23, the other Party may thereafter terminate this Agreement upon fifteen (15) days' written notice.

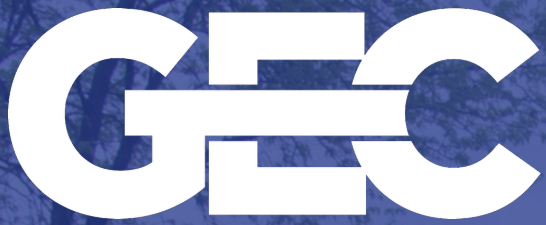
24. Publicity. Unless the a Party provides the other Party with written notice to the contrary or of any reasonable restrictions or requirements, such Party acknowledges and agrees that the other Party shall have the right to use such Party's name, likeness, and logos in any digital, online, and printed publicity or marketing materials prepared by the other Party and in presentations to current or prospective clients and others.

Appendix

Specific Qualifications & Experience

HydroCorp™ is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost-effective and professionally managed cross-connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 110,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 135,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely, and courteous manner. Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp currently serves over 550 communities in Michigan, Wisconsin, Minnesota, Maryland, Delaware, Virginia, California, Idaho, Utah & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars, and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.



GENERAL ENGINEERING COMPANY

Fort Atkinson Cross Connection Services Wisconsin

Proposal for Cross Connection Services for the City of Fort Atkinson



916 Silver Lake Drive
Portage, WI 53901
608-742-2169

Consulting Engineering • Structural Engineering • Building Inspection • Grants & Funding
Cross Connection Control • Land Surveying • Zoning Administration



General Engineering Company

"Dedicated to serving the best interests of our clients with enthusiasm, professionalism, and demonstrated excellence since 1912."

Who We Are

For over 110 years, General Engineering Company (GEC) has provided multi-disciplinary consulting engineering, inspection, and professional services throughout Wisconsin and the Midwest. Headquartered in Portage, WI, with offices in La Crosse, Black River Falls, and Green Lake, GEC approaches every project with a client-focused mindset. Leveraging our extensive project experience, creativity, and diverse professional staff, we deliver comprehensive, client-based solutions tailored to each unique situation.

GEC has been conducting cross connection surveys (inspections) for over 15 years. State regulations (NR 810.15) require municipal cross connection surveys for every water utility, including the City of Fort Atkinson. GEC would like to work with the City to continue your cross connection control program while utilizing our expertise in administration, implementation, inspections, and tracking. We have staff and expertise in place to complete this level of service.

Response time and meeting commitments are essential attributes to an effective municipal inspection operation. GEC is proven in this regard and these qualities are built into our approach to provide Cross Connection Control services to the City of Fort Atkinson.

GEC understands the challenges faced by communities with limited budgets. We understand that these kinds of regulations place a burden on the Utility and could potentially hinder other funding for necessary maintenance or upgrades. For this reason, we tailor our services to meet the specific needs of your community. Our goal is to provide you with outstanding service at a reasonable cost.

Contact

Elizabeth A.F. Shumate, Primary Contact/Project Manager



608-742-2169



eshumate@generalengineering.net



Project Approach

General Engineering Company will provide the City of Fort Atkinson with complete commercial and industrial cross connection control program surveys, data management, and programming services.

GEC's cross connection services include:

- Complete cross connection surveys of all commercial and industrial facilities in the City of Fort Atkinson following the inspection frequency required by Wisconsin DNR regulations for low and high hazard devices.
- Schedule and notify customers of surveys and/or re-surveys.
- Document testable and non-testable backflow prevention devices including test dates and registration numbers as necessary.
- Maintain documentation of all inspections, compliance status, inspection frequency, and hazard level at all commercial and industrial properties.
- Provide customer support for scheduling and inspection questions from property owners/managers.
- Provide detailed records to the City, including:
 - Copies of correspondence to property owners
 - Completed digital survey forms for all properties each year
 - Comprehensive status list of all commercial and industrial properties with recent inspection date, compliance status, next inspection year, pipe material (if visible) to and from the water meter, and tracking of non-compliance status over multiple years.
 - Annual log of inspections with notes regarding testable devices and needed maintenance.
 - Assistance with annual DNR reporting
- Comprehensive support to ensure the City maintains compliance with DNR regulations and guidelines.

Per the US Small Business Administration standards, General Engineering Company is a small business.



Project Tasks & Timetable

Based on information provided by the City of Fort Atkinson, there are approximately 400 commercial and industrial properties that require cross connection surveys. These properties vary in frequency from 2-year high hazard cycles to 10-year low hazard cycles. Our understanding is that the City has been fully inspected and seeks our services to ensure continued compliance.

In order to best serve the City, we would provide the following program. Starting in 2026, we would inspect all locations (approximately 150-200) due for inspection, assuming this to be approximately half the noted 400 properties. During this time, GEC inspectors will verify and categorize these properties as low or high hazard facilities and confirm or reclassify the inspection frequency as either 2-year high hazard or 10-year low hazard.

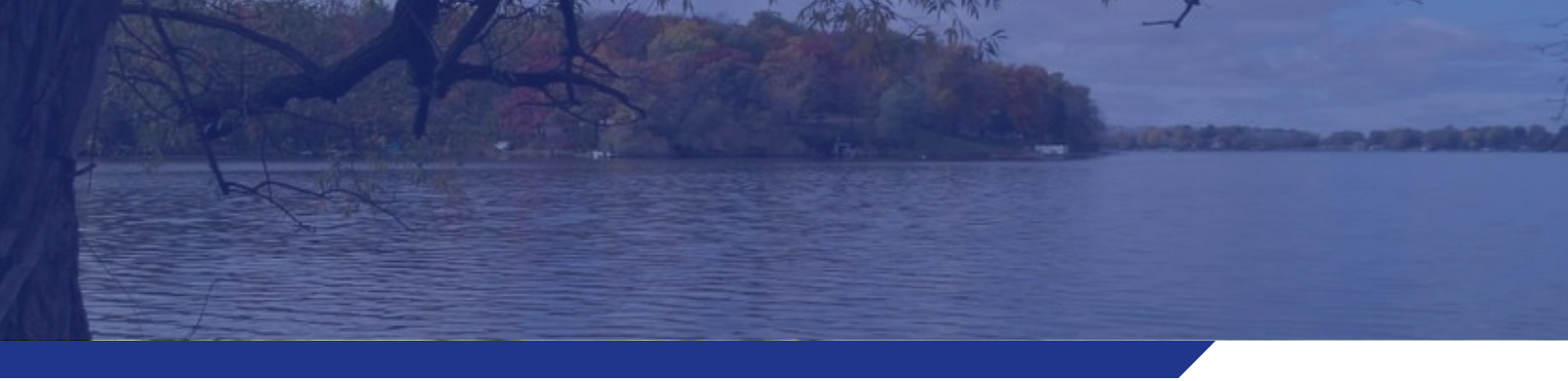
We will complete the inspection process in two blocks of time. The first block consists of the initial inspections and will last one to two weeks (8-10 days). During this time, GEC inspectors will complete or attempt to complete the initial inspection of all commercial and industrial properties listed for 2026. Cold call inspections are made at unscheduled locations. Door tags and brochures are left at properties that do not respond.

The second block or re-inspection block will occur not less than 30 days after the initial inspection block and would last approximately one week (4 days). During this time, GEC inspectors will complete re-inspections and make a second attempt at unresponsive facilities. Once again, cold calls are made at unscheduled locations. Door tags and brochure are left at facilities with no response. Upon completion of this re-inspection period, all completed survey documents, a summary log, and property status list is provided to the City for their records.

In 2027, we would inspect the remaining locations and any properties designed non-compliant in 2026. The process will follow the same procedure as in 2026. Moving forward, the program will continue to include businesses, as needed, based on their inspection frequency and compliance status.

The number of days for each inspection period and the number of inspectors needed is based on the number of facilities that need to be inspected. We strive to consolidate inspection periods to ensure our inspectors' time and the City's money are used wisely.

The City of Fort Atkinson is required to provide an updated mailing list and verify the necessary properties for inspection each year. GEC will provide all other administrative services including: mailing initial and re-inspection notices, coordinating online and manual scheduling of appointments during assigned inspection blocks, review and log inspection information, compile inspection data for DNR reporting, and coordinate with property owners, managers, and staff.



Cost of Services

In order to guarantee the highest level of cost effectiveness possible, GEC will utilize email and virtual conferencing whenever feasible and appropriate.

In our standard municipal cross connection contract, the City is responsible for all costs associated with the cross connection control program. Program administration includes all correspondence, schedule coordination, survey preparation, data compilation, and customer services.

Services	Proposed Fee
Program Administration	Annual Maximum \$2,500
Commercial & Industrial Inspections	\$110/Hour
Maximum Annual Invoice	\$27,000



References

A partial list of current GEC cross connection clients is provided below for your convenience. Please feel free to contact any as a reference of our services.

Village of DeForest

Greg Hall, Public Services Operations Manager
(608) 846-6751
hallg@vi.deforest.wi.us

City of Verona

Scott Gunsolus, Utility Superintendent
(608) 497-2075
sgunsolus@veronawi.gov

City of Milton

Mark Langer, DPW
(608) 868-6914
mlanger@milton-wi.gov

Carrie Chesebro, Utility Billing Clerk
(608) 868-6900, ext. 1
cchesebro@milton-wi.gov

City of Wisconsin Dells

Chris Tollaksen, DPW
(608) 253-2542
ctillaksen@dellscitygov.com

City of Berlin

Brian Malnory, Water & Sewer Superintendent
(920) 361-5404
bmalnory@cityofberlin.net

Village of Waunakee

Randy Dorn, Water Utility Director
(608) 849-8111
rdorn@waunakeeutilities.com

City of Portage

Matt Holtan, Water Utility Foreman
(608) 742-4727, ext. 164
matt.holtan@portagewi.gov

City of New Lisbon

Nick Wyss, DPW
(608) 562-5213, ext. 2
nldpw@mwt.net

Joe Willard, Water Operator
(608) 562-3794
nlwwtp@mwt.net

City of Mauston

Rob Nelson, DPW
(608) 847-4070
rnelson@mauston.com

City of Edgerton

Zach Nelson, Municipal Services Director
(608) 884-3341
znelson@edgerton.wi.gov



Proposal Attachments

Contents

Sample Initial Inspection Notification Letter

Commercial FAQ Flyer

Safe Practices Flyer

Sample Re-Inspection Notification Letter

What Happens Flyer

Cross Connection Brochure

(provided in lieu of individual apartment inspections)

GEC Cross Connection Control Survey Form

Sample Survey Log



DATE

BUSINESS
MAILING
CITY

Re: Notice of Cross Connection Survey at NUMBER STREET, COMMUNITY, WI.

Dear Water Utility Customer:

The intent of this letter is to notify you that the MUNICIPALITY Water Utility would like to coordinate the scheduling of a cross connection survey/inspection of your facility.

The purpose of the Cross Connection Control survey is to survey the existing plumbing/piping and all water outlets, both inside and outside of the building, to determine if there are possible cross connections which may contaminate the public water distribution system through backflow or back-siphoning. Also, if you have any registered backflow prevention device/assemblies, we will verify that they have been tested and maintained. Please have your records available for the inspector.

The MUNICIPALITY Water Utility is working jointly with cross connection control specialists from General Engineering Company (GEC) to conduct these surveys. This survey is required by Wisconsin Administrative Code and further adopted by CITY/VILLAGE Ordinance.

Inspectors will be available, Monday through Thursday, DATES, between the hours of 8:00am – 5:00pm and Friday, DATES, between the hours of 8:00am – 12:30pm. To ensure your facility is inspected, you **must** schedule an appointment.

To schedule an appointment online, please visit CALENDLY.

If you need to schedule multiple locations or have a large facility with complex plumbing, please call me at General Engineering Company at (608) 742-2169 by Wednesday, DATE.

Prior to your appointment, please be sure there is a clear path to the water meter and any other water piping locations that require inspection. If plumbing plans are available, please have them on hand for the inspector.

You will be notified immediately following the inspection of modification(s) and/or testing of backflow prevention assemblies that are required. We look forward to working with you in protecting MUNICIPALITY's drinking water supply and we thank you in advance for your cooperation in this matter.

Please note that failure to participate in the cross connection control survey may result in the loss of water privileges.

Sincerely,

GENERAL ENGINEERING COMPANY

Elizabeth A.F. Shumate

Elizabeth A.F. Shumate
Cross Connection Control Administrator

Enclosures

Portage

Black River Falls

La Crosse



CROSS CONNECTION CONTROL

Q

WHAT IS A CROSS CONNECTION AND HOW DOES IT HAPPEN?

A cross connection is defined as an actual or potential connection between a public water supply and a source of possible contamination or pollution. It occurs when contaminated water from homes or businesses enter into the drinking water system. Cross connections are generally unintentional and can happen anywhere there are pipes to supply water. You may risk a cross connection if you attach something that uses chemicals, etc., to your water pipes, fixtures, or hoses.

Q

WHAT IS BACKFLOW? IS IT REALLY THAT IMPORTANT TO PREVENT?

Backflow is the undesirable reversal of flow of a liquid, gas or other contaminants in a potable (drinking) water distribution piping system. Backflow can happen if there is a water main break, water line repair, fire, or during a period of high-water usage. Preventing backflow helps protect the water customers in your community and helps to insure uninterrupted water service. Numerous cases about illnesses and other hazards posed by cross connections have been well-documented.

Q

WHAT IS A BACKFLOW DEVICE?

A backflow device prevents water from flowing backward from your plumbing into the public water system. There are many different types of backflow preventers, such as an air-gap, a vacuum breaker, a double check valve assembly, or a reduced pressure principle backflow preventer. There should be no direct connections to any manufacturing processes, such as plating, food processing, and chemical mixing. Backflow prevention should be installed. A certified plumber can help you determine the correct backflow preventer for your assembly or you will be notified during your cross connection survey by your inspector.



Commercial RPZ Backflow Prevention Device

Q

DO I NEED TO DO ANYTHING TO MAINTAIN MY BACKFLOW DEVICE?

There are many backflow devices that will need to be tested regularly by a certified cross connection tester and registered with the state. It is the responsibility of the owner of the cross connection assembly to have it tested. Also, outdoor backflow devices will need to be winterized to protect from freezing or bursting pipes.

Q

HOW OFTEN WILL MY BUSINESS BE INSPECTED?

Wisconsin Department of Natural Resources regulations in NR 810.15, recommend that all industrial, commercial, and institutional facilities be surveyed every two to ten years, depending upon the degree of hazard within the facility.



(608) 742-2169



CrossConnection@generalengineering.net



www.GeneralEngineering.net



Engineers • Consultants • Inspectors

General Engineering Company

916 Silver Lake Drive
Portage, WI 53901

Our Cross Connection Specialists:

- Mark Parrott (608) 697-4184
- Kevin Bortz (608) 617-3100

Questions & Scheduling:

- Elizabeth Shumate (608) 742-2169

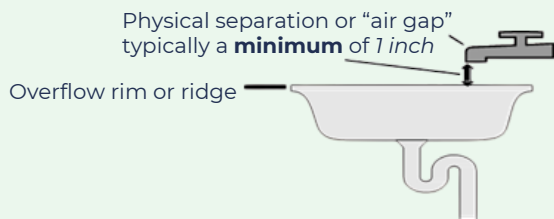
SAFE PRACTICES OF CROSS CONNECTION

Cross Connection Control



ALWAYS install a hose bibb vacuum breaker on all fixtures that a hose may be attached to. It will prevent harmful materials (pesticides, herbicides, and dirt) from being drawn back into your hose, keeping your drinking water safe.

ALWAYS create an air gap between the end of the hose or faucet and water surface. To do this, secure the hose or faucet on a surface high enough to prevent it from touching the water surface at any time.



ALWAYS use only approved backflow protection devices. Generally, these can be purchased at your local hardware store. If you have questions about which device to use, check with a certified plumber or your municipal public works department.

ALWAYS ask questions if you are not sure! Visit these websites for more information:

- **WI Dept. of Safety & Professional Services:**
www.dsps.wi.gov
- **WI Dept. of Natural Resources:**
www.dnr.wi.gov
- **Environmental Protection Agency:**
www.epa.gov



NEVER submerge a hose in a bucket, pond, swimming pool, fish tank, or pet water dish. The bacteria and chemicals can be drawn into water meant for your family. If someone were to drink or bathe in contaminated water, it can cause serious health problems.



NEVER use a lawn sprinkler system without backflow protection. Vacuum breakers must be installed above the ground, and above all sprinkler heads. Water pooling around sprinkler heads may be contaminated by chemicals, fertilizers, or animal waste.

NEVER connect waste pipes from water softeners or other treatment systems directly to the sewer or submerged drainpipe. Always be sure there is a one inch "air gap" separation.



(608) 742-2169



CrossConnection@generalengineering.net



www.GeneralEngineering.net



Engineers • Consultants • Inspectors

General Engineering Company

916 Silver Lake Drive
Portage, WI 53901

Our Cross Connection Specialists:

- Mark Parrott (608) 697-4184
- Kevin Bortz (608) 617-3100

Questions & Scheduling:

- Elizabeth Shumate (608) 742-2169



Engineers • Consultants • Inspectors

DATE

BUSINESS
MAILING
CITY

Re: Notice of Cross Connection Re-Inspection at NUMBER STREET, COMMUNITY, WI.

Dear Water Utility Customer:

Recently, representatives from General Engineering Company (GEC) performed water cross connection inspections at businesses in MUNICIPALITY. During that inspection period, modifications and/or corrections needed to be made at your business OR GEC inspectors were unable to access your business. This letter is to notify you that you need to schedule a re-inspection.

Inspectors will be available DATES to complete re-inspections. To ensure your facility is inspected, you **MUST** schedule an appointment.

To schedule online, please visit CALENDLY.

If you need to schedule multiple locations or have a large facility with complex plumbing, please call me at General Engineering Company at (608) 742-2169.

Failure to have your facility re-inspected *may result in having your water services turned off*, per CITY/VILLAGE Ordinance Section NUMBER (attached).

Thank you for your cooperation in protecting MUNICIPALITY's drinking water.

Sincerely,

GENERAL ENGINEERING COMPANY

Elizabeth Shumate

Elizabeth Shumate
Cross Connection Control Administrator

Enclosures

CROSS CONNECTION: WHAT HAPPENS?

When there is a change in water pressure due to a water main break, a water line repair, use of a fire hydrant, or during a period of high-water usage, backflow can occur. If proper backflow prevention is not in place this can cause a cross connection. So, what happens when a cross connection occurs? Listed below are just a few examples of documented cases of cross connection issues. These illustrate how actual cross connections compromise our public health.



Blood in the Water Systems

A funeral home was contaminated when there was a period of low water pressure and an aspirator without a backflow device was in use simultaneously. Instead of the body fluids flowing into the sanitary drain, they were drawn into the drinking water supply of the funeral home. Blood was coming from the drinking fountains in the building (Cross Connection Manual, 2003, p. 2). Backflow prevention **IS** important!

Burned in the Shower

This incident occurred after an 8-inch water main broke and was repaired. During the repair, it was found that chemical from a nearby company had entered the water supply. While a truck was adding water to a chemical holding tank, the water main broke. Because the driver was adding the water from the bottom of the tank truck instead of the top, chemicals were back siphoned into the water main. Once the chemicals entered the water main, it went into the water supply of the homes nearby. A 60-year-old resident, who was taking a shower, had tiny blisters covering their entire body. They said, "it looked like someone took a blow torch and signed me." (Cross Connection Manual, 2003, p. 3). Ouch! Always have backflow prevention on your hoses and NEVER submerge them into tanks or buckets.



Worms & Goldfish in the Bathtub

Parasitical worms were found in the water at two homes after a water main break happened at the same time that a lawn sprinkler with no backflow protection malfunctioned. This caused back-siphonage which sucked the worms right into the water system. A homeowner found the worms when he started to fill the tub for his child. He said he was appalled to find them, as well as rust and other debris, in his water. Similarly, there was a report of two goldfish flowing into a bathtub. Earlier in the day, a doctor had been filling his goldfish pool when a back-siphonage condition developed, which resulted in goldfish swimming in his tub (50 Cross-Connection Questions, Answers & Illustrations, 2009, pp. 6-7). Backflow protection on the outside of your home will protect the inside!

Green Ice & Yellow Water

At a bank, yellow water was flowing, and green ice was coming from cafeteria dispensing machines. It was found that a pump, used for the air conditioning system, burned out, and the maintenance man, unaware of the danger, connected the system to another pump, which was used for potable (drinking) water. It resulted in large doses of bichromate from the air conditioning unit being forced into the water supply (50 Cross-Connection Questions, Answers & Illustrations, 2009, p. 6). Always be aware of what you are connecting to your water supply!



(608) 742-2169



CrossConnection@generalengineering.net



www.GeneralEngineering.net



Engineers • Consultants • Inspectors

General Engineering Company

916 Silver Lake Drive
Portage, WI 53901

Our Cross Connection Specialists:

- Mark Parrott (608) 697-4184
- Kevin Bortz (608) 617-3100

Questions & Scheduling:

- Elizabeth Shumate (608) 742-2169

Actions You Can Take Prior to Inspection

- Read and understand this brochure.
- Review each of the diagrams and review your bathroom and kitchen setup to ensure you are protected.
- Call a plumber with questions on backflow prevention for boiler or plumbing fixtures and appliances.
- Inspect hose connections on your house for proper backflow prevention (ex. outside hose faucet and utility sinks).

Remember! Only you can prevent cross connections from occurring where you live. Follow these tips and you will be eliminating the chances of contaminating your family's drinking water.

TIPS

- ✓ Keep the ends of hoses clear of all possible contaminants.
- ✗ Don't submerge hoses in buckets, pools, tubs, sinks, or ponds.
- ✓ Make sure dishwashers are installed with air gap device.
- ✗ Don't use spray attachments without a backflow prevention device.
- ✓ Verify and install a simple hose bibb vacuum breaker on all threaded faucets around your home.
- ✓ Have a minimum of an 1" air gap on all water treatment devices.

Provided by your Utility Cross Connection Consultant:



Engineers • Consultants • Inspectors

General Engineering Company

916 Silver Lake Drive
Portage, WI 53901

Contact Us



(608) 742-2169



crossconnection@generalengineering.net



www.generalengineering.net



Protect Your Drinking Water
Cross Connection & Backflow Prevention Guide

WHAT IS A CROSS CONNECTION?

A "Cross Connection" means a connection or potential connection between any part of the municipal water supply system and another environment containing substances in a manner that, under any circumstances, would allow the substances to enter the water supply system by means of back-siphonage or back pressure.

HOW DOES CONTAMINATION OCCUR?

When you turn on a faucet, you expect the water to be as safe as when it left the water reservoir. However, certain hydraulic conditions left unprotected within your plumbing system may allow hazardous substances to enter and contaminate the drinking water in your home, or even the public water supply. Water normally flows in one direction to your faucet. However, under certain conditions, water can actually flow backwards; this is known as backflow. There are two situations that can cause backflow: back-siphonage and back pressure.

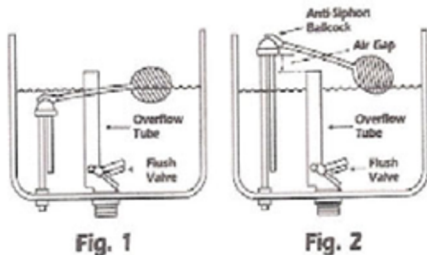
Back-Siphonage: May occur due to a loss of pressure in the municipal water supply such as from a water main break.

Back Pressure: May occur when a source (such as a boiler) creates a greater pressure than the incoming water pressure.

You can prevent back-siphonage by installing inexpensive safety devices or taking a few simple precautions.

TOILET TANKS

Anti-siphon Ballcocks - Toilet tanks contain a ballcock device which allows water to flow into the tank after flushing. Older style ballcocks do not have an anti-siphon feature, allowing water from the toilet to backflow into your drinking water line (Fig. 1). A simple anti-siphon ballcock installed with a 25mm (1") air gap above the overflow tube will prevent contamination from tank water entering the water supply (Fig. 2). Look for the ASSE #1002 Standard symbol on the device or packaging for approved backflow prevention on your toilet.



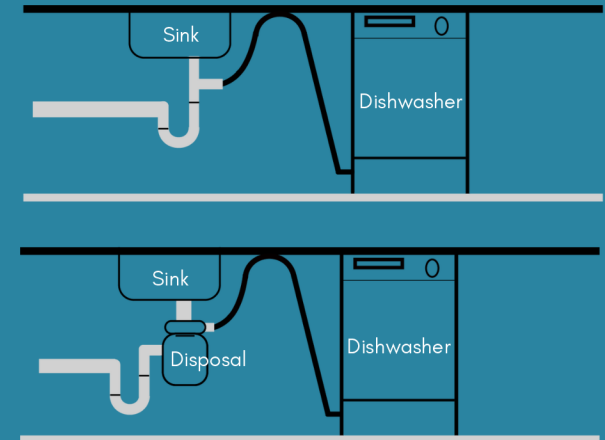
HANDHELD SHOWER

Handheld showers that can sit in bathtub or shower water create a potential cross-connection. Many hand showers already come with built-in backflow prevention, but not all. The most obvious way to prevent a cross-connection at a hand shower is to replace the hand shower with a standard shower head that doesn't have a hose. If you don't want to lose your hand shower, install a vacuum breaker with a 1/2" thread. This device installs in-between the pipe coming out of the wall and the shower head.



IN THE KITCHEN

Hoses and water treatment devices may create a potential backflow hazard if not properly isolated with backflow prevention methods.



Garden Hose Vacuum Breakers

Remember to drain all water from your device to prevent freezing on your outdoor hose bibbs!



Garden hose bibb, with NO cross-connection protection



Garden hose vacuum breaker ASSE 1011



Garden hose vacuum breaker ASSE 1019

Cross Connection Survey Form - Non-Residential

This survey is being performed in accordance with Wisconsin NR 810.15, SPS 382.41 and the Local Municipal Ordinance for Cross Connection Control to ensure safe drinking water.

Compliant ☐ **Yes** No further action required

Non-Compliant ☐ See table below for corrective action

Re-Inspection Date: _____ **Compliant (Y/N):** _____

(If still non-compliant after re-inspection, contact Water Utility)

Survey Date: _____

Name: _____

Address: _____

Municipality ☐ **Town** ☐ **City** ☐ **Village** ☐

Phone: _____

Email: _____

☐ **No Access Granted; Voicemail Left** _____

☐ **Brochure provided in lieu of surveying normal kitchen and bathroom fixtures** ☐ **No Access Granted; Door Tag Left** _____

Fixture Type	Approved	Number/Location/Description	Device
Water Softener Drain	☐ Y ☐ N ☐ N/A		
Utility Sink w/ Hose Threads	☐ Y ☐ N ☐ N/A		
Inside Hose Bibb(s)	☐ Y ☐ N ☐ N/A		
Boiler	☐ Y ☐ N ☐ N/A		
Humidifier	☐ Y ☐ N ☐ N/A		
Sump Pump	☐ Y ☐ N ☐ N/A		
Outside Hose Bibb(s)	☐ Y ☐ N ☐ N/A		
Lawn Irrigation	☐ Y ☐ N ☐ N/A		
Carbonated Bev. Dispenser	☐ Y ☐ N ☐ N/A		
Chemical Dispenser	☐ Y ☐ N ☐ N/A		
Shampoo Sinks	☐ Y ☐ N ☐ N/A		
Toilet(s)	☐ Y ☐ N ☐ N/A		
Urinal(s)	☐ Y ☐ N ☐ N/A		
Handheld Showers	☐ Y ☐ N ☐ N/A		
Pools/Spa/Hot Tubs	☐ Y ☐ N ☐ N/A		
Kitchen/Bathroom Faucets	☐ Y ☐ N ☐ N/A		
Dishwasher	☐ Y ☐ N ☐ N/A		
Fire Sprinklers	☐ Y ☐ N ☐ N/A		Test Date: _____
Registered / Testable Device	☐ Y ☐ N ☐ N/A	Reg #:	Test Date: _____
Other	☐ Y ☐ N ☐ N/A		
Water Supply Pipe Material	To Water Meter ☐ Lead ☐ Copper ☐ PVC ☐ Pex ☐ Steel ☐ Other _____		
Water Supply Pipe Material	From Water Meter ☐ Lead ☐ Copper ☐ PVC ☐ Pex ☐ Steel ☐ Other _____		
Building Type	☐ Commercial ☐ Industrial ☐ Multi-Residential ☐ Public Authority		

Notes: _____

NOTICE: Cross connections identified during the survey must be corrected within **30⁺** days of the initial survey visit.

When corrective action is completed, please call 800-955-7896 to arrange for a follow up compliance verification survey by authorized personnel or with any questions you may have.

Customer Signature: _____ **Date:** _____

☐ **2 Year Interval**

***Re-Inspection Dates:**

Year of Next Inspection: _____

☐ **10 Year Interval**

Code: _____

Inspector Initials: _____

Additional Notes:

Backflow Prevention Devices, Assemblies and Methods must conform to the following National Standards as indicated in Wisconsin SPS 382.41.

State plumbing code information can be found online at:

https://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/380_387.

- | | | |
|-----|----------------|---|
| 1. | ASME A112.1.2 | Air Gap – The unobstructed vertical distance between the lowest point of any pipe, faucet or fixture and the FLOOD LEVEL RIM of the receptor into which it is discharging. |
| 2. | ASME A112.1.3 | Air-gap Fittings - for use with plumbing fixtures and appliances |
| 3. | ASME A112.18.1 | Plumbing Supply Fittings |
| 4. | ASSE 1001 | Atmospheric Vacuum Breaker – critical level of AVB must be installed at least 6" above all downstream piping and no valves downstream. |
| 5. | ASSE 1002* | Anti-Siphon Ball Cock - for gravity water closet flush tanks |
| 6. | ASSE 1011* | Hose Bibb Vacuum Breaker -for <i>indoor</i> use |
| 7. | ASSE 1011* | Anti-Frost Hose Bibb Vacuum Breaker – for use on <i>outside</i> hose bibbs where it could be exposed to freezing. |
| 8. | ASSE 1012 | Vented Dual Check Valve- for supplies to <u>untreated</u> boilers with less than 15 psig steam or maximum water pressure of 30 psig. |
| 9. | ASSE 1013 | Reduced Pressure Principle Backflow Prevention Assembly – requires State registration and annual testing by certified tester. |
| 10. | ASSE 1014 | Vacuum Breaker - for handheld shower |
| 11. | ASSE 1019 | Vacuum Breaker Wall Hydrants - freeze resistant automatic draining type |
| 12. | ASSE 1020 | Pressure Vacuum Breaker – this assembly is not allowed for indoor installations; requires State registration & annual testing by certified tester. |
| 13. | ASSE 1022 | Backflow Preventer for Beverage Dispensing Equipment |
| 14. | ASSE 1052 | Hose Connection Backflow Preventers |
| 15. | ASSE 1053 | Dual Check Backflow Preventer Wall Hydrant – freeze resistant type |
| 16. | ASSE 1056 | Spill-Resistant Vacuum Breaker – critical level of SVB must be installed at least 6" above all downstream piping; requires State registration & annual testing by a certified tester. |

* These backflow preventers can be found at hardware stores.

** State Plumbing Code may allow other devices under certain hydraulic/pumping/hazard conditions

Disclaimer: *This inspection is completed with all due diligence based on information presented to the inspector and observations made at the time of the inspection.*

2019 City Cross Connection Inspections

Date of Original Survey	Inspector	Business Type	Facility/Business Name	Address	Initial Inspection Compliant Y/N	Description	Location/Device	Re-Inspection Survey Date	Re-Inspection Compliant Y/N	Next Inspection Year	Hours	Pipe Material
COMPLIANT												
01/08/18	JS	SB	Smith Clothing Store	123 Main Street	Y					2028	0.50	Copper
01/09/18	JS	PA	Village Hall	100 Village Road	Y					2020	0.50	Copper
01/10/18	JS	SB	Bank of Wisconsin	456 Division Lane	Y					2020	0.50	Copper
01/11/18	JS	I	JQZ Manufacturing	789 Industrial Drive	Y	RPZ #123456 Tested 11/27/2017				2020	1.00	Copper
01/12/18	JS	PA	High School	1011 School Trail	Y	Fire Sprinklers Tested 11/30/2017				2020	1.50	Copper
01/12/18	JS	PA	Public Library	42 Reading Circle	N	Install Hose Bibb Vacuum Breaker	Maintenance Room	02/12/18	Y	2020	0.75	Copper
NON-COMPLIANT												
01/08/18	JS	SB	Jones Restaurant	234 Main Street	N	Create Air Gap	Sink Sprayer Hose			2020	1.00	Copper
01/09/18	JS	I	AEI Materials	357 Industrial Drive	N	RPZ #456789 Needs Testing Install Hose Bibb Vacuum Breaker	Inside Hose Bibbs			2020	1.50	Copper
01/10/18	JS	MR	Village Apartments	901 Division Lane	N	Install Anti-Frost Hose Bibb Vacuum Breaker	Outside Hose Bibbs			2020	0.50	Copper
NO INSPECTION NEEDED												
01/11/18	JS		Hardware Store	300 Village Road		Building Torn Down						

Cross Connection and Backflow Prevention Plan

What is a Cross-Connection?

A cross-connection is a link between a potable water system (water that is safe to drink) and a non-potable system (water or other liquids that are not considered safe to drink or are of questionable quality), such as:

- 1) Another water supply of inferior quality (for example, a private well that is not monitored regularly)
- 2) Chemical solutions and toxic (poisonous) substances (such as corrosion inhibitors, cleaning and metal plating solutions, antifreeze)
- 3) Non-potable water (untreated water used in industrial processes, auxiliary supplies used for firefighting)
- 4) Nontoxic (not poisonous) liquids that should not be in the potable water system.

A cross-connection can allow undesirable liquids to enter the potable water system through piping systems such as boiler feed lines, chemical mixing vats or temporary connections like hoses or submerged lines. In the presence of a cross-connection, a strong backflow can draw liquid from non-potable sources and pull it back into the public waterworks creating contamination. Public health becomes a great concern as the contamination typically occurs after the water has been treated. Serious health related problems can arise such as waterborne diseases like hepatitis and typhoid and poisoning from ingesting toxic substances like pesticides or boiler treatment chemicals. Contamination may be confined to a single building or may involve an entire community.



MEMORANDUM

DATE: May 5, 2026

TO: Fort Atkinson City Council

FROM: Nick Armstrong, Electrician

RE: Review and possible action relating to the purchase of a bucket truck for the Electrical Department at a cost not to exceed \$137,400 (Armstrong, Electrician)

BACKGROUND

The City Council approved the Electrical Department's request to purchase a new bucket truck for a budgeted amount of \$170,000 in the Capital Improvement Expenditures Budget for calendar year 2026. Staff requested the purchase of a new bucket truck to replace a 28-year-old truck that has served the city well and is at the end of its useful life.

DISCUSSION

Staff prepared for this purchase by requesting proposals from Custom Truck One Source (Union Grove), Runnion Equipment Company (Caledonia), and Altec (Neenah). Requests specified ready-to-go units with a working height of 40 feet. Staff does not require specialized add-ons for this vehicle, and as such, staff determined that a standard, pre-outfitted unit would be the most economical solution. All three vendors submitted proposals.

Custom Truck One Source - \$165,000

Runnion Equipment - \$160,574

Altec - \$214,374

After reviewing the proposals and conducting additional research, staff identified an additional option from Custom Truck One Source: a 2023 Chevrolet 4x4 truck equipped with a Versalift, priced at \$137,400. This unit represents the most favorable choice, as it is brand new, has never been registered, and includes a full manufacturer's warranty.

Staff followed up with Custom Truck One Source to better understand the significantly lower cost. It was explained that three identical units were originally purchased for a disposal company project that was ultimately canceled. As a result, the units were repurposed using Chevrolet chassis as bucket trucks, allowing for a reduced price.

FINANCIAL ANALYSIS

The 2026 CIP budget includes \$170,000 for the purchase of a bucket truck. The lowest

responsible bidder is Custom Truck One Source of Union Grove, Wisconsin, with a total bid of \$137,400.

This purchase is within the approved CIP budget for the Electrical Department, as reflected in the CIP table below. The identified funding source for this expenditure is 2026/2027 borrowing.

RECOMMENDATION

Staff recommends the City Council approve the purchase of the 2023 Chevrolet 5500 Bucket Truck from Custom Truck One Source of Union Grove, WI in the amount not to exceed \$137,400 and authorize the City Manager to execute the contract.

ATTACHMENTS

1. Q-62249 - Chevrolet 5500 4x4 Dsl Versalift SST-40-EIH Steel Line Body 100_05074 (2)
2. JP920 - City of Fort Atkinson - 5380N - Dur-A-Lift DTAX2-39 - 2026 Ford F600
3. AT48P_FortAtkinson_Quote
4. Ford F600 4x4 Dsl Terex LT40 Falcon Line Body 100_05269
5. Truck Proposals
6. 2026 Electrical CIP Page 198

Versalift SST-40-EIH Steel Line Body

CITY OF FORT ATKINSON - Q-62249

Chevrolet 5500 4x4 Standard Cab Diesel

Item Number: 100_05074

Chassis Specifications	
Chassis	Chevrolet 5500
Axle Configuration	4x4
Cab Type	Standard Cab
Engine	Duramax 6.6L V-8 Turbo-Diesel
Fuel Type	Diesel
Engine Horsepower	350 hp
Transmission	Allison 1750 RDS, Automatic
Engine Block Heater	Included
Auxiliary Brake System	Exhaust Brake
Brakes	Hydraulic
Air Dryer	Not Included
Fuel Tank Capacity	40 gal

Axles & Suspension	
Front Axle	7500 lbs
Front Tires & Wheels	225/70R19.5, Steel
Front Suspension	Multi-Leaf 7500 lbs
Rear Axle	15500 lbs
Rear Axle Configuration	Single Axle
Rear Axle Ratio	4.3
Rear Locking Differential	Driver-Controlled
Rear Tires & Wheels	225/70R19.5, Steel
Rear Suspension	Multi-Leaf 15500 lbs
GVWR	19500 lbs

Cab Features	
Heated Mirrors	Included
Door Locks	Power
Windows	Power
Interior	Dark Ash/Jet Black, Vinyl
Seats	40/20/40 Split Bench Driver, Non-Air Passenger
Radio	AM/FM, USB, Aux Input(s)
Rear Camera	Included
Cab Color	White

General Safety	
Backup Alarm	Included
Fire Extinguisher	Included
First Aid Kit	Included
Strobe Lights	Not Included

Bucket Specifications	
Bucket	Versalift SST-40-EIH
Working Height	45'
Side Reach	27' 9"
Rotation	360° Continuous Unrestricted
Material Handling	Not Included
ANSI Standards	ANSI A92.2-1990 for Category C

Boom Specifications	
Upper Boom Material	Steel and Fiberglass
Lower Boom Material	Steel and Fiberglass
Upper Boom Articulation	-14° to 74°
Lower Boom Articulation	-5° to 90°
Boom Insulation Rating	46 KV

Platform Specifications	
Platform	Closed, 24" x 30" x 42"
Platform Rotator	180°
Platform Capacity	400 lbs
Platform Liner	Included
Platform Cover	Included

Bucket Controls	
Upper Controls	4-Axis
Lower Controls	On Turret
Hydraulic Controls	Open Center
Auxiliary Hydraulic Let Down with Controls	Included
Hydraulic Tool Outlets	At Platform
Engine Start/Stop	Included
Engine Throttle Advance	Included

Outriggers	
Front Outrigger	Not Included
Rear Outrigger	Not Included
Outrigger Feet	Not Included
Outrigger Pads	Not Included
Outrigger Boom Interlock	Not Included
Moving Outrigger Alarm	Not Included

Body Specifications	
Body Make	Falcon Truck Bodies
Body Length	132"
Body Type	Line Body
Body Material	Steel
Body Color	White
T-Box	Not Applicable

Body Features	
Shelving	Adjustable
Material Hooks	Included
Wheel Chock Storage	(2) Curbside
Outrigger Pad Storage	Not Included
Hotstick Storage	Rear Access Door for Hotstick Shelf
Anti-Skid	Compartment Tops, Bed Space
Level Indicators	Included
Body Access	Curb Side

Trailerling & Towing	
Hitch	10 ton Pintle/Ball Combination
Trailer Receptacle	7-Way RV Blade
Trailer Brake Controller	Included
Rear D-Rings	Included
Gladhands	Not Included

Available Options - Option pricing Included in base price below	
4-CORNER STROBES - \$1,500.00	

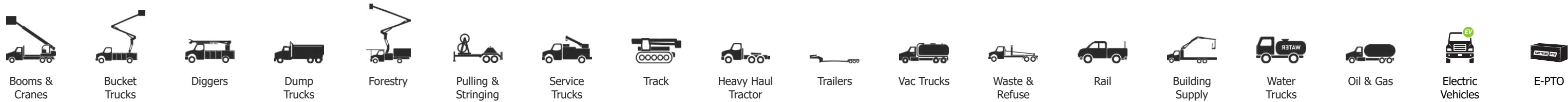
Save thousands by having Custom Truck tool-up your vehicle and have it work ready when it leaves the CTOS yard.

\$137,400.00

\$2,073.43 / mo

Custom Truck Capital sample 60 month lease payment subject to approval. [Click to Apply!](#)

If applicable FET is included in price
Ex Works: Union Grove, WI
Expiration: 6/30/2026



WE ALSO OFFER

- BLOCKS
- TOOLING KITS
- EPTO
- DIGGER DERRICKS
- POLE & REEL TRAILERS



Phone: (888) 684-8146
Email: info@customtruck.com
© 2015-2024 Custom Truck One Source, All Rights Reserved

Visit us on Facebook, X, Instagram, LinkedIn and YouTube





RUNNION EQUIPMENT COMPANY

6201 East Ave
1-800-824-6704

Hodgkins, IL 60525
FAX (708) 447-3730

(708) 447-3169
www.runnionequipment.com

City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538
Ph: 920-397-9903
Attn: Nick Armstrong

April 8, 2026
Quote # JP 920
UNIT# 5380N

Page 1 of 3

We are pleased to offer the following quotation for your consideration:

One (1) **Dur-A-Lift DTAX2-39FP** equipped as follows:

- Category D Insulated
- 44' working height
- 28' side reach
- Main boom fiberglass insert
- Chassis isolator insert
- Extension travel – 110"
- 24" x 24" x 42" walk-in basket with left open hinge door and cover
- 180-degree basket rotator
- 400 lb basket capacity
- Continuous rotation
- Four-axis non-HERC single hand control
- Proportional controls
- Start/stop from the basket
- Tool circuit at basket
- Lower controls with override located at the turntable
- 12V DC backup system
- Two (2) LED strobe lights, mounted on headache rack
- Four (4) LED flat strobe lights, mounted on front grille and rear tailshelf
- Severe duty level torsion bar on rear axle
- 30" x 94" aluminum tail shelf
- 10" belt step and aluminum pool handle for easy access to tail shelf
- Inclinometer
- 2" pintle ball with 7 pin trailer plug
- 5 lb fire extinguisher
- Triangle reflector kit
- Backup alarm

One (1) **Knapheide steel service body** equipped as follows:

- 94" wide
- 131" long
- Compartments (both sides)
- Compartments depth 20"

Continued on next page

REC SALES SIGNATURE

DATE

PURCHASER SIGNATURE

DATE



RUNNION EQUIPMENT COMPANY

6201 East Ave
1-800-824-6704

Hodgkins, IL 60525
FAX (708) 447-3730

(708) 447-3169
www.runnionequipment.com

City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538
Ph: 920-397-9903
Attn: Nick Armstrong

April 8, 2026

Quote # JP 920

UNIT# 5380N

Page 2 of 3

- 1V - 34 1/4" L x 40" H
- 2V - 21" L x 40" H
- H - 52 3/4" L x 18 1/2" H
- 3V - 23 1/4" L x 40" H

MOUNTED ON:

One (1) **2026 Ford F600 4x4** equipped as follows:

- 22,000 GVWR
- 7.3L 2V DEVCT NA PFI V8 gas – 335 HP @ 3750 RPM, 468 lb/ft torque @ 3750 RPM
- TorqShift 10-speed automatic transmission
- Engine block heater
- Front and rear 19.5" painted steel wheels
- Tires – 245/70Rx19.5G
- Front axle 7,500 lb
- Rear axles 15,500 lb
- 169" wheelbase
- 4-wheel ABS brakes
- Air conditioning
- Chrome bumper and black grille
- 40-gallon fuel tank
- AM/FM stereo with LCD display and 2 USB ports
- 40/20/40 split bench seat- vinyl
- Color white

Unit Price:	\$166,512.00
Municipality Discount:	(\$5,938.00)
Total Price:	\$160,574.00

All prices F.O.B. Hodgkins, IL and subject to all applicable tax.
Quote valid for 30 days. Due to market volatility any future manufacturer surcharges and tariffs will be added to price above. Unit subject to prior sale – 10% deposit at time of order.
Balance due upon notification that unit is ready for delivery

Continued on next page

REC SALES SIGNATURE

DATE

PURCHASER SIGNATURE

DATE



RUNNION EQUIPMENT COMPANY

6201 East Ave
1-800-824-6704

Hodgkins, IL 60525
FAX (708) 447-3730

(708) 447-3169
www.runnionequipment.com

City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538
Ph: 920-397-9903
Attn: Nick Armstrong

April 8, 2026

Quote # JP 920

UNIT# 5380N

Page 3 of 3

SALES ORDER – TERMS AND CONDITIONS OF SALE

This document contains the terms of sale. The entire contract between Seller and Buyer is contained in this Sales Order; no alleged oral promises or conditions not set forth herein shall be binding upon Seller or Buyer, and any prior negotiations between the parties are merged into the terms of this document.

Prices quoted are subject to change without notice inconformity with the Manufacturer's Price List effective at the time of delivery. Prices do not include taxes. Any tax, impost, levy, duty or other charge hereinafter imposed by any government or other authority on this sale will be added to the purchase price as herein noted or any later revision of the purchase price, and will be paid by Buyer unless Buyer provides Seller with a proper tax exemption certificate.

Upon acceptance of this order by Seller, if Buyer fails to perform the terms and conditions hereof, or refuses to accept delivery of the equipment accessories or other items ordered within ten (10) days after notification that same are ready for delivery, the Seller, at its option may retain as liquidated damages all money, trade-ins or other property delivered to Seller by Buyer as down payment hereunder. Buyer will pay any cost of collection for any amount owed to Sellers, including, without limitation, reasonable attorney's fees, court costs and interest in the amount of 1% per month (12% per annum), from the date the amount is due.

Payment is due Seller from the date when Seller is prepared to make delivery. All equipment and material is delivered FOB Seller's plant and title and liability for loss or damage passes to Buyer upon Seller's delivery of the goods to a carrier or shipment to Buyer and any loss or damage thereafter shall not relieve Buyer from any obligation hereunder. Risk of loss for goods shall pass to the Buyer once payment is received by Seller.

Buyer may terminate this contract in whole upon thirty (30) days advance written notice to Seller. In such event, Buyer shall be liable for termination charges. If goods ordered are a standard, manufactured catalog item, Buyer will pay a cancellation charge for each unit cancelled equal the greater of 20% of the purchase order item price or forfeiture of down payment/trade in. If goods are non-standard items built to the Buyer's custom order, Buyer will pay for all cost, direct and indirect incurred and committed for this contract, together with a reasonable allowance for prorated expenses and anticipated profits.

Buyer agrees to comply fully and with all laws and regulation concerning the purchase and sale of goods. In particular, Buyer agrees to comply with all applicable export administration regulations of the United States, including, but not limited to, the Export Administration Act, insofar as they apply to the sale of products.

Buyer shall indemnify and hold harmless Seller, its employees, officers and directors and the respective successors and assigns, from and against any and all liability, damages, claims, causes of actions, losses, costs and expenses (including attorney's fees) of any kind arising out of injuries to any person (including death) or damage to any property caused by or related to the goods or any negligent act or omission of Buyer, its employees and agents.

The validity, performance and construction of this Sales Order, shall be governed by the laws of the State of Illinois, of the United States of America.

Seller shall not be liable, and shall be free from any potential liability for delay in delivery or non-delivery or any failure in shipment caused in whole, or in part, by the occurrence of any contingency beyond control of either Seller or Seller's suppliers including, but not limited to act of war (whether an actual declaration thereof is made or not) act of any government or any agency or subdivision thereof, judicial action, sabotage, insurrection, terrorism, riot or other act of civil disobedience, act of public enemy, failure or delay in transportation, strikes, lockouts, shortage of labor or labor troubles of any kind, accidents, explosion, perils of the sea, fire, earthquake, flood, storm or any other act of God, restrictions or requisitions, shortage of labor, fuel, raw material or machinery or technical failure where Seller has exercised ordinary care in the prevention thereof, failure of manufacturers to deliver, bankruptcy or insolvency of manufacturers or suppliers, suspension of shipping facilities, act or default of any carrier or any other contingency of whatsoever nature beyond Seller's control affecting production, transportation to boarding point, loading, forwarding or unloading in such a situation at destination of the goods covered by this contract including disturbances existing at the time this contract was made. In such a situation, if shipments or delivery is not made during the period contracted for, Buyer shall accept delivery under this contract when shipment is made; provided, however, Buyer shall not be obligated to accept delivery if shipment is not made within a reasonable time after the cessation of the aforementioned impediments or causes. Seller may allocate delivery among Seller's customers.

This order shall not be binding upon Seller until accepted by Seller in writing hereon and when so accepted, the original order with original signatures as given Seller and in Seller's possession shall be conclusive and binding upon the parties hereto.

The Buyer hereby acknowledges receipt of a copy of this Sales Order and Terms and Conditions.

REC SALES SIGNATURE

DATE

PURCHASER SIGNATURE

DATE

April 16, 2026
Our 97th Year**Ship To:**CITY OF FORT ATKINSON
700 JAMES PLACE
FORT ATKINSON, WI 53538
US**Bill To:**CITY OF FORT ATKINSON
700 JAMES PLACE
FORT ATKINSON, WI 53538
United StatesAttn: KENT SMITH
Phone: 920-5367771
Email: ksmith@fortatkinsonwi.net**Altec Quotation Number:** 2003610 - 1
Account Manager: Jason Gunvalson
Technical Sales Rep: Carson Jenkins

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	<u>Unit</u>		
1.	Altec Model AT41P Articulating Telescopic Aerial Device with a fiberglass upper boom and fiberglass insulator in the articulating arm and proportional joystick upper controls. Built in accordance to ALTEC's standard specifications and to include the following features: A. Ground to Bottom of Platform Height: 40.8 feet at 7.3 feet from centerline of rotation (12.45 m at 2.21 m) B. Working Height: 45.8 feet (13.96 m) C. Maximum reach to edge of platform with Upper Boom Non- overcenter: 30.1 feet (at 17.3 feet platform height) D. Upper boom extension: 110 inches E. Continuous rotation F. Articulating Arm: Articulation is from -3 to 82 degrees. Insulator provides 19 inches of isolation. G. Compensation System: By raising the articulating arm only, the telescopic boom maintains its relative angle in relation to the ground. The work position is achieved through a single function operation. H. Upper Boom: Articulation is from -25 to 85 degrees. The fiberglass section provides a minimum of 10.9 inches of isolation in the upper boom (when retracted and 42.3 inches when extended). I. Platform leveling is achieved by a hydraulic master-slave leveling system. This lifetime system is very low maintenance. J. The dielectrically tested, insulating upper control system includes the following boom tip components that can provide an additional layer of secondary electrical contact protection. Control Handle: A single handle controller incorporating high electrical resistance components that is dielectrically tested to 40 kV AC with no more than 400 microampers of leakage. The control handle is green in color to differentiate it from other non-tested controllers. The handle also includes an interlock guard that reduces the potential for inadvertent boom operation. Auxiliary Control Covers: Non-tested blue silicon covers for auxiliary controls. Control Console: Non-tested non-metallic control console plate.	1	

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	Boom Tip Covers: Non-tested non-metallic boom tip covers. The covers are not dielectrically tested, but they may provide some protection against electrical hazards.		
K.	Hydraulic system: Open center (full pressure), maximum flow 6 GPM, maximum operating pressure 3,000.		
L.	Dielectric rating: Category C, 46 kV and below		
M.	Unit is painted with a powder coat paint process which provides a finish-painted surface that is highly resistant to chipping, scratching, abrasion and corrosion. Paint is electrostatically applied to the inside as well as outside of fabricated parts then high temperature cured prior to assembly ensuring maximum coverage and protection.		
N.	Manuals: Two (2) Operator's and Maintenance/Parts Manuals. One(1) in printed format and one(1) in electronic format available at connect.altec.com containing instructional markings indicating hazards inherent in the operation of an aerial device.		
O.	Unit meets or exceeds ANSI 92.2 standards.		
2.	Pedestal	1	
3.	Install Boom Mounted Components For Use With Manual Boom Securing System	1	
4.	Single 1-Man Platform, Fiberglass, 24" x 30" x 42", End Mount, 180 Degree Rotation	1	
5.	Platform Mounted Single Handle Controls	1	
6.	No Jib/Winch	1	
7.	One (1) Platform Step - located on the side of the platform nearest the elbow in the stowed position	1	
8.	Platform Cover - soft vinyl, 24 x 30 inches (610 x 762 mm)	1	
9.	Platform Liner, 24 x 30 x 42 inches (610 x 762 x 1067 mm), 50 kV Rating	1	
10.	Hydraulic Tool Circuit at Platform: One set of quick disconnect couplings at the boom tip for open center tools.	1	
11.	Engine Start/Stop & Secondary Stowage System: 12 VDC powered motor and pump assembly for temporary operation of the unit in a situation wherein the primary hydraulic source fails. Electric motor is powered by the chassis battery. This feature allows the operator to completely stow the booms, platform, and outriggers. Secondary Stowage & Start/Stop is activated with an air plunger at the platform or momentary switch at the lower control station and outriggers.	1	
12.	Slip Ring: Required for engine start/stop, secondary stowage system, and throttle control options	1	
13.	Outriggers, Primary, Modified A-Frame With Integrated Subbase, 30"-34" Chassis Height, Electric Interlock, No Valves On Legs, 114" Spread, Fixed Shoe (AT37/41 M/ME/P/PE/S/SE)	1	
14.	Altec Unit Powder Painted White	1	

Unit & Hydraulic Acc.

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
15.	Scuff Pad 24 x 30 With Step For Use With Platform Liner (U&H Acc)	1	
16.	Electric Outrigger Controls for one (1) set of outriggers, drive hydraulic outrigger control valves. Durable weather proof sealed electronic switches mounted in aluminum boxes located at the rear of the unit.	1	
17.	Hydraulic Reservoir, Rectangular, 15 Gallon, No Hydraulic Oil Heater, with Temp Sight Gauge	1	
18.	Hydraulic Oil, HVI-22 with Ultraviolet Dye (Standard)	25	
19.	Standard Pump For PTO	1	
20.	Electric Shifted PTO	1	
21.	Standard Altec PTO/Transmission Functionality for Non-Allison Automatic Transmissions: -PTO will engage when transmission is in park and the Parking Brake is engaged. -If transmission is in gear, and PTO switch is activated, PTO will not engage. Transmission will remain in gear. -Once the transmission is shifted back into gear the PTO will disengage. For some truck configurations the PTO switch must be turned off to allow the transmission to shift into gear.	1	
22.	Standard Parking Brake Machine Interlock: Parking (holding) brake must be set before machine is operable.	1	
<u>Body</u>			
23.	Altec LGSS-132-84 (81) low-side general service body with step:	1	
A.	Steel body		
B.	Steel structural channel crossmembers and smooth floor with ladder-style understructure		
C.	132 in body length		
D.	94 in body width		
E.	40 in body compartment height		
F.	20 in body compartment depth		
G.	24 in from body floor to compartment tops		
H.	Finish paint entire body Altec white		
I.	Undercoat applied under the body		
J.	5.5 in drop-in wooden cargo retaining board at rear of body		
K.	5.5 in drop-in wooden retaining board at top of side access step		
L.	Stainless steel rotary paddle latches with locks		
M.	Gas props on all vertical doors		
N.	Chains on all horizontal doors		
O.	Standard master body locking system		
P.	Hotstick shelf extending full length of body on streetside		
Q.	Two (2) hotstick brackets Installed on streetside		
R.	Standard drop-down hotstick door for one (1) shelf on streetside, stainless steel slam paddle latch with keyed lock		
S.	One chock holder on each side of body with retaining lip In fender panel		
T.	Adhesive strip lighting (LED) around top and sides of compartment door facings		

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

Item	Description	Qty	Price
U.	1st vertical (SS) - 34 in w - One (1) outrigger housing and two (2) adjustable shelves with removable dividers on 4 in centers		
V.	2nd vertical (SS) - 24 in w - Two (2) adjustable shelves with removable dividers on 4 in centers		
W.	1st horizontal (SS) - 50 in w - One (1) fixed shelf with removable dividers on 4 in centers on bottom of compartment		
X.	Rear vertical (SS) - 24 in w - Six (6) locking swivel hooks on an adjustable rail (1-4-1)		
Y.	1st vertical (CS) - 34 in w - One (1) outrigger housing and two (2) adjustable shelves with removable dividers on 4 in centers		
Z.	2nd vertical (CS) - 24 in w - Gripstrut access steps with two (2) sloped grab handles, vented battery storage		
AA.	1st horizontal (CS) - 50 in w - One (1) adjustable shelf with removable dividers on 4 in centers and one (1) fixed shelf with removable dividers on 4 in centers on bottom of compartment		
AB.	Rear vertical (CS) - 24 in w - Six (6) locking swivel hooks on an adjustable rail (1-4-1)		
AC.	Body floor cut-out for AT41M/ME/P/PE aerial device near front of body		
AD.	Steel tailshelf, 29 in l x 94 in w, with rear cross storage and drop down doors		
AE.	Two (2) wire thru channels at bulkhead with cover		
AF.	Underbody channels on streetside and curbside for wiring/plumbing		

Body and Chassis Accessories

24.	Set of Safety Chain Eye Bolts	1	
25.	Combination 2 Ball (10,000 LB MGTW) and Rigid Pintle Hitch (16,000 LB MGTW with 3,000 LB MVL), 4-Bolt, Buyers BH82000	1	
26.	Underride Protection Bumper, Installed at Rear	1	
27.	Driveaway Safety Kit	1	
28.	Counterweight Front Bumper for F550/F600	1	
29.	Rigid Step Mounted Beneath Side Access Steps (Installed to Extend Approx. 2 inches Outward) (Creedmoor)	1	
30.	Boom Rest for a Telescopic Unit, Not Galvanized	1	
31.	Manual Boom Stow Securing System Installed on Boom Rest	1	
32.	Platform Rest, Rigid with Rubber Tube, 24 Inch	1	
33.	Wood Outrigger Pad, 19 x 19 x 2.5 with Rope Handle (Industry Preferred)	2	
34.	Outrigger pad holder, 20 L x 20 W x 5 H fits 19.5 x 19.5 x 4 and smaller pads bolt-on bottom, washout holes with 3/4 inch lip retainer, steel	2	
35.	Pendulum Retainers For Outrigger Pad Holders	2	
36.	Wheel Chocks Rubber with Metal Hairpin Handle 9.75 L x 7.75 W x 5 H (Pair) (Industry Preferred)	1	

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
37.	Mud Flaps with Altec Logo (Pair)	1	
38.	Safety Harness and 4.5 Ft Lanyard (Fits Medium to Xlarge)	1	
39.	Slope Indicator Assembly (Pair) for Machine with Outrigger	1	
40.	Vinyl Manual Pouch for Storage of All Operator and Parts Manuals	1	
<u>Electrical Accessories</u>			
41.	Compartment Lights Wired to Dash Mounted Master Switch in Chassis Cab	1	
42.	Lights And Reflectors In Accordance With FMVSS 108 (Complete LED)	1	
43.	Strobe Beacon Amber LED with Brush Guard (Standard) (Tecniq #K10-AAAD-1) (Permit May Be Required) (Industry/Stock Preferred)	2	
	Details: - Post mounted at front of body, one each side		
44.	Strobe Lights Wired Ignition Hot	1	
45.	Dual Tone Backup Alarm With Outrigger Motion Alarm	1	
46.	PTO Hour Meter, Digital, With 10 000 Hour Display	1	
47.	Trailer Receptacle, 6-Way (Pin Type) Installed At Rear	1	
48.	Altec Standard Trailer Plug Wiring	1	
49.	Upfitter Switches, Ford (Supplied with Chassis)	1	
50.	Power Distribution Module (PDM-6A) is a compact self-contained electronic system that provides a standardized interface with the chassis electrical system using the AXIS Service Interface.	1	
51.	One Emergency Stop Located at Ground Level Installed at the Rear of the Vehicle	1	
52.	Install Chassis (OEM) Supplied Backup Camera In Final Assembly	1	
53.	Install Outrigger Interlock System In Final Assembly	1	
54.	Install Remote Engine Start/Stop and Secondary Stowage Systems in Final Assembly	1	
55.	Heavy Duty Secondary Stowage Pump (Supplied By Final Assembly)	1	
56.	PTO Indicator Light, Installed In Cab	1	
<u>Finishing Details</u>			
57.	Front and Rear Frame Mounted and Under Body Mounted Components (With the Exception of Rust Resistant Components) Will Be Painted Black DEPS 005 DEPS 095 (Includes Non OEM Front Bumpers and Cabguards)	1	
58.	Powder Coat Unit Altec White	1	

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
59.	Apply Non-Skid Coating (Black) to All Walking Surfaces DEPS 057	1	
60.	Placard, Engine Block Heater	1	
61.	Safety and Instructional Decals English	1	
62.	Vehicle Height Placard Installed In Cab DEPS 002	1	
63.	HVI-22 Hydraulic Oil Placard	1	
64.	Dielectric Test Unit According to ANSI Requirements	1	
65.	Stability Test Unit According to ANSI Requirements	1	
66.	Focus Factory Build	1	
67.	Delivery Of Completed Unit	1	
68.	As Built Electrical and Hydraulic Schematics to be Included In the Manual Pouch (Deps 024)	1	
69.	Completed Test Forms To Be Included In The Manual Pouch: -Stability Test Form -Dielectric Test Form (For Insulated Units)	1	
70.	Quick Turnaround	1	
<u>Chassis</u>			
71.	Altec Supplied Chassis	1	
72.	Chassis	1	
73.	2027 Model Year	1	
74.	Ford F550	1	
75.	Dual Rear Wheel	1	
76.	4x2	1	
77.	Chassis Cab	1	
78.	Regular Cab	1	
79.	Chassis Color - White	1	
80.	Automatic Emergency Braking	1	
81.	Forward Collision Warning	1	
82.	Lane Departure Warning System	1	
83.	AM/FM Radio	1	

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
84.	Bluetooth	1	
85.	Ford SYNC	1	
86.	Block Heater	1	
87.	Limited Slip Rear Axle	1	
88.	Trailer Brake Controller (Factory Installed)	1	
89.	Side Mirrors, Power Adjusting, Manual Folding, Manual Telescoping with Heated Glass	1	
90.	Cruise Control	1	
91.	110VAC Outlet, OEM Supplied	1	
92.	Air Conditioning	1	
93.	Backup Camera, OEM Supplied	1	
94.	Keyless Entry	1	
95.	Power Door Locks	1	
96.	Power Windows	1	
97.	Tachometer	1	
98.	Tilt Steering Wheel	1	
99.	84 Clear CA (Round To Next Whole Number)	1	
100.	Chassis Wheelbase Length - 169	1	
101.	GVWR 19,550 LBS	1	
102.	7,500 LBS Front GAWR	1	
103.	14,706 LBS Rear GAWR	1	
104.	Spring Suspension	1	
105.	Ford 6.7L Power Stroke Diesel	1	
106.	Diesel	1	
107.	Ford Torqshift 10-Speed Automatic Transmission (w/PTO Provision)	1	
108.	Ford 40 Gallon Fuel Tank (Rear)	1	
109.	Ford 7.2 Gallon DEF Tank (Mid Mount)	1	
110.	Ford E/F250-550 Single Horizontal Right Side Exhaust	1	
111.	No CARB Clean Idle Certification Required	1	
112.	EPA Clean Idle Certification	1	

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
113.	EPA Emissions	1	
114.	No Idle Engine Shut-Down Required	1	
115.	All-Position Tires, Front	1	
116.	Traction Tires, Rear	1	
117.	Hydraulic Brakes	1	
118.	Electronic Park Brake In Rear Wheels	1	
119.	Dual Alternator (350 amp Minimum)	1	
120.	63C - Aft Axle Frame Extension	1	
121.	872 - Rear View Camera and Prep Kit	1	
122.	98R - Operator Commanded Regeneration (OCR)	1	
123.	Vinyl Split Bench Seat	1	

Additional Pricing

124.	Standard Altec Warranty: One (1) year parts warranty, one (1) year labor warranty, ninety (90) days warranty for travel charges, limited lifetime structural warranty	1	
------	---	---	--

Miscellaneous

125.	Non-CARB Registered State	1	
------	---------------------------	---	--

Unit / Body / Chassis Total	207,614.00
Additional Total	0.00
FET Total	0.00
Total	207,614.00

Optional	Ext Warranty, Travel, Labor, Material and Expense, 5 Year Total (4 Year Extended), Category 2	\$6,760.00
Total if optional warranty is included		214,374.00

Altec Industries, Inc.

BY _____

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

Carson Jenkins

*Pricing in this quote does not include potential cost impacts related to the EPA emission regulations scheduled to take effect in calendar year 2027 for all medium and heavy duty engines. **Chassis OEM's anticipate these regulatory changes may result in additional increases estimated between \$15,000 and \$25,000.**

Notes:

- 1 Altec will make every effort to honor this quotation, subject to the following provisions. Prices for equipment with production start dates 12 months and beyond are budgetary only due to irregular cost inflation and market volatility. These prices will be reviewed based on market conditions and confirmed closer to the production date.

For a quoted chassis model year beyond the current open order bank, chassis model year, specifications and price should be considered estimates only and subject to change. Chassis model year, specifications and price will be reviewed and confirmed when specific model year information becomes available from the OEM.
- 2 Estimated Delivery: 16-18 months after receipt of order PROVIDING:
A. Customer supplied chassis (if applicable) is received a minimum of sixty (60) days before scheduled delivery.
B. Customer approval drawings are returned by requested date.
C. Customer supplied accessories are received by date necessary for compliance with scheduled delivery.
D. Customer expectations are accurately captured prior to major components being ordered (body, chassis) and line set date. Unexpected additions or changes made after this time or at a customer inspection will delay the delivery of the vehicle.

Estimated Delivery is based on information at time of quote and is subject to change.

Altec reserves the right to change suppliers in order to meet customer delivery requirements, unless specifically identified, by the customer, during the quote and or ordering process.
- 3 This quotation is valid until MAY 31,2026. After this date, please contact Altec Industries, Inc. for a possible extension.
- 4 F.O.B. - Customer Site
- 5 Interest charge of 1/2% per month to be added for late payment.
- 6 FINANCING AVAILABLE: Please contact Altec Capital at (888) 408-8148 or email finance@altec.com for more information.
- 7 Price does not reflect any local, state or Federal Excise Taxes (F.E.T). The quote also does not reflect any local title or licensing fees. All appropriate taxes will be added to the final price in accordance with regulations in effect at time of invoicing.
- 8 Changes made to this order may affect whether or not this vehicle is subject to F.E.T. A review will be made at the time of invoicing and any applicable F.E.T. will be added to the invoice amount.
- 9 Any payment made by a credit card may be subject to a surcharge fee.
- 10 Altec Standard Warranty:

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

One (1) year parts warranty.

One (1) year labor warranty.

Ninety (90) days warranty for travel charges.

Warranty on structural integrity of the following major components is to be warranted for so long as the initial purchaser owns the product: Booms, boom articulation links, hydraulic cylinder structures, outrigger weldments, pedestals, subbases and turntables.

Altec is to supply a self-directed, computer based training (CBT) program. This program will provide basic instruction in the safe operation of this aerial device. This program will also include and explain ANSI and OSHA requirements related to the proper use and operation of this unit.

Altec offers its standard limited warranty with the Altec supplied components which make up the Altec Unit and its installation, but expressly disclaims any and all warranties, liabilities, and responsibilities, including any implied warranties of fitness for a particular purpose and merchantability, for any customer supplied parts

Altec designs and manufactures to applicable Federal Motor Vehicle Safety and DOT standards

11 Altec Extended Warranty Option:

An Altec Extended Warranty is an extension of Altec's Limited Warranty and protects you from the repair cost associated with defects of materials and workmanship after the standard Limited Warranty expires.

Altec offers many types of coverages and coverage packages. Ask your Altec account manager for details. Quotes are available upon request.

12 After the initial warranty period, Altec Industries, Inc. offers mobile service units, in-shop service and same day parts shipments on most parts from service locations nationwide at an additional competitive labor and parts rate. Call 877-GO-ALTEC for all of your Parts and Service needs.

13 Trade-in offer is conditional upon equipment being maintained to DOT (Department of Transportation) operating and safety standards and remaining in compliance of DOT until arrival at an Altec Facility. This will include, but is not limited to engine, tires, lights, brakes, glass, etc. All equipment, i.e., jibs, winches, pintle hooks, trailer connectors, etc., are to remain with unit unless otherwise agreed upon in writing by both parties. ALTEC Industries reserves the right to re-negotiate its trade-in offer if these conditions are not met.

All reasonable and necessary expenses required of ALTEC Industries to execute transportation of the trade-in will be invoiced to the customer for payment if these conditions are not met to maintain DOT standards.

Customer may exercise the option to rescind this agreement in writing within sixty (60) days after receipt of purchase order. After that time ALTEC Industries will expect receipt of trade-in vehicle upon delivery of new equipment as part of the terms of the purchase order unless other arrangements have been made.

14 The final fully loaded weight of the truck and structural ratings of the hitch assembly may reduce the towing capacity and the vertical load capacity of the finished truck. These capacities may not match the ratings of the chassis or hitch.

15 Altec takes pride in offering solutions that provide a safer work environment for our customers. In an effort to focus on safety, we would encourage you to consider the following items:

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

UTILITY EQUIPMENT AND BODIES SINCE 1929

Outrigger pads (When Applicable)
Fall Protection System
Fire extinguisher/DOT kit
Platform Liner (When Applicable)
Altec Sentry Training
Wheel Chocks

The aforementioned equipment can be offered in our new equipment quotations. If you find that any of these items have not been listed as priced options with an item number in the body of your quotation and are required by your company, we would encourage you to contact your Altec Account Manager and have an updated quote version sent to you. These options must be listed with an item number in the quotation for them to be supplied by Altec.

- 16 Altec values your data privacy. The Altec Family of Companies (including Altec, Inc., and its subsidiaries) may collect telematics data from the equipment you own. Please review Altec's Equipment Data Privacy Notice on www.altec.com for more information. By purchasing equipment from Altec, you consent to Altec's right to collect and use such data.
- 17 **RECOMMENDED OPTIONS AND ACCESSORIES:** These options are not included in the quote total price. Selected options will change the quote total. Any options added after initial order will be re-quoted.

FORD F600 / TEREX LT40



CUSTOM TRUCK  SOURCE

Terex LT40

Ford F600

Item Number(s): 100_05269



(888) 684-8146 | www.customtruck.com

Chassis Specifications	
Chassis Make/Model	Ford F600
Axle Configuration	4x4
Cab Type	Regular
Engine Make/Model	PowerStroke 6.7L
Fuel Type	Diesel
Engine Horsepower	330 hp
Transmission Make/Model	Ford 10 Speed Automatic
Engine Block Heater	Included
Brakes	Hydraulic
Fuel Tank Capacity	40 gal
DEF Tank Capacity	Small

Axles and Suspension	
Front Axle	Ford Mono-Beam Rigid 7,500 lbs
Front Tires	245/70R19.5
Front Suspension	Spring 7,500 lbs
Rear Axle	DANA M300 Rigid 15,500 lbs
Rear Axle Configuration	Single Axle
Rear Axle Ratio	4.3
Rear Locking Differential	Limited Slip
Rear Tires	245/70R19.5
Rear Suspension	Leaf Spring 15,500 lbs
GVWR	22,000 lbs

Cab Features	
Heated Mirrors	Included
Power Locks/Windows	Included/Included
Interior	Medium Dark Slate Vinyl
Driver/Passenger Seats	40/20/40
Radio	AM/FM, MP3
Rear Camera	Included
Cab Color	White

General Safety	
Backup Alarm	Included
Fire Extinguisher/First Aid Kit	Included/Included
Strobe Lights	(1) Beacon Strobe

Bucket Specifications	
Bucket Make/Model	Terex LT40
Working Height	45’ 6”
Side Reach	26’ 6”
Rotation	Continuous Unrestricted
Jib	Not Applicable
Winch	Not Applicable
ANSI Standards	Meets or Exceeds ANSI/SIA A92.2-2015

Boom Specifications	
Upper Boom Material	Filament Wound Tapered Fiberglass Insert Providing an Insulation Gap
Lower Boom Material	Filament Wound Tapered Fiberglass Insert Providing an Insulation Gap
Upper Boom Articulation	-14 deg to +80 deg
Lower Boom Articulation	0 to +72 deg
Boom Insulation Rating	46 KV

Platform Specifications	
Platform Style/Size	End Mounted 24” x 30” x 42”
Platform Capacity	400 lbs
Platform Liner	Included
Platform Cover	Included

Bucket Controls	
Upper Controls	“Control-Plus” Single Stick
Lower Controls	Individual Control Levers on Turntable
Hydraulic Controls	Open Center
Auxiliary Hydraulic Let Down w/ Controls	Included
Hydraulic Tool Outlets	At Platform
Engine Start/Stop	Included
Engine Throttle Advance	Included

Outriggers	
Front Outrigger	Not Applicable
Rear Outrigger	Not Applicable
Outrigger Feet	Not Applicable
Outrigger Pads	Not Applicable
Outrigger Boom Interlock	Not Included
Moving Outrigger Alarm	Not Included

Body Specifications	
Body Type	Line Body
Body Length	132”
Body Material	Steel

Body Features	
Shelves/Material Hooks	Adjustable Shelves and/or Material Hooks in Compartments
Wheel Chock Storage	(2) Chock Holders Passenger Side
Outrigger Storage	Not Included
Hotstick Storage	Rear Access Door for Hotstick Shelf
Anti-Skid	Compartment Tops, Bed Space
Level Indicators	Included
Body Access	Curb Side Body Access
Body Color	White

Trailering and Towing	
Tow Hooks	(2) Front Frame Mounted
Pintle Hitch	10 Ton
Trailer Receptacle	7-Way RV

Available Options - Option pricing NOT included in base price below	

Save thousands by having Custom Truck tool-up your vehicle and have it work ready when it leaves the CTOS yard.

\$165,500.00

\$2,525.03/mo

Custom Truck Capital sample 60 month lease payment subject to approval

If applicable FET is included in price
Ex Works: Union Grove, WI
Expiration: 09/30/2025

Terex LT40
Ford F600

Item Number(s): 100_05269



(888) 684-8146 | www.customtruck.com





Booms & Cranes



Bucket Trucks



Diggers



Dump Trucks



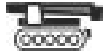
Forestry



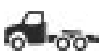
Pulling & Stringing



Service Trucks



Track



Heavy Haul Tractor



Trailers



Vac Trucks



Waste & Refuse



Rail



Building Supply



Water Trucks



Oil & Gas



Electric Vehicles



E-PTO



WE ALSO OFFER

- BLOCKS
- TOOLING KITS
- EPTO
- DIGGER DERRICKS
- POLE / REEL TRAILERS



Vendor	Item	Bid Amount
Custom Truck One Source	Versalift SST -40 2023 Chevrolet 5500 4x4 D	\$137,400.00
Runnion Equipment	Dur-A-Lift AX2-39FP 2026 Ford F 600 4x4 Gas	\$160,574.00
Custom Truck One Source	Terex LT40 2027 Ford F600	\$165,000.00
Altec	Model AT41P 2027 Ford F550 4x2 Gas	\$214,374.00

SECTION R - 2026 CAPITAL IMPROVEMENTS PROJECT BUDGET

City of Fort Atkinson
2026 Capital Improvements Projects Budget
Expenditure Detail

PROJECT LINE ITEM		2026 REQUEST	2026 PROPOSED LEVY FUNDED	2026-2027 BORROWING	2026 PROPOSED TRANSPORT FUNDING	OTHER FUNDING SOURCE (SEE TABLE)	PUSHED TO FUTURE CIP	PROJECT DESCRIPTION
DEPARTMENT	PROJECT							
2026 CAPITAL IMPROVEMENTS PROJECT BUDGET								
AIRPORT	AIRPORT MASTER PLAN	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	Master Plan for the Airport due to be complete in 2025. City's portion (3% or less) paid for through CARES Act Funds. Total cost \$350,000.
AIRPORT	NAVAIDS/BEACON PROJECT	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	Navigation Aids and rotating beacon elements to be replaced and updated in 2025 and 2026. To be paid for through CARES Act funds.
AIRPORT	RUNWAY/TAXIWAY LIGHTING	\$ 28,000.00	\$ -	\$ -	\$ -	\$ 28,000.00	\$ -	Runway and taxiway lighting elements to be replaced and upgraded. City's portion in 2025 and 2026 to be paid for through CARES Act Funds.
AIRPORT	BARN ROOF REPAIR	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	The barn roof on the airport grounds has a hole in the roof. Unclear on CARES act funding possibility.
ALL - GENERAL FUND	COMPUTER/SERVER REPLACEMENT	\$ 26,900.00	\$ 26,900.00	\$ -	\$ -	\$ -	\$ -	Annual computer and server replacement for all General Fund Departments. Utilities self-fund computer and server replacements.
AQUATIC CENTER	CONCESSION BUILDING ENHANCEMENTS	\$ 10,500.00	\$ 10,500.00				\$ -	Remove grease trap and upgrade plumbing, add ventilation (exhaust fan and door vents), and electrical upgrades as budget allows. (This is priority)
AQUATIC CENTER	IT UPDATES, NETWORK, POS SYSTEM, SECURITY, PA SYSTEM	\$ 11,000.00	\$ 11,000.00	\$ -			\$ -	Internet access was added to the Aquatic Center in 2025 to accept credit card payments. Additional improvements are needed, including replacing a failing video security system.
CITY MANAGER	STRATEGIC PLANNING	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	Hire a consultant to engage the City Council, municipal staff and the public in a strategic planning process to set mission, vision and values for future.
CITY MANAGER	REBRANDING PROJECT	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00	As a follow up to strategic planning, hire a consultant to assist the City Council, municipal staff, and the public to use new mission and vision to develop a new municipal branding, logo, and entryway signage. Proposed ARPA use.
CLERK/TREASURER	ELECTION UPGRADES	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	New DS200, Badger Book Server, Gym mats, security features
ELECTRICAL	MAIN ST CORRIDOR STREET LIGHTS	\$ 9,500.00	\$ -	\$ -	\$ -	\$ -	\$ 9,500.00	Replacing aging High Pressure Sodium cobra head fixtures with LED cobra head fixtures
ELECTRICAL	MCCAIN TRAFFIC CONTROLLERS	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	Update older traffic signal controllers
ELECTRICAL	BUCKET TRUCK	\$ 170,000.00	\$ -	\$ 170,000.00	\$ -	\$ -	\$ -	Replace 1998 bucket truck
FIRE DEPARTMENT	BATTALION VEHICLE-F350 TRUCK, TOPPER	\$ 128,000.00	\$ -	\$ 128,000.00	\$ -	\$ -	\$ -	Replacement of 11 year old command vehicle. F350 truck, topper, slide out gear trays, radios, graphics
FIRE DEPARTMENT	AMBULANCE AND EQUIPMENT	\$ 508,343.00	\$ -	\$ 508,343.00	\$ -	\$ -	\$ -	Replacement of 22 year old ambulance 8157, patient cot, EKC monitor and radios.



MEMORANDUM

DATE: May 5, 2026

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Director of Neighborhood and Building Services

RE: Review and possible action relating to a Certified Survey Map for the property located at 744 Jones Avenue (CSM-2026-07) (Draeger, Director of Neighborhood and Building Services)

BACKGROUND

Sections 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outline the requirements for the Plan Commission and City Council to review and approve the Certified Survey Map (CSM) to ensure conformance with all ordinances and plans.

DISCUSSION

Jones Dairy Farm owns the subject properties, which are partially located in the Town of Koshkonong, with the majority of the land within the proposed Certified Survey Map (CSM) situated in the City. Jones Dairy Farm is petitioning to annex a small portion of its campus currently in the Town into the City to construct a wastewater treatment facility.

The applicant is proposing a Certified Survey Map (CSM) to combine a portion of land currently located in the Town of Koshkonong with an existing parcel in the City. The applicant has also petitioned for annexation of the Town property. The Wisconsin Department of Administration has reviewed the petition and determined that the proposed annexation is in the public interest.

Following approval of the annexation, the two land areas identified in the annexation exhibit will remain separate parcels until formally combined. The proposed CSM will serve as the legal mechanism to consolidate these areas into a single parcel, which is necessary to accommodate the planned wastewater treatment facility serving the Jones Dairy industrial building.

It should be noted that the Plan Commission approved a Site Plan Review for a new wastewater pre-treatment plant at their meeting on April 28, 2026. The approval was conditioned on the City Council's approval of an Annexation Ordinance and the approval of the Certified Survey Map.

City staff find that the proposed Certified Survey Map (CSM), overall, is consistent with the

City's Land Division and Development Ordinance and is in conformance with the City's Comprehensive Plan. A few minor mapping adjustments are required to achieve full compliance. The applicant has acknowledged these revisions and has agreed to incorporate them into the final CSM.

Per Ch. 236, Wis. Stats. and Ch. A-E7, Wis. Admin Code:

s. 236.15(1) Monuments: On the final CSM, show set/found corners at each of the lot corners.

s. 236.34(1m)(a) Each sheet of the final CSM must be signed, sealed and dated by a WI Professional Land Surveyor.

s. 236.20(3)(b) The monuments at the ends of the boundary tie line shall be described.

Per Ch. 70 City of Fort Atkinson Land Division and Development Ordinance:

s. 70.06.01(1)(b) Contact information. Name, mailing address, email address, and phone number of the owner, developer and land surveyor. Add the underlined information to the final CSM.

General Notes:

1) Some of the text is cut off near the top of Sheet 1 on the quarter section line.

2) Show the total sheet numbers on the final CSM.

3) The bearing on the 56.76' long tie line is different in the Surveyor's Certificate than on the map.

4) The bearing in the Surveyor's Certificate that goes with the 112.15' length is missing an "E."

5) Towards the end of the Surveyor's Certificate, the course with the 197.38' length is repeated and the 33.22' long course is missing.

6) Add the Owner's Certificate and City of Fort Atkinson Approval Certificate on the final CSM.

FINANCIAL ANALYSIS

The CSM will not have a direct financial impact on the City. However, the overall project, including the investment in the wastewater pre-treatment facility, will benefit the City financially by increasing the taxable value of the parcel. Additionally, consistent pre-treatment of the company's wastewater will relieve some of the pressure on the City's Wastewater Treatment Plant while increasing the capacity of both systems. Jones Dairy Farm's continued investment in their physical plant and operations positively impacts the City of Fort Atkinson.

RECOMMENDATION

Staff and the Plan Commission recommend the City Council approve the Certified Survey Map with the following conditions:

- All corrections identified in the staff memo shall be incorporated into the final Certified Survey Map, subject to verification by City staff.
- Formal annexation of the property described in the Annexation Exhibit prior to applying signatures to the Final Certified Survey Map.

ATTACHMENTS

1. 24066-CSM-2-19-26
2. 24066-Boundary-Exhibit-3-20-26
3. CSM App Redacted

CERTIFIED SURVEY MAP NO. _____

Being a part of the Southeast 1/4 of the Southwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 4, Township 5 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

LEGEND:

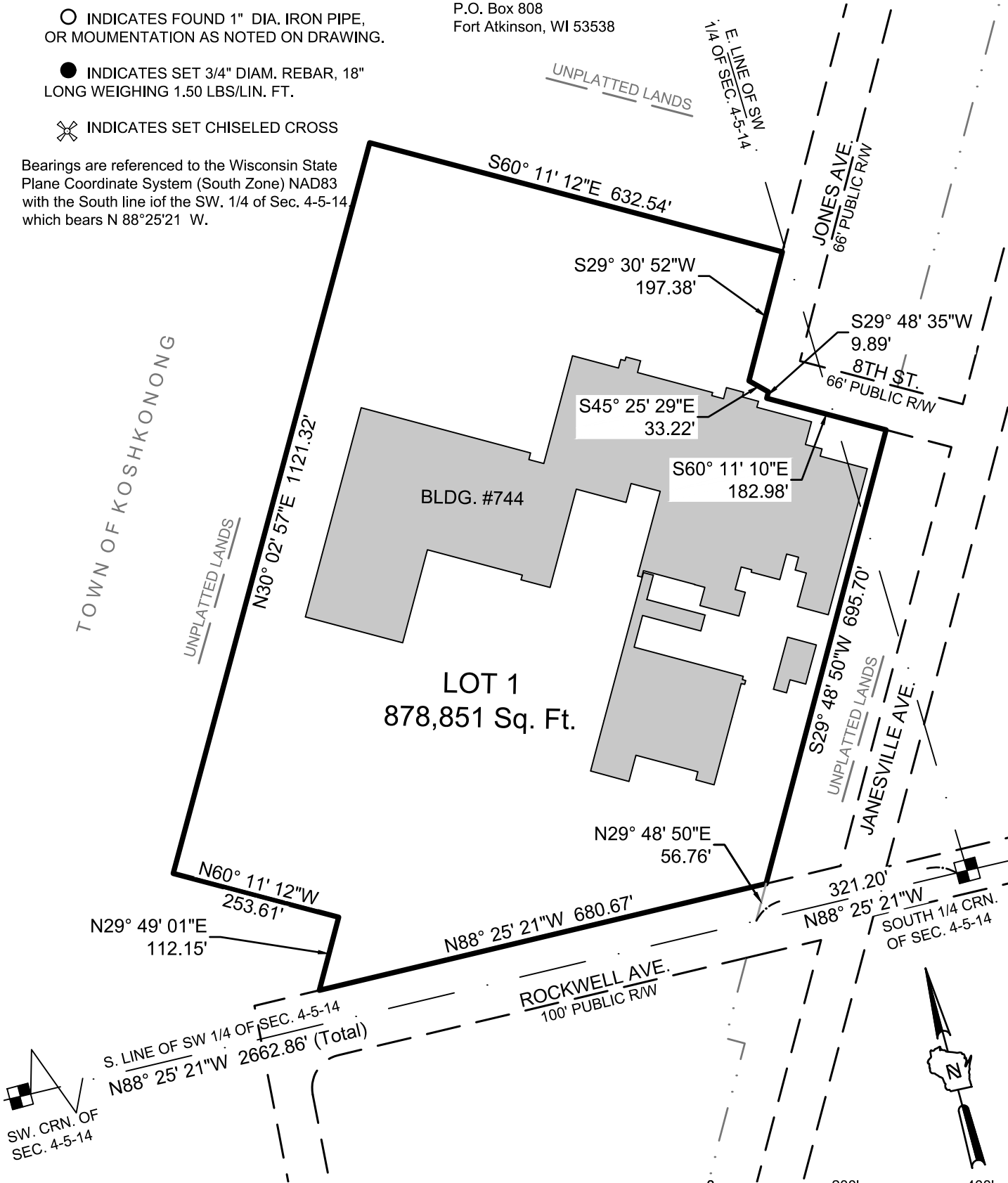
○ INDICATES FOUND 1" DIA. IRON PIPE, OR MOUMENTATION AS NOTED ON DRAWING.

● INDICATES SET 3/4" DIAM. REBAR, 18" LONG WEIGHING 1.50 LBS/LIN. FT.

✕ INDICATES SET CHISELED CROSS

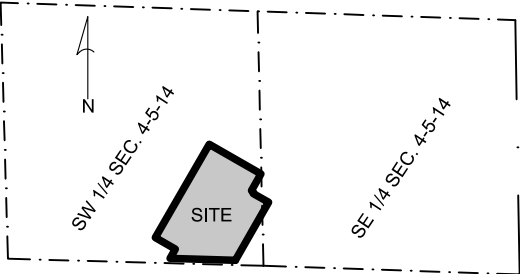
Bearings are referenced to the Wisconsin State Plane Coordinate System (South Zone) NAD83 with the South line iof the SW. 1/4 of Sec. 4-5-14 which bears N 88°25'21" W.

Owner:
Jones Dairy Farm
P.O. Box 808
Fort Atkinson, WI 53538



Location Map

Scale 1" = 2000'



www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

DRAFT
PROJECT #24066 DRAFTED BY JMB

CERTIFIED SURVEY MAP NO.

Being a part of the Southeast 1/4 of the Southwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 4, Township 5 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, Kevin A. Slottke, Professional Land Surveyor, do hereby certify:

THAT I have surveyed, divided, and mapped the following parcel of land:

Being a part of the Southeast 1/4 of the Southwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 4, Township 5 North, Range 14 East, in the City of Fort Atkinson, Jefferson County, Wisconsin.

Commencing at the South 1/4 corner of said Section 4; thence N88°25'21"W along the South line of the Southwest 1/4 of said Section 4, also being the centerline of Rockwell Ave., 321.20 feet; thence N29°18'50"E, 56.76 feet to a point in the North right of way line of Rockwell Ave. and the point of beginning; thence N88°25'21"W along said North line, 680.67 feet; thence N29°49'01", 112.15 feet; thence N60°11'12"W, 253.61 feet; thence N30°02'57"E, 1121.32 feet; thence S60°11'12"E, 632.54 feet to a point in the West line of Jones Avenue; thence S29°30'52"W along said West line, 197.38 feet to a point in the South line of 8th Street; thence S29°30'52"W along said South line, 197.38 feet; thence S29°48'35"W along said South line, 9.89 feet; thence S60°11'10"E along said south line, 182.98 feet; thence S29°48'50"W, 695.70 feet to the point of beginning.

Said lands containing 878,851 square feet or 20.17564 acres of land, more or less.

That I have made such survey, land division, dedication and plat at the direction of the Jones Dairy Farm, OWNER of said lands.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with Chapter 236.34 of the Wisconsin Statutes and the Subdivision Ordinance for the City of Fort Atkinson in the surveying and mapping the same.

Kevin A. Slottke S-2503



www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

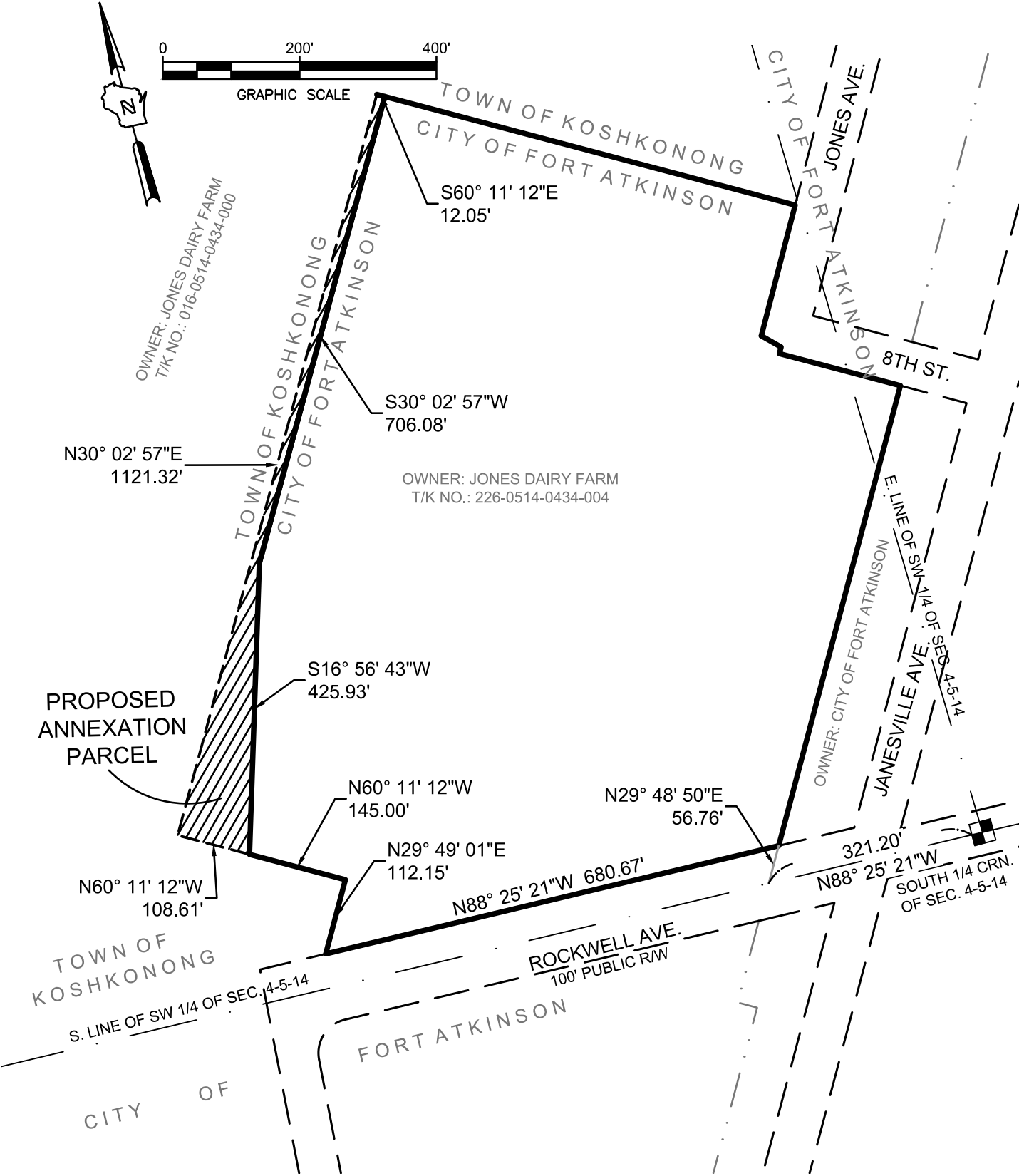
DRAFT

PROJECT #24066 DRAFTED BY JMB

Sheet 2 of X

ANNEXATION EXHIBIT

TO THE CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN



Legal Description of Proposed Annexation Parcel:

Being a part of the Southeast 1/4 of the Southwest 1/4 of Section 4, Township 5 North, Range 14 East, Town of Koshkonong, Jefferson County, Wisconsin bounded and described as follows:

Commencing at the South 1/4 corner of said Section 4; thence N88°25'21"W along the South line of the Southwest 1/4 of said Section 4, also being the centerline of Rockwell Ave., 321.20 feet; thence N29°18'50"E, 56.76 feet to a point in the North right of way line of Rockwell Ave., thence N88°25'21"W along said North line, 680.67 feet; thence N29°49'01", 112.15 feet; thence N60°11'12"W, 145.00 feet to a point in the boundary line of the City of Fort Atkinson and the Town of Koshkonong and the point of beginning; thence continuing N60°11'12"W, 108.61 feet; thence N30°02'57"W, 1121.32 feet; S 60°11'12" E, 12.05 feet; thence S 30°02'57" W, 706.08 feet; thence S16°56'43"W, 425.93 feet to the point of beginning.

Said parcel containing 33,556 square feet/0.77034 acres of land more or less.



www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210



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

City of Fort Atkinson Certified Survey Map Application

This form is designed to be used by the Applicant as a guide to submitting a complete application for review of a Certified Survey Map by the City to process the application.

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

Russell J Raposa AIA, ESI Design Services, Jones Dairy Farm

Phone number: _____ Email: _____

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

Ryan Robinson, Jones Dairy Farm

Phone number: _____ Email: _____

Postal address for proposed CSM: _____

800 Jones Ave.

Parcel Identification Numbers Involved: _____

226-0514-0434-004

Brief description of proposed division or combination and purpose: _____

Adding farmland from Jones Dairy Farm Parcel To Jones Dairy Farm Industrial Facility parcel

I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

- ☒ A map of the subject property to scale depicting:
 - ☒ All lands and boundaries for the parcel(s)
 - ☒ Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - ☒ All lot dimensions of the subject property.
 - ☒ A graphic scale and a north arrow.
- ☒ Legal Description
- ☒ All easements, setbacks or land restrictions on the parcel(s)



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

II Process Checklist

- | | |
|--|-------------|
| ☐ Application fee of \$100 plus \$10 per additional lot received by City Treasurer
(Maximum \$150) | Date: SW |
| ☐ Receipt of complete application packet by Zoning Administrator | Date: _____ |
| ☐ City Staff Review | Date: _____ |
| ☐ Plan Commission Public Hearing, review and recommendation | Date: _____ |
| ☐ City Council review and action | Date: _____ |

[REDACTED]

Dated this 19th day of January, 20 26

Respectfully submitted,

Russell J Raposa AIA
(Signature of Applicant)

Digitally signed by Russell J Raposa AIA
DN: cn=US, email=Raposa@cityof-fort-atkinson.com, cn=Russell J Raposa AIA
c=US, o=City of Fort Atkinson, ou=City of Fort Atkinson, email=Raposa@cityof-fort-atkinson.com
Date: 2026.01.19 09:02:33 -0500



MEMORANDUM

DATE: May 5, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to disallowance of a claim against the City of Fort Atkinson, Harris (Ebbert, City Clerk/Treasurer/Finance Director)

BACKGROUND

The League of Wisconsin Municipalities Mutual Insurance (LWMMI) is the City's insurance carrier for property, liability, and worker's compensation. Statewide Services, Inc administers the claims for LWMMI. When the City receives a claim against the City's insurance, Statewide Services performs an investigation and obtains facts relating to the claim, which can include interviewing employees and onsite investigation. After the investigation, Statewide Services makes a final determination and recommendation relating to the claim.

DISCUSSION

On April 14, 2026, staff received a notice from an individual whose vehicle was damaged due to the 103 mph wind during the early morning hours of Tuesday, April 14, 2026. The notice was submitted to Statewide Services, which manages such claims for the City. Statewide recommended that the City disallow the claim as the City was found to not be liable for damage caused by an act of nature. The disallowance of the claim shortens the statute of limitations period to six months for any future lawsuit relating to this matter.

FINANCIAL ANALYSIS

There is no financial impact to the City to disallow the claim.

RECOMMENDATION

Staff recommends the City Council disallow the claim against the City of Fort Atkinson from the Claimant pursuant to Wisconsin Statutes 893.80(1)(g).

ATTACHMENTS

1. Statewide Claim Contact Letter Harris
2. Harris Recommendation for Disallowance_ WM000282260041 _FORT ATKINSON CITY OF

Statewide Services, Inc.

Claim Division

1241 John Q. Hammons Dr.
P.O. Box 5555
Madison, WI 53705-0555
877-204-9712

April 16, 2026

City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538

RE: Insured: City of Fort Atkinson
Claimant Name: City of Fort Atkinson
Claim Number: WM000282260041
Date of Loss: 04/14/2026

Statewide Services, Inc. is the third-party administrator for the League of Wisconsin Municipalities Mutual Insurance liability and auto program. We received notice of the above-referenced claim and want to assure you that we are in the process of reviewing it. This claim has been assigned to:

Dan Lowndes
Managing Attorney
Phone: 608-828-5687
Email Address: dlowndes@statewidesvcs.com

Feel free to call or email the claim handler above.

Sincerely,

Statewide Services Claim Department

cc: R&R Insurance Services – Paul Lessila

Statewide Services, Inc.
Claim Division

Sirnika Walker
Casualty Claims Adjuster Specialist
P.O. Box 5555
Madison, WI 537-05-0555
608- 806-8384
swalker@statewidesvcs.com

March 20, 2026

Michelle Ebbert, Clerk
City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538
Via email to: mebbert@fortatkinsonwi.gov

RE: Recommendation of Disallowance
Claim of Robb Harris
Our file no. WM000282260041

Dear Clerk Ebbert:

Statewide Services administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which provides insurance coverage to the City of Fort Atkinson. We are in receipt of Mr. Robb Harris's claim regarding vehicle damage caused by an act of nature.

City camera footage confirmed that an act of nature caused wind-driven debris to fall, resulting in damage to the claimant's vehicle while it was on city property.

Therefore, City of Fort Atkinson has no liability here and we recommend that the City follow its standard operating procedures regarding placing disallowance of this claim on an upcoming City Council agenda. If that vote passes, please send Mr. Robb Harris a Notice of Disallowance via certified mail, return receipt requested so that they can receive the Notice of Disallowance no later than 120 days after the city received this claim.

Please do not hesitate to call or email me if you have any questions or concerns.

Sincerely,

Sirnika Walker
Casualty Claims Adjuster Specialist