



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, APRIL 16, 2024 – 7:00 PM
CITY HALL – SECOND FLOOR**

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

Meeting ID: 599 786 6403
Passcode: 53538

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

AGENDA

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

2024 Ordinance Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the April 4, 2024 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **minutes of the April 9, 2024 regular Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to the **minutes of the April 10, 2024 Police and Fire Commission** meeting (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action relating to **building, plumbing, and electrical permit report for March 2024** (Draeger, Building Inspector/Zoning Administrator)
- f. Review and possible action relating to the City Clerk-issued **License and Permit Report for March 2024** (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of March 31, 2024 (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

- a. **Presentation: Annual Stormwater Report** (Selle, Director of Public Works/City Engineer)
- b. Review and possible action on a proclamation recognizing **Fair Housing Month** in the City of Fort Atkinson (Houseman, City Manager)
- c. Review and possible action on a proclamation recognizing **National Library Week April 7-13, 2024** in the City of Fort Atkinson (Houseman, City Manager)
- d. Review and possible action on a proclamation recognizing **After School Professionals Appreciation Week April 22-26, 2024** (Houseman, City Manager)

7. Resolutions and Ordinances

- a. Review and Possible action on a resolution relating to **“Less Mow May,” a temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code** (Houseman, City Manager)
- b. Second and possible third/final reading of an **Ordinance amending Section 22-262 and 22-263 relating to Direct Sellers** (Ebbert, Clerk/Treasurer/Finance Director)

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

- a. Review and possible action relating to a **Certified Survey Map for Opportunities Inc.**, for the property located at 201 East Cramer Street (Selle, Director of Public Works)

10. Claims, Appropriations and Contract Payments

- a. Review and possible action relating to the **Verified Claims for March 21-31, 2024** presented by the Director of Finance and authorization of payment (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to the **Verified Claims for April 1-16, 2024** presented by the Director of Finance and authorization of payment (Ebbert, Clerk/Treasurer/Finance Director)

11. Adjournment

- a. **The 2023-2024 City Council will adjourn – Sine Die**

12. Oath of Office

- a. The City Clerk will administer the **Oath of Office** to newly elected City Council Members (Ebbert, Clerk/Treasurer/Finance Director)

13. Call meeting to order

- a. **Call to order** the first meeting of the 2024-2025 Fort Atkinson City Council (Houseman, City Manager)
- b. **Roll Call**
- c. **Election of the President of the City Council** for the term of April 16, 2024 – April 15, 2025 (Houseman, City Manager)
- d. **Election of President Pro Tem by Council President** for the term of April 16, 2024-April 15, 2025
- e. Review and possible confirmation of the City Manager's appointment of Eric Schultz to serve as the Council Representative on the **Plan Commission** (Houseman, City Manager)
- f. 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)

14. New Business

15. Closed Session

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

16. Adjournment

Date Posted: April 12, 2024

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

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**ORDINANCE COMMITTEE MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MARCH 19, 2024 – 6:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Cm. Becker, Cm. Jaeckel and President Johnson. Also present: City Manager and City Clerk/Treasurer.

3. New Business

a. Review and possible recommendation to the City Council relating to an Ordinance amending Section 22-261 relating to Direct Sellers (Ebbert, City Clerk/Treasurer/Finance Director)

Clerk Ebbert reviewed the recommended changes for the Ordinance as follows:

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

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

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

Page 3 of 9

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

Ebbert continued with any financial impact would only include the publication of the adopted Ordinance which is generally a low cost expense.

Cm. Jaeckel moved, seconded by Cm. Becker to direct staff to prepare the Ordinance for the first reading at a City Council meeting. Motion carried.

4. Miscellaneous

a. Discussion of Off-Street Parking Standards

President Johnson requested the Ordinance Committee discuss off-street parking standards as he received two comments from property owners wishing to sell a vehicle on their front lawn. The residents were provided a warning and asked to remove their vehicles within 30 days. No citations were issued. Attorney Westrick confirmed that a warning would be issued before a citation.

President Johnson asked if a permit could be established to allow parking on a front lawn for a brief amount of time.

Cm. Jaeckel stated he has not heard this practice being abused and does not feel it should be amended at this time. Cm. Becker noted he has received complaints of vehicles being parked over sidewalks or in front lawns but no request to allow it.

Inspector Draeger stated he has not recommended citations for any of the complaints he has received. He added the code has restricted this type of parking since 2002. The restriction was not amended with the recent code review.

Cm. Jaeckel and Cm. Becker agreed to leave the code as is for now.

There was discussion on snow emergency and allowing parking in the grass for the duration of the snow emergency. The Police has typically not cited property owners that park on their grass during a snow emergency.

5. Adjournment

Cm. Becker moved, seconded by Cm. Jaeckel to adjourn. Meeting adjourned at 6:32 pm.

Respectfully submitted,
Michelle Ebbert

City Clerk/Treasurer/Finance Director



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

MINUTES

1. Call meeting to order

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

2. Roll call

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

3. Public Hearings

None.

4. Public Comment

Shannon Hough, 712 Frederick Avenue spoke on recent dog attacks in their neighborhood. She would like a dog euthanized that had attacked a person. She requested a permit be revoked for the dog owner.

Shad Janke, 717 Zaffke Street spoke on a dog issue in his neighborhood. He stated he personally had contact with a dog that had attacked a person and noticed some behavior. He recommends training of the subject dog.

Robin Lehmann, 727 Messmer Street expressed sorrow for the trouble her dog has created. She has an estimate on fencing with a double gate to eliminate the dog breaking out. She added her kids are not allowed to walk dog(s). She stated she also has a muzzle for the dog(s).

Sandra Free, 810 Messmer Street spoke on a dog issue in her neighborhood. She expressed concern for the dogs behavior to the owner. She referenced the City Ordinance that pertains to a dog attacking a person.

John Donohue, 1550 Raveen Street spoke on the Spring Election held on April 2, 2024. He requested additional designated parking spaces for handicapped vehicles.

5. Consent Agenda

Cm. Jaeckel moved, seconded by Cm. Becker to approve the Consent Agenda as presented.

- a. *Review and possible action relating to the **minutes of the March 19, 2024 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **Citizen Appointment of Ellen Bogner to the Historic Preservation Commission** (Houseman, City Manager)*
- c. *Review and possible action on a **Special Event: Park & Recreation Adult Recess, Friday, September 13, 2024, 6-9 p.m. at Jones Park** (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action on a **Special Event: City of Fort Atkinson Park & Recreation World of Wheels: Saturday, September 14, 2024, 10:00-11:30 a.m.** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action on a **Special Event: Park & Recreation Youth Triathlon, Saturday, July, 27, 2024, 8:00-11:00 a.m.** (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Review and possible action on a **Special Event: Project Lead/Jefferson County Cancer Coalition Cancer Walk, Saturday, June 8, 2024, 10:00 a.m. - 2:00 p.m.** (Ebbert, Clerk/Treasurer/Finance Director)*
- g. *Review and possible action on a **Special Event: Chamber of Commerce Fort Farmers Market, Saturdays from May 4, until October 26, 2024, 8:00 a.m. - 12:00 p.m.** (Ebbert, Clerk/Treasurer/Finance Director)*
- h. *Review and possible action relating to a **Special Event: FA Summer Charity Concerts June 12, June 26, July 10, July 24, August 7, and August 21, 2024 from 6:30-8:30 p.m. at Barrie Park** (Ebbert, Clerk/Treasurer/Finance Director)*

6. Petitions, Requests, and Communications

- a. ***Presentation: Annual Tourism Report** (Shauna Wessely, Fort Atkinson Chamber Director)*
Shauna Wessely of the Fort Atkinson Chamber of Commerce shared the annual report. No action required.
- b. *Review and possible action on a proclamation recognizing **Telecommunicators Week in the City of Fort Atkinson** (Bump, Police Chief)*
Cm. Lescohier moved, seconded by Cm. Schultz to approve the Proclamation recognizing Telecommunicators Week in the City of Fort Atkinson. Motion carried.

7. Resolutions and Ordinances

- a. *First reading of an **Ordinance amending Section 22-262 and 22-263 relating to Direct Sellers** (Ebbert, Clerk/Treasurer/Finance Director)*
Clerk Ebbert presented the Ordinance that was recommended for review by the Ordinance Committee. The following sections were discussed:

Section 22-262(e) - remove the fee from the Ordinance and include it with the annual review and adoption of the Fee Resolution.

Section 22-262(g) - allow the authority for revocation/suspension of permit(s) to the City Manager or his/her designee which may be the Chief of Police or Clerk/Treasurer.

Section 22-262(j) - set a maximum of number of permits per business. Staff recommended a maximum of ten per business and the Ordinance agreed on the recommendation.

Section 22-263(1) - Staff suggested to alter the time of 'calling' for a direct seller on a dwelling. Suggested is to disallow soliciting from 7:00 pm to 9:00 am. The current ordinance disallows from 8:00 pm to 9:00 am.

Cm. Jaeckel moved, seconded by Cm. Schultz to recommend the City Manager prepare the Ordinance for its second reading at the April 16, 2024 meeting. Motion carried.

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

None.

10. New Business

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

Chief Peterson discussed the issues with the emergency warning light bar on Engine 8162. Requested is an LED light bar that will enhance visibility during emergency response operations and reduce maintenance requirements and long-term costs. The existing light bar is consistently failing and Staff is experiencing trouble finding replacement parts and light bulbs. A quote was received from Rennert's Fire Equipment Service, a commonly used vendor for our emergency equipment.

Cm. Lescohier moved, seconded by Cm. Becker to approve the purchase of a replacement emergency light bar from Rennert's Fire Equipment Service at a cost not to exceed \$8,722.30. Motion carried.

- b. *Review and possible action relating to the **2023 Department of Natural Resources annual Recycling Report** (Selle, Director of Public Works)*

Engineer Selle presented the annual report. The City recycled 896.73 tons of material compared to 762.23 tons in 2022. The City is eligible to receive \$35,150.18, the full amount of the grant as we exceeded the standard.

Cm. Jaeckel moved, seconded by Cm. Becker to approve the 2023 Department of Natural

Resources annual recycling and authorize signature. Motion carried.

- c. *Review and possible action relating to **2023 Year-End Financial Information** (Houseman, City Manager)*

Manager Houseman gave a detailed summary with pre-audited totals for year ending 2023. The audited financial statement will be presented in June by contracted auditing firm, Baker Tilly. Houseman focused on fund balances, expenses and revenues that exceeded the budget and reviewed carry over requests.

Cm. Becker moved, seconded by Cm. Jaeckel to approve the 2023 funds requested to be carried over to 2024 as listed in Table 5, for a total of \$315,012.46. Motion carried.

11. Claims, Appropriations and Contract Payments

This item will be moved to the next Agenda.

12. Miscellaneous

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

Cm. Jaeckel moved, seconded by Cm. Schultz to convene in closed session pursuant to State Stats. Section 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Motion carried on a roll call vote.

13. Adjournment

Cm. Schultz moved, seconded by Cm. Jaeckel to adjourn. Meeting adjourned at 9:07 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, APRIL 9, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Commission members Gray, Highfield, Kessenich, Councilman Schultz, Engineer Selle and Manager Houseman. Also present: City Clerk/Treasurer and City Attorney.

Absent: Commission Shull.

3. New Business

*a. Review and possible action relating to the minutes of the **March 12, 2024, regular Plan Commission meeting***

Cm. Highfield moved, seconded by Cm Gray to approve the minutes of the March 12, 2024 Plan Commission meeting. Motion carried.

*b. Review and possible action relating to a **Site Plan Review for Opportunities Inc., for the property located at 201 East Cramer Street (SPR-2024-01) (Selle)***

Engineer Selle reviewed the Site Plan Review for Opportunities, Inc. whom owns two parcels that make up the existing site: 1) 13.5-acre property where the existing two buildings are located and 2) 1.5-acre property where the existing south parking lot is located. There are currently two buildings on the larger parcel that total 172,060 square feet. Currently, site access comes from three different locations: 1) off of Jefferson Street serving the northern portion of the site, 2) off of Jefferson Street serving the southern portion of the site, and 3) off of Cramer Street serving the southern portion of the site. The proposed development impacts approximately 3 acres on the southeast corner of the site (corner of Jefferson Street and Cramer Street). This includes a 53,620 square foot building addition to the existing 60,060 square foot eastern building and 31,090 square feet of new paved area. No changes are proposed to the access drive off of Cramer Street or the northern access point off of Jefferson Street. Both access points also include a gate system today. However, the proposal includes removal of the southern Jefferson Street access point to accommodate the building addition. Other components of the Site Plan

include a new stormwater detention area at the southeast corner of the lot, facing Cramer Street, relocated Page 5 of 132 drive isle gate system (further south), new truck loading docks, landscaping, exterior lighting, and new paved areas along the western side of the building addition and within the exiting paved area north of the existing parking area.

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

- Waive the requirement for minimum bicycle parking stalls. The majority of people at the facility are dropped off by vehicle.
- Waive the requirements for curbing along the southern edge of the new paved area between the existing drive isle connected to Cramer Street and the building addition (industrial uses must have curbing in the front yard) to accommodate the stormwater management plans.
- Accept the landscaping plan as shown with the required total number of points being exceeded, even though the total building foundation landscaping points do not meet the minimum required.
- Plan Commission discussion and determination on the appropriate building material design around the southeast corner of the structure utilizing the brick veneer with the grade changes that occur between the south and east sides of the proposed building addition.
- Require the applicant to provide information on any proposed exterior mechanical and their locations to ensure they meet the requirements of the Zoning Ordinance, subject to approval by City staff.
- Require the applicant to provide signage plans (if desired) that meet the requirements of the Zoning Ordinance, subject to approval by City staff.
- Any other recommendations of City staff and the Plan Commission.

Boyd Coleman, spoke on behalf of Opportunities and discussed the color of the buildings and veneer that will compliment the existing structure.

Gray moved, seconded by Kessenich to approve the Site Plan Review for Opportunities, Inc with the conditions outlined in the Staff Report and recommends approval of the proposed facade noted within the site plan submittal.. Motion carried.

c. *Review and possible action relating to a **CSM for Opportunities Inc., for the property located at 201 East Cramer Street (CSM-2024-02)***

Engineer Selle presented the proposed Certified Survey Map that is planned to combine the two existing parcels into one because they are under the same ownership and used jointly for the company's operations. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. The Zoning Ordinance has minimum and maximum density, intensity, and bulk regulations for all properties in the City. As further described below, the proposed CSM combines the two lots into one and the new singular lot meets the minimum standards associated with the Medium Industrial zoning district.

The following conditions are placed on the approval of the CSM, with an explanation

developed further below.

1. Permanent easements for the existing and proposed stormwater facilities must be placed on the CSM and reference the existing and proposed stormwater maintenance agreements to be recorded for each facility.
2. The four parcels owned by Opportunities on the south side of Cramer should be combined into two parcels. One should be composed of 32-003 and 32-004 and a second composed of 32-004 and 32-005. This can likely be accomplished by Quit Claim Deed, given common ownership.
3. A permanent easement for parking and parking lot maintenance should be added to the CSM for the benefit of the new parcel created on the South side of Cramer St (west building) and noted in #2 above.

City staff recommends approval of the Certified Survey Map, subject to the following conditions:

- Staff review of the permanent parking easement for the benefit of the 100 E Cramer parcel to be recorded with the CSM as noted above.
- The addition of stormwater easements on the CSM for the existing and proposed stormwater basins.
- The combining of the four parcels on the south side of Cramer St into two.
- Any other recommendations from City staff and the Plan Commission.

Gray moved, seconded by Schultz to recommend to the City Council approval of the CSM for Opportunities Inc with the conditions noted in the Staff report. Motion carried.

- d. *Review and possible action relating to a **Special Area Design Review-Signage for Paddy Shack**, for the property located at 201 South Main Street. (SADR-2024-03) (Selle)*
Engineer Selle reviewed the submission for property located at 201 S. Main is the former site of Humphrey Floral. The property was purchased by Mitch and Erin Patterson in 2023 with the intention of creating a unique entertainment establishment in the Downtown area that will draw additional people to Fort Atkinson's Historic District. The proposed signage is intended to match the existing historical facade. The application was reviewed by the Historic Preservation Committee and received the Committee's Certificate of Appropriateness. The HPC also expressed appreciation of the thoughtful detail, such as the type of screws to be used for the attachment of the signs and the efforts to preserve the historic details of the building. The Pattersons' own other businesses in the Downtown Historic Mixed Use Zoning district and continue to preserve the historical value of the buildings they occupy.

Gray moved, seconded by Kessenich to approve the Special Area Design Review - signage for Paddyshack at 201 S. Main Street. Motion carried.

4. Adjournment

Schultz moved, seconded by Highfield to adjourn. Meeting adjourned at 4:38 pm.

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



**POLICE AND FIRE COMMITTEE MEETING
IN PERSON
WEDNESDAY, APRIL 10, 2024 – 1:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

City Manager Rebecca Houseman called the meeting to order at 1:00 p.m.

2. Roll call

Commissioners Jeanne Delacruz-Raub, Dick Schultz, Russell Turk, and Megan Hartwick were present. Chairperson Philip Jones was absent.

3. New Business

a. Review and possible action to appoint Commissioner Turk to chair the meeting in the absence of Chairperson Jones

Commissioner Schultz made a motion to appoint Commissioner Turk to chair the meeting. Commissioner Hartwick seconded, and the motion carried 4-0.

*b. Review and possible action in relation to the **hiring of a top candidate(s) from the hiring process for the Police Department (Bump)***

Police Chief Adrian Bump explained the recruitment process used. Commissioner Raub made a motion to extend an offer of employment to Mitchell Broadhead for a patrol officer position contingent upon the successful completion of a background check, physical, physical agility test, drug test, and psychological evaluation. Commissioner Schultz seconded, and the motion carried 4-0.

c. Update relating to Fire/EMS Department Recruitment Process (Peterson)

Fire/EMS Chief Bruce Peterson provided an update and timeline for the recruitment processes for the Division Chief and Captain positions.

4. Adjournment

At 1:17 p.m., Commissioner Hartwick moved to adjourn the meeting. Commissioner Raub seconded, and the motion carried.



Permit Report

03/01/2024 - 03/31/2024

Permit Date	Permit #	Permit Location	Owner Name	Permit Type	Permit Description	Estimated Project Cost	Total Fees
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Group: Add/Alter Commercial

3/21/2024	24199	1320 Riverside Dr	Scott Tucker/312 Properties Delavan Ilc	Add/Alter Commercial	Reconstruct 4 units due to fire	475,000	\$2,110.00
3/15/2024	24184	825 Lexington Blvd Unit 1	Tom Becker	Add/Alter Commercial	Remodeling Retail space	55,000	\$850.00
3/15/2024	24181	1320 Riverside Dr	Scott Tucker (312 properties LLC)	Add/Alter Commercial	Repair constructural framing (roof trusses) damage from fire units 7 & 8	20,000	\$102.50
3/14/2024	24180	120 N Main St.	Justin and Erin Gorman	Add/Alter Commercial	Adding wall between kitchen and second exit.	10,000	\$560.00
							\$3,622.50

Group Total: 4

Group: Commercial/ Industrial

3/28/2024	24205	106 E Blackhawk Dr.	Verizon	Commercial/ Industrial	Verizon to swap out antennas to upgrade their equipment/network	10,000	\$135.00
3/14/2024	24179	1 W Milwaukee Ave	US Cellular	Commercial/ Industrial	Adding equipment to existing tower	30,000	\$335.00
							\$470.00

Group Total: 2

Group: Deck

3/29/2024	24208	401 S Fifth St.	Hayden Wollin	Deck	deck attached to house	4,000	\$123.00
3/15/2024	24182	624 Adams St	Justin Weis	Deck	Repairing existing deck	500	\$35.00
3/13/2024	24172	324 Lincoln St.	Carl Smith	Deck	10 x18.6 Deck	5,000	\$107.00

3/11/2024	24168	1501 Jamesway	Janis Lindsey	Deck	Replacing 16ft x16ft deck with smaller 16x14 deck	10,000	\$116.00
							\$381.00

Group Total: 4

Group: detached garage

3/11/2024	24169	817 Edgewater Rd	David Dobson	detached garage	New Accessory Structure in back yard. 528 SF	15,000	\$292.00
							\$292.00

Group Total: 1

Group: Electrical

3/28/2024	24207	38 E Rockwell Ave	Bruce Johnson	Electrical	Hoist electrical	0	\$45.00
3/26/2024	24203	1250 Butler Dr	Leslie Rentals/ Acme Bait	Electrical	new lights, cord drops, feeders	0	\$192.75
3/20/2024	24197	407 Wilcox St	Mike Carl	Electrical	Service, misc see scope	0	\$76.00
3/18/2024	24190	825 Lexington Blvd	Tom Becker	Electrical	Office build out	9,690	\$88.75
3/17/2024	24186	1104 Seminole Dr	Dave Wegner	Electrical	Kitchen remodel	2,500	\$55.00
3/17/2024	24185	1420 Adrian Blvd	Matt Martin	Electrical	add 15 recessed lights, replace bathroom fan, move switches, outlets	2	\$53.50
3/13/2024	24174	817 N Main St.	Ron Schneider	Electrical	Add circuit for A/C	880	\$50.00
3/13/2024	24171	817 Edgewater Rd	David Dobson	Electrical	Electric for New Accessory Structure and backup generator for home.	0	\$122.50
3/6/2024	24164	1217 Talcott St	Joseph Bies	Electrical	Generator Installation	12,000	\$80.00
3/6/2024	24163	312 W Milwaukee Ave	Allen Chestoski	Electrical	Generator Installation	14,077	\$80.00
3/4/2024	24158	523 E Milwaukee Ave	PALEY	Electrical	Electrical Device Relocations	2,500	\$42.50
							\$886.00

Group Total: 11

Group: Fence

3/20/2024	24196	628 S Main St	Mooren	Fence	Replacing fence with vinyl picket fence	2,500	\$25.00
3/19/2024	24191	1001 W Blackhawk Dr	William and Ashley Jones	Fence	Adding a fence around the exterior of the property	8,500	\$85.00
3/18/2024	24188	1122 Adrian Blvd	Mahi Idrizi	Fence	replaced existing chainlink fence in the back yard with new 6' vinyl privacy fence	4,200	\$25.00
3/15/2024	24183	1113 Maple St	David L Neal	Fence	vinyl fence 3ft tall x 72ft long	2,400	\$85.00
3/13/2024	24175	601 Jackson St.	Denis Living Trust dated July 8, 2022	Fence	4 foot picket fence along yard (details in attachment)	4,500	\$85.00
3/8/2024	24166	611 Washington St	Sarah Matthews Guilkey	Fence	Fence	11,000	\$85.00
3/5/2024	24162	900 W Cramer st	Lana Hoffer	Fence	Chainlink fence in backyard	6,778	\$85.00
							\$475.00

Group Total: 7

Group: Foundation Repair

3/28/2024	24206	234 S Main St	Nate Schoenborn	Foundation Repair	install interior drainage/ sump existing	4,471	\$35.00
3/20/2024	24195	407 Wilcox St	Mike Carl	Foundation Repair	Repairing Existing garage foundation #5 rebar installed in grade beam	2,000	\$35.00
3/4/2024	24159	641 Monroe St	Marian Capek	Foundation Repair	Installation of sump pump, crock, drain tile	18,000	\$111.75
							\$181.75

Group Total: 3

Group: HVAC

3/27/2024	24204	1320 Riverside Dr	SCOTT TUCKER	HVAC	REPLACEMENT OF 4 FURNACES, 2 AIR COND, TSTATS, DUCTWORK	44,822	\$445.00
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3/26/2024	24202	1116 W Blackhawk Dr	JORDAN MORENO-BREINER	HVAC	REPLACING EXISITING AC	5,500	\$70.00
3/14/2024	24178	13 Talcott Ave	Roger Barrett	HVAC	New single family on existing lot after raze of old home.	0	\$254.80
3/12/2024	24170	712 Frederick Ave	Shannon Hough	HVAC	Replace Furnace and Heat pump	0	\$105.00
3/8/2024	24167	1504 Madison Ave	Fort Healthcare	HVAC	Removal & Replacement of 6 RTUs	221,046	\$245.00
3/1/2024	24157	732 Schumacher St	Fort Health Care	HVAC	Reinstall furnace and new A/C	6,250	\$105.00
3/1/2024	24156	724 Schumacher St	Fort Health Care	HVAC	Install new Lennox furnace and A/c unit	9,250	\$105.00
3/1/2024	24155	716 Schumacher St	Fort Health Care	HVAC	Install A/C and re-install furnace	6,250	\$105.00
3/1/2024	24154	708 Schumacher St	Fort Health Care	HVAC	Furnaces and A/C units	6,250	\$105.00
							\$1,539.80

Group Total: 9

Group: New Duplex

3/5/2024	24161	1142 Lakeview Dr	joe salamone	New Duplex	duplex	650,000	\$3,491.50
							\$3,491.50

Group Total: 1

Group: Plumbing

3/20/2024	24194	1633 Montclair Pl	Todd Weilmann	Plumbing	new house	22,000	\$197.00
3/19/2024	24193	1122 N High St	Beth Bull	Plumbing	Bathroom Remodel	10,000	\$70.00
3/19/2024	24192	821 Monroe St	School District of Fort Atkinson	Plumbing	Replace 3 Urinals	10,000	\$53.00
3/18/2024	24187	13 Talcott Ave	Roger Barrett	Plumbing	New single family on existing lot after raze of old home.	187,000	\$107.00
3/7/2024	24165	1633 Montclair Plc.	Roxolid Creations LLC	Plumbing	sewer and water lateral	0	\$235.00

3/1/2024	24152	201 S Main St, 6 E Milwaukee	Mitch Patterson	Plumbing	Full plumbing remodel of entire 1st floor and 1 upstairs unit	20,000	\$155.00
							\$817.00

Group Total: 6

Group: Right of Way Opening Permit

3/25/2024	24201	13 Talcott Ave	Roger Barrett	Right of Way Opening Permit	WR4937346 Gas Service Replacement	0	\$50.00
3/13/2024	24176	600 Talcott Ave	City of Fort Atkinson	Right of Way Opening Permit	W4974122 Retire Gas Service for old facility	0	\$50.00
3/13/2024	24173	406 W Hilltop Tr	Paul Engle	Right of Way Opening Permit	New driveway including apron and sidewalk	0	\$50.00
3/5/2024	24160	603 Cherokee Ln	WE Energies	Right of Way Opening Permit	WR4947114 Gas Service Replacement	0	\$50.00
							\$200.00

Group Total: 4

Group: Single Family Alteration/Addition

3/20/2024	24198	1122 N High St	Beth Bull	Single Family Alteration/Addition	Converting old kitchen area into master suite	50,000	\$160.00
							\$160.00

Group Total: 1

							\$12,516.55
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Total Records: 53

4/5/2024



Jedidiah Draeger
Building Inspector/Zoning Administrator



MEMORANDUM

DATE: April 16, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to the City Clerk-issued License and Permit Report for March 2024 (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

The following is a list of the Licenses and Permits issued by the City Clerk for the period of March 19, 2024 through April 16, 2024 per the City of Fort Atkinson Municipal Code of Ordinances.

DISCUSSION

The following is a list of the Licenses and Permits issued by the City Clerk for the period of March 19, 2024, through April 16, 2024, per the City of Fort Atkinson Municipal Code of Ordinances.

BEEKEEPING

None

OPERATOR

Licensing Period – July 1, 2022 – June 30, 2024

Applicant	Place of Employment	Recommended Approval by Fort Atkinson Police Department	Cost
Hannah Gochenour	Waterfront Restaurant Group	Y	15.00

MOBILE MERCHANT

None

DOOR-TO-DOOR RESIDENTIAL / DIRECT SELLER

None

FINANCIAL ANALYSIS

In accordance with the City's Ordinances and Fee Schedule, a total of \$15 was collected for

Operator's licenses.

RECOMMENDATION

These licenses have been issued by the City Clerk's Office in accordance with the City's Ordinances. No further action by the City Council is necessary.

ATTACHMENTS

None



MEMORANDUM

DATE: April 16, 2024

TO: Fort Atkinson City Council

FROM: Andy Selle, Director of Public Works

RE: Presentation: Annual Stormwater Report (Selle, Director of Public Works/City Engineer)

BACKGROUND

As part of the City's Phase II MS4 Permit, the City is required to submit an Annual Report including activities and accomplishments pursuant to the management of stormwater within the municipal boundaries of Fort Atkinson. The Report covers the City's activities in seven critical areas:

- Public Education and Outreach.
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination.
- Construction Site Pollution Control.
- Post-construction Stormwater Management.
- Pollution Prevention.
- Storm Sewer Mapping.

DISCUSSION

The Report documents our efforts in each category required by the permit. The City of Fort Atkinson is a member of the Rock River Stormwater Group (RRSG). The RRSG encompasses MS4 permitted municipalities along the Rock River. Each municipality pays annual dues based on population to allow a collaborative effort on the public facing side of the permit requirements, the first two items listed above. The RRSG has hired Creative Marketing Unlimited, a student run consulting firm from UW Whitewater to manage our web presence, social media, in-person education and outreach, as well as some aspects of pollution prevention.

Staff continues to make progress in ensuring the stormwater entering the Bark and Rock Rivers is as clean as possible. The City has come a long way since utilizing the river as a conduit for untreated sewage and waste in the early 1900s. Recreational use of the Rock and Bark Rivers continues to increase, and they are being viewed as an asset in our community which is a direct

result of City efforts and funding. Being a “*River Community*” is now touted as an important aspect of the quality of life in Fort Atkinson.

In addition to presenting the report at the City Council meeting, staff has posted it to the City's website and provided copies for the public at the Dwight Foster Public Library and Municipal Building.

FINANCIAL ANALYSIS

The Report does not have any impact on the Stormwater Utility budget.

RECOMMENDATION

No action is necessary.

ATTACHMENTS

1. MS3247-2023_Fort_Atkinson_City_DRAFT Annual

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

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Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2023 Annual Report

County: Jefferson

Municipality: Fort Atkinson City

Permit Number: S050075

Facility Number: 31422

Reporting Year: 2023

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment

- TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Fort Atkinson City

Facility ID # or (FIN): 31422

Updated Information: ☐ Check to update mailing address information

Mailing Address: 101 N Main St

Mailing Address 2:

City: Fort Atkinson City

State: WI

Zip Code: 53538 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

First Name: Andy

Last Name: Selle

☐ Select to **update** current contact information

Title: City Engineer

Mailing Address: 101 N Main St

Mailing Address 2:

City: Fort Atkinson

State: WI

Zip Code: 53538-1861 xxxxx or xxxxx-xxxx

Phone Number: 920-397-9901 Ext: xxx-xxx-xxxx

Email: aselle@fortatkinsonwi.gov

Additional Contacts Information (Optional)

☐ I&E Program

**Individual with responsibility for:
(Check all that apply)**

- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☒ Pollution Prevention Program
- ☐ Post-Construction Program
- ☒ Winter roadway maintenance

First Name: Tom

Last Name: Williamson

Title: Superintendent

Mailing Address: 700 James Place

Mailing Address 2:

City: Fort Atkinson

State: WI

Zip Code: 53538 xxxxx or xxxxx-xxxx

Phone Number: 920-397-9909 Ext: xxx-xxx-xxxx

Email: twilliamson@fortatkinsonwi.gov

**Individual with responsibility for:
(Check all that apply)**

- ☐ I&E Program
- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☒ Post-Construction Program
- ☐ Winter roadway maintenance

First Name: Jed

Last Name: Draeger

Title:

Mailing Address: 101 N Main St

Mailing Address 2:

City: Fort Atkinson

State: WI

Zip Code: 53538 xxxxx or xxxxx-xxxx

Phone Number: 920-397-9901 Ext: xxx-xxx-xxxx

Email: jdraeger@fortatkinsonwi.gov

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☐ Select to **create new** Billing contact

First Name: Andy

Last Name: Selle

☐ Select to **update** current contact information

Title: City Engineer

Mailing Address: 101 N Main St

Mailing Address 2:

City: Fort Atkinson

State: WI

Zip Code: 53538-1861 xxxxxx or xxxxx-xxxx

Phone Number: 920-397-9901 **Ext:** xxx-xxx-xxxx

Email: aselle@fortatkinsonwi.gov

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes ☐ No

☒ Public Education and Outreach Rock River Stormwater Group

☒ Public Involvement and Participation Rock River Stormwater Group

☐ Illicit Discharge Detection and Elimination

☐ Construction Site Pollutant Control

☐ Post-Construction Storm Water Management

☐ Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Missing Information

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

- Does MS4 conduct any educational efforts or events independently (not with a group) ☐ Yes ☒ No
- How many total educational events were held during the reporting year:
- Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? ☒ Yes ☐ No
- Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	Passive Mechanisms
☒ Education activities (school presentations, summer camps)	☒ Passive print media (brochures at front desk, posters, etc.)
☒ Information booth at event	☒ Distribution of print media (mailings, newsletters, etc.) via mail or email.
☒ Targeted group training (contractors, consultants, etc.)	☒ Media offerings (radio and TV ads, press release, etc.)
☒ Government event (public hearing, council meeting)	☒ Social media posts
☒ Workshops	☒ Signage
☐ Tours	☒ Website
☒ Other: River Clean Up	☒ Other:

Topics Covered	Target Audience
☒ Illicit discharge detection and elimination	☒ General Public
☒ Household hazardous waste disposal/pet waste management/vehicle washing	☒ Public Employees
☒ Yard waste management/pesticide and fertilizer application	☒ Residents
☒ Stream and shoreline management	☒ Businesses
☒ Residential infiltration	☒ Contractors
☒ Construction sites and post-construction storm water management	☒ Developers
☒ Pollution prevention	☒ Industries
☒ Green infrastructure/low impact development	☐ Public Officials
☒ Other: Salt Management	☐ Other:

- Will additional information/summary of these education events be attached to the annual report? ☒ Yes ☐ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The Rock River Stormwater Group Annual Report is attached and provides detailed information.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☒ MS4 Annual Report ☒ Storm Water Management Program ☐ Storm Water related ordinance ☐ Other: 	☒ General Public ☒ Public Employees ☒ Residents ☒ Businesses ☒ Contractors ☒ Developers ☒ Industries ☒ Public Officials ☐ Other	<u>101 +</u>	☒ Yes ☐ No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

☐ NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☒ General Public ☒ Public Employees ☒ Residents ☒ Businesses ☐ Contractors ☐ Developers ☐ Industries ☒ Public Officials ☐ Other	<u>51-100</u>	☒ Yes ☐ No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The Rock River Stormwater Group Annual Report is attached and provides detailed information.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have?
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?
- c. From the municipality's routine screening, how many were confirmed illicit discharges?
- d. How many illicit discharge complaints did the municipality receive?
- e. From the complaints received, how many were confirmed illicit discharges?
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)?

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- ☒ Verbal Warning
- ☒ Written Warning (including email)
- ☒ Notice of Violation
- ☒ Civil Penalty/ Citation

Additional Information:

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

a.

- How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?
-
- d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.
- | | |
|---|--------------------------------|
| ☒ Verbal Warning | <input type="text" value="5"/> |
| ☒ Written Warning (including email) | <input type="text" value="2"/> |
| ☒ Notice of Violation | <input type="text" value="0"/> |
| ☒ Civil Penalty/ Citation | <input type="text" value="0"/> |
| ☒ Stop Work Order | <input type="text" value="0"/> |
| ☒ Forfeiture of Deposit | <input type="text" value="0"/> |
| ☐ Other - Describe below | <input type="text"/> |
- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
- The City implemented an Erosion Control Bond and this has greatly improved compliance

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many new structural storm water management Best Management Practice (BMP) have received local approval ?
**Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,*
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No
- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? Inspections completed by private landowners should be

included in the reported number.

- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☐ Yes ☒ No
- e. Does MS4 have maintenance authority on these privately owned BMPs?
- f. How many municipally operated (private) storm water management BMPs were inspected in the reporting year?
- g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.
- | | |
|---|--------------------------------|
| ☒ Verbal Warning | <input type="text" value="2"/> |
| ☒ Written Warning (including email) | <input type="text" value="0"/> |
| ☒ Notice of Violation | <input type="text" value="0"/> |
| ☒ Civil Penalty/ Citation | <input type="text" value="0"/> |
| ☒ Forfeiture of Deposit | <input type="text" value="0"/> |
| ☒ Complete Maintenance | <input type="text" value="0"/> |
| ☒ Bill Responsible Party | <input type="text" value="0"/> |
| ☐ Other - Describe below | <input type="text"/> |
- e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated (i.e., privately owned BMPs) structural storm water management best management practices.
- b. How many new municipally owned storm water management best

management practices were installed in the reporting year ?

- c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year?

0

- d. What elements are looked at during inspections (250 character limit)?

The storm water BMP inspection program includes inspection of inlet, outlet, sediment accumulation, vegetation, erosive conditions, bank conditions, etc.

- e. How many of these facilities required maintenance?

0

- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)* ☐ Not Applicable

- g. How many municipal properties require a SWPPP?

3

- h. How many inspections of municipal properties have been conducted in the reporting year?

9

- i. Have amendments to the SWPPPs been made?

☐ Yes ☒ No

- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - *Street Sweeping Program* ☐ Not Applicable

- l. Did the municipality conduct street sweeping during the reporting year?

☒ Yes ☐ No

- m. If known, how many tons of material was removed?

1056

- n. Does the municipality have a [low hazard exemption](#) for this material?

☐ Yes ☒ No

- o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?

☒ Yes - Explain frequency 19 Complete cycles through the City were completed

☐ No - Explain _____

☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No
- q. How many catch basin sumps were cleaned in the reporting year?
- r. If known, how many tons of material was collected?
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- ☐ Yes- Explain frequency _____
- ☐ No - Explain _____
- ☒ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No
- w. Where are the residents directed to store the leaves for collection?
- ☒ Pile on terrace ☐ Pile in street ☐ Bags on terrace
- ☐ Other - Describe _____
- x. What is the frequency of collection?
- Daily for four weeks in November (4 full cycles through the City)
- y. Is collection followed by street sweeping? ☒ Yes ☐ No
- z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*)
- ab. Provide amount of de-icing products used by month last winter season?
- Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	0	21	0	215	24	0

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	40	0	1490	1030	0

- ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No
- ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No

Training Date	Training Name	# Attendance
11/9/2023	Wisconsin Salt Wise	11

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Wisconsin Salt Wise Open house and municipal employee training

Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element? ☐ Yes ☒ No

If yes, describe what training was provided (250 character limit):

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Sharing of the MS4 annual report and attachments.

Municipal Officials

Sharing of the MS4 annual report and attachments.

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Sharing of the MS4 annual report and attachments.

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?

☐ Yes ☒ No

If yes, check the areas the map items that got updated or changed:

☐ Storm water treatment facilities

☐ Storm pipes

☐ Vegetated swales

☐ Outfalls

☐ Other - Describe below

b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

There have been no changes in the storm sewer system and therefore no map updates.

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
--------------------------------------	--------------------------	----------------------------	-----------------

Element: Public Education and Outreach

0	0	0	<u>Storm water utility</u>
---	---	---	----------------------------

Element: Public Involvement and Participation

0	0	0	<u>Storm water utility</u>
---	---	---	----------------------------

Element: Illicit Discharge Detection and Elimination

0	0	0	<u>Storm water utility</u>
---	---	---	----------------------------

Element: Construction Site Pollutant Control

0	0	0	<u>Storm water utility</u>
---	---	---	----------------------------

Element: Post-Construction Storm Water Management

0	0	0	<u>Storm water utility</u>
---	---	---	----------------------------

Element: Pollution Prevention

0	0	0	<u>Storm water utility</u>
---	---	---	----------------------------

Other (describe)

			<u>Select...</u>
--	--	--	------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

The City budget is not structured to align with the DNR reporting categories. A copy of the budget is attached.

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the

municipality's storm sewer system directly discharges to?

☐ Yes ☐ No ☒ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☐ No ☒ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☐ Yes ☒ No ☐ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Fort Atkinson City is subject to the following approved TMDLs: Rock River Basin and/or and/or Beaver Dam Lake

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

[A.3.1] The Permittee is following the TMDL Compliance Plan, which received department concurrence prior to April 30, 2019.

The permittee is confirming that all planned efforts are on schedule.

☒ Agree ☐ Disagree

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Do not close your work until you SAVE.

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Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☒ MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Attach - Other Supporting Documents

AR EO

 File Attachment

[2023 RRSg Annual Report COMPRESSED.pdf](#)

AR EO

 File Attachment

[Monthly Theme Tables for RRSg 2023 Report.pdf](#)

AR EO

 File Attachment

[2023 - MS4 Permit Reporting Tables - Event Tables.pdf](#)

AR EO

 File Attachment

[2023 WI Salt Wise Partner Report.pdf](#)

AR IP

 File Attachment

[2023 - MS4 Permit Reporting Tables - Volunteer Activities - Clean Up.pdf](#)

AR PP

 File Attachment

[Fort Atkinson SWPPP Inspections Q2 thru Q4.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

IDDE Program

 File Attachment

[StormOutfallReport-City of Fort Atkinson-6 1 2023.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Fort Atkinson City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

- ☐ I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.



MEMORANDUM

DATE: April 16, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action on a proclamation recognizing Fair Housing Month in the City of Fort Atkinson (Houseman, City Manager)

BACKGROUND

The month of April is celebrated as National Fair Housing Month. This year, the United States Department of Housing and Urban Development (HUD) is celebrating the 56th anniversary of the Fair Housing Act. This landmark law was signed into law on April 11, 1968, by President Lyndon B. Johnson. The Fair Housing Act prohibits housing discrimination because of race, color, religion, national origin, sex, disability, and family status. The Act furthers the beliefs advocated by Dr. Martin Luther King, Jr., and the other heroes of the Civil Right Movement.

DISCUSSION

The attached Proclamation declares the City's support for fair housing initiatives and recognizes the benefits of a diverse and inclusive community. The Proclamation further declares April as Fair Housing Month in the City of Fort Atkinson.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that the City Council President sign the Proclamation and declare the month of April 2024 as Fair Housing Month in the City of Fort Atkinson.

ATTACHMENTS

1. 4.16.24 Fair Housing Proclamation

**PROCLAMATION
RECOGNIZING FAIR HOUSING MONTH
IN THE CITY OF FORT ATKINSON**

WHEREAS; the Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United State; and

WHEREAS; the Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

WHEREAS; the City of Fort Atkinson is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

WHEREAS; our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

WHEREAS; more than fifty years after the passage of the Fair Housing Act, discrimination persists, and many communities remain segregated; and

WHEREAS; acts of housing discrimination and barriers to equal housing opportunity are repugnant to a common sense of decency and fairness.

NOW, THEREFORE, I, Bruce Johnson, as City Council President of the City of Fort Atkinson, do hereby declare the month of April 2024 as

FAIR HOUSING MONTH

In the City of Fort Atkinson as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of the City of Fort Atkinson.

Proclaimed this 16th day of April in the year 2024.

Bruce Johnson, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 16, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action on a proclamation recognizing National Library Week April 7-13, 2024 in the City of Fort Atkinson (Houseman, City Manager)

BACKGROUND

National Library Week, April 7-13, 2024, is an annual celebration highlighting the valuable role libraries and library workers play in transforming the lives of the people in their communities.

DISCUSSION

Libraries are full of stories in various formats, from picture books to large print, audiobooks to ebooks and more. But there's so much more to the story. Libraries of Things lend items like museum passes, games, musical instruments, and tools. Library programming brings communities together for entertainment, education, and connection through book clubs, storytimes, movie nights, crafting classes, and lectures. Library infrastructure advances communities, providing internet and technology access, literacy skills, and support for businesses, job seekers, and entrepreneurs.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that the City Council President sign the Proclamation and declare April 7-13, 2024 as National Library Week in the City of Fort Atkinson.

ATTACHMENTS

1. National Library Week Proclamation 1

**PROCLAMATION RECOGNIZING
NATIONAL LIBRARY WEEK**

WHEREAS, National Library Week is an annual celebration highlighting the valuable role libraries and library workers play in transforming lives and strengthening our communities; and

WHEREAS, the City of Fort Atkinson, Wisconsin, is home to the Dwight Foster Public Library; and

WHEREAS, on October 12, 1883, fourteen women met in the vestry of the Methodist Church in Fort Atkinson; organized a local chapter of the Women's Christian Temperance Union; and held monthly meetings endeavoring to do their part to improve the quality of life in the City of Fort Atkinson; and

WHEREAS, in 1890, Twenty-one ladies pledged to raise \$100 to help fund a new library; and

WHEREAS, on December 7, 1891, Mrs. W. H. Rogers, president of the Women's Christian Temperance Union, acted as chairman and appointed a committee to petition the City Council to ask the voters to appropriate \$500 for a free public library; and

WHEREAS, on January 4, 1892, the City Council voted to authorize an expenditure of \$500 for library purposes, but later the City Council discovered they could not release the funds because there was no money left in the city treasury. The City Council then said that local citizens would have to raise \$500 to match the amount voted by the electorate, and a committee of men was appointed to do so but nothing was done; and

WHEREAS, the women went to work themselves. By May 21, 1892, they had raised \$80 by putting on cost suppers, \$20 by donations and \$400 by pledges they collected. They then deposited the funds in the Citizens State Bank payable to the Businessmen's Association because they had promised to sponsor the library project; and

WHEREAS, the Businessmen's Association and the City Council met as a joint library committee on May 25, 1892. The city agreed to donate the money for equipment and maintenance. Also that year the committee secured a loan of books from the Congregational and Methodist Sunday Schools. Many German books were purchased or donated since many residents could read German but not English; and

WHEREAS, the first Fort Atkinson library was located at 115 S. Main St. at the northeast corner of Main Street and East Milwaukee on the second floor of the Wigdale building (now J M Carpets). On October 6, 1892, Miss Sue Nichols was hired as librarian for \$100 a year and \$10 was appropriated for Miss Cornelia Petit to assist in getting the library started and cataloged; and

WHEREAS, in May 1893, the City Council appointed a nine member library board and maintained a budget of \$350; and

WHEREAS, in 1910 the library moved to the Frank W. Hoard lot at East Milwaukee and Merchants Avenue; and

WHEREAS, in 1912, Henry E. Southwell of Chicago, son-in-law of Dwight Foster, who in 1836 became the City's first settler, offered to give the City \$10,000 for the purchase of a new library building with the only stipulation being it be of good design and named in honor of Dwight Foster; and

WHEREAS, the new library was dedicated October 13, 1916, at a total cost of \$16,695.23; and

WHEREAS, the library continues to be an accessible and inclusive place that fosters a sense of connection and builds community; and

WHEREAS, libraries connect people and technology, providing access to internet, computers and training that is critical for accessing education and employment opportunities; and

WHEREAS, libraries offer opportunities for everyone to connect with new ideas and become their best selves through access to multimedia content, programs and classes in addition to books; and

WHEREAS, today's libraries and their services extend far beyond the four walls of a building and everyone is welcome to use their resources; and

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all; and

WHEREAS, libraries have long served as trusted and treasured institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status.

NOW, THEREFORE, I, Bruce Johnson, as City Council President of the City of Fort Atkinson, do hereby proclaim April 7, 2024-April 13, 2024 as National Library Week in the City of Fort Atkinson, and encourage all residents to spend time at the Dwight Foster Public Library either in person or online.

Proclaimed and signed this 16th day of April in the year 2024.

Bruce Johnson, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 16, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action on a proclamation recognizing After School Professionals Appreciation Week April 22-26, 2024 (Houseman, City Manager)

BACKGROUND

April 22-26, 2024 is Afterschool Professionals Appreciation Week, a dedicated week to recognize, appreciate and advocate for those who work with young people during out-of-school hours.

DISCUSSION

Research shows that skilled and knowledgeable program staff are the backbone of program quality and are key to desired positive youth outcomes.

An estimated 7.8 million children participate in afterschool programs each year; for every child in an afterschool program, two more are waiting to get in. Every young person deserves quality afterschool experiences that positively impact their development. It takes skilled professionals to create these experiences.

Afterschool Professionals Appreciation Week is a time to recognize, appreciate and advocate for those who work with young people during out-of-school hours. The City of Fort Atkinson is lucky to have organizations including the Fort Atkinson Youth Center, Badgerland After School Program (BASE) and all other afterschool care providers in the area to help shape the youth of Fort Atkinson.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends the City Council approve the proclamation recognizing After School Professionals Appreciation Week April 22-26, 2024.

ATTACHMENTS

1. Proclamation Afterschool Professionals Appreciation Week

**PROCLAMATION
RECOGNIZING AFTERSCHOOL PROFESSIONALS APPRECIATION WEEK**

WHEREAS, Research shows that skilled and knowledgeable program staff are the backbone of program quality and are key to desired positive youth outcomes; and

WHEREAS, An estimated 7.8 million children participate in afterschool programs each year; for every child in an afterschool program, two more are waiting to get in; and,

WHEREAS, Every young person deserves quality afterschool experiences that positively impact their development. It takes skilled professionals to create these experiences; and

WHEREAS, Afterschool Professionals Appreciation Week is a time to recognize, appreciate and advocate for those who work with young people during out-of-school hours; and

WHEREAS, The City of Fort Atkinson is lucky to have organizations including the Fort Atkinson Youth Center, Badgerland After School Program (BASE) and all other afterschool care providers in the area to help shape the youth of Fort Atkinson.; and

NOW, THEREFORE, I, Bruce Johnson, City Council President of the City of Fort Atkinson, do here by recognize April 22-26, 2024 as Afterschool Professionals Appreciation Week, and further extend appreciation to the City’s Afterschool professionals for the important work they do shaping the youth of the City of Fort Atkinson.

Proclaimed this 16th day of April, 2024.

CITY OF FORT ATKINSON

Bruce Johnson, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 16, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

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

BACKGROUND

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

DISCUSSION

This proposed exception would allow rear yards of residential properties and designated City owned property to be exempt from enforcement of Section 102-121(b)(1) throughout the month of May 2024.

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

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

FINANCIAL ANALYSIS

No financial impact to the City is expected.

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution allowing for Temporary Exception to Section 102-121(b)(1) from May 1, 2024 to May 31, 2024 and declare the month “Less Mow May” in the City of Fort Atkinson.

ATTACHMENTS

1. Resolution Less Mow May

RESOLUTION NO. _____

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

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

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

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

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

WHEREAS, the United States Environmental Protection Agency recognizes the necessity of protecting pollinators by establishing a “National Pollinator Week” proclamation for the week of June 17-23, 2024; and

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

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

BE IT FURTHER RESOLVED, that in the rear yards of residential properties and on designated City-owned properties, from May 1, 2024 through May 31, 2024, the City of Fort Atkinson shall temporarily suspend enforcement of Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code relating to the prohibition of grass and weeds over eight inches tall on improved, unimproved or vacant properties.

Adopted this 16th day of April 2024

Effective the 1st day of May 2024 through the 31st day of May 2024.

CITY OF FORT ATKINSON

Bruce Johnson, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 16, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

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

BACKGROUND

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

DISCUSSION

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

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

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

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

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

The City Council experienced the first reading at their April 4, 2024 meeting with recommendation for a second reading and no changes. Council may consider waiving the third reading and adopting.

FINANCIAL ANALYSIS

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

RECOMMENDATION

The Ordinance Committee met on March 19, 2024 and recommended that staff bring this ordinance amendment before the full City Council for a first reading. The first reading was held April 2, 2024. Staff recommends that the City Council provide a second reading of the Ordinance, and if so desired, suspend the rules and offer a third reading and enact this ordinance amendment.

ATTACHMENTS

1. Direct Sellers Draft Amendments 3.19.24
2. Draft Redline Ord. - Section 22 Direct Sellers 4.4.24
3. Ord No. - Section 22 Direct Sellers CLEAN

DRAFT ORDINANCE AMENDMENTS

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

Sec. 22-261 Definitions.

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

"City" hereafter means City of Fort Atkinson

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

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

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

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

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

Sec. 22-262. Licensing.

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

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

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

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

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

Sec. 22-263. Prohibited practices.

Sellers licensed under this article shall be prohibited from:

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

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

Sec. 22-264. Enforcement.

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

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

Sec. 22-265. Appeals.

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

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

Sec. 22-266. Forfeitures.

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

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

Secs. 22-267—22-355. Reserved.

ORDINANCE NO. ____

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

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

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

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

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

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

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

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

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

“Sellers licensed under this article shall be prohibited from:

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

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

Section 6. This ordinance shall take effect after passage, posting, or publication as provided by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin,
this _____ day of _____, 2024.

Fort Atkinson City Council

Bruce Johnson, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

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

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

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

“Sellers licensed under this article shall be prohibited from:

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

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

Section 6. This ordinance shall take effect after passage, posting, or publication as provided by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin,
this _____ day of _____, 2024.

Fort Atkinson City Council

Bruce Johnson, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: April 16, 2024

TO: Fort Atkinson City Council

FROM: Andy Selle, Director of Public Works

RE: Review and possible action relating to a Certified Survey Map for Opportunities Inc., for the property located at 201 East Cramer Street (Selle, Director of Public Works)

BACKGROUND

Opportunities Inc came before the Plan Commission at their meeting on 4/9/24 for approval of a CSM combining lots on a property at 201 E Cramer St. Plan Commission approved the CSM with conditions noted in the attached memo.

DISCUSSION

Conditions for approval were largely related to stormwater infrastructure on site and the preservation of parking opportunities, both current and existing, for the building located both north and south of Cramer St that encompass the overall Opportunities campus.

FINANCIAL ANALYSIS

There is no financial impact to the City.

RECOMMENDATION

At the meeting on April 9, 2024, the Plan Commission reviewed this matter and recommended that the City Council approve the preliminary Certified Survey Map subject to the following conditions:

- Staff review of the permanent parking easement for the benefit of the 100 E Cramer parcel to be recorded with the CSM
- The addition of stormwater easements on the CSM for the existing and proposed stormwater basins
- The combining of the four parcels on the south side of Cramer St into two, as noted in the memo for Plan Commission

City staff concurs with this recommendation.

ATTACHMENTS

1. Plan Commission Memo
2. Opportunities Inc_CSM
3. Site Aerial



SITE PLAN REPORT TO THE PLAN COMMISSION

DATE: April 9, 2024

PROPERTY ADDRESS: 201 E Cramer St

PARCEL NUMBER: 226-0614-3432-010

OWNER: Opportunities Inc.

APPLICANT: Opportunities Inc.

FILE NUMBER: SPR-2024-01

EXISTING ZONING: MI, Medium Industrial

PROPOSED ZONING: No Change proposed

EXISTING LAND USE: Indoor Storage and
Wholesaling

REQUESTED USES: No Change Proposed

BACKGROUND

Section 15.10.42 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for the Site Plan application. This requires review of the proposed development's building configuration, site layout and access, parking, exterior building design, landscaping, grading and erosion, stormwater, exterior lighting, signage, and operational plan.

Section 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outlines the requirements for Certified Survey Map (CSM) review and approval by the Plan Commission and City Council for conformance with all ordinances and plans.

REQUEST OVERVIEW

Opportunities, Inc. owns two parcels that make up the existing site: 1) 13.5-acre property where the existing two buildings are located and 2) 1.5-acre property where the existing south parking lot is located. There are currently two buildings on the larger parcel that total 172,060 square feet. The facility is located in the City's Gordon F. Day Industrial Park (northeast area). Today, site access comes from three different locations: 1) off of Jefferson Street serving the northern portion of the site, 2) off of Jefferson Street serving the southern portion of the site, and 3) off of Cramer Street serving the southern portion of the site.

The proposed development impacts approximately 3 acres on the southeast corner of the site (corner of Jefferson Street and Cramer Street). This includes a 53,620 square foot building addition to the existing 60,060 square foot eastern building and 31,090 square feet of new paved area. No changes are proposed to the access drive off of Cramer Street or the northern access point off of Jefferson Street. Both access points also include a gate system today. However, the proposal includes removal of the southern Jefferson Street access point to accommodate the building addition. Other components of the Site Plan include a new stormwater detention area at the southeast corner of the lot, facing Cramer Street, relocated

drive isle gate system (further south), new truck loading docks, landscaping, exterior lighting, and new paved areas along the western side of the building addition and within the exiting paved area north of the existing parking area.

Within the new Zoning Ordinance, only new additions, improvements, and development are subject to the requirements of the ordinance. This memo reviews only those proposed new features within the approximately 3 acres on the far southeastern portion of the site.

No public notice is required for Site Plan and CSM review and action.

DISCUSSION

CSM REVIEW:

The proposed Certified Survey Map is planned to combine the two existing parcels into one because they are under the same ownership and used jointly for the company's operations. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. The Zoning Ordinance has minimum and maximum density, intensity, and bulk regulations for all properties in the City. As further described below, the proposed CSM combines the two lots into one and the new singular lot meets the minimum standards associated with the Medium Industrial zoning district. The following conditions are placed on the approval of the CSM, with an explanation developed further below.

1. Permanent easements for the existing and proposed stormwater facilities must be placed on the CSM and reference the existing and proposed stormwater maintenance agreements to be recorded for each facility.
2. The four parcels owned by Opportunities on the south side of Cramer should be combined into two parcels. One should be composed of 32-003 and 32-004 and a second composed of 32-004 and 32-005. This can likely be accomplished by Quit Claim Deed, given common ownership.
3. A permanent easement for parking and parking lot maintenance should be added to the CSM for the benefit of the new parcel created on the South side of Cramer St (west building) and noted in #2 above.

SITE PLAN REVIEW:

The new combined parcel, building addition, and site layout are required to meet the minimum dimensional standards of the zoning district. These requirements are met, as shown below.

Requirement	Size	Proposed Development
Minimum Lot Area	20,000 square feet	653,400 square feet
Minimum Lot Width	100 feet	700 feet
Minimum Lot Depth	120 feet	937 feet
Minimum Lot Frontage at Right-Of-Way	50 feet	670 feet
Minimum Front Setback	25 feet	>25 feet

Minimum Side Setback	10 feet	>10 feet
Minimum Rear Setback	10 feet	>10 feet
Maximum Principal Building Height	65 feet	30 feet
Minimum Pavement Setback (lot line to pavement, excludes driveway entrances)	Side/Rear: 5 feet ROW: 10 feet	Side: >5 feet Rear: >5 feet ROW: >10 feet*
Maximum Impervious Surface Ratio	80%	63%
Minimum Green Space	20%	37%
Maximum Building Coverage	70%	34%

*The existing parking area facing Cramer Street is not part of this Site Plan review because it is not proposed to change.

No land use change is proposed on the property and the existing land use is permitted by right in the Medium Industrial Zoning District (Indoor Storage and Wholesaling). Land use requirements indicate that all activities (outside of loading and unloading) be conducted within the building, no outdoor storage is permitted, and off-street parking minimums/maximums are met.

The proposed building expansion and other site improvements include no new on-site parking spaces for passenger vehicles. The project is intended to add to the existing trailer parking stalls, which dominate the site, as expected, for warehousing. Counting passenger vehicle stalls today, there are 4 stalls marked on-site adjacent to the southern façade of the existing north building and 68 on-site stalls in the existing parking lot along the north side of Cramer Street. The 68 stalls on the separate parcel on Cramer St were built as a requirement of approval by the Fort Atkinson Plan Commission for additions to the south side of Cramer St for Opportunities' 100 and 200 E Cramer facilities. Thus, these parking areas are already dedicated to existing staff. There are approximately 35 parking stalls around the building located at 200 E Cramer (south side, east building). The Zoning Code allows flexibilities for parking based on existing use, which will be employed here. Staff want to ensure that future uses of both the parcels north of Cramer, and those south of Cramer, that constitute the current Opportunities campus allow for additional parking to ensure a range of future uses at this site.

Based on the first shift (largest operational shift), the applicant has indicated that there are approximately 100 participants in their programming who do not drive to the facility and instead are dropped off. However, there are a total of 82 regular full-time employees at the facility who drive regularly. That total includes 25 existing employees at 100 E Cramer (south side campus, west building), 45 existing employees at 200 E Cramer (south campus, east building), and 12 new employees working at 201 E Cramer (north campus, existing building + new addition).

At a minimum the number of stalls must accommodate the number of employees on the largest shift. If the 100 program participants who get dropped off at the site are not included in the largest shift count, this would equate to 82 total stalls needed. A total of 107 spaces were

counted between the north and south campus, comprised of 4 marked spaces on the north campus, 68 spaces within the north parking lot, and approximately 35 spaces around 200 E Cramer (south campus, east building). There are no marked spaces around the 100 E Cramer facility (south campus, west building). The minimum parking requirements for the existing use are met. Staff determined that future owners of the north campus building should have space to reconfigure or add additional parking to accommodate a range of uses on the parcel. The parking easements noted above will ensure parking among the various parcels comprising the Opportunities campus will allow for parking accommodation well into the future.

The proposed project has submitted all required elements of the Site Plan review that are included within the attachment. Below is a review of the various other zoning standards that are required with the proposed development:

Access and Visibility Standards (Section 15.06.03, 15.06.04, and 15.06.05)

- Multiple access points from one street can be approved through the Site Plan process on lots greater than 200 feet long = met (no new access points, one proposed to be removed)
- No access is permitted within 50 feet of an intersection = N/A (no change)
- Minimum driveway setback is 10 feet from side lot line = N/A (no change)
- Maximum driveway size is 24 feet wide = N/A (no change)
- At least one ped/bicycle access point to at least one street frontage is required = met
- All structures must be located outside of vision triangles at the right-of-way intersections = met

Parking and Loading Standards (Section 15.06.06 and 15.06.07)

- All access points, drive isles, driveways, and parking areas must be constructed of a hard surface = met
- Curbs are required adjacent to buildings, planting islands, required front yards, and to prevent vehicles from extending over pedestrian paths or right-of-way = **none proposed**
- All parking stalls must provide pavement markings = N/A (no change)
- Throat depth (distance between street access and traffic circulation area/parking area) must be a minimum of 25 feet = met (95')
- Minimum parking stall dimensions are required to be 9 feet wide and 18 feet long = N/A (no change)
- Minimum parking isles widths are required to be 24 feet wide = N/A (no change)
- Minimum and maximum off-street parking stalls = **(see note above)**
- A minimum of 4 on-site bicycle stalls are required = **none proposed**

- Minimum loading area must be at least 10 feet wide and 25 feet long = met

Exterior Lighting Standards (Section 15.06.20)

- At the property line, a maximum of 1.0 footcandle is required = met
- The average lighting on-site is required to be a maximum average of 3.0 footcandles = met
- The maximum height of all freestanding light fixtures is 30 feet = N/A (no change)
- All exterior lighting elements must be shielded and downward facing = met

Outdoor Storage and Screening Standards (Section 15.06.21)

- All trash containment structures are required to be enclosed, a maximum of 6 feet in height, and made of solid wood with an access gate = met (none proposed)
- All building mechanicals on the exterior of the building are required to be screened = unknown
- Outdoor storage areas must be screened = met (no outdoor storage areas are proposed)

Landscaping Standards (Section 15.08.30)

Point values are provided for each type of plant and the amount required in each portion of the site is listed within the Zoning Ordinance. This provides the developer with options in customizing the planting selection and location to best fit the project and site.

- 355 landscaping points are required for the street frontage = met (407 provided)
- 124 landscaping points are required for the paved surface areas = met (145 provided)
- 393 landscaping points are required for the building foundation = not met (349 provided)
- 536 landscaping points are required for the yards = met (550 provided)

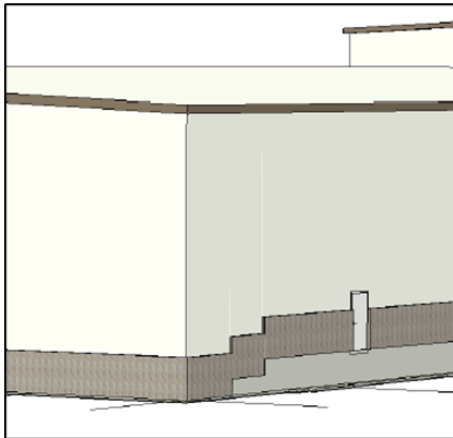
The total proposed landscaping points equates to 1,451 points and a total of 1,422 points are required. If acceptable to the Plan Commission, the total landscaping points required have been met, even though the building foundation point totals are slightly short of the total required. To note, per Section 15.08.30(5)(b), there are no Bufferyard requirements along street frontages (Jefferson Street has existing neighborhoods to the east).

Exterior Building Design Standards (Section 15.07.40)

There are defined exterior building design standards for different types of uses in the Zoning Code. This project is an industrial use in the Medium Industrial Zoning District. Additionally, the

design standards classify the following materials by type: Class I (brick, stone, glass), II (block, EIFS, stucco), or III (siding).

- Street facing façade must be a minimum of 15% comprised of Class 1 materials = met with brick veneer facing the street (both Jefferson and Cramer Streets)
- Non-decorative metal panels may be used if enhanced with Class I or II materials that amount to 15% of each façade = met with brick veneer facing the street (both Jefferson and Cramer Streets)



The brick veneer façade materials generally align with the foundational area on the east and south sides of the proposed building addition. The grade creates a situation where the east façade's brick materials are higher up the building than on the south side to align with the base elevation of the ground surrounding those sides of the building. The brick is wrapped around the southeast corner and adjusted via a step pattern on the east façade for the grade change. The Plan Commission should discuss this design approach.

Post Construction Stormwater Management (Ordinance 18-190)

This ordinance follows state law for all developments with greater than 1 acre of disturbance. The ordinance manages stormwater based upon sites characterized as new construction, redevelopment, or in-fill. The ordinance requires the development's stormwater leaving the site be controlled among three categories: volume (peak runoff), TSS (total suspended solids) and Infiltration.

- Development Category = Re-development
 1. Reduce TSS load by 40% based on average annual rainfall = met
 2. Infiltration = exempt
 3. Control peak discharge to pre-development condition for the 2 YR 24 HR storm = met

- Stormwater BMP Maintenance Agreement = met

As noted above in the CSM discussion, the addition of stormwater easements around the existing basins on the CSM as well as recording of the maintenance agreements (existing and proposed) is a requirement of approval.

Construction Site Erosion Control Plan (Ordinance 18-189)

This ordinance requires certain levels of control during construction to reduce the movement of sediment (dirt) off the construction site and into local waterways (Rock River, Bark River, Allen Creek).

- Best Management Practices (BMP) that reduce the sediment load of stormwater runoff by a minimum of 80% = met
- Written Erosion Control Plan = met
- Prevent tracking of sediment off-site by equipment = met
- Protect catch basins that take sediment laden stormwater into local rivers = met
- Prevent the discharge of sediment as part of site dewatering = met

COMPREHENSIVE LAND USE PLAN (2019):

The subject parcels lie within the North Railway District Planning Area (see Attachments) and are identified as Employment within the Plan. The opportunities indicated on the Plan include business and employment growth with a natural land use buffer area to the west of the subject property.

The subject properties are also shown as General Industrial on the Future Land Use Map. This designation includes manufacturing, warehousing, distribution, and office uses. The proposed addition to the existing building is not planned to change the land use on the property. Staff believe the proposal is in concert with the Comprehensive Plan.

NORTH RAILWAY DISTRICT PLANNING AREA

FIGURE: 2.14
CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



CONCLUSION:

Opportunities, Inc. is a long-standing business in the community and this proposed expansion would allow them to utilize more of the existing lot, improve internal circulation on the south side of the lot, shield the existing residential neighborhoods to the east from the truck loading bays, and add 12-15 new jobs in Fort Atkinson.

Overall, the proposed development meets the requirements of the City's ordinances, is in alignment with adopted City plans, and provides new tax base and jobs in the community.

The City's Management Team has reviewed the application and all comments have been included within this document.

RECOMMENDATION

City staff recommends approval of the Certified Survey Map, subject to the following conditions:

- Staff review of the permanent parking easement for the benefit of the 100 E Cramer parcel to be recorded with the CSM as noted above
- The addition of stormwater easements on the CSM for the existing and proposed stormwater basins
- The combining of the four parcels on the south side of Cramer St into two, as noted

above.

- Any other recommendations from City staff and the Plan Commission.

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

- Waive the requirement for minimum bicycle parking stalls. The majority of people at the facility are dropped off by vehicle.
- Waive the requirements for curbing along the southern edge of the new paved area between the existing drive isle connected to Cramer Street and the building addition (industrial uses must have curbing in the front yard) to accommodate the stormwater management plans.
- Accept the landscaping plan as shown with the required total number of points being exceeded, even though the total building foundation landscaping points do not meet the minimum required.
- Plan Commission discussion and determination on the appropriate building material design around the southeast corner of the structure utilizing the brick veneer with the grade changes that occur between the south and east sides of the proposed building addition.
- Require the applicant to provide information on any proposed exterior mechanical and their locations to ensure they meet the requirements of the Zoning Ordinance, subject to approval by City staff.
- Require the applicant to provide signage plans (if desired) that meet the requirements of the Zoning Ordinance, subject to approval by City staff.
- Any other recommendations of City staff and the Plan Commission.

ATTACHMENTS

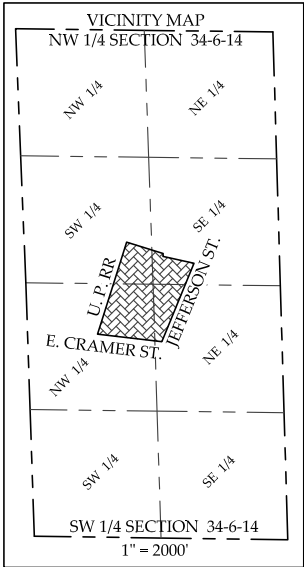
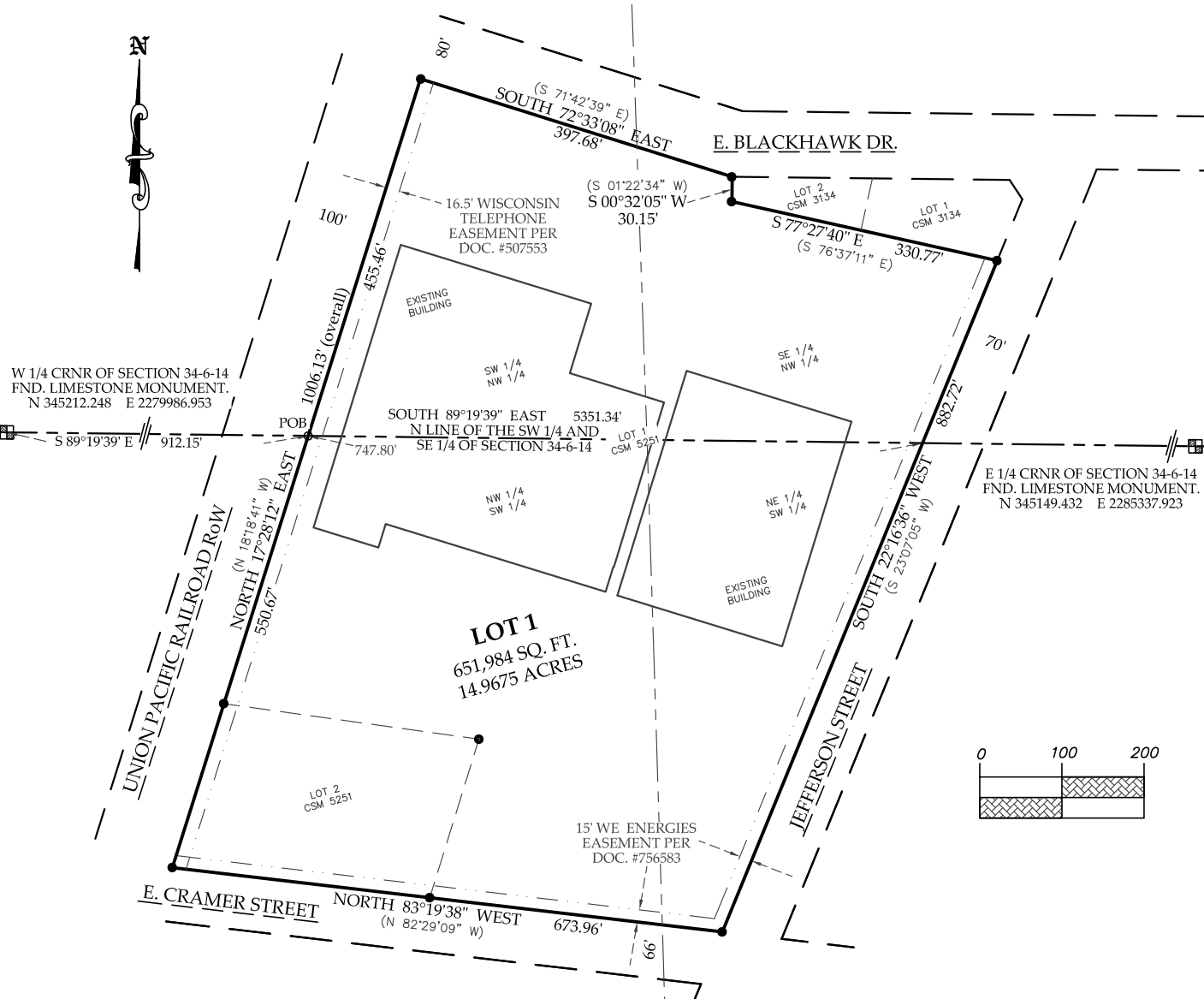
1. Opportunities Site Plan
2. Plan of Operation 201 E. Cramer St.
3. Opportunities Civil Plan Set (24x36) revised 4.1.24
4. Opportunities Inc_CSM
5. A2.0 Exterior Elev revised 4.1.24
6. C1.08 Landscape Plan
7. C1.09 Lighting Plan
8. Opportunities Updated Stormwater Report 3.27.24
9. Site Aerial

CERTIFIED SURVEY MAP # _____

TO COMBINE LOT 1 AND LOT 2 OF CERTIFIED SURVEY MAP 5251,
RECORDED AS DOCUMENT NO. 1270687, BEING PART OF THE
SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4
AND THE NORTHEAST 1/4 AND THE NORTHWEST OF THE
SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 6 NORTH, RANGE 14
EAST, CITY OF FORT ATKINSON, COUNTY OF JEFFERSON, STATE OF
WISCONSIN.

OWNER OF LOT 1:
OPPORTUNITIES INC. OF JEFFERSON COUNTY
200 E. CRAMER STREET
FT. ATKINSON, WI 53538

OWNER OF LOT 2:
OPPORTUNITIES INC.
200 E. CRAMER STREET
FT. ATKINSON, WI 53538



- LEGEND**
- 1" IRON PIPE FOUND, OR AS NOTED
 - 3/4"x18" REBAR WEIGHING 1.13 LBS/FOOT SET.
- (RECORDED AS)

BEARINGS ARE REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, (NAD83). THE SOUTH LINE OF NORTH 1/2 OF SECTION 34-6-14 BEARS SOUTH 89°19'39" EAST.

PSE

122 Wisconsin Street, West Bend, WI 53095
262.346.7800 kparish@parishse.com

FN: SR-53-23 Date: 2/29/24

SHEET 1 OF 2

SURVEYED BY JOSEPH W. DAVID
MAPPED BY J. SCOTT HENKEL, PLS

CERTIFIED SURVEY MAP # _____

TO COMBINE LOT 1 AND LOT 2 OF CERTIFIED SURVEY MAP 5251, RECORDED AS DOCUMENT NO. 1270687, BEING PART OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 AND THE NORTHWEST OF THE SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 6 NORTH, RANGE 14 EAST, CITY OF FORT ATKINSON, COUNTY OF JEFFERSON, STATE OF WISCONSIN.

SURVEYOR’S CERTIFICATE

I, J. SCOTT HENKEL, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED, AND MAPPED THE FOLLOWING LAND AS DIRECTED BY THE OWNERS, OPPORTUNITIES INC OF JEFFERSON COUNTY (EXISTING LOT1), AND OPPORTUNITIES INC (EXISTING LOT 2):

LOT 1 AND LOT 2 OF CERTIFIED SURVEY MAP 5251, RECORDED AS DOCUMENT NO. 1270687, BEING PART TO THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 AND THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4, OF SECTION 34, TOWNSHIP 6 NORTH, RANGE 14 EAST, IN THE CITY OF FORT ATKINSON, COUNTY OF JEFFERSON, STATE OF WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 34;
THENCE SOUTH 89°19’39” EAST, 912.15 FEET, ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF SAID SECTION 34 TO THE POINT OF BEGINNING OF THIS DESCRIPTION;
THENCE NORTH 17°28’12” EAST, 455.46 FEET, ALONG THE EAST LINE OF THE RAILROAD RIGHT-OF-WAY TO THE SOUTH LINE OF E. BLACKHAWK DRIVE;
THENCE SOUTH 72°33’08” EAST, 397.68 FEET, ALONG SAID SOUTH LINE;
THENCE SOUTH 00°32’05” WEST, 30.15 FEET, ALONG THE WEST LINE OF CERTIFIED SURVEY MAP 3134, RECORDED AS DOCUMENT NO. 943362;
THENCE SOUTH 77°27’40” EAST, 330.77 FEET, ALONG THE SOUTH LINE OF SAID CERTIFIED SURVEY MAP 3134 TO THE WEST LINE OF JEFFERSON STREET;
THENCE SOUTH 22°16’36” WEST, 882.72 FEET, ALONG SAID WEST LINE OF JEFFERSON STREET TO THE NORTH LINE OF E. CRAMER STREET;
THENCE NORTH 83°19’38” WEST, 673.96 FEET, ALONG SAID NORTH LINE TO SAID EAST RAILROAD RIGHT-OF-WAY LINE;
THENCE NORTH 17°28’12” EAST, 550.67 FEET, ALONG SAID RAILROAD RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING.

CONTAINING 651,984 SQUARE FEET // 14.9675 ACRES, MORE OR LESS.

I FURTHER CERTIFY THAT THE MAP PREPARED IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES AS SHOWN AND THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES, AND THE CITY OF FORT ATKINSON LAND DIVISION ORDINANCE.

J. SCOTT HENKEL, PLS 2495

OWNER’S CERTIFICATE

AS OWNERS, OPPORTUNITIES INC. OF JEFFERSON COUNTY (existing Lot 1), AND OPPORTUNITIES INC. (existing Lot 2) WE HEREBY CERTIFY THAT WE CAUSED THE LAND DESCRIBED TO BE SURVEYED, DIVIDED, AND MAPPED, AS REPRESENTED HEREON. WE ALSO CERTIFY THAT THIS MAP IS IN ACCORDANCE WITH WISCONSIN STATUTES 236.34 AND THE CITY OF FORT ATKINSON REQUIREMENTS FOR CERTIFIED SURVEY MAPS.

BARBARA LEDUC, AGENT
OPPORTUNITIES INC. OF JEFFERSON COUNTY,
and OPPORTUNITIES INC.

STATE OF WISCONSIN
_____ COUNTY :SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 202_____, _____, TO ME KNOWN AS THE PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED SAME.

NOTARY PUBLIC, STATE OF WISCONSIN MY COMMISSION EXPIRES: _____

CITY OF FORT ATKINSON COMMON COUNCIL APPROVAL

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE FORT ATKINSON COMMON COUNCIL AS BEING IN CONFORMANCE WITH THE CITY’S LAND DIVISION ORDINANCE.

REBECCA HOUSEMAN, CITY MANAGER

MICHELLE EBBERT, CITY CLERK



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FN: SR-53-23 Date: 2/29/24

Jefferson County Land Information



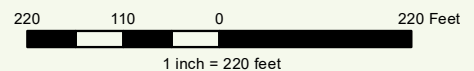
Parcel Lines

- | | |
|-------------------------|--------------------------|
| — Property Boundary | — Section Lines |
| — Old Lot/Meander Lines | — Surface Water |
| — Rail Right of Ways | — Map Hooks |
| — Road Right of Ways | □ Tax Parcel Information |



Jefferson County Geographic Information System

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



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Page 80 of 80