



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, JULY 21, 2026 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/5997866403?pwd=alcreldSbGpNUVI1VnR1RWf5bXovdz09&omn=85105919995>

Meeting ID: 599 786 6403

Passcode: 53538

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AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Pledge of Allegiance**
- 4. Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*
 - a. Review and possible action relating to the **minutes of the July 7, 2026, City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - b. Review and possible action relating to the **minutes of the July 14, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - c. Review and possible action relating to **building, plumbing, and electrical permit report for June 2026** (Draeger, Building Inspector/Zoning Administrator)
 - d. Review and possible action relating to the City Clerk-issued **License and Permit Report for July** (Ebbert, Clerk/Treasurer/Finance Director)
 - e. Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of June 30, 2026 (Ebbert, Clerk/Treasurer/Finance Director)

Director)

- f. Review and possible action relating to **Citizen Appointments** to Boards, Commissions and Committees (Houseman, City Manager)
- g. Discussion and possible action relating to a **Temporary Retailer's License** for Fort Atkinson Lions Club, Rhythm on the River on Saturday, August 29, 2026 (Ebbert, Clerk/Treasurer/Finance Director)

5. Public Hearings

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

7. Petitions, Requests, and Communications

8. Resolutions and Ordinances

- a. Review and possible action relating to a Resolution in support of a Wisconsin Economic Development Corporation Community Development Investment Grant (Draeger, Director of Neighborhood and Building Services)

9. Reports of Officers, Boards, and Committees

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

10. Unfinished Business

11. New Business

- a. Review and possible action relating to the **purchase of new meter reading receiver and Rugged laptop computer** (Armstrong, Water Utility Superintendent)
- b. Review and possible action related to the **2027 Road Rehabilitation and Water Relay Design Amendment 2** (Navin, Director of Public Works)
- c. Review and possible action relating to the release of a request for proposals for **Strategic Planning Facilitation Services** (Houseman, City Manager)
- d. Review and possible action relating to a **Certified Survey Map** for the property located at 827 Banker Road (Draeger, Director of Neighborhood and Building Services)
- e. Review and possible action relating to an **Extraterritorial Certified Survey Map** for the property located at N2682 Kunz Road (CSM-2026-09) (Draeger, Director of Neighborhood and Building Services)

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

12. Miscellaneous

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

14. Claims, Appropriations and Contract Payments

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

15. Adjournment

Date Posted: July 17, 2026

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

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

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Council members Huckabee, Johnson, Lescohier, Price and President Jaeckel. Also present: City Manager, City Attorney, City Clerk/Treasurer, Director of Public Works, Director of Neighborhood and Building Services, Fire Chief, Parks & Recreation Director and Wastewater Superintendent.

3. Pledge of Allegiance

President Jaeckel led the Pledge of Allegiance.

4. Consent Agenda

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

- a. *Review and possible action relating to the **minutes of the June 16, 2026 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the June 23, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the **minutes of the June 10, 2026, Parks and Recreation Advisory Board** (Dayton, Parks and Recreation Director)*
- d. *Review and possible action on a **Special Event: Fort Polar Path - Fort Atkinson Animated Holiday Light Display, October 24, 2026 - January 16, 2027** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action on a **Special Event: Magic on Janesville Avenue, Friday, December 4, 2026, 4:00- 6:30 pm** (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Discussion and possible action relating to a **Temporary Retailer's License** for Fort Atkinson Club, Americana on the Rock on July 17, 2026 (Ebbert, Clerk/Treasurer/Finance Director)*
- g. *Review and possible action on a **Special Event: Pentecostal Church Anniversary, Friday, July 10, Saturday, July 11, and Sunday, July 12, 2026, from 5:00 to 10:00 pm** at the*

Municipal Gym (Ebbert, Clerk, Treasurer, Finance Director)

5. Public Hearings

None.

6. Public Comment for Matters on the Agenda

John Hausz, 104 Jefferson Street - spoke on TID 9. He inquired about an engineering firm that spoke regarding the area of TID 9.

7. Petitions, Requests, and Communications

- a. Review and possible action relating to proclamation recognizing **July as Parks and Recreation Month** in the City of Fort Atkinson (Houseman, City Manager)*

Huckabee moved, seconded by Johnson to approve the Proclamation recognizing July as Parks and Recreation Month in the City of Fort Atkinson. Motion carried.

8. Resolutions and Ordinances

- a. Review and possible action on a Resolution adopting the **Project Plan Territory Additional Amendment No. 1 and Boundaries for Tax Incremental District No. 9**, City of Fort Atkinson, Jefferson County, Wisconsin (Houseman, City Manager)*

Manager Houseman stated that the City is proposing to amend the existing Tax Incremental District No. 9 in the City of Fort Atkinson. The project plan, maps, and notices are included with this memo for review by the City Council and the public. TID No. 9 is a Mixed Use TID that was created in 2022 on the City's north-west side. This included the undeveloped and underdeveloped land in the terminated TID No. 8. TID No. 9 was created to support the development of the City-owned property along Banker Road, which is now referred to as the Ridge View Estates Subdivision. This amendment proposes to add seventy parcels to TID No. 9, which consists of about 42 acres of land. The area is currently known as the Koshkonong Estates Subdivision. The goal of this territory amendment is to provide a financing mechanism to reconstruct and/or deconstruct portions of public infrastructure in the subdivision and possibly incentivize sustainable future development.

Huckabee moved, seconded by Price to approve the resolution adopting the Project Plan Territory Additional Amendment No. 1 and Boundaries for Tax Incremental District No. 9 in the City of Fort Atkinson, Jefferson County Wisconsin. Motion carried.

- b. Review and possible action relating to a Resolution adopting the **Project Plan and Boundaries for Tax Incremental District No. 11**, City of Fort Atkinson, Jefferson County, Wisconsin (Houseman, City Manager)*

Manager Houseman provided that the City is proposing to create a new Tax Incremental District (TID) No. 11 on the south side of Fort Atkinson. The project plan, maps, and notices are included with this memo for review by the City Council and the Public. TID No.

11 is proposed to be Mixed Use TID and will include undeveloped and underdeveloped land in the terminated TID No. 6 (the Klement Business Park) as well as lands to the west and north along Janesville Avenue and Hackbarth Road. There are 27 parcels proposed to be included in TID No. 11, for a total of about 250 acres of land. The estimated fair market value of the land and improvements in the TID is \$21,206,300. If this TID is created, the taxes based on that land value will continue to be distributed to the four taxing jurisdictions. If created, the taxes on the additional value in the TID over its life will go into a separate fund for use in supporting development and installing infrastructure and improvements within the TID.

Huckabee moved, seconded by Price to approve the resolution adopting the Project Plan and Boundaries for Tax Incremental District No. 11, City of Fort Atkinson, Jefferson County Wisconsin. Motion carried.

9. Reports of Officers, Boards, and Committees

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

10. Unfinished Business

None.

11. New Business

- a. Review and possible action on **S. Main Street Construction project Change Order** (Navin, Director of Public Works)*
Director Navin stated that on September 16, 2025 the City Council awarded the bid for S. Main Pedestrian Path Project to Rock Road Construction Company. On December 2, 2025 the City Council awarded the contract for Construction Administration to MSA. From Talcott Court to Rockwell Avenue, the proposed pedestrian path was designed to be on top of the current storm sewer infrastructure. Unfortunately, the current infrastructure was not buried at least 12 inches deep, as is typical. Instead, the consultants found that the storm sewer was only a few inches beneath the soil in areas. Because of this, Rock Road did not feel comfortable installing an asphalt path over the top of the existing storm sewer where they would have to drive heavy equipment over top. MSA and City staff agreed that now is the time to correct this issue and move this section of storm sewer into the curb line. This has resulted in the need for an additional 771 feet of storm sewer infrastructure.

Price moved, seconded by Johnson to authorize the South Main Street Construction Project Change Order Number 1 in an amount not to exceed \$22,238.21 to be funded through the Stormwater Utility and Fund 5 - Transportation Fund. Motion carried.

- b. *Review and possible action relating to the **relocation of the water main on Riverside Drive** (Armstrong, Water Utility Superintendent)*

Director Navin noted the Water Utility currently has a small section of existing water main at the intersection of Riverside Drive and Wilson Avenue that was installed 102 years ago. The section of water main passes through a sewer manhole which was identified in a 2016 Wisconsin DNR Deficiency report. During the Water Utility's regularly scheduled inspection in June 2025, this issue was discussed again. Now that the HWY 106 project has been delayed until 2032, the Wisconsin DNR has set a compliance deadline of November 30, 2026, with no further extensions, to ensure the Utility is in compliance with Wisconsin Administrative Code requirements.

Huckabee moved, seconded by Johnson to award the contract to Forest Construction in the amount of \$17,800.00, as the lowest responsive and responsible bidder, to complete the water main relocation project at the intersection of Riverside Drive and Wilson Avenue. Motion carried.

- c. *Review and possible action related to **re-establishing access to the trail from the Wastewater Plant to the Wastewater Plant Outfall at the Rock River** (Sweeney, Wastewater Superintendent)*

Superintendent Sweeney addressed the City's Wastewater Treatment Plant that was constructed in 1971 and included a 36-inch outfall pipe discharging into the Rock River. This is where the water treated by the Plant is reintroduced into the Rock River. A trail was also built allowing easy access to inspect the pipe's manholes as well as the outfall structure at the river. Over the past 50 years, the trail has significantly degraded. To restore safe access, staff has solicited bids for a contractor to remove dead trees, stumps, and brush surrounding the outfall pipe. The 2026 Capital Improvement Projects budget has \$50,000 planned for re-establishing this trail. Staff requested three proposals and received two.

Lescohier moved, seconded by Johnson to approve the proposal from Natures Call Land Clearing at a cost not to exceed \$12,000 to re-establish access to the trail from the Wastewater Plant to the Wastewater Plant Outfall at the Rock River to be paid for using Wastewater Utility CIP funds. Motion carried.

- d. *Review and possible action relating to the **replacement of the Harvestore Pump and back up Thickener/Centrifuge Feed Pump** (Sweeney, Wastewater Superintendent)*

Superintendent Sweeney noted that in 2024, the City borrowed \$1.5 million for a solar energy project to offset increases in electricity usage. On August 19, 2025, the City Council authorized a solar study to be completed by Donohue and Associates to better understand the feasibility of solar at this site and the associated costs. On June 9, 2026, Donohue and Associates presented their findings to show that the payback periods on solar at the Wastewater plant made the project cost prohibitive, and it was not recommended to move forward with the solar project. At the June 9, 2026, Council meeting, Donohue and Associates also presented a Biosolids study as a next step in potential plant upgrades needed to comply with DNR requirements. The \$1.5 million will allow staff to work ahead

in the CIP. The items recommended for purchase are in line with the 2026 Donohue and Associates Biosolids report recommendations.

Lescohier moved, seconded by Johnson to approve the replacement pumps from Borger for the cost of \$66,945.70 and pump installation from Sabel Mechanical LLC, for the cost of \$31,865.06 with a total project cost not to exceed \$98,810.76, using funds identified in the Wastewater Utility CIP.

e. *Review and possible action relating to the **replacement of Five Activated Sludge Pumps and Two Digested Sludge Pumps** (Sweeney, Wastewater Superintendent)*

Superintendent Sweeney noted the Secondary Treatment Building that currently houses five Fairbanks Morse activated sludge pumps installed in 1991, consisting of three Return Activated Sludge (RAS) pumps and two Waste Activated Sludge (WAS) pumps. Staff proposes to replace the existing RAS pumps with three 20 HP Flygt 3153 submersible pumps and the WAS pumps with two (2) 7.5 HP Flygt 3127 submersible pumps. In addition, staff recommends direct replacement of two 10 HP Flygt 3127 digested sludge pumps originally installed in 1992. To support the upgraded RAS pumping system, staff also proposes replacing two remaining 2006 Cutler Hammer variable frequency drives (VFDs), as one of the three drives was replaced in 2024. The two remaining drives will be replaced in kind with 20 HP ABB ACS580 VFDs.

Huckabee moved, seconded by Johnson to approve the purchase of seven Flygt submersible pumps from Xylem Water Solutions USA, Inc. in the amount of \$145,768.50, the installation of the seven pumps be completed by Sabel Mechanical at a cost of \$82,572.74, proposal from Altronex for the replacement of variable frequency drives, flow control equipment, and associated installation in an amount not to exceed \$25,386.00 for a total project costs from the vendors described above at a cost not to exceed \$253,727.24 to be paid for using Wastewater Utility CIP funds. Motion carried.

f. *Review and possible action relating to the purchase of a **Security Access Door System installed by Ignatek with 2026 Municipal Building CIP funds** at a cost not to exceed \$10,570.34 (Dayton, Director of Parks and Recreation)*

Director Dayton referred to the 2022 Municipal Building Facility Assessment that identified door security deficiencies throughout the Municipal Building due to the limited control over public access to the department entryways and some exterior doors. On page 64 of the Assessment, it is recommended that the city install a monitored electronic locking system with access control via a key FOB system. Additionally, this project is also supported through a Security Review conducted by Fort Atkinson Police Department in 2018. In that review, recommendations #2 and #6 specifically identified the critical need for door security, with a focus on preventing unauthorized entry. The scope of the project includes securing the Main Street entrance (Door 1), the Parks and Recreation entrance (Door 4), and the southwest staff entryway (Door 7). These upgrades will allow city staff to program doors for specific opening and closing times and provide access to authorized personnel via access cards or key fobs. Internal areas requiring increased security include the City Manager's office area, the Finance Director/Clerk office areas, and the entrance to

the dance studio/youth center space.

Lescohier moved, seconded by Johnson to approve the proposal from Ignatek for the Municipal Building Security Door Access project at a cost not to exceed \$10,570.34, identified in the approved 2026 CIP. Motion carried.

*g. Review and possible action relating to the repair of the **Fire Department truck 8177 aerial platform apparatus** (Peterson, Fire Chief)*

Chief Peterson discussed Fire Truck 8177, a 2012 Pierce aerial platform that serves as the Department's primary aerial apparatus. City staff have spent the past several months troubleshooting and repairing several ongoing mechanical and electrical issues. After completing the repairs and diagnostics that could be performed in-house, the vehicle was sent to Rennert's Fire Equipment Service, the authorized Pierce service center for this region, for further diagnostics and repair recommendations. The recommended repairs address multiple mechanical and electronic failures that have rendered Truck 8177 unavailable for emergency response. Truck 8177 is the department's only aerial apparatus and is dispatched to structure fires, commercial incidents, and technical rescues.

Huckabee moved, seconded by Johnson to approve the repair of Fire Department truck 8177 aerial platform apparatus from Rennert's Fire Equipment Service in an amount not to exceed \$16,784.41. Motion carried.

12. Miscellaneous

None.

13. Public Comment for Matters Not on the Agenda

John Hausz, 104 Jefferson Street - stated he is undertaking salvage of a clock that is located outside the Municipal Building near 101 N. Main Street.

14. Claims, Appropriations and Contract Payments

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

Huckabee moved, seconded by Lescohier to approve the list of Verified Claims as presented. Motion carried.

15. Adjournment

Johnson moved, seconded by Huckabee to adjourn. Meeting adjourned at 8:09 pm.

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



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JULY 14, 2026 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Chairperson Manager Houseman, Director of Public Works Navin, Commissioners Schultz and Council Representative Huckabee. Also present: City Clerk/Treasurer, Director of Neighborhood and Building Services and City Attorney.

Excused Absence: Commissioners Shull, Ciccarelli.

3. New Business

a. Review and possible action relating to the *minutes of the June 23, 2026, Plan Commission meeting* (Ebbert, Clerk/Treasurer/Finance Director)

Schultz moved, seconded by Huckabee to approve the minutes of the June 23, 2026 Plan Commission meeting. Motion carried.

b. Review and possible action on a *Site Plan Review* for an accessory structure on the Madison College Campus located at 827 Banker Road (SPR-2026-08) (Draeger, Director of Neighborhood and Building Services)

Director Draeger stated that Madison College owns two parcels along Madison Avenue and Banker Road that combine to make up the Fort Atkinson campus. The subject properties are a total of about 10 acres in size and include a main educational building, multiple accessory structures, a surface parking lot, and a small solar field. The proposed project includes the demolition of a small existing accessory structure (500 sf) and surrounding paved area (5,000 sf) to be replaced with a 2,400 square foot accessory structure to be used for storage. The only other proposed changes include a small, paved connection between the new structure and the existing east-west circulation driveway and returning the previously paved area back to seeded grass.

City staff recommends the Plan Commission approve the site plan for the accessory structure on the Madison College Campus located at 827 Banker Road, subject to the following conditions:

- Require the property owner to combine the two existing parcels (226-0614-3332-000 and 226-0614-3241-000) together into one parcel by Certified Survey Map.
- The application is required to provide an updated Site Plan to include the location of all ground-mounted and/or roof-mounted mechanicals with appropriate screening to be reviewed by City staff.
- Waive the 50% Class I material requirement for the North and South facades, taking into consideration the proposed side setbacks.
- Require the property owner to obtain all necessary permits prior to construction.
- Any other recommendations of City staff and the Plan Commission

Huckabee moved, seconded by Schultz to approve the Site Plan Review for an accessory structure on the Madison College campus located at 827 Banker Road subject to the conditions outlined in the staff report. Motion carried.

- c. *Review and possible recommendation to the City Council relating to a **Certified Survey Map** for the property located at 827 Banker Road (SPR-2026-08) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger provided that the property owner, Area Board of Vocational, Technical and Adult Education (MATC), has submitted a request for approval of a Certified Survey Map (CSM) for the property located at 827 Banker Road. The purpose of the CSM is to combine the two existing parcels into a single parcel to facilitate the construction of a new accessory building, as proposed under the associated Site Plan Review application. The two existing parcels, totaling approximately 5.6 acres and 5.04 acres, will be combined to create one parcel. The preliminary Certified Survey Map identifies all existing easements and structures located on the property. Zoning is Institutional for both parcels.

Schultz moved, seconded by Huckabee to recommend the City Council approve the Certified Survey Map for the property located at 827 Banker Road, subject to conditions outlined in the staff report. Motion carried.

- d. *Review and possible recommendation to the City Council relating to an **Extraterritorial Certified Survey Map** for the property located at N2682 Kunz Road (CSM-2026-09) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger stated the applicant is requesting approval of a Certified Survey Map (CSM) to create a 1.15-acre A3 lot, including right-of-way to build a house, and a 1-acre A2 lot, including right-of-way to build a building for their HVAC business. The subject property is located within the Town of Koshkonong. The remaining property will stay A1. The City's Future Land Use Map designates the subject property as Agricultural/Rural. This designation is intended to preserve agricultural uses, farmsteads, and rural residential development at low densities consistent with Jefferson County's farmland preservation policies. The property is located in the City's Long-Range Urban Growth Area but is not anticipated to be developed in the foreseeable future.

Staff recommends that the Plan Commission recommend the City Council approve the Extraterritorial Certified Survey Map for the property located at N2682 Kunz Road subject

to the following conditions:

- The corrections outlined in the staff report.
- Waive the requirement to dedicate the Public Right of Way
- Any other conditions set by the Plan Commission

Schultz moved, seconded by Huckabee to recommend the City Council approve the Extraterritorial Certified Survey Map for the property located at N2682 Kunz Road subject to corrections outlined in the staff report and waiving of the public right of way. Motion carried.

e. Update on previously approved projects and discussion of land division process change (Houseman)

Manager Houseman discussed the land division process change following review of existing codes. Minor land divisions are able to be approved by staff as long as it does not include utilities, building of structures or major modifications requiring additional permits.

4. Adjournment

Huckabee moved, seconded by Schultz to adjourn. Meeting adjourned at 4:19 pm.

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



Permit Report

06/01/2026 - 06/30/2026

Permit Issued Date	Permit #	Permit Location	Municipality	Owner Name	Permit Type	Permit Description	Estimated Project Cost	Total Fees
Group: Deck								
6/12/2026	26515	912 East St.	Fort Atkinson	Shelly and Randy Hoefs	Deck	Building a 94.3 SQ FT deck installing 16 LF of railing & installing 8 LF of fence	10,697	\$83.50
6/12/2026	26506	1004 W SHERMAN AVE.	Fort Atkinson	SUSAN SULLIVAN	Deck	NEW DECK	2,000	\$60.00
6/4/2026	26487	611 Talent Tr.	Fort Atkinson	Sharon Peterson	Deck	Tear down and replace the old deck with a new one.	25,000	\$120.00
6/4/2026	26475	1201 Navaho Ct.	Fort Atkinson	Terry & Cheryl Tumbarello	Deck	Build an attached exterior deck to the existing structure	20,000	\$140.00
								\$403.50

Group Total: 4

Group: Electrical

6/30/2026	26575	215 Madison Ave.	Fort Atkinson	215 Madison Ave LLC (Chuck and Angela Mitchell)	Electrical	wire furnace and A/C	1,560	\$60.00
6/30/2026	26572	1314 Commonwealth Dr.	Fort Atkinson	Tia Seguin	Electrical	Electric wire from old whirlpool tub needs to be pulled into attic as we	1,000	\$60.00

						are replacing the tub, no electric needed this time.		
6/29/2026	26565	715 Whitewater Ave.	Fort Atkinson	Michael Messler	Electrical	Remove plaster & lath, insulate walls, replace wiring, outlets and ceiling fan. Drywall walls & replace door.	3,000	\$60.00
6/25/2026	26548	522 Roosevelt St.	Fort Atkinson	Karen Strauss	Electrical	Wire A/C unit	800	\$60.00
6/17/2026	26523	609 Cloute St.	Fort Atkinson	Hector Rivera	Electrical	Make safe, temp power turtles, temp lights; need to get the WE Energies meter back	25,000	\$90.00
6/12/2026	26520	512 East St.	Fort Atkinson	Alvin Tillett	Electrical	Electrical service mast replacement from storm damage	2,000	\$90.00
6/16/2026	26514	420 S High St	Fort Atkinson	Lacy Croswell	Electrical	Replace upper bath fan	650	\$60.00
6/15/2026	26507	616 Maple St.	Fort Atkinson	Loos Homes	Electrical	New House Electrical	10,000	\$244.60
6/9/2026	26502	513 Wilcox St.	Fort Atkinson	Emery Poole	Electrical	Service upgrade overhead to underground	5,000	\$90.00
6/3/2026	26471	1030 Whitewater Ave.	Fort Atkinson	JUSTIN EDWARDS	Electrical	Running new Electrical for the Master Bedroom	2,000	\$60.00
6/1/2026	26464	1265 Janette St.	Fort Atkinson	Rick Gerke	Electrical	Generac Generator Installation	13,916	\$140.00
6/10/2026	26343	613 Grove St.	Fort Atkinson	Marc Walker	Electrical	new home construction	293,000	\$217.00

								\$1,231.60
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Group Total: 12

Group: Erosion Control

6/9/2026	26436	25 Lexington Blvd.	Fort Atkinson	School District of Fort Atkinson	Erosion Control	Earthwork and Ditching, Sewer and Road Pavement	440,000	\$2,500.00
								\$2,500.00

Group Total: 1

Group: Fence

6/26/2026	26562	225 S. Water St. E.	Fort Atkinson	GAJNATH LLC	Fence	Removing and Replacing Fence on the West side of the parking lot	7,446	\$60.00
6/30/2026	26547	817 Madison Ave.	Fort Atkinson	Pamela Cox	Fence	Wood privacy fence installed with permanent wood posts. Property line markers to be located and made visible.	199	\$60.00
6/8/2026	26493	815 Florence St.	Fort Atkinson	JEREMIAH JOHNSON	Fence	NEW FENCE	6,833	\$60.00
6/8/2026	26486	351 Monroe St.	Fort Atkinson	MELANIE VENEMA	Fence	Privacy fence - Vinyl / 6 ft. height in back yard and side yard	5,000	\$60.00
6/3/2026	26484	1140 South Main St.	Fort Atkinson	Hottman Living Trust/Jeff Hottman, Trustee	Fence	replace existing privacy fence 32'X6'	2,699	\$60.00
								\$300.00

Group Total: 5

Group: HVAC

6/22/2026	26553	1517 Jamesway	Fort Atkinson	John Whitney	HVAC	Replacement of existing furnace & AC	26,303	\$105.00
6/30/2026	26545	1240 Elsie St.	Fort Atkinson	Robert Hoefler	HVAC	Adding an additional trunkline (with potential to add some dampers later) Redo dryer venting and vent a bath fan	4,494	\$150.00
6/16/2026	26510	317 Foster St.	Fort Atkinson	Jeff Behling	HVAC	New A/C	6,083	\$70.00
6/12/2026	26504	525 Jefferson St.	Fort Atkinson	Tim Pendleton	HVAC	Ductwork alterations	3,000	\$321.90
6/12/2026	26498	744 Jones Ave.	Fort Atkinson	Jones Dairy Farm	HVAC	HVAC for Wastewater Treatment Plant	158,000	\$507.20
6/8/2026	26495	311 N High St	Fort Atkinson	LISA FERO	HVAC	DUCT WORK/SUPPLY AND RETURN	0	\$98.75
								\$1,252.85

Group Total: 6

Group: Plumbing

6/26/2026	26556	744 Jones Ave	Fort Atkinson	Jones Dairy Farm	Plumbing	Site Utility Plumbing for Waste water treatment plant	100,000	\$305.00
6/9/2026	26508	308 Garfield St.	Fort Atkinson	Alexander Endl	Plumbing	install clear water sump pump	500	\$60.00
6/12/2026	26499	744 Jones Ave.	Fort Atkinson	Jones Dairy Farm	Plumbing	Jones Dairy Farm WWTF JMB Job #266721	333,000	\$492.20
6/8/2026	26496	1012 Pawnee Ct	Fort Atkinson	Robert Hall	Plumbing	Tub to pan conversion 1st floor same size	812	\$60.00

						and location of wet area		
6/3/2026	26483	503 S High St.	Fort Atkinson	Gina Maxwell	Plumbing	Water heater replacement	1,000	\$60.00
6/4/2026	26456	1531 S Main St	Fort Atkinson	Fireside	Plumbing	Adding wash machine	2,000	\$60.00
6/4/2026	26455	500 S Main St.	Fort Atkinson	Fireside	Plumbing	Adding wash machine	2,000	\$60.00
6/4/2026	26454	333 Maple St.	Fort Atkinson	Fireside	Plumbing	Adding wash machine	2,000	\$60.00
6/10/2026	26345	613 Grove St.	Fort Atkinson	Marc Walker	Plumbing	new home construction	293,000	\$206.00
								\$1,363.20

Group Total: 9

Group: Private Driveway

6/19/2026	26501	1661 Janesville Ave.	Fort Atkinson	Peace Lutheran Church aka Living Savior Lutheran Church	Private Driveway	Repair, Replace, Pave driveway and parking lot	40,893	\$300.00
6/3/2026	26481	715 Messmer St.	Fort Atkinson	Kyle Jaeckel	Private Driveway	replacing Blacktop and gravel portion of driveway with Concrete	2,500	\$50.00
6/12/2026	26415	340 S Main St.	Fort Atkinson	W&J Hall Trust	Private Driveway	Alteration to an existing parking lot.	11,000	\$450.00
								\$800.00

Group Total: 3

Group: Right of Way Opening Permit

6/29/2026	26555	1706 MONTCLAIR PLACE	Fort Atkinson	SAMANTHA TIRY	Right of Way Opening Permit	NEW GAS SERVICE WR 5230187	0	\$50.00
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6/29/2026	26554	1704 MONTCLAIR PLACE	Fort Atkinson	SAMANTHA TIRY	Right of Way Opening Permit	NEW GAS SERVICE WR 5230217	0	\$50.00
6/4/2026	26287	820 dempster st	Fort Atkinson	sherry siegel	Right of Way Opening Permit	30 feet of sidewalk	0	\$50.00
								\$150.00

Group Total: 3

Group: Roofing/Siding

6/29/2026	26570	1528 Montclair Pl.	Fort Atkinson	Nicholas Siglinsky	Roofing/Siding	Roof replacement	14,000	\$60.00
6/29/2026	26569	840 McCoy Park Rd.	Fort Atkinson	Kori Telfer	Roofing/Siding	Siding and Window Replacement	54,518	\$60.00
6/29/2026	26568	517 East St.	Fort Atkinson	Bryce	Roofing/Siding	Roof Replacement	6,557	\$60.00
6/29/2026	26567	701 Cloute St.	Fort Atkinson	Barbara	Roofing/Siding	Roof and Window Replacement	25,168	\$60.00
6/26/2026	26563	607 Coventry Cir.	Fort Atkinson	Catherine Mansavage	Roofing/Siding	Roof Replacement	17,700	\$60.00
6/19/2026	26550	117 SHIRLEY ST.	Fort Atkinson	COLTON FOERSTER	Roofing/Siding	NEW ROOF	5,000	\$60.00
6/19/2026	26549	718 N Main St.	Fort Atkinson	John Wawrzonkowski	Roofing/Siding	Roof Replacement	21,200	\$60.00
6/18/2026	26544	826 Whitewater Ave.	Fort Atkinson	Thomas Dunham	Roofing/Siding	Roof Replacement	18,286	\$60.00
6/18/2026	26543	620 Lexington Blvd.	Fort Atkinson	Sandra Brown	Roofing/Siding	Roof Replacement	13,750	\$60.00
6/18/2026	26540	714 Florence St.	Fort Atkinson	STUART M MUNN	Roofing/Siding	Roof Replacement	11,947	\$60.00
6/18/2026	26539	17 Krause Ave.	Fort Atkinson	STEVEN G SCHUKNECHT	Roofing/Siding	Roof and Siding Replacement	7,706	\$60.00
6/18/2026	26537	1250 Elsie St.	Fort Atkinson	Nicholas Rabe	Roofing/Siding	Roof and Gutter Replacement	33,915	\$60.00
6/17/2026	26531	1138 Erick St.	Fort Atkinson	Jason Benisch	Roofing/Siding	Roof Replacement	17,000	\$60.00

6/5/2026	26492	431 Whitewater Ave.	Fort Atkinson	Amy & Josh Weber	Roofing/Siding	tear off/re-roof	15,000	\$60.00
6/4/2026	26491	1021 Edgewater Rd.	Fort Atkinson	Neil Merrion	Roofing/Siding	Roof Replacement	11,850	\$60.00
6/4/2026	26490	1019 Edgewater Rd.	Fort Atkinson	Duane Hathaway	Roofing/Siding	Roof Replacement	11,850	\$60.00
6/4/2026	26489	631 Maple St.	Fort Atkinson	Herbert Bloomer	Roofing/Siding	Roof Replacement	7,830	\$60.00
6/4/2026	26485	1116 MADISON AVE.	Fort Atkinson	JAMES SIMDON	Roofing/Siding	NEW ROOF	5,000	\$60.00
6/1/2026	26469	500 Whitewater Ave.	Fort Atkinson	Michael Cartwright	Roofing/Siding	Roof/Siding/Gutter Replacement	48,398	\$60.00
								\$1,140.00

Group Total: 19

Group: ROW and Driveway

6/25/2026	26542	1123 Harriette St.	Fort Atkinson	Ryann L Bixler	ROW and Driveway	Replace existing driveway, add driveway next to garage	33,000	\$50.00
								\$50.00

Group Total: 1

Group: Shed

6/8/2026	26505	205 Wollet Dr.	Fort Atkinson	Jean Waskosky	Shed	10x12 shed kit on 4" concrete pad. Concrete has been poured over 4" gravel base 5ft in from back (north) & 5ft in from west property lines. Property corners are visible to mark set backs.	4,000	\$60.00
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6/2/2026	26467	809 Hillcrest Dr	Fort Atkinson	Bruce E. Meyer	Shed	Storage shed on concrete	10,000	\$60.00
								\$120.00

Group Total: 2

Group: Sign

6/2/2026	26418	201 Park St.	Fort Atkinson	School District of Fort Atkinson	Sign	Adding signage to the wetlands	10,000	\$295.00
								\$295.00

Group Total: 1

Group: Single Family Alteration/Addition

6/29/2026	26561	715 Whitewater Ave.	Fort Atkinson	Michael Messler	Single Family Alteration/Addition	Remove plaster & lath, insulate walls, replace wiring, outlets and ceiling fan. Drywall walls & replace door.	3,000	\$77.25
6/25/2026	26551	1211 Orchard Ln.	Fort Atkinson	Bob Head	Single Family Alteration/Addition	install 4x4 egress window along with interior drainage system with pump and plumber to pull permit	7,887	\$114.00
6/25/2026	26541	420 Clover Ln.	Fort Atkinson	Feist Team Construction, LLC	Single Family Alteration/Addition	Remodel Entire Home	42,555	\$460.00
6/3/2026	26470	1030 Whitewater Ave.	Fort Atkinson	JUSTIN EDWARDS	Single Family Alteration/Addition	Removing and covering up a window in the master bedroom, gutting and redoing the insulation and drywall, along with running new	2,000	\$60.00

						electrical for that room		
6/12/2026	26236	900 Fox Ct.	Fort Atkinson	Dion Brown	Single Family Alteration/Addition	Interior kitchen remodel including removal of existing half wall while leaving structural post in place, construction of breakfast bar with 12-inch countertop overhang supported by concealed steel brackets, installation of new countertop and undermount sink by countertop contractor, and installation of pop-up countertop outlet under separate electrical permit if required. No structural beam modifications.	18,000	\$60.00
								\$771.25

Group Total: 5

Group: Windows/Doors

6/18/2026	26538	711 Rogers St.	Fort Atkinson	Sheila Trieloff	Windows/Doors	Door Replacement	11,110	\$60.00
6/8/2026	26488	431 Whitewater Ave.	Fort Atkinson	Amy Weber	Windows/Doors	remove/replace 2 windows; no structural changes	4,798	\$60.00

6/1/2026	26473	523 Milwaukee Ave. E	Fort Atkinson	Bruce Paley	Windows/Doors	REMOVE/REPLACE 16 WINDOWS; NO STRUCTURAL CHANGES	22,000	\$60.00
								\$180.00

Group Total: 3

								\$10,557.40
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Total Records: 74

7/2/2026



Jedidiah Draeger
Director of Neighborhood and Building Services



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

MEMORANDUM

DATE: July 21, 2026

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 July (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 June 16, 2026 through July 21, 2026 per the City of Fort Atkinson Municipal Code of Ordinances.

DISCUSSION

BEEKEEPING

Kevin	Duncan	306 Wilcox Ave	Y	\$25
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OPERATOR

Licensing Period – July 1, 2026 – June 30, 2028

Applicant		Place of Employment	Recommended Approval by Police Department	Cost
Erika	Reif	Brickhouse	Y	\$ 30.00
Heather	Devine	Paddyshack	Y	\$ 30.00
Andrew	Weber	Speedy 3 LLC	Y	\$ 30.00
Miguel	Cornejo	El Patron	Y	\$ 30.00
Ross	Weber	KP Mart	Y	\$ 30.00
Kelly	Roehl	El Patron	Y	\$ 30.00
Stacy	Nixon	Fat Boyz	Y	\$ 40.00
Kenzie	Paske	Fort 88 Smokehouse	Y	\$ 30.00
Jason	Crandall	10-62, Paddyshack	Y	\$ 30.00
Emilia	Garcia-Mercado	Speedy 3 LLC	Y	\$ 40.00

Rebecca	Stoker	N/A	Y	\$ 30.00
Kenneth	Klemen	American Legion	Y	\$ 30.00
Shelby	Peterson	PaddyShack	Y	\$ 30.00
Jada	Baker	10-62 Saloon	Y	\$ 40.00
Matthew	Williams	Salamone's	Y	\$ 30.00
Lissa	Wheeler	Soups On	Y	\$ 30.00
Alivia	Stewart	PaddyShack, 10-62	Y	\$ 40.00
Madelyn	Recob	Tavern on Rock	Y	\$ 30.00
Brandon	Conroy	The Fireside Theatre	Y	\$30.00
Thomas	Sweeney	Creamery 201	Y	\$30.00
Joshua	Barth	Kwik Trip - Madison Ave	Y	\$30.00
Michelle	Young	mail to home address	Y	\$30.00
Michaela	Neumeister	Salamone's	Y	\$30.00
Abigail	Teuscher	The Langholff	Y	\$30.00
Sara	Stachel-Wagner	American Legion	Y	\$30.00
Monserrat	Reyes Linares	Speedy 3 LLC	Y	\$40.00
Satchel	Welch	Café Carpe	Y	\$30.00
Brianna	Rickert	The Langholff	Y	\$30.00
Laura	Marquardt	Bienfang's Bar	Y	\$30.00
Lori	Becker	Two Twenty	Y	\$30.00
Kaitee	Witke	The Langholff	Y	\$30.00
Berlyn	Zorn	The Langholff	Y	\$30.00
Jaden	Thompson	The Langholff	Y	\$30.00
Valeria	Cazanove-Pena	Walgreens	Y	\$30.00
Vanessa	Velez	Walgreens	Y	\$30.00
Hannah	Suda	Fort 88 Smokehouse	Y	\$30.00
Grace	Coleman	The Langholff	Y	\$30.00
Kiani	Aranda	The Langholff	Y	\$30.00
Gabriela	Sierra	The Langholff	Y	\$30.00

MOBILE MERCHANT

Matthew	Sokol	TNT Fireworks Pick N Save	Y	\$50
Hary	Schroeder	Oakdale Farms Verlo Parking Lot	Y	\$50

DOOR-TO-DOOR RESIDENTIAL / DIRECT SELLER

Samuel	Fure	Snow and Mow Services	Y	\$50
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FINANCIAL ANALYSIS

In accordance with the City's Ordinances and Fee Schedule, a total of \$50.00 was collected for Direct Sellers Permits, \$100 was collected for Mobile Merchant Permits, and \$1,220.00 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: July 21, 2026

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

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

BACKGROUND

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

DISCUSSION

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

Airport Committee

- Justin Jander for a four year term ending in 2030

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

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

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

FINANCIAL ANALYSIS

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

RECOMMENDATION

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

ATTACHMENTS

1. Citizen Service Information Form - Jander1



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

CITIZEN SERVICE INFORMATION FORM

Name (Print): JANDER JUSTIN A Date: 6/4/20
Last First Middle

Home Address: 431 MILWAUKEE AVE F

Business Name/Address: _____

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

Email Address: [REDACTED]

How long have you lived in the City of Fort Atkinson? 4 years

Which Boards, Commissions and/or Committees interest you? Parks & Rec, Airport Committee,
Transportation & Traffic Review

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

- Parks & Rec: I'm a regular user of many of the city's parks, participate in the FA softball league. My kids are in the dance & T-ball activities. My family is a regular at the FA pool.
- Airport: I'm an aviation enthusiast and enjoy being around it. My work center around the commercial aviation industry.
- Transportation: This is an area of interest to me and something I read a lot about regularly.

References:

1. ETHAN FOERSTER Phone: [REDACTED]

2. PAUL KOTZ Phone: [REDACTED]

[Signature]
Signature

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



MEMORANDUM

DATE: July 21, 2026

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Discussion and possible action relating to a Temporary Retailer's License for Fort Atkinson Lions Club, Rhythm on the River on Saturday, August 29, 2026 (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. There are three classes of Licenses: Class A, Class B and Class C. "Class C" pertains strictly to wine with consumption on-site in a restaurant. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remember as you consume alcohol *Away* from the premises. Likewise, Class B you consume on-site, for example *Bar*.

Alcohol licenses are further defined by the quotation marks used. For example, "Class A" refers to intoxicating liquor while Class "A" refers to fermented malt beverages. These licenses can also be issued together as a combination license, most common for grocery stores.

Temporary Class "B" (picnic) beer and/or wine licenses may sell fermented malt beverages to consumers at a picnic or similar gathering of limited duration. Such licenses may be issued only to bona fide clubs, chambers of commerce, county or local fair associations, agricultural societies, churches, lodges, societies, veteran's organizations that have been in existence for at least six months.

There is no limit to the number of Temporary Class "B" fermented malt beverage licenses that may be issued to an eligible organization in a calendar year. However, there is a limit of two Temporary "Class B" wine licenses that may be issued to an eligible organization in a 12-month period.

Temporary license holders must have licensed operators (bartenders) and they must purchase their products from a Distributor/Wholesaler.

DISCUSSION

Organization: Fort Atkinson Lions Club

Street Location: 37 N. Water Street / N. Water St. West / Mechanic Street Municipal Parking Lots

Manager of affair: Micah Fromader, Michelle Ebbert, Kevin Becker

Name of Event: Rhythm on the River

Date of Event: Saturday, August 29, 2026

Premises: Municipal Parking Lots, N. Water Street West, Mechanic Street.

The Named Organization Applied for the Following License(s): Class "B" Fermented Malt Beverage License and "Class B" Wine License.

The Special Event application and layout were approved by City Council on March 17, 2026.

FINANCIAL ANALYSIS

There is a \$10.00 license fee per Application for Temporary Retailer's License. Publication is not required for these licenses.

RECOMMENDATION

Staff recommends that the City Council approve the Temporary Class B Retailer's License to sell beer and wine at the Fort Atkinson Lions Club Rhythm on the River on Saturday August 29, 2026 contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

ATTACHMENTS

1. Discussion and possible action relating to a Tempo_Item_Preview_Redacted

Temporary Alcohol Beverage License

Municipality
City of Fort Atkinson

2/23/2021

License(s) Requested	Fees	
☒ Temporary "Class B" Wine ☒ Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$ 0.00
	Total Fees	\$ 10.00

Part A: Organization Information

1. Organization Name Fort Atkinson Lions Club		
2. Organization Permanent Address PO Box 352		
3. City Fort Atkinson	4. State WI	5. Zip Code 53538
6. Mailing Address (if different from permanent address) [REDACTED]		
7. FEIN 39-6083836	8. Date of Organization/Incorporation 05/02/86	9. State of Organization/Incorporation WI
10. Phone [REDACTED]	11. Email [REDACTED]	
12. Organization type (check one) ☒ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? ☒ Yes ☐ No		
14. Wisconsin Seller's Permit Number (if applicable) 456-0000076007-02		

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Gebhardt	Thomas	President	[REDACTED]
Thompson	Adam	Vice-President	[REDACTED]
Ebbert	Michelle	Treasurer	[REDACTED]

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Rhythm on the River			
2. Dates of Operation Sat Aug 29, 2026		3. Hours of Operation 4 pm to 9 pm	
4. Premises Address Merchant Ave/N Water Street W/Municipal Lot/Boat Launch			
5. City Fort Atkinson		6. State WI	7. Zip Code 53538
8. County Jefferson	9. Governing Municipality ☒ City ☐ Town ☐ Village of: Fort Atkinson		10. Aldermanic District n/a
11. Organizer of Event (if not the named applicant) Tom G, Kevin B, Micah F, Michelle E		12. Email and/or Phone Number for Organizer of Event [REDACTED]	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Merchant Ave / N Water Street W Parking Lot. Attendees of age will bear a wristband to be visible by event organizers and Public Safety officials. Only beer and wine will be sold, stored and consumed within the parking lot. No outside beverages allowed. Beverages are not allowed to leave the designed parking lot.			

Part D: Attestation		
Who must sign this application?		
• one officer or director of the nonprofit organization		
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.		
Last Name Gebhardt	First Name Tom	M.I.
Title President	Email [REDACTED]	Phone [REDACTED]
Signature <i>Thomas Gebhardt</i>		Date 02/24/26

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	



MEMORANDUM

DATE: July 21, 2026

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Director of Neighborhood and Building Services

RE: Review and possible action relating to a Resolution in support of a Wisconsin Economic Development Corporation Community Development Investment Grant (Draeger, Director of Neighborhood and Building Services)

BACKGROUND

The Wisconsin Economic Development Corporation's (WEDC's) Community Development Investment (CDI) Grant Program helps transform communities by funding projects that mobilize people and resources to inspire positive and substantive local development.

The CDI Grant Program supports urban, small city, and rural community (re)development efforts by providing financial incentives for catalytic shovel-ready projects with emphasis on, but not limited to, community-driven commercial corridor efforts. The maximum grant amount is generally \$250,000. Grant recipients must provide a minimum 3:1 matching investment in project costs; projects located in a designated economically distressed community, an Opportunity Zone, a rural community, or a designated district of a Wisconsin Main Street community must provide a minimum 1:1 matching investment. Additionally, a project where a key component is to provide child care services or expand housing availability may also be approved by WEDC to provide 1:1 matching funds.

Applicant Andrew Logan, Blackhawk Phase III, LLC, desires to apply for a CDI grant for the Brown's Court project further described in the attached documents and renderings. He proposes to demolish the building located at 311 S. Main Street, combine the two existing parcels into a single approximately 18,000-square-foot lot, and build a mixed-use redevelopment consisting of 17 residential units and approximately 400 square feet of commercial space. The conceptual site plan includes three two-story buildings arranged in a U-shaped configuration around a shared parking area with access from South Main Street.

DISCUSSION

The applicant is requesting City Council support for a Wisconsin Economic Development Corporation (WEDC) Community Development Investment Grant application. The City is eligible to support one grant application per calendar year and is recommending support for Mr. Logan's proposed project.

Grant funding would enable the applicant to complete the project's design and engineering, advancing a significant redevelopment opportunity along Main Street. The project is currently in the conceptual design phase. The Plan Commission reviewed the concept plan at its May 15 meeting and expressed general support while identifying several questions regarding building orientation and architectural design.

The City's Comprehensive Plan designates the subject parcels as Downtown, which is intended to accommodate pedestrian-oriented commercial, office, community facility, and residential uses within Fort Atkinson's historic downtown, typically featuring on-street parking and minimal building setbacks. Staff finds that the proposed mixed-use development is consistent with and supported by the Comprehensive Plan's vision for the Downtown designation. Supporting this grant application also reflects the City's continued commitment to encouraging downtown investment, redevelopment, and a strong environment for existing and future businesses.

Before the project could proceed to construction, it would be required to complete the City's development review process, including Site Plan Review, Conditional Use Permit approval, and Certified Survey Map (CSM) review and approval.

FINANCIAL ANALYSIS

There is no direct financial impact on the City associated with this resolution. However, approval of this resolution would preclude the City from adopting a resolution of support for a different project during the same application period (July 1, 2026 through June 30, 2027).

RECOMMENDATION

Staff recommends the council approve the resolution in support of a Wisconsin Economic Development Corporation Community Development Investment grant.

ATTACHMENTS

1. CDI SUPPORT RESOLUTION
2. PC Memorandum_5.12.26
3. Rendering
4. Current building on site
5. Color Version Exteriors_July 2026
6. A-100 311 Rev 1
7. A-201.1 311 Rev1
8. Area Map_Brown's Court

RESOLUTION NO. _____

**A RESOLUTION SUPPORTING
BLACK HAWK PHASE III, LLC TO APPLY FOR A
WISCONSIN ECONOMIC DEVELOPMENT CORPORATION
COMMUNITY DEVELOPMENT INVESTMENT GRANT**

BLACK HAWK PHASE III, LLC – 311 S. Main St., Fort Atkinson, WI 53538. Parcel Numbers: 226-0514-0323-089 and 226-0514-0323-090

WHEREAS, the WEDC's Community Development Investment Grant Program helps transform communities by supporting local development, redevelopment and rehabilitation of properties within a community's downtown; and

WHEREAS, Blackhawk Phase III, LLC has developed plans and is working to receive approvals to redevelop a vacant property within the City of Fort Atkinson downtown into a mixed-used development with commercial and residential units; and

WHEREAS, this project represents a significant investment in the City of Fort Atkinson downtown and will have a positive effect on the tax assessment of the property and encourage future investment, redevelopment, and rehabilitation of properties in the downtown district of the City of Fort Atkinson; and

WHEREAS, the additional housing and commercial space within the downtown will increase economic activity and contribute to the ongoing stability and vibrancy of the community's downtown district; and

WHEREAS, a Community Development Investment Grant application is being prepared by the Developer, and the City is in full support of the project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, that the City supports Blackhawk Phase III, LLC Community Development Investment Grant application and authorizes the City Manager to take all necessary steps to support the Community Development Investment Grant for the project contemplated herein.

Adopted this _____ day of _____ 2026.

CITY OF FORT ATKINSON

Kyle Jaeckel, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



CONCEPT PLAN REVIEW REPORT TO THE PLAN COMMISSION

DATE: May 15, 2026

PROPERTY ADDRESS: 311 S. Main St.

PARCEL NUMBER: 226-0514-0323-089 and 226-0514-0323-090

OWNER: Blackhawk Phase III

APPLICANT: Andrew Logan

FILE NUMBER: Concept Plan only

EXISTING ZONING: DPMU - Downtown Periphery
Mixed Use

PROPOSED ZONING: No change

EXISTING LAND USE: Vacant Building

REQUESTED USES: Mixed Use Building and
Apartments

BACKGROUND

Section 15.10.44 of the City of Fort Atkinson Zoning Ordinance outlines the procedures for concept plan informal review. Any discussion or conclusions at this stage are non-binding for both the applicant and the city and should be viewed as preliminary guidance for moving forward. The Plan Commission will review and provide comments on the concept plan, but will not take formal action.

REQUEST OVERVIEW

The subject property is located along South Main Street, near the Y-intersection of Main Street and Whitewater Avenue. The BP gas station is located to the north; Hard and Soft Fishing is located to the south, and single-family homes and St. Peter's Church are located to the east. Overall, the property is located on the far southern extent of Fort Atkinson's downtown. As such, the property is zoned Downtown Periphery Mixed Use (DPMU).

The applicant is proposing to combine two existing parcels into one new 18,000 square foot parcel to accommodate a mixed-use development that includes 17 multifamily units and a small commercial space. The concept design includes three total buildings:

- **Building 1:** 400 sf of commercial space facing Main Street and 5 residential units along the north property line
- **Building 2:** 6 residential units along the east property line
- **Building 3:** 6 residential units along the southern property line

The configuration is a U-shape with proposed access from Main Street and shared parking areas in the center of the combined lots.



Each building appears to be identical at two stories in height with individual unit entries on the bottom floor and balconies on the upper floor. A total of 18 onsite parking stalls are shown within the central area.

Today, the applicant is seeking Plan Commission review of the Concept Plan only, as an initial step toward a potential future Planned Unit Development and Certified Survey Map. Formal applications and submissions are anticipated following the concept review and feedback provided by the Plan Commission.

APPROVAL PROCESS REVIEW:

The existing property is zoned DPMU, which is intended to accommodate a mix of uses, support potential redevelopment and infill development, and serve as a transition area between the historic central business district and adjacent lower-density residential neighborhoods.

Mixed-use buildings are permitted by right within this district; however, standalone residential buildings are not a permitted land use. The proposed concept is generally viewed by staff as a singular, cohesive development that could align with the intent of a mixed-use project in this zoning district. That said, because the proposal includes multiple buildings on a single site, it would require approval through a Group Development process under a Conditional Use Permit (CUP) to address the site layout and allow the multiple structures to function as one coordinated development. A Planned Unit Development (PUD) process may still be appropriate to provide flexibility related to land use and design considerations, depending on how the project is refined through review.

Additionally, as noted above, a Certified Survey Map will be required to combine the two existing parcels into one. These processes may be reviewed at separate meetings or coordinated together as part of a comprehensive approval package in future steps.

SITE PLAN REVIEW NOTES:

Overall Layout



Redevelopment opportunities along Main Street don't occur very often, so it's important to take the time to ensure they are accomplishing the City's goals, while working within the confines of a constrained site. One of the key objectives for downtown within the City's Comprehensive Plan is to create a vibrant place with buildings and destinations located along a pedestrian-oriented corridor.

The existing layout is auto-oriented in nature. It prioritizes parking and vehicle access over the creation of a street edge along Main Street. It's recommended that the layout be further evaluated to

accomplish key City objectives in this area. A potential idea could be a reconfiguration that provides access near the northwest corner of the property and the centralized parking area is accessed from that driveway. This would allow for continuous building frontage along Main Street, the southern property line, and the eastern property line. By shifting the approach, the building creates a street edge along Main Street that looks, feels, and functions much more like the blocks to the North than the blocks to the South. An example of this idea is shown in the diagram.

Land Use

Combined, the concept illustrates three total buildings on the site. While the northern building incorporates both commercial and residential components, the eastern and southern buildings are currently depicted as residential-only structures.

As noted previously, staff generally views the proposal as a singular, cohesive development that could be consistent with the intent of a mixed-use project within the DPMU zoning district. However, because the concept includes multiple buildings on a single parcel, approval through a Group Development process under a Conditional Use Permit (CUP) would be required to address site organization and allow the buildings to function as a unified development. A Planned Unit Development (PUD) process may also be used to provide flexibility in how the overall development is configured and to address land use and design considerations as the project is refined.

Within the DPMU district, mixed-use buildings are permitted by right, and there are two general mixed-use categories allowed. Based on the current concept, the northern building would most closely align with an “Apartment with Limited Commercial” configuration, in which commercial uses are limited to the lesser of 33% of the ground floor area or 5,000 square feet.

Bulk Dimensional Standards

The DPMU district has flexible setback standards that permit buildings up to the property line along the front and side yards, with a minimum 10’ rear yard setback. It additionally provides flexibility for greater use of the lot in terms of impervious surface and building coverage. Finally, it permits buildings up to 40’ in height. Many of the bulk dimensional standards appear to be met with the concept plan, but additional details will be required to confirm. In the event of a PUD, flexibilities can be granted if the project does not meet one or more of the standards.

Access and Visibility

The proposed access point is located along Main Street within the center of the site. It’s recommended that this be reevaluated. A potential alternative could be to provide access at the northwest corner of the site into the property. This would help avoid potential conflicts with the Y-intersection at Main Street and Whitewater Avenue and/or could be combined with the gas station access point on the property to the north.

Additionally, per the Main Street Corridor Plan adopted in 2025, the intersection is planned to be reconfigured in the future. This will assist with the number of traffic turning movements and conflicts in this area. However, this is a long-term plan and may not come to fruition for many years. Overall, further limiting access points near the existing intersection of Main Street and Whitewater Avenue would be recommended.



Parking and Loading

1.5 parking spaces are required per unit = 26 parking spaces are required for the project. Additionally, commercial parking requirements are 1 space per 400 square feet = 1 parking space is required for the project.

The minimum and maximum parking requirements are not currently met with the concept (18 shown), but this standard could be granted flexibility through the PUD process.

Very little detail is shown regarding access size, throat depth, parking stall dimensions, drive aisle dimensions, or curbing. It is currently unknown if these standards are met. No bicycle parking is indicated, but will be required.

Exterior Lighting

No plans are provided at this time, but this will be a requirement for Site Plan review and approval.

Outdoor Storage and Screening

Dumpster enclosures and all building mechanicals will be required to be identified and screened on future plan sets.

Landscaping

No plans are provided at this time, but this will be a requirement for Site Plan review and approval.

Exterior Building Design

If the reconfiguration occurs, the rendering provided by the applicant could front along Main Street, rather than being hidden within the centralized parking area. If the layout stays as-is, it's recommended that the Main Street façades be further enhanced from what's provided with high-quality materials (brick, stone, glass, etc.) and additional articulation. Likewise, it's

recommended that four-sided architectural enhancements be included for each building due to the visibility of each building façade on the property.

Outdoor Recreational Space

Based on the 17, 1-bedroom units, 300 square feet of usable outdoor recreation space for tenants will be required. This could potentially be waived as a flexibility granted with a PUD due to site constraints and proximity to public open spaces in the area.

PUBLIC NOTICE:

A public hearing notice is not required for a Concept Plan, but is required for Planned Unit Development review and action, which will happen at a future date.

COMPREHENSIVE LAND USE PLAN (2019):

The property is identified on the Comprehensive Plan Future Land Use as Downtown. This land use category includes pedestrian-oriented commercial, office, community facility, and residential uses in Fort Atkinson's historic downtown, usually with on-street parking and minimal building setbacks. The property is also located within the Historic Downtown Planning Area. Opportunities within this plan include expanding housing options and ensuring compatible design with downtown character.

The proposed land use is consistent with the Comprehensive Plan, but the layout and orientation could be improved to better align with the plan.

DISCUSSION

The subject properties are currently blighted, and a proposed redevelopment is a welcome addition to Main Street. A mixed-use building is highly desirable, along with 17 new housing units in downtown Fort Atkinson. With some potential reevaluation of the site layout and configuration, this could be a model development for future redevelopment in and around downtown.

A few suggested tweaks to the plans that could improve them include:

- The creation of a prominent street edge along Main Street
- Consider the location of the egress in relation to the intersections to the North and South
- Improving the architecture to include 4-sided design using high-quality materials and articulation

Overall, City staff supports this proposal and believes that it will be a welcome addition to the City of Fort Atkinson.

RECOMMENDATION

Plan Commission takes no action on the Concept Proposal stage. Formal action is taken during the CUP, ZMA, and CSM review and approval processes. City Staff support this proposal as a concept plan and recommends that the Plan Commission provide feedback to staff and the applicant for incorporation into the next phases of the project.

ATTACHMENTS

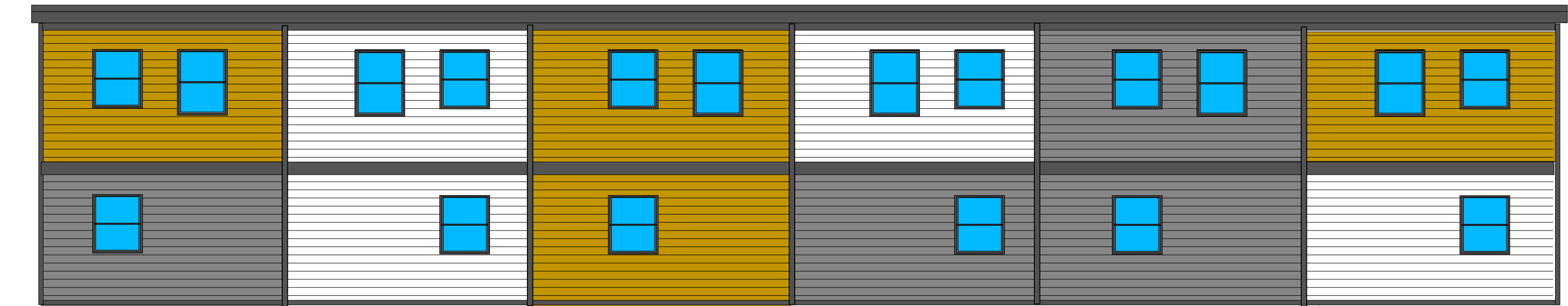
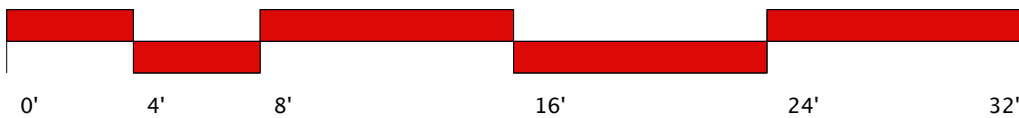
1. Current building on site
2. Site and Unit Layout
3. Rendering
4. A-502 311 Rev 1
5. A-503 311 Rev 1
6. A-504 311 Rev 1
7. A-505 311 Rev 1
8. A-506 311 Rev 1
9. A-100 311 Rev 1
10. A-101.1 311 Rev 1
11. A-200 311 Rev 1
12. A-200.1 311 Rev1
13. A-201 311 Rev 1
14. A-201.1 311 Rev1
15. A-202 311 Rev 1
16. A-202.1 311 Rev 1
17. A-301 311 Rev 1
18. A-301.1 311 Rev 1
19. A-501 311 Rev 1
20. Application and Cost Recovery Agreement_Redacted







TYPICAL FRONT OF BUILDING EXTERIOR ELEVATION



TYPICAL REAR OF BUILDING EXTERIOR ELEVATION

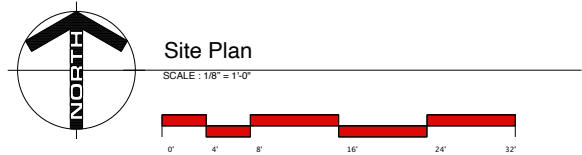
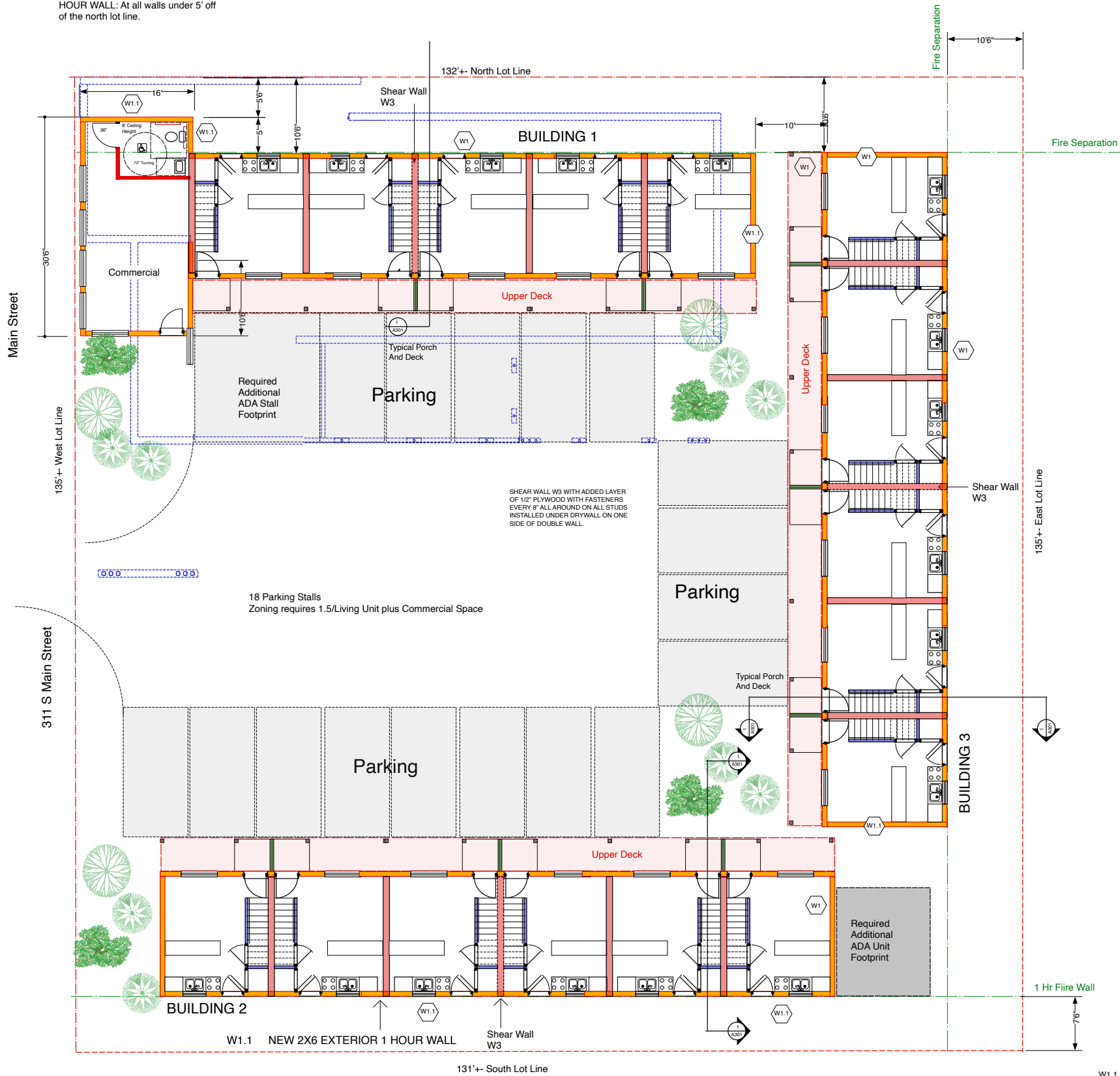


TYPICAL LEFT SIDE OF BUILDING EXTERIOR ELEVATION



TYPICAL RIGHT SIDE OF BUILDING EXTERIOR ELEVATION

W1.1 NEW 2X6 EXTERIOR 1 HOUR WALL: At all walls under 5' off of the north lot line.



PROJECT INFORMATION:
New R2 Multi-Family Apartment Building.

BUILDING INFORMATION:
New construction Type VB Wood Framed Construction
2 Story
Slab on grade with perimeter foundation
Fully sprinklered with NFPA 13R system

REQUIRED SEPARATIONS FOR USES
IBC 508.5.1: Minimum space on street store front units to be separated from living units with 1 hour construction.
Walls separating living units to be 1 hour construction.
IBC 420.2: Fire partitions are required between living units in R2. IBC 708.3 In VB R2 the fire partition can be 1/2 hour rated.

CONSTRUCTION TYPE: VB - 2 Stories.
IBC Table 601 Interior load bearing and non load bearing walls have 0 hr. rating requirements.
Floor construction and secondary members to have 0 hr. rating requirements.
IBC 705.5 Exterior walls that are over 10' away from lot line to be 0 hr. rated.
IBC 705.8 Exterior wall openings limited to 45% of wall area when 10' -15' from lot line.

Exiting Requirements for R2 Units
R2 building protected with sprinklers.
IBC 1006.3.4 & 1006.2.1: One exit is allowed when the single exit is within 125' of the most remote corner of the living unit
IBC 1006.2.1: Max number of people using that exit 20.

SPRINKLER REQUIREMENT
Building to be fully protected by sprinkler system. IBC 903.3.1.2.3: Attic do not have to be sprinklered. Deck and porch areas to be protected with wall mounted freeze protected heads covering those areas. Sprinkler system enter to be in the commercial unit on the NW side of the building.

ALL DIMENSIONS TO BE FIELD VERIFIED BY CONTRACTOR PRIOR TO ORDERING ANY STRUCTURAL MEMBERS.

E: Indicates existing elements to remain.

ERD: Existing Reference dimension to be used to determine bid and as an RD during construction. Field verify, existing to remain.

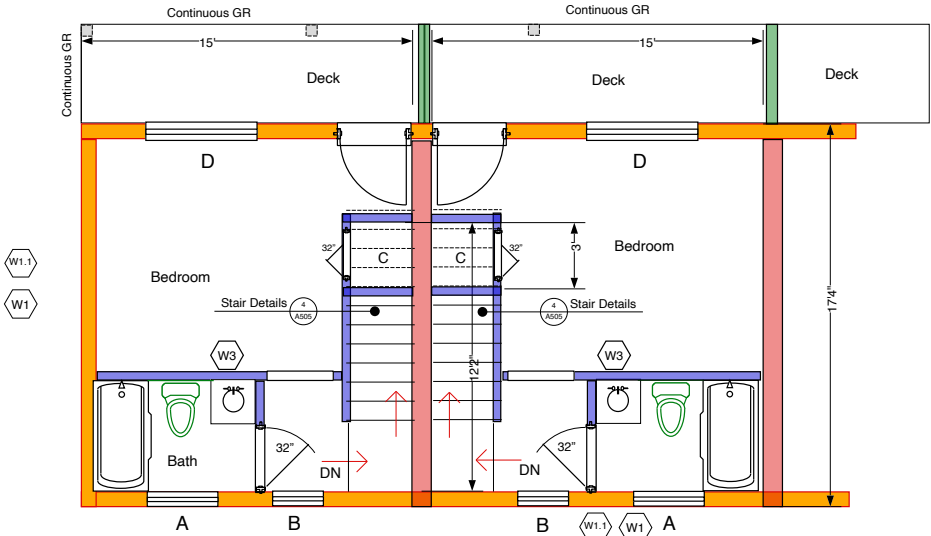
RD: Reference Dimension. Approximate dimension to hold. Other more critical dimensions are used to determine final RD. Field verify and contact Architect if discrepancy affects critical dimensions.

CD: Critical Dimension. This dimension is critical for structural or other purposes and must be maintained. Field verify prior to ordering materials, contact Architect if discrepancy affects critical dimensions.

FV: Field Verify Dimension and conditions. Base bid on this dimension. Field verify and contact Architect if discrepancy affects critical dimensions or design. Take photos of all FV conditions to record the conditions encountered.

ALARMS REQUIRED:
Install Smoke and Carbon Monoxide alarms as required by UDC and local ordinances.

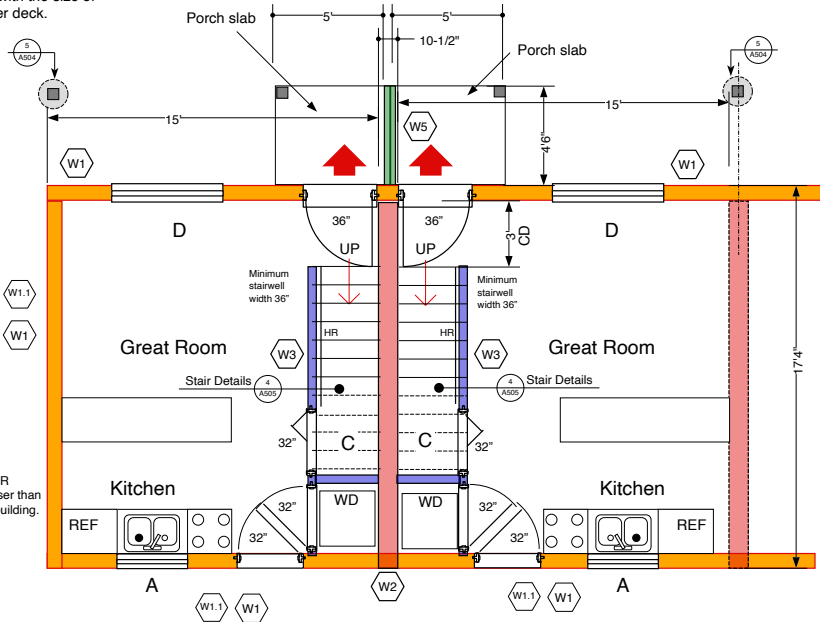
Wall Schedule	
	New 2x6 Exterior Wall. See exterior elevations for locations of different exterior materials.
	Interior double stud fire wall
	New 2x4 - 16\"/>
	New 2x6 Exterior Wall at attics. See exterior elevations for locations of different exterior materials.
	New 2x4 Exterior Privacy wall at the decks.
	New 2x4-24\"/>



Typical Unit Second Floor Plan

SCALE: 1/4\"/>

Verify the location of the column with the size of the upper deck.



Typical Unit First Floor Plan

SCALE: 1/4\"/>

W1.1 NEW 2X6 EXTERIOR 1 HOUR WALL: At all walls under 5' off of the north and south lot line.

PRELIMINARY
Review & Bidding
Purposes
3/11/2026

PROJECT TEAM:

ARCHITECTS
The Architectural Firm
575 W Madison Street
Waterloo, WI. 53594
414-852-3555
craige1033@gmail.com

OWNER INFO:
Logan JS, LLC
1 Milwaukee Ave. West
FORT ATKINSON, WI.
53538
Contract Contact:
Andrew Logan
(920) 723-8081
Palogan@gmail.com

PROJECT NAME:
New Apartment Buildings
311 S Main Street
For Atkinson, WI 53538

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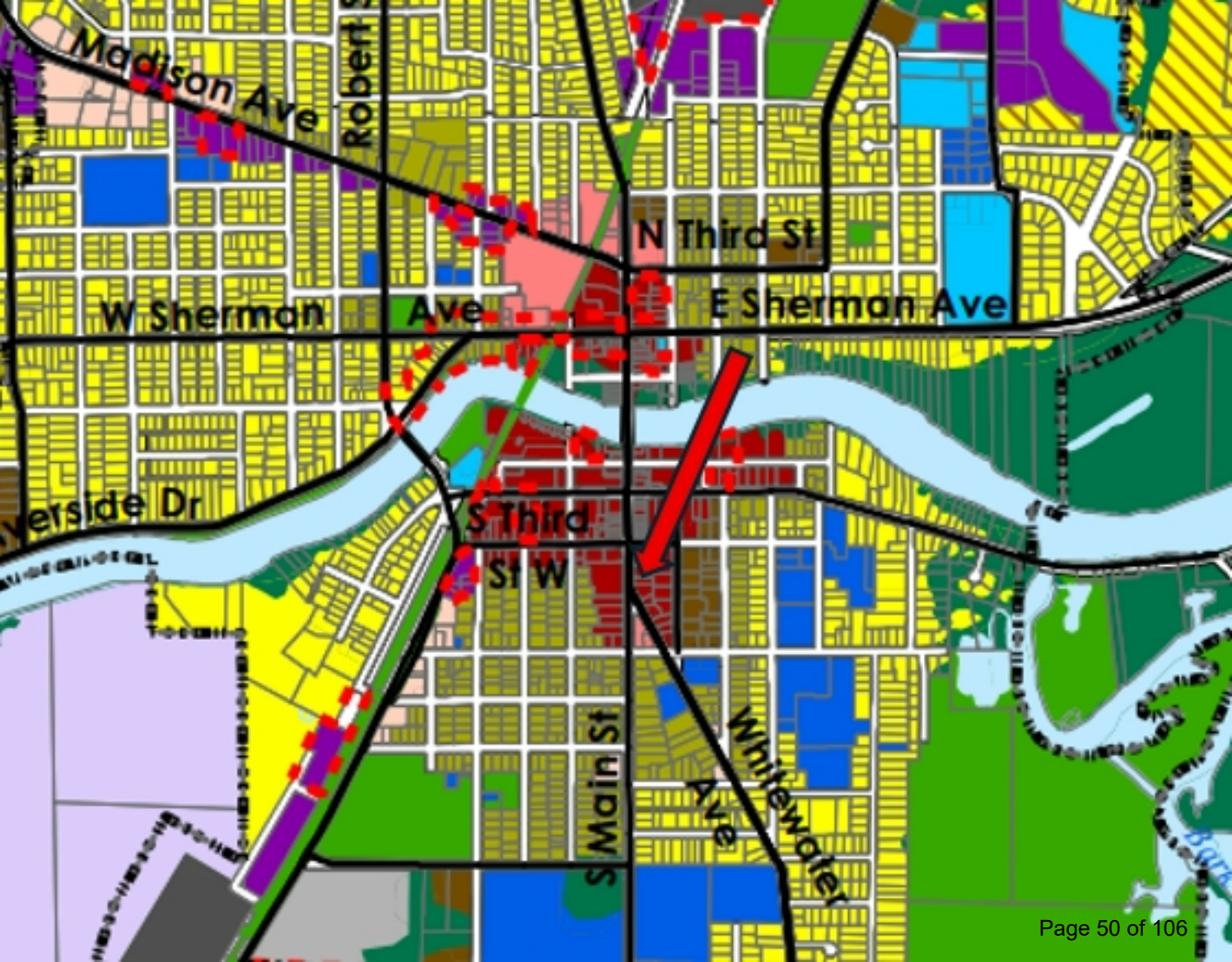
REVISIONS

NO.	DATE	DESCRIPTION

DATE

SHEET NO:
A-100
of

Page 49 of 1





MEMORANDUM

DATE: July 21, 2026

TO: Fort Atkinson City Council

FROM: Jeff Armstrong, Water Utility Superintendent

RE: Review and possible action relating to the purchase of new meter reading receiver and rugged laptop computer (Armstrong, Water Utility Superintendent)

BACKGROUND

The Water Utility reads water meters monthly, alternating between the north and south sides of the Rock River. Meter readings are collected by driving a designated routes with a handheld meter reading device that is approximately 12 years old.

DISCUSSION

The Utility's current handheld meter reading device has failed, and replacement parts are no longer available. To maintain operations, the Water Utility rented a replacement unit that utilized older technology; however, it also experienced reliability issues. As a result, the Utility needed to purchase a new meter reading system to ensure water meters can continue to be read efficiently and without interruption.

The new system utilizes a more powerful antenna system and a laptop-based data collection platform, providing improved performance, reliability, and ease of use. In addition to increasing reliability, the newer technology provides significant operational efficiencies. Using the older equipment, staff spent more than eight hours each month reading water meters. The new system has reduced that time to approximately three hours per month, saving more than five staff hours each month. These time savings allow staff to focus on other essential Utility operations and maintenance activities while improving the overall efficiency of the meter reading process.

FINANCIAL ANALYSIS

This is a non-budgeted purchase required to replace failed equipment and maintain reliable utility operations.

Due to the proprietary nature of the existing meter reading system, the Water Utility was only able to obtain a quote from its current meter system supplier, Midwest Meters. The Water

Utility has a good working relationship with Midwest Meters and is confident that the quoted equipment and pricing are fair and appropriate.

Midwest Meters submitted a quote of **\$18,700.00** for a new receiver antenna system and ruggedized laptop computer compatible with the existing meter infrastructure. There are utility funds available for this purchase.

RECOMMENDATION

Staff recommends the City Council approve the purchase from Midwest Meters in the amount of **\$18,700.00** for a new receiver antenna system and ruggedized laptop computer to ensure reliable and efficient monthly water meter reading operations.

ATTACHMENTS

1. Midwest Meter new reader



Remit to: 200 East Franklin
P.O. Box 318
Edinburg, IL 62531
(800) 634-4746
1078 Wolverine Lane
Cape Girardeau, MO 63701
(800) 635-4746
200 Commercial Drive
Flora, IN 46929
(877) 636-4746
N173 W21290 Northwest Passage
Jackson, WI 53037
(262) 677-2887

Invoice

Printed Page: 0.00 1

Invoice Number: 0188678-IN

Invoice Date: 5/15/2026

Order Number: 0167498

Order Date 2/24/2026

Salesperson: 0001

Customer Number: 05-5353800

Sold To:
CITY OF FORT ATKINSON
101 N MAIN ST
FORT ATKINSON, WI 53538

Ship To:
CITY OF FORT ATKINSON
37 N WATER ST WEST
FORT ATKINSON, WI 53538

Customer P.O.	Ship VIA	F.O.B.		Terms	User	
				30 day terms		
Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
BMMISR	EACH	1.00	1.00	0.00	13,800.0000	13,800.00
MISR RECEIVER KIT FOR ME & CE			Whse: 005			
RDFZ55J2	EACH	1.00	1.00	0.00	4,900.0000	4,900.00
FZ-55-J2 RUGGED LAPTOP			Whse: 005			

RECEIVED

MAY 19 REC'D

CITY OF FORT ATKINSON
CLERK / TREASURER

PLEASE PAY FROM THIS INVOICE..NO STATEMENTS WILL
BE SENT UNLESS REQUESTED. THANK YOU.

Net Invoice:	18,700.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	18,700.00



MEMORANDUM

DATE: July 21, 2026

TO: Fort Atkinson City Council

FROM: Zach Navin, Director of Public Works

RE: Review and possible action related to the 2027 Road Rehabilitation and Water Relay Design Amendment 2 (Navin, Director of Public Works)

BACKGROUND

On January 21, 2025, the Council approved the design contract for the 2026 water main replacement and street improvements. This project has been delayed until 2027 due to funding challenges with 2026 road projects.

DISCUSSION

Staff has implemented a practice of walking the project with the design engineer to ensure as many items are addressed during design as possible in order to limit change orders and challenges that may arise during construction. With the timing of new staff being onboarded and the delay of this project, the walkthrough took place in May of this year. With that, there were opportunities identified on Oak Street to improve safety and service delivery while also creating potential infill lots in the City as well as general project improvements, such as adding around 100 feet of pavement improvement to catch a deteriorated area, improving stormwater infrastructure where there are active sump pumps, and ensuring the City has proper easements for sidewalks where necessary.

Safety and service delivery improvements include redesigning the alley along Oak Street to provide ingress/egress on Oak Street instead of at the intersection of Oak St. and Harrison St. as it is now. By moving this ingress/egress location to Oak Street, there will be significant safety improvements. Second is the dead end of Oak Street. It is currently a dead end with no cul-de-sac, which creates a challenge for emergency vehicles entering/exiting the area as well as for plow operations. The opportunity to purchase property from the property owner to the North would allow the City to install a cul-de-sac and for the property owner to create infill lots if they so desire. Both of these items require the City to purchase property, and staff has begun those conversations with property owners. Before purchase, these would come before the Plan Commission and City Council for approval.

FINANCIAL ANALYSIS

The attached task order provides a breakdown of the costs associated with each amendment,

totaling \$25,747. This amendment will be divided appropriately between the Sanitary and Storm utilities as well as the Transportation fund: Funds 2, 10, and 5.

RECOMMENDATION

Staff recommends that City Council approve Task Order 2025-02: Amendment 2 at a cost not to exceed \$25,747.

ATTACHMENTS

1. Attachment 2 Amendment 2 to Task Order-2025-02
2. 517 1 Oak St
3. Alley redesign
4. Oak Street_Proposed Easement

Amendment 2 to Task Order No. 2025-02

1. Background Data:

Effective Date of Agreement: February 7, 2025
Client: City of Fort Atkinson
Consultant: Ruekert & Mielke, Inc.
Specific Project: 2026 Road Rehabilitation and Water Relay- Design

2. Description of Modifications

a. Consultant shall perform the following Additional Services:

1. Extend pavement reconstruction project limits through southbound turn lane at Blackhawk Drive. This strategy will eliminate a section of poor concrete pavement. Work includes preparation of additional drawing, road design, water main design revision to move hydrant, updates to quantities and construction cost estimate, and bidding document changes.
2. Extend White Street storm sewer east from Jefferson Street intersection approximately 170 feet. This will improve capture of storm drainage on White Street and provide connections for residential sump discharge piping underground. Work includes drawing revisions, storm sewer design, updates to quantities and construction cost estimate, and bidding document changes.
3. Public Information Meeting (PIM). Work includes preparation of exhibits and attendance at meeting with a brief project overview and address resident questions.
4. Design Field Check. Work includes attending a walking site visit with City staff with 90% plans to identify changes and/or potential conflicts.
5. Draft Sidewalk Easement Exhibits. Work includes review of cadastral linework (property lines), preparation of easement linework, and preparation of easement exhibits.
6. Easement for Oak Street Cul-de-Sac. Work includes review of cadastral linework (property lines), preparation of easement linework, and preparation of easement exhibits. Easement will be for public street and utility infrastructure.
7. Extend sanitary sewer and water main north through proposed Oak Street Cul-de-Sac. Work includes preparation of additional plan and profile drawings, water main design, sanitary sewer design, updates to quantities and construction cost estimate, and bidding document changes.
8. Revise alley connection at intersection of Harrison Street and Oak Street. Purpose is improvement to safety by moving connection further from intersection. Work includes drawing revisions, updates to quantities and construction cost estimate, updates to bidding document changes, field work including setting new property corners, and preparation of CSM. Fee includes \$650 for a 60-year title report.
 - a. Note: If the City can confirm that removing ~900 square feet from tax key parcel 226-0614-3344-027 does not create a sub-standard lot and does not violate any of their ordinances, a quit claim deed could be used instead of a CSM as described above. In that case, a legal description would be prepared. Work includes land record research, drafting of exhibit, and preparation of legal description. The City's legal/real estate staff would draft the actual deed document. Fee for this option is \$2,000.

b. The Scope of Services currently authorized to be performed by Consultant in accordance with the Task Order and previous amendments, if any, is modified as follows: None.

c. The responsibilities of Client with respect to the Task Order are modified as follows:

1. Conduct meeting with owner of tax key parcel 226-0614-3344-027.

- d. For the Additional Services or the modifications to services set forth above, Client shall pay Consultant the following additional or modified compensation: \$25,747
- e. The schedule for rendering services under this Task Order is modified as follows: None.

2. Task Order Summary (Reference only)

- | | |
|-------------------------------------|--------------|
| a. Original Task Order amount: | \$61,644.00 |
| b. Net change for prior amendments: | \$36,912.00 |
| c. This amendment amount: | \$25,747.00 |
| d. Adjusted Task Order amount: | \$124,303.00 |

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order.

Client and Consultant hereby agree to modify the above-referenced Task Order as set forth in this Amendment. All provisions of the Agreement and Task Order not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

CLIENT:

Signature:

Rebecca Houseman

Title:

City Manager

Date Signed:

CONSULTANT:

Signature:

Ruekert & Mielke, Inc.

Ryan T. Amtmann, P.E.

Title:

Vice President

Date Signed:

June 11, 2026

CITY OF FORT ATKINSON
2026 Water Main Relay and Road Rehabilitation
PROFESSIONAL FEE ESTIMATE

Task Order 2025-02: Amendment 2

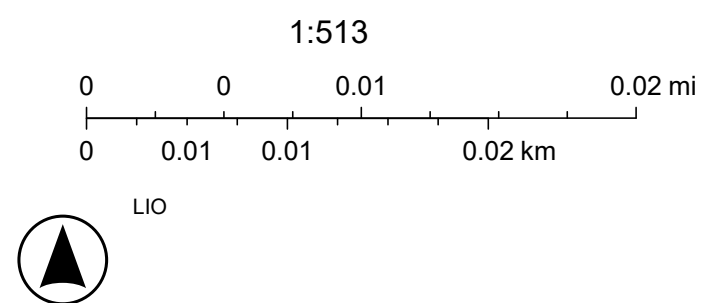
SCOPE OF SERVICES	CATEGORY OF PERSONNEL															TOTAL HOURS	TOTAL LABOR COST
	\$185	\$185	\$189	\$184	\$184	\$160	\$150	\$145	\$149	\$122	\$95	\$171	\$155	\$112			
	E7	E6	E5	E4	E4	E3	E2	T3	T3	T1	ADMIN	RLS	S2	SURVEY			
	TL	PM	ENG	ENG	ENG	ENG	ENG	TECH	TECH	TECH	ASSIST	SUR	Crew Chief	TECH			
DESIGN FEES																\$25,747	
Extend Pavement Reconstruction Limits (Jefferson and Blackhawk)																\$1,703	
Design and Prepare Roadway Plan Sheets	0.5				1					1					2.5	\$398.50	
Design and Prepare Water Main Plan and Profile Sheets	0.5				4					2					6.5	\$1,072.50	
Quantities and Opinion of Probable Construction Cost (30%, 60%, and 100%)					1										1	\$184.00	
Bidding Document Updates											0.5				0.5	\$47.50	
Extend White Street Storm Sewer East from Jefferson Street																\$2,377	
Design and Prepare Storm Sewer Plan and Profile Sheets	1				8					4					13	\$2,145.00	
Update Quantities and OPCC					1										1	\$184.00	
Bidding Document Updates											0.5				0.5	\$47.50	
Public Information Meeting																\$1,903	
Prepare Exhibits					2					2					4	\$612.00	
Attend Meeting and Compile Comments	3				4										7	\$1,291.00	
Design Field Check with City Staff																\$1,107	
Attend Site Visit with City Staff	3				3										6	\$1,107.00	
Draft Sidewalk Easement Exhibits																\$3,289	
Review Cadastral												4			4	\$684.00	
Draft Linework					1							4			5	\$868.00	
Prepare Exhibits	1				1							8			10	\$1,737.00	
Extend Sanitary Sewer and Water Main on North End of Oak Street																\$3,662	
Design and Prepare Water Main Plan and Profile Sheets	1				6					6					13	\$2,021.00	
Design and Prepare Sanitary Sewer Plan and Profile Sheets	1				4					4					9	\$1,409.00	
Update Quantities and OPCC					1										1	\$184.00	
Bidding Document Updates											0.5				0.5	\$47.50	
Easement at Oak Street Cul-de-Sac																\$2,277	
Land Records Research												3			3	\$513.00	
Draft Linework	1				1							4			6	\$1,053.00	
Prepare Exhibits	1				1							2			4	\$711.00	
Revise Alley at Oak and Harrison; Prepare CSM																\$8,659	
Design and Prepare Roadway Plan Sheets	1				2					1					4	\$675.00	
Update Quantities and OPCC					1										1	\$184.00	
Bidding Document Updates	1										1				2	\$280.00	
Prepare Certified Survey Map (CSM)						8						24			32	\$5,384.00	
Field Work Including Setting New Property Corners													8	8	16	\$2,136.00	
TOTAL HOURS	15	0	0	0	42	8	0	0	0	20	2.5	49	8	8	152.5		
DESIGN REIMBURSABLES																\$771	
HALF SIZE PLAN REPRODUCTION (BASED ON 11"X17" SHEET)	0 SETS				33					42.9 SF/SET			\$0.50 PER SF			\$0.00	
FULL SIZE PLAN REPRODUCTION (BASED ON 22"X34" SHEET)	0 SETS				33					171.6 SF/SET			\$0.50 PER SF			\$0.00	
REPRODUCTION OF PROJECT MANUALS	0 SETS				275								\$0.15 PER SHEET			\$0.00	
MILEAGE - ENGINEERS	0 MILEAGE												\$0.655 PER MILE			\$0.00	
MILEAGE - SURVEY	140 MILEAGE												\$0.865 PER MILE			\$121.10	
MILEAGE - CONSTRUCTION REVIEW TECHNICIAN	0 MILEAGE												\$0.695 PER MILE			\$0.00	
SURVEY EQUIPMENT - GPS									0 DAYS				\$140 PER DAY			\$0.00	
SURVEY EQUIPMENT - ROBOT									0 DAYS				\$140 PER DAY			\$0.00	
SURVEY EQUIPMENT - MANHOLE SCANNER									0 DAYS				\$200 PER DAY			\$0.00	
DRONE EQUIPMENT									0 DAYS				\$500 PER DAY			\$0.00	
60 YEAR TITLE REPORT																\$650.00	
GEOTECH SUBCONSULTANT																\$0	
Drilling, boring logs, drilling coordination, Digger's, layout, soil analysis, and geotechnical report (10 to 5-feet)																\$0.00	

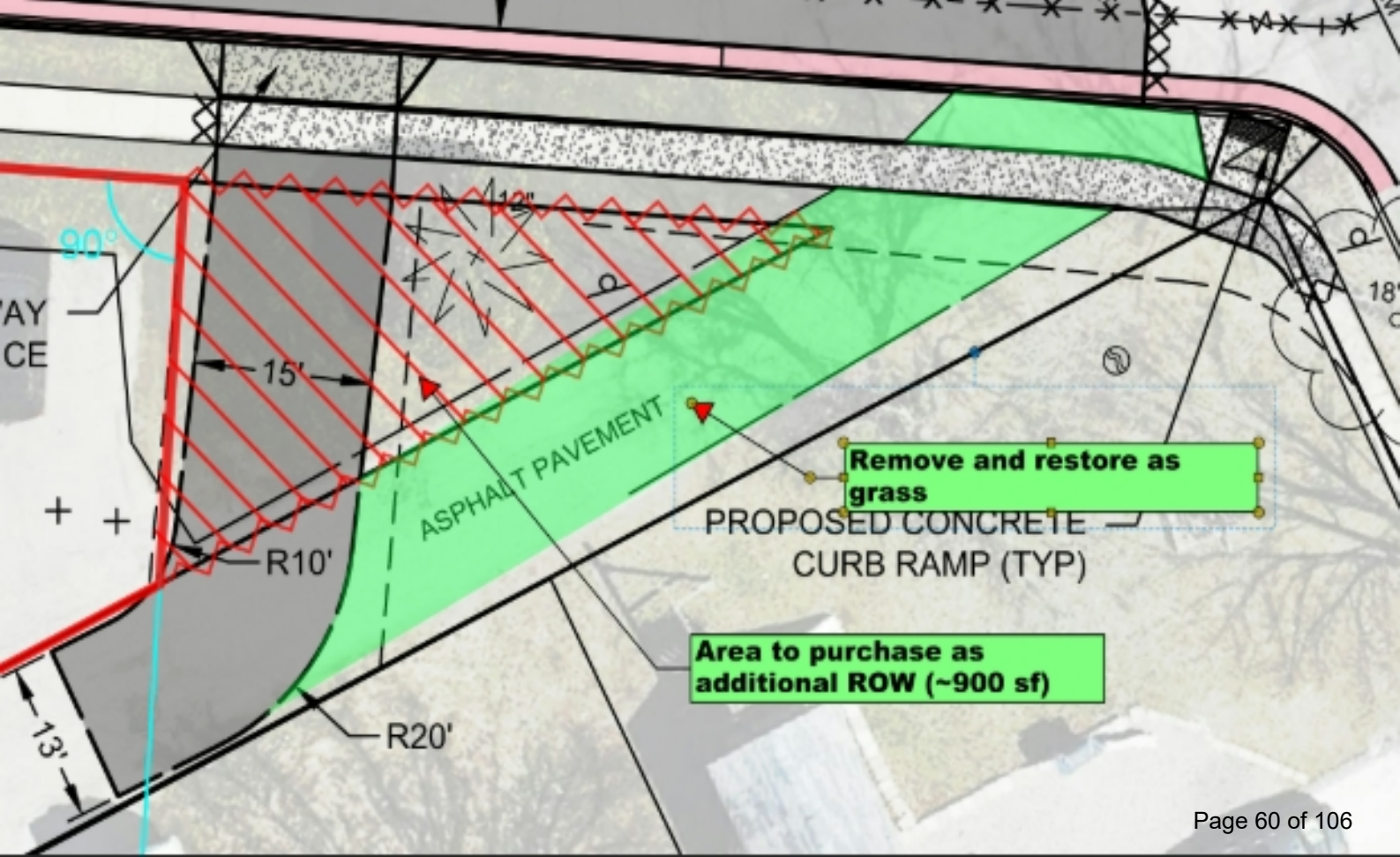
517 1 Oak Street



6/5/2026, 1:04:43 PM

- ◆ Addresses
- Cartographic Lines
 - Property Boundary
 - Old Lot/Meander/Other Carto-Lines
 - Tax Parcels





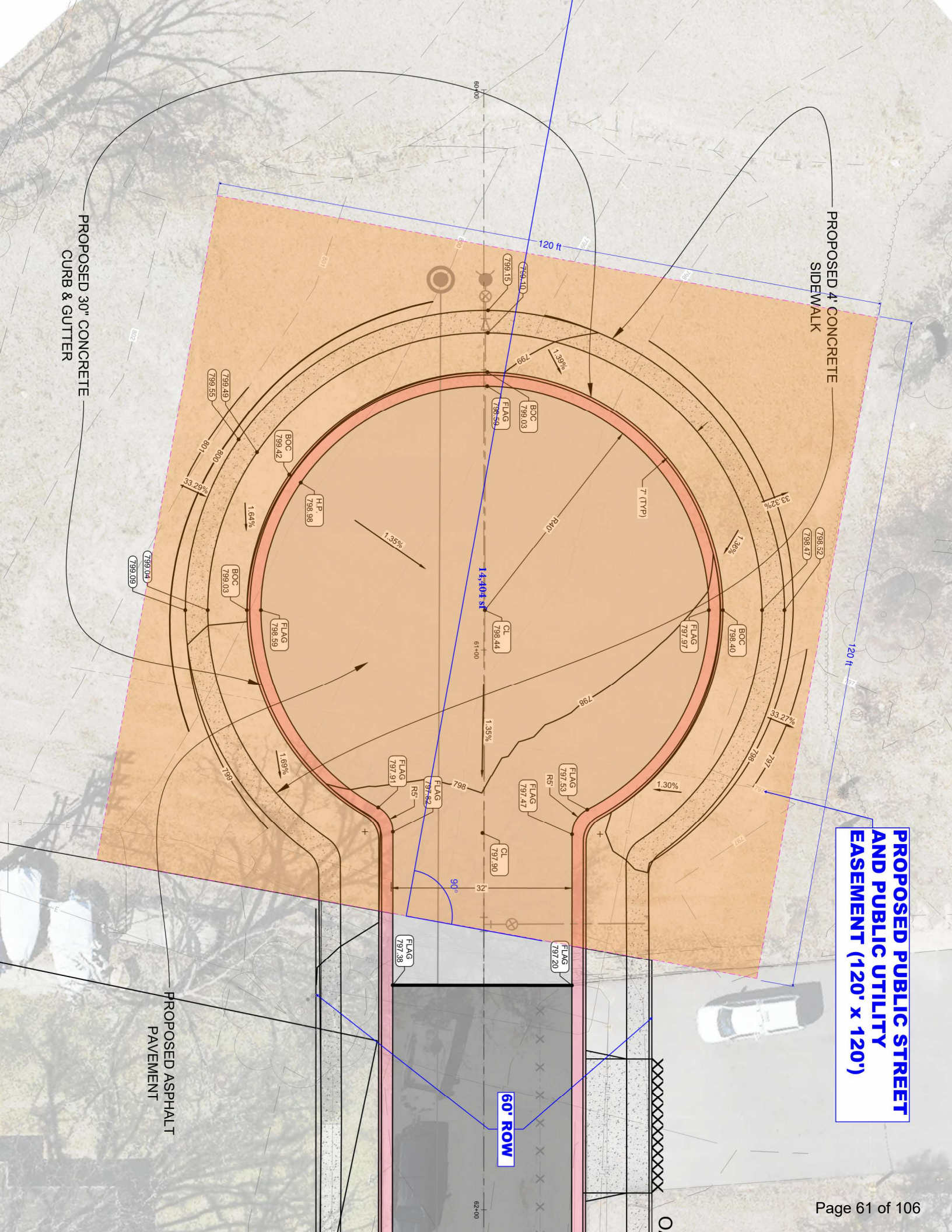
PROPOSED 4' CONCRETE
SIDEWALK

**PROPOSED PUBLIC STREET
AND PUBLIC UTILITY
EASEMENT (120' x 120')**

PROPOSED 30" CONCRETE
CURB & GUTTER

PROPOSED ASPHALT
PAVEMENT

60' ROW





MEMORANDUM

DATE: July 21, 2026

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to the release of a request for proposals for Strategic Planning Facilitation Services (Houseman, City Manager)

BACKGROUND

One of the goals outlined in the 2026 adopted budget document was to engage with a consultant on City-wide strategic planning to create a mission, vision, and values for the organization while looking ahead to the future. It is the understanding of staff that there have been no previous professional strategic planning efforts. However, strategic planning is often used by businesses, non-profits, governments, and other organizations to engage stakeholders and develop a shared vision for the organization's future.

DISCUSSION

Included with this memorandum is a request for proposals (RFP) for strategic planning facilitation services. The City Council is not required to authorize staff to release an RFP. However, for certain projects that include public and City Council engagement, staff finds it is the best practice to obtain Council approval on the front end of the project for transparency and communication of the process and schedule.

Staff has developed the following tentative schedule for the process, which is included in the RFP and in the table below.

Target Date	Milestone
July 22, 2026	RFP Issued
July 31, 2026	Deadline for Written Questions
August 5, 2026	Addendum Issued (if applicable)
August 19, 2026	Proposals Due
Week of August 24, 2026	Interviews with Finalists (if conducted)
September 1, 2026	Anticipated Contract Award
September 2026	Project Kickoff*
September 2026	Community, Council, Staff Engagement
November 2026	Draft Strategic Plan Delivered
December 2026	Final Plan Delivered and Council Adoption

*Project timeline subject to change due to consultant and stakeholder availability.

As can be seen in the tentative schedule, staff anticipates issuing the RFP on July 22nd with proposals due on August 19, 2026. From there, staff will review proposals, may interview finalists, and then present finalists with a recommendation to the City Council for approval.

A municipal strategic plan is a long-term road map that helps an organization define where it wants to go and how it will get there. A strategic plan provides direction for elected officials, staff, and the community.

Some of the key benefits include:

- Creating a shared vision with common goals that elected officials, staff, residents, businesses, and community organizations can work toward together.
- Improving decision-making, providing guidance and consistency when difficult choices arise.
- Prioritizing limited resources through the budgeting and capital planning processes.
- Supporting economic development through a clear vision, stable policies, and planned infrastructure investments.
- Strengthening community trust through public engagement in the strategic planning process.
- Increasing accountability and improving coordination across departments, as staff is included in creating the vision for the organization and the community.

FINANCIAL ANALYSIS

There is no cost to issuing a request for proposals. The project itself was included in the 2026 Budget document with an estimated cost of \$50,000. The source of funds identified in the budget was 2026 levy funding through the Capital Improvements Project Budget (page 198).

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to release the RFP to known qualified firms and to post on the City's website, the League of Wisconsin Municipalities' website, and the Wisconsin City/County Managers Association website with proposals due on August 19, 2026.

ATTACHMENTS

1. 7.22.26 RFP COFA Strategic Planning



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

City of Fort Atkinson Request for Proposals (RFP) Strategic Planning Facilitation Services

Issue Date: July 22, 2026
Due Date: August 19, 2026

Contact:
Rebecca Houseman, City Manager
rhuseman@fortatkinsonwi.gov
920-397-9901

I. BACKGROUND AND SUMMARY

The City of Fort Atkinson is a vibrant and growing community located along the Rock River, a few miles upstream from Lake Koshkonong, in Jefferson County, Wisconsin. Fort Atkinson is the largest City located entirely in Jefferson County. According to 2025 U.S. Census Bureau estimates, the population of Fort Atkinson is 12,388.

The City has 14 departments with approximately 100 full-time employees, various part-time staff across departments, 20 unionized police officers and 12 unionized firefighters.

The City operates under the Council-Manager form of government. The City Manager is appointed by the City Council; oversees the day-to-day operations of the City as the chief Executive Officer; and serves as the City Council's chief advisor.

The City of Fort Atkinson (the "City") invites proposals from qualified consultants to facilitate the development of a comprehensive citywide Strategic Plan. The Plan will guide City operations, resource allocation, and community investment over a three- to five-year horizon.

The City seeks a consultant with proven expertise in municipal strategic planning, demonstrated skill in engaging elected officials, staff, and the public, and the ability to produce a practical, measurable plan that the City Council can adopt and staff can implement.

The City does not currently have a Strategic Plan and instead relies on the Comprehensive Plan, adopted in 2019 and amended in 2023 to guide the City's planning efforts.

II. PROJECT SCOPE

The City Council wishes to engage a professional consultant to facilitate the development of a new five-year Strategic Plan to guide the City's policy priorities and budget allocations. The following activities are anticipated to be part of this engagement:

- a. Initial meetings with the City Manager and Department Directors to conduct an organizational assessment and review existing plans, policies, and prior planning documents.
- b. Facilitation of at least one community or stakeholder engagement session to gather input from residents, businesses, and other community stakeholders. Engagement may be conducted in person, online, or through a combination of both methods.
- c. Facilitation of a Strategic Planning workshop with the City Manager, Department Directors, and the City Council.
- d. Preparation of a draft Strategic Plan for City review and comment.
- e. Preparation of a final Strategic Plan, including an executive summary suitable for public distribution.
- f. An implementation guide and monitoring framework with recommended performance measures and a suggested annual review process.
- g. A presentation of the final plan to the City Council at a regular or special meeting.

The City anticipates the engagement will include, at a minimum, a SWOT analysis, identification of short and long-term goals and objectives, and consideration of fiscal constraints and opportunities

relevant to achieving those goals. Consultants are encouraged to propose methodologies they believe will produce a stronger or more durable plan, provided the core analytical elements are addressed.

III. PROJECT COST AND TIMELINE

Proposers must provide the total cost for City of Fort Atkinson Strategic Planning Services. Please provide this in a not-to-exceed format, including hourly rates and fees.

Timeline. The City anticipates the following schedule. Proposers should indicate any recommended adjustments.

Target Date	Milestone
July 22, 2026	RFP Issued
July 31, 2026	Deadline for Written Questions
August 5, 2026	Addendum Issued (if applicable)
August 19, 2026	Proposals Due
Week of August 24, 2026	Interviews with Finalists (if conducted)
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September 2026	Community, Council, Staff Engagement
November 2026	Draft Strategic Plan Delivered
December 2026	Final Plan Delivered and Council Adoption

*Project timeline subject to change due to consultant and stakeholder availability.

IV. QUALIFICATIONS

Minimum Qualifications. Proposals that do not satisfy all minimum qualifications will be deemed non-responsive and will not be evaluated further.

- a. Evidence of substantial knowledge and experience in developing and facilitating strategic planning processes for local government entities.
- b. At least three completed municipal strategic planning engagements within the past seven years.
- c. Demonstrated use of data-driven performance measurement frameworks.
- d. The lead consultant(s) responsible for managing the engagement must be identified in the proposal. Any proposed subcontractors must also be identified.
- e. The proposer must be in good standing to conduct business in Wisconsin and must be able to provide required insurance coverage prior to contract execution.

V. PROPOSAL REQUIREMENTS

Required Proposal Components

- a. Cover Letter and Executive Summary
 1. One-to-two-page letter signed by an authorized representative of the firm.

2. A summary of the proposer's qualifications and approach.
 3. Confirmation that the proposer has read and agrees to the terms of this RFP.
- b. Firm Qualifications and Experience
 1. Firm history, size, and organizational structure.
 2. Description of at least three comparable municipal strategic planning engagements completed within the past seven years, including client name, project dates, scope, and a current client contact.
 3. Identification of any proposed subcontractors, their roles, and their qualifications.
 - c. Project Approach and Work Plan
 1. Detailed description of the proposed methodology for each phase.
 2. Proposed timeline with key milestones.
 3. Description of quality control procedures.
 4. Description of proposed stakeholder and community engagement methods.
 - d. Personnel
 1. Resumes for the lead consultant and any key project personnel.
 2. Identification of the primary contact and project manager.
 3. Statement of personnel availability and commitment to the project timeline.
 - e. Fee Proposal
 1. Total not-to-exceed fee for all services described in the proposal.
 2. Itemized cost breakdown by task or deliverable.
 3. Identification of any assumptions, exclusions, or optional services and associated costs.
 4. Hourly rates for all services and for any additional services that may be billed outside the not-to-exceed amount.
 - f. References
 1. Minimum of three professional references from municipal clients for comparable engagements.
 2. Include client name, project description, dates, and current contact information.
 - g. Sample Contract. A sample professional services agreement representative of the terms under which the proposer typically conducts engagements of this type. The City will use this as a reference in contract negotiations and is not obligated to adopt the proposer's form.
 - h. Proposer Certification and Price Proposal. The proposer must include all information required by this RFP, clearly identified, with an authorized signature on the certification.

Submission Instructions. Proposals must be submitted no later than **August 19, 2026, at 4:00 p.m. CST**. Late proposals will not be accepted under any circumstances.

Submit proposals in PDF format by email to Sarah Weihert sweihert@fortatkinsonwi.gov. The subject line must read: "RFP — Strategic Planning — [Firm Name]."

Proposals submitted after the deadline or missing required components may be rejected.

Questions and Addenda. All questions must be submitted in writing to Rebecca Houseman at rhouseman@fortatkinsonwi.gov by July 31, 2026, at 12:00 p.m. CST. The City will not respond to oral inquiries. Questions and answers will be distributed to all proposers via the addendum. The City reserves the right to issue addenda modifying any part of this RFP. Proposers are responsible for checking for addenda prior to submission.

VI. EVALUATION AND SELECTION

Evaluation. The City will evaluate responsive proposals using the weighted criteria below. The City reserves the right to conduct interviews with finalists prior to final selection.

Evaluation Criteria	Weight	What the City Will Assess
Qualifications and Experience	30%	Depth and relevance of municipal strategic planning experience; comparable projects; team credentials.
Project Approach and Methodology	30%	Quality, clarity, and practicality of the proposed methodology; responsiveness to scope; stakeholder engagement strategy.
Personnel	15%	Qualifications of lead consultant and key staff; continuity and availability commitments.
References	10%	Quality and relevance of client references; demonstrated outcomes.
Fee Proposal	15%	Total cost relative to scope; clarity of cost breakdown; value for investment.
TOTAL	100%	

The final award will be based on a best value concept. The City will consider the entire proposal for, but not limited to, proposal completeness, ability to meet requested service needs, experience in conducting strategic plan facilitation and development, expertise and availability of key personnel, cost to the City, and satisfaction of other clients.

Selection Process.

- a. City staff will review all proposals for minimum qualifications and completeness. Proposals that do not meet minimum qualifications will be deemed non-responsive and will not be evaluated further.
- b. Responsive proposals will be evaluated and scored by City staff using the criteria.

- c. The City Council will select the successful proposer. Contract award is subject to execution of a Professional Services Agreement in a form acceptable to the City.

VII. PROPOSER CERTIFICATION AND PRICE PROPOSAL

Proposer Certification. By submitting this proposal, the authorized representative of the firm certifies that:

- a. The firm is fully qualified to perform the services described in this RFP.
- b. All information contained in this proposal is accurate and complete.
- c. The firm has read and agrees to the terms of this RFP.

Price Proposal

All costs related to travel, supplies, printing, and other expenses must be included in the total not-to-exceed fee. No additional costs will be reimbursed unless expressly authorized in writing by the City prior to the expense being incurred.

Item	Cost
Phase 1 — Organizational Assessment and Discovery	\$
Phase 2 — Community and Stakeholder Engagement	\$
Phase 3 — Strategic Plan Development	\$
Phase 4 — Finalization, Council Presentation, and Adoption	\$
TOTAL NOT-TO-EXCEED FEE	\$

Hourly rates of key personnel, including extra services:

Personnel Classification	Hourly Rate
	\$
	\$

VIII. CONTRACT TERMS AND CONDITIONS

Contract Form. The selected proposer will be required to execute a Professional Services Agreement with the City. The City will use the proposer's sample contract as a reference in negotiations but is not obligated to adopt the proposer's form.

Insurance Requirements. The selected Proposer(s) must meet the City of Fort Atkinson's Insurance Requirements.

Wisconsin Public Records Law. All proposals submitted in response to this RFP are subject to disclosure under the Wisconsin Public Records Law (Wis. Stat. § 19.31 et seq.). Proposers should not submit information they consider proprietary or confidential unless clearly marked as such. The City will evaluate such designations but cannot guarantee confidentiality of any submitted materials.

Non-Discrimination. The City of Fort Atkinson is an Equal Opportunity employer and requires all contractors to comply with applicable federal and state non-discrimination laws in performance of any contract awarded under this RFP.

No Contract Until Executed. Issuance of this RFP does not commit the City to award a contract, pay any costs incurred in proposal preparation, or proceed with the engagement. No contract is binding until fully executed by authorized representatives of both parties.

Right to Negotiate and Reject. The City reserves the right to negotiate contract terms, scope, and fee with the selected proposer prior to presenting a contract to the City Council for approval. The City also reserves the right to reject any or all proposals, to waive informalities, and to make the award it determines to be in the best interest of the City.



MEMORANDUM

DATE: July 21, 2026

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Director of Neighborhood and Building Services

RE: Review and possible action relating to a Certified Survey Map for the property located at 827 Banker Road (Draeger, Director of Neighborhood and Building Services)

BACKGROUND

Sections 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outline the requirements for the Plan Commission and City Council to review and approve the Certified Survey Maps (CSMs) that create new lots or dedicate public right of way to ensure conformance with all ordinances and plans.

DISCUSSION

The property owner, Area Board of Vocational, Technical and Adult Education (MATC), has submitted a request for approval of a Certified Survey Map (CSM) for the property located at 827 Banker Road. The purpose of the CSM is to combine the two existing parcels into a single parcel in accordance with a condition of approval associated with the Site Plan Review application for the proposed addition of an accessory structure on the property.

The associated Site Plan Review application was reviewed and approved by the Plan Commission on July 14, 2026, with a condition requiring that the two existing parcels be combined through approval and recording of a Certified Survey Map. The proposed CSM accomplishes this requirement by combining the two existing parcels, totaling approximately 5.6 acres and 5.04 acres, into one parcel to facilitate the construction of a new accessory building and support the overall site redevelopment plans.

The preliminary Certified Survey Map identifies existing easements and structures located on the property. Notes are included identifying whether each existing structure will remain or be removed as part of the proposed improvements associated with the approved Site Plan Review application.

The proposed CSM also addresses a historical mapping discrepancy associated with the existing parcel boundaries. The current legal description includes a portion of Madison Avenue; however, based on existing survey monuments and previously recorded Certified Survey Maps,

the proposed revised lot lines remove this area from the property. This adjustment resolves the discrepancy and more accurately reflects the established property boundaries.

The preliminary CSM was reviewed by the Plan Commission on July 14, 2026. Following review, the Plan Commission recommended approval of the CSM by the City Council, subject to the conditions identified in the Staff Report.

Preparation of the preliminary CSM has been a collaborative effort between the property owner, applicant, project surveyor, and City staff. Throughout the review process, the parties worked cooperatively to evaluate historical records, verify existing conditions, address necessary revisions, and ensure the final CSM accurately represents the property while complying with applicable City requirements. The completed CSM will provide an updated and reliable record of the property and support implementation of the approved site improvements.

FINANCIAL ANALYSIS

Approval of this CSM is not expected to have a financial impact on the City.

RECOMMENDATION

Staff and the Plan Commission recommend the City Council approve the CSM located at 827 Banker Road, subject to the conditions outlined in the Plan Commission memo.

ATTACHMENTS

1. Plan Commission Memorandum
2. 2026 Certified Survey Map Application_Redacted
3. 210856_CSM (06-18-26)
4. Future land use map
5. 2000-06-01_State R-W Project Number 3575-01-24



Preliminary CSM Review REPORT TO THE PLAN COMMISSION

DATE: July 14, 2026

PROPERTY ADDRESS: 827 Banker Road

PARCEL NUMBER: 226-0614-3332-000, 226-0614-3241-000

OWNER: Area Board of Vocational Technical & Adult Education

APPLICANT: Wyser Engineering

FILE NUMBER: SPR-2026-08

EXISTING ZONING: Institutional

PROPOSED ZONING: No Change

EXISTING LAND USE: Education

REQUESTED USES: No change requested

BACKGROUND

Sections 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outline the requirements for the Plan Commission and City Council to review and approve the Certified Survey Maps (CSMs) that create new lots or dedicate public right of way to ensure conformance with all ordinances and plans.

REQUEST OVERVIEW

The property owner Area Board of Vocational, Technical and Adult Education (MATC) has submitted a request for approval of a Certified Survey Map (CSM) for the property located at 827 Banker Road. The purpose of the CSM is to combine the two existing parcels into a single parcel to facilitate the construction of a new accessory building, as proposed under the associated Site Plan Review application.

The two existing parcels, containing approximately 5.6 acres and 5.04 acres respectively, will be combined to create one parcel.

The preliminary Certified Survey Map identifies all existing easements and structures located on the property. Notes are included indicating whether each structure will remain or be removed as part of the proposed site redevelopment associated with the Site Plan Review.

The proposed CSM also addresses a mapping discrepancy associated with the existing parcel boundaries. The existing legal description includes a portion of Madison Avenue; however, based on existing survey monuments and previously recorded Certified Survey Maps, the revised lot lines remove this area from the property. This adjustment appears to resolve a historical mapping discrepancy and more accurately reflects the established property boundaries.

The subject property is currently zoned Institutional (I). To qualify for approval, the proposed

lot created by the Certified Survey Map must comply with the applicable dimensional standards of the Institutional zoning district. Staff has reviewed the proposed lot configuration and determined that it meets the minimum lot area and dimensional requirements of the zoning ordinance.

Lot 1

Bulk Regulation	Institutional Standard	Proposed Parcel Dimensions
Minimum Lot Area	10,000 sf	416,721 sf (9.57 acres)
Minimum Lot Width	60 feet	859 feet
Minimum Lot Depth	120 feet	659 feet
Minimum Lot Frontage at ROW	30 feet	343 feet

Comprehensive Plan Review:

The current parcel is in the Northwest Quadrant Planning Area. The City of Fort Atkinson Comprehensive Plan's Future Land Use Map shows this area to remain Institutional.

City Staff believe the proposed combining of the existing parcels is in concert with the City's Comprehensive Plan.

Public Notice is not required.

DISCUSSION

The property owner has submitted a request to combine the two existing parcels located at 827 Banker Road into a single parcel to facilitate the construction of a new accessory building. Because the property is currently divided into two separate tax parcels, approval of the Certified Survey Map (CSM) is necessary before additional site development can occur.

The preliminary CSM combines the existing parcels, identifies existing easements and structures, and clarifies the adjacent public rights-of-way based on current survey information and existing records. The CSM also dedicates a 32.75' wide section along Banker Road to the Public which attempts to set the Public Right of Way to the 66' width that is established on several Plats of Survey and the adjacent WisDOT R/W plat. During staff review, several mapping discrepancies and technical revisions were identified that should be incorporated into the final CSM prior to recording. These revisions will ensure the survey accurately reflects the property's legal boundaries, existing conditions, and applicable City requirements.

As conditions of approval, the following revisions should be incorporated into the final Certified

Survey Map:

Per Ch. 236, Wis. Stats. and Ch. A-E7, Wis. Admin Code:

- s. 236.20(2)(b) The legend for metal monuments shall indicate the kind of metal, the outside diameter, length, and weight per lineal foot of the monuments. *The length of the "Set ¾" rebar" must be shown.*
- s. 236.20(2)(c) The length and bearing of the exterior boundaries, the boundary lines of all blocks, public grounds, streets, and alleys, and all lot lines. *Add the 979.92' total length along the westerly line of Banker Road.*
- s. 236.34(1m)(d) *Surveyor's Certificate: Change lines 3-4 to "...dedicated the lands described hereon and the map is a correct representation of the exterior boundaries of the land surveyed and the division thereof. I further certify..."*

Per Ch. 70 City of Fort Atkinson Land Division and Development Ordinance:

- s. 70.06.01(1)(b) *Contact information. Name, mailing address, email address, and phone number of the owner, developer, and professional land surveyor or engineer preparing the plat.*
- s. 70.06.01(d) *Inset Map. An inset map of the area concerned showing the general location of the proposed subdivision in relation to U.S. Public Land Survey section and quarter-section lines and abutting and nearby public streets and highways. The inset map shall be oriented on the sheet in the same direction as the main drawing.*
- s. 70.06.01(2)(e) *Adjacent land. Locations and names of any adjoining subdivisions, unplatted lands, etc., shall be included. Show the status of the abutting land west of Lot 1.*
- s. 70.06.02(2)(c) *Length and bearing of the centerline of all streets. The lengths shall be given to the nearest 0.01 foot and bearings to the nearest one second of arc. The arc, chord, and radius lengths and the chord bearings, tangent bearings, together with the bearings of the radii at the ends of the arcs and chords, shall be given for all curved streets. Street width shall be shown along the line of any obliquely intersecting street to the nearest 0.01 foot.*

Road Dedication

- Adjust road dedication width on the proposed CSM to 33' to avoid creating a .25' wide street discontinuation.

Preparation of the preliminary CSM has been a collaborative effort between the property

owner, the applicant, the project surveyor, and City staff. Throughout the review process, all parties have worked cooperatively to review historical records, verify existing conditions, identify necessary revisions, and ensure the final CSM will accurately represent the property while complying with applicable City requirements. This collaborative approach has resulted in a survey that, with the required revisions incorporated, will support the proposed development and provide a more accurate and reliable record of the property.

Overall, the proposed CSM meets the requirements of the City's Land Division and Development Ordinance and the Dimensional Standards of the City's Zoning Ordinance.

RECOMMENDATION

Staff recommends that the Plan Commission recommend the City Council approve this preliminary Certified Survey Map, subject to the following conditions:

- Subject to the corrections outlined in the Staff report.

ATTACHMENTS

1. 2026 Certified Survey Map Application_Redacted
2. 210856_CSM (06-18-26)
3. Future land use map
4. 2000-06-01_State R-W Project Number 3575-01-24



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

City of Fort Atkinson Certified Survey Map Application

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

APPLICANT Name, company, and client (if applicable): Wyser Engineering (Attn: Adam Watkins)

Phone number: [REDACTED]

Email: [REDACTED]

OWNER Name, company, and client (if applicable): Madison Area Technical College, FKA Area Board of Vocational, Technical & Adult Education District No. 4 (Attn: Fred Brechlin); 1701 Wright Street Madison, WI 53704

Phone number: [REDACTED]

Email: [REDACTED]

Postal address for proposed CSM: 827 Banker Road

Parcel Identification Numbers Involved: 226-0614-3332-000, 226-0614-3241-000

Brief description of proposed division or combination and purpose: Combining two tax parcels owned by the same entity into one to allow further development of a currently nonconforming site (existing structures and pavement straddling property line).

I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

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



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

II Process Checklist

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

Dated this ____ day of _____, 20 ____

Respectfully submitted,

(Signature of Applicant)

JEFFERSON COUNTY
CERTIFIED SURVEY MAP NO. _____

UNPLATTED LANDS BEING A PART OF THE NORTHEAST QUARTER OF THE
SOUTHEAST QUARTER OF SECTION 32, AND A PART OF THE NORTHWEST
QUARTER OF THE SOUTHWEST QUARTER OF SECTION 33, ALL IN TOWN 6 NORTH,
RANGE 14 EAST, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN

LEGAL DESCRIPTION

UNPLATTED LANDS BEING A PART OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, AND A PART OF THE
NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 33, ALL IN TOWN 6 NORTH, RANGE 14 EAST, CITY OF FORT ATKINSON,
JEFFERSON COUNTY, WISCONSIN, DESCRIBED MORE PARTICULARLY AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF AFORESAID SECTION 33; THENCE, ALONG THE WEST LINE OF THE SOUTHWEST QUARTER
OF SAID SECTION 33, NORTH 01 DEGREE 02 MINUTES 57 SECONDS WEST, 1769.86 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY OF
UNITED STATES HIGHWAY "12" AND THE POINT OF BEGINNING;

THENCE, ALONG SAID NORTHERLY RIGHT-OF-WAY, NORTH 56 DEGREES 53 MINUTES 09 SECONDS WEST, 343.49 FEET; THENCE, NORTH 00
DEGREES 55 MINUTES 07 SECONDS EAST, 636.72 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY OF CAMPUS DRIVE; THENCE, ALONG
SAID SOUTH RIGHT-OF-WAY, SOUTH 88 DEGREES 49 MINUTES 16 SECONDS EAST, 260.16 FEET; THENCE, CONTINUING ALONG SAID SOUTH
RIGHT-OF-WAY, SOUTH 88 DEGREES 06 MINUTES 42 SECONDS EAST, 257.60 FEET; THENCE, CONTINUING ALONG SAID SOUTH
RIGHT-OF-WAY, SOUTH 54 DEGREES 26 MINUTES 55 SECONDS EAST, 106.35 FEET TO A POINT ON THE WESTERLY RIGHT-OF-WAY OF
BANKER ROAD; THENCE, ALONG SAID WESTERLY RIGHT-OF-WAY, NORTH 12 DEGREES 07 MINUTES 35 SECONDS EAST, 120.87 FEET TO A
POINT ON THE NORTH LINE OF THE SOUTHWEST QUARTER OF AFORESAID SECTION 33; THENCE, ALONG SAID NORTH LINE, SOUTH 88
DEGREES 06 MINUTES 42 SECONDS EAST, 33.28 FEET TO THE CENTERLINE OF BANKER ROAD; THENCE, ALONG SAID CENTERLINE, SOUTH
12 DEGREES 07 MINUTES 35 SECONDS WEST, 1005.48 TO A POINT ON THE NORTHERLY LINE OF UNITED STATES HIGHWAY "12"; THENCE,
ALONG SAID NORTHERLY RIGHT-OF-WAY, NORTH 46 DEGREES 55 MINUTES 33 SECONDS WEST, 38.19 FEET TO THE INTERSECTION WITH
THE WESTERLY RIGHT-OF-WAY OF BANKER ROAD; THENCE, CONTINUING ALONG SAID NORTHERLY RIGHT-OF-WAY, SOUTH 88 DEGREES 13
MINUTES 45 SECONDS WEST, 5.94 FEET; THENCE, CONTINUING ALONG SAID NORTHERLY RIGHT-OF-WAY, NORTH 56 DEGREES 53 MINUTES
09 SECONDS WEST, 167.39 FEET BACK TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 449,232 SQUARE FEET OR 10.31 ACRES INCLUDING THE PUBLIC RIGHT-OF-WAY.
SAID PARCEL CONTAINS 416,721 SQUARE FEET OR 9.57 ACRES EXCLUDING THE PUBLIC RIGHT-OF-WAY.

SURVEYOR'S CERTIFICATE

I, ZACHARY M. REYNOLDS, WISCONSIN PROFESSIONAL LAND SURVEYOR S-3223, DO HEREBY CERTIFY THAT
BY DIRECTION OF FRED BRECHLIN AND MADISON COLLEGE, I HAVE SURVEYED, DIVIDED, MAPPED AND
DEDICATED THE LANDS DESCRIBED HEREON AND THAT THE MAP IS A CORRECT REPRESENTATION IN
ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP
IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION
REGULATIONS OF THE CITY OF FORT ATKINSON AND JEFFERSON COUNTY, WISCONSIN.

ZACHARY M. REYNOLDS, S-3223
WISCONSIN PROFESSIONAL LAND SURVEYOR

DATE _____



PREPARED BY:
WYSER ENGINEERING
300 EAST FRONT STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
MADISON COLLEGE
1701 WRIGHT STREET
MADISON, WI 53704

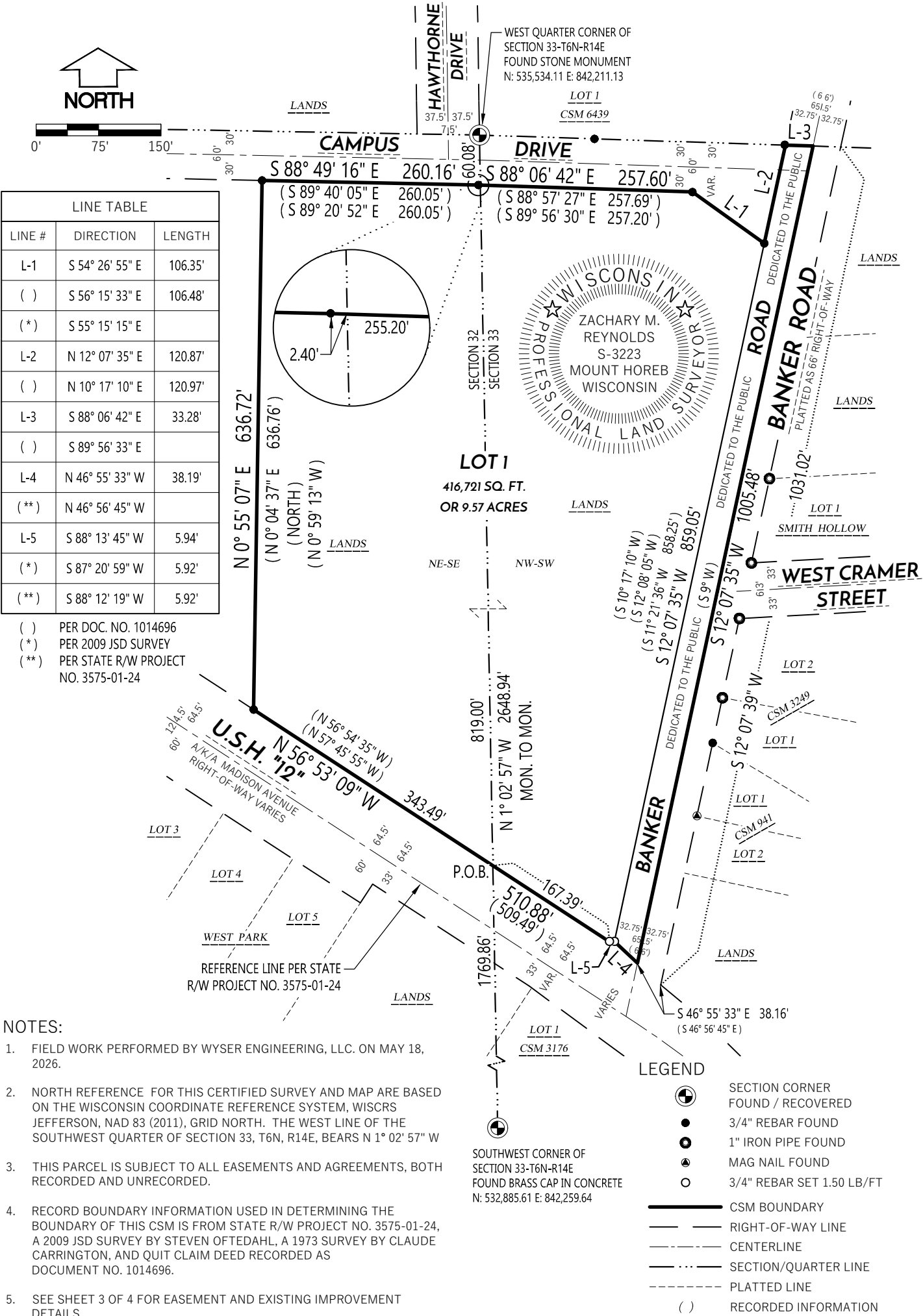
SURVEYED BY: MAL
DRAWN BY: ZMR
CHECKED BY: WPW
APPROVED BY: ZMR

PROJECT NO: 210856
SHEET NO: 1 of 4

DOC. NO. _____
C.S.M. NO. _____

JEFFERSON COUNTY CERTIFIED SURVEY MAP NO. _____

UNPLATTED LANDS BEING A PART OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, AND A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 33, ALL IN TOWN 6 NORTH, RANGE 14 EAST, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN



File: W:\2021\210856_Madison College - Fort Atkinson Parking Lot\DWG\2026\210856_CSM.dwg Layout: CSM 2 OF 4 User: zreynolds Plotted: Jun 18, 2026 -- 11:59am



PREPARED BY:
WYSER ENGINEERING
300 EAST FRONT STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
MADISON COLLEGE
1701 WRIGHT STREET
MADISON, WI 53704

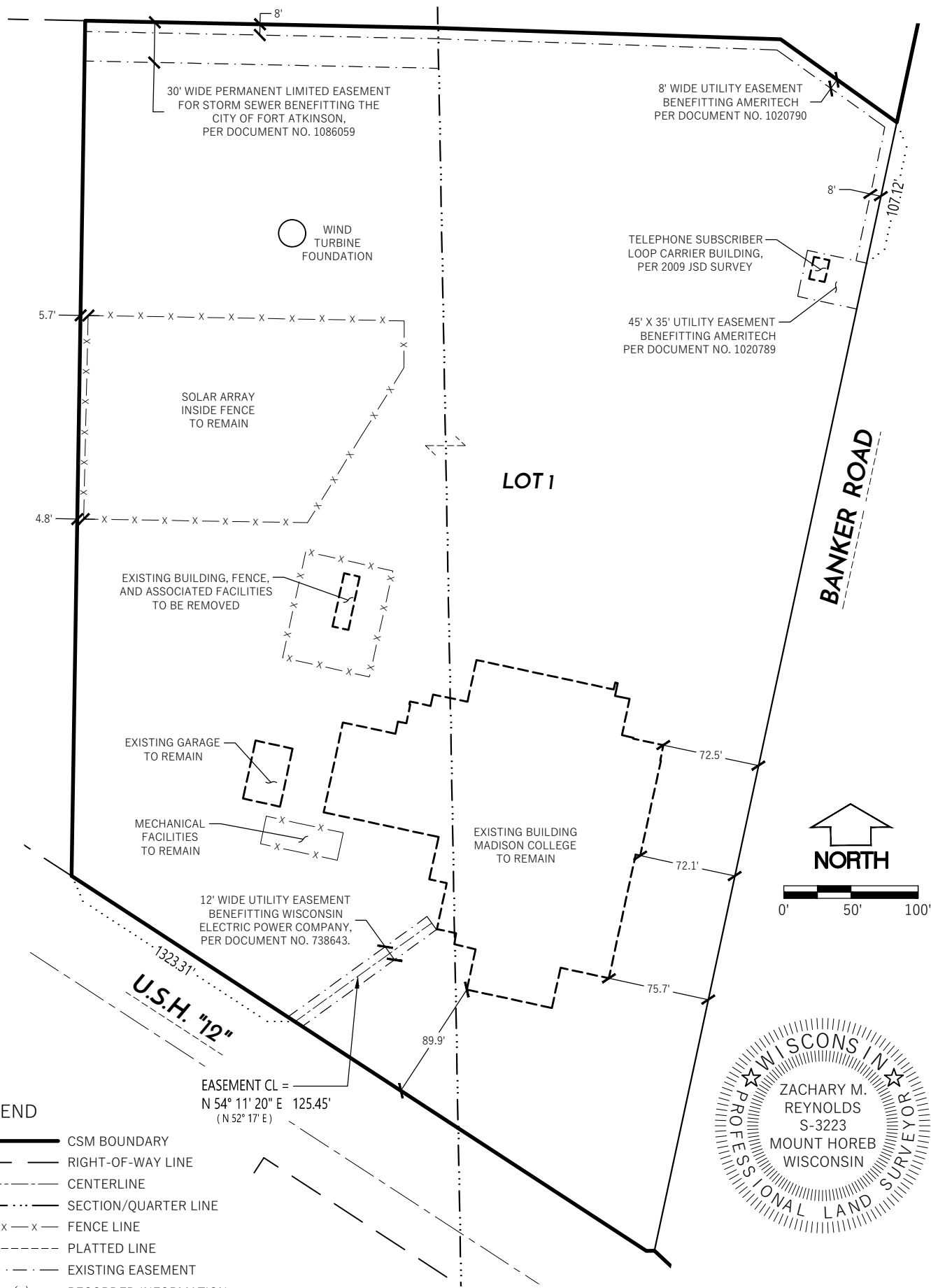
SURVEYED BY: MAL
DRAWN BY: ZMR
CHECKED BY: WPW
APPROVED BY: ZMR

PROJECT NO: 210856
SHEET NO: 2 of 4

DOC. NO. _____
C.S.M. NO. _____

JEFFERSON COUNTY CERTIFIED SURVEY MAP NO. _____

UNPLATTED LANDS BEING A PART OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, AND A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 33, ALL IN TOWN 6 NORTH, RANGE 14 EAST, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN



LEGEND

- CSM BOUNDARY
- RIGHT-OF-WAY LINE
- CENTERLINE
- SECTION/QUARTER LINE
- FENCE LINE
- PLATTED LINE
- EXISTING EASEMENT
- RECORDED INFORMATION



File: W:\2021\210856_Madison College - Fort Atkinson Parking Lot\DWG\2026\210856_CSM.dwg Layout: CSM 3 OF 4 User: zreyolds Plotted: Jun 18, 2026 -- 11:59am

	PREPARED BY:	PREPARED FOR:	SURVEYED BY:	MAL	PROJECT NO:	210856	DOC. NO.	_____
	WYSER ENGINEERING	MADISON COLLEGE	DRAWN BY:	ZMR	SHEET NO:	3 of 4	C.S.M. NO.	_____
	300 EAST FRONT STREET	1701 WRIGHT STREET	CHECKED BY:	WPW				
	MOUNT HOREB, WI 53572	MADISON, WI 53704	APPROVED BY:	ZMR				
www.wyserengineering.com								

File: W:\2021\210856_Madison College - Fort Atkinson Parking Lot\DWG\2026\210856_CSM.dwg Layout: CSM 4 OF 4 User: zreyrncds Plotted: Jun 18, 2026 - 11:59am

JEFFERSON COUNTY CERTIFIED SURVEY MAP NO. _____

UNPLATTED LANDS BEING A PART OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, AND A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 33, ALL IN TOWN 6 NORTH, RANGE 14 EAST, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN

OWNER'S CERTIFICATE

MADISON AREA TECHNICAL COLLEGE, FORMERLY KNOWN AS AREA BOARD OF VOCATIONAL, TECHNICAL & ADULT EDUCATION DISTRICT NO. 4 (STATE OF WISCONSIN), AS OWNER, WE HEREBY CERTIFY THAT WE CAUSED THE LANDS DESCRIBED HEREON TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS SHOWN. WE ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S. 236.34 OF THE WISCONSIN STATE STATUTES TO BE SUBMITTED TO THE CITY OF FORT ATKINSON FOR APPROVAL.

BY: _____
AUTHORIZED MEMBER
MADISON AREA TECHNICAL COLLEGE

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2026,

THE ABOVE NAMED AUTHORIZED MEMBER OF MADISON AREA TECHNICAL COLLEGE, _____,
TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, STATE OF WISCONSIN MY COMMISSION EXPIRES _____

CITY OF FORT ATKINSON APPROVAL CERTIFICATE:

RESOLVED THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED AND THE DEDICATION ACCEPTED BY THE CITY COUNCIL.

DATE: _____ APPROVED _____
KYLE JAECKEL, COUNCIL PRESIDENT

I HEREBY CERTIFY THAT THE FOREGOING IS A COPY OF A RESOLUTION ADOPTED BY THE CITY COUNCIL OF THE CITY OF FORT ATKINSON.

DATE: _____ SIGNED _____
MICHELLE EBBERT, CITY CLERK



PREPARED BY:
WYSER ENGINEERING
300 EAST FRONT STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
MADISON COLLEGE
1701 WRIGHT STREET
MADISON, WI 53704

SURVEYED BY: MAL
DRAWN BY: ZMR
CHECKED BY: WPW
APPROVED BY: ZMR

PROJECT NO: 210856
SHEET NO: 4 of 4

REGISTER OF DEEDS CERTIFICATE

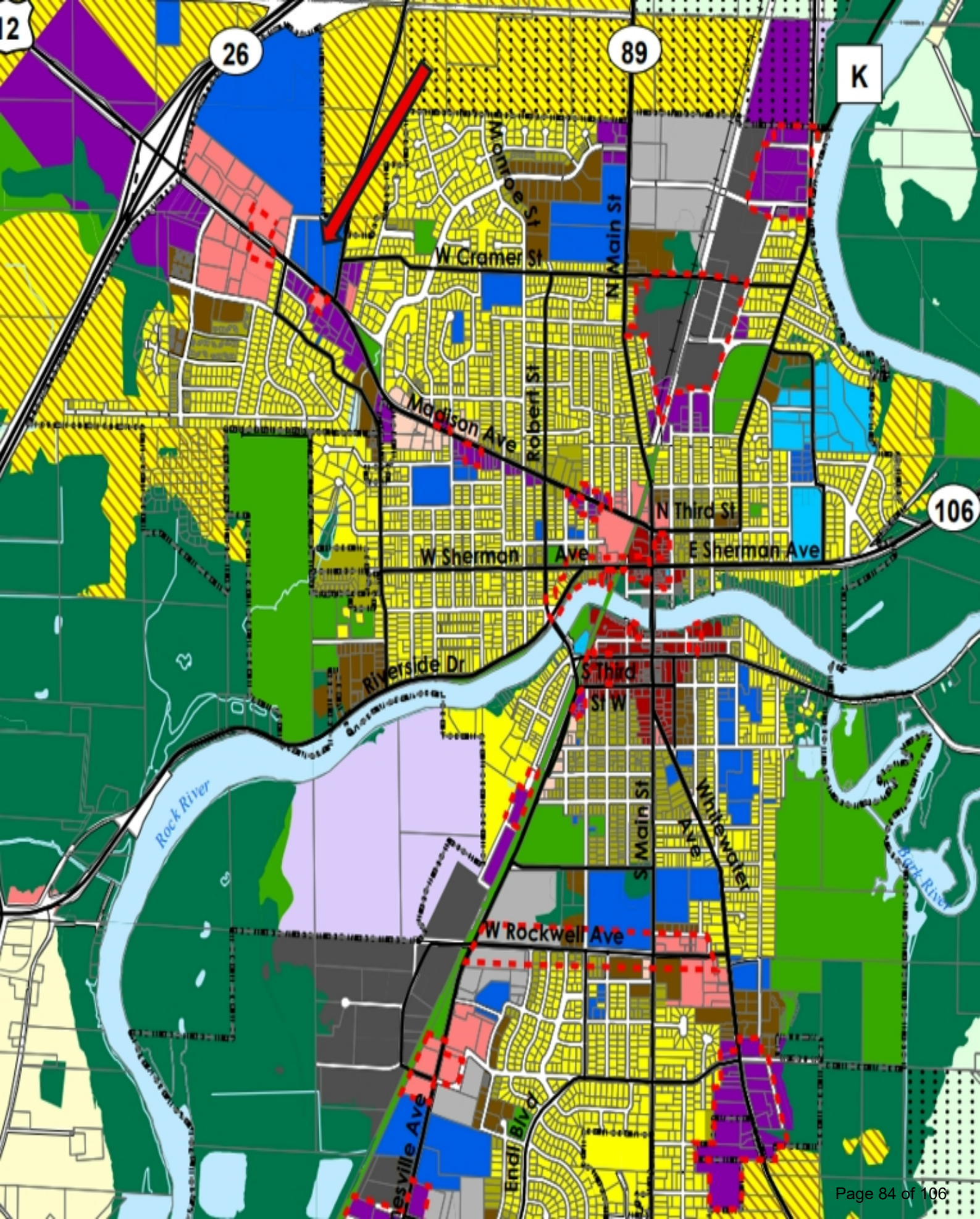
RECEIVED FOR RECORD _____,

THIS ____ DAY OF _____,

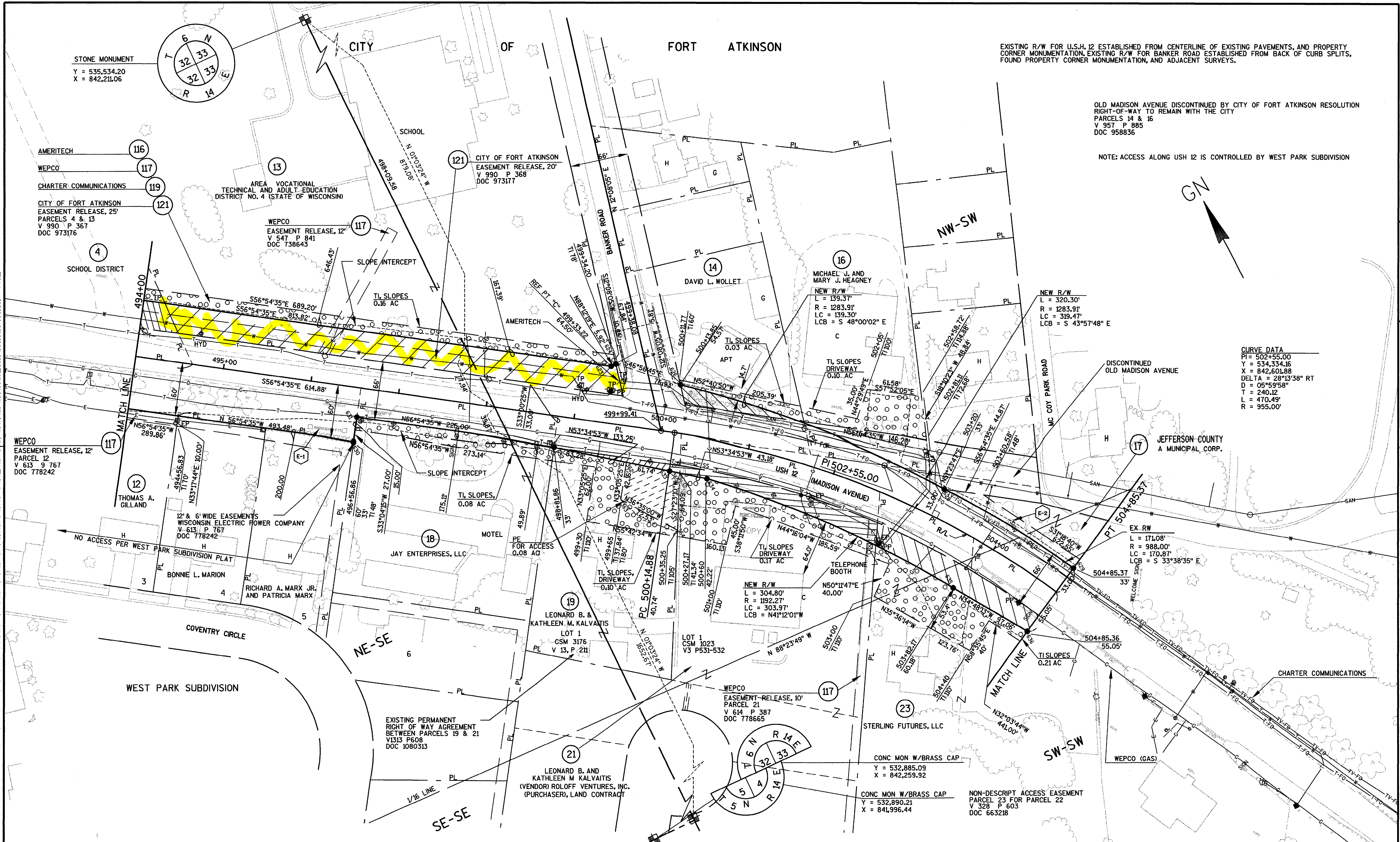
20 ____ AT _____ O'CLOCK ____ M AS

DOCUMENT # _____.

STACI M. HOFFMANN, JEFFERSON COUNTY
REGISTER OF DEEDS



LEVELS ON = 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62



REVISION DATE 9/21/00, N/C 9/23/2002	DATE June 01, 2000	SCALE, FEET 0 50 100	HWY: USH 12	STATE R/W PROJECT NUMBER 3575-01-24	PLAT SHEET NO: 4.8
	GRID FACTOR WCCS, JEFF		COUNTY: JEFFERSON	CONSTRUCTION PROJECT NUMBER	PS&E SHEET NO:



MEMORANDUM

DATE: July 21, 2026

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Director of Neighborhood and Building Services

RE: Review and possible action relating to an Extraterritorial Certified Survey Map for the property located at N2682 Kunz Road (CSM-2026-09) (Draeger, Director of Neighborhood and Building Services)

BACKGROUND

Sections 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outlines the requirements for the Plan Commission and City Council to review and approve the Certified Survey Map (CSM) to ensure conformance with all ordinances and plans. The Plan Commission reviewed the CSM at a meeting on July 14, 2026.

The proposed Certified Survey Map (CSM) is located within the City's Extraterritorial Review boundary and lies within 1.5 miles of the City limits. As a result, the CSM is subject to review and recommendation by the Plan Commission, with final approval granted by the City Council.

For Certified Survey Maps located beyond the 1.5-mile review area but still within the City's 3-mile Extraterritorial Review boundary, review and approval authority is delegated to City staff.

DISCUSSION

The City's Future Land Use Map designates the subject property as Agricultural/Rural. This designation is intended to preserve agricultural uses, existing farmsteads, and rural residential development at densities consistent with Jefferson County's farmland preservation objectives. While the property is located within the City's designated Long-Range Urban Growth Area, future urban development of the property is not anticipated in the foreseeable future.

The applicant is requesting approval of a Certified Survey Map (CSM) to divide the property into two additional lots: a 1.15-acre A-3 lot intended for the construction of a single-family residence and a 1.0-acre A-2 lot intended for the construction of a building to support the applicant's HVAC business operations. The subject property is located within the Town of Koshkonong, and the remaining acreage will continue to be maintained as an A-1 agricultural parcel.

The proposed CSM identifies that portions of the proposed parcels extend into the existing

public right-of-way. However, consistent with previous similar situations, Jefferson County and the Town of Koshkonong have not pursued dedication of these areas. Pursuant to Wis. Stat. § 82.31, these areas are considered public areas by operation of state law.

The Plan Commission reviewed the proposed CSM on July 15, 2026, and recommended that the City Council approve the CSM subject to the conditions identified in the Staff Report. The Plan Commission also recommended that the City Council waive the requirement for dedication of the public right-of-way based on the existing circumstances and prior similar approvals.

FINANCIAL ANALYSIS

Approval of this CSM is not expected to have a financial impact on the City.

RECOMMENDATION

Staff and the Plan Commission recommend the City Council approve the CSM for the property located at N2682 Kunz Road subject to the corrections outlined in the Plan Commission memo.

ATTACHMENTS

1. Plan Commission Memorandum
2. 2026-07-01 Updated DRAFT 126-100 ARMSTRONG CSM
3. Kunz Road CSM_Redacted
4. Area Map_Armstrong



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

CERTIFIED SURVEY MAP (EXTRA-TERRITORIAL) REPORT TO THE PLAN COMMISSION

DATE: July 14, 2026

PROPERTY ADDRESS: N2682 Kunz Road

PARCEL NUMBERS: 016-0614-3123-001

OWNER: Matt Armstrong and Dominique Armstrong

FILE NUMBER: CSM-2026-09

EXISTING ZONING: A3

PROPOSED ZONING: A3

EXISTING LAND USE: Residential

APPLICANT: Dan Higgs, PLS - Combs & Associates,

REQUESTED USES: Create a 1.15-acre A3 lot to build a house and a 1-acre A2 zone to build a building for business

BACKGROUND

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

The proposed Certified Survey Map (CSM) is located within the City's Extraterritorial Review boundary and lies within 1.5 miles of the City limits. As a result, the CSM is subject to review and recommendation by the Plan Commission, with final approval granted by the City Council.

For Certified Survey Maps located beyond the 1.5-mile review area but still within the City's 3-mile Extraterritorial Review boundary, review and approval authority is delegated to City staff.

REQUEST OVERVIEW

The City's Future Land Use Map designates the subject property as Agricultural/Rural. This designation is intended to preserve agricultural uses, farmsteads, and rural residential development at low densities consistent with Jefferson County's farmland preservation policies. The property is located in the City's Long-Range Urban Growth Area but is not anticipated to be developed in the foreseeable future.

The applicant is requesting approval of a Certified Survey Map (CSM) to create a 1.15-acre A3 lot, including right-of-way to build a house, and a 1-acre A2 lot, including right-of-way to build a building for their HVAC business. The subject property is located within the Town of Koshkonong. The remaining property will stay A1.

Public Notice is not required for the review of a Certified Survey Map

DISCUSSION

The subject property is located inside the City's designated Long-Range Urban Growth Area. Applicants Matt Armstrong and Dominique Armstrong are requesting approval of a Certified Survey Map (CSM) to create a 1.15-acre A3 lot, including right-of-way to build a house, and a 1-acre A2 zoning, including right-of-way to build a building to house their HVAC business. Staff does not anticipate that the proposed land split will adversely affect the City's long-range growth plans or planning objectives.

City staff has identified a few minor revisions that must be addressed on the final Certified Survey Map (CSM) prior to execution and recording.

Per Ch. 236, Wis. Stats. and Ch. A-E7, Wis. Admin Code:

s. 236.34(1m)(a) *Each sheet of the final CSM shall be signed, sealed and dated by a Wisconsin Professional Land Surveyor.*

General Notes:

- 1) *In the Notes on Sheet 1 reference is made to any and all easements recorded and unrecorded. All recorded easements must be shown on the CSM.*
- 2) *The document number for CSM No. 3490 abutting this CSM to the south should be 976183, per Jefferson County GIS.*

City staff have identified that the public right-of-way has not been formally dedicated on the Certified Survey Map (CSM). While the City's Land Division and Development Ordinance requires public road dedications, Jefferson County does not require such dedications unless a future public need has been identified.

In this case, the roadway has long functioned as a public road. Under Wis. Stat. § 82.31, an unrecorded highway that has been worked as a public highway for 10 years or more is recognized as a public highway. Accordingly, a formal dedication on the CSM is not necessary to establish the public status of the existing roadway. Staff recommends that the Plan Commission recommend the City Council waive the right-of-way dedication requirement for this Certified Survey Map.

Staff finds that the proposed Certified Survey Map generally complies with the requirements of the City's Land Division and Development Ordinance, subject to correction of the items identified.

RECOMMENDATION

Staff recommends that the Plan Commission recommend the City Council approve the Extraterritorial Certified Survey Map for the property located at N2682 Kunz Road subject to the following conditions:

- The corrections outlined in the staff report.

- Waive the requirement to dedicate the Public Right of Way
- Any other conditions set by the Plan Commission

ATTACHMENTS

1. 2026-07-01 Updated DRAFT 126-100 ARMSTRONG CSM
2. Kunz Road CSM_Redacted
3. Area Map_Armstrong

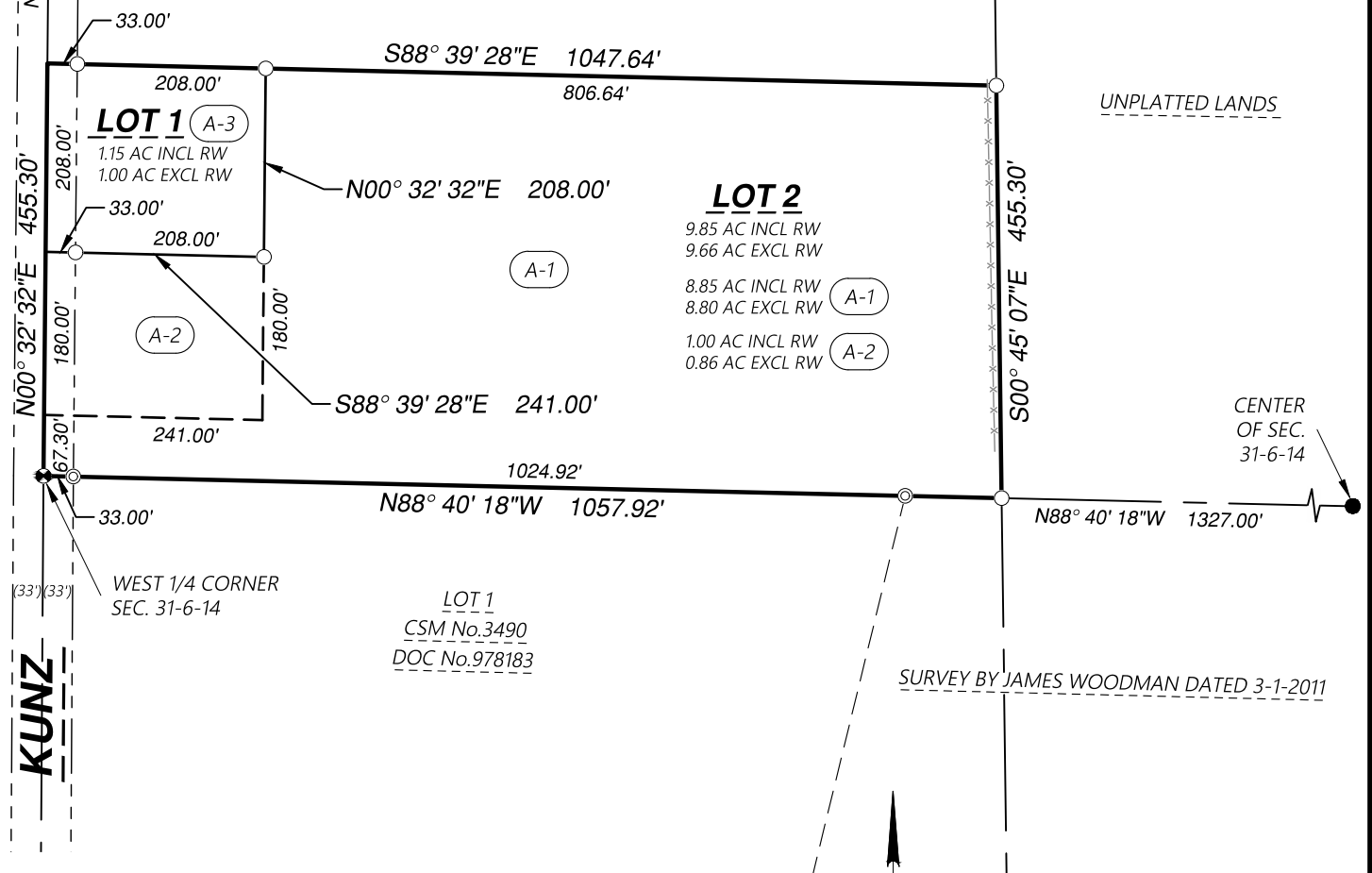
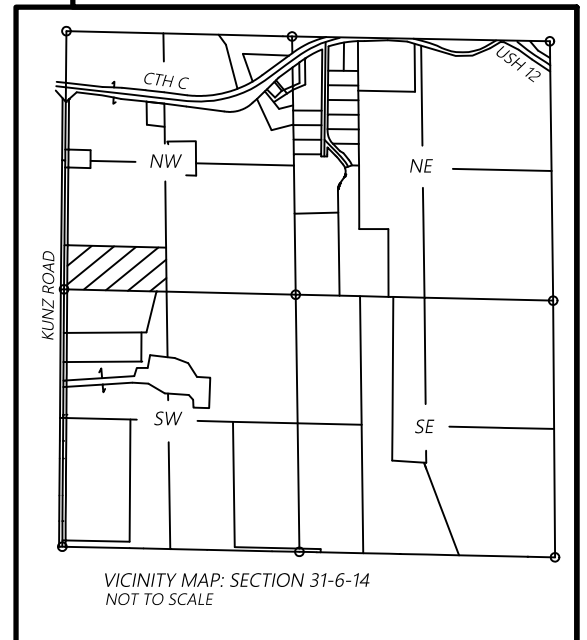
OF THE SOUTH 11 ACRES OF THE WEST FRACTIONAL 1/2 OF THE
NORTHWEST FRACTIONAL 1/4 OF SECTION 31, T.6N., R.14E., OF THE 4TH
PM, TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

LEGEND

- ```
(XXX) RECORD DATA
-x-x-x-x-x-x-x-x FENCE
```

BREAKDOWN OF THE  
WEST FRACTIONAL 1/2  
OF THE NORTHWEST  
FRACTIONAL 1/4 OF  
SECTION 31-6-14  
BASED ON SURVEY BY  
JAMES WOODMAN  
DATED 3-1-2011

## UNPLATTED LANDS

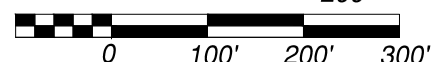


**Project No. 126 - 100**  
**For: ARMSTRONG**

SHEET 1 OF 4

SURVEY BY JAMES WOODMAN DATED 3-1-2011

GRAPHIC SCALE: 1" = 200'



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. MILWAUKEE ST  
JANESVILLE, WI 53548  
[www.combssurvey.com](http://www.combssurvey.com)

tel: 608-752-0575  
fax: 608-752-0534

**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

OF THE SOUTH 11 ACRES OF THE WEST FRACTIONAL 1/2 OF THE  
NORTHWEST FRACTIONAL 1/4 OF SECTION 31, T.6N., R.14E., OF THE 4TH  
PM, TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

**OWNERS' CERTIFICATE**

AS OWNERS, WE HEREBY CERTIFY THAT WE HAVE CAUSED THE LAND DESCRIBED ON THIS MAP TO BE SURVEYED, DIVIDED,  
AND MAPPED AS REPRESENTED HEREON. WE ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED TO BE  
SUBMITTED TO THE FOLLOWING FOR APPROVAL: JEFFERSON COUNTY, TOWN OF KOSHKONONG, AND CITY OF FORT ATKINSON.

X \_\_\_\_\_  
MATTHEW ARMSTRONG

X \_\_\_\_\_  
DOMINIQUE ARMSTRONG

STATE OF WISCONSIN  
COUNTY OF JEFFERSON SS.

PERSONALLY, CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_,  
TO ME WELL KNOWN TO BE THE PERSONS WHO EXECUTED THE OWNERS' CERTIFICATE  
HEREON SHOWN AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, JEFFERSON COUNTY, WISCONSIN X \_\_\_\_\_

MY COMMISSION \_\_\_\_\_

**TOWN OF KOSHKONONG APPROVAL**

I HEREBY CERTIFY THAT THIS CERTIFIED SURVEY MAP HAS BEEN DULY PRESENTED TO THE TOWN PLANNING COMMISSION AND  
TOWN BOARD AND HAS BEEN APPROVED FOR RECORDING.

AUTHORIZED SIGNATURE X \_\_\_\_\_

**JEFFERSON COUNTY APPROVAL**

APPROVED FOR RECORDING BY THE PLANNING AND ZONING COMMITTEE OF JEFFERSON COUNTY THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_.

X \_\_\_\_\_  
  
MATTHEW ZANGL, DIRECTOR  
JEFFERSON COUNTY ZONING DEPARTMENT

**Project No. 126 - 100**  
**For: ARMSTRONG**



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. MILWAUKEE ST  
JANESVILLE, WI 53548  
www.combssurvey.com

tel: 608-752-0575  
fax: 608-752-0534

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

OF THE SOUTH 11 ACRES OF THE WEST FRACTIONAL 1/2 OF THE  
NORTHWEST FRACTIONAL 1/4 OF SECTION 31, T.6N., R.14E., OF THE 4TH  
PM, TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

CONSENT OF CORPORATE MORTGAGEE

PREMIER BANK, A CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, MORTGAGEE OF THE HEREON DESCRIBED LAND, DOES HEREBY CONSENT TO SURVEYING, MAPPING AND DIVIDING OF THE LAND DESCRIBED ON THIS MAP AND DOES HEREBY CONSENT TO THE CERTIFICATE OF MATTHEW ARMSTRONG AND DOMINIQUE ARMSTRONG.

WITNESS THE HAND AND SEAL OF

X \_\_\_\_\_  
(SIGNATURE) (TITLE) (DATE)

STATE OF WISCONSIN  
COUNTY OF \_\_\_\_\_ SS. PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ TO ME

WELL KNOWN TO BE THE PERSONS WHO EXECUTED THE MORTGAGE CERTIFICATE HEREON SHOWN AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, \_\_\_\_\_ COUNTY, WISCONSIN X \_\_\_\_\_

MY COMMISSION \_\_\_\_\_

CITY OF FORT ATKINSON EXTRATERRITORIAL ZONING APPROVAL

APPROVED FOR RECORDING PER CITY OF FORT ATKINSON PLAN COMMISSION ACTION OF THE \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_ AND CITY OF FORT ATKINSON COMMON COUNCIL ACTION OF THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

AUTHORIZED SIGNATURE X \_\_\_\_\_



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

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JANESVILLE, WI 53548  
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CERTIFIED SURVEY MAP

OF THE SOUTH 11 ACRES OF THE WEST FRACTIONAL 1/2 OF THE  
NORTHWEST FRACTIONAL 1/4 OF SECTION 31, T.6N., R.14E., OF THE 4TH  
PM, TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN)  
COUNTY OF ROCK } SS. I, RYAN M. COMBS, PROFESSIONAL LAND SURVEYOR NO.2677, DO HEREBY CERTIFY THAT I HAVE  
SURVEYED, DIVIDED AND MAPPED:

THE SOUTH 11 ACRES OF THE WEST FRACTIONAL 1/2 OF THE NORTHWEST FRACTIONAL 1/4 OF SECTION 31, T.6N., R.14E., OF THE  
4TH P.M., TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST QUARTER CORNER OF SAID SECTION 31 ALSO BEING THE POINT OF BEGINNING FOR THE LANDS TO BE  
HEREIN DESCRIBED; THENCE N00°32'32"E ALONG THE WEST LINE OF SAID WEST FRACTIONAL 1/2 OF THE NORTHWEST FRACTIONAL  
1/4 455.30 FEET; THENCE S88°39'28"E, 1047.64 FEET TO THE EAST LINE OF SAID WEST FRACTIONAL 1/2; THENCE S00°45'07"E ALONG  
SAID EAST LINE 455.30 FEET TO THE SOUTHEAST CORNER OF SAID WEST FRACTIONAL 1/2; THENCE N88°40'18"W ALONG THE SOUTH  
LINE OF SAID WEST FRACTIONAL 1/2 1057.92 FEET TO THE POINT OF BEGINNING.

CONTAINING 11.00 ACRES, MORE OR LESS.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION OF  
THAT LAND. THAT I HAVE MADE SUCH SURVEY, DIVISION AND MAP BY THE DIRECTION OF MATTHEW ARMSTRONG AND DOMINIQUE  
ARMSTRONG AND THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES,  
CHAPTER 16 OF JEFFERSON COUNTY ORDINANCES, TOWN OF KOSHKONONG ORDINANCES, AND CITY OF FORT ATKINSON  
ORDINANCES IN SURVEYING, DIVIDING AND MAPPING THE SAME.

GIVEN UNDER MY HAND AND SEAL THIS XXTH DAY OF JULY, 2025 AT JANESVILLE, WISCONSIN.



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. MILWAUKEE ST  
JANESVILLE, WI 53548  
www.combsurvey.com

tel: 608-752-0575  
fax: 608-752-0534



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

## City of Fort Atkinson Certified Survey Map Application

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

APPLICANT Name, company, and client (if applicable): \_\_\_\_\_

Dan Higgs, PLS - Combs & Associates, Inc. - c/o Matt Armstrong and Dominique Armstrong

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

OWNER Name, company, and client (if applicable): \_\_\_\_\_

Matt Armstrong and Dominique Armstrong

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Postal address for proposed CSM: No postal address at this time

Address of adjacent parcel to the south: N2682 Kunz Road, Fort Atkinson, WI 53538

Parcel Identification Numbers Involved: 016-0614-3123-001

Brief description of proposed division or combination and purpose: \_\_\_\_\_

The Armstrongs recently purchased this 11-acre parcel.

They wish to create a 1.15-acre A3 lot (including RW) to build a house and a 1.00-acre

A2 zone (including RW) to build a building to house their HVAC business.

### I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

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



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

## II Process Checklist

- |                                                                                                           |                         |
|-----------------------------------------------------------------------------------------------------------|-------------------------|
| <input type="checkbox"/> Application fee of \$100 plus \$10 per additional lot received by City Treasurer | Date: <u>  \$50  </u>   |
| (Maximum \$500)                                                                                           | Date: <u>          </u> |
| <input type="checkbox"/> Receipt of complete application packet by Zoning Administrator                   | Date: <u>          </u> |
| <input type="checkbox"/> City Staff Review                                                                | Date: <u>          </u> |
| <input type="checkbox"/> Plan Commission Public Hearing, review and recommendation                        | Date: <u>          </u> |
| <input type="checkbox"/> City Council review and action                                                   | Date: <u>          </u> |

Dated this        day of                     , 20       

Respectfully submitted,

*Paul R. Higgs*      *Matt Anthony*  
(Signature of Applicant)





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

**CITY OF FORT ATKINSON**  
**COST RECOVERY AGREEMENT**

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

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

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

Applicant Name: Dan Higgs, PLS - Combs & Assoc.  
Project Address: Adjacent to N2682 Kunz Rd

Project Name: Armstrong CSM  
Parcel Number: 016-0614-3123-001

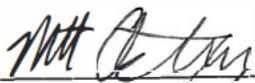
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Agreement signed and entered into by:

The City of Fort Atkinson

**Property Owner Information:**

Owner Name: Matthew and Dominique Armstrong

Owner Signature: 

Address: W7063 CTH C, Fort Atkinson, WI 53538

Phone Number: [REDACTED]

[REDACTED]

**Applicant Information (if different):**

Applicant Name: Dan Higgs, PLS - Combs & Assoc.

Applicant Signature: 

Address: 109 W Milwaukee St, Janesville, WI 53548

Phone Number: [REDACTED]

[REDACTED]



JEFFERSON COUNTY  
PLANNING AND ZONING COMMITTEE  
DECISION

Room C1040  
311 S Center Ave  
Jefferson, WI 53538

Phone: 9 [REDACTED]  
[REDACTED]

**Petition Number:** R4683A-26  
**Petitioner(s):** Matt Armstrong  
**Property Owner:** William & Susan Stroupe Trust  
**Township:** Koshkonong  
**Parcel(s):** 016-0614-3123-001  
**Site Address:** north of N2682 Kunz Road  
**Request Summary:** Rezone 1.0-acre from A-1 to A-3 to create a residential lot

Conclusion:

Based on the Staff Report, complete application and file, substantial evidence provided, site inspection, public hearing, Jefferson County Zoning Ordinance and the Agricultural Preservation and Land Use Plan, the Planning and Zoning Committee finds that the proposed Official Zoning Map Amendment **complies** with the Jefferson County Zoning Ordinance, Comprehensive Plan and Farmland Preservation Plan and recommends **approval** of this rezoning request to the County Board of Supervisors.

The Planning and Zoning Committee finds this amendment meets the standards of Wisconsin State Statutes 91.48 and Sec. 22-56(b) of the Jefferson County Zoning Ordinance as set forth below:

Wis. Stats. 91.48:

- The land is better suited for a use not allowed in the A-1 zoning district.
  - The proposed lot is clustered near existing property lines, other like development, and the road.
- The rezoning is consistent with the applicable town and County comprehensive plan.
  - The County considers its Comprehensive Plan which incorporates its Agricultural Preservation & Land Use Plan and references the Town's Comprehensive Plan.
  - Consistent the applicable plans, the proposed rezone allows for the orderly growth and development of land such that the form and density of the land use is consistent with the surrounding land.
- The rezoning is substantially consistent with the County certified farmland preservation plan.
  - The rezone follows the A-3 policies found within the farmland preservation plan.



JEFFERSON COUNTY  
PLANNING AND ZONING COMMITTEE  
DECISION

Room C1040  
311 S Center Ave  
Jefferson, WI 53538

- The rezoning will not substantially impair or limit current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.
  - The rezone does not impair, or limit agricultural uses of the surrounding cropland.

Jefferson County Zoning Ordinance Sec. 22-56(b):

- There will be adequate public facilities to serve the proposed and potential land use changes that would be enabled by the rezoning and the burdens on local government to provide the needed services for the proposed land use are reasonable.
  - There are adequate public facilities pre and post creation of this lot.
- The development will not cause unreasonable air or water pollution, soil erosion, or adverse effects on valued natural areas.
  - No pollution, soil erosion or adverse effect on natural areas is expected as a result of this development.
- The soil productivity rating has been considered in the location of the area proposed for rezoning.
  - The Committee reviews the soil rating of the soil.
- The remaining A-1 parcel shall front on a public road for a minimum distance of at least sixty-six (66) feet. Access to the lot shall be provided within this frontage.
  - The remaining parcel has access onto a public road for at least 66'.

**The Petition is Approved for the Following Reasons:**

The proposed amendment is located a designated Farmland Preservation Area and complies with the standards and policies of the farmland preservation area:

- The proposed lot is clustered with existing lots lines, other like development, and the road.
- The proposed lot does not impact the surrounding agricultural land.

**Order and Determination:**

Based on the Staff Report, the conclusions set forth above, and the record herein, the Committee recommends to the Jefferson County Board of Supervisors that the amendment be: **APPROVED**

Motion by: Poulson

Seconded by: Jaeckel

Motion passed by a voice vote, 5-0.



JEFFERSON COUNTY  
PLANNING AND ZONING COMMITTEE  
DECISION

Room C1040  
311 S Center Ave  
Jefferson, WI 53538



If the requested amendment was granted, it is subject to the following: *(Check all that apply)*

- ☒ ACCESS APPROVAL BY MAINTAINING AUTHORITY
- ☒ RECEIPT OF SUITABLE SOIL TEST
- ☒ RECEIPT OF AND RECORDING OF THE FINAL CSM
- ☒ EXTRATERRITORIAL PLAT REVIEW
- ☒ REZONING SHALL BE NULL & VOID & OF NO EFFECT ONE YEAR FROM THE DATE OF COUNTY BOARD APPROVAL UNLESS ALL APPLICABLE CONDITIONS HAVE BEEN COMPLETED BY THAT DATE
- ☐ OTHER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- ☒ FILING OF AFFIDAVIT OF ZONING STATUS ON REMAINING LANDS  
*(SEE ATTACHED INSTRUCTION SHEET)*

**County Board Action:**

Based on the Planning and Zoning Committee recommendation, the County Board of Supervisors approves of the proposed amendment. See the County Board Report and Ordinance for County Board action.

Date: 6-10-20

Signature:



# JEFFERSON COUNTY

## PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A division of land located in the SW 1/4, NW 1/4 of Section 31, Town 6 N, Range 14 E, Town of Keshena Jefferson County, Wisconsin, on Parcel Number(s) 016-0614-3123-001

Date Submitted: \_\_\_\_\_

Revised: \_\_\_\_\_

Owner: WILLIAM + SUSAN STROUPE TRUST c/o MATT ARMSTRONG  
 Address: W7462 CTH C  
 City, ST Zip: FOOT ATKINSON, WI 53538  
 Phone: [REDACTED] (MR. ARMSTRONG)  
 Email: [REDACTED] (MR. ARMSTRONG)

Note to be placed on final CSM

Petition # \_\_\_\_\_ Zoning \_\_\_\_\_

Check for subsequent zoning changes with Jefferson County Planning and Zoning Department.

Surveyor: DAN HIGGS, PLS  
 Address: 109 W MELWAUKEE ST  
 City, ST Zip: JANESVILLE, WI 53548  
 Email: [REDACTED]

In addition to the info required by Section 236.34 of State Statutes, Chapter 16 – Article 2 of the Jefferson County Land Division/Subdivision Ordinance requires that the following be shown:

- Existing buildings, watercourses, drainage ditches and other features pertinent to the proper division.
- Location of access to a public road, approved by the agency having jurisdiction over the road.
- All lands reserved for future public acquisition.
- Date of the map
- Graphic Scale

- ☒ Rezoning  
☐ Allowed Division within an Existing Zoning District  
☒ Survey of Existing Parcel

Intent and Description of Parcel to be divided:

MR + MRS STROUPE TRUST IS CONVEYING PARCEL 016-0614-3123-001 TO MR ARMSTRONG. PARCEL IS ZONED A-1 AND IS 11-ACRES.

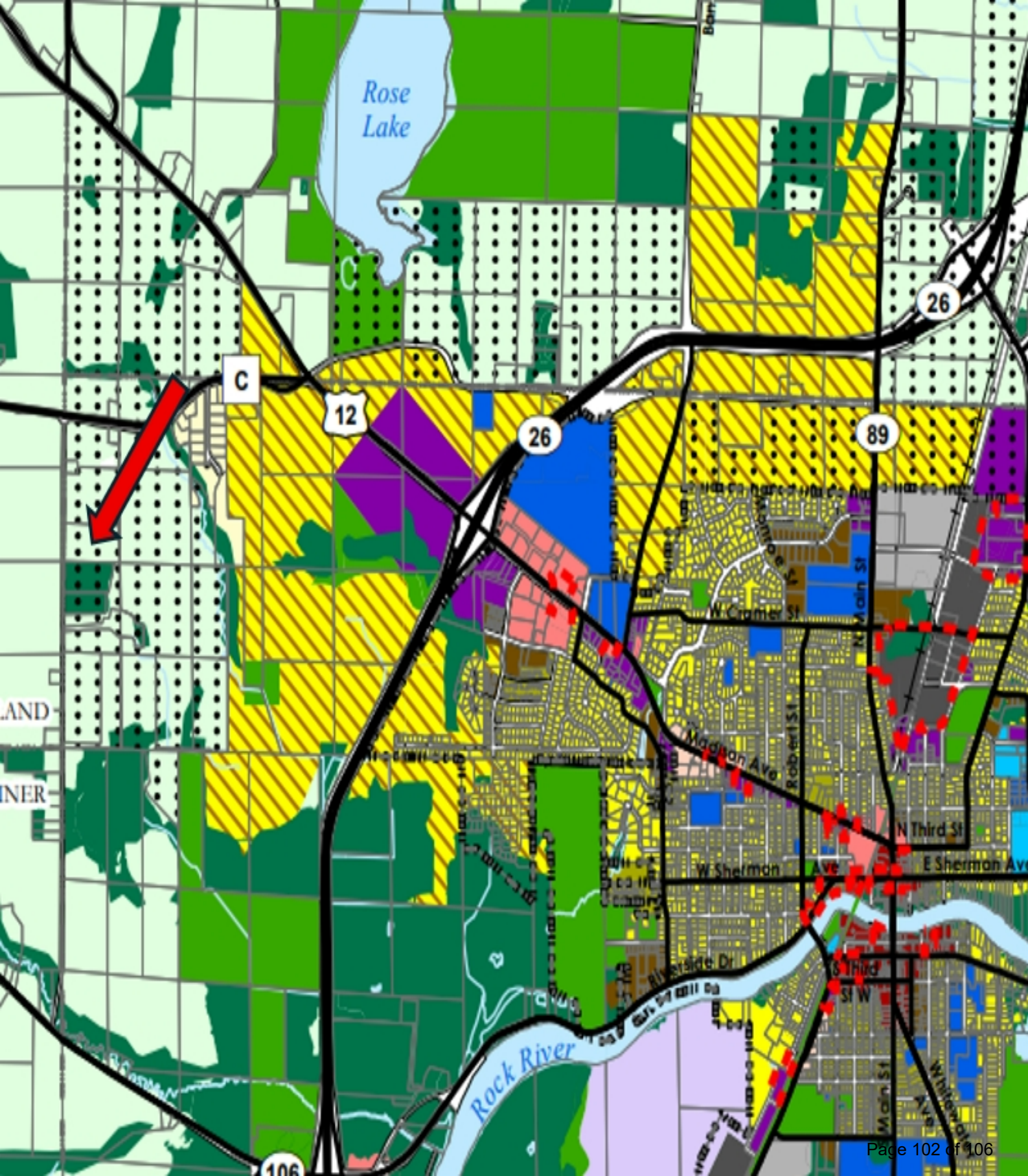
MR ARMSTRONG WISHES TO REZONE 1-ACRE TO A-3 AND THE REST TO A-2 SO HE CAN BUILD A HOUSE AND A SHOP FOR HIS HVAC BUSINESS.

Remaining stays A-1

Town Board Approval in file Date \_\_\_\_\_  
 (Includes Access approval if applicable)  
 County Highway Approval \_\_\_\_\_ Date \_\_\_\_\_  
 (If applicable)  
 Extraterritorial Approval check w/ Fort Date \_\_\_\_\_  
 (If applicable)  
 County Surveyor Approval [Signature] Date 4-16-26  
 Zoning Office Approval [Signature] Date 10-10-26

Please submit to: Jefferson County Planning & Development - Zoning, 311 S Center Ave. Room C1040, Jefferson, WI 53549









## MEMORANDUM

**DATE:** July 21, 2026

**TO:** Fort Atkinson City Council

**FROM:** Michelle Ebbert, Clerk/Treasurer/Finance Director

**RE:** Review and possible action relating to disallowance of a claim against the City of Fort Atkinson, Velazquez Reyes (Ebbert, City Clerk/Treasurer/Finance Director).

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### BACKGROUND

The League of Wisconsin Municipalities Mutual Insurance (LWMMI) is the City's insurance carrier for property, liability and worker's compensation. Statewide Services, Inc administers the claims for the LWMMI and performs an investigation to obtain facts regarding the claim, which can include interviewing employees and an on-site investigation. A final determination is then made and provided to the City.

### DISCUSSION

Staff received a Notice of Incident to file a claim on July 9, 2026. The notice provided that a vehicle operator encountered stopped vehicles ahead of them and proceeded to drive around the vehicles striking a rock. The Notice and associated documentation was submitted to Statewide Insurance for review.

Statewide recommended disallowing the claim based on the fact that the investigation revealed no liability as the city was not aware of the alleged rock. Road shoulders are not maintained as roadways and operators assume risk when operating off the roadway.

### FINANCIAL ANALYSIS

There is no financial impact to the City to disallow the claim.

### RECOMMENDATION

Staff recommends the City Council disallow the claim against the City of Fort Atkinson from the Claimant, Velazquez Reyes pursuant to Wisconsin Statutes 893.80(1)(g).

### ATTACHMENTS

1. Disallowance Recommendation



***Statewide Services, Inc.***

**Claim Division**

1241 John Q. Hammons Dr.  
P.O. Box 5555  
Madison, WI 53705-0555  
877-204-9712

July 9, 2026

City of Fort Atkinson  
Attn: Michelle Ebbert  
Via Email: [mebbert@fortatkinsonwi.gov](mailto:mebbert@fortatkinsonwi.gov)

Program: League of Wisconsin Municipalities Mutual Insurance  
Our Insured: City of Fort Atkinson  
Date of loss: 7/7/2026  
Our Claim # WM000282260044  
Claimant: Claudia Velazquez Reyes  
N1236 Groeler Rd.  
Fort Atkinson, WI 53538

Dear Ms. Ebbert,

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which insures the City of Fort Atkinson. We are in receipt of the claim submitted by Claudia Velazquez Reyes for alleged vehicle damage due to a rock on the shoulder of Janesville Avenue.

We have reviewed the matter and recommend that the City of Fort Atkinson deny this claim pursuant to the Wisconsin statute for disallowance of claim 893.80(lg). The disallowance will shorten the statute of limitations period to six (6) months.

Our denial is based on the fact that the investigation revealed no liability on behalf of the City. The City was not aware of the alleged rock on the shoulder, nor was it responsible for placing it there. A municipality has no liability unless it knew, or should have known, of the existence of a condition and had reasonable amount of time to correct the condition. Road shoulders are not maintained as roadways and operators assume risk when operating off roadway.

Please submit the disallowance directly to the claimant at the above address. The disallowance should be sent certified or registered mail and must be received by the claimant within 120 days after you receive Notice of Claim. Please send a copy of the disallowance to Statewide Services Inc. Claims, for our records.

Thank you,

Sarah Bourgeois, AIC, AINS  
Claims Rep. II  
Statewide Services Inc.  
PO Box 5555  
Madison, WI 53705-0555  
608-828-5439 Phone  
800-854-1537 Fax  
[sbourgeois@statewidesvcs.com](mailto:sbourgeois@statewidesvcs.com)

CC: R&R Insurance Services