



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

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

<https://us02web.zoom.us/j/5997866403?pwd=alcreldSbGpNUVl1VnR1RWf5bXovdz09>

Meeting ID: 599 786 6403
Passcode: 53538

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

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Public Hearings**
- 4. Public Comment:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*
- 5. Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*
 - a. Review and possible action relating to the **minutes of the April 16, 2024 regular**

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

- b. Review and possible action relating to the **minutes of the regular April 23, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **minutes of the April 25, 2024 Police and Fire Commission** (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to **Citizen Appointments** to Committees, Commissions, and Boards (Houseman, City Manager)
- e. Review and possible action relating to **Council Appointments** to Committees, Commissions, and Boards (Lescohier, Council President)
- f. Review and possible action on a **Special Event: Fort Youth Baseball Pre-Season Invite**, Saturday, May 18, 2024, from 6 a.m. to 8 p.m. and Sunday, May 19, 2024, from 12 to 8:00 p.m.
- g. Review and possible action on a **Special Event: Tour da Goose 2024**, Saturday, June 22, 2024, 9 a.m. to 2:30 p.m. (Ebbert, Clerk/Treasurer/Finance Director)
- h. Review and possible action on a **Special Event: Fort Atkinson Cruise Night – Fort Atkinson Generals**, the 2nd Monday of the month May – September, from 5:30-8:30 p.m.
- i. Review and possible action on a **Special Event: MATC Metal Mania**, May 18, 2024, 11 a.m. – 3 p.m. (Ebbert, Clerk/Treasurer/Finance Director)
- j. Review and possible action on a **Special Event: Hagerty Scott Spoerl Agency – Client Appreciation Car Show** June 1, 2024, 9 a.m. - 3 p.m.

6. Petitions, Requests, and Communications

- a. Review and possible action relating to a proclamation recognizing the **retirement of Debi Hayes** from the City of Fort Atkinson (Houseman, City Manager)
- b. Review and possible action relating to a Proclamation **Recognizing the 55th Annual Professional Municipal Clerks Week** (Houseman, City Manager)
- c. Review and possible action relating to a Proclamation **Recognizing Police Week May 12-18, 2024 and Peace Officers' Memorial Day May 15** (Houseman, City Manager)
- d. Review and possible action on a proclamation recognizing **EMS Week May 19-25, 2024 and International Firefighters Day May 4** in the City of Fort Atkinson (Houseman, City Manager)
- e. Economic Development Presentation from Jefferson County Economic Development/ThriveED Executive Director Deb Reinbold

7. Resolutions and Ordinances

8. Reports of Officers, Boards, and Committees

- a. City Manager's Report (Houseman, City Manager)
- b. Public Works and Parks Operations Project Update (Williamson, Superintendent of Public Works)

9. Unfinished Business

10. New Business

- a. Review and possible action on a contract for **Planning Services for the Janesville Avenue and Downtown Main Street corridors** (Selle, Director of Public Works)
- b. Review and possible action relating to a **pre-development agreement with Intrepid Investments LLC.** (Houseman, City Manager)
- c. Review and possible action related to **Biosolids Storage Tank Cleaning, and Biosolids Disposal Proposals** (Christensen, Wastewater Utility Superintendent)
- d. Review and possible action relating to **Change Order 1** of the Public Works and Parks Operations facility construction contract (Williamson, Superintendent of Public Works)
- e. Review and possible action on a 4.1% **Water Rate Increase Application** to the Public Service Commission (Selle, Director of Public Works)
- f. Review and possible action relating to approving an **offer to the Town of Ixonia to purchase a "Class B" Intoxicating Liquor License** (Ebbert, Clerk/Treasurer/Finance Director)

11. Miscellaneous

12. 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)

13. Adjournment

Date Posted: May 3, 2024

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

MINUTES

1. Call meeting to order

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

2. Roll call

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

3. Public Hearings

None.

4. Public Comment

David Frigo, 409 Milo Street - He noted near the bike trail, he had seen a sleeping bag and pillow. He asked about an open meeting for immigrants.

Jodie Raddatz, 1245 Jeanette Street - Spoke on the bike path and river walk and mentioned money should be spent on roads and not on the path. She referenced the bike path on S. Main Street and a prior discussion on cost estimates.

John Hausz, 104 Jefferson Street - spoke on evasive species on the west side of town and the school near there. Riverside Drive repair, he stated he has not heard numbers and requested the rerouting of a bike trail. He also commented about stormwater and future sediment and his family marsh.

5. Consent Agenda

Cm. Schultz moved, seconded by Cm. Becker to approve the Consent Agenda items #5.a. through #5.g. as presented. Motion carried 5-0.

*a. Review and possible action relating to the **minutes of the March 19, 2024 Ordinance Committee** meeting (Ebbert, Clerk/Treasurer/Finance Director)*

*b. Review and possible action relating to the **minutes of the April 4, 2024 regular City Council***

meeting (Ebbert, Clerk/Treasurer/Finance Director)

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

6. Petitions, Requests, and Communications

- a. ***Presentation: Annual Stormwater Report** (Selle, Director of Public Works/City Engineer)
Engineer Selle reviewed the annual report as part of the City's Phase II MS4 Permit, that includes activities and accomplishments pursuant to the management of stormwater within the municipal boundaries of Fort Atkinson. The Report covers the City's activities in seven critical areas: Public Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection and Elimination, Construction Site Pollution Control, Post-construction Stormwater, Management, Pollution Prevention and Storm Sewer Mapping. Staff continues to make progress in ensuring the stormwater entering the Bark and Rock Rivers is as clean as possible. The City has come a long way since utilizing the river as a conduit for untreated sewage and waste in the early 1900s. Recreational use of the Rock and Bark Rivers continues to increase, and they are being viewed as an asset in our community which is a direct Page 24 of 80 result of City efforts and funding. Being a "River Community" is now touted as an important aspect of the quality of life in Fort Atkinson. No action was taken or required.*
- b. *Review and possible action on a proclamation recognizing **Fair Housing Month** in the City of Fort Atkinson (Houseman, City Manager)
Cm. Lescohier moved, seconded by Cm. Becker to recognize Fair Housing Month in the City of Fort Atkinson. Motion carried 5-0.*
- c. *Review and possible action on a proclamation recognizing **National Library Week April 7-13, 2024** in the City of Fort Atkinson (Houseman, City Manager)
Cm. Becker moved, seconded by Cm. Schultz to recognize National Library Week of April 7-13, 2024 in the City of Fort Atkinson. Motion carried 5-0.*
- d. *Review and possible action on a proclamation recognizing **After School Professionals Appreciation Week April 22-26, 2024** (Houseman, City Manager)
Cm. Schultz moved, seconded by Cm. Jaeckel to recognize After School Professionals Appreciation Week April 22 - 26, 2024 in the City of Fort Atkinson. Motion carried 5-0.*

7. Resolutions and Ordinances

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

Manager Houseman discussed Section 102- 121(b)(1) of the City of Fort Atkinson Municipal Code, which would allow for grass to exceed the stated eight-inch maximum to facilitate promotion and education of habitat necessary for successful emergence and survival of pollinators in the month of May. This effort, previously known as "No Mow May" has been successfully implemented in the City since 2021. However, research in the last year has shown that mowing every 2-3 weeks is actually better for pollinators. As such, Heart of the City has requested that the City provide the same exception as in previous years but call the month "Less Mow May." This proposed exception would allow rear yards of residential properties and designated City-owned property to be exempt from enforcement of Section 102-121(b)(1) throughout the month of May 2024. The designated City-owned properties to be included in this exception are: Barrie Park near the playground on the corner, North Main St. and N Fourth St by the train tracks, a swatch near the electronic sign at Jones Park and Wilcox Park section.

Cm. Becker moved, seconded by Cm. Lescohier to adopt the attached Resolution allowing for Temporary Exception to Section 102-121(b)(1) from May 1, 2024 to May 31, 2024 and declare the month “Less Mow May” in the City of Fort Atkinson. Motion carried 5-0.

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

Clerk Ebbert provided the second reading of the Ordinance to amend Sections related to Direct Sellers.

Section 22-262 (e) - Staff proposes to remove the fee from the Ordinance and place it in the annual Fee Resolution adopted by the City Council during the budget process.

Section 22-262 (g) - Staff proposes to change the authority for revocation or suspension of this license from the Chief of Police to the City Manager or his/her designee.

Section 22-262 (j) - Staff proposes to add this section to set a maximum number of licenses per business per year, limited to 10.

Section 22-263 (1) - Staff proposes to change this to prohibiting the practice from 7:00 pm and 9:00 am. The City Council experienced the first reading at their April 4, 2024 meeting with recommendation for a second reading and no changes. Council may consider waiving the third reading and adopting.

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

Cm. Jaeckel, seconded by Cm. Becker to suspend the rules and waive the third reading of the ordinance amending Section 22-262 and 22-263 relating to Direct Sellers. Motion carried on a roll call vote 5-0.

Cm. Jaeckel, seconded by Cm. Schultz to adopt the Ordinance amending Sections 22-262 and 22-263 relating to Direct Sellers. Motion carried 5-0.

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

- a. Review and possible action relating to a **Certified Survey Map for Opportunities Inc.**, for the property located at 201 East Cramer Street (Selle, Director of Public Works)*
Engineer Selle reviewed the Plan Commission recommendation on April 9, 2024 for Opportunities Inc for approval of a CSM combining lots on a property at 201 E Cramer St. Plan Commission approved the CSM with conditions noted in the attached memo. Conditions for approval were largely related to stormwater infrastructure on site and the preservation of parking opportunities, both current and existing, for the building located both north and south of Cramer St that encompass the overall Opportunities campus. The Plan Commission reviewed this matter and recommended that the City Council approve the preliminary Certified Survey Map subject to the following conditions:
- Staff review of the permanent parking easement for the benefit of the 100 E Cramer parcel to be recorded with the CSM
 - The addition of stormwater easements on the CSM for the existing and proposed stormwater basins
 - The combining of the four parcels on the south side of Cramer St into two, as noted in the memo for Plan Commission.

Cm. Jaeckel moved, seconded by Cm. Lescohier to approve the Certified Survey Map for Opportunities Inc., for the property located at 201 East Cramer Street subject to the conditions recommended by staff and the Plan Commission. Motion carried 5-0.

10. Claims, Appropriations and Contract Payments

- a. Review and possible action relating to the **Verified Claims for March 21-31, 2024** presented by the Director of Finance and authorization of payment (Ebbert, Clerk/Treasurer/Finance Director)*
Cm. Becker moved, seconded by Cm. Jaeckel to approve the Verified Claims for March 21 -

31, 2024 as presented. Motion carried on a roll call vote 5-0.

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

Cm. Becker moved, seconded by Cm. Jaeckel to approve the Verified Claims for April 1 - 16, 2024 as presented. Motion carried on a roll call vote 5-0.

11. Adjournment

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

Cm. Jaeckel moved, seconded by Cm. Becker to adjourn the final meeting of the 2023-2024 Fort Atkinson City Council Sine Die at 7:36 pm. Motion carried 5-0.

12. Oath of Office

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

Clerk Ebbert administered the Oath of Office to Cm. Johnson, Lescohier and Schultz.

13. Call meeting to order

- a. ***Call to order** the first meeting of the 2024-2025 Fort Atkinson City Council (Houseman, City Manager)*

Manager Houseman call the first meeting of 2024-2025 Fort Atkinson City Council to order at 7:37 pm.

- b. ***Roll Call***

Present: Cm. Becker, Cm. Jaeckel, Cm. Johnson, Cm. Lescohier and Cm. Schultz.

- c. ***Election of the President of the City Council for the term of April 16, 2024 – April 15, 2025 (Houseman, City Manager)***

Cm. Becker nominated Cm. Lescohier. Cm. Schultz seconded the motion. Cm. Lescohier accepted the nomination. No other nominations were made. Motion carried on a voice vote 5-0.

- d. ***Election of President Pro Tem by Council President for the term of April 16, 2024-April 15, 2025 (Council President)***

Cm. Jaeckel nominated Cm. Schultz as President Pro Tem. Seconded by Cm. Becker. Schultz accepted the nomination. No other nominations. Motion carried on a voice vote 5-0.

- e. *Review and possible confirmation of the City Manager's appointment of Eric Schultz to serve as the Council Representative on the **Plan Commission** (Houseman, City Manager)*

Cm. Becker moved, seconded by Cm. Johnson to confirm the appointment of Eric Schultz to serve as the Council Representative on the Plan Commission for the 2024-2025 year.

Motion carried 5-0.

- f. *Review and possible action to designate the **Daily Jefferson County Union as the Official City Newspaper** for purposes of publishing required legal notices (Ebbert, Clerk/Treasurer/Finance Director)*

Cm. Johnson moved, seconded by Cm. Jaeckel to designate the Daily Jefferson County Union as the Official City Newspaper for purposes of publishing required legal notices. Motion carried 5-0.

14. New Business

None.

15. Closed Session

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

Cm. Becker moved, seconded by Cm. Johnson to convene in closed session pursuant to State Stats. Section 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation. Motion carried on a roll call vote 5-0.

16. Adjournment

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, APRIL 23, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Plan Commission Members: Chairperson Houseman; Engineer Selle; and Commissioners, Gray and Shull. Also present: City Attorney, City Clerk/Treasurer and Building Inspector.

Council Representative Schultz arrived at 4:05 pm.

Cm. Kessenich and Highfield absent.

3. New Business

a. Public Hearing: Conditional Use Permit relating to a new wireless telecommunications service facility located in the 1500 block of Commonwealth Drive (Draeger)

Inspector Draeger presented the request from the applicant whom has indicated that a lease agreement has been established with the property owner for use of the current vacant property along Commonwealth Drive for a future communication tower use. The property owner will need to provide an affidavit prior to Plan Commission approval, indicating their approval of the application submitted by the potential lessee. The existing property is 0.8 acres, located directly south of Family Dollar, west of Pick n' Save, north of residential apartments, and east of an existing vacant property. There are no existing structures or access points on the site, but stormwater detention areas exist near the northern and western property lines. The stormwater detention in place serves the property to the north. Previously ownership of the adjacent parcel and this one was the same, but has since been sold. The stormwater pond in place should be attached to the north parcel using a quit claim deed or similar, as a condition of Plan Commission approval. The proposed development includes a 193-foot metal communication tower, access drive and Page 3 of 95 utility easement from Commonwealth Drive, and ground-level equipment structures. Additionally, landscaping and fencing surrounding the tower and equipment structures is also proposed.

Chairman Houseman opened the Public Hearing at 4:08 pm.

Julie Baniqued, LCC Telecom Services of Rosemont, Illinois was present on behalf of Tillman Infrastructure Inc

Andrew Flowers, Senior Real Estate Construction Manager with ATT Mobility was present.

Chairman Houseman closed the Public Hearing at 4:12 pm.

Chairman Houseman inquired on the tower on Cloute/Zaffke Street and believed there is space on that tower to add features. Flowers stated ATT needs a tower higher than what is situated at Cloute Street/Zaffke Street. Baniqued replied the Cloute tower is located near the water tower which they had concerns the tower would block and create signal challenges. lowers commented that US Cellular and ATT have different needs for coverage based on their network. Flowers stated he would investigate into the existing tower on Cloute Street.

Engineer Selle asked about the height of the proposed tower. Flowers discussed their requirements based on their network.

Chairperson Houseman inquired on the wood fencing featured. Baniqued replied she could look into options of material.

Engineer Selle asked if the stormwater condition will be met by the owner or lessee. Baniqued was unsure who would meet the condition but would confirm.

Houseman questioned should a property be sold with an existing tower, what would that look like. Flowers stated with a signed lease agreement, if the owner sold the land, the buyer would have to follow the terms of the agreement and any easements.

Cm. Schultz commented on the height as this would be the tallest structure in the City. Baniqued added there is no lighting required on the tower to draw attention to it. They tried to make seamless and fitting as possible.

Engineer Selle asked if they cannot accomodate the 173 feet tall, what are the other options. Flowers added that engineers designed the specific height to their need. They performed a search area and a 190 foot tower was the original estimate however after analyzing, they did not want to build any higher than needed and yet wanted to be conscious of taking care of other entities. Flowers can check into options of a monopole and report back to City staff.

No action was taken.

4. Adjournment

Cm. Gray moved, seconded by Cm. Schultz at 4:34 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer



**AMENDED AGENDA
POLICE AND FIRE COMMISSION MEETING
IN PERSON
THURSDAY, APRIL 25, 2024 – 1:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Chairperson Jones called the meeting to order at 1:00 pm.

2. Roll call

Present: Commissioners Hartwick, Raub, Schultz, and Chairperson Jones. Also present: City Manager, City Clerk/Treasurer, Police Chief and Fire Chief.

Excused absence: Cm. Turk.

3. New Business

- a. Review and possible action on the appointment of a commissioner to chair the meeting in the absence of Chairperson Jones.*

Chairperson Jones was present. No action was taken.

- b. Review and possible action relating to the **minutes of the April 10, 2024 Police and Fire Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Commissioner Schultz moved, seconded by Commissioner Hartwick to approve the minutes of the April 12, 2024 Police and Fire Commission. Motion carried.

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

Chief Bump confirmed there were three candidates interviewed today with recommendation of a top candidate and two candidates recommended for the eligibility list.

Commissioner Schultz moved, seconded by Commissioner Raub to extend an offer of employee to Ms. Dale Broughton contingent upon a successful background check, psychology test, a physical, physical agility test. Motion carried.

Commissioner Hartwick moved, seconded by Commissioner Schultz to recommend candidates J.R. and M. S. be placed on the eligibility list through 12/31/2024. Motion carried.

4. Adjournment

Commissioner Hartwick moved, seconded by Commissioner Schultz to adjourn. Meeting adjourned at 1:15 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer



MEMORANDUM

DATE: May 7, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to Citizen Appointments to Committees, Commissions, and Boards (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:**
 - Todd Dailing for a four-year term ending in 2028
- **Cable TV Committee:**
 - Mark Thomas Bernardt for a five-year term ending in 2029
 - Simon Dorfman for a five-year term ending in 2029
- **Economic Development Commission:**
 - James Nelson for a three-year term ending in 2027
- **Parks and Recreation Advisory Board:**
 - **Steve Mahoney for a three-year term ending in 2028**
- **Police and Fire Commission:**
 - Russ Turk for a five year term ending in 2027
- **Sex Offender Residence Board**
 - Richelle Rottmann for a two year term ending in 2026
- **Tourism Commission**
 - Mary Jo Eggers for a one year term ending in 2025
 - Julie Nordeen for a one year term ending in 2025
 - Mariah Hadler for a one year term ending in 2025

- Sarah Schultz for a one year Term ending in 2025

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 (one seat)
- Economic Development Commission (one seat)
- Library Board (two seats)
- Parks and Recreation Advisory Committee (one seat)
- Plan Commission (one seat)

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

FINANCIAL ANALYSIS

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

RECOMMENDATION

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

ATTACHMENTS

None

Committee Assignments

COMMITTEE (CHAIRPERSON)	CURRENT 2023-2024	NEW ASSIGNMENT 2024-2025
Plan Commission (City Manager)	Eric Schultz	Eric Schultz
Airport Committee (City Manager)	Davin Lescohier	Bruce Johnson
Ambulance Advisory Committee (Council President)	Bruce Johnson	Davin Lescohier
Board of Zoning Appeals (Elected by Membership)	Bruce Johnson Mason Becker	Bruce Johnson Mason Becker
Cable Television Committee (Council Rep)	Eric Schultz	Eric Schultz
Economic Development Commission (Elected By Membership)	Davin Lescohier	Bruce Johnson
Finance Committee (Council President)	Bruce Johnson Mason Becker Davin Lescohier	Davin Lescohier Mason Becker Eric Schultz
Historical Society Board (Elected By Membership)	Kyle Jaeckel	Kyle Jaeckel
Library Board (Elected By Membership)	Davin Lescohier	Davin Lescohier
License Committee (Council President)	Bruce Johnson Eric Schultz Kyle Jaeckel	Davin Lescohier Eric Schultz Kyle Jaeckel
Ordinance Committee (Council President)	Bruce Johnson Eric Schultz Kyle Jaeckel	Davin Lescohier Bruce Johnson Mason Becker
Parks & Recreation Board (Elected By Membership)	Kyle Jaeckel	Kyle Jaeckel

Public Works Committee (Council President)	Bruce Johnson Mason Becker Kyle Jaeckel	Davin Lescohier Mason Becker Kyle Jaeckel
Sex Offender Residence Board (City Manager)	Eric Schultz	Eric Schultz
Tourism Commission (Elected By Membership)	Mason Becker	Mason Becker
Transportation & Traffic Review Committee (City Engineer)	Davin Lescohier	Kyle Jaeckel



CITY OF FORT ATKINSON

Special Event Application

Fee: \$25.00

Name of Business/Group Organizing Event: Fort Youth Baseball
Contact Person for Event: Paul Broadhead
Phone Number: (608) 287-8745 Email: fortyouthbaseball@gmail.com
Day of Event Contact Person (if different from above): same Phone: _____ Email: _____

Special Event Details

Event Name: Fort Youth Baseball Pre-season Invite
Event Date (mm/dd/yyyy): 5/18/24 - 5/19/24
Event Location: Memorial Park 5/18/24 5/19/24
Estimated Number of Attendees: _____ Hours of Event: 8am - 8pm Noon - 8pm
Event Setup Time: 6am Event Tear Down Time: _____

Event Description:
Opening weekend for Fort Youth Baseball, inviting local communities for free baseball games. Will include normal concessions from the stand. The Fort Kiwanis will make pancakes on Saturday morning.

Goal/Purpose of Event:
This is the annual opening weekend for Fort Youth Baseball. The purpose is to make a fun "event" that get kids and families excited for the upcoming season. What makes this event slightly different from past years is that we include more communities than before and expect more teens.

Attach a map of the event including: Designated parking areas and available number of spaces*, directional signage for events (i.e. parking guidance), pedestrian street crossing locations, location of any traffic control barricades or personnel to ensure safe coordination of vehicles and pedestrians
* If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking

Check all applicable boxes:

☒ I am renting a city park

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

☒ I am renting city equipment

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

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

Qty 5

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

Qty 40

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

Qty _____

Additional Garbage/Recycling Can*

Qty 2

Barricades*

Qty 10

Traffic Cones*

Qty _____

☐ Electrical Access

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

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

Continued

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

single speaker by concession stand for music & announcements

Start Time of Music: Sat 8am Sun Noon End Time of Music: Sat 8pm Sun 8pm

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

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

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

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

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

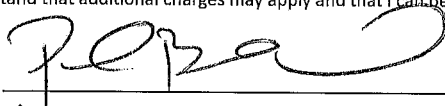
*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511

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

By signing, I agree to the following statements:

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

Responsible Party Signature:



Submission Date:

4/26/24

For Office Use Only:

Date Received:

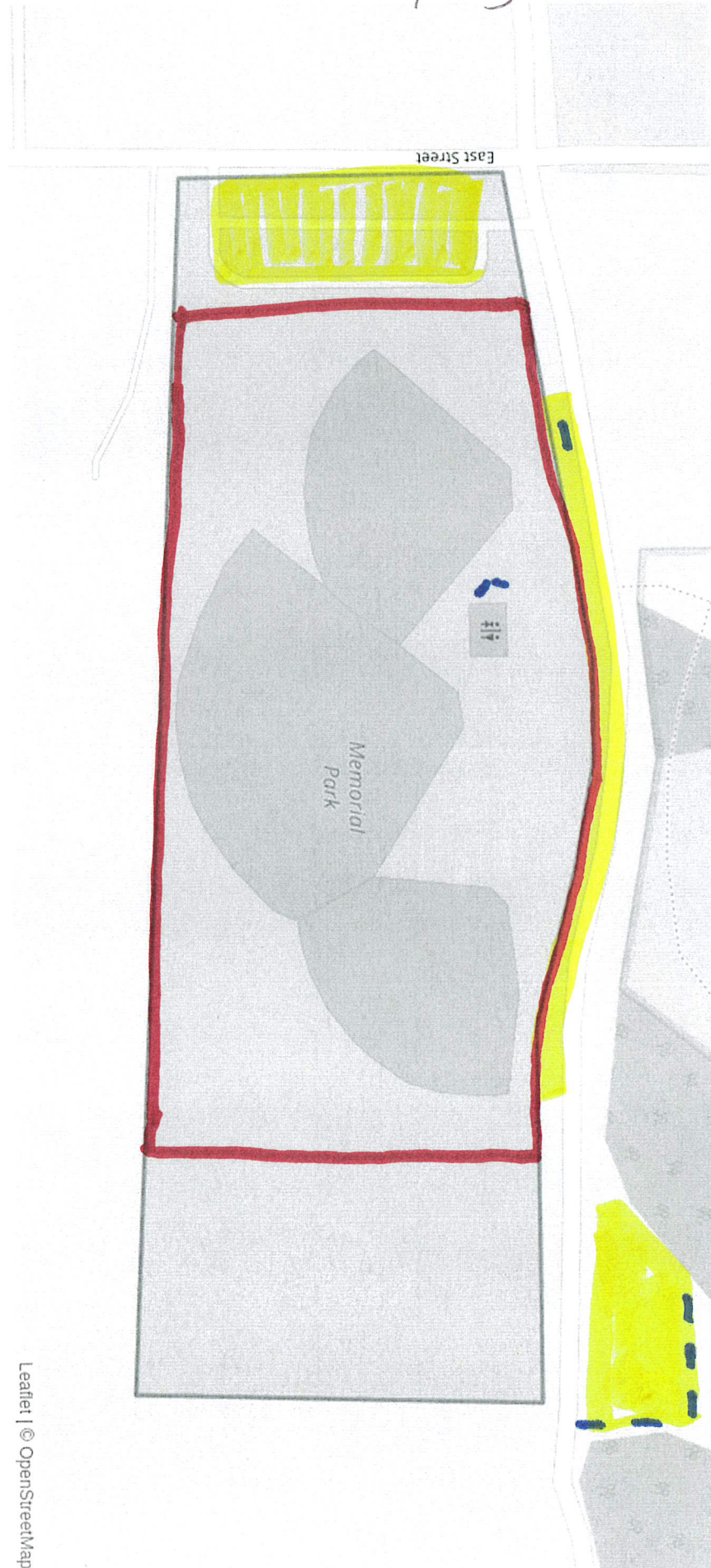
Date Paid:

Council Approval / Denial Date:

Date applicant notified of Council action and any event stipulations:

Event Stipulations:

Fort Youth Baseball Opening Week Invite



-  Parking
-  Event Boundaries
-  Barricades





CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

Name of Business/Group Organizing Event: Tour da Goose / Rock River Community Clinic
Contact Person for Event: Dale Oestreich
Phone Number: 920-988-6175 Email: dale.oest@gmail.com
Day of Event Contact Person (if different from above): _____ Phone: _____ Email: _____

Special Event Details

Event Name: Tour da Goose
Event Date (mm/dd/yyyy): 6/22/2024 Saturday
Event Location: Parking lot on the south west corner of Sherman Ave W + Mechanic St
Estimated Number of Attendees: 150 Hours of Event: 9:30am - 2:30pm
Event Setup Time: 9:00am Event Tear Down Time: 2:30pm
Event Description: Fund raising bike ride for the Rock River community clinic. We are planning on blocking off 3 to 4 parking spaces in the parking lot for a rest stop. We will be using 2 Rivers bathrooms, so no porta potties.

Goal/Purpose of Event:

Fund raiser

Attach a map of the event including:

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

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

Check all applicable boxes:

☐ I am renting a city park, ballfield, or shelter

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

☒ I require city equipment

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

Additional Garbage/Recycling Can*

Qty _____

Barricades*

Qty 4

Traffic Cones*

Qty _____

☐ Electrical Access

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

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

☐ I will be having music

(Per City Ordinance 17.03) no person shall cause or allow loud, excessive or unusual noise that will disturb the
continued

comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed

Start Time of Music: _____

End Time of Music: _____

☐ I will be closing a street(s)*

Street closure is determined by the Police and Fire Departments and dependent on traffic, parking, safety, and access concerns.

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

☐ I will be selling beer and/or wine*

Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-9901 prior to submitting this application.

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

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

A pop-up for weather protection

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

☒ I am having a walk/race*

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

By signing, I agree to the following statements:

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

Responsible Party Signature:

Dale R Oostreijck

Dale Oostreijck

Submission Date:

3-21-2024

Cash or Check payment payable to:

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

For Office Use Only:

Date Received:

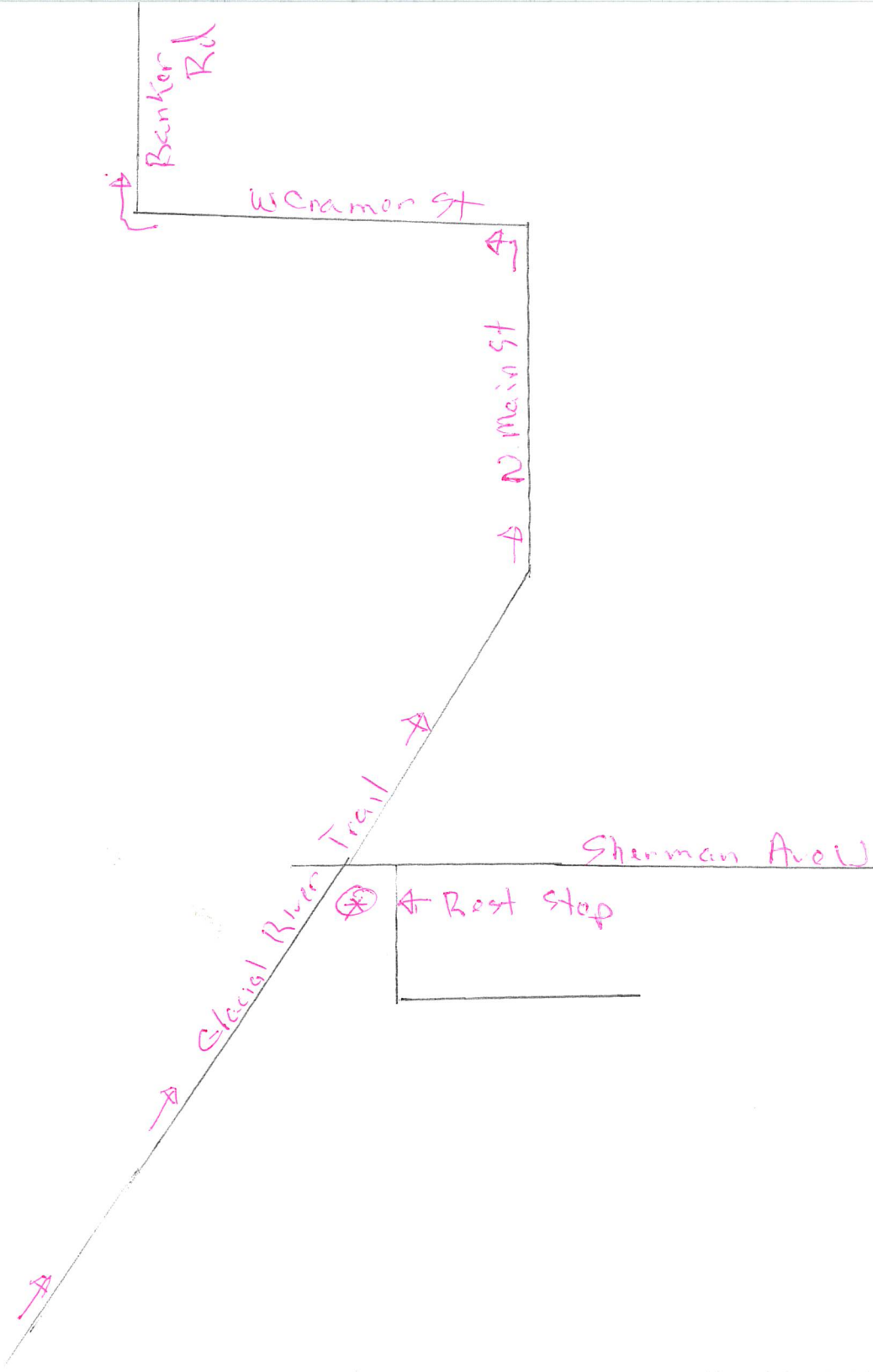
Date Paid:

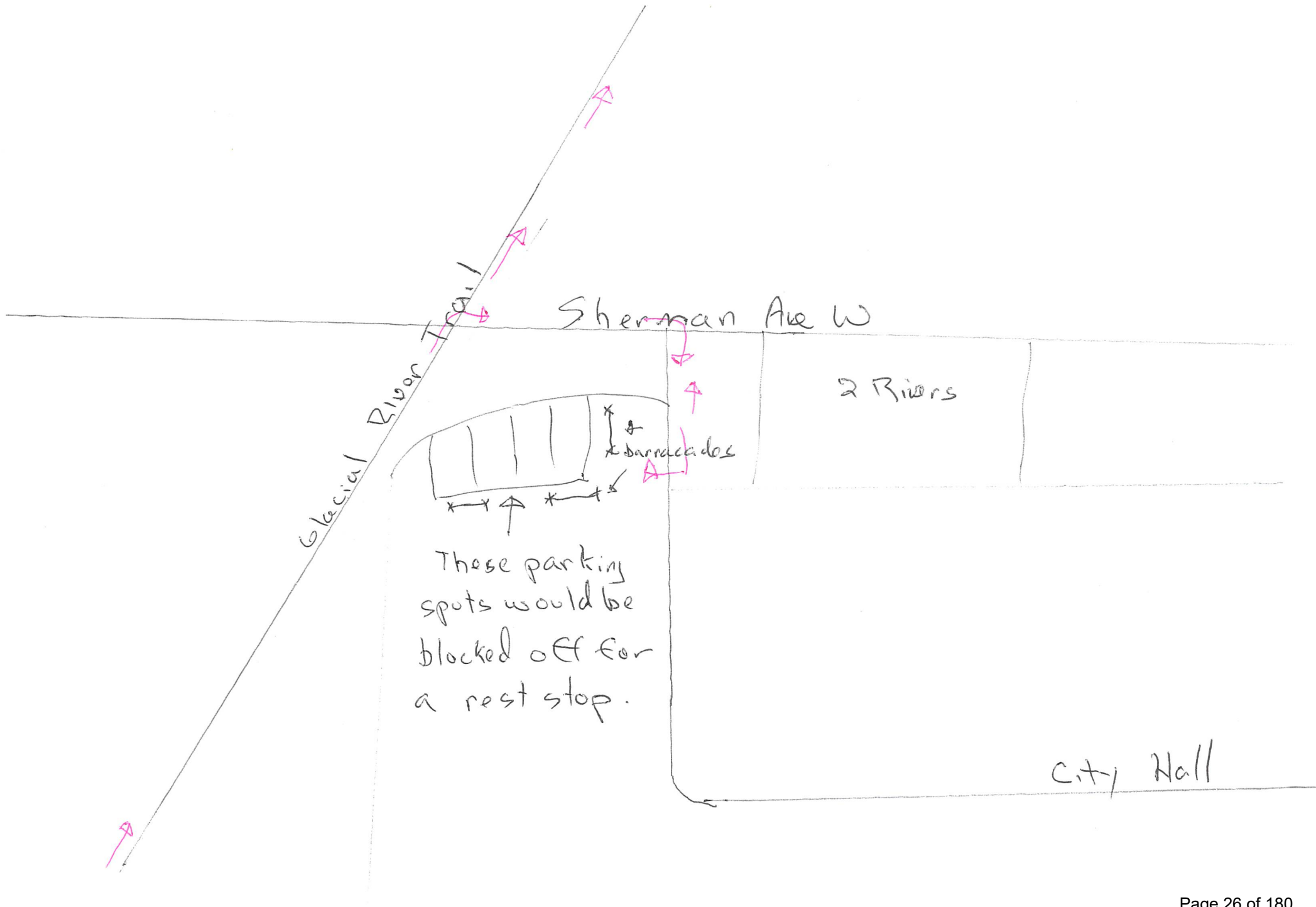
Council Approval / Denial Date:

Date applicant notified of Council action and any event stipulations:

Event Stipulations:

Fort Atkinson
6/22/2024







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

Name of Business/Group Organizing Event: **Fort Atkinson Generals**

Contact Person for Event: **Josh Smith**

Phone Number:

Email: **jsmithXC@gmail.com**

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

Phone:

Email:

Special Event Details

Event Name: **Jones Park Cruise Nights**

Event Date (mm/dd/yyyy): **05/13/2024; 06/10/2024; 07/08/2024; 08/12/2024; 09/09/2024 (2nd Monday of the Month May-Sept.)**

Event Location: **Jones Park**

Estimated Number of Attendees: **500**

Hours of Event: **5:30 p.m. - 8:30 p.m.**

Event Setup Time: **3 p.m.**

Event Tear Down Time: **8:30 p.m.**

Event Description: Jones Park has hosted classic car show events, produced by Kent's Big Bars, for many years. The Generals have been asked to take over these events. The Cruise Nights feature restored vintage vehicles and classic automobiles. A DJ serves master of ceremonies, announcing arriving vehicles, providing trivia questions and awarding small prizes. He also plays music. The Fort Atkinson Generals will provide concessions for attendees.

Goal/Purpose of Event: To attract car show participants and attendees to Fort Atkinson, promoting tourism for the city and putting and placing a spotlight on the community's parks. The event provides fellowship and entertainment for Fort Atkinson residents and visitors from out of town.

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

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

Check all applicable boxes:

☐ I am renting a city park

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

☐ I am renting city equipment

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

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

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

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

Additional Garbage/Recycling Can* Qty ____

Barricades* Qty ____

Traffic Cones* Qty ____

☐ Electrical Access

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

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

Continued

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

Start Time of Music: 5:30 p.m.

End Time of Music: 8:30 p.m.

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

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

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

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

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

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

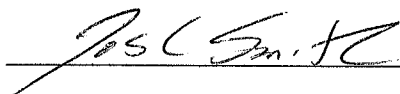
☐ I am having a walk/race*

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

By signing, I agree to the following statements:

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

Responsible Party Signature:



Submission Date: 04/17/2024

For Office Use Only:

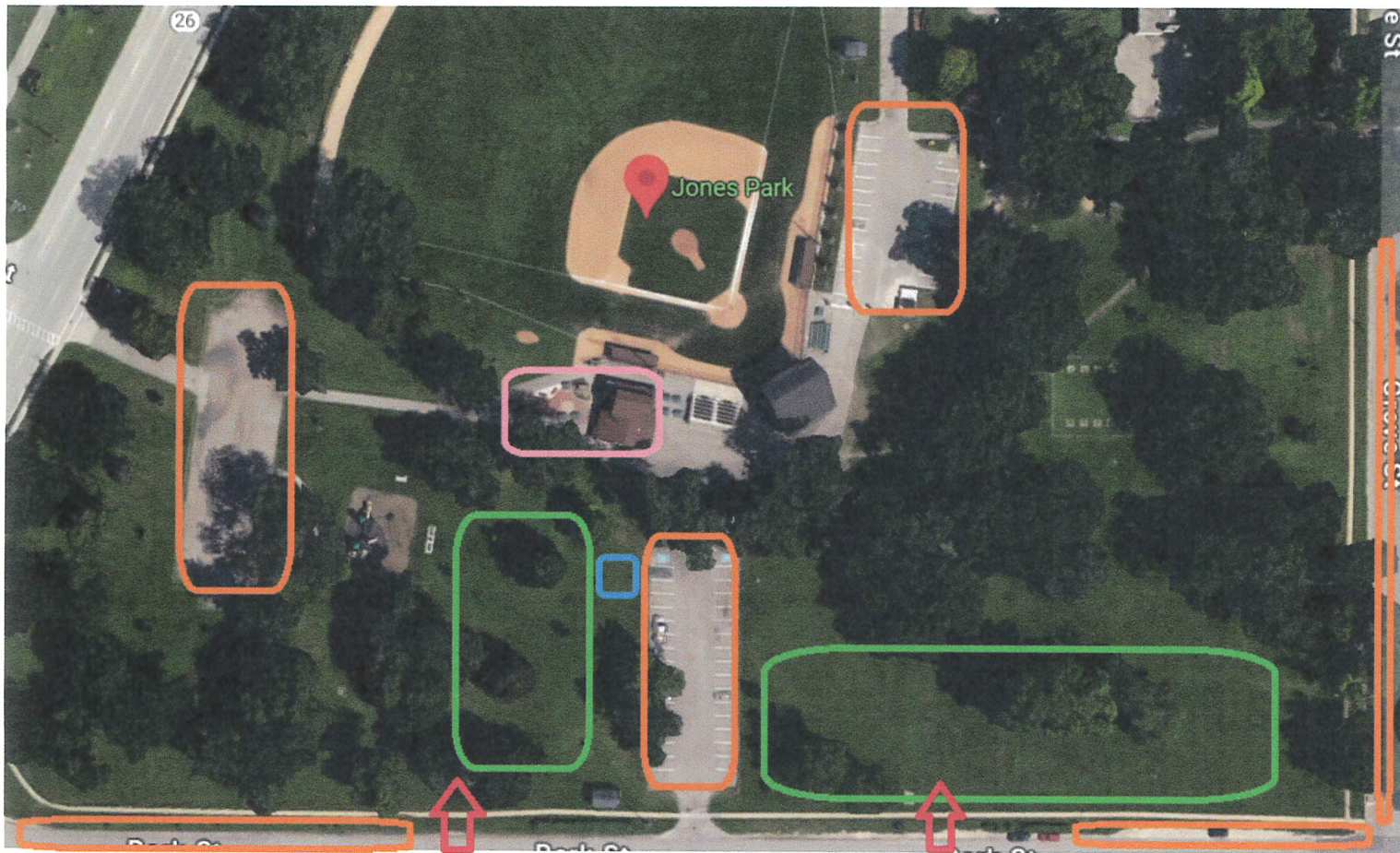
Date Received: _____

Date Paid: _____

Council Approval / Denial Date: _____

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

Event Stipulations:



Orange locations are designated for attendance parking; additional parking available on side streets around Jones Park.

Green locations are designated for classic car parking and show area.

Blue area is where DJ operates and utilizes electricity

Pink area indicates concessions location.

Classic cars enter park where red arrows are placed. This allows cars to enter the park without driving over curbs in the parking lot.



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

Name of Business/Group Organizing Event: **Madison College**

Contact Person for Event: **Chelsey Bauer**

Phone Number:

Email: **cbauer4@madisoncollege.edu**

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

Phone: **608-246-6022**

Email:

Special Event Details

Event Name: **Metal Mania**

Event Date (mm/dd/yyyy): **5/18/24**

Event Location: **827 Banker Road**

Estimated Number of Attendees: **400**

Hours of Event: **11a-3p**

Event Setup Time: **8:30am**

Event Tear Down Time: **3:30pm**

Event Description: **Metal Mania features a Welding Competition, lab demos, programming information, family fun games, and more**

Goal/Purpose of Event: **to promote Madison College**

Attach a map of the event including:

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

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

Check all applicable boxes:

☐ I am renting a city park

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

☒ I am renting city equipment

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

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

Qty _____

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

Qty _____

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

Qty _____

Additional Garbage/Recycling Can*

Qty _____

Barricades*

Qty 22

Traffic Cones*

Qty _____

☐ Electrical Access

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

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

Continued

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

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

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

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

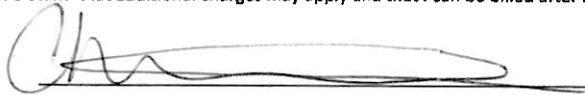
☒ I will be erecting a tent, canopy or other temporary structure.*
*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511

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

By signing, I agree to the following statements:

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

Responsible Party Signature:



Submission Date:

For Office Use Only:

Date Received:

Date Paid:

Council Approval / Denial Date:

Date applicant notified of Council action and any event stipulations:

Event Stipulations:



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00

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

Contact Person for Event: Scott Spoerl

Phone Number: 920-605-16074

Email: sspoerl.hagerty@gmail.com

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

Phone:

Email:

Special Event Details

Event Name: Hagerty Client Appreciation Car Show

Event Date (mm/dd/yyyy): 06/01/2024

Event Location: Jones Park

Estimated Number of Attendees: 100

Hours of Event: 10AM - 2PM

Event Setup Time: 9AM

Event Tear Down Time: 3PM

Event Description:

Annual client appreciation car show

Goal/Purpose of Event:

Thank my clients each year for their business

Attach a map of the event including:

Designated parking areas and available number of spaces*, directional signage for pedestrian street crossing locations, location of any traffic control barricades or personnel, and coordination of vehicles and pedestrians

* If limited parking available, provide proof of permission from neighboring business parking

Check all applicable boxes:

☒ I am renting a city park

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

☒ I will be having music

(Per City Ordinance 17.03) no person shall cause or allow loud, excessive or unusual comfort and quiet repose of persons in the vicinity. All music shall terminate as of 11pm must be followed

Start Time of Music: 11am

2pm
End Time of Music

☐ I will be closing a street(s)*

Barricades can be provided by Public Works upon request

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

☐ I will be selling beer and/or wine*

Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-990 application.

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

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

10x10 pop up tent
NO Stakes Needed

*Event coordinator is responsible for ensuring that the temporary structure is safely required to contact Diggers Hotline at least 4 business days prior to the event. Digge

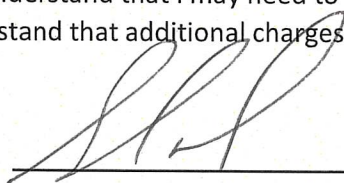
☐ I am having a walk/race*

*See map instructions above. In addition to the previously listed map requirements, route on the map.

By signing, I agree to the following statements:

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

Responsible Party Signature: _____



Submission Date: _____

For Office Use Only:

Date Received: _____

8/2/23

Date Paid: _____

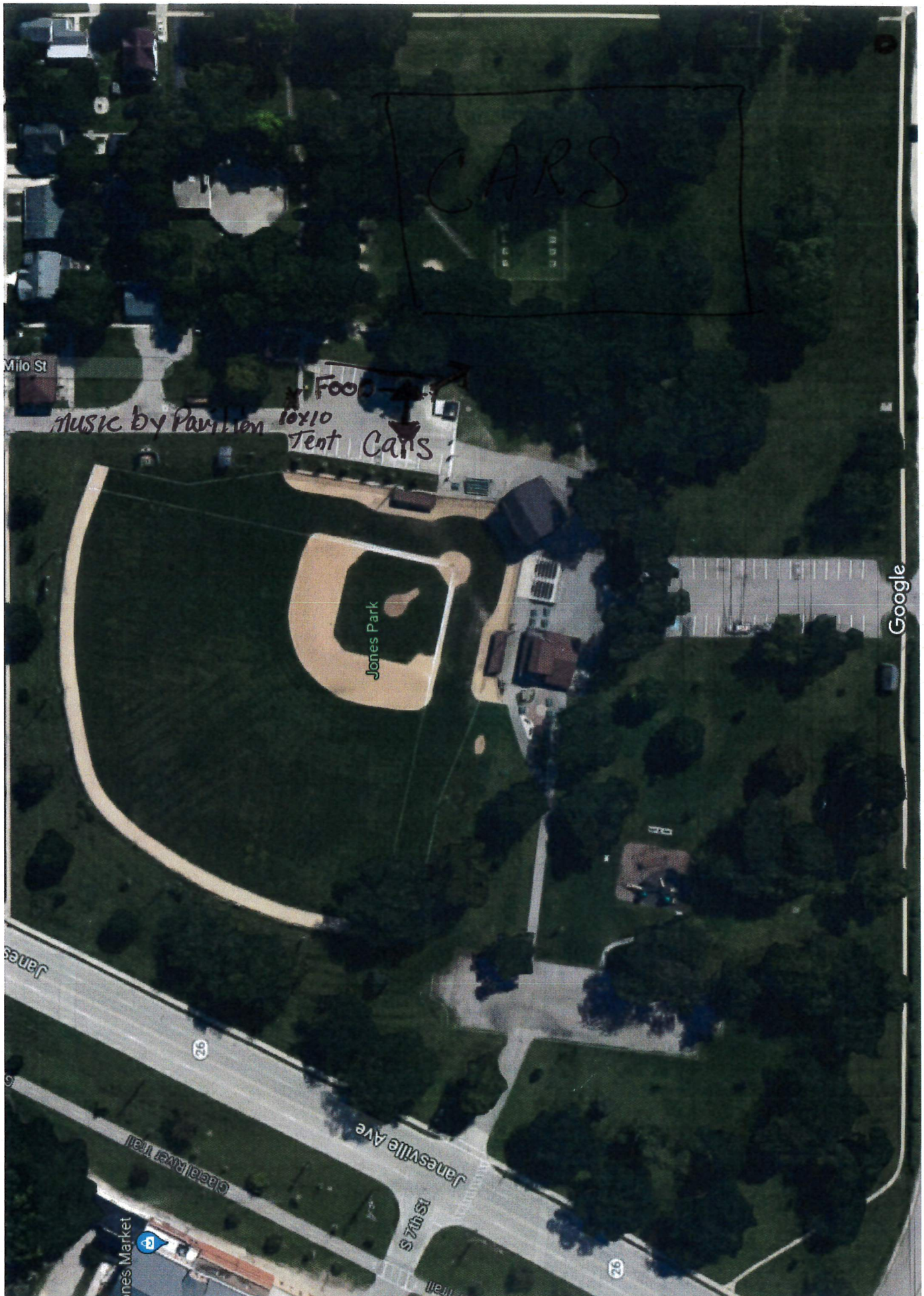
8/2/23

Council Approval / Denial Date: _____

tent 9/5/23

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

Event Stipulations: _____





Fort Atkinson Parks and Rec
30 N Water St West
Fort Atkinson, WI 53538
(920) 397-9910

FACILITY
RESERVATION

Scott Spoerl
735 Madison Ave
Fort Atkinson, WI 53538
(920) 605-6074

Facility: Jones Park Shelter - 615 Janesville Ave, Fort Atkinson, WI
Facility Hours: 53538
Reservation: :
06/01/24, Sat 9:00AM to 10:00PM
Reservation approved by BRAD on 07/31/23 04:08PM

RECEIPT NO: 10957
Date: 07/31/23 04:08pm
Fee: \$110.00
Discount: 0.00
Tax: 0.00
Total: 110.00
Paid: Check 110.00
Balance: 0.00

Fee Details: Reservation Fee: \$60.00
Damage Deposit \$50 \$50.00
Will you have music, a live band, or amplified sound at your event?: Yes
Will you be putting up a tent/driving any type of stakes into the ground?: Yes
Will you be roasting a pig at your event?: No
What type of event are you having?: Hagerty Client Appreciation Car Show

STATEMENT OF AGREEMENT

PARK SHELTER RESERVATION POLICIES

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

STATEMENT OF AGREEMENT

spose of it in the recycle bins supplied.

6. **PICNIC TABLES:** There are picnic tables in and around every shelter, and shall not be removed from the park or shelter area.

7. **CLUBHOUSE SEATING:** There are 10 picnic tables located outside of clubhouse on the patio. Inside the shelter there are 8 8' round banquet tables with 6 chairs at each table. There are an additional 10 8' rectangular tables and additional chairs located in the storage room at the clubhouse. If you need more chairs and tables, they can be rented through the Parks and Recreation Department depending upon availability.

8. **GRILLING:** Each shelter provides a grill. Any additional grills must be placed outside of the shelter. Grilling is not allowed underneath any shelter. When done grilling, let coals burn down themselves. Do not dispose of hot coals in the dumpsters or garbage bags. Fires may be started or maintained only in areas specifically designated and equipped for outdoor cooking.

9. **FORT ATKINSON DISC GOLF:** There is a 9-hole Par 3 Disc Golf Course located in Rock River Park that is open to the community. If renting the Clubhouse, there are discs for your group to use for the disc golf course provided by the Parks & Rec. Department. Discs must be returned to the Clubhouse after use.

10. **DRIVING/PARKING IN CITY PARKS:** There shall be NO driving or parking on the grass in the parks. All parking should be in the parking lots. Absolutely no vehicles are allowed on the bridge at Rock River Park. All damages will be assessed to the permit signer.

11. **TENTS/STAKES:** Because of underground electric throughout the parks, anything being driven into the ground requires prior contact with Diggers Hotline: (800) 242-8511 for line location and with the Fire Department: 920-397-9908 for a general permit, if applicable. This must be done five days prior to your event.

12. **ROASTING A PIG:** If you will be roasting a pig at the park shelter on the day of your event, you are required to contact the Parks Shop at 920-397-9912 to schedule an appointment to meet with a Parks employee. The employee will meet you at the shelter to explain where the pig roaster can be placed and let you know what needs to be done in preparation and clean-up of the roaster. This meeting must be done five days prior to your event date.

13. **ELECTRICAL OUTLETS:** All shelters are equipped with electrical boxes or strips. You will need a key to unlock these boxes or strips to access any electricity. Do not overload the electrical outlets (20-amp max. per outlet). If an outlet blows, press the reset button. If a fuse blows, notify the office the next business day.

14. **APPEARANCE:** No changes in the physical appearance of any shelter shall occur, including placing nails, tacks, or staples in the woodwork. Damages will be assessed to the permit signer.

15. **SHELTER CLEAN-UP:** All park shelters should be left as you find them. Neat, clean, and damage free upon the conclusion of your event. Any clean-up and/or repair costs will be assessed to the permit signer. The Clubhouse floors must be mopped, swept and bathrooms cleaned at the conclusion of your event (cleaning supplies are supplied and are located in the storage room in the Clubhouse).

16. **GARBAGE:** All paper and rubbish should be put in trash cans. Trash cans with liners are provided and placed around the park shelter area. The trash shall be disposed of in the dumpsters within the park. Any glass bottles must be removed from the premises or placed in recycle bins that are supplied. Do not dispose of hot coals in the dumpsters or garbage bags.

17. **MUSIC/BANDS:** Music is allowed, however, (by City Ordinance 17.03) no person using park facilities shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed.

18. **RESTROOMS:** All park restrooms should be left as you find them. Neat, clean, and damage free upon the conclusion of your event. Any cleanup and/or repair costs will be assessed to the permit signer.

STATEMENT OF AGREEMENT

19. PARKS EMPLOYEE ASSISTANCE: If you need immediate assistance, contact the Fort Atkinson Police Department at 920-397-9905. The Police Department will contact a Parks Personnel if needed.

20. FUTURE RESERVATIONS: Shelters may be reserved beginning Jan. 3, or one year in advance for an additional \$100.

21. PARK SHELTER REFUND POLICY:

- A. Full refunds are given, at no charge for cancellation requests received at 30 days prior to the event date.
- B. There is no charge to change the date and/or location if the request is received 30 days or more prior to the event date.
- C. Cancellations and changes received 29 to 14 days prior to the event date (counting notice date and event date) will be issued a 50% refund.
- D. No cancellations or changes will be accepted 13 days or fewer before the event date (counting notice date and event date).

22. QUESTIONS: If you have any further questions, please contact the Fort Parks & Recreation Office at 920-397-9910 during office hours.
(Hours: Mon-Fri 8-12 & 12:30-4:30 p.m.)

Signature _____
(If under 18, parent or guardian)

Date 07/31/23 04:08pm

**PROCLAMATION
RECOGNIZING DEBI HAYES
ON THE OCCASION OF HER RETIRMENT**

WHEREAS, the City of Fort Atkinson would like to recognize Debi Hayes for her 45 years of service to Fort Atkinson Municipal Court; and

WHEREAS, Debi began her career on Jan. 29, 1979 as a dispatcher hired by Chief William Ciske; and,

WHEREAS, on May 18, 1979, in addition to dispatching, Judge John Lampert appointed her to Deputy Clerk and a few years later she became the full time Municipal Court Clerk; and

WHEREAS, the City of Fort Atkinson values the experience and dedication of Debi in her position as Municipal Court Clerk; and

WHEREAS, while working for the City Debi worked with four police chiefs, five city managers, three municipal judges, many dispatchers, officers and other City employees; and

NOW, THEREFORE, I, Davin Lescohier, City Council President of the City of Fort Atkinson, do here by recognize Debi Hayes on her retirement from the City of Fort Atkinson after 45 years of distinguished service.

Proclaimed this 7th Day of May, 2024.

CITY OF FORT ATKINSON

Davin Lescohier, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: May 7, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to a Proclamation Recognizing the 55th Annual Professional Municipal Clerks Week (Houseman, City Manager)

BACKGROUND

The 55th Professional Municipal Clerks Week will be celebrated May 5-11, 2024. It was initiated in 1969 by the International Institute of Municipal Clerks (IIMC) and is endorsed by all of its members throughout the United States, Canada, and 15 other countries.

DISCUSSION

It is important to recognize the contributions of our staff. The City's Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels. The staff in the Clerk's office have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all residents through transparency and accountable government practices. They continually strive to improve through participation in education programs, seminars, workshops, and annually conferences across Wisconsin.

FINANCIAL ANALYSIS

This proclamation is not expected to impact the City financially

RECOMMENDATION

Staff recommends the Council approve the proclamation recognizing the 55th annual Professional Municipal Clerks Week and recognize the City's Professional Municipal Clerk, Michelle Ebbert, and her staff: Courtney Thom, Kara Mroz and Lance Lembitz.

ATTACHMENTS

1. Proclamation Municipal Clerks Week

PROCLAMATION
RECOGNIZING THE 55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

WHEREAS, the office of the Professional Municipal Clerk, a time honored and vital part of local government, exists throughout the world as the oldest profession among public servants; and

WHEREAS, the Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and,

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all residents through transparency and accountable government practices; and

WHEREAS, the 1,854 Municipal Clerks and 72 County Clerks contribute to election administration by attending required training and dedicating themselves to providing fair, non-biased, non-partisan, accurate, and responsible elections in Wisconsin; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the responsibilities of the office of the Professional Municipal Clerk through participation in education programs, seminars, workshops, and annual conferences across Wisconsin; and

NOW, THEREFORE, I, Davin Lescohier, City Council President of the City of Fort Atkinson, do here by recognize May 5 through May 11, 2024 as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Michelle Ebbert, her staff: Courtney Thom, Kara Mroz and Lance Lembitz, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Proclaimed this 7th Day of May, 2024.

CITY OF FORT ATKINSON

Davin Lescohier, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: May 7, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to a Proclamation Recognizing Police Week May 12-18, 2024 and Peace Officers' Memorial Day May 15 (Houseman, City Manager)

BACKGROUND

In 1962, President John F. Kennedy signed a proclamation that designated May 15 as Peace Officers Memorial Day and the week in which that date falls as Police Week. This year Police Week is May 12-18, 2024.

DISCUSSION

The City of Fort Atkinson commends the Police Officers who serve the City and keep citizens safe. Police Week is a time to recognize the great service law enforcement professionals provide to the community and honor those who have made the ultimate sacrifice to service and protect.

FINANCIAL ANALYSIS

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

RECOMMENDATION

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

ATTACHMENTS

1. Proclamation National Police Week

**PROCLAMATION
RECOGNIZING NATIONAL POLICE WEEK
MAY 12-18, 2024**

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

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

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

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

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

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

NOW, THEREFORE, I, Davin Lescohier, as City Council President of the City of Fort Atkinson, do hereby recognize the week of May 12 through 18, 2024, to be Police Week in the City of Fort Atkinson, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

FURTHERMORE, the City of Fort Atkinson City Council hereby proclaims and calls upon all citizens of the City of Fort Atkinson to recognize May 15, 2024 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to the communities they served.

Proclaimed this 7th day of May, 2024.

CITY OF FORT ATKINSON

Davin Lescohier, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: May 7, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action on a proclamation recognizing EMS Week May 19-25, 2024 and International Firefighters Day May 4 in the City of Fort Atkinson (Houseman, City Manager)

BACKGROUND

May 19-25, 2024 marks the 50th anniversary of National EMS Week. It's a time to show gratitude toward EMTs and paramedics who provide lifesaving care across the nation every day. International Firefighters Day is celebrated each year on May 4.

DISCUSSION

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

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

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

FINANCIAL ANALYSIS

This proclamation is not expected to financially impact the City.

RECOMMENDATION

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

ATTACHMENTS

1. Proclamation EMS Week and International Firefighters Day

**PROCLAMATION
RECOGNIZING NATIONAL EMS WEEK AND
INTERNATIONAL FIREFIGHTERS DAY
MAY 19-25, 2024 AND MAY 4, 2024**

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

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

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

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

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

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

NOW, THEREFORE, I, Davin Lescohier, as City Council President of the City of Fort Atkinson, do hereby recognize the week of May 19 through 25, 2024, to be EMS Week in the City of Fort Atkinson, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

FURTHERMORE, the City of Fort Atkinson City Council hereby proclaims and calls upon all citizens of the City of Fort Atkinson to recognize May 4, 2024 as International Firefighters Day in honor of those firefighters who, dedicate their lives to the protection of life and property and have volunteered countless hours over many years.

Proclaimed this 7th day of May, 2024.

CITY OF FORT ATKINSON

Davin Lescohier, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

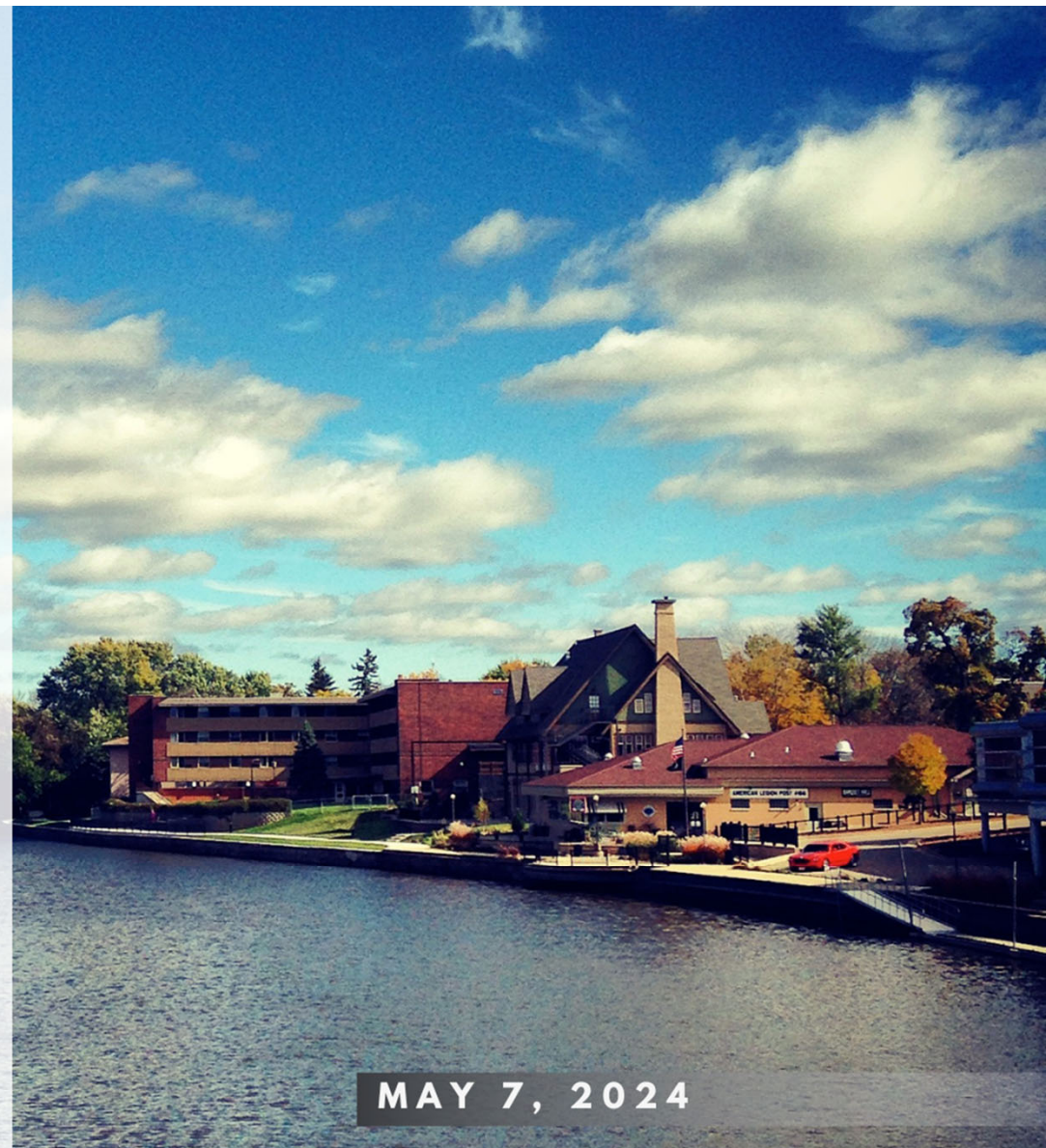
ECONOMIC DEVELOPMENT UPDATE

PRESENTED TO:



FORT • ATKINSON

PRESENTED BY:

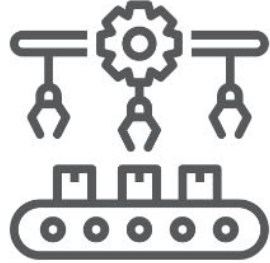


MAY 7, 2024

OUR AREAS OF FOCUS



Diverse Housing



Thriving Businesses



Activated Workforce



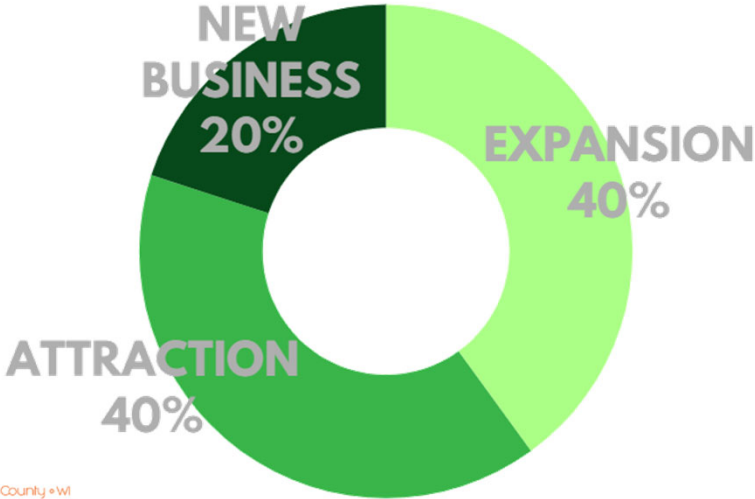
Trust & Partnerships

2023 ACTIVITY

78
PROJECTS

10
RESULTING IN
NEW INVESTMENT
AND/OR JOBS
+2 UNASSISTED WINS

285+
JOBS

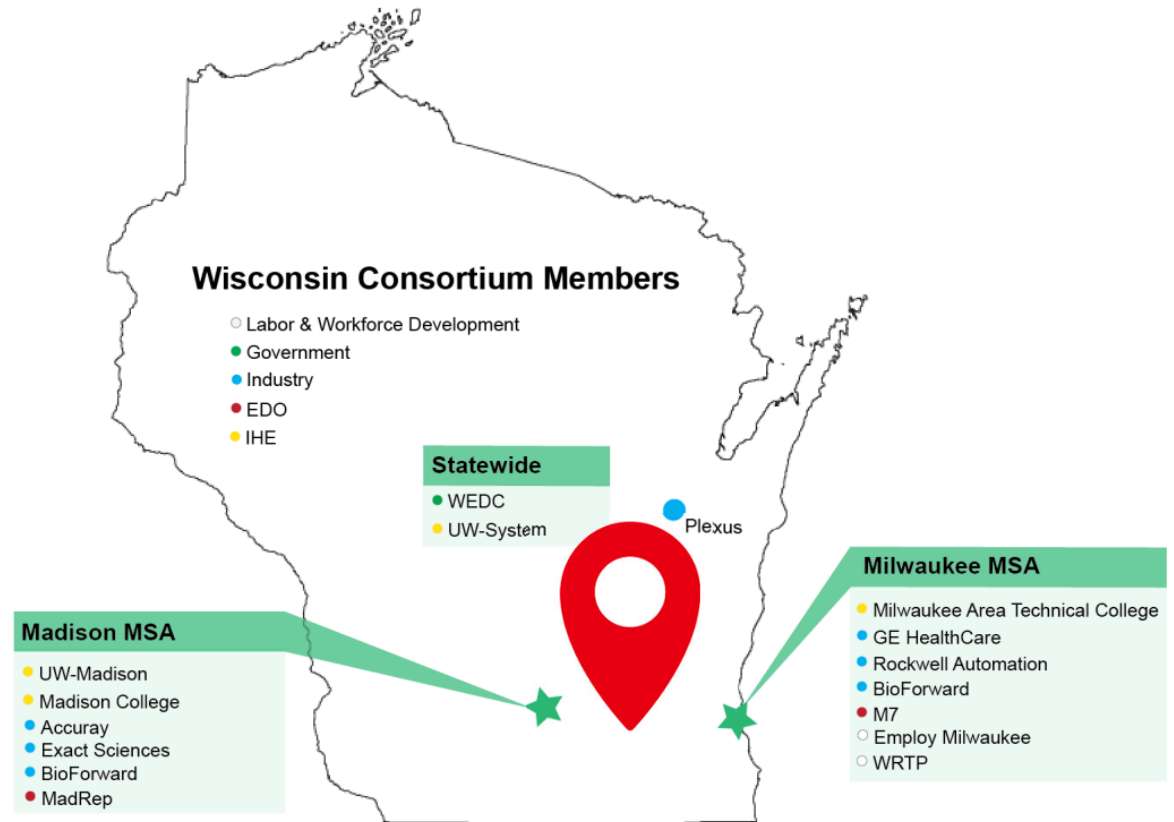


\$511,000,000+
INVESTED

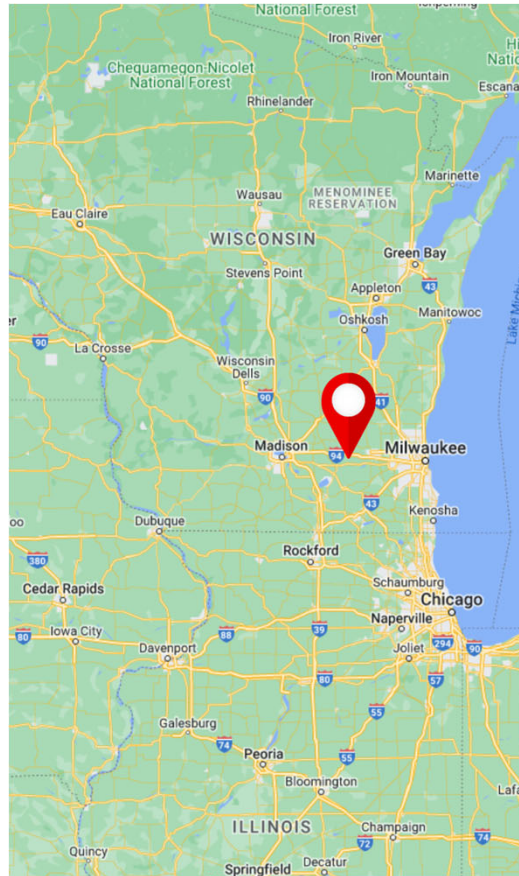
THRIVING BUSINESSES



THRIVING BUSINESSES



THRIVING BUSINESSES



FOOD & BEVERAGE MANUFACTURERS **THRIVE** IN GREATER JEFFERSON COUNTY

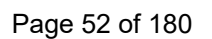
We make things in Greater Jefferson County. We're home to companies that make items you know and love, including Johnsonville, Jones Dairy Farm, Nestle Purina and Palermo's Pizza. We're also home to their suppliers, from farms producing high quality raw ingredients to cold storage solutions.

With world-class talent, a strategic location and business-friendly infrastructure, Greater Jefferson County is the ideal home for food and beverage manufacturers.

THRIVEED.ORG



Greater Jefferson County • WI
THRIVE
Economic Development • It's Happening Here



DIVERSE HOUSING



DIVERSE HOUSING



HUD CERTIFICATION

- Financial management/budgeting
- Home improvement & rehabilitation
- Purchasing a home
- Renting a home
- Post-purchase counseling



ACTIVATED WORKFORCE



UPCOMING EVENTS

Conversations with ThriveED – May 8

State of the County presentation – July 25

Conversations with ThriveED – August 7

ThriveED Annual Meeting and Presentation – October 10

INVESTORS



INDIVIDUAL INVESTORS

Kyle Ellefson
Deborah Reinbold

PUBLIC SECTOR INVESTORS

Village of Cambridge
City of Fort Atkinson
City of Jefferson

Village of Johnson Creek
City of Lake Mills
Village of Palmyra

City of Waterloo
City of Watertown
City of Whitewater

Jefferson County

Thank you!

Questions?





MEMORANDUM

DATE: May 7, 2024

TO: Fort Atkinson City Council

FROM: Andy Selle, Director of Public Works

RE: Review and possible action on a contract for Planning Services for the Janesville Avenue and Downtown Main Street corridors (Selle, Director of Public Works)

BACKGROUND

In June 2022, the City put forward two Planning Grant proposals for the Main Street / Downtown Corridor and the Janesville Avenue corridor. Both were awarded: Main Street for \$35,000 (with a \$7,000 City contribution); and Janesville Avenue for \$40,000 (with a \$8,000 City contribution). An RFP was issued in December 2023 for a consultant team to perform this work; and the City selected Vandewalle and Associates along with Strand and Associates. The project requires a 3-party contract between the City, WisDOT, and the Consultant. Both are attached here in DRAFT form for your consideration.

DISCUSSION

The Janesville Avenue corridor is 2.8 miles long. The road section is 4 lanes, 2 in each direction. The ADT is between 6,000 and 10,000, well below the required 20,000 ADT threshold to consider a 4-lane road. The corridor includes parks, a greenway, industrial development, residential development and commercial development. Pedestrian facilities in the form of sidewalks are intermittent along the corridor. The Glacial River Trail runs parallel to the corridor on the west side – as close as 35 feet and as far as 900 feet. The 4-lane highway is not divided and includes intermittent sections of curb and gutter and a legacy rural section with gravel shoulder.

The 4 lane undivided road creates significant safety issues for pedestrians to cross. One location in particular includes a popular park on one side of the road and an ice cream shop on the other. Safety at this location is of utmost concern to City Staff. The City's Comprehensive Plan instructed City staff to "Prepare and Implement a Unified Corridor Plan for Janesville Avenue." Elements of the plan should include; "encouraging additional entertainment, retail, hospitality, and dining uses along the corridor; address detailed opportunities for enhancing the character of the corridor by installing unified streetscaping features, additional bicycle and pedestrian connections, and traffic and pedestrian management features to interconnect this corridor with adjacent neighborhoods; preserve existing mature trees along the corridor and incorporate into

the overall aesthetic.”

The Main Street corridor encompasses the City’s historic downtown district. The corridor is approximately 1/2 mile long and includes a block to each side of Main Street as part of the planning area. Main Street also accommodates US Highway 12 through Fort Atkinson and is a connecting highway. The road section is 2 lanes, 1 in each direction. The corridor includes the downtown business district with a blend of retail and office space. Pedestrian facilities in the form of sidewalks are within the corridor but are in need of attention. The corridor has several iterations of street improvements, including light poles, street trees, wayfinding signage, street signals, and other streetscape features that lack cohesion and function. Parking is allowed on both sides of the street. Side streets are in some cases one way and others are two way and include worn sidewalks and few infrastructure “tie-ins” to the Main Street corridor. Pedestrians within the corridor do not have pedestrian-activated signals for crossing at the four controlled intersections, making Main Street difficult to cross, especially with turning traffic.

The Riverwalk and Farmers Market in addition to a renewed restaurant and tavern scene have brought more interest into the corridor. It is a priority that the infrastructure supports this interest functionally and aesthetically.

The Fort Atkinson Comprehensive Plan identified this corridor as a priority area to create a safer, consistent, and more pleasing streetscape. Elements include improved pedestrian accommodations such as lighted crosswalks, curb bump-outs for shorter crossings, strategic vegetation placement, lighting improvements, traffic light coordination, public bike rack placement, and stormwater treatment infrastructure. Many of these ideas were captured in UW Madison streetscape brainstorm from 2015 but specific locations, detailed typical design, and specs were never developed. Our intent would be to take these ideas and improve upon them with the goal of incremental implementation of a consistent plan.

The project is expected to be completed in 2024 and Council will be apprised of progress during the planning study.

FINANCIAL ANALYSIS

The City is responsible for 20% of the total project cost, which is \$15,000 total for the two corridor plans. \$45,000 was allocated in the 2022 Capital Improvements Project budget for Janesville Avenue and Main Street corridor planning. The funds were part of the levy-supported CIP. The City Council authorized staff to carry over \$45,000 from 2022 to 2023 and then from 2023 to 2024 for this project. The initial allocation was determined prior to the notice of receipt of the grant funds. Any funds unused for this project at the end of 2024, unless carried over, will return to the General Fund fund balance.

RECOMMENDATION

Staff recommends the Council approve the two contracts between WisDOT and Vandewalle and Associates in the amount of \$40,000 for Janesville Avenue and \$35,000 for Main Street, with the City responsible for \$15,000 of the two contracts.

ATTACHMENTS

1. DRAFT 1009-22-12 Ft Atkinson Main St Corridor SRTS Contract AU edits 4-26-24
2. DRAFT 1009-22-12 Ft Atkinson Janesville Ave Corridor SRTS Contract AU edits 4-26-24

ENGINEERING SERVICES CONTRACT
BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION,
CITY OF FORT ATKINSON (MUNICIPALITY)
AND VANDEWALLE & ASSOCIATES (CONSULTANT) FOR

1009-22-10

Fort Atkinson Main Street Corridor Plan

City of Fort Atkinson

Non-Highway, Jefferson County

This CONTRACT made and entered into by and between the DEPARTMENT, MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in City of Ft. Atkinson and creating a Main Street Corridor plan from Madison Avenue to South Third Street. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The DEPARTMENT and MUNICIPALITY deem it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under sec. 84.01(13), Wis. Stats.

The DEPARTMENT REPRESENTATIVE is: Stephanie Mertens, Local Program Project Manager, 4822 Madison Yards Way, Madison WI 53705, stephanie.mertens@dot.wi.gov, 608-266-9507.

The MUNICIPALITY REPRESENTATIVE is: Andy Selle, Director of Public Works/City Engineer, 101 N. Main Street, Fort Atkinson, WI, 53538, aselle@fortatkinsonwi.gov, 920-397-9901.

The CONSULTANT REPRESENTATIVE is: Nonna Anderson, Business Manager, 120 East Lakeside Street, Madison, WI 53715, nanderson@vandewalle.com, 608-335-4001.

The CONSULTANT SERVICES will be performed for the DEPARTMENT's Hill Farms located in Madison, WI and will be completed by December 31, 2024. Deliver PROJECT DOCUMENTS to 4822 Madison Yards Way, Madison, 6th Floor South, Madison, WI 53705 unless other directions are given by the DEPARTMENT.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

☐ DEPARTMENT ☒ MUNICIPALITY

The CONSULTANT will be compensated by the MUNICIPALITY for services provided under this CONTRACT on the following basis:

For corridor planning services actual costs to the CONSULTANT up to \$22,886.71, plus a fixed fee of \$2,113.29, not to exceed \$25,000.00.

For traffic reviews and corridor typical section planning services (See Attachment A) subcontracted to Strand & Associates, Inc., the CONSULTANT'S actual cost to Strand & Associates, Inc. based on CONSULTANT's actual cost up to \$9,298.05 plus fixed fee of \$701.86 not to exceed \$9,999.91.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$34,999.91.

~~For corridor planning services performed by CONSULTANT, ACTUAL COSTS to the CONSULTANT up to \$35,000, not to exceed \$35,000.~~

~~Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$35,000.~~

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three Party Design Engineering Services Contract, October 18, 2023 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 824 pages.

Nothing in this CONTRACT accords any third party beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

By: _____

Title: Business Manager

Date: _____

For the DEPARTMENT

By: _____

Title: _____

Date: _____

For the MUNICIPALITY

By: _____

Title: City Engineer

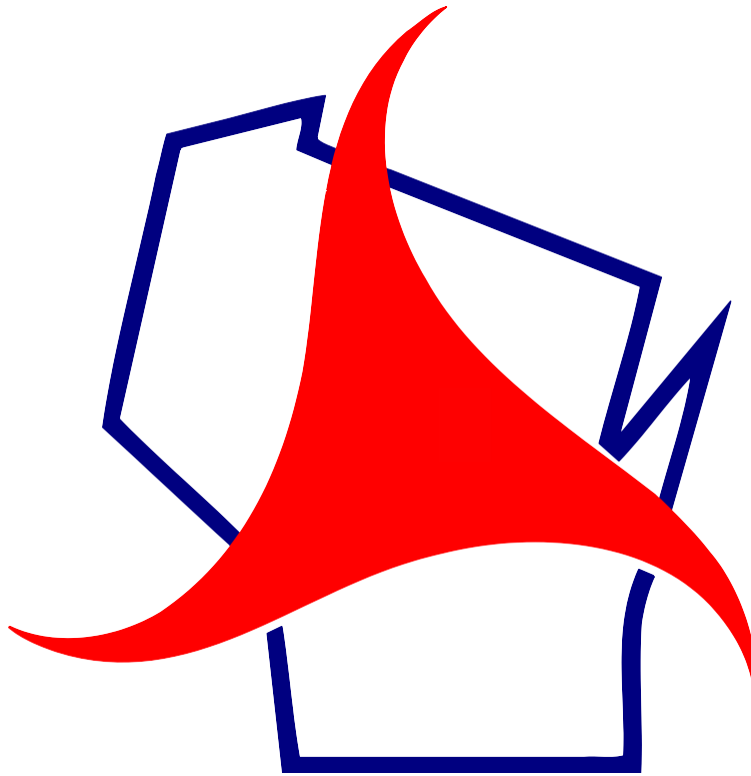
Date: _____

~~By: _____~~

~~Title: _____~~

~~Date: _____~~

Three-Party Design Contract Special Provisions



January 03, 2017

SCOPE OF SERVICES.....	5
A. DESIGN REPORTS	5
B. ENVIRONMENTAL DOCUMENTATION	5
C. AGENCY COORDINATION	5
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THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS

Revised 05/26/2016

The following are recommended special provisions for the design contract to be inserted behind the standard provisions.

VI. SPECIAL PROVISIONS

Section(s) _____ is (are) amended to substitute the DEPARTMENT for the MUNICIPALITY.

SCOPE OF SERVICES

A. DESIGN REPORTS

Not part of this CONTRACT.

B. ENVIRONMENTAL DOCUMENTATION

Not part of this CONTRACT.

C. AGENCY COORDINATION

Not part of this CONTRACT.

D. RAILROAD/ UTILITY INVOLVEMENTS

Not part of this CONTRACT.

E. PUBLIC INVOLVEMENT

(1) Public Involvement Meetings:

- (a) Conduct and assist the MUNICIPALITY in holding one public involvement meeting to kickoff the project and gather initial upfront feedback to influence the development of this PROJECT. Conduct and assist the MUNICIPALITY in holding a public City Council meeting presentation to review the recommended designs.
- (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meetings.
- (c) Prepare a summary report after the public involvement meeting.

- (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting.
- (e) Meeting details are provided in P.(1) Task 5.

F. MEETINGS

- (1) Two Work Group meetings shall be held to plan, review, and coordinate the PROJECT with the MUNICIPALITY'S staff during the duration of the project. Meetings are further detailed in P.(1) Task 5.

G. LOCATING

Not part of this CONTRACT.

H. SURVEYS

Not part of this CONTRACT.

I. SOILS AND SUBSURFACE INVESTIGATIONS

Not part of this CONTRACT.

J. ROAD PLANS

Not part of this CONTRACT.

K. STRUCTURE PLANS

Not part of this CONTRACT.

L. PLATS

Not part of this CONTRACT.

M. HIGHWAY SYSTEM CHANGES

Not part of this CONTRACT.

N. TRAFFIC

Not part of this CONTRACT.

O. SERVICES PROVIDED BY THE MUNICIPALITY

- (1) The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:
 1. Provide relevant plans and data as requested by the CONSULTANT under P.(1)
 2. Participate in meetings with the CONSULTANT and the public as detailed in P.(1)
 3. Coordinate meeting logistics as detailed in P.(1)
 4. Review and provide comments on deliverables provided by the CONSULTANT under P.(1)

P. SERVICES PROVIDED BY THE CONSULTANT

- (1) The Consultant shall conduct the following tasks and prepare, draft, and submit the following reports for the City of Fort Atkinson Main Street Corridor Plan:

TASK 1: EXISTING CONDITIONS EVALUTION

This task will feature upfront project due diligence conducted in order to understand the corridor in greater depth. Specific aspects of this task will include:

- Review existing traffic data, crash data, and signal timing
- Review and collect past plans, studies, and existing condition information
- Existing conditions analysis of each corridor including cross sections, intersections, and streetscape features and pallet

Task 1 Vandewalle & Associates Deliverables:

- Existing conditions analysis graphics and support text illustrating the conditions of traffic, cross sections, intersections, and streetscape features and pallet within the study area. This deliverable will be included in conjunction with those provided as part of Task 2.

Task 1 Provided by MUNICIPALITY Staff:

- Data on existing conditions
- Review of the existing conditions analysis graphic and supporting text

TASK 2: CIRCULATION, LAND USE, AND DESTINATION ANALYSIS

This task will feature utilization of the existing conditions information to perform an analysis of the corridor's patterns today and how those might change over time to inform the recommendations developed in later tasks. Specific aspects of this task will include:

- Analysis of land uses, parking, and destinations including existing land use, planned land use, and existing public parking
- Circulation analysis that includes corridor segments and street hierarchy, in addition to travel modes such as personal vehicles, trucks, pedestrians, and bicyclists

Task 2 Vandewalle & Associates Deliverables:

- Circulation, land use, and destination analysis graphics and support text illustrating the land use, parking, destination, circulation, and travel mode patterns within the study area. This deliverable will be included in conjunction with those provided as part of Task 1.

Task 2 Provided by MUNICIPALITY Staff:

- Data on circulation, land use, and destinations
- Review of the circulation, land use, and destination analysis graphic and supporting text

TASK 3: DRAFT AND FINAL RECOMMENDED CROSS SECTION IMPROVEMENTS AND STREETSCAPE DESIGNS

This task will include the development of draft recommended cross sections and streetscapes for the corridor and segments within it. Recommendations will be produced in both graphic representations and supporting text narratives informed by the analysis and due diligence tasks above. Specific aspects of this task will include:

- Traffic improvements for lane reduction and narrowing, turning movements, curb, gutters, and boulevards, and street lighting
- Pedestrian and bicycle improvements for sidewalk replacement and installation, crosswalk standards, pedestrian controlled intersections, and bump outs
- Landscaping improvements for street trees, planting beds, curb and gutter, and hanging planters
- Streetscape improvements for benches, lights, public art, activity areas (such as outdoor dining or special events), curb and gutter, and banners and wayfinding signage

This task will also feature updating and revising the drafts developed to produce final versions. Revisions will reflect the feedback gathered through the various input opportunities in Task 5. All materials will be provided to City staff in digital form.

Task 3 Vandewalle & Associates Deliverable:

- Draft and Final recommended cross section improvements and streetscape design graphics and supporting text within the study area.

Task 3 Provided by MUNICIPALITY Staff:

- Review of Draft and Final recommended cross section improvements and streetscape design graphics and supporting text

TASK 4: FINAL DESIGNS AND IMPLEMENTATION PLAN

This task will feature the development of high-level cost estimates, phasing, funding, and implementation framework to reflect the Final Recommended Cross Section Improvements and Streetscape Designs. The Implementation Plan will be packaged together with the materials produced in Task 3 to provide the City with a clear path forward in terms of recommended improvement and design options, associated costs, phasing, and potential funding opportunities, and a plan that can utilized to seek additional WisDOT or Federal dollars for implementation. All materials will be provided to City staff in digital form.

Task 4 Vandewalle & Associates Deliverables:

- Final recommended cross section improvements and streetscape designs and implementation plan

Task 4 Provided by MUNICIPALITY Staff:

- Review of final recommended cross section improvements and streetscape designs and implementation plan

TASK 5: ONGOING COMMUNICATION, PROJECT UPDATES, AND PUBLIC OUTREACH

Throughout the project, regular and consistent communication will take place with City staff and any working groups established as part of this project. Additionally, this task will include interim communication via email and phone with City staff to provide updates, discuss project schedule and tasks, gather insight and data, and discuss preliminary ideas. Finally, this task will also include publicly oriented meetings to provide opportunities to weigh-in on the project at the beginning and end.

At a minimum, this will include in-person attendance for the following meetings:

- Meeting #1: Public Project Kickoff (during Task 1)
- Meeting #2: Workgroup Project Kickoff (during Task 2)
- Meeting #3: Workgroup Progress Update and Review (during Task 3)
- Meeting #4: City Council Presentation and Review (during Task 4)

Task 5 Vandewalle & Associates Deliverables:

- Meeting agendas, supporting documents, and presentations
- Attendance and facilitation of meetings
- Meeting input and discussion summaries

Task 5 Provided by MUNICIPALITY Staff:

- Coordination of meeting times, dates, and location and any other assistance needed associated with meeting logistics
- Attendance and input provided at each meeting
- Review of meeting input and discussion summaries

PROSECUTION AND PROGRESS

- (1) The MUNICIPALITY shall report on the progress of the PROJECT as stipulated in the contract agreement. Standard benchmarks, consistent with DEPARTMENT'S internal staff benchmarks, will be reported monthly to the DEPARTMENT. The actual start, projected or actual finish date, and percent of work complete will be included for all relevant benchmarks on any project report required for delivery to DEPARTMENT staff. The report can be delivered in electronic format consistent with current DEPARTMENT standards (Microsoft Project), or on paper.
- (2) The CONSULTANT shall report on the progress of the PROJECT as stipulated in the contract agreement monthly to the MUNICIPALITY in electronic format.
- (3) Invoices shall be submitted to Andy Selle, Director of Public Works/City Engineer, 101 N. Main Street, Fort Atkinson, WI, 53538, aselle@fortatkinsonwi.gov, 920-397-9901, in electronic format.
- (4) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, based upon CONSULTANT having received the Notice to proceed by May 6, 2024.

Milestone	Date
Existing Conditions Evaluation and Circulation, Land Use, and Destination Analysis Findings	August 2, 2024
Draft Recommended Cross Section Improvements and Streetscape Design	October 31, 2024
Final Designs and Implementation Plan	December 31, 2024

Fort Atkinson Main Street Corridor Plan

City of Fort Atkinson

Non-Highway, Jefferson County

Project ID 1009-22-10

VANDEWALLE & ASSOCIATES

Summary of Staff Hours and Direct Labor Costs**PROJECT TOTAL**

Classification		Principal Planner		Staff Planner		Staff Designer I		Staff Designer II		GIS Specialist		Admin Assistant		Senior Designer		Total Direct Labor	
Avg. Hourly Wage		\$79.65		\$34.90		\$45.60		\$26.18		\$29.32		\$35.57		\$54.88			
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Task 1, Total		3	\$238.95	10	\$349.00	6	\$273.60	16	\$418.88	18	\$527.76	2	\$71.14	4	\$219.52	59	\$2,098.85
Task 2, Total		4	\$318.60	16	\$558.40	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	4	\$219.52	24	\$1,096.52
Task 3, Total		4	\$318.60	14	\$488.60	16	\$729.60	36	\$942.48	4	\$117.28	0	\$0.00	12	\$658.56	86	\$3,255.12
Task 4, Total		6	\$477.90	16	\$558.40	10	\$456.00	16	\$418.88	0	\$0.00	10	\$355.70	6	\$329.28	64	\$2,596.16
Task 5, Total		8	\$637.20	10	\$349.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$213.42	0	\$0.00	24	\$1,199.62
TOTALS		25	\$1,991.25	66	\$2,303.40	32	\$1,459.20	68	\$1,780.24	22	\$645.04	18	\$640.26	26	\$1,426.88	257	\$10,246.27

Fort Atkinson Main Street Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-10

VANDEWALLE & ASSOCIATES

Consultant Direct Labor Rates

Employee Name(a)	Classification(b)	Current Rate(c)	% Pay Increase(d1)	New Pay Rate(e1)	Date of Increase(f1)	% Work at Current Rate(g)	% Work at Increased Rate(h1)	Weighted Average Hourly Rate(j)
Employee #32	Principal Planner	\$79.65	3.50%	\$82.44	Dec,24	100.00%	0.00%	\$79.65
Employee #96	Staff Planner	\$34.18	3.50%	\$35.38	Jun,24	40.00%	60.00%	\$34.90
Employee #2	Design Planner I	\$44.66	3.50%	\$46.22	Jun,24	40.00%	60.00%	\$45.60
Employee #103	Design Planner II	\$25.64	3.50%	\$26.54	Jun,24	40.00%	60.00%	\$26.18
Employee #72	GIS Specialist	\$29.32	3.50%	\$30.35	Sept,24	100.00%	0.00%	\$29.32
Employee #35	Admin Assistant	\$35.57	3.50%	\$36.81	Sept,24	100.00%	0.00%	\$35.57
Employee#17/31	Senior Designer	\$54.88	3.50%	\$56.80	Jun,24	100.00%	0.00%	\$54.88

**Contract Completion
Date:**

12/31/2024

Fort Atkinson Main Street Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-10

VANDEWALLE & ASSOCIATES

Fee Computation Summary by Engineering Task

PROJECT TOTAL

Task	Activity Code	Direct Labor Costs	Overhead Costs	Direct Expenses	Fixed Fee/Profit	Total
Task 1, Total		\$2,098.85	\$2,551.15	\$0.00	\$432.89	\$5,082.89
Task 2, Total		\$1,096.52	\$1,332.82	\$0.00	\$226.16	\$2,655.50
Task 3, Total		\$3,255.12	\$3,956.60	\$0.00	\$671.37	\$7,883.08
Task 4, Total		\$2,596.16	\$3,155.63	\$0.00	\$535.46	\$6,287.25
Task5, Total		\$1,199.62	\$1,458.14	\$186.10	\$247.42	\$3,091.27
TOTALS		\$10,246.27	\$12,454.34	\$186.10	\$2,113.29	\$25,000.00

Overhead Rate = 121.55%
Fixed Fee Overhead Rate 150.00%

Fixed Fee = 8.25%

Fort Atkinson Main Street Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-10

VANDEWALLE & ASSOCIATES

Direct Expenses by Item

DESCRIPTION	UNIT	NO. OF UNITS	UNIT COST	TOTAL COST
Printing - outsource to vendor, B/W ds	1 Each	52.00	\$0.25	\$13.00
Printing - outsource to vendor, B/W	1 Each	84.00	\$0.10	\$8.40
Printing - outsource to vendor, COLOR	1 Each	46.00	\$1.25	\$57.50
Mileage	1 Mile	160	\$0.67	\$107.20
TOTAL				\$186.10

Fort Atkinson Main Street Corridor Plan

City of Fort Atkinson

Non-Highway, Jefferson County

Project ID 1009-22-10

VANDEWALLE & ASSOCIATES

Consultant Contract Total Fee Computation

Project ID	ID 1009-22-10		Total for Contract
Number of Staff Hours	55257		55257
Total Direct Labor	\$3,402.9610,246.27		\$3,402.9610,246.27
Total Overhead Costs	\$5,176.2412,454.34		\$5,176.2412,454.34
Fixed Fee	\$701.2,113.2986		\$701.862,113.29
Direct Expenses	\$718.85186.10		\$718.85186.10
Subtotal	\$9,999.9125,000.00		\$9,999.9125,000.00
Total Cost	\$9,999.9125,000.00		\$9,999.9125,000.00

Company Wide Overhead Rate: 1.52142155

Fixed Fee Overhead Rate: 1.5000

Percent Fixed Fee: 8.25%

Fort Atkinson Main Street Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-10

STRAND & ASSOCIATES, INC

Summary of Staff Hours and Direct Labor Costs
PROJECT TOTAL

Classification		Principal in Charge		Project Manager		Traffic Engineer		Project Engineer		Clerical/Administrati on		Total Direct Labor	
Avg. Hourly Wage		\$94.66		\$84.01		\$54.87		\$43.15		\$35.63			
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Task No. 1	---	1	\$94.66	3	\$252.03	3	\$164.61	2	\$86.30	0	\$0.00	9	\$597.60
Task No. 2	---	0	\$0.00	2	\$168.02	2	\$109.74	0	\$0.00	0	\$0.00	4	\$277.76
Task No. 3	---	0	\$0.00	4	\$336.04	2	\$109.74	6	\$258.90	2	\$71.26	14	\$775.94
Task No. 4	---	1	\$94.66	5	\$420.05	2	\$109.74	6	\$258.90	2	\$71.26	16	\$954.61
Task No. 5	---	1	\$94.66	5	\$420.05	2	\$109.74	4	\$172.60	0	\$0.00	12	\$797.05
TOTALS		3	\$283.98	19	\$1,596.19	11	\$603.57	18	\$776.70	4	\$142.52	55	\$3,402.96

Fort Atkinson Main Street Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-10

STRAND & ASSOCIATES, INC

Consultant Direct Labor Rates

Employee Name(a)	Classification(b)	Current Rate(c)	% Pay Increase(d1)	New Pay Rate(e1)	Date of Increase(f1)	% Work at Current Rate(g)	% Work at Increased Rate(h1)	Weighted Average Hourly Rate(j)
Employee #1138	Principal in Charge	\$92.71	3.50%	\$95.95	July, 24	40.00%	60.00%	\$94.66
Employee #1443	Project Manager	\$82.28	3.50%	\$85.16	July, 24	40.00%	60.00%	\$84.01
Employee #1534	Traffic Engineer	\$53.74	3.50%	\$55.62	July, 24	40.00%	60.00%	\$54.87
Employee #7457	Project Engineer	\$42.26	3.50%	\$43.74	July, 24	40.00%	60.00%	\$43.15
Employee #7297	Clerical/Administration	\$34.90	3.50%	\$36.12	July, 24	40.00%	60.00%	\$35.63

Contract Completion

Date: 12/31/2024

Fort Atkinson Main Street Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-10

STRAND & ASSOCIATES, INC

Fee Computation Summary by Engineering Task

PROJECT TOTAL

Task	Activity Code	Direct Labor Costs	Overhead Costs	Direct Expenses	Fixed Fee/Profit	Total
Task No. 1	---	\$597.60	\$909.01	\$718.85	\$123.26	\$2,348.72
Task No. 2	---	\$277.76	\$422.50	\$0.00	\$57.29	\$757.55
Task No. 3	---	\$775.94	\$1,180.28	\$0.00	\$160.04	\$2,116.26
Task No. 4	---	\$954.61	\$1,452.06	\$0.00	\$196.89	\$2,603.56
Task No. 5	---	\$797.05	\$1,212.39	\$0.00	\$164.39	\$2,173.83
Rounding Correction	---	\$0.00	\$0.00	\$0.00	-\$0.01	(\$0.01)
TOTALS		\$3,402.96	\$5,176.24	\$718.85	\$701.86	\$9,999.91

Company Wide Overhead Rate = 1.5211

Fixed Fee = 8.25%

Fixed Fee Overhead Rate = 1.5000

Fort Atkinson Main Street Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-10

STRAND & ASSOCIATES, INC

Direct Expenses by Item

DESCRIPTION	UNIT	NO. OF UNITS	UNIT COST	TOTAL COST
Printing/Reproduction	1 Each	251	\$0.15	\$37.65
Employee Vehicle Mileage	1 Mile	160	\$0.67	\$107.20
Computer Usage	1 Hour	41	\$14.00	\$574.00
Total				\$718.85

Fort Atkinson Main Street Corridor Plan

City of Fort Atkinson

Non-Highway, Jefferson County

Project ID 1009-22-10

STRAND & ASSOCIATES, INC

Consultant Contract Total Fee Computation

Project ID	ID 1009-22-10		Total for Contract
Number of Staff Hours	55		55
Total Direct Labor	\$3,402.96		\$3,402.96
Total Overhead Costs	\$5,176.24		\$5,176.24
Fixed Fee	\$701.86		\$701.86
Direct Expenses	\$718.85		\$718.85
Subtotal	\$9,999.91		\$9,999.91
Total Cost	\$9,999.91		\$9,999.91

Company Wide Overhead Rate: 1.5211
Fixed Fee Overhead Rate: 1.5000
Percent Fixed Fee: 8.25%

Fort Atkinson Main Street Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-10

Summary of the Project Budget

Consultant	Budget	Percent of Totals
Vandewalle & Associates, Inc.	\$ 25,000	71%
Strand Associates, Inc.	\$ 10,000	29%
Total	\$ 35,000	100%



ATTACHMENT A

Strand Associates, Inc.[®]
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843
www.strand.com

April 16, 2024

Mr. Benjamin Rohr
Vandewalle & Associates, Inc.
PO Box 259036
Madison, WI 53725

Re: Engineering Services
Jefferson Avenue and Main Street Corridor Plan

Dear Benjamin,

This Proposal presents Strand Associates, Inc.[®]'s (Strand) anticipated Scope of Services and associated Compensation for providing engineering planning services to Vandewalle & Associates, Inc. (Vandewalle) for the Janesville Avenue and Main Street Corridor Plan in the City of Fort Atkinson, Wisconsin (Owner).

Scope of Services

Proposed services can be described as traffic reviews and corridor typical section planning, as follows.

1. Attend a kickoff meeting with Vandewalle and Owner to discuss the project scope and goals.
2. Review Owner-provided existing project corridor information including planning reports, traffic speed study, traffic counts, crash data, and existing street typical sections.
3. Review up to six existing traffic signal timings and bicycle and pedestrian accommodations. Provide potential bicycle and pedestrian modifications at each signal and suggestions for future traffic studies.
4. Review the existing Janesville Avenue corridor typical section from the Klement Business Park to Robert Street and provide up to three potential typical sections modifications to reduce traffic lanes and promote bicycle and pedestrian accommodations.
5. Review the existing Main Street corridor typical section from South 4th Street to North 3rd Street and provide up to two potential typical section modifications to promote bike and pedestrian accommodations.
6. Review pedestrian and bicycle potential modifications along both corridors. Some of the potential modifications may include replacement or installation of sidewalks, pedestrian controlled intersections, and bump-outs.
7. Prepare budgetary opinions of probable construction costs (OPCC) for each corridor.
8. Attend up to two progress meeting and one City Council presentation with Vandewalle and Owner.

J:\Barr\R\MA\Documents\Agreements\VI\Vandewalle-JeffersonAve&MainStCorridorPlan-2024\Sub-Agt-1534-0231\Prop.docx

Arizona | Illinois | Indiana | Iowa | Kentucky | Ohio | Tennessee | Texas | Wisconsin

Strand Associates, Inc.®

Mr. Benjamin Rohr
Vandewalle & Associates, Inc.
Page 2
April 16, 2024

9. Provide documentation for the traffic signal evaluation, pedestrian and bicycle modifications, typical section modifications, and OPCC for the corridors to be included in the report prepared by Vandewalle.

Service Elements Not Included

The following services are not included in this Proposal. If such services are required, they shall be provided through an amendment to this Proposal or through a separate Proposal with Vandewalle.

1. Additional Site Visits and/or Meetings: Additional Vandewalle-required site visits or meetings.
2. Drawings and Specifications: Final design services including drawings and specifications.
3. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed.

Vandewalle's Responsibilities

1. Assist Strand by placing at Strand's disposal all available information pertinent to this project including previous reports, previous drawings and specifications, and any other data relative to the scope of this project.
2. Furnish to Strand, as required by Strand for performance of Services as part of this Proposal, data prepared by or services of others obtained or prepared by Vandewalle relative to the scope of this project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which Strand may rely upon in performing Services under this Proposal.
3. Provide access to and make all provisions for Strand to enter upon public and private lands as required for Strand to perform Services under this Proposal.
4. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by Strand and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay Strand's performance.
5. Prepare the report for the Corridor Study.

Compensation

Vandewalle shall compensate Strand for Services on an actual cost plus fixed fee basis in accordance with the attached fee summary, which is made part of this Proposal.

For the *Janesville Avenue Corridor Plan* (Project ID 1009-22-12) services, actual cost to Strand up to \$13,946.60, plus fixed fee of \$1,053.29, not to exceed \$ 14,999.89.

For the *Main Street Corridor Plan* (Project ID 1009-22-10) services, actual cost to Strand up to \$9,298.05, plus fixed fee of \$701.86, not to exceed \$ 9,999.91.

<https://www.irs.gov/irm/part1/irm102/01d/102-01d01-01.html>

www.strand.com

Strand Associates, Inc.[®]

Mr. Benjamin Rohr
Vandewalle & Associates, Inc.
Page 3
April 16, 2024

Schedule

Services will begin upon execution of an Agreement, which is anticipated the week of May 6, 2024. Services are scheduled for completion on October 31, 2024.

Terms and Conditions

The terms and conditions of this Proposal will apply to the Services defined in the Scope of Services and represent the entire Proposal and supersede any prior proposals, Requests for Qualifications, or Agreements. Vandewalle-supplied purchase order is for processing payment only; terms and conditions on the purchase order shall not apply to these Services.

We thank you for the opportunity to provide our services for this project. If you have any comments or questions, please call me at your convenience at 608-251-4843 extension 1127.

Sincerely,

STRAND ASSOCIATES, INC.[®]



Josh Straka

ENGINEERING SERVICES CONTRACT
BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION,
CITY OF FORT ATKINSON (MUNICIPALITY)
AND VANDEWALLE & ASSOCIATES (CONSULTANT) FOR

1009-22-12
Fort Atkinson Janesville Avenue Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County

This CONTRACT made and entered into by and between the DEPARTMENT, MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in City of Ft. Atkinson and creating a Comprehensive Plan for Janesville Avenue. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The DEPARTMENT and MUNICIPALITY deem it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under sec. 84.01(13), Wis. Stats.

The DEPARTMENT REPRESENTATIVE is: Stephanie Mertens, Local Program Project Manager, 4822 Madison Yards Way, Madison WI 53705, stephanie.mertens@dot.wi.gov, 608-266-9507.

The MUNICIPALITY REPRESENTATIVE is: Andy Selle, Director of Public Works/City Engineer, 101 N. Main Street, Fort Atkinson, WI, 53538, aselle@fortatkinsonwi.gov, 920-397-9901.

The CONSULTANT REPRESENTATIVE is: Nonna Anderson, Business Manager, 120 East Lakeside Street, Madison, WI 53715, nanderson@vandewalle.com, 608-335-4001.

The CONSULTANT SERVICES will be performed for the DEPARTMENT's Hill Farms located in Madison, WI and will be completed by December 31, 2024. Deliver PROJECT DOCUMENTS to 4822 Madison Yards Way, Madison, 6th Floor South, Madison, WI 53705 unless other directions are given by the DEPARTMENT.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

☐ DEPARTMENT ☒ MUNICIPALITY

The CONSULTANT will be compensated by the MUNICIPALITY for services provided under this CONTRACT on the following basis:

For corridor planning services actual costs to the CONSULTANT up to \$22,289.31, plus a fixed fee of \$2,113.29, not to exceed \$24,992.60.

For ~~(insert description of traffic reviews and corridor typical section planning services)~~ (See Attachment A) subcontracted to Strand & Associates, Inc., the CONSULTANT'S actual cost to Strand & Associates, Inc. based on CONSULTANT's actual cost up to \$13,916.60 plus fixed fee of \$1,053.29 not to exceed \$ 14,969.89.

For corridor planning services performed by CONSULTANT, ACTUAL COSTS to the CONSULTANT up to \$40,000, not to exceed \$40,000.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$~~40,000~~39,969~~2.49~~.

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three Party Design Engineering Services Contract, October 18, 2023 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 24 pages.

Nothing in this CONTRACT accords any third party beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

By: _____

Title: Business Manager

Date: _____

For the DEPARTMENT

By: _____

Title: _____

Date: _____

For the MUNICIPALITY

By: _____

By: _____

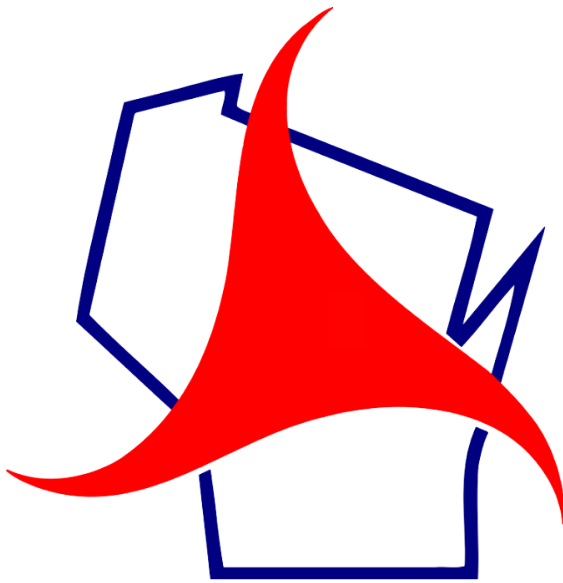
Title: City Engineer

Title: _____

Date: _____

Date: _____

Three-Party Design Contract Special Provisions



January 03, 2017

SCOPE OF SERVICES.....	5
A. DESIGN REPORTS	5
B. ENVIRONMENTAL DOCUMENTATION	5
C. AGENCY COORDINATION	5
D. RAILROAD/ UTILITY INVOLVEMENTS	5
E. PUBLIC INVOLVEMENT	5
F. MEETINGS	6
G. LOCATING	.62
H. SURVEYS	6
I. SOILS AND SUBSURFACE INVESTIGATIONS	6
J. ROAD PLANS	6
K. STRUCTURE PLANS	6
L. PLATS	6
M. HIGHWAY SYSTEM CHANGES	.763
N. TRAFFIC	7
O. SERVICES PROVIDED BY THE MUNICIPALITY	7
P. SERVICES PROVIDED BY THE CONSULTANT	7
PROSECUTION AND PROGRESS	9

THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS

Revised 05/26/2016

The following are recommended special provisions for the design contract to be inserted behind the standard provisions.

VI. SPECIAL PROVISIONS

Section(s) _____ is (are) amended to substitute the DEPARTMENT for the MUNICIPALITY.

SCOPE OF SERVICES

A. DESIGN REPORTS

Not part of this CONTRACT.

B. ENVIRONMENTAL DOCUMENTATION

Not part of this CONTRACT.

C. AGENCY COORDINATION

Not part of this CONTRACT.

D. RAILROAD/ UTILITY INVOLVEMENTS

Not part of this CONTRACT.

E. PUBLIC INVOLVEMENT

(1) Public Involvement Meetings:

- (a) Conduct and assist the MUNICIPALITY in holding one public involvement meeting to kickoff the project and gather initial upfront feedback to influence the development of this PROJECT. Conduct and assist the MUNICIPALITY in holding a public City Council meeting presentation to review the recommended designs.
- (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meetings.
- (c) Prepare a summary report after the public involvement meeting.

- (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting.
- (e) Meeting details are provided in P.(1) Task 5.

F. MEETINGS

- (1) Two Work Group meetings shall be held to plan, review, and coordinate the PROJECT with the MUNICIPALITY'S staff during the duration of the project. Meetings are further detailed in P.(1) Task 5.

G. LOCATING

Not part of this CONTRACT.

H. SURVEYS

Not part of this CONTRACT.

I. SOILS AND SUBSURFACE INVESTIGATIONS

Not part of this CONTRACT.

J. ROAD PLANS

Not part of this CONTRACT.

K. STRUCTURE PLANS

Not part of this CONTRACT.

L. PLATS

Not part of this CONTRACT.

M. HIGHWAY SYSTEM CHANGES

Not part of this CONTRACT.

N. TRAFFIC

Not part of this CONTRACT.

O. SERVICES PROVIDED BY THE MUNICIPALITY

(1) The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

1. Provide relevant plans and data as requested by the CONSULTANT under P.(1)
2. Participate in meetings with the CONSULTANT and the public as detailed in P.(1)
3. Coordinate meeting logistics as detailed in P.(1)
4. Review and provide comments on deliverables provided by the CONSULTANT under P.(1)

P. SERVICES PROVIDED BY THE CONSULTANT

(1) The Consultant shall conduct the following tasks and prepare, draft, and submit the following reports for the City of Fort Atkinson Janesville Avenue Corridor Plan:

TASK 1: EXISTING CONDITIONS EVALUATION

This task will feature upfront project due diligence conducted in order to understand the corridor in greater depth. Specific aspects of this task will include:

- Review existing traffic data, crash data, and signal timing
- Review and collect past plans, studies, and existing condition information
- Existing conditions analysis of each corridor including cross sections, intersections, and streetscape features and pallet

Task 1 Vandewalle & Associates Deliverables:

- Existing conditions analysis graphics and support text illustrating the conditions of traffic, cross sections, intersections, and streetscape features and pallet within the study area. This deliverable will be included in conjunction with those provided as part of Task 2.

Task 1 Provided by MUNICIPALITY Staff:

- Data on existing conditions
- Review of the existing conditions analysis graphic and supporting text

TASK 2: CIRCULATION, LAND USE, AND DESTINATION ANALYSIS

This task will feature utilization of the existing conditions information to perform an analysis of the corridor's patterns today and how those might change over time to inform the recommendations developed in later tasks. Specific aspects of this task will include:

- Analysis of land uses, parking, and destinations including existing land use, planned land use, and existing public parking
- Circulation analysis that includes corridor segments and street hierarchy, in addition to

travel modes such as personal vehicles, trucks, pedestrians, and bicyclists

Task 2 Vandewalle & Associates Deliverables:

- Circulation, land use, and destination analysis graphics and support text illustrating the land use, parking, destination, circulation, and travel mode patterns within the study area. This deliverable will be included in conjunction with those provided as part of Task 1.

Task 2 Provided by MUNICIPALITY Staff:

- Data on circulation, land use, and destinations
- Review of the circulation, land use, and destination analysis graphic and supporting text

TASK 3: DRAFT AND FINAL RECOMMENDED CROSS SECTION IMPROVEMENTS AND STREETSCAPE DESIGNS

This task will include the development of draft recommended cross sections and streetscapes for the corridor and segments within it. Recommendations will be produced in both graphic representations and supporting text narratives informed by the analysis and due diligence tasks above. Specific aspects of this task will include:

- Traffic improvements for lane reduction and narrowing, turning movements, curb, gutters, and boulevards, and street lighting
- Pedestrian and bicycle improvements for sidewalk replacement and installation, crosswalk standards, pedestrian controlled intersections, and bump outs
- Landscaping improvements for street trees, planting beds, curb and gutter, and hanging planters
- Streetscape improvements for benches, lights, public art, activity areas (such as outdoor dining or special events), curb and gutter, and banners and wayfinding signage

This task will also feature updating and revising the drafts developed to produce final versions. Revisions will reflect the feedback gathered through the various input opportunities in Task 5. All materials will be provided to City staff in digital form.

Task 3 Vandewalle & Associates Deliverable:

- Draft and Final recommended cross section improvements and streetscape design graphics and supporting text within the study area.

Task 3 Provided by MUNICIPALITY Staff:

- Review of Draft and Final recommended cross section improvements and streetscape design graphics and supporting text

TASK 4: FINAL DESIGNS AND IMPLEMENTATION PLAN

This task will feature the development of high-level cost estimates, phasing, funding, and implementation framework to reflect the Final Recommended Cross Section Improvements and Streetscape Designs. The Implementation Plan will be packaged together with the materials produced in Task 3 to provide the City with a clear path forward in terms of recommended improvement and design options, associated costs, phasing, and potential funding opportunities, and a plan that can be utilized to seek additional WisDOT or Federal dollars for implementation. All materials will be provided to City staff in digital form.

Task 4 Vandewalle & Associates Deliverables:

- Final recommended cross section improvements and streetscape designs and implementation plan

Task 4 Provided by MUNICIPALITY Staff:

- Review of final recommended cross section improvements and streetscape designs and implementation plan

TASK 5: ONGOING COMMUNICATION, PROJECT UPDATES, AND PUBLIC OUTREACH

Throughout the project, regular and consistent communication will take place with City staff and any working groups established as part of this project. Additionally, this task will include interim communication via email and phone with City staff to provide updates, discuss project schedule and tasks, gather insight and data, and discuss preliminary ideas. Finally, this task will also include publicly oriented meetings to provide opportunities to weigh-in on the project at the beginning and end.

At a minimum, this will include in-person attendance for the following meetings:

- Meeting #1: Public Project Kickoff (during Task 1)
- Meeting #2: Workgroup Project Kickoff (during Task 2)
- Meeting #3: Workgroup Progress Update and Review (during Task 3)
- Meeting #4: City Council Presentation and Review (during Task 4)

Task 5 Vandewalle & Associates Deliverables:

- Meeting agendas, supporting documents, and presentations
- Attendance and facilitation of meetings
- Meeting input and discussion summaries

Task 5 Provided by MUNICIPALITY Staff:

- Coordination of meeting times, dates, and location and any other assistance needed associated with meeting logistics
- Attendance and input provided at each meeting
- Review of meeting input and discussion summaries

PROSECUTION AND PROGRESS

- (1) The MUNICIPALITY shall report on the progress of the PROJECT as stipulated in the contract agreement. Standard benchmarks, consistent with DEPARTMENT'S internal staff benchmarks, will be reported monthly to the DEPARTMENT. The actual start, projected or actual finish date, and percent of work complete will be included for all relevant benchmarks on any project report required for delivery to DEPARTMENT staff. The report can be delivered in electronic format consistent with current DEPARTMENT standards (Microsoft Project), or on paper.
- (2) The CONSULTANT shall report on the progress of the PROJECT as stipulated in the contract agreement monthly to the MUNICIPALITY in electronic format.
- (3) Invoices shall be submitted to Andy Selle, Director of Public Works/City Engineer, 101 N. Main Street, Fort Atkinson, WI, 53538, aselle@fortatkinsonwi.gov, 920-397-9901, in electronic format.
- (4) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, based upon CONSULTANT having received the Notice to proceed by May 6, 2024.

Milestone	Date
Existing Conditions Evaluation and Circulation, Land Use, and Destination Analysis Findings	August 2, 2024
Draft Recommended Cross Section Improvements and Streetscape Design	October 31, 2024
Final Designs and Implementation Plan	December 31, 2024

Fort Atkinson Janesville Avenue Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-12

VANDEWALLE & ASSOCIATES

Summary of Staff Hours and Direct Labor Costs
PROJECT TOTAL

Classification		Principal Planner		Staff Planner		Staff Designer I		Staff Designer II		GIS Specialist		Admin Assistant		Senior Designer		Total Direct Labor	
Avg. Hourly Wage		\$79.65		\$34.90		\$45.60		\$26.18		\$29.32		\$35.57		\$54.88			
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Task 1, Total		3	\$238.95	10	\$349.00	6	\$273.60	16	\$418.88	18	\$527.76	2	\$71.14	4	\$219.52	59	\$2,098.85
Task 2, Total		4	\$318.60	16	\$558.40	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	4	\$219.52	24	\$1,096.52
Task 3, Total		4	\$318.60	14	\$488.60	16	\$729.60	36	\$942.48	4	\$117.28	0	\$0.00	12	\$658.56	86	\$3,255.12
Task 4, Total		6	\$477.90	16	\$558.40	10	\$456.00	16	\$418.88	0	\$0.00	10	\$355.70	6	\$329.28	64	\$2,596.16
Task 5, Total		8	\$637.20	10	\$349.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$213.42	0	\$0.00	24	\$1,199.62
TOTALS		25	\$1,991.25	66	\$2,303.40	32	\$1,459.20	68	\$1,780.24	22	\$645.04	18	\$640.26	26	\$1,426.88	257	\$10,246.27

Commented [UARD1]: Page numbers for fee comps are off but not important since I'll split the fee comps into a different document. Signature page and specials will be one document. Fee comps will be a different a document

Fort Atkinson Janesville Avenue Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-12

VANDEWALLE & ASSOCIATES

Consultant Direct Labor Rates

Employee Name(a)	Classification(b)	Current Rate(c)	% Pay Increase(d1)	New Pay Rate(e1)	Date of Increase(f1)	% Work at Current Rate(g)	% Work at Increased Rate(h1)	Weighted Average Hourly Rate(j)
Employee #32	Principal Planner	\$79.65	3.50%	\$82.44	Dec,24	100.00%	0.00%	\$79.65
Employee #96	Staff Planner	\$34.18	3.50%	\$35.38	Jun,24	40.00%	60.00%	\$34.90
Employee #2	Design Planner I	\$44.66	3.50%	\$46.22	Jun,24	40.00%	60.00%	\$45.60
Employee #103	Design Planner II	\$25.64	3.50%	\$26.54	Jun,24	40.00%	60.00%	\$26.18
Employee #72	GIS Specialist	\$29.32	3.50%	\$30.35	Sept,24	100.00%	0.00%	\$29.32
Employee #35	Admin Assistant	\$35.57	3.50%	\$36.81	Sept,24	100.00%	0.00%	\$35.57
Employee#17/31	Senior Designer	\$54.88	3.50%	\$56.80	Jun,24	100.00%	0.00%	\$54.88

Contract Completion
Date:

~~310-Dec~~
2412/31/2024

Fort Atkinson Janesville Avenue Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-12/

VANDEWALLE & ASSOCIATES

Fee Computation Summary by Engineering Task

PROJECT TOTAL

Task	Activity Code	Direct Labor Costs	Overhead Costs	Direct Expenses	Fixed Fee/Profit	Total
Task 1, Total		\$2,098,203.85 57	\$2,678,445 51.15	\$0.00	\$454,494 32.89	\$5,336,500 82.89
Task 2, Total		\$1,096.52	\$1,332.82	\$0.00	\$226.16	\$2,655.50
Task 3, Total		\$3,255,120 75.56	\$3,738,343 956.60	\$0.00	\$634,336 71.37	\$7,448,238 83.09
Task 4, Total		\$2,596,166 74.05	\$3,250,313 155.63	\$0.00	\$551,525 35.46	\$6,475,892 87.25
Task5, Total		\$1,199.62	\$1,458.14	\$178.70	\$247.42	\$3,083.87
TOTALS		\$10,246,274 9.32	\$12,458,054 54.34	\$178.70	\$2,113,299 2	\$24,992,609 99

Overhead Rate = 121.55% Fixed Fee = 8.25%
Fixed Fee Overhead Rate 150.00%

Fort Atkinson Janesville Avenue Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-12

VANDEWALLE & ASSOCIATES

Direct Expenses by Item

DESCRIPTION	UNIT	NO. OF UNITS	UNIT COST	TOTAL COST
Printing - outsource to vendor, B/W ds	1 Each	42.00	\$0.25	\$10.50
Printing - outsource to vendor, B/W	1 Each	60.00	\$0.10	\$6.00
Printing - outsource to vendor, COLOR	1 Each	44.00	\$1.25	\$55.00
Mileage	1 Mile	160	\$0.67	\$107.20
Meals	1 Each	0.00	\$0.00	\$0.00
Total				\$178.70

Fort Atkinson Janesville Avenue Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-12

VANDEWALLE & ASSOCIATES

Consultant Contract Total Fee Computation

Project ID	ID 1009-22-12
Number of Staff Hours	25764
Total Direct Labor	\$10,246,279.32
Total Overhead Costs	\$12,454,348.05
Fixed Fee	\$2,113,299.2
Direct Expenses	\$178.70
Subtotal	\$24,992,609.99
Total Cost	\$24,992,609.99

Company Wide Overhead Rate: 121.55%
Fixed Fee Overhead Rate: 1.5000
Percent Fixed Fee: 8.25%

Fort Atkinson Janesville Avenue Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-12

STRAND & ASSOCIATES, INC

Summary of Staff Hours and Direct Labor Costs
PROJECT TOTAL

Classification		Principal in Charge		Project Manager		Traffic Engineer		Project Engineer		Clerical/Administrati on		Total Direct Labor	
Avg. Hourly Wage		\$94.66		\$84.01		\$54.87		\$43.15		\$35.63			
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Task No. 1	---	1	\$94.66	5	\$420.05	7	\$384.09	4	\$172.60	0	\$0.00	17	\$1,071.40
Task No. 2	---	0	\$0.00	2	\$168.02	2	\$109.74	0	\$0.00	0	\$0.00	4	\$277.76
Task No. 3	---	1	\$94.66	8	\$672.08	2	\$109.74	8	\$345.20	2	\$71.26	21	\$1,292.94
Task No. 4	---	1	\$94.66	7	\$588.07	4	\$219.48	8	\$345.20	2	\$71.26	22	\$1,318.67
Task No. 5	---	1	\$94.66	7	\$588.07	4	\$219.48	4	\$172.60	2	\$71.26	18	\$1,146.07
TOTALS		4	\$378.64	29	\$2,436.29	19	\$1,042.53	24	\$1,035.60	6	\$213.78	82	\$5,106.84

Fort Atkinson Janesville Avenue Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-12

STRAND & ASSOCIATES, INC

Consultant Direct Labor Rates

Employee Name(a)	Classification(b)	Current Rate(c)	% Pay Increase(d1)	New Pay Rate(e1)	Date of Increase(f1)	% Work at Current Rate(g)	% Work at Increased Rate(h1)	Weighted Average Hourly Rate(j)
Employee #1138	Principal in Charge	\$92.71	3.50%	\$95.95	July, 24	40.00%	60.00%	\$94.66
Employee #1443	Project Manager	\$82.28	3.50%	\$85.16	July, 24	40.00%	60.00%	\$84.01
Employee #1534	Traffic Engineer	\$53.74	3.50%	\$55.62	July, 24	40.00%	60.00%	\$54.87
Employee #7457	Project Engineer	\$42.26	3.50%	\$43.74	July, 24	40.00%	60.00%	\$43.15
Employee #7297	Clerical/Administration	\$34.90	3.50%	\$36.12	July, 24	40.00%	60.00%	\$35.63

Contract Completion
Date: 120/31/2024

Fort Atkinson Janesville Avenue Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-12

STRAND & ASSOCIATES, INC

Fee Computation Summary by Engineering Task

PROJECT TOTAL

Task	Activity Code	Direct Labor Costs	Overhead Costs	Direct Expenses	Fixed Fee/Profit	Total
Task No. 1	---	\$1,071.40	\$1,629.71	\$1,071.75	\$220.98	\$3,993.84
Task No. 2	---	\$277.76	\$422.50	\$0.00	\$57.29	\$757.55
Task No. 3	---	\$1,292.94	\$1,966.69	\$0.00	\$266.67	\$3,526.30
Task No. 4	---	\$1,318.67	\$2,005.83	\$0.00	\$271.98	\$3,596.48
Task No. 5	---	\$1,146.07	\$1,743.29	\$0.00	\$236.38	\$3,125.74
Rounding Correction	---	\$0.00	-\$0.01	\$0.00	-\$0.01	(\$0.02)
TOTALS		\$5,106.84	\$7,768.01	\$1,0471.75	\$1,053.29	\$14,969.89

Company Wide Overhead Rate = 1.5211

Fixed Fee = 8.25%

Fixed Fee Overhead Rate = 1.5000

Fort Atkinson Janesville Avenue Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-12

STRAND & ASSOCIATES, INC

Direct Expenses by Item

DESCRIPTION	UNIT	NO. OF UNITS	UNIT COST	TOTAL COST
Printing/Reproduction	1 Each	273	\$0.15	\$470.95
Employee Vehicle Mileage	1 Mile	240	\$0.67	\$160.80
Computer Usage	1 Hour	60	\$14.00	\$840.00
Total				\$1,0471.75

Fort Atkinson Janesville Avenue Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-12

STRAND & ASSOCIATES, INC

Consultant Contract Total Fee Computation

Project ID	ID 1009-22-12		Total for Contract
Number of Staff Hours	82		82
Total Direct Labor	\$5,106.84		\$5,106.84
Total Overhead Costs	\$7,768.01		\$7,768.01
Fixed Fee	\$1,053.29		\$1,053.29
Direct Expenses	\$1,0471.75		\$1,0471.75
Subtotal	\$14,9699.89		\$14,9699.89
Total Cost	\$14,9699.89		\$14,9699.89

Company Wide Overhead Rate: 1.5211
Fixed Fee Overhead Rate: 1.5000
Percent Fixed Fee: 8.25%

Fort Atkinson Janesville Avenue Corridor Plan
City of Fort Atkinson
Non-Highway, Jefferson County
Project ID 1009-22-12

Summary of the Project Budget

Consultant	Budget	Percent of Totals
Vandewalle & Associates, Inc.	\$ 25,000	62%
Strand Associates, Inc.	\$ 15,000	38%
Total	\$ 40,000	100%



ATTACHMENT A

Strand Associates, Inc.[®]
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843
www.strand.com

April 16, 2024

Mr. Benjamin Rohr
Vandewalle & Associates, Inc.
PO Box 259036
Madison, WI 53725

Re: Engineering Services
Jefferson Avenue and Main Street Corridor Plan

Dear Benjamin,

This Proposal presents Strand Associates, Inc.[®]'s (Strand) anticipated Scope of Services and associated Compensation for providing engineering planning services to Vandewalle & Associates, Inc. (Vandewalle) for the Janesville Avenue and Main Street Corridor Plan in the City of Fort Atkinson, Wisconsin (Owner).

Scope of Services

Proposed services can be described as traffic reviews and corridor typical section planning, as follows.

1. Attend a kickoff meeting with Vandewalle and Owner to discuss the project scope and goals.
2. Review Owner-provided existing project corridor information including planning reports, traffic speed study, traffic counts, crash data, and existing street typical sections.
3. Review up to six existing traffic signal timings and bicycle and pedestrian accommodations. Provide potential bicycle and pedestrian modifications at each signal and suggestions for future traffic studies.
4. Review the existing Janesville Avenue corridor typical section from the Klement Business Park to Robert Street and provide up to three potential typical sections modifications to reduce traffic lanes and promote bicycle and pedestrian accommodations.
5. Review the existing Main Street corridor typical section from South 4th Street to North 3rd Street and provide up to two potential typical section modifications to promote bike and pedestrian accommodations.
6. Review pedestrian and bicycle potential modifications along both corridors. Some of the potential modifications may include replacement or installation of sidewalks, pedestrian controlled intersections, and bump-outs.
7. Prepare budgetary opinions of probable construction costs (OPCC) for each corridor.
8. Attend up to two progress meeting and one City Council presentation with Vandewalle and Owner.

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Arizona | Illinois | Indiana | Iowa | Kentucky | Ohio | Tennessee | Texas | Wisconsin

Strand Associates, Inc.[®]

Mr. Benjamin Rohr
Vandewalle & Associates, Inc.
Page 2
April 16, 2024

9. Provide documentation for the traffic signal evaluation, pedestrian and bicycle modifications, typical section modifications, and OPCC for the corridors to be included in the report prepared by Vandewalle.

Service Elements Not Included

The following services are not included in this Proposal. If such services are required, they shall be provided through an amendment to this Proposal or through a separate Proposal with Vandewalle.

1. Additional Site Visits and/or Meetings: Additional Vandewalle-required site visits or meetings.
2. Drawings and Specifications: Final design services including drawings and specifications.
3. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed.

Vandewalle's Responsibilities

1. Assist Strand by placing at Strand's disposal all available information pertinent to this project including previous reports, previous drawings and specifications, and any other data relative to the scope of this project.
2. Furnish to Strand, as required by Strand for performance of Services as part of this Proposal, data prepared by or services of others obtained or prepared by Vandewalle relative to the scope of this project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which Strand may rely upon in performing Services under this Proposal.
3. Provide access to and make all provisions for Strand to enter upon public and private lands as required for Strand to perform Services under this Proposal.
4. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by Strand and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay Strand's performance.
5. Prepare the report for the Corridor Study.

Compensation

Vandewalle shall compensate Strand for Services on an actual cost plus fixed fee basis in accordance with the attached fee summary, which is made part of this Proposal.

For the *Janesville Avenue Corridor Plan* (Project ID 1009-22-12) services, actual cost to Strand up to \$13,946.60, plus fixed fee of \$1,053.29, not to exceed \$ 14,999.89.

For the *Main Street Corridor Plan* (Project ID 1009-22-10) services, actual cost to Strand up to \$9,298.05, plus fixed fee of \$701.86, not to exceed \$ 9,999.91.

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www.strand.com



MEMORANDUM

DATE: May 7, 2024

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to a pre-development agreement with Intrepid Investments LLC. (Houseman, City Manager)

BACKGROUND

The City of Fort Atkinson owns 75 acres of land on the northwest side of the City along Banker Road. In January 2024, the Master Development Agreement between the City and Hoffman Development Group/Cedarprise expired. Since that time, staff has been working with developers interested in the residential development of the property. Several developers indicated they would like to work exclusively with the City during a due diligence period. Staff released a request for proposals in early April with a deadline of April 15th.

DISCUSSION

Staff received the attached proposal from Intrepid Investments. Staff reviewed the proposal internally, and then met with the developers on April 29th to review and discuss the proposal. From that discussion, the representatives from Intrepid Investments prepared a pre-development agreement outlining a timeline and responsibilities during the pre-development phase of the project. The goal of the pre-development phase is to complete all due diligence relating to the site, and to begin work on one or more project development agreements. Those agreements would likely include requests for tax increment financing as a means to fill the financing gap for multifamily development.

FINANCIAL ANALYSIS

The City has borrowed funds through the NAN Series 2024B to construct three public roads, along with water and sewer infrastructure, in this area. The City has contracted with Quam Engineering to design said roads. However, the City does not intend to construct the infrastructure until such time that there is a project development agreement in place.

The pre-development agreement does not have financial implications for the City, aside from the staff time necessary to work with the developer on the project. Any additional project development agreements with financial implications will be presented to the City Council for review in the future.

RECOMMENDATION

Staff recommends that the City Council approve the Pre-Development Agreement between Intrepid Investments, LLC and the City of Fort Atkinson for the property on the west side of Banker Road and authorize the City Manager to execute.

ATTACHMENTS

1. 2024 Request for Proposal - Banker Road Development
2. Fort Atkinson RFP_Intrepid Investments
3. Pre-Development - Fort Atkinson 4-30-24

REQUEST FOR PRE-DEVELOPMENT PROPOSALS BANKER ROAD RESIDENTIAL SUBDIVISION DEVELOPMENT

The City of Fort Atkinson is seeking a development partner to develop the City-owned land along Banker Road. The City:

- Owns a 75-acre greenfield site, with an approved neighborhood plan;
- Is seeking to partner with experienced real estate developers/development teams to build out the neighborhood plan;
- Is interested in minimizing risk for the developer/s;
- Has a demonstrated need for new housing throughout the spectrum through multiple housing studies and low vacancy rates;
- Has contracted with an engineering firm to design the roadway, water, and sewer infrastructure of the three main roads within the planned area;
- Created a tax increment district to support the development of the property, and tax increment financing is available;
- Has support through the Jefferson County [Live Local Development Fund](#); and
- Has additional information available on the City's [website](#).

The City is seeking pre-development proposals from qualified firms. At the end of this process, the City hopes to engage in a short-term, exclusive pre-development agreement with a developer that will allow a period of due diligence for all parties. The ultimate goal is to find a development partner to build out the property with a wide range of housing units at various price points; to provide the ability to fit the needs of many different buyers; to attract new residents to the community; and to encourage turnover in the existing housing stock by providing new options for existing residents.

Required Elements of a Pre-Development Proposal:

- 1) Introductory letter
- 2) Summary of relevant experience
- 3) Draft pre-development agreement outlining timeline of pre-development period and due diligence to accomplish
- 4) Preliminary plans for property
 - a. Vision for property
 - b. Number of housing units proposed (range)
 - c. Proof of financial viability
 - d. Timeline and/or phasing of building construction
 - e. Requirements and expectations from City, including TIF assistance; infrastructure construction, zoning changes, etc.
- 5) At least two (2) references from municipalities with which the developer has worked on successful development projects

The City understands that the preliminary plans for the property included in the Pre-Development Proposal are all tentative and subject to change after the due diligence period.

The City is trying to understand the vision, capacity, financial resources, and specific experience of the developer to form a long-term partnership with the City and build out the property.

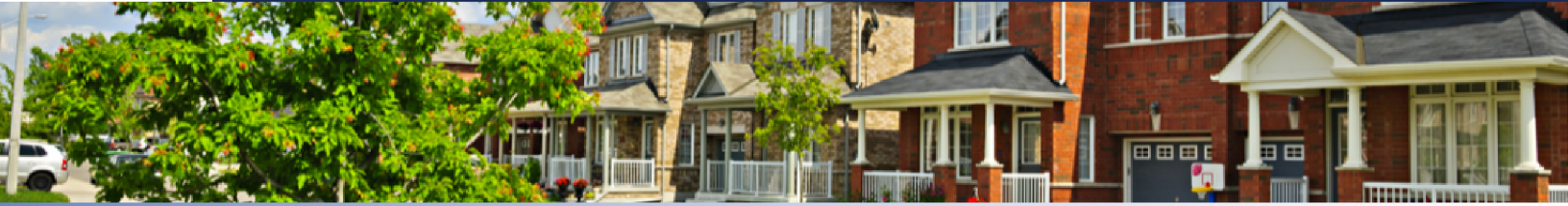
Timeline for Pre-Development Proposals and Review:

- 1) April 1, 2024 – Release of Request for Proposals
- 2) April 15, 2024 – Deadline for Pre-Development Proposals
- 3) April 16-23, 2024 – Internal Review
- 4) May 7, 2024 – Possible City Council action on a Pre-Development Agreement

Proposals must be submitted to City Manager Rebecca Houseman at rhuseman@fortatkinsonwi.gov by April 15, 2024, at 12:00 PM CST. Questions, comments, and requests for additional information can also be directed to City Manager Houseman via email or telephone at (920) 397-9901.



INTREPID INVESTMENTS DEVELOPMENT PROPOSAL



1.) INTRODUCTORY LETTER

WHO WE ARE

Intrepid Investments is a partnership between two strong development companies with decades of relevant experience in working with communities in a way that benefits all stakeholders. Intrepid is a joint venture combining the talents of American Construction Services, Inc. and Discovery Properties Management and Development to make bold, brave moves in the development world.

OVERVIEW



[American Construction Services, Inc.](#)

Kons Sadownikow founded West Bend/American Building Systems, later American Companies, in 1980 during the time of double-digit interest rates and unemployment. Beginning with the construction of pole buildings and pre-engineered metal buildings, the company has grown the construction portfolio to focus on commercial, industrial, hospitality, senior living and multi-family design, construction, management and development. Kons' motto of "Work Hard, Work Honest...what else is there" has become the marching orders for everyone at American. Although retired, he is still an integral part of who we are and who we will be as an organization.

Kraig Sadownikow joined his father in business in 1997 as the company's first full-time hire and has since become President and CEO of the organization. His entrepreneurial spirit has led American Companies to add a design and engineering firm, carpentry team, and complete project management staff. Chief Operating Officer, Todd Weyker, began overseeing construction projects at American Companies back in 2002. Since, he has grown the operations division to its current staffing and injects foresight and experience into every project.

American has won the Biz Times Future 50 Award every year since 2019, and the Best Place to Work Award in 2022 and 2023. Please visit the American Companies website at <https://www.teamacs.net>.



[Discovery Properties Management and Development](#)

Discovery Properties Management and Development was founded in 1992 by Randy Schmiedel, at that time the company was called Tri-Star Investments, and the very first investment was a duplex purchased on the UW Oshkosh campus, where he attended college. Over the years that company went on to be the 2nd largest student housing provider, only behind the university itself. As Randy moved the company forward, he discovered other opportunities and diversified in: off-campus housing, office, retail, senior housing, hospitality, historic developments, and most recently a golf course. Therefore, the reason for the name change to Discovery Properties Management and Development. Over the years Randy has owned, managed, and developed over \$200 million dollars' worth of real estate. His expertise in his field led him and his company to three prestigious awards: the Historic Preservation Award given to him in 2018, the Congressional Commendation Award given to him by the 6th Congressional District of Wisconsin in 2024, and the Horizon Award in 2023 in recognition of his commitment to building community. Please visit the Discovery Properties Management and Development website at <https://www.discovery-properties.com>.

OVERVIEW

Kraig Sadownikow- CEO/ President of American Construction Services, Inc.



**KRAIG
SADOWNIKOW**

**AMERICAN
COMPANIES**



DESIGN | BUILD | DEVELOP | REAL ESTATE

In addition to leading the core business, Kraig has worked to develop and coordinate multiple real estate investment groups throughout Wisconsin and the Midwest. He feels investing directly in projects with trusted equity partners has been valuable for all involved.

A West Bend native, Kraig graduated from West Bend East, UW-Madison and worked for Hershey Chocolate Corporation in Sales and Sales Management before joining Kons at American in 1997. Both he and Jo wanted their children to know “where the Christmas Tree goes” and felt raising a family in a community and state they support was critical to their mission in life. Relocating from Minneapolis back to West Bend was a decision they do not regret. Community involvement is very important to Kraig: he is a graduate of the Leadership Greater West Bend Program, a past board member of the YMCA, Boys & Girls Club, West Bend Athletic Association, West Bend School District Foundation, the West Bend Waterways Foundation, Chamber of Commerce Board and past chairman of the Urban Design Committee and the West Bend School District Private Task Force.

Kraig believes those with the ability to lead have the responsibility to do so. Kraig proudly served as the Mayor of West Bend from 2011 to 2019 with the mission of ‘asking questions that have never been asked before’.

Kraig lives in West Bend with Jo, his wife of over 25 years. Together they have 4 daughters. Kraig enjoys time with his family, the outdoors, traveling, skiing, biking, an occasional round of golf and debating politics.

Randy Schmiedel- Principal of Discovery Properties Management & Development



**RANDY
SCHMIEDEL**

In addition to leading the Discovery team Randy has been instrumental in leading numerous people into financial freedom through investing in real estate. He was born and raised in Oshkosh and graduated from Oshkosh West High School, he then attended the University of Wisconsin Oshkosh. He is also a graduate of the Oshkosh Leadership program. Randy was on the YMCA board for 13 years, 3 of those years he served as board president. During his tenure as president, he was part of a team that oversaw a new \$16 million dollar downtown YMCA. Randy was also a board of trustee for the Paine Art Center and Gardens for 17 years, a Rotarian for 19 years, and delivered meals on wheels for the aging that could not cook or obtain food. Randy was also one of twenty people that organized a highly successful community bank called Choice Bank back in 2006. He was an active part of that board and the loan committee. Since then, Choice Bank has been acquired by Nicolet Bank. Through the years at no cost or minimal cost, his company has housed many families from the Boys and Girls Club, Christine Ann Center, or the Oshkosh Area School District that have fallen on hard times until they could get back on their feet. He believes very strongly in giving back to his community that has been so generous to him.

Randy has lived his entire life in Oshkosh and is married to the love of his life Jane and together they have 2 adorable kids Veanna and Caden. They love to hang out with their kids, travel, run, be active gym rats, and follow their kids’ sporting events wherever that may lead them.



DISCOVERY PROPERTIES
MANAGEMENT & DEVELOPMENT

2.) SUMMARY OF RELEVANT EXPERIENCE

TRAIL'S EDGE APARTMENTS



202,013 SQ. FT. \$19 Million
120 UNITS
3 FLOORS
1 OR 2 BED & 1 BATH
UNDERGROUND PARKING
COMPLETED IN 17 MONTHS

Trail's Edge Apartments in West Bend, Wisconsin is a welcome home to many of West Bend's newest residents. Being in close proximity to Historic Downtown West Bend, and the Riverwalk & Eisenbahn Trail drew many new residents to the area. They enjoy the underground parking, the dog and car wash stations, the workout facility, and the spacious community room with an outdoor terrace for entertaining.

SPRINGHILL SUITES BY MARRIOTT



65,065 SQ. FT. \$12.4 Million
103 UNITS
4 FLOORS
WOOD FRAME CONSTRUCTION
COMPLETED IN 18 MONTHS

The Springhill Suites by Marriott in Menomonee Falls, Wisconsin beckons travelers and business people to rest their heads and enjoy a home away from home. Located on a convenient frontage road, this location gives a restful stay while not being too far from entertainment or business in downtown. Equipped with a fitness center, breakfast bar, comfortable lobby, a pool, and outdoor entertainment area including grills and an outdoor firepit; it is a great and much needed addition to Menomonee Falls.

NORTH TOWN APARTMENTS



279,231 SQ. FT. \$37.8 Million
170 UNITS
4 FLOORS
1, 2, OR 3-BED & 1 OR 2 BATH
TIMELINE 19 MONTHS

North Town Apartments in Sheboygan, Wisconsin is currently under construction. When completed, it will be much needed housing in the Sheboygan area. With 170 families able to call these apartments home, it is designed with families at the center of it, with a 'town square' of green space in the middle of the development for residents to enjoy. They will also have underground parking, a workout facility, and a multi-use community room for entertaining. The apartments are located with easy access to the highway for an efficient commute for the future North Town Apartments residents.

2.) SUMMARY OF RELEVANT EXPERIENCE

THE RIVERS SENIOR LIVING FACILITY



90,000 SQ. FT. \$12 Million
60 UNITS
3 FLOORS
1 OR 2 BED & 1 OR 2 BATH
UNDERGROUND PARKING
TIMELINE 12 MONTHS

The Rivers Senior Living Facility for those 55 or better is uniquely situated on the Fox River in Oshkosh, Wisconsin. The residents that call The Rivers home enjoy spacious living, along with access to the river for relaxation or recreation. They also utilize the fitness room, community center, arts and crafts room, and the hair salon all accessible to residents inside the building. They also enjoy the free underground parking.

WASHINGTON PLACE HISTORICAL FLATS



28,000 SQ. FT. \$4 Million
20 UNITS
3 FLOORS
1, 2, OR 3 BED & 1 OR 2 BATH
TIMELINE 10 MONTHS

The Washington Place Historical Flats in Oshkosh, Wisconsin is a unique home for residents of Oshkosh. This adaptive reuse project gives its residents spacious and inviting apartments, showcasing the beautiful architecture both inside and out. Historic Oshkosh is only a walk away, and offers easy access to local restaurants, the library, YMCA, and the Fox River. The residents enjoy the detached garages for parking and for storage.

LAKEVISTA ESTATES



SUBDIVISION DEVELOPMENT \$50 Million
135 UNITS
CURRENTLY UNDER CONSTRUCTION
80% COMPLETE
STARTED 3.5 YEARS AGO

Lakevista Estates in Algoma, Wisconsin is a subdivision with a mix of single family, condos, twin-condos, and townhomes that give the current and future residents of Algoma a place to call home. This subdivision allows them to decide what they would like their new home to look like, and work with builders to obtain their ideal home. This subdivision, which is now 80% complete, is sure to be a cornerstone of Algoma.

3.) PRE-DEVELOPMENT AGREEMENT

- We feel a pre-development timeline of May 15 – September 1, 2024 is realistic.
- Intrepid will solicit and engage a market study to determine the multi-family project scope, unit mix, amenities, and likely rental amounts. The study will also help Intrepid determine the phasing and timing of development.
- We anticipate the study also addressing owner occupied homes with a similar analysis of timing, pricing and unit mix.
- Intrepid recognizes that in order to develop a successful project, a team approach will be critical. During due diligence, it will be important to collaborate with the City and consultants as to lot size, variety, and location.

4.) PRELIMINARY PLANS

a.) VISION FOR THE PROPERTY

To develop a partnership with the City of Fort Atkinson to maximize the site by developing a mix of multi-family rentals along with owner-occupied homes of varying type, size, price-points, and amenities to provide homes for their citizens.

b.) NUMBER OF HOUSING UNITS

We anticipate 100 – 150 multi-family units with the final count, phasing, and amenities TBD dependent on the results of the market study.

- The property will be complete with community room, exercise facility, enclosed parking, car & pet wash, storage area for each tenant, and exterior amenities such as dog-run and picnic pergola.
- From an owner-occupied standpoint, our focus is the property west of Banker Road. We anticipate upward of 100 + residential units with the exact mix TBD based on pre-development discussions as well as the results of the market study.

c.) PROOF OF FINANCIAL VIABILITY

- Please see the attached letter of financial viability from Summit Credit Union.

d.) TIMELINE AND/OR PHASING OF BUILDING CONSTRUCTION

We anticipate starting construction in Spring of 2025. Intrepid will be ready as soon as the appropriate municipally installed infrastructure is in place.

Multi-Family of +/- 50 units (Exact count and phasing TBD per above).

- Estimated construction timeline: March 1, 2025 – May 1, 2026.
- Phases 2 & 3 will begin once stabilization of previous phase has occurred.

Single Family

- Begin construction of the first (10) units on May 1, 2025. Pending pre-sales results, we anticipate a second round of groundbreaking later in 2025.
- Occupancy will start in the 4th quarter of 2025.
- We plan to construct 15-20 units or more per year thereafter. Market conditions and fill rate will determine the exact timeline. At this point we anticipate the project to be built-out by approximately 2032.



4.) PRELIMINARY PLANS CONTINUED

e.) REQUIREMENTS AND EXPECTATIONS FROM THE CITY (INCLUDING TIF, INFRASTRUCTURE, & ZONING)

Negotiating a Developer's Agreement prior to any final commitments, land transactions, etc. will be critical to the viability of the project as well as memorializing the responsibilities of both the City and the Developer.

It is understood that the parks, trails, the three main roads, SWMP construction, and ongoing maintenance will be public infrastructure and the responsibility of the municipality, per the City of Fort Atkinson's RFP.

Multi-Family:

- Road and utility infrastructure completed with utilities stubbed to the property line. Storm water management facilities completed.
- Land cost of \$1 and it is anticipated that a Pay-Go TIF equal to 90% of property taxes for the life of the TIF will be requested and needed in order to ensure project viability.
- No up-front TIF support will be requested.

Owner Occupied:

- It is anticipated that all site improvements and infrastructure are the responsibility of the municipality. All necessary improvements will be in place to allow for unit construction commencement.
- A mutually agreed upon timeline for lot transfer to developer at \$1 per lot.
- Zoning changes TBD and will be verified during the due-diligence period.
- Future secondary/connector road and utility system construction is the responsibility of Intrepid Investments. On-going maintenance of infrastructure is the responsibility of the municipality.

5.) REFERENCES

- Please see the attached reference from the City of West Bend.
- Please see the attached reference from the City of Oshkosh.
- Please see the attached reference from the Town of Algoma.



April 9, 2024

American Construction Services, Inc
Attn: Kraig Sadownikow
3350 South River Road
West Bend, WI 53095

RE: Relationship Confirmation

To Whom It May Concern;

Kraig Sadownikow and American Construction Services (ACS) have had a valued relationship with Summit Credit Union (previously Commerce State Bank) for over 19 years. This letter is to confirm that ACS is in very good standing at Summit Credit Union, and all depository and loan accounts have been handled as agreed.

Kraig has an outstanding reputation as a builder. The bank has partnered with him on numerous projects, and we would be eager to continue those partnerships into the future.

I can be reached at 800-236-5560 x3270 / jon.willems@summitcreditunion.com with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon Willems', is written over a light blue horizontal line.

Jon Willems
Market President
Summit Credit Union



April 5, 2024

Rebecca Houseman
City Manager
101 N. Main Street
Fort Atkinson, WI 53538

Dear Rebecca:

It is my pleasure to submit this letter of recommendation for American Construction Services and American Architectural Group (American Companies).

Led by Kraig Sadownikow, American Companies has operated in the City of West Bend since its founding in 1980. Projects have ranged from public construction to industrial, medical, hospitality, commercial, and multi-family developments. In the past several years, American Companies designed, built, and developed several transformational projects in the city's downtown area. Affiliated Clinical and West Bend Medical (pictures attached) were 3rd party contracts.

Most recently, American Companies was the lead developer, designer and build firm for Trail's Edge (120 unit multifamily residential), Water Street Suites (multi-tenant office), and Marriott TownePlace Suites (68-room extended stay hotel). Pictures of these projects are attached. In each of these cases, American Companies worked closely with city staff and consulting engineers to develop these facilities in a Brownfield TID, referred to as the "Old Gehl Site." Developer's agreement parameters, TIF negotiations, and the ultimate construction process were completed on time and with open communication.

Given American Companies' history in West Bend, I have confidence they will perform well in your community. The City of West Bend is grateful for the projects lead and completed by Kraig and his talented team. Please feel free to reach out with any questions.

Sincerely,

Jay Shambeau
City Administrator
262-355-6102
shambeauj@ci.west-bend.wi.us

Old Gehl Site – picture from 2014



Affiliated Clinical Services- completed in 2016



West Bend Medical Center – completed in 2019



West Bend TownePlace Suites – completed in 2021



Water Street Suites - completed in 2021



Trail's Edge Apartments – completed in 2022





April 4, 2024

Rebecca Houseman
City Manager
City of Fort Atkinson
101 N. Main St.
Fort Atkinson, WI 53538

RE: Reference for Discovery Properties

Dear Ms. Houseman,

Mr. Randy Schmiedel of Discovery Properties asked that I serve as a reference for a project he is proposing for your city. I have worked with Mr. Schmiedel and Discovery Properties for a number of years and have had great success with them in both redevelopment projects and greenfield projects.

Discovery Properties was involved in the redevelopment of an historic building in downtown Oshkosh that became upscale housing, as well as a redevelopment project to convert a former industrial site into a senior living project along the Fox River. More recently, Discovery Properties worked with us on new development projects along Oshkosh Avenue in conjunction with the Oshkosh Corporation's global headquarters project. Mr. Schmiedel and his group have developed two hotels and associated retail and office space in this area.

I have found Discovery Properties to be very cooperative in working with the city. They are genuinely interested in creating a high-quality product that will be beneficial for them from a business standpoint, while being a project of which the city can be proud. I am also aware of Mr. Schmiedel's work in other communities, and can attest that he will produce a quality product in your community as he has done in Oshkosh and other communities.

If you have any questions regarding our experience with Discovery Properties, please do not hesitate to contact me.

Sincerely,

Mark A. Rohloff
City Manager

MAR/kjz



April 8, 2024

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

RE: Reference for Randy Schmiedel, Owner Discovery Properties

Dear City Manager Houseman:

The Town of Algoma appreciates the opportunity to provide a reference for Randy Schmiedel, owner of Discovery Properties Management and Development, LLC. It is my understanding that Mr. Schmiedel and Kraig Sadownikow, owner of American Companies, are intending to submit proposal to develop a 75-acre area within the City of Fort Atkinson.

Mr. Schmiedel is currently a partner in the development of Lakevista Estates, LLC here in the Town of Algoma. This development is comprised of 89 residential lots with two stormwater detention ponds. Mr. Schmiedel, and his partner on this project, worked with each of the permitting entities, as well as the Town's Planning Commission and Board to successfully plan for and complete the subdivision plat. The installation of infrastructure began in early 2020, and approximately 60 percent of the lots have new homes built on them as of today.

Town staff and the Board members have found Mr. Schmiedel to be easy to work with and receptive to resolving any issues that may arise in a timely manner. He is willing to do what it takes to ensure his development is one that his company and the Town can be proud of. The homes being built in Lakevista Estates are quality and fill a housing need in this area of the Oshkosh metro. We are confident that Mr. Schmiedel will apply these same high standards for the development he is proposing for the City of Fort Atkinson.

If you have any questions, or in need of additional information, please feel free to contact me at 920-235-3789 or townadmin@townofalgoma.org.

Respectfully,

Richard Heath
Town Administrator

RH:rlh

Copy to: File



April 30, 2024

Rebecca Houseman, City Manager
City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538
Re: Pre-Development Agreement

Dear City Manager Houseman:

Thank you for the opportunity to partner with the City of Fort Atkinson (FA) regarding the Banker Road Residential Development. Intrepid Investments is excited to work with city staff to offer new and varied residential choices for the Fort Atkinson community.

This Pre-Development Agreement is intended to outline developer and municipal responsibilities between May 7, 2024 and September 1, 2024 with the goal of being able to engage in a formal Developer's Agreement at that time. Specifically, this Pre-Development Agreement concerns the following parcels of City-owned land: 226-0614-2232-020 and that portion of 226-0614-3322-000 located along the west side of Banker Road ("subject parcels"). We envision the following to take place beginning May 7th:

- Intrepid will have exclusive rights to work with FA during the Pre-Development time period toward the development of the subject parcels.
- At its' own expense, Intrepid will engage in a formal market study including but not limited to:
 - Multi-Family facility – number of units, amenities, absorption rates, attainable rents, phasing
 - Owner Occupied – unit mix, housing types, absorption rates, sales price targets
 - Intrepid expects to have results of the Market Study on or about June 15, 2024 pending consultant workload
 - Intrepid agrees to share the results of the Market Study with FA
- It is understood FA's Request for Pre-Development Proposals and Intrepid's response are the basis for upcoming Developer's Agreement negotiations.
- Intrepid and FA will work together to formulate an overall project proforma, construction timeline, and phasing plan.
- Intrepid and FA will work together with consulting engineers regarding infrastructure design, lot sizes, lot mix and installation timing.
- Using FA design data, market study results and current market conditions, Intrepid will present project proformas to FA to be used as a basis for municipal investment consideration.
- FA to provide reasonable access to its' consulting engineers, existing data related to the project and access to city staff to facilitate the developer's agreement creation.
- Intrepid and FA agree to schedule bi-weekly virtual and/or in person meetings to discuss progress of pre-development phase and continue communication.
- It is anticipated the September 1st deadline will be adequate for Intrepid and FA to complete the Pre-Development requirements. Intrepid and FA agree to utilize best efforts and operate in good faith toward the timeline and agree to extend the Pre-Development agreement in 30-day increments after September 1st as needed and if mutually agreed upon.

Thank you again. We look forward to many successful projects together.

Sincerely,

Randy Schmiedel, *Co-Founder*
Intrepid Investments, LLC

Kraig K. Sadownikow, *Co-Founder*
Intrepid Investments, LLC

Rebecca Houseman, *City Manager*
City of Fort Atkinson

Date approved by Fort Atkinson
City Council



MEMORANDUM

DATE: May 7, 2024

TO: Fort Atkinson City Council

FROM: Paul Christensen, Wastewater Utility Superintendent

RE: Review and possible action related to Biosolids Storage Tank Cleaning, and Biosolids Disposal Proposals (Christensen, Wastewater Utility Superintendent)

BACKGROUND

The A. O. Smith Harvestore biosolids storage tank was installed in 1983. It provides storage for up to 894,000 gallons of liquid biosolids. Two submersible mixers are mounted inside the tank to provide mixing. It was intended to provide primary storage for the biosolids after aerobic digestion. Today, it serves as a backup liquid storage capacity between the aerobic digestion system, and the centrifuge biosolids dewatering system.

DISCUSSION

To maintain the storage tank and mixers, periodic draining and cleaning is required. The tank has a cathodic protection system that uses sacrificial anodes to prevent corrosion. This system needs regular inspection. Maintenance and replacement of the mixers is also much easier while the tank is drained.

FINANCIAL ANALYSIS

Four companies were contacted for proposals to clean the storage tank and dispose of the biosolids. Two companies returned proposals. One company visited the site to look at the project but could not perform the biosolids disposal portion of the job. The other company did not respond after several attempts. There is an estimated 80,000 gallons of biosolids in the storage tank. The two proposals we received are as follows:

Walter and Sons of Darien, WI would remove up to 80,000 gallons of biosolids. The biosolids would be transported to their own WDNR permitted storage tanks and eventually land applied on their WDNR permitted fields. The cost for removal would be \$17,000 for up to 80,000 gallons removed through truck load out. If a pump has to be installed through the top hatch of the storage tank, the cost would be \$25,000 for up to 80,000 gallons. If the volume exceeds 80,000 gallons, the cost will be \$0.15/gallon extra.

Bytec Inc. of Monroe, WI would remove up to 80,000 gallons of biosolids at a cost of \$11,500/day for an estimated (by Bytec) 3 days. We would have to supply the WDNR approved

field sites for land application. Land application of 80,000 gallons at \$0.06/gallon would cost \$4,800. The total cost for Bytec Inc. would be \$39,300. If the volume exceeds 80,000 gallons, the cost will be \$0.06/gallon extra and each day would be an additional \$11,500.



RECOMMENDATION

Staff recommends that the cleaning of the biosolids storage tank proposal from Walter and Sons, of Darien, WI be accepted. Staff further recommends use of a pump installed through the top hatch at \$25,000 plus a contingency of \$3,000 to cover up to 20,000 gallons of extra biosolids to be removed, for a total cost of \$28,000. If the truck load out (pictured above) can be used, the actual cost will be less.

Costs for this project will come from the Wastewater Utility General Plant – Supplies account.

ATTACHMENTS

1. Walter and Sons Proposal
2. Bytec Inc. Proposal



Walter & Son
WASTE HAULING, LLC
N3368 Hwy. 14 • Darien, WI 53114
Ph: 262-882-7867 Fax: 262-882-2329
WALTERANDSON@SHARONTELEPHONE.COM



City of Fort Atkinson WWTP
1600 Farmco Lane
Fort Atkinson, WI 53538

RE: Harvestore Cleaning

February 26, 2024

Dear City of Fort Atkinson,
Walter and Son Waste Hauling LLC respectfully submits a proposal for pumping out and cleaning their Harvestore. If possible, we will load through the truck loadout. If that is not possible, we will put a pump in the Harvestore up and over the top.

Walter and Son Waste Hauling, LLC will supply the following:

- 1) All equipment, material and labor
- 2) Certificate of Insurance
- 3) Documentations of disposal
- 4) Safety Equipment/Safety List
- 5) Necessary permits/licenses, if required

Walter and Son Waste Hauling, LLC shall comply with all Local, State and Federal regulations that pertain to this project.

\$17,000-To load through truck loadout-Up to 80,000 gallons

\$25,000-To install a pump up and over the top- Up to 80,000 gallons

.15¢/gallon-For all gallons in excess of 80,000 gallons

Respectfully,

James Walter, Owner
Walter and Son Waste Hauling, LLC

1037 8th Avenue West 608-328-8200
Monroe, WI 53566 608-328-8204
sales@bytecinc.net



March 4, 2024

City of Fort Atkinson
Ms. Erin Sweeney
1600 Farmco Lane
Fort Atkinson, WI 53538

Subject: Digester

Thank you for the opportunity to provide a quote for the Biosolids cleaning and hauling project. We appreciate the opportunity to be of service to you.

Bytec Resource Management has been in business performing waste management services to municipal and industrial customers in Wisconsin and surrounding states over forty years. We have developed working relationships with many customers over those years by assuring that the job we do on their behalf is performed safely, efficiently and in an environmentally responsible way.

Bytec is proposing to clean the digester and land apply the biosolid that are removed when cleaning tank.

Digester Cleaning	\$11,500.00 per day
Disposal	\$0.06 per gallon land application
Disposal	\$0.21 per gallon WWTP – T&D

The above pricing includes:

Supervisor, vacuum trucks, technicians, CSE, PPE, Crane, Hydraulic pump, bobcat, Terragator, Utility truck, Spill trailer and site agronomist,

Bytec will land apply the digester waste on City approved fields. The waste remove from digester must be liquid and able to be pumped. If not work will stop and all parties will agree how to proceed. All parties must agree to start date and terms. This project will depend on the City of Fort Atkinson providing the land for disposal of waste. If land is not acquired all parties will have to review option before moving forward. The pricing is valid for sixty days.

Again thank you for the bid request. If you have any question please contact me at your convenience. Should you desire, I am able to provide a list of customers for your reference.

Sincerely,

Mona Johnson-Meyer
Bytec Resource Management
608-328-8200
608-558-2712
sales@bytecinc.net
www.bytecresourcemanagement.com

ACKNOWLEDGEMENT

Your signature below indicates your acceptance of the pricing and terms detailed in the quote above. Please return documents to Bytec Resource Management Inc.

Thank you for the opportunity to be of service.

Signature/Title

Date



MEMORANDUM

DATE: May 7, 2024

TO: Fort Atkinson City Council

FROM: Tom Williamson, Public Works Superintendent

RE: Review and possible action relating to Change Order 1 of the Public Works and Parks Operations facility construction contract (Williamson, Superintendent of Public Works)

BACKGROUND

At the January 4, 2024, regular meeting of the City Council, Gilbank Construction was awarded the contract for construction services to build the new Public Works and Parks Operations Facility. Prior to the January 4, 2024, meeting, the City Council approved funding for the construction of the proposed facility through the 2024 capital borrowing process.

DISCUSSION

The January 4th Council approval included 5% (\$577,200) total building construction budget contingency to address items outside the original scope of the construction contract in the amount

Change Order #1, included with this memorandum, documents seven items added, changed, or altered to improve the original intended design.

Several of these additional items are the result of requested changes by the City to improve stormwater drainage, and to improve the original design to the salt shed. The standby power revisions were no charge to the contract and the extra sensors were a design oversight, added after award of the construction.

The table below appeared in the January 4th meeting packet and outlines the approved project budget included as part of the 2024 Capital Borrow. One item to note that is included in Change Order 1 is the Automated Truck Wash System approved by the Council as part of construction. Council was aware this item would be included in the first change order as it was removed from the project bid documents initially. This item was budgeted for \$220,000.00 in the original budget, but came in on bid at \$170,638.00, a savings of \$49,362 in the furnishings and equipment budget.

ITEM	% COMPLETE	DESCRIPTION	ESTIMATED COST
------	------------	-------------	----------------

SOFT COSTS	75%	Land Purchase, Design, Permitting, Construction oversight, Utility relocation	\$1,166,975.00
BUILDING CONSTRUCTION	25%	Contract with Gilbank Construction (<i>includes 5% contingency</i>)	\$12,121,200.00
FURNISHINGS AND EQUIPMENT	0%	Truck wash, mechanic's shop equipment, office / break room equipment etc.	*\$545,000
EST. PROJECT TOTAL			\$13,833,175.00
<i>*Includes truck wash at \$220K</i>			

FINANCIAL ANALYSIS

The contingency balance following approval of Change Order #1 is below. This addition is covered within the borrowed funds for the project. Removing the truck wash - this change represents an addition of \$53,666 to the project.

ITEM	DESCRIPTION	CREDIT/DEBIT
INITIAL CONTIGNECY	5% of initial contract	\$577,200.00
CHANGE ORDER #1	7 items – truck wash add, salt shed adds, bridge crane deduct, CO sensors add	-\$224,304.87
	CONTINGENCY BALANCE:	\$342,895.13

RECOMMENDATION

Staff recommends approval of Change Order 1, in the amount of \$224,304.87.

ATTACHMENTS

1. 76130_Change Order 01_042524

CHANGE ORDER

Distribution To:
OWNER
ARCHITECT
CONTRACTOR

Project:	Fort Atkinson Public Works & Parks Operations Facility 600 Talcott Avenue Fort Atkinson, WI 53538	Change Order No.:	One
		Initiation Date:	25-Apr-24
To:	Mr. Gary Gilbank Gilbank Construction, Inc. 301 Scot Drive Clinton, WI 53525	Architect's Project No.:	76130
		Contract For:	General Construction
		Contract Date:	05-Jan-24

You are directed to make the following changes in this Contract:

1 RFP #01 - Storm Sewer Modifications.	\$43,990.87
2 RFP #02 - Bridge Crane Revisions.	(\$3,000.00)
3 RFP #03 - Install New Truck Wash.	\$170,638.00
4 RFP #04 - Standby Power Revisions.	\$0.00
5 RFP #05 - Salt Shed Wall Plywood Wainscot.	\$2,420.00
6 RFP #06 - Salt Shed Electrical Service and Fencing Revisions.	\$2,185.00
7 RFP #07 - Additional CO/NO sensors at Maintenance Area.	\$8,071.00

Total Increase/(Decrease) costs to project \$224,304.87

Not valid until signed by both the Owner and Architect. Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract time.

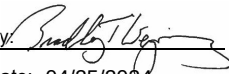
The original contract Sum was	\$11,544,000.00
Net Change by previously authorized Change Orders	\$0.00
The Contract Sum Prior to this Change Order	\$11,544,000.00
The Contract Sum will be Increase by this Change Order	\$224,304.87
The New Contract Sum including this Change Order will be	\$11,768,304.87
The Contract Time will be Changed by this Change Order	0 days
The Date of Substantial Completion as of the date of this Change Order Therefore is:	May 26, 2025

ANGUS-YOUNG ASSOCIATES

Architect
Angus Young
Mr. Bradley Werginz

Contractor
Gilbanks Construction, Inc.
Mr. Gary Gilbank

Owner
City of Fort Atkinson
Mr. Andy Selle
Ms. Rebecca Houseman

By: 
Date: 04/25/2024

By: _____
Date: _____

By: _____
By: _____

Phone 608-676-2261
Fax 608-676-4971

RFP #01

JAMES GILBANK
THOMAS GILBANK
GARY GILBANK

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

March 22, 2024

Request for Proposal - REVISED #1

Project: Fort Atkinson – Public Works & Parks Operations
Project #: 76130

Brad,

The following is the change request per RFP #1 REVISED , issued 3//4/24:
This includes leaving approx 70' of storm sewer pipe in place at the Salt Shed, capping
and filling with concrete slurry, per the onsite discussion.
See attached.

Silha & Sons	\$39,991.70
10% P&O	<u>\$ 3,999.17</u>
Total Cost	\$43,990.87

Let me know if you have any questions:

Sincerely

Gary Gilbank



Request for Quote Summary

Project Name: Fort DPW Date: 3/19/2024

RFP #1-REV 03/19/24 Contractor Name: Silha - Maddrell Excavating, LLC

Provide scope description below:

RFP 1 - Storm Sewer and Grading Changes - Maddrell Summary of charges attached

Material / Equipment Breakdown

Material / Equipment Description	Quantity	Unit Price	Total (\$)
Silha - Added Haul off and Remodel Grading File			\$ 3,200.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Material Cost			\$ 3,200.00

Subcontractor Breakdown (subcontractors performing work for this RQ shall provide separate itemization on same form)

Subcontractor Name	Trade or Specialty	Total (\$)
Maddrell	Utilities	\$ 33,354.00
		\$35,124
		\$ -
		\$ -
		\$ -
		\$35,124
Total Subcontractor Cost		\$ 33,354.00

Contractor Overhead and Profit

	Total (\$)
Markup - Sub 5%	\$ 1,667.70

RQ TOTAL QUOTE	\$ 38,221.70
----------------	-------------------------

\$39,991.70



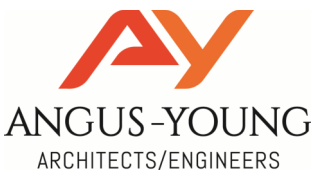
Request No. 1

Project	Fort Atkinson - Public Works & Parks O
Project No.	76130
Date	3/19/2024

Page	Changes	Price Changes
	Remove & relay additional storm pipe. Remove existing curb inlet near bunkers by salt storage building. See Updated CD100	\$ 21,365.00
	Relocate catch basin #4B to the south as shown on C400	\$ 1,950.00
	Add catch basin #4C, 4D, and 4E	\$ 11,925.00
	Remove 41 LF of 8" HDPE and rip rap from previous location of catch basin #4B and update grading as shown on C300.	\$ (1,886.00)
	Change Order Upcharge	\$35,240.00
	Change Order Deduct	\$ (1,886.00)
	Total Change Order Amount	\$33,354.00

Add Grouting 70' Pipe \$1,770
NEW TOTAL \$35,124

Request for Proposal



To: Gary Gilbank, Project Manager
Gilbank Construction
301 Scot Drive
Clinton, WI 53525

Request No.: 1
Contract for: General Construction
Initiation Date: 3/4/2024

Project: CoFort Atkinson - Public Works Facility

Response Date:

Owner: City of Fort Atkinson
700 James Place
Fort Atkinson, WI 53538

Architect's Project No.: 76130

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

Request: Remove and relay additional storm pipe. Remove existing curb inlet near bunkers by salt storage building. See updated CD100.

Relocate catch basin #4B to the south as shown on the updated C400.

Add catch basin #4C, 4D and 4E.

Remove 41 LF of 8" HDPE and rip rap from previous location of catch basin #4B and update grading as shown on C300.

Remove 135 LF of rollover curb by the salt storage and bunkers. Remove detail 30/C801.

This RFP also updates the drawings to remove the Alternate Bid #1 scale.

Attachment: CD100, C100, C300, C301, C400, C801, ES02

Action:

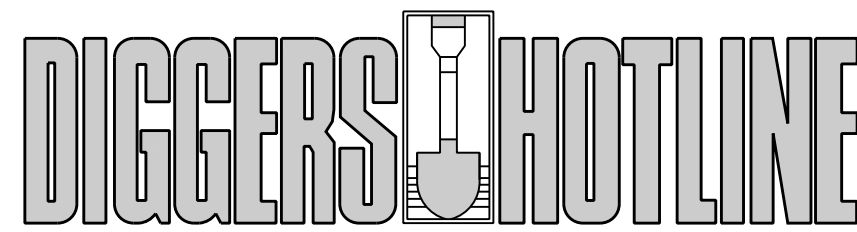
ARCHITECT:
Angus Young Associates, Inc.
555 South River Street
Janesville, WI 53545-4783

A handwritten signature in black ink, appearing to read 'K. H. H. H.', is written over a horizontal line.

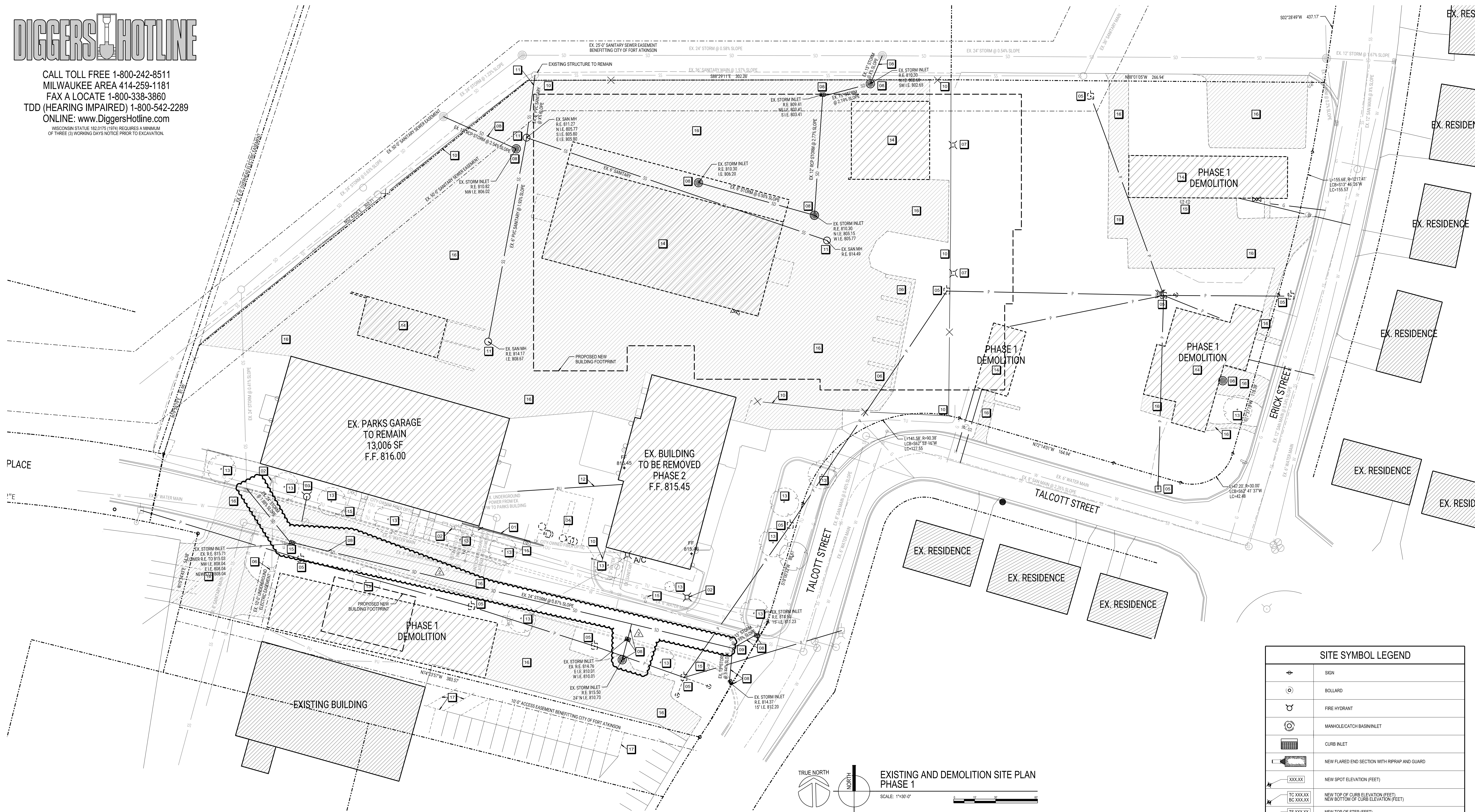
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Date _____

Copy to: File



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OF THREE (3) WORKING DAYS NOTICE PRIOR TO EXCAVATION.



EXISTING AND DEMOLITION SITE PLAN
PHASE 1
SCALE: 1"=30'-0"

KEYNOTES

- 01 EXISTING CANTILEVER GATE TO BE REPURPOSED BY CITY. CONTRACTOR TO SET ASIDE FOR CITY REUSE.
- 02 EXISTING ABOVE-GRADE TELEPHONE BOXES TO BE REPLACED WITH BELOW-GRADE BOXES AND DRIVEABLE COVERS. COORDINATE WITH TELEPHONE COMPANY.
- 03 EXISTING HYDRANT TO BE RELOCATED. SEE SHEET C400 FOR NEW LOCATION. UTILIZE EXISTING LATERAL FOR NEW WATER SERVICE TO PARKS BUILDING.
- 04 REMOVE EXISTING FUELING SYSTEM. FIELD VERIFY UTILITY DISCONNECTIONS. REMOVE IN ACCORDANCE WITH DNR REQUIREMENTS. COORDINATE WITH OWNER ON DNR NOTIFICATION.
- 05 OVERHEAD POWER LINES AND UTILITY POLES TO BE REMOVED BY WE ENERGIES. CONTRACTOR SHALL COORDINATE WITH WE ENERGIES AS NEEDED.
- 06 REMOVE EXISTING BUNKER BLOCKS AND REUSE FOR NEW BUNKER AREAS. COORDINATE WITH CITY ON STORAGE LOCATION.
- 07 REMOVE EXISTING LIGHT POLES. TYP.
- 08 REMOVE EXISTING STORM SEWER AND STRUCTURES. REUSE EXISTING STORM SEWER WHERE FEASIBLE.
- 09 EXISTING STORM STRUCTURE TO REMAIN AND RECONNECT NEW STORM SEWER TO EXISTING STRUCTURE. SEE SITE UTILITY PLAN SHEET C400.
- 10 REMOVE EXISTING CHAIN LINK FENCE AND GATE.
- 11 REMOVE EXISTING SANITARY STRUCTURES AND LATERAL. CUT EXISTING LATERAL CONNECTION AT MAIN 3' FROM EXISTING STRUCTURE AND CAP AND SEAL.
- 12 RECONNECT EXISTING POWER FEED TO EXISTING PARKS BUILDING FROM NEW DPW BUILDING. COORDINATE TIMING WITH CONSTRUCTION WORK AND OWNER.
- 13 CLEAR AND GRUB EXISTING TREES AND SHRUBS. TYP.
- 14 REMOVE EXISTING BUILDINGS AND FOUNDATIONS. COORDINATE WITH UTILITIES ON DISCONNECTION. FIELD VERIFY.
- 15 REMOVE EXISTING SIGNS AND BOLLARDS. TYP.
- 16 REMOVE EXISTING PAVEMENT AND CURB & GUTTER. SAWCUT EXISTING PAVEMENT EDGE AT STREET. TYP.
- 17 REMOVE EXISTING PAVEMENT STRIPING. TYP. SEE SHEET C100 FOR NEW STRIPING ON NEIGHBORING PROPERTY.

SITE SYMBOL LEGEND	
	SIGN
	BOLLARD
	FIRE HYDRANT
	MANHOLE/CATCH BASIN/INLET
	CURB INLET
	NEW FLARED END SECTION WITH RIPRAP AND GUARD
	NEW SPOT ELEVATION (FEET)
	NEW TOP OF CURB ELEVATION (FEET)
	NEW BOTTOM OF CURB ELEVATION (FEET)
	NEW TOP OF STEP (FEET)
	NEW BOTTOM OF STEP (FEET)
	RIM OR INVERT ELEVATION (FEET)
	WATER VALVE OR GAS VALVE
	GAS METER
	LIGHT POLE
	UTILITY POLE
	GUY WIRE
	TRANSFORMER
	ELECTRIC METER AND CT CABINET
	NEW STRUCTURE OR ADDITION
	EXISTING STRUCTURE

ALL SYMBOLS MAY NOT BE USED IN THIS SET.



ISSUANCES / REVISIONS

NO.	DESCRIPTION	DATE
SD	BID CONSTRUCTION	11/28/2023
CD	CONSTRUCTION DOCUMENTS	01/24/2024
04	RFP #04	02/28/2024
△	RFP #1 UPDATED	03/04/2024

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PROJECT NUMBER
76130

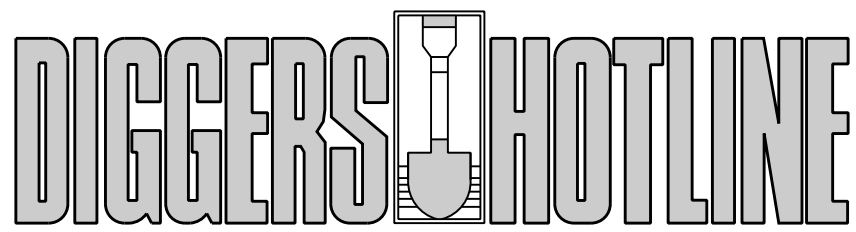
APPROVED BY
JJS

REVIEWED BY
BTW

DRAWN BY
KAU

EXISTING AND DEMOLITION
SITE PLAN - PHASE 1

CD100



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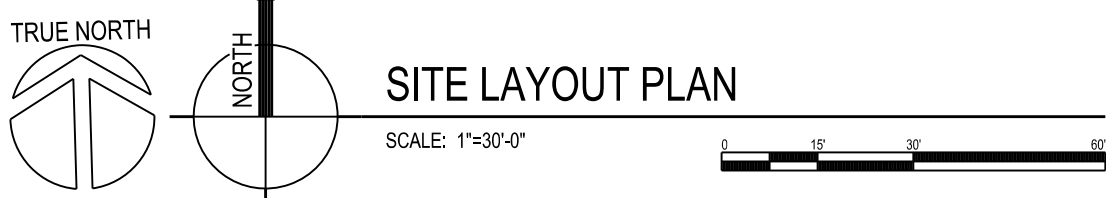
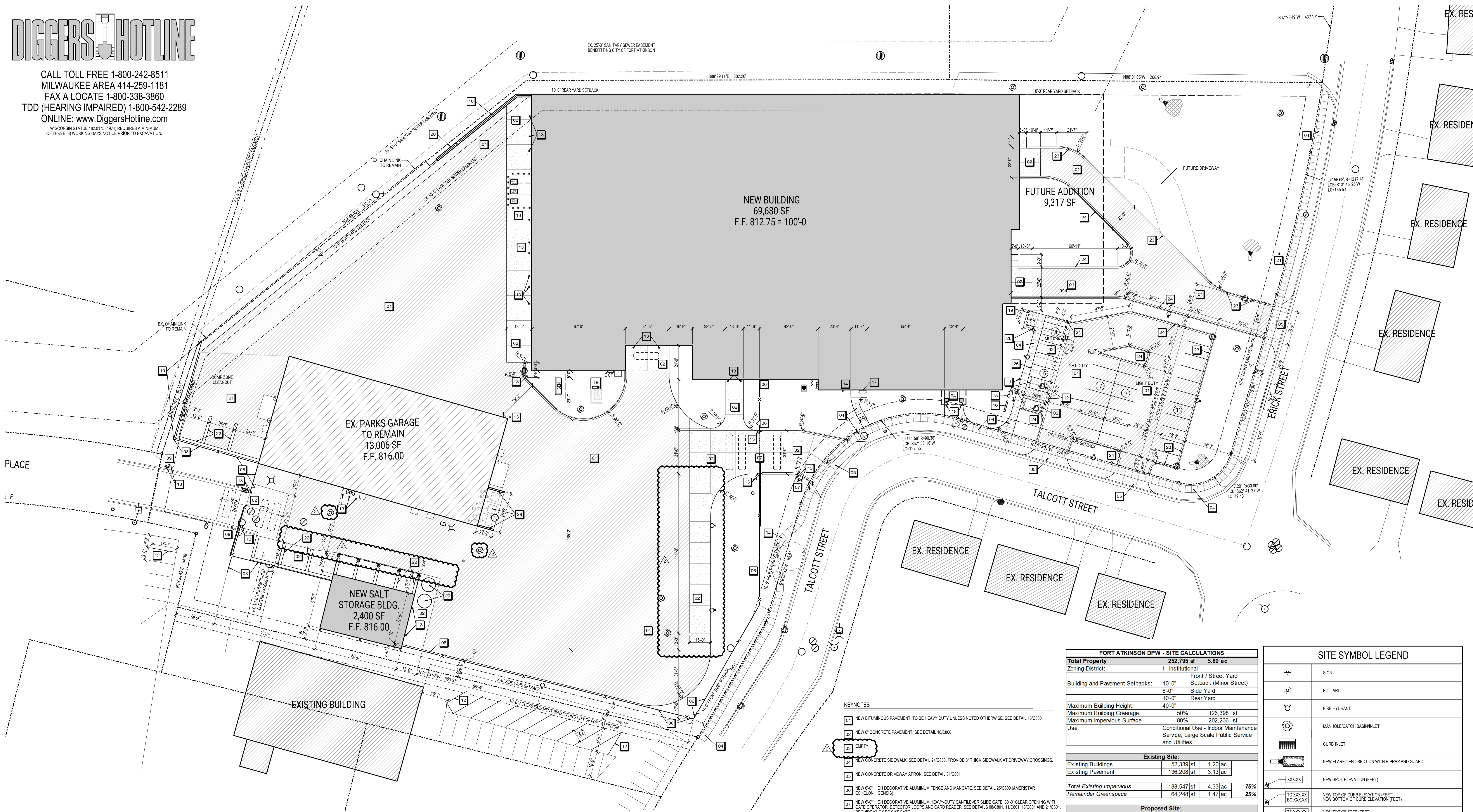
PLACE

SCALE 1"=30'-0"

X:\104.30\cadd\76130\c100.dgn

PLOTTED BY: KAU

ORIGINAL SIZE: 24" x 36"



KEYNOTES

- 01 NEW BITUMINOUS PAVEMENT, TO BE HEAVY DUTY UNLESS NOTED OTHERWISE, SEE DETAIL 15/C800.
- 02 NEW 6" CONCRETE PAVEMENT, SEE DETAIL 19/C800
- 03 EMPTY
- 04 NEW CONCRETE SIDEWALK, SEE DETAIL 24/C800. PROVIDE 8" THICK SIDEWALK AT DRIVEWAY CROSSINGS.
- 05 NEW CONCRETE DRIVEWAY APRON, SEE DETAIL 31/C801
- 06 NEW 6'-0" HIGH DECORATIVE ALUMINUM FENCE AND MANGATE, SEE DETAIL 25/C800 (AMERISTAR SCHEDULE 8 GENIS)
- 07 NEW 6'-0" HIGH DECORATIVE ALUMINUM HEAVY-DUTY CANTILEVER SLIDE GATE, 3'-0" CLEAR OPENING WITH GATE OPERATOR, DETECTOR LOOPS AND CARD READER, SEE DETAILS 18/C801, 11/C801, 18/C801 AND 21/C801. PROVIDE KNOX BOX AT GATE.
- 08 NEW 6'-0" HIGH DUTY HIGH BLACK COATED CHAIN LINK FENCE, TOP OF POLE FOUNDATIONS 8" BELOW FINISH GRADE (TYPICAL EACH POST), SEE DETAIL 31/C800. PROVIDE 2'-0" WIDE STONE MULCH NOW STRIP CENTERED ON EACH SIDE OF FENCE.
- 09 NEW 6'-0" HIGH DUTY HIGH BLACK COATED CHAIN LINK CANTILEVER SLIDE GATE, 3'-0" CLEAR OPENING WITH GATE OPERATOR, DETECTOR LOOPS AND CARD READER, SIMILAR TO DETAILS 18/C801, 11/C801, 18/C801 AND 21/C801. PROVIDE KNOX BOX AT GATE.
- 10 NEW 6'-0" HIGH DUTY CHAIN LINK FENCE (NON-COATED), TOP OF POLE FOUNDATIONS 8" BELOW FINISH GRADE (TYPICAL EACH POST), SIMILAR TO DETAIL 31/C800.
- 11 NEW BARRIER-FREE PARKING STILL SIGNAGE AND WHEEL STOPS, SEE DETAIL 28/C800.
- 12 NEW 4" YELLOW PAINT STRIPE, TYP.
- 13 NEW 6" BOLLARD, TYP, SEE DETAIL 28/C800
- 14 NEW FIRE DEPARTMENT CONNECTION WITH KNOX BOX
- 15 NEW 25'-0" HIGH FLAGPOLE WITH UPLIGHTS, SEE DETAIL 30/C800
- 16 NEW MONUMENT SIGN WITH UPLIGHTS, SEE DETAIL 22A/802
- 17 NEW BENCH, BY OWNER
- 18 NEW PLANTERS, BY OWNER
- 19 NEW BIKE RACK, SPARTAN SINGLE SIDED 4-BIKE RACK, SURFACE MOUNTED WITH POWDER COAT FINISH, COLOR TO BE SELECTED DURING SUBMITTAL PROCESS, OR APPROVED EQUAL.
- 20 NEW CAST IN PLACE CONCRETE RETAINING WALL EXTENDING 6' ABOVE DRIVEWAY GRADE, WITH CHAIN LINK FENCE POSTS INTEGRATED INTO WALL, SEE DETAIL 31/S801
- 21 NEW SIGN, "STORMWATER MANAGEMENT SYSTEM - NATIVE LANDSCAPE RESTORATION", SEE DETAIL 34/C800
- 22 NEW CONCRETE BLOCK BUNKERS, COORDINATE WITH OWNER, UTILIZE EXISTING BLOCK FROM SITE AND NEW BLOCK PROVIDED BY OWNER AS NEEDED.
- 23 NEW RECEIVER CURB AND GUTTER, SEE DETAIL 19/C800
- 24 NEW REJECT CURB AND GUTTER, SEE DETAIL 20/C800
- 25 NEW TURN-DOWN CURB, SEE DETAIL 23/C800, SEE GRADING PLAN FOR GRADES OF PAVEMENT AND TOP OF CURB, PARTICULARLY FOR BARRIER-FREE PARKING STILL ACCESS.
- 26 NEW MOTORCYCLE PARKING STILL SIGNAGE
- 27 NEW (2) 10' Ø BRINE TANKS ON CONCRETE SLAB, TANKS PROVIDED BY OWNER.
- 28 NEW 24" HIGH CAST IN PLACE CONCRETE WALL TO CONTAIN DUMPSTERS, SEE DETAIL 01/S801 (SIMILAR) AND 28/S801 FOR WALL AND 33/C800 FOR CONCRETE SLAB, FIELD VERIFY EXISTING SANITARY LATERAL AND UNDERGROUND POWER FEED WITH NEW WALL CONSTRUCTION.

FORT ATKINSON DPW - SITE CALCULATIONS

Total Property	252,795 sf	5.80 ac
Zoning District	I - Institutional	
Building and Pavement Setbacks:	Front / Street Yard	
	Setback (Minor Street)	
	Side Yard	
	Rear Yard	
Maximum Building Height	40'-0"	
Maximum Building Coverage	50%	126,398 sf
Maximum Impervious Surface	80%	202,236 sf
Use	Conditional Use - Indoor Maintenance Service, Large Scale Public Service and Utilities	

Existing Site:			
Existing Buildings	52,330 sf	1.20 ac	
Existing Pavement	136,208 sf	3.13 ac	
Total Existing Impervious			
	188,547 sf	4.33 ac	75%
Remainder Greenspace			
	64,248 sf	1.47 ac	25%

Proposed Site:			
Existing and New Building	85,086 sf	1.95 ac	
Existing and New Pavement	103,246 sf	2.37 ac	
Total New & Existing Impervious			
	188,332 sf	4.32 ac	74%
Remainder Greenspace			
	64,463 sf	1.48 ac	26%
Total Reduction in Impervious Area			
	-215 sf		

PARKING REQUIREMENTS

	Qty.	Parking Calculation	Required
Public Service & Utility	30	1 space per employee on largest shift	30
Total Required:			
			30
Total Auto Parking Provided:			
			29
Total Motorcycle Parking Provided:			
			4
Total Bicycle Parking Provided:			
			4

SITE SYMBOL LEGEND

	SIGN
	BOLLARD
	FIRE HYDRANT
	MANHOLE/CATCH BASIN/LET
	CURB INLET
	NEW FLARED END SECTION WITH RIPRAP AND GUARD
	NEW SPOT ELEVATION (FEET)
	NEW TOP OF CURB ELEVATION (FEET)
	NEW BOTTOM OF CURB ELEVATION (FEET)
	NEW TOP OF STEP (FEET)
	NEW BOTTOM OF STEP (FEET)
	RIM OR INVERT ELEVATION (FEET)
	WATER VALVE OR GAS VALVE
	GAS METER
	LIGHT POLE
	UTILITY POLE
	GUY WIRE
	TRANSFORMER
	ELECTRIC METER AND CT CABINET
	NEW STRUCTURE OR ADDITION
	EXISTING STRUCTURE

SITE GENERAL NOTES

- TRUE NORTH MAY VARY FROM PROJECT NORTH.
- CONSTRUCTION PRACTICES, MEANS AND METHODS, AND JOB SITE SAFETY, SHALL REMAIN THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
- ALL WORK SHALL BE PERFORMED IN COMPLIANCE WITH THE FEDERAL OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (OSHA) AND ALL FEDERAL, STATE AND LOCAL CODES AND ORDINANCES AS THEY PERTAIN TO THIS PROJECT.
- FIELD VERIFY ALL EXISTING AND PROPOSED UTILITIES, ELEVATIONS AND DIMENSIONS.
- COORDINATE WITH THE AUTHORITY HAVING JURISDICTION AND UTILITY COMPANIES AS NECESSARY.
- BUILDING SHALL BE ORIENTED PARALLEL AND PERPENDICULAR TO EXISTING BUILDING AND/OR PROPERTY LINE AS SHOWN ON DRAWING.
- ALL EXTERIOR CONCRETE SIDEWALKS AND YARD SLABS SHALL BE 4,000 PSI. ALL CONCRETE PAVEMENT SHALL BE 4,500 PSI UNLESS NOTED OTHERWISE.



ISSUANCES / REVISIONS

NO.	DESCRIPTION:	DATE:
BD	BID CONSTRUCTION	11/28/2023
CD	CONSTRUCTION DOCUMENTS	01/24/2024
04	RFP #04	02/28/2024
Δ	BULLETIN 01	02/01/2024
Δ	RFP #1 - UPDATED	03/04/2024

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APPROVED BY

JJS

REVIEWED BY

BTW

DRAWN BY

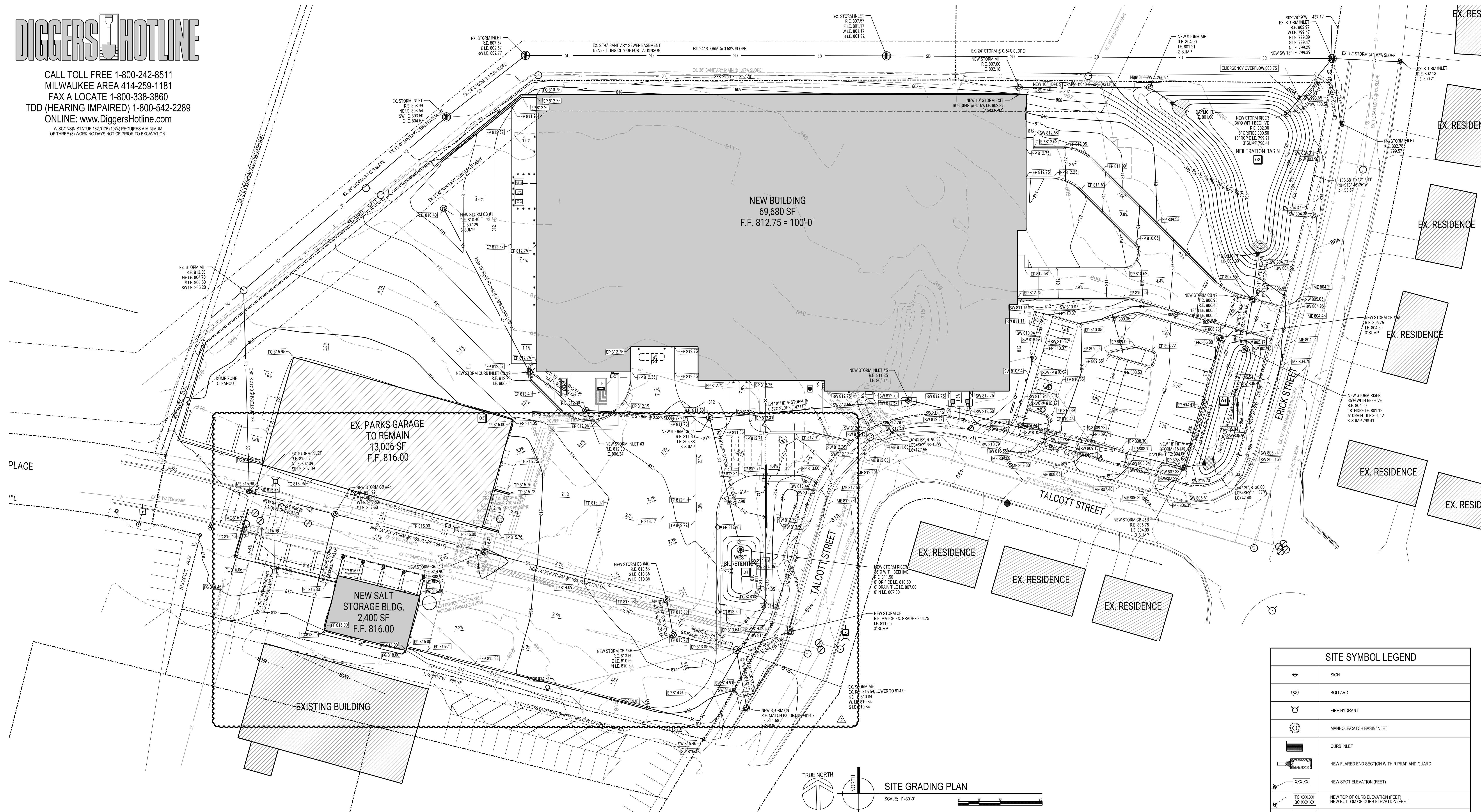
KAU

SITE LAYOUT PLAN

C100

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SITE SYMBOL LEGEND	
	SIGN
	BOLLARD
	FIRE HYDRANT
	MANHOLE/CATCH BASIN INLET
	CURB INLET
	NEW FLARED END SECTION WITH R/RIPRAP AND GUARD
	NEW SPOT ELEVATION (FEET)
	NEW TOP OF CURB ELEVATION (FEET)
	NEW BOTTOM OF CURB ELEVATION (FEET)
	NEW TOP OF STEP (FEET)
	NEW BOTTOM OF STEP (FEET)
	RM OR INVERT ELEVATION (FEET)
	WATER VALVE OR GAS VALVE
	GAS METER
	LIGHT POLE
	UTILITY POLE
	GUY WIRE
	TRANSFORMER
	ELECTRIC METER AND CT CABINET
	NEW STRUCTURE OR ADDITION
	EXISTING STRUCTURE

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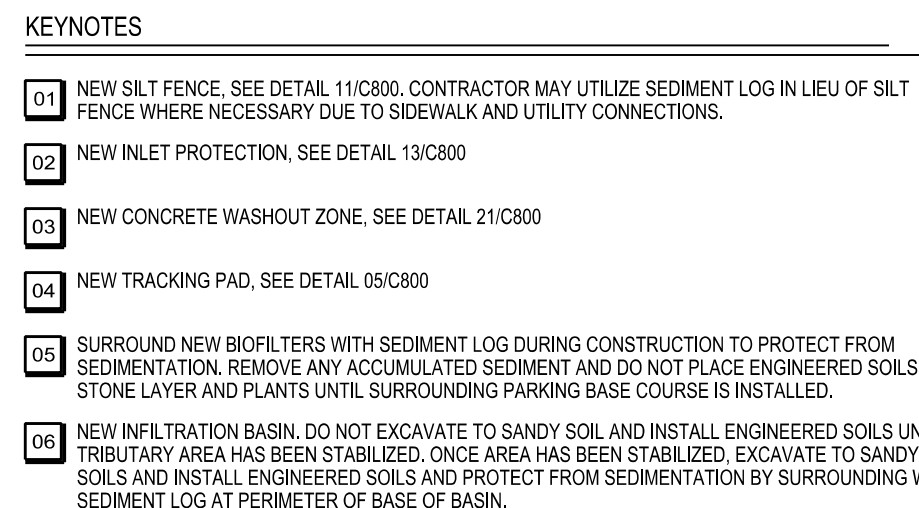
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SITE GRADING PLAN

C300



NOTE: ALL SYMBOLS MAY NOT BE USED IN THIS SET

LATE SEASON STABILIZATION NOTES

CONSTRUCTION SITE MUST BE PERMANENTLY OR TEMPORARILY STABILIZED BY NOVEMBER 1 OF EACH YEAR. CRITERIA FOR STABILIZATION ARE:

1	PERMANENT VEGETATION OPTION:
a	SEED ALL DISTURBED AREAS WITH PERMANENT VEGETATION BY SEP. 15, WITH APPROPRIATE FOLLOW-UP TO ADDRESS EROSION AND SEDIMENTATION PROBLEMS.
2	TEMPORARY VEGETATION OPTION (SEED BEFORE 10/15):
a	ALL DISTURBED AREAS SHALL BE TEMPORARILY SEEDED WITH A TEMPORARY SEED MIX (OATS, WINTER WHEAT OR ANNUAL RYE) BY OCT. 15, WITH APPROPRIATE FOLLOW-UP TO ADDRESS EROSION AND SEDIMENTATION PROBLEMS. THEN, PERMANENT SEED MIX SHALL BE APPLIED BY JUNE 1 OF THE FOLLOWING YEAR. SEEDING RATES AND MIXES SHALL CONFORM TO WI DOT ROADWAY STANDARD SECTION 630.

b	TEMPORARY STABILIZED VEGETATIVE COVER IS 70% VEGETATIVE
---	---

TEMPORARY STABILIZATION OPTION (SEED AFTER 10/15):

a	APPLY TOPSOIL, SEED AND EROSION CONTROL WHERE SHOWN ON EROSION CONTROL PLAN. IF EROSION CONTROL PLAN DOES NOT CALL FOR EROSION MAT, THEN APPLY A TYPE A SOIL STABILIZER (OR
---	---

DROMULCH) WITH DORMANT TEMPORARY SEED ANNUAL
ON THE WILDOAT TO ALL DISTURBED AREAS OF THE C

FROM THE WINDY PAL TO ALL DISTURBED AREAS OF THE SITE. SEED SHALL BE AT 80 LBS/ACRE WITH A 97% SEED PURITY. SEE WINDY CONSERVATION PRACTICE STANDARD NO. 1059 SEEDING FOR CONSTRUCTION SITE EROSION CONTROL. PROVIDE 2% LOOSE SOIL FOR SEED BED.

TEMPORARY STABILIZATION IS CONSIDERED COMPLIANT IF IT PROVIDES A MINIMUM OF 70% COVERAGE OF TOPSOIL, SEED AND TYPE A SOIL STABILIZER.

SITE COVERAGE OF TOP SOIL, SEED AND TYPE A SOIL STABILIZER, AND/OR EROSION CONTROL MATTING WHERE THE SITE RESTORATION PLAN CALLS FOR EROSION CONTROL MATTING; AND/OR RIP RAP AS SHOWN ON PLANS; AND/OR FUTURE ROAD SURFACES GRADED WITH STONE BASE; AND/OR DITCHES WITH DITCH CHECKS AS SHOWN ON

ANS.

5	TEMPORARY STABILIZATION OF EROSION (UNABLE TO REAPPLY TOP SOIL AFTER 11/1):
a	APPLY A TYPE A SOIL STABILIZER FROM THE WILDOT PAL TO ALL DISTURBED AREAS. INSTALL DITCH CHECKS IN ALL DITCHES WITH

SLOPE GREATER THAN 0.5% AT INTERVALS WHERE THE TOP OF THE DOWNHILL DITCH CHECK IS AT THE ELEVATION OF THE FOOT OF THE UPHILL DITCH CHECK. (TRIANGULAR SILT DIKE, STONE INSTALLED PER WDNR TECH STANDARD, SEDIMENT LOG OR COMPARABLE PRODUCT APPROVED BY AUTHORITY HAVING JURISDICTION)

NOTES:

DISTURBED AREAS EXCLUDE ROADS AND PARKING AREAS THAT HAVE BEEN GRADED WITH BASE COURSE INSTALLED, AS WELL AS THE IMMEDIATE VICINITY (I.E. 30') OF BUILDINGS THAT ARE ACTIVELY UNDER CONSTRUCTION WHERE EXTERIOR WORK IS STILL GOING ON.

EROSION CONTROL NOTES

Initial Downstream Receiving Water of the State from the site: Rock River

This project is anticipated to disturb approximately 5.8 Acres.

1 POST WORK CERTIFICATE OF PERMIT COVERAGE ON SITE PRIOR TO ANY DISTURBANCE AND EROSION CONTROL ACTIVITIES. IF ACTIVITIES HAVE CEASED, THE SITE IS STABILIZED, AND A NOTICE OF TERMINATION IS FILED WITH WDNR.

2 THE CONTRACTOR SHALL OBTAIN A NOTICE OF TERMINATION WITH THE DNR AND AN ADEQUATE EROSION CONTROL ASSESSED. ALL TEMPORARY EROSION AND SEDIMENT CONTROLS HAVE BEEN REMOVED, AND ALL DISTURBED AREAS HAVE PERENNIAL COVER AT LEAST 70%.

3 KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.

4 SUBMIT PLAN REVISIONS OR AMENDMENTS TO THE WDNR.

5 CONTRACTOR IS RESPONSIBLE FOR ROUTINE SITE INSPECTIONS AT LEAST EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A RAIN EVENT OF 0.5 INCHES OR GREATER. KEEP INSPECTION REPORTS ON-SITE AND MAKE THEM AVAILABLE UPON REQUEST.

6 CONTRACTOR SHALL MAINTAIN A WEEKLY REPORT OF THE EROSION AND SEDIMENT CONTROL MEASURES AND CONDUCT MAINTENANCE AS NEEDED TO MEET THE EROSION CONTROL MONITORING ORDER. THE MONITORING RECORD SHALL INCLUDE AT LEAST THE FOLLOWING:

a DATE, TIME AND EXACT PLACE OF INSPECTION.

b NAME(S) OF INDIVIDUAL(S) PERFORMING INSPECTION.

c AN ASSESSMENT OF THE CONDITION OF EROSION AND SEDIMENT CONTROLS.

d A DESCRIPTION OF ANY EROSION AND SEDIMENT CONTROL IMPLEMENTATION AND MAINTENANCE PERFORMED.

e A DESCRIPTION OF THE SITE'S PRESENT PHASE OF CONSTRUCTION. THIS NOTE IS FOR CONSTRUCTION INSPECTION REPORT FORM CAN BE USED FOR THESE INSPECTIONS, WHICH IS LOCATED AT: [HTTP://DNR.WI.GOV/RUNOFF/PDF/STORMWATER/3400187_CONSTRUCTON_CONSTRUCTON_INSPECTION_REPORT.PDF](http://dnr.wi.gov/runoff/pdf/strormwater/3400187_constructon_constructon_inspection_report.pdf)

INSPECT AND MAINTAIN ALL INSTALLED EROSION CONTROL. PRACTICES UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED.

- 3) WHEN POSSIBLE: PRESERVE EXISTING VEGETATION (ESPECIALLY ADJACENT TO SURFACE WATERS), MINIMIZE LAND-DISTURBING CONSTRUCTION, MINIMIZE EROSION, MINIMIZE SOIL COMPACTION, AND PRESERVE TOPSOIL.
- 4) REFER TO THE WDNR TECHNICAL STANDARDS FOR STORM WATER CONSTRUCTION AT http://dnr.wisconsin.gov/topic/stormwater/standards/cond_standards.html
- 5) INSTALL PERMITTER CONTROLS AND ROCK CONSTRUCTION ENTRANCE(S) PRIOR TO ANY LAND-DISTURBING ACTIVITIES, INCLUDING CLEARING AND GRUBBING. USE WDNR TECHNICAL STANDARD STONE TRAP AND TIE WASHING #10/ET FOR ROCK CONSTRUCTION ENTRANCE(S).
- 6) INSTALL INLET PROTECTION PRIOR TO LAND-DISTURBING ACTIVITIES IN THE TRIBUTARY AREA AND IMMEDIATELY UPON INLET
- 7) CONSTRUCTION OF STORM DRAINAGE SHALL BE IN ACCORDANCE WITH STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITE #1060
- 8) STAGE CONSTRUCTION GRADING ACTIVITIES TO MINIMIZE THE CUMULATIVE EXPOSED AREA. CONDUCT ROUGH GRADING PER WDNR TECHNICAL STANDARD TEMPORARY GRADING PRACTICES FOR EROSION CONTROL #1067
- 9) NOTIFY AUTHORITY HAVING JURISDICTION IF DRAINAGE IS SCHEDULED TO OCCUR IN AREAS OF SOIL AND/OR GROUNDWATER CONTAMINATION, OR IN DEVELOPMENT OF A FACILITY FOR A HIGH CAPACITY WELL (OR OTHER SOURCE). DRAINAGE OUTLET TO THE APPROPRIATE WDNR DRAINAGE DISCHARGE PERMIT HAS BEEN OBTAINED.
- 10) DRAINAGE OPERATIONS SHALL PROTECT ADJACENT PROPERTIES AND CHARGE LOCATIONS FROM EROSION AND PREVENT CONTAMINATION OR DEGRADATION OF QUALITY FOR GROUND AND SURFACE WATERS. ALL OPERATIONS SHALL BE IN ACCORDANCE WITH THE BEST MANAGEMENT PRACTICES OF THE WISCONSIN POLLUTION PREVENTION ACT AND APPROVED FOR THIS SITE. WISCONSIN DEPARTMENT OF NATURAL RESOURCES CONSERVATION SELECTION CONTROL PRACTICE STANDARD, DE-WATERING, NO. 1061, AND SHALL COMPLY WITH THE REQUIREMENTS OF THE WISCONSIN POLLUTION PREVENTION ACT (WISCONSIN DRAINAGE DISCHARGE ELIMINATION SYSTEM (WDDES) GENERAL PERMIT NO. WA-004594-05-0.

15. PROVIDE ANTI-SOUL-DROW PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. LIMIT PUMPING RATES TO EITHER (A) 100 GPM PER LINEAL FOOT OF DITCH OR (B) 100 GPM PER LINEAL FOOT OF THE BASIN DESIGN RELEASE RATE WITH THE CORRECTLY FITTED HOSE AND GEOTECHNICAL FIBER BAG. PERFORM DEWATERING OF ACCUMULATED SURFACE RUNOFF IN ACCORDANCE WITH WDMR CHAPTER 17.000, STANDARD SEDIMENT BASIN #1064.
16. COMPLETE AND STABILIZE SEDIMENT TRAPS PRIOR TO MASS LAND REMEDIATION TO CONTROL RUNOFF DURING CONSTRUCTION. DISBURSE SEDIMENT AS NEEDED TO MAINTAIN 3 FEET OF DEPTH TO TOP OF MULCH AND PROTECT FROM EROSION. MAINTAIN SEDIMENT BASIN PERFORMANCE. CONSTRUCT AND MAINTAIN THE SEDIMENT BASIN PER WDMR TECHNICAL STANDARD SEDIMENT BASIN #1064.
17. CONSTRUCT AND PROTECT THE BIONFILTERS AND INFILTRATION BARRIERS TO VEGETATION FROM RUNOFF AND SEDIMENT DURING CONSTRUCTION.
18. REMOVE SEDIMENT FROM BEHIND SILT FENCES AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO HALF THE FENCE OR BARRIER HEIGHT. MAINTAIN AND MAINTAIN SILT FENCING PER WDMR TECHNICAL STANDARD SILT FENCE #1056.
19. REPAIR BREAKS AND GAPS IN SILT FENCES AND BARRIERS.
20. IMMEDIATELY REPLACE DECOMPOSING STRAW BALES (STYCAL BALE) WITH NEW STRAW BALE PER MONTHS. MAINTAIN AND MAINTAIN STRAW BALES PER WDMR TECHNICAL STANDARD DITCH CHECKS #1062.
20. INSTALL AND MAINTAIN FILTER SOCKS IN ACCORDANCE WITH WDMR CHAPTER 17.000, STANDARD SEDIMENT BASIN #1064. MAINTAIN CONTROL AND SLOPE INTERCEPTION PRODUCTS # 1070.
21. IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES WITH SILT FENCE OR OTHER PERMEABLE CONTROL IF STOCKPILES ARE NOT ACTIVELY COVERED WITH MULCH.
22. IMMEDIATELY STABILIZE ALL DISTURBED AREAS THAT WILL REMAIN INACTIVE FOR 14 DAYS OR LONGER. BETWEEN SEPTEMBER 15 AND OCTOBER 15. STABILIZE WITH MULCH, TACKLER, AND A PERENNIAL SEED MIXTURE WITH WINTER WHEAT, ANNUAL CEREAL, OR ANNUAL RYE. COVER WITH MULCH. COLLECT WEATHER. STABILIZE WITH A POLYMER AND DORMANT SEED MIX.

23	23	STABILIZE AREAS OF FINAL GRADING WITHIN 7 DAYS
24	24	SWEEP/ENL UP ALL SEDIMENT THAT MOVES OFF-SITE DUE TO CONSTRUCTION ACTIVITIES. SWEEP/ENL MATERIALS TO THE SAME WORKDAY OR AS DIRECTED BY AUTHORITY JURISDICTION. SEPARATE SWEEP MATERIALS (SOILS AND TRASH) INTO A DISPOSAL OF APPROPRIATELY.
25	25	CONTRACTOR IS RESPONSIBLE FOR CONTROLLING SLOPE PER WPDNR TECHNICAL STANDARD DRAINAGE CONTROL ON CONSTRUCTION SITES # 1068
26	26	PROPERLY DISPOSE OF ALL WASTE AND UNUSED BUILDING MATERIALS INCLUDING EXCESS CONSTRUCTION WASTES, OR OTHER CONSTRUCTION MATERIALS) AND DO NOT ALLOW THESE MATERIALS TO BE CARRIED BY RUNOFF INTO THE RECEIVING CHANNEL.
27	27	COORDINATE WITH THE AUTHORITY HAVING JURISDICTION TO UPDATE THE LAND DISTURBANCE PERMIT TO INDICATE THE ANTICIPATED OR LIKELY DISPOSAL LOCATIONS FOR ANY EXCAVATED SOILS OR CONSTRUCTION DEBRIS THAT WILL BE WASHED OFF-SITE. THE DEPOSITED MATERIALS SHOULD BE USED TO REBUILD, OR TO ENRICH, THE SEDIMENT CONTROL MEASURES (SUCH AS SILT FENCE, HAY BALES, FILTER SOCKS, OR COMPACTED EARTHEN BERM).
28	28	FOR NON-CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED SLOPES, PROVIDE CLASS II TYPE B EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOTS EROSION CONTROL GUIDE. EROSION MATTING SHALL BE PER WPDNR TECHNICAL STANDARD NON-CHANNEL EROSION MAT #1052
29	29	FOR CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED AREAS, PROVIDE CLASS II TYPE B EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOTS FACILITY DEVELOPMENT MANUAL. INSTALL AND MAINTAIN PER WPDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053.
30	30	INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES AS NEEDED, SUCH AS TEMPORARY SEDIMENT BASINS, DITCH CHECKS, EROSION CONTROL MATTING, SILT FENCING, FILTER SOCKS (SWALES, ETC.), OR AS DIRECTED BY AUTHORITY HAVING

31 CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE WORKER REMEDIATION AND WASTE MANAGEMENT REQUIREMENTS FOR HANDLING AND DISPOSING OF CONTAMINATED MATERIALS. SITE-SPECIFIC INFORMATION FOR AREAS WITH KNOWN OR SUSPECTED SOIL AND/OR GROUNDWATER CONTAMINATION CAN BE FOUND ON WDNR'S BUREAU OF REMEDIATION AND REDEVELOPMENT TRACKING SYSTEM (BRTS) PUBLIC DATABASE AT <http://www.dnr.state.wi.us/bots/botsweb/>

32 PROVIDE SEDIMENT LOG AROUND PERIMETER OF INFILTRATION ZONE OF INFILTRATION BASINS AND BIORETENTION AND BIOFILTER DEVICES TO PROTECT FROM CLOGGING OF DEVICE. REMOVE FOLLOWING STABILIZATION OF TRIBUTARY AREA. DO NOT REMOVE UNTIL ANY EROSION PROBLEMS FLOWING TO DEVICE ARE FIXED.

	a	AL TE OC SE AP MP 63C	2
	b	TE CC	
	a	AP ER CA	3

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PROJECT NUMBER	76130
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APPROVED BY
LIS

REVIEWED BY

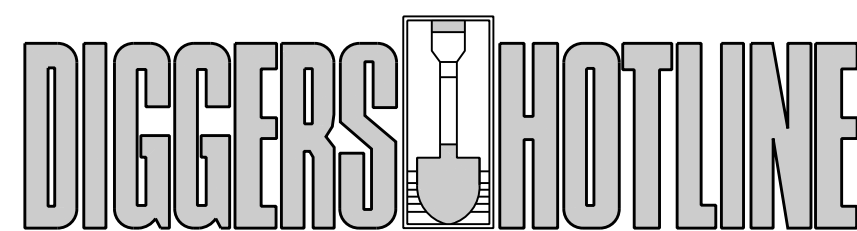
BIW

DRAWN BY

KAU
EROSION CONTROL PLAN

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C301



CALL TOLL FREE 1-800-242-8511
MILWAUKEE AREA 414-259-1181
FAX A LOCATE 1-800-338-3860
TDD (HEARING IMPAIRED) 1-800-542-2289
ONLINE: www.DiggersHotline.com
WISCONSIN STATUTE 182.0175 (1974) REQUIRES A MINIMUM
OF THREE (3) WORKING DAYS NOTICE PRIOR TO EXCAVATION.

PLACE

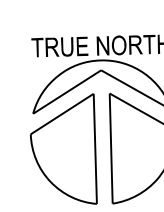
SCALE 1"=30'-0"

K:\10430\cadd\76130\c400.dgn

PLOTTED BY: KAU

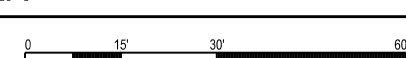
ORIGINAL SIZE: 24" x 36"

Storm Pipe Calculations - Area Method				
	Area	Divisor	gpm	
to CB #1 & #2				
roof	38,072 sf		26	249
pavement	31,546 sf	32.5	971	
greenspace	49 sf	104	0	
15" HDPE @ 0.52% = ok (2,090 gpm capacity)				1,220 gpm
to CB #3 & #4				
greenspace	18,091 sf		104	48
pavement	13,066 sf	32.5	402	
from 10-year storm HydroCAD Subwatershed #1				489
from CB #1				1,220
15" HDPE @ 0.52% = ok (2,090 gpm capacity)				2,160 gpm
to CB #5				
greenspace	688 sf	104	7	
from CB #3				2,160
18" HDPE @ 0.52% = ok (3,400 gpm capacity)				2,166 gpm
to CB #6A				
pavement	5,952 sf	32.5	183	
greenspace	1,839 sf	104	18	
8" HDPE @ 0.52% = ok (390 gpm capacity)				201 gpm
to CB #6B				
pavement	5,114 sf	32.5	157	
greenspace	1,089 sf	104	10	
from CB #6A				201
from CB #5				2,166
18" HDPE @ 0.52% = ok (3,400 gpm capacity)				2,535 gpm
to CB #7				
pavement	7,418 sf	32.5	228	
greenspace	3,941 sf	104	38	
from East Biofilter HydroCAD 10-year storm				4,582
21" HDPE @ 0.52% = ok (5,130 gpm capacity)				4,848 gpm
to CB #4B				
pavement	9,425 sf	32.5	290	
8" HDPE @ 0.52% = ok (390 gpm capacity)				290 gpm



SITE UTILITY PLAN

SCALE: 1"=30'-0"



NEW BUILDING
69,680 SF
F.F. 812.75 = 100'-0"

EX. PARKS GARAGE
TO REMAIN
13,006 SF
F.F. 816.00

NEW SALT
STORAGE BLDG.
2,400 SF
F.F. 816.00

EXISTING BUILDING

- KEYNOTES
- 01 NEW TRANSFORMER ON CONCRETE PAD, COORDINATE WITH UTILITY, SEE ELECTRICAL SITE PLAN
 - 02 NEW NATURAL GAS GENERATOR ON CONCRETE PAD, SEE DETAIL 04/C81
 - 03 NEW YARD CLEANOUT, SEE DETAIL 35/C80
 - 04 CONNECT NEW SANITARY LATERAL TO EXISTING SANITARY MANHOLE WITH INSIDE DROP, SEE DETAIL 24/C81
 - 05 NEW WATER LATERAL WITH SHUT-OFF VALVE AT STREET IN ACCORDANCE WITH CITY STANDARDS, SEE DETAIL 14/C81
 - 06 NEW FIRE DEPARTMENT CONNECTION
 - 07 NEW IRRIGATION TIE-IN, IRRIGATION DESIGN/BUILD CONTRACTOR SHALL COORDINATE SYSTEM WITH INTERIOR PLUMBING
 - 08 NEW CURB INLET STORM CATCH BASIN, SIMILAR TO DETAIL 03/C81
 - 09 NEW ROUND STORM CATCH BASIN, SEE DETAIL 03/C81
 - 10 NEW WEST BIORETENTION STORM RISER, SEE DETAIL 31/C80
 - 11 NEW CONCRETE FLARED END SECTION WITH RPP RAP, SEE DETAIL 06/C81
 - 12 NEW INFILTRATION STORM RISER, SIMILAR TO DETAIL 31/C81
 - 13 NEW CONCRETE FLARED END SECTION, SIMILAR TO DETAIL 31/C80 (NO RPP RAP)
 - 14 NEW 6" DRAIN TILE, SEE BIORETENTION DETAIL 31/C80
 - 15 NEW CONDUIT FOR FUTURE ELECTRIC CHARGING STATION
 - 16 NEW FUEL TANKS WITH FUEL LINES, SEE MECHANICAL PLANS FOR CONTINUATION
 - 17 NEW MECHANICAL EQUIPMENT ON CONCRETE PAD, SEE DETAIL
 - 18 NEW YARD HYDRANT, SEE DETAIL 06/C81
 - 19 NEW GATE OPERATOR, DETECTOR LOOPS AND CARD READER, SEE DETAILS 06/C81, 11/C81, 18/C81 AND 21/C81
 - 20 NEW LIGHT POLE, SEE SHEET E501
 - 21 NEW TELEPHONE, FIBER, POWER AND GAS LATERALS, COORDINATE WITH UTILITIES ON FINAL ROUTE
 - 22 EXISTING TELEPHONE BOX, RELOCATE AT OWNER'S DIRECTION IN COORDINATION WITH OWNER, FIELD VERIFY
 - 23 NEW BURIED DOWNSPOUT CONNECTION, SEE DETAIL 30/C81
 - 24 RELOCATED FIRE HYDRANT AND VALVE, INSTALL IN ACCORDANCE WITH CITY OF FORT ATKINSON PUBLIC WORKS REQUIREMENTS
 - 25 PROVIDE 4" WIDE X 2" THICK XPS INSULATION FOR FROST PROTECTION OVER EXISTING 6" WATER MAIN WHERE SHOWN
 - 26 UTILIZE EXISTING 6" LEAD TO HYDRANT TO BE RELOCATED AND TRANSITION TO NEW 2" SERVICE WITH SHUT-OFF VALVE FOR NEW WATER SERVICE TO PARKS BUILDING
 - 27 EMPTY
 - 28 FROST PROTECT EXISTING BUILDING FOUNDATION AT DROPPED GRADE
 - 29 NEW 4" PVC IRRIGATION SLEEVE, TYP.
 - 30 NEW FLAGPOLE WITH UPLIGHTS, SEE E501 FOR UPLIGHTS

SITE LINE LEGEND

---	PROPERTY LINE
---	SETBACK LINE
---	EASEMENT LINE
---	EXISTING INTERMEDIATE CONTOUR
---	EXISTING INDEX CONTOUR
---	NEW INTERMEDIATE CONTOUR
---	NEW INDEX CONTOUR
---	PAVEMENT
---	FENCE
SD	STORM DRAIN
SS	SANITARY SEWER
W	WATER
G	GAS
P	ELECTRICAL POWER
PU	UNDERGROUND ELECTRICAL POWER
FOU	UNDERGROUND FIBER OPTIC
T	TELEPHONE
TU	UNDERGROUND TELEPHONE
CATV	CABLE
---	EDGE OF TREES OR SHRUBS

NOTE: ALL LINE TYPES MAY NOT BE USED IN THIS SET.

SITE SYMBOL LEGEND

+	SIGN
⊙	BOLLARD
⊕	FIRE HYDRANT
⊗	MANHOLE/CATCH BASIN/INLET
⊗	CURB INLET
⊗	NEW FLARED END SECTION WITH RPP RAP AND GUARD
XXX	NEW SPOT ELEVATION (FEET)
TO XXX.XX BC XXX.XX	NEW TOP OF CURB ELEVATION (FEET) NEW BOTTOM OF CURB ELEVATION (FEET)
TS XXX.XX BS XXX.XX	NEW TOP OF STEP (FEET) NEW BOTTOM OF STEP (FEET)
RE / IE XXX.XX	RBM OR INVERT ELEVATION (FEET)
⊗	WATER VALVE OR GAS VALVE
⊗	GAS METER
⊗	LIGHT POLE
⊗	UTILITY POLE
---	GUY WIRE
TR	TRANSFORMER
E CT	ELECTRIC METER AND CT CABINET
---	NEW STRUCTURE OR ADDITION
---	EXISTING STRUCTURE

SITE GENERAL NOTES

1. TRUE NORTH MAY VARY FROM PROJECT NORTH.
2. CONSTRUCTION PRACTICES, MEANS AND METHODS, AND JOB SITE SAFETY, SHALL REMAIN THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
3. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE FEDERAL OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (OSHA) AND ALL FEDERAL, STATE AND LOCAL CODES AND ORDINANCES AS THEY PERTAIN TO THIS PROJECT.
4. FIELD VERIFY ALL EXISTING AND PROPOSED UTILITIES, ELEVATIONS AND DIMENSIONS.
5. COORDINATE WITH THE AUTHORITY HAVING JURISDICTION AND UTILITY COMPANIES AS NECESSARY.
6. BUILDING SHALL BE ORIENTED PARALLEL AND PERPENDICULAR TO EXISTING BUILDING AND/OR PROPERTY LINE AS SHOWN ON DRAWING.
7. ALL EXTERIOR CONCRETE SIDEWALKS AND YARD SLABS SHALL BE 4,000 PSI. ALL CONCRETE PAVEMENT SHALL BE 4,500 PSI UNLESS NOTED OTHERWISE.

CITY OF
FORT ATKINSON

PUBLIC WORKS &
PARKS
OPERATIONS

600 TALCOTT AVENUE,
FORT ATKINSON, WI
53538



ISSUANCES / REVISIONS	
NO. DESCRIPTION	DATE
BD BID CONSTRUCTION	11/28/2023
CD CONSTRUCTION DOCUMENTS	01/24/2024
04 RFP #04	02/28/2024
Δ RFP #1 - UPDATED	03/04/2024

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PROJECT NUMBER

76130

APPROVED BY

JJS

REVIEWED BY

BTW

DRAWN BY

KAU

SITE UTILITY PLAN

C400

SCALE

KT18130.cad/761304ES02.dgn

Kahel

PLOTTED BY:

ORIGINAL SIZE: 24" x 36"

CITY OF
FORT ATKINSON

PUBLIC WORKS &
PARKS
OPERATIONS

600 TALCOTT AVENUE,
FORT ATKINSON, WI
53538



ISSUANCES / REVISIONS		
NO.	DESCRIPTION:	DATE:
SD	BID CONSTRUCTION	11/28/2023
CD	CONSTRUCTION DOCUMENTS	01/24/2024
04	RFP #04	02/28/2024

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PROJECT NUMBER
76130
APPROVED BY
JJS
REVIEWED BY
BTW
DRAWN BY
MJA

ELECTRICAL
SITE PLAN

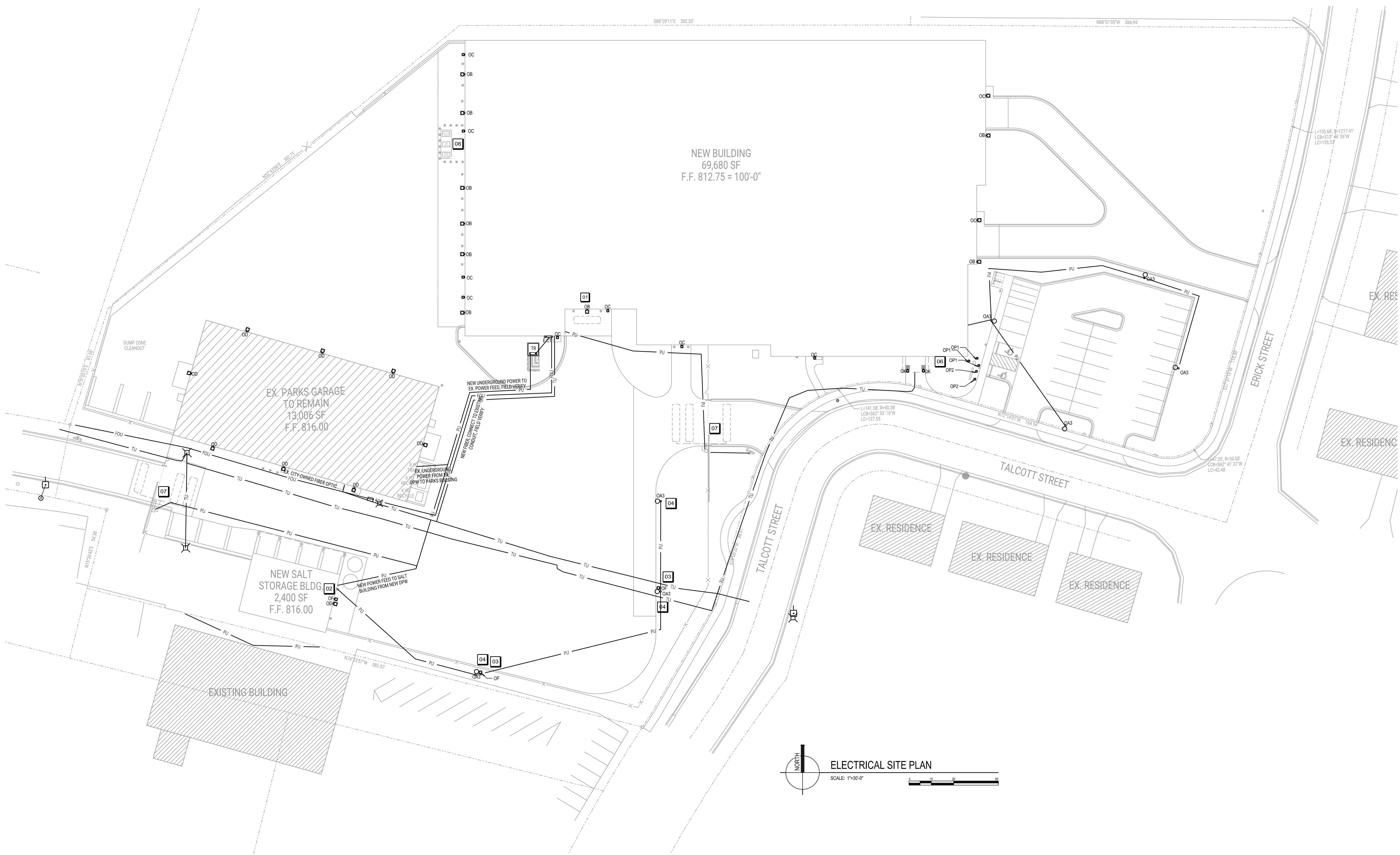
ES02

GENERAL NOTES

- SEE ELECTRICAL DETAILS ON SHEET E801 FOR MORE INFORMATION.
- EXTERIOR LIGHT FIXTURES ARE TO BE CONTROLLED VIA HOUSE TIMELOCK AND PHOTOCELL.
- TYPE OA3 FIXTURES ARE TO BE MOUNTED AT 20'-0" TO BOTTOM AFG UNLESS NOTED OTHERWISE.
- TYPE OC FIXTURES ON THE EAST SIDE OF BUILDING ARE TO BE 15'-0" TO BOTTOM AFG ON ACTIVE DOOR SIDE BELOW AWNING UNLESS NOTED OTHERWISE.
- TYPE OB FIXTURES ON THE EAST SIDE OF BUILDING ARE TO BE 15'-0" TO BOTTOM AFG.
- COORDINATE WITH ARCHITECT ALL EXTERIOR LIGHT FIXTURES, POLES, AND ACCESSORIES FINISH.

KEYNOTES

- 01** TYPE OC FIXTURE MOUNT AT 9'-0" AFG CENTERED ABOVE OVERHEAD DOOR.
TYPE OF FIXTURE IS TO BE PROVIDED WITH SURFACE MOUNTING KIT.
TYPE OF FIXTURES POWERED FROM LVP-88.
- 02** TYPE OF FIXTURE IS TO BE MOUNTED AT 20'-0" TO BOTTOM ABOVE GROUND ON SAME POLE AS TYPE OA3. TYPE OF FIXTURES ARE TO BE CONTROLLED VIA NEW 4-POLE MANUAL SWITCH LOCATED IN NEW SALT STORAGE SHED.
- 03** TYPE OA3 FIXTURE TO BE FED FROM SAME CIRCUIT AS TYPE OF CONTROL FIXTURE VIA PHOTOCELL & TIMELOCK ONLY.
- 04** EMPTY
- 05** TYPE OP1 FIXTURE POWERED FROM LVP-18-80.
TYPE OP2 FIXTURE POWERED FROM LVP-18-80.
- 06** SEE SHEET E801 FOR GATE OPERATOR DETAILS & CARD READER STAND DETAIL. EC TO PROVIDE RACEWAYS, BOXES, CABLING, & GROUNDING.
- 07** SEE PUMP CONNECTIONS SHOWN ON SHEET E201B.



GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

February 22, 2024

Request for Proposal #2

Crane Revisions

Project: Fort Atkinson – Public Works & Parks Operations
Project #: 76130

Brad,

The following is the change request per RFP #2:

- Install 2 – 5 ton hoists in lieu of 1 – 10 ton & 1 – 3 ton hoist

Aero Material Handling (\$3,000)

Total Credit (\$3,000)

Let me know if you have any questions:

Sincerely

Gary Gilbank

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

February 22, 2024

Install New Truck Wash Proposal

Project: Fort Atkinson – Public Works & Parks Operations

Project #: 76130

Brad,

The following is the cost to provide & install a new truck wash at the Fort Atkinson DPW. I have based this pricing on the Dodge County Truck wash that meets the requirements of the Fort Atkinson Facility. (see attached Dodge County Information)

Hydro-Chem Systems, Inc. is the Truck Wash manufacturer and my subcontractors and I have based my pricing for this installation on the Installation requirements they provided (see attached)

Hydro-Chem Systems	\$105,000
Gilbank Construction	\$ 7,520
DeGarmo Plumbing	\$ 11,950
VP Plus Electric	<u>\$ 29,528</u>
	\$155,126
10% P&O	<u>\$ 15,512</u>
Total	\$170,638

Let me know if you have any questions:

Sincerely

Gary Gilbank



Hydro-Chem Systems, Inc
 6605 Broadmoor Ave SE | Caledonia, Michigan 49316
 PH: (616) 531-6420 | FX: (616) 531-8692
www.hydrochemsystems.com



Customer :

Ship To :

TBD

Date : 1/26/2024

Expires : 2/25/2024

Terms : See Planning Form

Proposal # : QUO17922

Sales Rep Phone : (616) 426-3513 X 144

Sales Rep Email : jeff.marcusse@hcs-clean.com

Sales Rep Name : Jeff Marcusse

Quote

Item	Description	Quantity	Rate	Amount
Automated Wash System Basic -1S-T-DAF- RAO-PRAdd-F	DPW Fleet Rinse	1		\$105,000.00
095521-1.5-05 15	Undercarriage Wash Undercarriage Wash Manifold: The Undercarriage Wash Manifold will consist of a 1 1/2" sch 40 galvanized steel manifold with (21) stainless steel nozzles.	1		INCLUDED
095666-256	Wheel Wash Assy-6 Spinners Stands,Pipe,Hoses,0020',2 18" Stands Wheel Spinner Assembly: Three (3) spinner assemblies on each side to thoroughly clean the rims and chassis of the vehicles.	1		INCLUDED
095656-256	Blast Arch,15'X17'W,Bracket,Osc,3 Top Vortex The arch is constructed of aluminum. The rinse manifold is constructed of galvanized pipe and uses stainless steel nozzles. This arch uses air cylinders to pivot during the wash process to achieve cleaning impact on the front, sides and rear of the vehicle. This arch will also include 3 Vortex Spinners located on the top.	1		INCLUDED
424686	Rinse Pump Module - 60hp ODP Motor with Cast Iron Base Rinse pump is a multi-stage centrifugal pump with Stainless Steel impellers and Cast Iron base. The 230/460 Volt, 3 Phase ODP Motor, 60HP pump delivers approximately 230 GPM @ 330 PSI, with an efficiency of 75%.	2		INCLUDED
591085-460-60	Rinse Pump Motor Starter - Across Line Includes a 480V 3Phase across line motor starter with 3 Phase protection.	2		INCLUDED
593066-1	Air Control Panel - Rinse This panel is utilized for the oscillation of the Blaster Side Rinse Manifolds.	1		INCLUDED
192228	Tank,2000 Gal,Vert,91"X 84" 3" Fittings Rinse Water Holding Tank	1		INCLUDED
095598-2000-8 4	Rinse Tank Float Sensor Kit 3 Sensor,2000G,84"H	1		INCLUDED

Item	Description	Quantity	Rate	Amount
095131-20-40	Master Control Panel Master Control Panel (MCP) is a PLC-based control system and regulates all operations of the wash system. The MCP is engineered to meet the requirements of NEC Articles 430 and 670, and NFPA Standard 70 and incorporates additional safety/protection by utilizing protective extra-low voltage (PELV) outputs for all for wash bay sensing and control initiation, eliminating high voltage in the wash bay. The MCP is manufactured and listed to UL/cUL specifications. The MCP incorporates a front-mounted LCD HMI Display providing easy access to supervisory functions and visual diagnostic capability of all input and output sensors, including number of wash events, system, and pump run-time hours. Includes Test Mode function allowing independent testing of all functions of the system from the MCP.	1		INCLUDED
595104-EC	Lead Guide Rail - Powder Coated Yellow The guide rails are made out of 4" diameter pipe and spaced off the floor giving a total height of 6 7/8", making them larger than most manufacturers. This provides excellent protection from trucks driving over them. Mounting will be done utilizing 3/4" anchors.	1		INCLUDED
095150	Loop Sensor Box This enclosure will house all of the loop detector sensors. It comes with a clear front panel to easily monitor the sensors without having to open the enclosure.	1		INCLUDED
SYSTEM SETUP/ STARTUP ASSISTANCE AND COMMISSIONING	System Setup / Startup Assistance & Commissioning (3-3) This line item estimate will include 2 trips to the job site. The onsite time budget for the initial trip will be for 1 factory support person, working TWO DAYS ONSITE, for supervisory assistance working with people from your crew in setting all the HCS equipment in place. Final electrical and mechanical interconnection to be performed by others hired by owners contractor (wiring, conduit, piping). HCS will also provide assistance to, and meet with, the electrical & mechanical contractors onsite (Day 2) to review/explain the interconnections. Owner/Contractor will be responsible for unloading equipment onto the job site and providing the necessary concrete cutting machine for cutting the wash bay floor for loop sensor installation; as well as the man-lift equipment necessary for the setting of the wash bay arches. The contractor will need to provide support people to work with HCS factory support people in setting the equipment. The second trip, by HCS factory support people, will be made after the interconnections and start-up requirements are complete and the system is ready for commissioning. The onsite time budget for this 2nd trip will be 2 factory support people TWO DAYS ONSITE. HCS will make any final connections and then perform the start-up and commissioning of the system. Customer training will take place on Day 2 of the start-up/commissioning timeframe.	1		INCLUDED
WARRANTY	Warranty: Hydro-Chem Systems, Inc. will repair or replace the vehicle washing equipment or their components that fail in material or workmanship for one year from the date of substantial completion. Travel time/expenses and or labor is additional. This warranty shall not apply to equipment and parts subjected to abuse or improper use, lack of maintenance, or accident. If the project is delayed, warranties can be shorter duration due to procurement dates on components. The use of unapproved chemicals in the vehicle wash system may void the warranty. Customer and/or Chemical vendor will accept responsibility for damage that may occur to the wash equipment. The components subject to warranty must be shipped prepaid to HCS with a Return Goods Authorization (RGA) number, for warranty consideration. Throughout the warranty period, HCS will provide FREE Internet diagnostics of the wash system assuming the owner provides connectivity to the wash system. All Warranty work must be done by an HCS representative unless HCS provides prior approval. At HCS discretion a representative may supervise any warranty work to be completed on the wash system.	1		INCLUDED
Discount				INCLUDED

AUTOMATED SYSTEM ADDITIONAL TERMS AND PLANNING FORM

The following information is provided to furnish the CUSTOMER with an estimate of costs based on initial meetings with CUSTOMER and discussion as to equipment that may be appropriate. The price quoted is a 'ONE PRICE PROPOSAL' based on the HCS and the Customer meeting certain milestones throughout the project, including on time delivery and requirements for setup and start up.

PLANNING DESIGN EXPENSE

Should HYDRO-CHEM SYSTEMS, INC. (HCS) be asked (required) to correspond/meet with various planners, i.e., owners, architects, engineers, contractors, etc., to work on plans, develop drawings, develop requirements, etc., prior to acceptance of proposal, HCS will help plan at a rate of \$95.00/hour plus any travel expenses. Should CUSTOMER or CUSTOMER'S representatives make changes to plans after the initial plans are completed, additional planning time will be charged at the rate of \$95.00/hour. Such changes may also result in additional costs for the installation if alterations must be made or additional work is required.

HCS understands that all projects need planning therefore, when the order is placed, there is allowance for a site visit allocating up to three (3) man-days (travel or site time) of planning time that is included in the initial proposal on projects over \$100,000, and one (1) man-day for lessor projects.

HCS allocates 10% of its total cost to submittal costs on applicable projects (requiring schedule of values).

HCS Setup and Startup fees are included when noted on the proposal. Time outside of planned budget will be invoiced at a rate of 1250 per day inclusive of per diem*.

INSTALL CONDITIONS

Installation does not include the cost of licensed trades or subcontractors, i.e., electricians, plumbers, concrete cutting, overhead door companies, etc. Those costs are the responsibility of the owner or general contractor. HCS will assist in coordinating installation needs with subcontractors, but HCS is not responsible for their workmanship, costs, or delays caused by them. If HCS is required to act as a general contractor/coordinator, fees to accomplish these tasks will be added.

CUSTOMER shall furnish HCS with as-built blueprints showing the correct location of all in-floor/under-floor plumbing, wiring, etc. that may be damaged by drilling the floor to anchor equipment. In lieu of blueprints, the CUSTOMER will be required to approve the locations of drilling. HCS will not be liable for accidental drilling damage if not properly advised by the CUSTOMER. CUSTOMER shall be responsible for any permits. Price does not include any special equipment needed such as forklift or scissor lift or other misc. equipment. CUSTOMER may furnish the proper equipment or HCS will rent the appropriate equipment and invoice the CUSTOMER.

The price quoted is the price for HCS to Setup/Startup labor if the building is clean and clear when we start. There are to be no other contractors working in the truck wash area. Other trades should have their pre-install work completed and shall return when HCS clears the area. If HCS is required to clean up after other contractors, the time will be billed at HCS's regular labor rate plus the cost of any other equipment required to perform the clean-up. These clean-up costs are not included in this quote.

HCS will include all signs known to be required relative to the soap products and electrical devices. CUSTOMER'S Safety Department will be responsible to provide signs as deemed necessary to control the movement and action of persons in the wash bay area. All electrical panels manufactured by Hydro-Chem Systems, Inc. are assembled to UL AND NEC Standards using national or international approved components. If requirements at the installation site require any additional testing or certification, CUSTOMER will be responsible for any incurred charges.

By signing below, you acknowledge and accept this Quote and accept and agree that this transaction is governed by the attached HYDRO-CHEM SYSTEMS, INC. GENERAL TERMS AND CONDITIONS FOR THE SALE OF GOODS AND SERVICES. You acknowledge that you have read this Quote, including the terms and conditions, which are incorporated into this Quote. A copy of the terms and conditions may also be found at <https://hydrochemsystems.com/terms-conditions>

DESIRED INSTALL DATE: _____ (Filled in by Customer)

PAYMENT TERMS*

Option 1 (INSTALL LESS THAN 120 DAYS) ☒

- 30% Payment at time of order (Design Phase will begin after initial 30% payment is received)
- 30% Payment 30 days after order
- 30% Payment 60 days after order or 10 Days prior to Shipment (Equipment will be shipped after final 30% payment is received)
- 10% Payment plus all extras due at the time of startup or 15 days after HCS completes installation if delays occur.

Option 2 (INSTALL GREATER THAN 120 DAYS) ☐

- 10% Payment at time of order (Design Phase will begin after initial payment is received)
- 20% Payment 120 days prior to delivery (Sales Order will be submitted after a total of 30% is received)
- 30% Payment 90 days prior to delivery
- 30% Payment 60 days prior to delivery or 10 Days prior to Shipment (Equipment will be shipped after final 30% payment is received)
- 10% Payment plus all extras due at the time of startup or 15 days after HCS completes installation if delays occur.

If a payment for this project is made by credit card a 3% convenience fee will apply.

*These payment terms prevail over any conflicting terms in the Hydro-Chem Systems, Inc. General Terms and Conditions for the Sale of Goods and Services.

Payment plus all extras due at the time of startup or 15 day after HCS completes install if delays are caused by others.

Company Name (if applicable)

Authorized Signature

Date

Print Name and Title

Your PO# (if required)

Countersignature:

HCS Signature

Date

Quote

DeGarmo Plumbing INC.

300 S. Washington St.
Janesville, Wisconsin 53548
Tel: 608 752-1391

Notes

File # 240157
Job date: Feb. 18, 2024
Customer Ref. #:
Resource:
Page number: 1

Billing address:

GILBANK CONSTRUCTION

P.O. BOX 718
CLINTON, Wisconsin 53525
Tel: 676-2261

Site address:

Fort Public Works

600 Talcott Ave
Fort Atkinson, Wisconsin 53538

Work Description

Price for **Truck Wash Install.**

- Install all all interconnecting pipe from pumps to archs to tanks Etc. ((Materials supplied by HCS))
- Ensure all pumping is installed per local code.
- Fix any leaks found at start up.
- Run pipe from air compressor to air controls.
- Run 1/4" poly from control to arch.

WI MP 233068/ WI CONTRACTOR # 250924/ ILL MP 058-126988/ ILL Cont Lic.

Item Description	Qty	Net	Mat \$
Materials	1	1,950.00	1,950.00
Total			\$1,950.00

Summary		Total (\$)
Subtotal Material		1,950.00
Plumber Service Call	(80.00 Hrs @ \$125.00)	10,000.00
Labor Subtotal		10,000.00
Total		\$11,950.00

Terms

Payment due net 15 days.
Late payments subject to 1.5% interest per month
We Now accept Visa and Mastercard. 3% fee for invoices over \$500.00

Rep. Name: _____
Date: _____
Signature: _____

I hereby propose the above described work.

Client Name: _____
Date: _____
Signature: _____

RFP #04

- GENERAL NOTES
1. THE CONTRACTOR'S BID PRICE SHALL INCLUDE THE RESOLUTION OF MINOR DISCREPANCIES AT NO COST TO THE OWNER. PRIOR TO THE START OF THE RENOVATION THE CONTRACTOR SHALL RE-VERIFY ALL EXISTING ELECTRICAL SYSTEMS AND SYSTEM COMPONENTS AND REPORT ANY SIGNIFICANT DISCREPANCIES FOUND TO THE A/E FOR RESOLUTION. ANY CONTROLLED EQUIPMENT OR COMPONENTS NOT NOTED IN THE PLANS OR SPECS BUT FOUND PRIOR TO OR DURING COMPLETION OF THE NEW WORK SHALL ALSO BE REPORTED TO THE A/E.
 2. CONTRACTOR SHALL PROTECT ALL WALLS, CEILINGS, FLOORS, LIGHTS AND OTHER FINISHED SURFACES. IF DAMAGED, CONTRACTOR SHALL REPAIR OR REPLACE TO MATCH EXISTING CONDITIONS AT NO ADDITIONAL COST TO THE OWNER. VERIFY LOCATIONS OF AND PROTECT EXISTING INTERIOR ELECTRICAL AND MECHANICAL UTILITIES AND SERVICES.
 3. ALL RACEWAY IS TO BE CONCEALED IN WALLS OR ABOVE CEILINGS UNLESS APPROVED BY THE A/E PRIOR TO INSTALLATION. IN EXPOSED CEILING AREAS, CONDUIT IS TO BE PAINTED TO MATCH.
 4. OCCUPANCY SENSOR LAYOUT IS SHOWN DIAGRAMMATICALLY PROVIDE NECESSARY QUANTITY OF SENSORS AND POWER PACKS TO ACHIEVE COMPLETE COVERAGE AND INDICATED CONTROL.
 5. ALL EXPOSED LOW VOLTAGE CABLING TO BE IN CONDUIT. LOW VOLTAGE CABLING ABOVE CEILING IS TO BE PLENUM RATED.
 6. ELECTRICAL CONTRACTOR TO CALCULATE VOLTAGE DROP OF ALL BRANCH CIRCUITS EXCEEDING 10' AND INCREASE CONDUCTOR AND GROUND SIZES AS REQUIRED TO MAINTAIN LESS THAN 5% COMBINED FEEDER/BRANCH VOLTAGE DROP AT THE FARTHEST LOAD.
 7. LIGHT FIXTURES LABELED WITH "B" ARE TO CONTAIN INTEGRATED BATTERY BACKUP. UPON NORMAL POWER LOSS, INTEGRATED BATTERY BACKUP POWER SHALL AUTOMATICALLY BE TRANSFERRED "ON".



ISSUANCES / REVISIONS		
NO.	DESCRIPTION	DATE
BD	BID CONSTRUCTION	11/28/2023
CD	CONSTRUCTION DOCUMENTS	01/24/2024
04	RFP #04	02/28/2024

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PROJECT NUMBER
76130

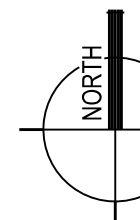
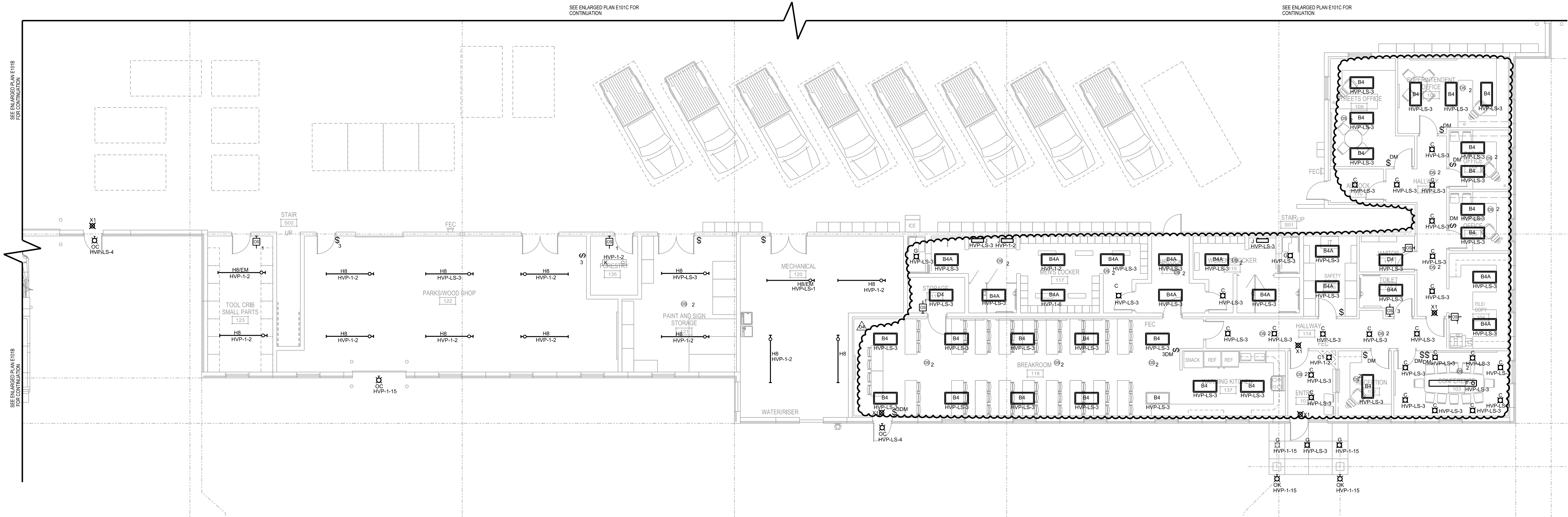
APPROVED BY
JJS

REVIEWED BY
BTW

DRAWN BY
MJA

ENLARGED OFFICE AREA
LIGHTING PLAN

E101A



ENLARGED OFFICE AREA LIGHTING PLAN

SCALE: 1/8"=1'-0"



SCALE: 1/8"=1'-0"

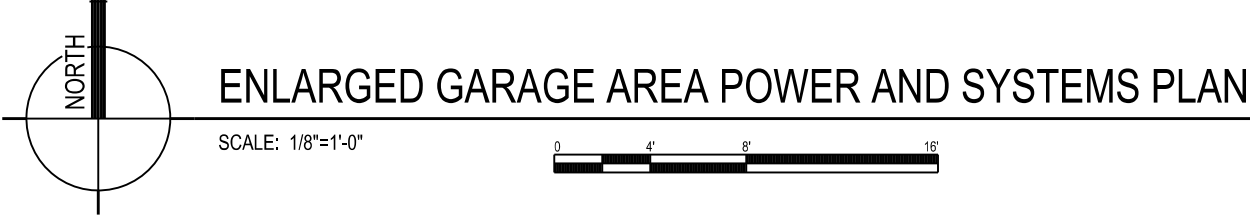
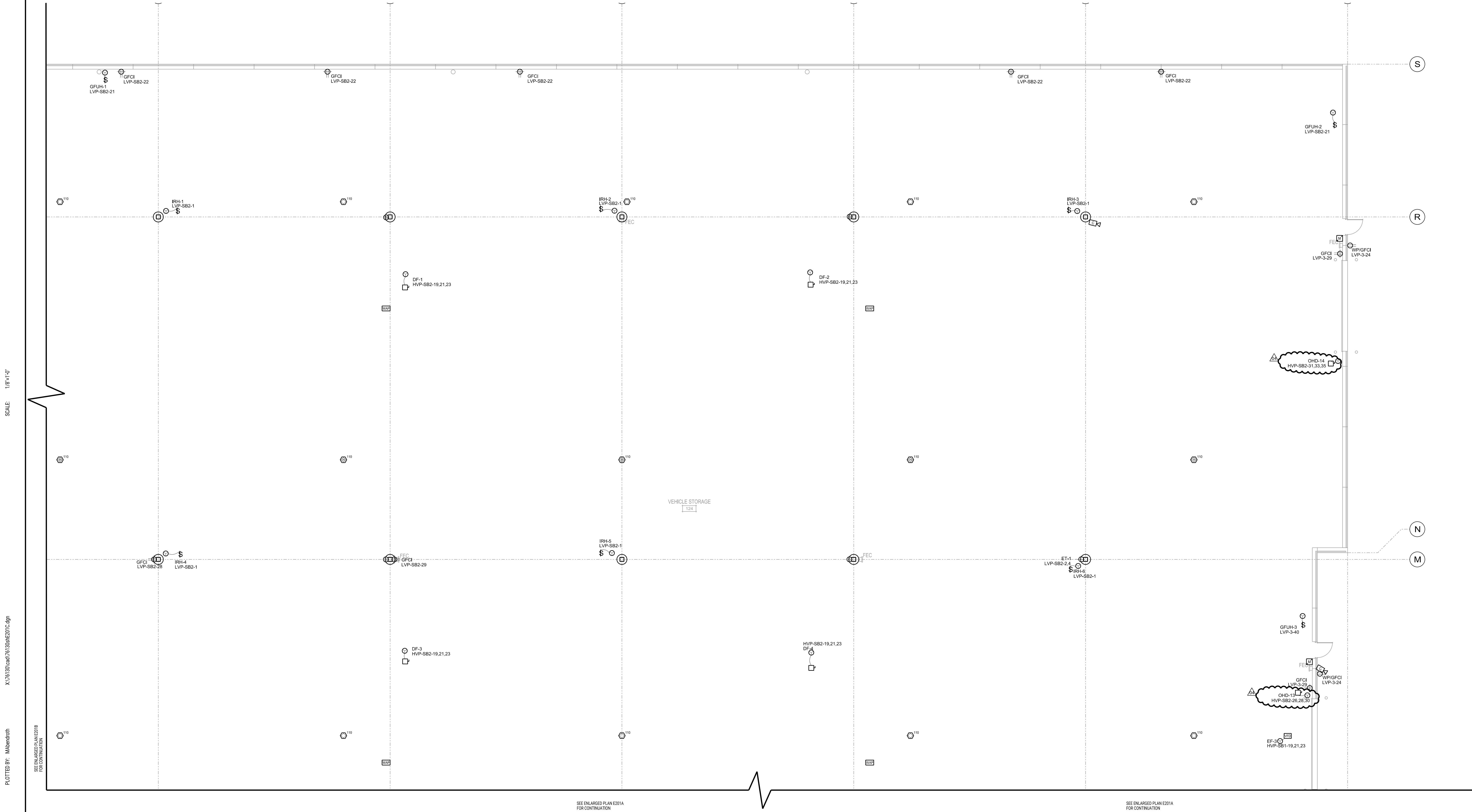
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PLOTTED BY: Mubandirah

ORIGINAL SIZE: 24" x 36"

RFP #04

- GENERAL NOTES
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 3. ALL RACEWAY IS TO BE CONCEALED IN WALLS OR ABOVE CEILING UNLESS APPROVED BY THE A/E PRIOR TO INSTALLATION. IN EXPOSED CEILING AREAS, CONDUIT IS TO BE PAINTED TO MATCH.
 4. ALL EXPOSED LOW VOLTAGE CABLES TO BE IN CONDUIT. LOW VOLTAGE CABLES ABOVE CEILING IS TO BE PLENUM RATED.
 5. ELECTRICAL CONTRACTOR TO CALCULATE VOLTAGE DROP OF ALL BRANCH CIRCUITS EXCEEDING 100' AND INCREASE CONDUCTOR AND GROUND SIZES AS REQUIRED TO MAINTAIN LESS THAN 5% COMBINED FEEDER/BRANCH VOLTAGE DROP AT THE FARTHEST LOAD.



ISSUANCES / REVISIONS		
NO.	DESCRIPTION	DATE
BD	BID CONSTRUCTION	11/28/2023
CD	CONSTRUCTION DOCUMENTS	01/24/2024
04	RFP #04	02/28/2024

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PROJECT NUMBER
76130
APPROVED BY
JJS
REVIEWED BY
BTW
DRAWN BY
MJA

ENLARGED GARAGE AREA
POWER AND SYSTEMS PLAN

E201C

MDP-1

ROOM	VOLTS 480Y/277V 3P 4W				AIC 65,000		
MOUNTING SURFACE	BUS AMPS 800				MAIN BKR 800		
FED FROM CT CABINET	NEUTRAL 100%				LUGS STANDARD		
NOTE PROVIDE LSIG ELECTRONIC ADJUSTABLE CIRCUIT BREAKER FOR ATS							
CKT #	CIRCUIT DESCRIPTION	KVA LOAD			BREAKER TRIP/POLES	COND.	FEEDER RACEWAY AND CONDUCTORS
		A	B	C			
1	TRANSFER SWITCH ATS-SB	85.8	98.3	89.4	300/3	CU	3" C, 4#250kcmil, #4G
2	PANEL SPD-1	0	0	0	60/3	CU	1" C, 4#6 #10G
3	TRANSFER SWITCH ATS-LS	2.31	2.05	0.154	30/3	CU	1/2" C, #10, #10G
4	SPACE	0	0	0	-3	CU	
5	PANEL HVP-1	52.3	46.2	48.6	250/3	CU	2-1/2" C, 4#250kcmil, #4G
6	SPACE	0	0	0	-3	CU	
7	ACP-R	54.3	54.3	54.3	250/3	CU	2" C, 3#250kcmil, #4G
8	SPACE	0	0	0	-3	CU	
9	SPACE	0	0	0	-3	CU	
10	SPACE	0	0	0	-3	CU	
TOTAL CONNECTED KVA BY PHASE		195	201	192			
CONNN. KVA		CALC. KVA			CONNN. KVA	CALC. KVA	
LIGHTING	26.6	33.2	(125%)	CONTINUOUS	0	0	(125%)
LARGEST MOTOR	163	204	(125%)	HEATING	0	0	(100%)
OTHER MOTORS	295	295	(100%)	NONCONTINUOUS	0	0	(100%)
RECEPTACLES	103	56.5	(50%>10)	KITCHEN EQUIP	0	0	(N/A)
				NONCOIN/DIVERSE	0	0	(N/A)
				TOTAL KVA	588	589	
BALANCED THREE PHASE AMPS 708							

GEN-1

ROOM		VOLTS 480Y/277V 3P 4W				AIC 22,000	
MOUNTING FLUSH		BUS AMPS				MAIN BKR 60	
FED FROM UTILITY		NEUTRAL 100%				LUGS STANDARD	
NOTE 175 kW NATURAL GAS GENERATOR WITH OUTDOOR RATED ENCLOSURE							
CKT #	CIRCUIT DESCRIPTION	KVA LOAD			BREAKER TRIP/POLES	COND.	FEEDER RACEWAY AND CONDUCTORS
		A	B	C			
1	TRANSFER SWITCH ATS-SB	85.8	98.3	89.4	300/3	CU	3"C,4850cmil,#4@
2	TRANSFER SWITCH ATSLS	2.31	2.05	0.154	30/3	CU	1/2"C,#10,#10G
TOTAL CONNECTED KVA BY PHASE		88.1	100	89.5			
		CONN. KVA	CALC. KVA			CONN. KVA	CALC. KVA
LIGHTING		7.43	9.29	(125%)	CONTINUOUS	0	0 (125%)
LARGEST MOTOR		43.2	54	(125%)	HEATING	0	0 (100%)
OTHER MOTORS		170	170	(100%)	NONCONTINUOUS	0	0 (100%)
RECEPTACLES		56.9	33.5	(50%>10)	KITCHEN EQUIP	0	0 (N/A)
					NONCON/DIVERSE	0	0 (N/A)
					TOTAL KVA	278	267
BALANCED THREE PHASE AMPS 321							

HVP-1

ROOM			VOLTS 480Y/277V 3P 4W			AIC 65,000						
MOUNTING SURFACE			BUS AMPS 250			MAIN BKR MLO						
FED FROM MDP-1			NEUTRAL 100%			LUGS STANDARD						
NOTE												
CKT #	CKT BKR	LOAD KVA	CIRCUIT DESCRIPTION			CKT #	CKT BKR	LOAD KVA	CIRCUIT DESCRIPTION			
1	125/3	62	XFMR T-1			a	2	201	1.5	LIGHTING		
3						b	4	201	4.31	LIGHTING		
5						c	6	201	2.81	LIGHTING		
7	201	0.577	LIGHTING			a	8	201	4	LIGHTING		
9	201	0.604	LIGHTING			b	10	201	0	SPARE		
11	201	3.86	LIGHTING			c	12	201	0	SPARE		
13	201	1.28	LIGHTING			a	14	203	1.75	OHD-11		
15	201	0.181	LIGHTING			b	16					
17	303	14.5	ACCU-1			a	20	203	2.66	DF-5, DF-6		
19						b	22					
21						c	24					
23	203	5.24	VES-1, VES-2, VES-3			a	26	203	13.1	EUH-1		
25						b	28					
27						c	30					
29	203	6.32	HC-1			a	32	-3	0	SPACE		
31						b	34					
33						c	36					
35	403	22.4	HPW-1			a	38	-3	0	SPACE		
37						b	40					
39						c	42					
41	201	0	SPARE									
CONNN. KVA			CALC. KVA			CONNN. KVA			CALC. KVA			
LIGHTING			19.2	23.9	(125%)	CONTINUOUS			0	0	(125%)	
LARGEST MOTOR			22.4	28.1	(125%)	HEATING			0	0	(100%)	
OTHER MOTORS			59.4	59.4	(100%)	NONCONTINUOUS			0	0	(100%)	
RECEPTACLES			46.1	28.1	(50%>10)	KITCHEN EQUIP			0	0	(N/A)	
						NONCOIN/DIVERSE			0	0	(N/A)	
						TOTAL KVA			147	139		
						BALANCED THREE PHASE AMPS			168			
PHASE BALANCE PERCENT: PHASE A			107%	PHASE B			94.1%	PHASE C			99.1%	

HVP-LS

ROOM			VOLTS 480Y/277V 3P 4W			AIC 22,000					
MOUNTING SURFACE			BUS AMPS 30			MAIN BKR 30					
FED FROM ATS-LS			NEUTRAL 100%			LUGS STANDARD					
NOTE: PROVIDE FUSED COORDINATION PANEL EQUAL TO BUSSMAN QSCP											
CKT #	CKT BKR	LOAD KVA	CIRCUIT DESCRIPTION		CKT #	CKT BKR	LOAD KVA	CIRCUIT DESCRIPTION			
1	201	1.38	LIGHTING		a	2	201	0.948	LIGHTING		
3	201	1.94	LIGHTING		b	4	201	0.11	LIGHTING		
5	201	0.154	LIGHTING		c	6	201	0	SPARE		
7	201	0	SPARE		a	8	201	0	SPARE		
9	201	0	SPARE		b	10	201	0	SPARE		
11	201	0	SPARE		c	12	201	0	SPARE		
13	201	0	SPARE		a	14	201	0	SPARE		
15	201	0	SPARE		b	16	201	0	SPARE		
17	201	0	SPARE		c	18	201	0	SPARE		
19	201	0	SPARE		a	20	201	0	SPARE		
21	201	0	SPARE		b	22	201	0	SPARE		
23	201	0	SPARE		c	24	201	0	SPARE		
			CONN. KVA					CONN. KVA			
LIGHTING			4.51		5.64 (125%)			CONTINUOUS 0 0 (125%)			
LARGEST MOTOR			0 (125%)		HEATING			0 0 (100%)			
OTHER MOTORS			0 (100%)		NONCONTINUOUS			0 0 (100%)			
RECEPTACLES			0 (50%>10)		KITCHEN EQUIP			0 0 (N/A)			
						NONCOIN/DIVERSE			0 0 (N/A)		
						TOTAL KVA			4.51 5.64		
						BALANCED THREE PHASE AMPS			6.79		
PHASE BALANCE PERCENT: PHASE A			154%			PHASE B			136%		
						PHASE C			10.2%		

LVP-1A

ROOM				VOLTS 208Y/120V 3P 4W				AIC 22,000							
MOUNTING SURFACE				BUS AMPS 200				MAIN BKR 200							
FED FROM T-1				NEUTRAL 100%				LUGS FEEDTHRU							
NOTE															
CKT #	CKT BKR	LOAD KVA	CIRCUIT DESCRIPTION	CKT #	CKT BKR	LOAD KVA	CIRCUIT DESCRIPTION	CKT #	CKT BKR	LOAD KVA	CIRCUIT DESCRIPTION				
1	201	0.36	TOOL BATT CHRGR RECEPTACLE	a	2	502	8.5	WELD RECEPTACLE							
3	201	0.36	TOOL BATT CHRGR RECEPTACLE	b	4										
5	201	0.1	HWUH-8	c	6	502	8.5	WELDER RECEPTACLE							
7	201	0.18	RECEPTACLE	a	8										
9	201	1.08	RECEPTACLE	b	10	301	2.16	LML-1							
11	201	0.36	RECEPTACLE	c	12	201	0	SPARE							
13	201	0.18	RECEPTACLE	a	14	201	0	SPARE							
15	201	0.54	RECEPTACLE	b	16	201	0	SPARE							
17	201	0.36	RECEPTACLE	c	18	502	8.5	WELD RECEPTACLE							
19	201	0.36	RECEPTACLE	a	20										
21	201	0.54	RECEPTACLE	b	22	203	2.83	PL-1							
23	201	1	RECEPTACLE	c	24										
25	201	0.96	RECEPTACLE	a	26										
27	201	0.18	RECEPTACLE	b	28	201	0.9	RECEPTACLE							
29	201	0.18	RECEPTACLE	c	30	201	0.36	RECEPTACLE							
31	201	0.18	RECEPTACLE	a	32	201	0.36	RECEPTACLE							
33	201	0.18	RECEPTACLE	b	34	201	0.18	RECEPTACLE							
35	201	0	SPARE	c	36	201	1.26	RECEPTACLE							
37	201	0	SPARE	a	38	201	0.18	RECEPTACLE							
39	502	6.72	MS-1	b	40	201	0.18	RECEPTACLE							
41				c	42	201	0	SPARE							
LUG LOAD: 14.2 KVA PANEL LVP-1B															
CONNN. KVA		CALC. KVA		CONTINUOUS		0		CONNN. KVA		CALC. KVA					
LIGHTING		0.026		0.033		(125%)		HEATING		0 0 (125%)					
LARGEST MOTOR		6.72		8.4		(125%)		NONCONTINUOUS		0 0 (100%)					
OTHER MOTORS		9.12		9.12		(100%)		NONCONTINUOUS		0 0 (100%)					
RECEPTACLES		46.1		28.1		(50%>10)		KITCHEN EQUIP		0 0 (N/A)					
								NONCOIN/DIVERSE		0 0 (N/A)					
								TOTAL KVA		62 45.6					
BALANCED THREE PHASE AMPS															
PHASE LOAD PERCENT: PHASE A				111%				PHASE B 92.1%				PHASE C 96.6%			

HVP-SB1

ROOM		VOLTS 480Y/277V 3P 4W				AIC 22,000			
MOUNTING SURFACE		BUS AMPS 300				MAIN BKR 300			
FED FROM ATS-SB		NEUTRAL 100%				LUGS STANDARD			
NOTE									
CKT #	CKT BKR	LOAD KVA	CIRCUIT DESCRIPTION		CKT #	CKT BKR	LOAD KVA	CIRCUIT DESCRIPTION	
1	200/3	136	PANEL HVP-SB2		a	2	125/3	11.9	XFMR T-SB1
3					b	4			
5					c	6			
7	203	6.32	AHU-1-R		a	8	203	6.32	EF-2
9					b	10			
11					c	12			
13	203	6.32	AHU-1-S		a	14	201	1.16	OA3 LIGHTING
15					b	16	703	43.2	MAU-1
17					c	18			
19	203	6.32	EF-3		a	20			
21					b	22	203	2.83	P-2
23					c	24			
25	203	2.83	P-1		a	26			
27					b	28	201	0	SPARE
29					c	30	201	0	SPARE
31	203	13.1	EUH-2		a	32	203	1.75	GATE OPENER G-1
33					b	34			
35					c	36			
37	703	33.9	XFMR T-3		a	38	203	1.75	GATE OPENER G-2
39					b	40			
41					c	42			
		CONN. KVA	CALC. KVA				CONN. KVA	CALC. KVA	
LIGHTING		2.92	3.64 (125%)		CONTINUOUS		0	0 (125%)	
LARGEST MOTOR		43.2	54 (125%)		HEATING		0	0 (100%)	
OTHER MOTORS		170	170 (100%)		NONCONTINUOUS		0	0 (100%)	
RECEPTACLES		56.9	33.5 (50%>10)		KITCHEN EQUIP		0	0 (N/A)	
					NONCOIN/DIVERSE		0	0 (N/A)	
					TOTAL KVA		273	262	
					BALANCED THREE PHASE AMPS			315	
					PHASE BALANCE PERCENT: PHASE A		94.1%	PHASE B 108%	
								PHASE C 98.1%	

LVP-1B

ROOM		VOLTS 208Y/120V 3P 4W				AIC 22,000			
MOUNTING SURFACE		BUS AMPS 200				MAIN BKR MLO			
FED FROM LVP-1A		NEUTRAL 100%				LUGS STANDARD			
NOTE									
CKT #	CKT BKR	LOAD KVA	CIRCUIT DESCRIPTION		CKT #	CKT BKR	LOAD KVA	CIRCUIT DESCRIPTION	
43	201	1.08	RECEPTACLE		a	44	201	1.2	WASHER RECEPTACLE
45	201	0.1	EF-4		b	46	202	4	DRYER RECEPTACLE
47	201	0.96	DRILL PRESS RECEPTACLE		c	48	1	0	
49	201	1.66	CP-1		a	50	201	0.1	GWH-1
51	201	0.36	RECEPTACLE		b	52	151	0.1	WS-1
53	201	0.18	RECEPTACLE		c	54	201	0.36	RECEPTACLE
55	201	0.18	RECEPTACLE		a	56	201	1.26	RECEPTACLE
57	201	0.6	BELT GRINDER RECEPTACLE		b	58	201	0.016	OP1 LIGHTING
59	201	0	SPARE		c	60	201	0.008	OP2 LIGHTING
61	201	0	SPARE		a	62	202	2.98	ACU-1
63	201	0	SPARE		b	64	1	0	
65	201	0	SPARE		c	66	201	0	SPARE
67	201	0	SPARE		a	68	201	0	SPARE
69	201	0	SPARE		b	70	201	0	SPARE
71	201	0	SPARE		c	72	201	0	SPARE
73	201	0	SPARE		a	74	201	0	SPARE
75	201	0	SPARE		b	76	201	0	SPARE
77	201	0	SPARE		c	78	201	0	SPARE
79	201	0	SPARE		a	80	-1	0	SPACE
81	201	0	SPARE		b	82	-1	0	SPACE
83	201	0	SPARE		c	84	-1	0	SPACE
		CONN. KVA	CALC. KVA				CONN. KVA	CALC. KVA	
LIGHTING		0.026	0.033 (125%)		CONTINUOUS		0	0 (125%)	
LARGEST MOTOR		2.08	2.6 (125%)		HEATING		0	0 (100%)	
OTHER MOTORS		1.96	1.96 (100%)		NONCONTINUOUS EQUIP.		0	0 (100%)	
RECEPTACLES		10.2	10.1 (50%>>10)		KITCHEN EQUIP.		0	0 (N/A)	
					NONCONDISVERSE		0	0 (N/A)	
					TOTAL KVA		14.2	14.7	
BALANCED THREE PHASE AMPS					40.7				
PHASE BALANCE PERCENT: PHASE A			135%		PHASE B 88.1%			PHASE C 76.4%	

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

P.O. BOX 718 • 301 SCOT DRIVE • CLINTON, WISCONSIN 53525-0718

Established 1965

March 15, 2024

Request for Proposal #05

Plywood @ Salt Shed

Project: Fort Atkinson – Public Works & Parks Operations

Project #: 76130

Brad,

The following is the change request per RFP #05:

- Provide & install 5/8" treated plywood strip at top of concrete wall
- Approx. 154' x 4' high
- Includes treated 2x4 continuous at top of plywood strip

Oshea Construction	\$2,200
10% P&O	<u>\$ 220</u>

Total Cost	\$2,420
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Let me know if you have any questions:

Sincerely

Gary Gilbank

OSHEA CONSTRUCTION

Estimate

Estimate No: 519	210 S Zachow St Cecil, Village of, WI, 54111 bill.osheaconstruction@gmail.com 9206987784
Date: 03/14/2024	
For: Gilbank Construction garyg@gilbankconstruction.com Ft Atkinson Salt Shed	

Description	Quantity	Rate	Amount
RFP# 4	1	\$1,200.00	\$1,200.00
Materials for treated 5/8 plywood bottom 4 ft of wood wall and blocking			
Labor for installation of plywood and blocking	1	\$1,000.00	\$1,000.00
	Subtotal		\$2,200.00
	TAX 0%		\$0.00
	Total		\$2,200.00
	TOTAL		\$2,200.00

OShea Construction

Client's signature

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

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Established 1965

April 2, 2024

Request for Proposal #06

Electric & Fence Changes @ Salt Shed

Project: Fort Atkinson – Public Works & Parks Operations
Project #: 76130

Brad,

The following is the change request per RFI #23 fence & electrical service changes @ the Salt Shed:

- Relocate Electric Service to south side of salt shed
- Reconfigure fence to enclose electric panel

VP Plus Electric	\$ 766
AmeriFence Corp.	<u>\$1,220</u>
	\$1,986
10% P&O	<u>\$ 198</u>
	\$2,185
 Total Cost	 \$2,185

Let me know if you have any questions:

Sincerely

Gary Gilbank

AMERIFENCE CORPORATION



AmeriFence Corporation - Kansas City • AmeriFence Corporation - Madison • American Security & Gate Company - Fargo
American Fence Company: Omaha • Lincoln • Grand Island • Kearney • Sioux City • Des Moines • Cedar Rapids • Sioux Falls • Rochester

PROJECT CHANGE ORDER

Project: Fort Atkinson DPW
Job #: MADC24-0007
Contractor: Gilbank Construction
Change Order #: 1
Date: 4/1/24

Change Order Scope Information:
1. Adjust fence line to enclose electric panel, adding (3) terminal posts and framework and 15 LF of black vinyl chain link fence
<i>If not listed herein, it is not included. Advise prior to acceptance of required additional items.</i>

Proposed Change impact Contract Sum:	☒ YES	☐ NO	☒ INCREASE	☐ DECREASE	\$1,220
Proposed Change impact Contract Time:	☐ YES	☒ NO	☐ INCREASE	☐ DECREASE	Days

Contact Information: Nick Hogan; E: n.hogan@americafence.com; M: 608.572.4823; O: 608.509.5857

The work covered by this order shall be performed under the same terms and conditions as those included in the original contract. This work may require additional time to complete the original project beyond the current completion date. Any delays in approving the additional work will be the responsibility of the contractor /owner.

It is within my authority to hereby authorize the change listed under this change order. I have read, understood, and agree with the conditions state herein.

By signing below, I acknowledge and agree with all stated herein inclusive of this proposal.

Customer signature: _____ Date: _____

Customer printed name: _____ Date: _____

GILBANK CONSTRUCTION, INC.

GENERAL CONTRACTORS

Commercial • Industrial • Residential

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Established 1965

April 23, 2024

Request for Proposal #07

Per RFI #14 – Add co/NO2 Sensors to Vehicle Maintenance Bay

Project: Fort Atkinson – Public Works & Parks Operations
Project #: 76130

Brad,

The following is the change request per RFI #14 add CO/NO2 sensors and controls as required @ the Vehicle Maintenance Bay

- See attached scope and description from Total Mechanical

Total Mechanical	\$7,338
10% P&O	<u>\$ 733</u>
	\$8,071

Total Cost	\$8,071
------------	---------

Let me know if you have any questions:

Sincerely

Gary Gilbank

April 23, 2024

Mr. Gary Gilbank
Gilbank Construction
Fort Atkinson DPW

RFP – RFI #14 Response Additional CO/NO2 Sensors

Our work will Include the Following:

- Provide and Install (2) additional CO/NO2 Sensors in Vehicle Maintenance Bay Per RFI #14 Response
- Provide, Commission and Implement added Sequence/Graphics for Controls Sequence Noted on RFI# 14 Response

Our work will Specifically Exclude:

- Painting of Any Kind
- Overtime or Premium Charges
- Framing of Any Kind
- Insulation
- Test and Balance
- Warranty of Existing System

Total Cost	\$7,338.00
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Due to the current volatility associated with federal tariffs and taxes we reserve the right to additional compensation if these have a cost impact to the project during the course of construction. We appreciate the opportunity to work with you on this and all future projects. Should you have any questions, or require additional information, please do not hesitate to contact me directly at (414) 405-2344, or email me at tswirth@total-mechanical.com.

Respectfully Submitted,
TOTAL Mechanical, Inc.

Travis Swirth

Travis H. Swirth
HVAC & Plumbing Project Manager
Janesville Office

TERMS AND CONDITIONS OF SALE

LIEN NOTICE · AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, TOTAL MECHANICAL, INC. HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS IN ADDITION TO TOTAL MECHANICAL, INC. ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER WILL PROBABLY RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY, TOTAL MECHANICAL, INC. AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

WARRANTY · TOTAL MECHANICAL, INC. warrants and guarantees to the OWNER (meaning the buyer as shown on the front of this document) that all materials and equipment, and the work to be performed hereunder, will be of good quality, free from faults and defects, but such warranty shall extend only for a period of one year from the date of substantial completion. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, OF MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE, PERFORMANCE OR OTHERWISE. TOTAL MECHANICAL, INC.'S liability under the warranty is strictly and exclusively limited to the repair or replacement at the job site of such work (including materials and equipment) as is found to be defective within such one-year period, and with respect to which the OWNER has given TOTAL MECHANICAL, INC. prompt written notice within such one-year period. No allowance will be made for repairs or alterations unless made with TOTAL MECHANICAL, INC.'S prior written consent or approval. IN NO EVENT SHALL TOTAL MECHANICAL, INC. BE LIABLE FOR CLAIMS FOR ANY OTHER DAMAGES BASED UPON BREACH OF EXPRESS OR IMPLIED WARRANTY OR NEGLIGENCE, EITHER DIRECT OR IMMEDIATE, FORESEEABLE, CONSEQUENTIAL, OR SPECIAL. This paragraph states TOTAL MECHANICAL, INC.'S entire liability with respect to warranties, guarantees or representations, express or implied.

DAMAGES · TOTAL MECHANICAL, INC. IS NOT RESPONSIBLE FOR SPECIAL INCIDENTAL, OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY, OR UNDER ANY OTHER LEGAL THEORY, INCLUDING LOST PROFITS, DOWNTIME, GOODWILL, DAMAGE TO OR REPLACEMENT OF EQUIPMENT AND PROPERTY, AND ANY COSTS FOR RECOVERING, REFURBISHING, REPRODUCTION OR ANY OTHER REHABILITATION OF A CONDITION, CIRCUMSTANCE OR PRODUCT.

EXTRAS · Any extra work requested by the OWNER, and performed by TOTAL MECHANICAL, INC., shall be performed on a time and material basis (unless otherwise agreed in writing) including such overhead and profit as may then be standard for work of a similar nature, and all such extra work shall be subject to all of the terms and conditions hereof.

DELAYS · Any scheduled completion date is approximate and subject to delays caused by fire, strike or other labor disturbance. Acts of God, shortages of materials or failure of suppliers or subcontractors to satisfactorily meet scheduled deliveries or any other factor beyond TOTAL MECHANICAL, INC.'S control, none of which factors or events shall give rise to any liability on the part of TOTAL MECHANICAL, INC., but shall extend the completion date for a period equivalent to the time lost by reason of all such factors or events.

PAYMENT TERMS · Unless otherwise agreed in writing, no retention shall apply to any of the work, and payment for all work (including materials and equipment) shall be made by no later than the tenth day of each month for work performed during the preceding month. On time and material work, the number of hours, rate per hour, total of material will be stated on the invoice unless otherwise stated herein. On firm bid contracts, no detail will be required other than a draw against the contract amount, unless otherwise state within.

CONTRACT TERMS · The terms and conditions stated herein shall constitute the complete and exclusive statement of the terms here for, and shall supersede all prior oral and written statements of any kind whatsoever made by the parties of their representatives concern the terms hereof. No statement (except for extra work) or writing subsequent to the date hereof which purports to modify or all of terms and conditions hereof shall be binding unless consented to in writing signed by the party against which enforcement hereof is sought.

INTEREST AND COLLECTION COST · It is agreed that, in the event the OWNER fails to pay the amounts due under the terms of this Agreement when due, interest may be charged by TOTAL MECHANICAL, INC. at a rate of 1.5% per month, for a maximum of 18% per year. OWNER further agrees to pay all costs and expenses incurred by TOTAL MECHANICAL, INC. in collecting or attempting to collect amounts due hereunder, including reasonable attorney's fees.

INDEMNIFICATION · To the fullest extent permitted by law, the OWNER shall defend, indemnify and hold harmless Total Mechanical, Inc., OWNER, general contractor, and their respective officers, agents and employees, from and against all claims, damages, losses, costs, expenses, judgments and liabilities, including but not limited to attorney's fees, costs and expenses, arising out of or in connection with OWNER'S performance of or failure to perform this Agreement, provided that any such claim, damage, loss, costs, expenses, judgments or liabilities are attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible personal property, including their loss of use resulting there from, that is caused in whole or in part by any act or omission of the OWNER, any subcontractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by any party indemnified hereunder.

The indemnification obligation under this paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the benefit of OWNER or any indemnities under any Worker's Compensation Act, Occupational Disease Act, Disability Benefits Act, or any other employee benefits act. The OWNER further agrees to waive any and all liability limitations based upon the Worker's Compensation Act court interpretations or otherwise.

If the above proposal, subject to the terms and conditions is acceptable, **please sign and return.** Total Mechanical will proceed with the work.

SIGNATURE

DATE



301 SCOTT DRIVE * CLINTON, WI. 53525* (PHONE) 608-676-2261 *(FAX) 608-676-4971

REQUEST FOR :



INFORMATION



CHANGE ORDER

TO: Angus - Young

GILBANK RFI #:

RFI 14

GILBANK JOB ITEM #:

014.0

DATE:

02/29/2024

Attn: Brad Werginz

SUBJECT:

HVAC Controls Questions

Reference Documents/Equipment

See attached questions regarding HVAC controls

The above request ☐ (does) ☒ (does not) constitute a change in scope.
☐ No work will begin until customer approval is given.
☒ Information Only

Please Respond By: 03/5/24

Estimated Schedule Impact: none

Originator: Gary Gilbank

Date: 02/29/2024

Response:

Please refer to responses below in pages 2 and 3.

Respondent's Approved Signature: _____

Date: 03/01/2024

Customer Change/Work Order: _____

REQUEST FOR INFORMATION

RFI 02

DATE: 2/29/2024

TO: Gary Gilbank, Gilbank Construction
CC:

FROM: Travis Swirth

JOB NAME: Fort Atkinson DPW

JOB #: 70412

SUBJECT:

HW System Controls Sequence, CO/NO2 Sensor Location Verification, Exhaust Fan Dampers

REFERENCE DWG NO: M101, M102 and M101G

COST IMPACT: YES ☒ NO ☐ TBD ☐

SCHEDULE IMPACT: YES ☐ NO ☒ TBD ☐

INFORMATION REQUESTED:

Please see included snips from M101, M102 and M101G.

1. Sheet M101 notes various CO/NO2 Sensors located in vehicle storage 124 as well as in the sequence on 23 09 00 -21 through 23 09 00 -22. Noting that the Vehicle Maintenance Bay does NOT contain a CO/NO2 sensor, should this area also contain a CO/NO2 sensor and incorporate similar control to that of Vehicle Storage 124? **Yes, CO/NO2 sensors to be incorporated in the Vehicle Maintenance Bay. See Page 3 for specific sequence of operations on it.**
2. The control sequence on 23 09 00 -14 notes that:

“3. The hot water supply temperature shall be based on the load with the maximum demand. This setpoint shall then be used to modulate the three-way valve on the distribution system loop. The demand of this system shall provide a signal for resetting the primary hot water temperature in the boiler circulation loop as outlined above.”

If this is how the temperature of the secondary hot water loop and minimum flow bypass are to be controlled, please provide a location and piping details for this valve. Also, please add to the mechanical schedules.

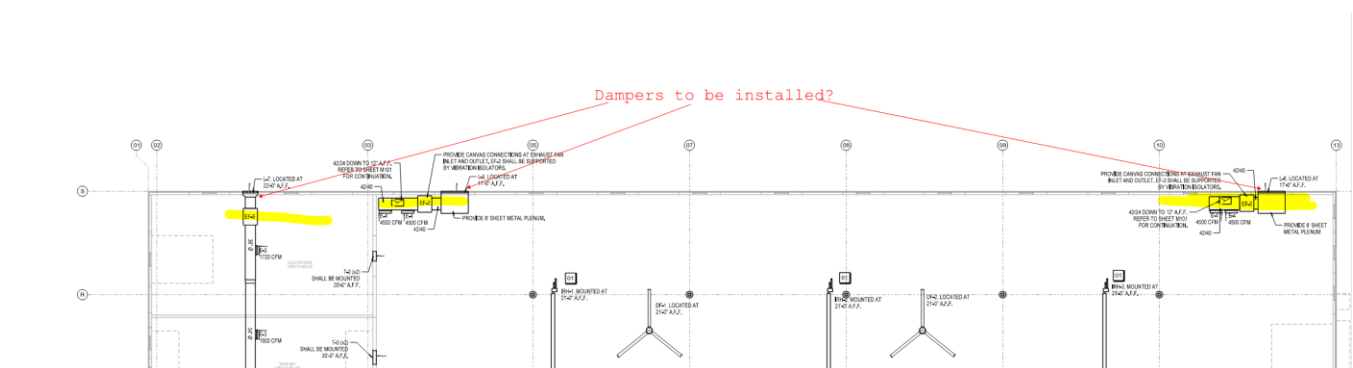
3. Currently the construction documents do not indicate to install dampers for EF-2, EF-3, EF-5 and EF-7. Please confirm if control dampers should be installed with these fans.

No control dampers to be installed with either of EF-2, EF-3, EF-5, or EF-7.

The valve here refers to individual 2 or 3-way valves on the hot water equipment, i.e., VAV terminals and hot water unit heaters (HWUHs). The schedules for both of these types of equipment already contain columns calling out the valve type (2 or 3-way) to be used on the particular equipment.

TOTAL.
MECHANICAL
Building Integrity

Manual Ventilation Control: Two pushbuttons shall be provided at VCP-2 to initiate manual operation of Stage One ventilation. When initiated by the manual control pushbuttons, the appropriate ventilation equipment shall operate same as described above for a period of 120 minutes (adjustable) or until a "Stop" button, also located on the VCP, is pressed.





MEMORANDUM

DATE: May 7, 2024

TO: Fort Atkinson City Council

FROM: Andy Selle, Director of Public Works
Jeff Armstrong, Water Utility Superintendent

RE: Review and possible action on a 4.1% Water Rate Increase Application to the Public Service Commission (Selle, Director of Public Works)

BACKGROUND

In November 2023 Council heard a report from Trilogy Inc, tasked with a review of our three utility's rate structures under the expected future operations and capital expenses. That report is attached again here for reference. The City Council approved increases at that meeting to the Stormwater and Wastewater Utility rates. The Water Utility rate was suggested to be increased, but the PSC requires the assessment of the previous year's accounting to ensure a rate of return that qualifies the Utility for a simple rate increase.

DISCUSSION

The 2023 year end financials do in fact indicate the Utility is eligible for a simple rate increase through the PSC. Their process requires a public notice, which will be posted on May 10 in the Daily Union and on the City's webpage. Following notice, the increase of 4.1% can be considered by the PSC and generally implemented within 45 days of the public notice posting. The increase will apply to all rates across the board, regardless of the meter size. A copy of the public notice is attached, with a schedule of current and proposed rates. The rate increase has a two fold impact. First, taking advantage of the simple increases staves off the need for significant jumps in rates down the road. Our last rates case was in 2020, approved in 2022. Prior to that it was 2010. The 2020 rate increase funded a dedicated, annual, water main replacement program, now its in third year we have replaced 14,100 LF of main, or just under 3 miles. The simple rate increase will adjust for increased costs in that program as well as operating expenses for the Utility.

FINANCIAL ANALYSIS

Rates will increase 4.1% for all customers. There are two components to each water bill, the fixed rate, as the name indicates, is fixed for all customer categories, and the usage rate, which is variable based upon the volume of water used. The proposed fixed rate increases are in the table below.

Customer Classification	Meter Size	Cubic Feet	Existing BiMonthly Rate	Revised BiMonthly Rate
Average Residential	3/4	1,100	\$50.20	\$52.31
Public Authority	1 1/2	13,800	\$306.95	\$319.40
Multifamily	2	8,200	\$240.47	\$250.35
Commercial	1	5,200	\$160.27	\$166.94
Industrial	4	76,600	\$1,373.29	\$1,427.75

RECOMMENDATION

Staff recommends Council approve the simple rate case application to the PSC for an increase in water utility rates of 4.1 %.

ATTACHMENTS

1. 11.21.23 City Council Memo Utility Financials and Rates
2. Trilogy 2023 Water Utility Financials



MEMORANDUM

DATE: November 21, 2023

TO: Fort Atkinson City Council

FROM: Andy Selle, PE Dir. Public Works / City Engineer

RE: Review and possible action relating to Resolutions setting the 2024 Wastewater Utility and Stormwater Utility Rates

BACKGROUND

The City Council authorized staff to work with Trilogy Inc. to aid in evaluating the current financial picture of the City's three utilities as well as look at forecasting future expenses and revenues. During the 2024 budget process that Council has reviewed over several recent meetings and workshops, the need for an increase in utility rates to meet anticipated expenses was noted, documented in more detail with the attached analyses. Trilogy will be providing a presentation this evening on their work. Staff has noted the salient points below and included the memo for each utility as an attachment.

STORMWATER UTILITY

- A lack of rate increases over the last 3 years will end in 2024 with an increase of \$13.13 / ERU for a total of \$65.63 annually (25%).
- ERU = Equivalent Residential Unit = 3,096 Square feet of impervious surface on a parcel.
- Residential bills include a single ERU, Non-residential properties have their impervious surface (ERUs) measured specifically for their site.
- The Utility is projected to require several rate increases in coming years to meet major project needs including TMDL projects, borrowing costs for the Public Works and Parks Facility, and maintenance and replacement of existing stormwater infrastructure.
- This projected increase, at present, still places our Utility rates below those of our peer communities in the Rock River Basin.

WATER UTILITY

- Our analysis in support of the successful rate case in 2020-2021 has held true except that the cost of hydrants, services, and road surface replacement have been increasing faster than anticipated
- All of these increased costs can be managed by utilizing the Simple Rate Case procedure allowed through the PSC annually to increase utility revenues slightly without a detailed case study
- Staff will learn in spring 2024 whether the financial results of 2023 allow the Utility to qualify for this Simple Rate Case increase, the allowed amount (percentage) will also be

noted at that time by PSC. If the Utility is eligible, staff will bring the request for the simplified rate case to the City Council for action.

WASTEWATER UTILITY

- The analysis from 2020 in support of the \$13M dollar plant improvements was re-examined. That analysis recommended, and Council implemented, a 3 year schedule of rate increases that ended in 2023
- Results of the analysis indicated a very slight decrease in revenues that was unexpected, but overall the Utility remains on solid financial footing
- The recommendation for a 3% increase in rates moving into 2024 is included.

DISCUSSION

Overall the City's Utilities are in good shape. Both the Stormwater and Wastewater utilities are managed wholly by Council, whereas rates and services of the Water Utility are overseen by the Public Service Commission with local control within certain parameters. The effort to engage Trilogy in our utility financial planning was twofold; first to provide the analysis captured in this report and second to develop financial guidelines that will inform management decisions going forward. These guidelines will focus on issues like acceptable fund balance (how much money do we keep on hand for emergency situations) and the examination of rates (annual and minor rate increases vs. less frequent but substantial increases). These and other questions will be documented in a policy, the critical elements of which will be presented to Council toward the end of the first quarter of 2024.

RECOMMENDATION

Note that the proposed Wastewater and Stormwater Utility rate increases have been incorporated into the 2024 Budget document. Staff recommends that the City Council adopt the following resolutions:

- Resolution adopting 2024 Stormwater Utility Rate
- Resolution adopting 2024 Wastewater Utility Rates

ATTACHMENTS

Reports for Stormwater Utility, Water Utility, and Wastewater Utility; Resolution Adopting 2024 Stormwater Utility Rate; Resolution Adopting 2024 Wastewater Utility Rates

WATER UTILITY FINANCIAL PLANNING

October 2023

Financial Projections and User Rates

In September 2021, the Fort Atkinson Water Utility received approval from the Wisconsin Public Service Commission for an increase in water rates of 55% to fund its ongoing operations, begin an annual program of replacing aging water main infrastructure, and maintain a financially healthy utility. The City hired Trilogy Consulting to review the Utility's progress in meeting its financial goals and assess any needed updates to Utility policies and rates.

Based on the PSC's final decision, the Utility was projected to collect \$3.03 million annually from the new rates to fund all of its financial obligations and \$843,000 annually for replacement of water mains. Rates were implemented on October 1, 2021, so 2022 was the first full year under the Utility's approved rates. Revenues in 2022 from user rates totaled \$2.94 million, about \$90,000 less than what was originally projected. Additionally, costs for capital projects have risen significantly since the original projections were made in 2020, particularly for the replacement of hydrants and services related to the main replacement program, for which there is no dedicated source of funding.

Because of higher costs of materials and slightly lower sales revenues than anticipated, the Utility should plan to apply to the PSC for a Simplified Rate Case (SRC), if it meets the PSC's financial eligibility. The PSC sets its eligibility requirements for an SRC in January or February each year to determine what the appropriate benchmark rate of return (ROR) on investment is and the percentage rate increase that would apply to utilities seeking a SRC. For 2023, the benchmark ROR is 6.20%, meaning that in order for a utility to qualify, the revenues from the rate increase would not result in a utility earning more than 6.20%. The 2023 SRC rate increase was determined to be 8.0%, making the Fort Atkinson Water Utility ineligible to apply for the SRC during 2023.

With the expected construction activity for 2023, current projections show for 2023 that the Utility will earn about 4.1% ROR for 2023. If the financial eligibility requirements remain the same and revenues for 2023 are similar to 2022, then the Utility would still not be eligible for the SRC in 2024, although by a small margin. If revenues are down or if expenses are higher than expected by about \$20,000, then the Utility might qualify for the SRC under the current PSC criteria. Alternatively, if the PSC changes the eligibility benchmarks, then the Utility may qualify even under current projections.

An increase of 8.0% would result in additional revenues of about \$228,000. If the PSC changes the amount of the increase that a SRC would provide, then revenues would change accordingly.

The minimum increase that the PSC allows under the SRC process is 3.0%; at that level, revenues would increase by about \$85,000. An increase in revenues in this range would help to offset the rising costs of materials as the Utility continues its infrastructure replacement program. To fully fund the program if costs remain high, multiple SRCs may be needed, depending on the magnitude of any rate increases that the Utility can implement.

Under PSC rules, Class AB utilities can only utilize the SRC process to increase rates for 5 years since their last conventional rate case order. For the Water Utility, that was July 29, 2021, meaning it has the potential to increase rates through an SRC in 2024, 2025, and 2026, as long as the rates would go into effect prior to July 29, 2026. After that date, if the Utility needs to increase rates, then it would again need to go through the conventional rate case process.

Cash Available for Capital

Table 1 - Projected Cash Flow with Zero Rate Increase

	2023	2024	2025	2026	2027
Total Cash In	\$2,976,881	\$2,974,344	\$2,974,521	\$2,976,367	\$2,978,029
O&M Expenses	\$1,053,358	\$1,113,891	\$1,154,530	\$1,140,275	\$1,096,128
Taxes	\$361,018	\$369,836	\$376,361	\$382,422	\$391,890
Debt Service	\$342,484	\$221,000	\$249,148	\$251,676	\$255,666
Cash Available for Capital	\$1,220,022	\$1,269,617	\$1,194,482	\$1,201,993	\$1,234,344
Projected Rate Increases		0.0%	0.0%	0.0%	0.0%
Required Spending on Main Replacements	\$843,000	\$843,000	\$843,000	\$843,000	\$843,000
Projected Spending on Hydrants & Services	\$400,000	\$435,000	\$332,000	\$600,000	\$400,000
Net Available for Other Capital	(\$22,978)	(\$8,383)	\$19,482	(\$241,007)	(\$8,656)
Actual / Planned Other Capital Needs	\$314,000	\$145,000	\$253,240	\$159,577	\$98,265
Projected Addition to / (Use of) Reserves	(\$336,978)	(\$153,383)	(\$233,758)	(\$400,584)	(\$106,920)
Recommended Minimum Reserve	\$917,585	\$814,227	\$855,527	\$857,484	\$850,437
Projected Reserves Above Minimum	\$108,624	\$170,264	\$120,239	(\$154,819)	(\$557,360)

In order to help in future capital planning, the Utility asked Trilogy to prepare cash flow projections that would estimate the amount of annual cash that is available for capital projects other than the main replacement program and related hydrants and services. With the increase in costs to replace hydrants and services, the Utility will have minimal annual funding for other capital investment without an increase in water rates. Instead, it will need to rely on Utility

reserves for other capital items. This may be adequate in the short term, but the Utility should maintain a minimum level of reserves for other purposes and cannot rely on reserves in the long term, as they will quickly dip below the recommended level. Table 1 above summarizes the projected cash flow of the Utility under no rate increases through 2027.

If the Utility is eligible for SRCs, even at a minimal level of 3.0% per year from 2024 through 2026, then it will be in a much more stable financial position, even though the amount of money that the Utility will be required to spend on main replacements will rise by the same percentage as well. However, this will help the Utility to keep pace on its goal to replace mains at an amount of 1% per year, as construction costs rise in the future. Table 2 below summarizes the cash flow projections at a minimal level of increases of 3.0% per year for three years. If the SRC percentage increase remains higher and the Utility is eligible for the increase, then the financial health of the Utility will only be improved, and it should pursue the implementation of SRCs, if possible.

Table 2 – Projected Cash Flow with Minimal Rate Increases

	2023	2024	2025	2026	2027
Total Cash In	\$2,976,881	\$3,059,892	\$3,148,183	\$3,240,787	\$3,242,450
O&M Expenses	\$1,053,358	\$1,113,891	\$1,154,530	\$1,140,275	\$1,096,128
Taxes	\$361,018	\$369,836	\$376,274	\$382,159	\$391,357
Debt Service	\$342,484	\$221,000	\$249,148	\$251,676	\$255,666
Cash Available for Capital	\$1,220,022	\$1,355,165	\$1,368,231	\$1,466,676	\$1,499,298
Projected Rate Increases		3.0%	3.0%	3.0%	0.0%
Required Spending on Main Replacements	\$843,000	\$868,000	\$894,000	\$921,000	\$921,000
Projected Spending on Hydrants & Services	\$400,000	\$435,000	\$332,000	\$600,000	\$400,000
Net Available for Other Capital	(\$22,978)	\$52,165	\$142,231	(\$54,324)	\$178,298
Actual / Planned Other Capital Needs	\$314,000	\$145,000	\$253,240	\$159,577	\$98,265
Projected Addition to / (Use of) Reserves	(\$336,978)	(\$92,835)	(\$111,009)	(\$213,901)	\$80,034
Recommended Minimum Reserve	\$917,585	\$814,227	\$855,527	\$857,484	\$850,437
Projected Reserves Above Minimum	\$108,624	\$170,264	\$180,787	\$28,478	(\$187,380)

The Utility's ability to implement SRC rate increases also depends on the timing of those increases, since an additional SRC cannot be implemented until the previous one has been in place for a minimum of 12 months. The schedule below outlines the process and deadlines for maximizing the use of SRCs over the next three years.

	2024	2025	2026
Get New Benchmarks from PSC	February - March	February - March	February - March
Council Approval	March - April	March - April	March - April
Prior Year Annual Report Due	May 1	May 1	May 1
Determine Final SRC Eligibility	May 2	May 2	May 4
Publish Customer Notice	May 8 – June 3	May 8 – June 3	May 8 – June 3
File SRC Application	May 15 – June 10	May 15 – June 10	May 15 – June 10
New Rate Implementation Date	July 1 - 27	July 1 - 27	July 1 - 27



MEMORANDUM

DATE: May 7, 2024

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to approving an offer to the Town of Ixonia to purchase a "Class B" Intoxicating Liquor License (Ebbert, Clerk/Treasurer/Finance Director)

BACKGROUND

The number of Reserve "Class B" Intoxicating Liquor licenses available to a municipality was determined by the Department of Administration in 1997. An increase in the quota of licenses available is determined by the increase in population of 500 persons. Since 1997, population increases have allowed two additional licenses to be issued as Reserve licenses. Following the 2022 preliminary population estimate, staff confirmed with the Department of Revenue that the City of Fort Atkinson has an additional Reserve License that can be issued. In January 2023, the City Council issued the additional Reserve License, "Class B" Intoxicating Liquor.

Table 4: Existing Quotas (04/30/2024)

<u>License</u>	<u>Quota</u>	<u>Licenses Issued</u>	<u>Licenses Available</u>
"Class A" Intoxicating Liquor	16 - 1 per 750 residents	16	0
Class "A" Fermented Malt	17 - 1 per 750 residents	16	1
"Class B" Intoxicating Liquor	25 - 1 per 500 residents	25	0
RESERVE "Class B" Intoxicating Liquor	4 - \$10,000 one-time fee	4	0

DISCUSSION

2023 Wisconsin Act 73, which took effect May 1, 2024, amends the Reserve License transfer requirements. Before Act 73, a transfer of a Reserve between two municipalities must "be continuous with, or within two miles of" each other. In 2016, Council authorized the purchase of a Reserve license from Town of Koshkonong under the provisions of a continuous municipality.

With the adoption of Act 73, the "continuous or two-mile" restriction is removed to allow a

transfer between municipalities to be “located in whole or in part in the same county”.

Section 125.51(4)(e) 1. A municipality may make a request to another municipality located in whole or in part in the same county as the requesting municipality that the other municipality transfer a Reserve “Class B” license to the requesting municipality. If the request is granted, the reserve “Class B” license shall be transferred.

Staff reached out to municipalities within Jefferson County inquiring on any available Reserve “Class B” Intoxicating Liquor licenses. The Town of Ixonia confirmed they have a Reserve License that could be considered with approval of the sale of the license from their Town Board.

FINANCIAL ANALYSIS

The purchase of the Reserve license from the Town of Ixonia could be \$10,000 which is not budgeted for 2024. This expense would be offset by the issuance of the Reserve License to an approved applicant for \$10,000. A Reserve license, upon issuance to a licensed facility, has a one-time fee of \$10,000, which is set by State Statute. The recipient of the license would also be required to pay pro-rated alcohol license fees for the remainder of the licensing period. The annual license fee for a “Class B” Intoxicating Liquor license is \$500.

RECOMMENDATION

Staff recommends the City Council adopt a Resolution authorizing the City Manager to extend an offer of purchase to the Town of Ixonia for a Reserve “Class B” Intoxicating Liquor License not to exceed \$10,000.

If the Town of Ixonia Town Board approves the sale of the license to the City, a process will be designated for those interested in applying for the license.

ATTACHMENTS

1. 5.7.24 Resolution Purchase of Class B Intoxicating Liquor License

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXTEND
AN OFFER OF PURCHASE A RESERVE "CLASS B"
INTOXICATING LIQUOR LICENSE FROM THE TOWN OF IXONIA**

WHEREAS, the number of Reserve "Class B" Intoxicating Liquor licenses available to a municipality was determined by the Department of Administration in 1997 with an increase in the quota of licenses available with an increase in population of 500 persons; and

WHEREAS, since 1997, the population of the City of Fort Atkinson increased to allow two additional Reserve "Class B" Intoxicating Liquor licenses; and

WHEREAS, in 2016 the City Council authorized purchase of a Reserve "Class B" Intoxicating Liquor license from the Town of Koshkonong in the amount of \$10,000, and then was reimbursed by the entity that applied for and was issued the license; and

WHEREAS, in 2022, the population of the City of Fort Atkinson increased to allow one additional Reserve "Class B" Intoxicating Liquor license which provided a total of four Reserve licenses; and

WHEREAS, Senate Bill 268, Wisconsin Act 73 was enacted on December 7, 2023 providing revisions to State Statute Chapter 125 relating to Alcohol Licensing and Reserve licenses; and

WHEREAS, Section 125.51(4)(e) was revised to allow "a municipality may make a request to another municipality located in whole or in part in the same county as the requesting municipality that the other municipality transfer a reserve "Class B" license to the requesting municipality;" and

WHEREAS, the Town of Ixonia, located in Jefferson County, has indicated they have a Reserve "Class B" Intoxicating Liquor and may consider transferring the license to the City of Fort Atkinson.

NOW, THEREFORE, BE IT RESOLVED that the City of Fort Atkinson hereby authorizes the City Manager to submit an offer to purchase a Reserve License from the Town of Ixonia at a cost not to exceed \$10,000.

Adopted this 7th day of May 2024.

CITY OF FORT ATKINSON

Davin Lescohier, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director