



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

**CITY COUNCIL MEETING  
IN PERSON AND VIA ZOOM  
THURSDAY, APRIL 6, 2023 – 7:00 PM  
CITY HALL – SECOND FLOOR**

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

Meeting ID: 599 786 6403

Passcode: 53538

Dial by Location  
+1 312 626 6799

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

---

**AGENDA**

1. **Call meeting to order**
2. **Roll call**
3. **Public Hearing – None**
4. **Public Comment:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*
5. **Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*

- a. Review and possible action relating to the **minutes of the March 21, 2023 regular Fort Atkinson City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to **Temporary Class “B” and Temporary “Class B” Retailer’s Licenses** for Fort Atkinson Area Chamber of Commerce, River Rhapsody, Saturday, August 26, 2023 (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to **Temporary Class “B” retailer’s Licenses** for Easton’s Cause (Ebbert, Clerk/Treasurer/Finance Director)

**6. Petitions, Requests, and Communications:**

- a. **Proclamation recognizing National Public Safety Telecommunicators Week** (Bump, Police Chief)
- b. **Presentation relating to the Police Department K-9 Program** (Bump, Police Chief)
- c. **Annual Stormwater Report and Presentation** (Selle, Director of Public Works)

**7. Resolutions and Ordinances**

- a. Review and Possible action on a **resolution declaring Official Intent to Reimburse Expenditures** relating to the Public Works Operations Facility and Other Road Construction Projects from Proceeds of Borrowing (LeMire, City Manager)
- b. Second/Possible third reading of a proposed Ordinance to amend the **Official Zoning Map** of the City of Fort Atkinson, Wisconsin, for the property located at 1310 and 1320 Campus Drive from RS-2, Single-family Residential District, to PUD, Planned Unit Development District (Selle, City Engineer/Director of Public Works)

**8. Reports of Officers, Boards, and Committees:**

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

**9. Unfinished Business – None**

**10. New Business:**

- a. Review and possible action relating to the purchase of **Police Department Canine, training, and related equipment** (Bump, Police Chief)
- b. Review and possible action to authorize the City Manager to enter into a contract for **Surveying Services with Ayers and Associates** (Williamson, Superintendent of Public Works)



- c. Review and possible action related to the **2023 Citywide network server upgrades** proposals from Ignatek for \$107,815.23 (Ebbert, Clerk/Treasurer/Finance Director)

**11. Miscellaneous – None**

**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: April 3, 2023*

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

*Visit us online! City news and information can be found at [www.fortatkinsonwi.gov](http://www.fortatkinsonwi.gov), and be sure to follow us on Facebook @FortAtkinsonWI.*

***Note the City's new .gov domain name and new phone numbers. Visit our website for more information.***



City of Fort Atkinson  
City Clerk/Treasurer's Office  
101 N. Main Street  
Fort Atkinson, WI 53538

**CITY COUNCIL MEETING  
IN PERSON AND VIA ZOOM  
TUESDAY, MARCH 21, 2023 – 7:00 PM  
CITY HALL – SECOND FLOOR**

---

**1. CALL MEETING TO ORDER**

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

**2. ROLL CALL**

Present: Cm. Becker, Cm. Hartwick, Cm. Johnson, Cm. Schultz and President Scherer. Also present: City Manager, City Engineer, City Attorney, City Clerk/Treasurer/Finance Director, Public Works Superintendent, Building Inspector, Chief of Police, Park & Recreation Director,

**3. PUBLIC HEARING: DISCONTINUANCE AND VACATION OF N. FOURTH STREET BETWEEN ARMENIA STREET AND MCMILLEN STREET**

Jeff Newbold, 411 McMillen Street – spoke against the discontinuance and vacation of N. Fourth Street. He commented to the City Council and challenged them that if they believe the vacation is a benefit to the hospital, he would like to trade houses with them (Council).

Elliot Larson, 415 McMillen Street – Mr. Larson has lived at his residence for over 40 years. He is grateful for the Hospital. He does not personally understand why the hospital has to block off 4<sup>th</sup> street. He is encouraging the neighboring streets be repaired before vacating the street.

Jim Nelson, Senior VP of Fort Health Care, 418 Hickory Street – Mr. Nelson confirmed they are planning for the future of the facilities. The petition to close the street was after discussions with the City to meet needs and growth. Prior City Management worked with Hospital staff and confirmed growth to the north would be the most beneficial. They purchased adjacent houses knowing they would need to be ready for next expansion. Granting closure would allow growth and allowance of parking. Their goal is to move clinical operations back to the main campus.

Jodi Raddatz, 1245 Janette Street – Ms. Raddatz asked why the council is not responding to comments from the public and if the Council had received the documentation noted from residents. It was confirmed that the City Council received documentation that was referred to.

**4. PUBLIC COMMENT - NONE**

**5. CONSENT AGENDA:**

*a) Review and possible action relating to the minutes of the March 7, 2023 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*

- b) Review and possible action relating to the minutes of the March 7, 2023 License Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) Review and possible action relating to the minutes of the March 14, 2023 regular Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- d) Review and possible action relating to building, plumbing, and electrical permit report for February 2023 (Draeger, Building Inspector/Zoning Administrator)*
- e) Review and possible action relating to the City Clerk-issued License and Permit Report for February 2023 (Ebbert, Clerk/Treasurer/Finance Director)*
- f) City Sewer, Water, and Stormwater Utility Financial Statements as of February 28, 2023 (Ebbert, Clerk/Treasurer/Finance Director)*

Cm. Becker moved, seconded by Cm. Johnson to approve the Consent Agenda as listed, items 5.a. through 5.f. Motion carried.

## **6. PETITIONS, REQUESTS, AND COMMUNICATIONS:**

- a) Presentation of Police Department Life Saving Awards to Officer Amelia Adsit, Officer Brett Dunkleberger and Telecommunicator Hannah Kleven (Bump, Police Chief)*

No action required.

- b) Review and possible action relating to proclamation recognizing Fort Atkinson as the Intersectional Peony City of Wisconsin (Lee, Museum Director)*

Cm. Hartwick moved, seconded by Cm. Johnson to approve the proclamation recognizing Fort Atkinson as the Intersectional Peony City of Wisconsin. Motion carried.

## **7. RESOLUTIONS AND ORDINANCES:**

- a) Review and possible action relating to a Resolution discontinuing a portion of N. Fourth Street between Armenia Street and McMillen Street, City of Fort Atkinson, Jefferson County, Wisconsin (RWD-2023-01) (Selle, City Engineer/Director of Public Works)*

Engineer Selle reviewed the process for discontinuance of a right of way as it is covered in state statute 66.1003. The statute indicates that proceedings to consider the discontinuance may be initiated by the City Council and the introduction of a resolution declaring that *it is in the public interest to consider the discontinuance*. This meeting was held on February 7, 2023 where the *draft* resolution was read and the process for consideration initiated. The City of Fort Atkinson is thus the applicant in the process. The Planning Commission heard this request at their meeting on February 28. The Plan Commission recommended the City Council approve the request by a 5-2 vote. Those dissenting asked to explore additional options that would not require the discontinuance of the right of way. Fort Healthcare has purchased single family homes in the area to allow for expansion, including the four residential lots abutting N 4<sup>th</sup> St. Rezoning of these four lots to *Institutional*, was approved by the Plan Commission and City Council in June and July of 2022, the first step in planning the parking lot expansion. These homes are planned to be relocated to accommodate the expansion. The concepts of the parking lots are noted below. A significant buffer is allowed to the north under the vacated Street, along with an additional 31 spaces. Without the vacation, this buffer is minimized as are the number of spaces.

Selle continued on the efforts made by Fort Healthcare and how they engaged affected landowners by issuing several letters, inviting each to meetings held on January 18 and February 1. City staff attended each meeting. Questions from residents were varied and included concerns related to property values, noise, water runoff, traffic patterns, light pollution, and aesthetics. The statute defines affected, abutting, parcel owners as those within 2,650 feet of the ends of the right of way to be considered for discontinuance. The map below outlines this area in blue. This represents 63 parcels, of which 7 are owned by Fort Healthcare. Should one third (21) of those parcel owners file a written objection to the discontinuance, the Council must pass the resolution with a 4/5 majority. If such objections are not received, the resolution may pass Council by a simple 3/5 majority. Letters will be accepted up until 7PM on March 21, 2023. The Council had received 19 letters from property owners that objected the vacation.

Cm. Hartwick asked Engineer Selle if McMillen Street is intending to be repaired. The area requires water main replacement and is anticipated to be repaired within the next five years.

Cm. Hartwick asked if the vacation is approved, when would the street be closed. Selle confirmed the goal of Fort Health Care is to have parking in the said area available by late November 2023.

Cm. Schultz asked if the vacation does not pass, would that limit the Fort Health Care in reapplying for the vacation. Selle confirmed they could reapply and there are no time restrictions or limitations as to when they could do so.

Cm. Becker moved, seconded by Cm. Hartwick to approve Resolution discontinuing a portion of N. Fourth Street between Armenia Street and McMillen Street, City of Fort Atkinson, Jefferson, County, Wisconsin. Motion carried 4-1 Schultz against.

*b) Review and possible action relating to a one-lot Certified Survey Map for the property located at 1310 and 1320 Campus Drive (Selle, City Engineer/Director of Public Works)*

Engineer Selle discussed agenda items b, c and d simultaneously. He began with the proposed Certified Survey Map that is planned to combine the two existing parcels into one to facilitate the proposed development. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. The CSM is needed because the City does not permit construction of new structures which cross property lines. The Zoning Ordinance has minimum and maximum density, intensity, and bulk regulations for all properties in the City. As further described below, the proposed CSM combines the two lots into one so that these standards can be met through the rezoning to MRH-30. Additionally, the proposed CSM includes dedication of public right-of-way along Banker Road.

Cm. Hartwick moved, seconded by Cm. Schultz to approve the Certified Survey Map for the property located at 1310 and 1320 Campus Drive. Motion carried.

*c) Review and possible action relating to a Planned Unit Development – General Development Plan (GDP) for the Tip of the Spear, LLC multi-family residential development proposed at 1310 and 1320 Campus Drive (Selle, City Engineer/Director of Public Works)*

Engineer Selle continued discussion on the Tip of the Spear GDP. At 1310-1320 Campus Drive which is currently zoned SR-2 Single-Family Residential. This zoning district allows for and is oriented to large-lot single-family homes and neighborhoods. However, both properties are shown on the City of Fort Atkinson's 2019 Comprehensive Plan Future Land Use Map as Planned Neighborhood because it was envisioned that this area would transition overtime to become an extension of residential neighborhoods served by public sewer and water.

Selle noted the proposed project's land uses, setbacks, and lot area will largely fit the MRH-30 zoning district and this is recommended for the Base Zoning (the template for the PUD). PUD zoning will allow the project several flexibilities to this Base Zoning, which are formally outlined below in the GDP.

Cm. Becker moved, seconded by Cm. Schultz to approve the Planned Unit Development – General Development Plan for the Tip of the Spear, LLC multi-family residential development proposed at 1310 and 1320 Campus Drive. Motion carried.

*d) First Reading of a proposed Ordinance to amend the Official Zoning Map of the City of Fort Atkinson, Wisconsin, for the property located at 1310 and 1320 Campus Drive from RS-2, Single-family Residential District, to PUD, Planned Unit Development District (Selle, City Engineer/Director of Public Works)*

Cm. Hartwick moved, seconded by Cm. Johnson to direct the City Manager to prepare this Ordinance for a second reading at the City Council meeting on April 6, 2023. Motion carried.

## **8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:**

*a) City Manager's Report (LeMire, City Manager)*

No action required.

## **9. UNFINISHED BUSINESS – NONE**

## **10. NEW BUSINESS:**

*a) Review and possible action relating to 2022 Year-End Financial Information (LeMire, City Manager)*

Manager LeMire provided a summary of the year end 2022 financials and referenced property tax collection, general fund revenues and expenses that were 15% over or under the budgeted amount, summary of the City's General Fund balance and the requested carry overs from 2022 to 2023.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the 2022 funds requested to be carried over to 2023 as listed in Table 5, for a total of \$308,152.06. Motion carried.

*b) Review and possible action relating to the purchase of a set of three doors and two exit bars for the Municipal Building (Franseen, Parks and Recreation Director)*

Director Franseen reviewed the building assessment performed in 2022 by Plunkett Raysich Architects (PRA). The facility assessment identified recommendations for maintenance and improvements necessary to continue operations. The assessment prioritized items to repair and/or replace at the Municipal Building. PRA recommended removal and replacement of the deteriorated hollow metal doors and door frames in the northwest corner of the gymnasium and the exit bars on the Main Street and Water Street entrances be replaced. The two entrances and exits requested are the main access points for all traffic at City Hall and are heavily used. The costs of \$13,200 will be covered through the Municipal Building CIP (levy-funded), and the remaining balance of \$900 will be covered through the Municipal Building Repairs budget.

Cm. Hartwick moved, seconded by Cm. Schultz to approve the proposal from Baker Glass for the purchase and installation of three doors and two exit bars for the Municipal Building for a total of \$14,100. Motion carried.

*c) Review and possible action relating to the purchase of a 2023 Ford F150 truck and Tommy Liftgate for the Parks and Recreation Department at a cost not to exceed \$41,518 (Franseen, Parks and Recreation Director)*

Director Franseen discussed that in 2022, a F-350 flatbed was approved for purchase with the 2022 borrowing in 2023. However, due to dealerships unable to get flatbeds for several years, staff is requesting to purchase a F-150 truck instead. The F-350 flatbed has been pushed to the 2026 Capital Improvements Program per the attached vehicle list. Griffin Ford also proposed a guaranteed trade in value of \$1,200 for the 2002 F-150 with the option for the City to attempt to sell it outright for more through the State of Wisconsin Surplus Auction Site. The net expense would be guaranteed at \$37,536. In addition to the truck, staff proposes to purchase a Tommy Gate Liftgate at a cost of \$3,982.00 from Northland Equipment. The Tommy Gate is an accessory that is on all trucks for safety. The Department budgeted \$50,000 through the 2022 borrowing for the F-350 flatbed replacement. Due to the inability to find a flatbed, staff is requesting to purchase the 2023 F-150 with the 2022 borrowed funds. The total cost for the truck and liftgate is \$41,518, which is \$7,282 less than the 2022 borrowed funds.

Cm. Becker moved, seconded by Cm. Johnson to approve the purchase of a 2023 Ford F150 truck and Tommy Liftgate for the Parks and Recreation Department at a cost not to exceed \$41,518. Motion carried.

*d) Review and possible action relating to Alcohol Beverage License application for Ameer Investment Inc. for the licensing period of March 22, 2023 to June 30, 2023 (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert presented the application submitted by Ameer Investment Inc for a "Class A" Liquor-Cider Only and Class "A" Fermented Malt Beverage license for use at 303 S. Main Street. This location is currently operated as Imart Store owned by Iys Ventures. Iys Ventures will remain as the owner of the property with it being managed by Ameer Investment Inc. A letter

of surrender contingency upon approval was submitted by Iys Ventures. The agent/on-site Manager will remain the same.

Cm. Becker moved, seconded by Cm. Schultz to approve the Alcohol Beverage License application for Ameer Investment Inc. for the licensing period of March 22, 2023 to June 30, 2023 subject to the conditions included in the staff recommendation. Motion carried.

**11. MISCELLANEOUS – NONE**

**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)*

Cm. Becker moved, seconded by Cm. Johnson to approve the Verified Claims as presented. Motion carried.

**13. ADJOURNMENT**

Cm. Hartwick moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 8:44 pm.

Respectfully submitted,

Michelle Ebbert  
City Clerk/Treasurer/Finance Director



City of Fort Atkinson  
City Clerk/Treasurer's Office  
101 N. Main Street  
Fort Atkinson, WI 53538

## MEMORANDUM

**DATE:** April 6, 2023

**TO:** Fort Atkinson City Council

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

**RE:** Discussion and possible action relating to Temporary Class "B" and Temporary "Class B" Retailer's Licenses for Fort Atkinson Area Chamber of Commerce, River Rhapsody, Saturday August 26, 2023

---

### BACKGROUND

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

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

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

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

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



The attached application(s) was completed and submitted in a timely manner as required by Department of Revenue form AT-315 and City of Fort Atkinson Code of Ordinance Section 6-61(b).

## **DISCUSSION**

**Organization:** Chamber of Commerce of similar Civic or Trade Organization

**Name:** Fort Atkinson Area Chamber of Commerce

**Street Location:** Barrie Park, 210 Robert Street

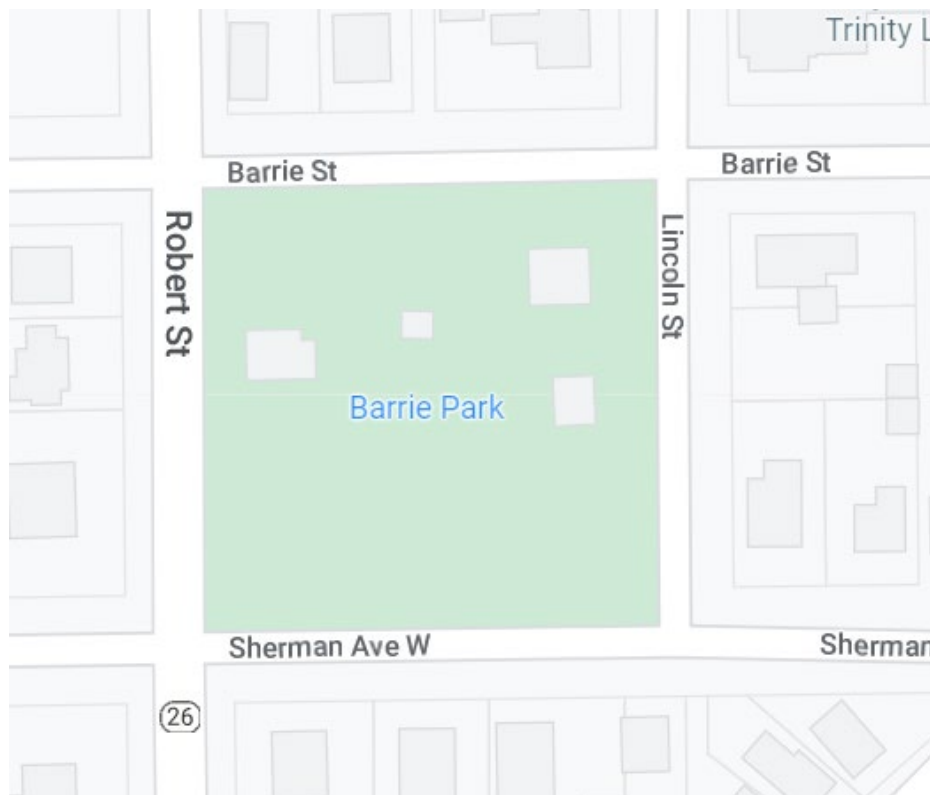
**Manager of affair:** Executive Director Shauna Wessely

**Premises:** Barrie Park

**Name of Event:** River Rhapsody

**Date of Event:** Saturday August 26, 2023

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



## **FINANCIAL ANALYSIS**

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

## **RECOMMENDATION**

Staff recommends that the City Council approve of the Temporary Class "B" Retailer's License to sell beer and wine at the Fort Atkinson Area Chamber of Commerce River Rhapsody on

Saturday August 23, 2023 contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

**ATTACHMENTS**

Applications for Temporary Retailer's Licenses

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the administrator if you have questions.

Fee \$ 100

Application date 08/16/2023

☐ Town ☐ Village ☒ City of Fort Atkinson

County or Jurisdiction

The named organization applies for (check appropriate box):

☒ A Temporary Class "B" license to sell fermented malt beverage at a public or public gathering pursuant to s. 25.26(5), Wis. Stats.

☒ A Temporary Class "B" license to sell wine at public or public gathering pursuant to s. 25.26(5), Wis. Stats.

At the premises described below during a special event beginning 001 PM and ending 000 PM and stores to comply with all laws, resolutions, ordinances and regulations (state, local or local) including the sale or consumption of malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veterans' Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Fort Atkinson Area Chamber of Commerce

(b) Address 244 N Main Street, Fort Atkinson WI 53538

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 01/1899

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Chris Scherer, 15 S. 6th Street Fort Atkinson WI 53538

Vice President Erin Patterson, 14 E Sherman Ave Fort Atkinson WI 53538

Secretary Shauna Wessely, 244 N Main Street Fort Atkinson WI 53538

Treasurer Tammy Schwartz, 37 Milwaukee Ave. E. Fort Atkinson WI 53538

(g) Name and address of manager or person in charge of affair: Executive Director, Shauna Wessely, 244 N Main Street Fort Atkinson WI 53538

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Barrie Park - 210 Roberts Street, Fort Atkinson WI 53538

(b) Lot Block

(c) Do premises occupy all or part of building?

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover

## 3. Name of Event

(a) List name of the event Rhapsody

(b) Dates of event August 26th, 2023

## DECLARATION

An officer of the organization declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Shauna Wessely 8/16/2023

(Signature)

Fort Atkinson Area Chamber of Commerce

(Name of Organization)

Date Filed with Clerk 8/16/2023

Date Reported to Council or Board 8/16/2023

Date Granted by Council

License No.



City of Fort Atkinson  
City Clerk/Treasurer's Office  
101 N. Main Street  
Fort Atkinson, WI 53538

## MEMORANDUM

**DATE:** April 6, 2023

**TO:** Fort Atkinson City Council

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

**RE:** Discussion and possible action relating to Temporary Class "B" Retailer's Licenses for Easton's Cause

---

### BACKGROUND

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

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

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

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

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

**DISCUSSION**

**Organization:** Bona Fide Club

**Name:** EAB – Softball Tournament - Easton's Cause

**Street Location:** 3013 Pheasant Run, Cottage Grove WI

**Manager of affair:** Mike Bauler

**Premises:** Ralph Park, 600 Jefferson Street

**Name of Event:** Easton's Cause – EAB Softball Tournament

**Date of Event:** July 15, 2023

**The Named Organization Applied for the Following License(s):** Class "B" Fermented Malt Beverages

**FINANCIAL ANALYSIS**

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

**RECOMMENDATION**

Staff recommends that the City Council approve the Temporary Class "B" Retailer's License to sell beer at the 12<sup>th</sup> Annual EAB Softball Tournament scheduled for July 15, 2023 at Ralph Park, 600 Jefferson Street contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

**ATTACHMENTS**

Applications for Temporary Class "B" Retailer's Licenses



## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10-

Application Date: 03/30/2023

☐ Town ☐ Village ☒ City of Fort Atkinson

County of Jefferson

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 07/15/2023 and ending 07/16/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

☒ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Easton's Cause

(b) Address 3013 Pheasant Run, Cottage Grove, WI, 53527

(Street)

☐ Town

☒ Village

☐ City

(c) Date organized 10/20/2003

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Mike Bauler, 3013 Pheasant Run, Cottage Grove, WI, 53527

Vice President Lindsey Thommeseen, Milwaukee, WI

Secretary Lisa Daye, Whitewater, WI

Treasurer Ryan Warner, Janesville, WI

(g) Name and address of manager or person in charge of affair: Mike Bauler, 3013 Pheasant Run, Cottage Grove, WI

### 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 600 Jefferson Street, Fort Atkinson, WI, 53538

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? Yes

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

### 3. Name of Event

(a) List name of the event 12th Annual EAB Softball Tournament

(b) Dates of event 07/15/2023

### DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer W. Michael Bauler, 3/30/2023 WMB  
(Signature / Date)

Easton's Cause  
(Name of Organization)

Date Filed with Clerk 3-30-2023

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



## MEMORANDUM

**DATE:** April 6, 2023

**TO:** Fort Atkinson City Council

**FROM:** Adrian Bump, Chief of Police

**RE:** Proclamation recognizing Telecommunicators Week in the City of Fort Atkinson

---

### BACKGROUND

Every year during the second week of April, the telecommunications personnel in the public safety community, are honored. This week-long event, initially set up in 1981 by Patricia Anderson of the Contra Costa County Sheriff's Office in California, is a time to celebrate and thank those who dedicate their lives to serving the public. It is a week that should be set aside so everyone can be made aware of their hard work and dedication.

### DISCUSSION

The attached Proclamation recognizes National Public Safety Telecommunicators Week April 9-15, 2023. The City encourages all to celebrate and honor those dedicated telecommunicators who are typically the first point of contact during emergencies and for those in crisis.

### FINANCIAL ANALYSIS

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

### RECOMMENDATION

Staff recommends that the City Council President sign the Proclamation and declare the week of April 9-15, 2023 as Telecommunicators Week in the City of Fort Atkinson.

### ATTACHMENT

Proclamation recognizing National Public Safety Telecommunicators Week

**PROCLAMATION  
RECOGNIZING NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK  
APRIL 9-15, 2023**

**WHEREAS**, emergencies can occur at any time that require police, fire or emergency medical services; and

**WHEREAS**, when an emergency occurs, the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

**WHEREAS**, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Fort Atkinson dispatch; and,

**WHEREAS**, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and

**WHEREAS**, Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and

**WHEREAS**, Public Safety Telecommunicators of the City of Fort Atkinson have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

**WHEREAS**, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

**NOW, THEREFORE, I**, Christopher Scherer, as City Council President of the City of Fort Atkinson, do here by recognize the week of April 9 through 15, 2023, to be National Public Safety Telecommunicators Week in the City of Fort Atkinson, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Proclaimed this 6th day of April, 2023.

**CITY OF FORT ATKINSON**

---

Christopher Scherer, Council President

ATTEST:

---

Michelle Ebbert, City Clerk/Treasurer/Finance Director





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

## MEMORANDUM

**DATE:** April 6, 2023

**TO:** Fort Atkinson City Council

**FROM:** Andy Selle, P.E., City Engineer/Director of Public Works

**RE:** Review of the Annual Stormwater Report

---

### BACKGROUND

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

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

### DISCUSSION

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

We continue to make progress in ensuring our stormwater entering the Bark and Rock Rivers is as clean as possible. We have come a long way since utilizing the river as a conduit for untreated sewage and waste in the early 1900s. Recreational use of the rivers is visibly increasing and they are being viewed as an asset in our community, a direct result of City efforts and dollars and certainly a sound investment for our community. Being a "*River Community*" is now touted as an important aspect of our quality of life.

In addition to giving you the Report to review, it has been posted on the City's website and copies have been available at the Dwight Foster Public Library and Municipal Building for public review and comment.

**FINANCIAL ANALYSIS**

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

**RECOMMENDATION**

No action is necessary. Please contact the City Engineer's Office if you have any questions or want additional information on the Annual Report, Stormwater Utility or other stormwater issues.

**ATTACHMENT**

2022 Annual Stormwater Report to WDNR

Annual Report to RRSB from Creative Marketing Unlimited

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

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

Form 3400-224(R8/2021)

## Reporting Information :

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

**Project Name:** 2022 Annual Report

**County:** Jefferson

**Municipality:** Fort Atkinson City

**Permit Number:** S050075

**Facility Number:** 31422

**Reporting Year:** 2022

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

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit .

In order to acknowledge that you are reapplying for permit coverage, please check the following box: ☒

## Required Attachments and Supplemental Information

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

### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary

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

## Municipal Contact Information- Complete

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

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

### Municipality Information

**Name of Municipality** Fort Atkinson City

**Facility ID # or (FIN):** 31422

**Updated Information:** ☐ Check to update mailing address information

**Mailing Address:** 101 N Main St

**Mailing Address 2:**

**City:** Fort Atkinson City

**State:** WI

**Zip Code:** 53538 xxxxx or xxxxx-xxxx

### Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

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

☐ Select to **create new** primary contact

**First Name:** Andy

**Last Name:** Selle

☐ Select to **update** current contact information

**Title:** City Engineer

**Mailing Address:** 101 N Main St

**Mailing Address 2:**

**City:** Fort Atkinson

**State:** WI

**Zip Code:** 53538-1861 xxxxx or xxxxx-xxxx

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

**Email:** aselle@fortatkinsonwi.gov

### Additional Contacts Information (Optional)

☐ I&E Program

☐ IDDE Program

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

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

**First Name:**

**Last Name:**

**Title:**

**Mailing Address:**

**Mailing Address 2:**

**City:**

**State:**

**Zip Code:**

xxxxx or xxxxx-xxxx

**Phone Number:**

Ext:

xxx-xxx-xxxx

**Email:**

**Municipal Billing Contact Person (Authorized Representative for MS4 Permit)**

☒ Select to **create new** Billing contact

**First Name:**

**Last Name:**

☒ Select to **update** current contact information

**Title:**

**Mailing Address:**

**Mailing Address 2:**

**City:**

**State:**

**Zip Code:**

xxxxx or xxxxx-xxxx

**Phone Number:**

Ext:

xxx-xxx-xxxx

**Email:**

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

☒ Yes ☐ No

☒ Public Education and Outreach Rock River Stormwater Group

☒ Public Involvement and Participation Rock River Stormwater Group

☐ Illicit Discharge Detection and Elimination \_\_\_\_\_

☐ Construction Site Pollutant Control \_\_\_\_\_

- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention

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

☐ Yes ☒ No

**Minimum Control Measures- Section 1 : Complete****1. Public Education and Outreach**

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☒ Yes  
☐ No
- b. How many total educational events were held during the reporting year:
- c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year?

| Topics Covered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Target Audience                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Illicit discharge detection and elimination<br><input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing<br><input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application<br><input checked="" type="checkbox"/> Stream and shoreline management<br><input checked="" type="checkbox"/> Residential infiltration<br><input checked="" type="checkbox"/> Construction sites and post-construction storm water management<br><input checked="" type="checkbox"/> Pollution prevention<br><input checked="" type="checkbox"/> Green infrastructure/low impact development<br><input type="checkbox"/> Other: <input type="text"/> | <input checked="" type="checkbox"/> General Public<br><input checked="" type="checkbox"/> Public Employees<br><input checked="" type="checkbox"/> Residents<br><input checked="" type="checkbox"/> Businesses<br><input checked="" type="checkbox"/> Contractors<br><input checked="" type="checkbox"/> Developers<br><input checked="" type="checkbox"/> Industries<br><input checked="" type="checkbox"/> Public Officials<br><input type="checkbox"/> Other |

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

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

**Minimum Control Measures - Section 2 : Complete****2. Public Involvement and Participation**

a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

|                           |                                                                                      |                                            |                                   |
|---------------------------|--------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------|
| <b>Event Start Date</b>   | <input type="text" value="4/4/2023"/>                                                |                                            |                                   |
| <b>Project/Event Name</b> | <input type="text" value="City Council Meeting - Annual Report"/>                    |                                            |                                   |
| <b>Delivery Mechanism</b> | <input type="text" value="Government Event (Public Hearing, Council Meeting, etc)"/> |                                            |                                   |
| <b>Topics Covered</b>     | <b>Target Audience</b>                                                               | <b>Estimated People Reached (Optional)</b> | <b>Regional Effort (Optional)</b> |
| <input type="text"/>      | <input type="text"/>                                                                 | <input type="text"/>                       | <input type="text"/>              |



|                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                    |              |                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------|
| <input checked="" type="checkbox"/> MS4 Annual Report<br><input type="checkbox"/> Storm Water Management Program<br><input type="checkbox"/> Storm Water related ordinance<br><input type="checkbox"/> Other:<br><input type="text"/> | <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/><br>Public Employees<br><input checked="" type="checkbox"/> Residents<br><input type="checkbox"/> Businesses<br><input type="checkbox"/> Contractors<br><input type="checkbox"/> Developers<br><input type="checkbox"/> Industries<br><input checked="" type="checkbox"/> Public Officials<br><input type="checkbox"/> Other | <u>11-50</u> | <input type="radio"/> Yes <input checked="" type="radio"/> No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------|

**b. Volunteer Activities.** Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

| <b>Event Start Date</b>   | <input type="text" value="9/17/2022"/> <input type="checkbox"/> NA (Individual Permittee).                                                                                                                                                                                                                                                                                                              |                                     |                                                               |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------|
| <b>Project/Event Name</b> | <input type="text" value="Rock River Clean Up - Multiple Locations"/>                                                                                                                                                                                                                                                                                                                                   |                                     |                                                               |
| <b>Delivery Mechanism</b> | <input type="text" value="Clean up event"/>                                                                                                                                                                                                                                                                                                                                                             |                                     |                                                               |
| Topics Covered            | Target Audience                                                                                                                                                                                                                                                                                                                                                                                         | Estimated People Reached (Optional) | Regional Effort (Optional)                                    |
| Volunteer Opportunity     | <input checked="" type="checkbox"/> General Public<br><input checked="" type="checkbox"/> Public Employees<br><input checked="" type="checkbox"/> Residents<br><input type="checkbox"/> Businesses<br><input type="checkbox"/> Contractors<br><input type="checkbox"/> Developers<br><input type="checkbox"/> Industries<br><input type="checkbox"/> Public Officials<br><input type="checkbox"/> Other | <u>101 +</u>                        | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 3 : Complete

### 3. Illicit Discharge Detection and Elimination

- |                                                                                                              |                                 |                                 |
|--------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|
| a. How many total outfalls does the municipality have?                                                       | <input type="text" value="82"/> | <input type="checkbox"/> Unsure |
| b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? | <input type="text" value="82"/> | <input type="checkbox"/> Unsure |
| c. From the municipality's routine screening, how many were confirmed illicit discharges?                    | <input type="text" value="0"/>  | <input type="checkbox"/> Unsure |
| d. How many illicit discharge complaints did the municipality receive?                                       | <input type="text" value="1"/>  | <input type="checkbox"/> Unsure |

e. From the complaints received, how many were confirmed illicit discharges?  ☐ Unsure

f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)?  ☐ Unsure

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

g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☐ Verbal Warning

☐ Written Warning (including email)

☒ Notice of Violation

☒ Civil Penalty/ Citation

Additional Information:

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

All outfalls were inspected and no illicit discharges were found. An inspection copy is attached. One illicit discharge was reported - dumping of concrete into a storm sewer. This was promptly cleaned up and a citation was issued.

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 4 : Complete

### 4. Construction Site Pollutant Control

a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?  ☐ Unsure

b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?  ☐ Unsure

c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?  ☐ Unsure

d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☐ No Authority

☐ Verbal Warning

☒ Written Warning (including email)

☐ Notice of Violation

☐ Civil Penalty/ Citation

|                                                 |                      |
|-------------------------------------------------|----------------------|
| <input type="checkbox"/> Stop Work Order        | <input type="text"/> |
| <input type="checkbox"/> Forfeiture of Deposit  | <input type="text"/> |
| <input type="checkbox"/> Other - Describe below | <input type="text"/> |

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

New procedures for the documentation of inspections continue to be implemented.

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 5 : Complete

### 5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval ?  ☐ Unsure

\*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,

- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No ☐ Unsure

- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ?  ☐ Unsure  
Inspections completed by private landowners should be included in the reported number.

- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☐ Yes ☒ No ☐ Unsure

- e. If yes, does MS4 have maintenance authority on these privately owned BMPs?  ☐ Unsure

- f. How many municipally owned storm water management BMPs were inspected in the reporting year?  ☐ Unsure

- g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

|                                                                       |                                |
|-----------------------------------------------------------------------|--------------------------------|
| <input type="checkbox"/> No Authority                                 |                                |
| <input checked="" type="checkbox"/> Verbal Warning                    | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Notice of Violation               | <input type="text" value="0"/> |
| <input type="checkbox"/> Civil Penalty/ Citation                      | <input type="text"/>           |
| <input type="checkbox"/> Forfeiture of Deposit                        | <input type="text"/>           |

|                                                            |                                |
|------------------------------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> Complete Maintenance   | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Bill Responsible Party | <input type="text" value="0"/> |
| <input type="checkbox"/> Other - Describe below            | <input type="text"/>           |

- e. Brief explanation on Post-Construction Storm Water Management reporting. *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

All private stormwater Best Management Practices are scheduled to be inspected in 2023.

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management best management practices.  ☐ Unsure
- b. How many new municipally owned storm water management best management practices were installed in the reporting year?  ☐ Unsure
- c. How many municipally owned storm water management best management practices were inspected in the reporting year?  ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

Inlet, Outlet, sediment accumulation. vegetation, erosive conditions, etc. (See attached BMP inspection report)

- e. How many of these facilities required maintenance?  ☐ Unsure
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

A copy of the full inspection report is attached.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- g. How many municipal properties require a SWPPP?  ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year?  ☐ Unsure
- i. Have amendments to the SWPPPs been made?  
☐ Yes ☒ No ☐ Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

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

New updated SWPPPs will be prepared for all four municipal facilities in 2023

Collection Services - *Street Sweeping / Cleaning Program* ☐ Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?  
☒ Yes ☐ No ☐ Unsure
- m. If known, how many tons of material was removed?  ☐ Unsure
- n. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?  
☒ Yes - Explain frequency A total of 8 city wide cycles were completed  
☐ No - Explain \_\_\_\_\_  
☐ Not Applicable

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

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

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?  
☒ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure  
☐ Other - Describe \_\_\_\_\_
- x. What is the frequency of collection?  
4 full rounds city wide
- y. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure
- z.

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

Winter Road Management ☐ Not Applicable

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

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (One mile of a two-way road equals two lane miles.)  ☐ Unsure

ab. Provide amount of de-icing products used by month last winter season?  
Solids (tons) (ex. sand, or salt-sand)

| Product     | Oct                            | Nov                             | Dec                              | Jan                              | Feb                              | Mar                             |
|-------------|--------------------------------|---------------------------------|----------------------------------|----------------------------------|----------------------------------|---------------------------------|
| <u>Salt</u> | <input type="text" value="0"/> | <input type="text" value="28"/> | <input type="text" value="135"/> | <input type="text" value="198"/> | <input type="text" value="173"/> | <input type="text" value="28"/> |

Liquids (gallons) (ex. brine)

|              | Oct                            | Nov                            | Dec                               | Jan                               | Feb                               | Mar                              |
|--------------|--------------------------------|--------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|
| <u>Brine</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="1580"/> | <input type="text" value="1760"/> | <input type="text" value="1645"/> | <input type="text" value="835"/> |

ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

| Training Date                           | Training Name                                           | # Attendance                   |
|-----------------------------------------|---------------------------------------------------------|--------------------------------|
| <input type="text" value="10/12/2022"/> | <input type="text" value="Salt Wise Training Webinar"/> | <input type="text" value="3"/> |

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

## Internal (Staff) Education & Communication

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

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

When:

How many attended:

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

Elected Officials

Sharing of the MS4 annual report

Municipal Officials

Sharing of the MS4 annual report

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

Sharing of the MS4 annual report and routine discussions about operational activities.

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

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 7 : Complete

### 7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?  
☐ Yes ☒ No ☐ Unsure

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

- ☐ Storm water treatment facilities  
☐ Storm pipes  
☐ Vegetated swales  
☐ Outfalls  
☐ Other - Describe below

No changes required since 2021-2022 updates

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

**Final Evaluation - Complete****Fiscal Analysis**

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

| <b>Annual Expenditure</b><br>Reporting Year | <b>Budget</b><br>Reporting Year | <b>Budget</b><br>Upcoming Year | <b>Source of Funds</b> |
|---------------------------------------------|---------------------------------|--------------------------------|------------------------|
|---------------------------------------------|---------------------------------|--------------------------------|------------------------|

**Element:** Public Education and Outreach

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

**Element:** Public Involvement and Participation

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

**Element:** Illicit Discharge Detection and Elimination

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

**Element:** Construction Site Pollutant Control

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

**Element:** Post-Construction Storm Water Management

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

**Element:** Pollution Prevention

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

**Other (describe)**

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

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

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

**Water Quality**

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

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

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



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

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

☐ Yes ☒ No ☐ Unsure

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

☐ Yes ☒ No ☐ Unsure

### Storm Water Quality Management

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

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

Total suspended solids (TSS)

Total phosphorus (TP)

### Status of Total Maximum Daily Loads (TMDLs) Implementation

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

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

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

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

☒ Agree ☐ Disagree

**[A.6.3] Final Documentation.**

The permittee is confirming that all planned efforts are on schedule to submit the final documentation materials [updates to mapping, modeling, tabular summary, and Implementation Plan] under section A.6.3 by October 31, 2023.

☒ Agree ☐ Disagree

### Additional Information

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

**Requests for Assistance on Understanding Permit Programs**

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

Please select all that apply:

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

**Required Attachments and Supplemental Information**

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

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

\*Required Item

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

**Attach - Other Supporting Documents**

AR EO

 File Attachment

[2022PWWAnnualReport-FINAL.pdf](#)

AR EO

 File Attachment

[2022-MS4PermitReportingTables-EventTables2.pdf](#)

AR EO

 File Attachment

[MonthlyThemeTablesforRRSG2022Report.pdf](#)

AR IP

 File Attachment

[2022-MS4PermitReportingTables-VolunteerActivities-CleanUp1.pdf](#)

AR PP

 File Attachment

[WellheadProtectionPlanReviewChecklist.pdf](#)

AR PP

 File Attachment

[FortAtkinsonNutrientManagement.pdf](#)

AR PP

 File Attachment

[FortAtkinsonStreetSweepingProcedure.pdf](#)

AR PP

 File Attachment

[FortAtkinsonLeafManagement.pdf](#)

AR PP

 File Attachment

[FortAtkinsonWinterSaltManagement.pdf](#)

## AR SWMap

 File Attachment

[FortAtkinson MS4 StormSystemMap 2022.pdf](#)

## AR Other

 File Attachment

[2022COFAAdoptedBudgetDocument.pdf](#)

## AR CSPC

 File Attachment

[FAECInspections.pdf](#)

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

## **Attach - Permit Compliance Documents**

### IDDE Program

 File Attachment

[FortAtkinsonIDDEProgram.pdf](#)

### IDDE Program

 File Attachment

[FortAtkinson2022IDDEInspectionReport.pdf](#)

### CS Program

 File Attachment

[FortAtkinsonConstructionSitePollutantControlProgram.pdf](#)

### PCSSW Program

 File Attachment

[FortAtkinsonPostConstructionStormwaterProcedure.pdf](#)

### PP BMPInsp

 File Attachment

[FortAtkinsonStormwaterFacilityProgramComplete.pdf](#)

### PP BMPInsp

 File Attachment

[CityofFortAtkinsonPublicStormwaterBMPInspections2022.pdf](#)

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

**Sign and Submit Your Application**

**Steps to Complete the signature process**

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

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

**Terms and Conditions**

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

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

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

|               |                                          |
|---------------|------------------------------------------|
| <b>Name:</b>  | Andy Selle                               |
| <b>Title:</b> | Director of Public Works / City Engineer |

Authorized Signature.

☒ I accept the above terms and conditions.

Signed by : i:0#.f|wamsmembership|andyselle on 2023-04-03T09:08:33  
**You have already signed and submitted this application to the DNR.** Please [contact the Wisconsin DNR](#) for assistance.

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



## **2022 Final Report**

# Table of Contents

|                                                                                                     |    |
|-----------------------------------------------------------------------------------------------------|----|
| 2022 Highlights                                                                                     | ii |
| Annual Report 2022 Metrics Highlight                                                                | ii |
| 2022 Year-in-Review                                                                                 | 1  |
| Introduction                                                                                        | 1  |
| Target Audiences & Outreach Communication Model                                                     | 2  |
| Initiative #1: Expand on Existing Brand Awareness via Establishing & Maintaining Community Partners | 3  |
| Website:                                                                                            | 13 |
| Municipality of the Month:                                                                          | 15 |
| Initiative #3: Outreach & Engagement via Community Events                                           | 20 |
| Storm Drain Protector Program:                                                                      | 20 |
| Community Engagement Event Reports                                                                  | 22 |
| Initiative #4: Launch the RRSB Mini-Grant Program                                                   | 54 |
| Initiative #5: Municipal Worker & Other Trainings                                                   | 57 |
| 2022 Activities & RRSB's Public Education & Outreach Goals                                          | 58 |



## 2022 Highlights

### Annual Report 2022 Metrics Highlight

**Summary:** In 2022, the Protect Wisconsin Waterways (Rock River Stormwater Group) focused on organic and partner-driven digital reach and had an **in-person active presence at 32 events**. Partner-driven digital outreach included establishing partnerships with chambers of commerce and other community-based organizations. Combined with Protect Wisconsin Waterways' digital outreach efforts (website, email, social media), the RRSg + partner outreach resulted in over **277,900+ digital impressions (+21.5% compared to 2021 efforts)**.

Attendance and tabling at in-person events helped **actively engage 1,697+ individuals** (does not include 13,000+ impressions based on UW-Whitewater homecoming football game attendance where we served as a parade sponsor). Our Protect Wisconsin Waterways annual cleanup was highly successful, resulting in a total of **201 volunteers**. There were a total of **nine cleanup locations along the Rock River** that volunteers had the option of attending. Plans for 2023 will continue to have volunteers attend in-person events and continue door-to-door visits to recruit additional Storm Drain Protectors (adopt-a-storm drain program). The group plans to expand outreach via existing and new community partnerships. RRSg also intends to continue offering mini-grants to local community groups to implement additional stormwater-related projects in RRSg member communities.

### Total Digital Outreach Summary Statistics – Year Over Year

| Combined Digital Outreach | 2022     | 2021*    | 2020*    | 2019    |
|---------------------------|----------|----------|----------|---------|
| <b>Total Impressions</b>  | 277,900+ | 228,733+ | 184,403+ | 161,016 |

*\*Note: Combined impressions include RRSg metrics + data provided by community partners related to specific Protect Wisconsin Waterways-related social media posts, email messages, etc. (i.e., chambers of commerce, partner alliances, and others)*

### Website Summary Statistics – Year Over Year

| Website Metrics                      | 2022  | 2021  | 2020  | 2019  |
|--------------------------------------|-------|-------|-------|-------|
| <b>Total Visits</b>                  | 8,412 | 8,010 | 8,540 | 7,995 |
| <b>Storm Drain Protector Program</b> | 218   | 241   | 380   | 25*   |

*\*Note: 2020 and 2021 numbers reflect online-only efforts. 2020 efforts included paid ads on Google that resulted in additional visitors.*



### Facebook Summary Statistics – Year Over Year

|                                                               | <b>2022**</b><br>1,007 Page Likes<br>104 Posts | <b>2021</b><br>897 Page Likes<br>119 Posts | <b>2020*</b><br>802 Page Likes<br>143 Posts | <b>2019</b><br>561 Page Likes<br>144 Posts |
|---------------------------------------------------------------|------------------------------------------------|--------------------------------------------|---------------------------------------------|--------------------------------------------|
| <b>Post (Content) Reach</b>                                   | 10,937                                         | n/a                                        | n/a                                         | n/a                                        |
| <b>Page Reach</b> (# unique accounts reached)                 | 3,201                                          | n/a                                        | n/a                                         | n/a                                        |
| <b>Facebook Page Visits</b> (# of times profile page visited) | 652                                            | n/a                                        | n/a                                         | n/a                                        |

*\* Meta changed available metrics for (Facebook) Business Accounts and content in 2022. Similar metrics are not available for direct comparison to previous years.*

### Instagram Summary Statistics – Year Over Year

|                                                                                               | <b>2022</b><br>1,078 Followers<br>129 Posts | <b>2021</b><br>1,019 Followers<br>89 Posts | <b>2020</b><br>901 Followers<br>82 Posts | <b>2019</b><br>438 Followers<br>113 Posts |
|-----------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------|------------------------------------------|-------------------------------------------|
| <b>Instagram Post/Stories (Content) Reach</b>                                                 | 12,425                                      | n/a                                        | n/a                                      | n/a                                       |
| <b>Instagram Reach</b> (# unique accounts reached)                                            | 1,890                                       | n/a                                        | n/a                                      | n/a                                       |
| <b>Instagram Profile Visits</b> (# of times profile page visited)                             | 1,064                                       | n/a                                        | n/a                                      | n/a                                       |
| <b>Instagram Content Interaction Rate</b> (i.e., likes, reactions, replies, shares, comments) | 9.5%                                        | n/a                                        | n/a                                      | n/a                                       |

*\* Meta changed available metrics for (Facebook) Business Accounts and content in 2022. Similar metrics are not available for direct comparison to previous years.*

### YouTube Summary Statistics

| <b>YouTube</b>                 | <b>2022</b> | <b>2021</b> | <b>2020</b> | <b>2019</b> |
|--------------------------------|-------------|-------------|-------------|-------------|
| <b>Total Views on YouTube*</b> | 2,300+      | 4,400+      | 1,600+      | 1,500+      |

*\*Note: Additional views occur via distribution on other social platforms.*

### Clean-Up Summary Statistics – Year Over Year

| Clean-Up Metrics             | 2022                   | 2021                    | 2020* | 2019                    | 2018                   |
|------------------------------|------------------------|-------------------------|-------|-------------------------|------------------------|
| <b>Total Volunteers</b>      | 201                    | 187                     | -     | 196                     | 130                    |
| <b>Total Trash Collected</b> | 80+ bags + other items | 200+ bags + other items | -     | 151+ bags + other items | 37+ bags + other items |

*\*Note: The 2020 clean-up was canceled due to COVID. Other items include tires, large pieces of metal, or other debris that is too large or heavy to fit inside a trash bag.*

### Event Summary Statistics – Year Over Year

| Event Metrics                        | 2022   | 2021*  | 2020* | 2019  |
|--------------------------------------|--------|--------|-------|-------|
| <b>Total Events</b>                  | 32     | 20     | -     | 41    |
| <b>Total Event Reach/Impressions</b> | 1,697+ | 2,360+ | -     | 3,595 |
| <b>Total Community Events</b>        | 32     | 20     | -     | 35    |
| <b>Total Community Event Reach</b>   | 1,697+ | 2,360+ | -     | 3,453 |
| <b>Total K-12 Educational Events</b> | -      | -      | -     | 6     |
| <b>Total Educational Event Reach</b> | -      | -      | -     | 142   |

*\*Note: All in-person events were canceled in 2020; in-person events resumed in May 2021. K-12 in-person visits remained on hold due to COVID. The total event reach/impressions in 2022 of 1,697 does not include the estimated 13,000+ potential impressions from our sponsorship of the UW-Whitewater homecoming football game.*

# 2022 Year-in-Review

## Introduction

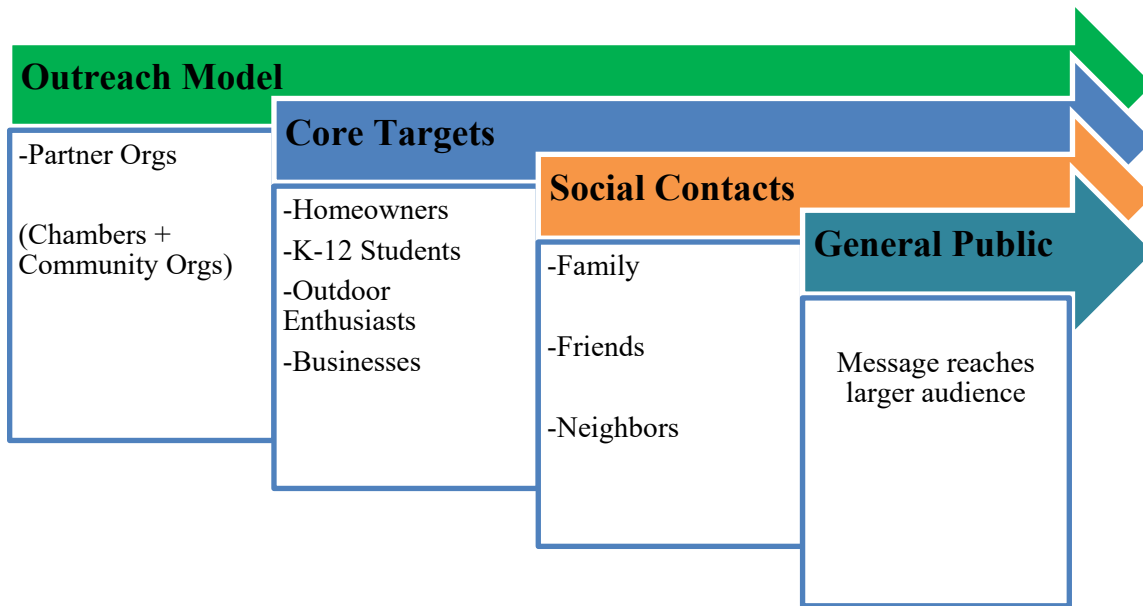
The following document provides an overview of the Rock River Stormwater Group's (RRSG) public education and outreach activities (branded as Protect Wisconsin Waterways) as part of regional stormwater public education and outreach during the 2022 calendar year.

The Protect Wisconsin Waterways regional stormwater public education efforts had a presence at 32 in-person events in 2022. Community-based events included farmer's markets, festivals near downtown areas or along waterways, and other events organized by community partners. Protect Wisconsin Waterways also sponsored **nine waterway clean-up events** on September, 17th 2022 that engaged **201 volunteers**. The events also created additional exposure among community residents in the same area and via media coverage. Each event contributed to active education efforts to the general public, and some also led to interactions with city officials in member communities. A consortium of townships from Rock County also joined the Rock River Stormwater Group in 2022. A key initiative with these townships included updating the direct mail information sent along with property taxes in December 2022. Two new initiatives in 2022 included (a) the launch of the RRSg mini-grant program that funded two projects with the Wisconsin EcoLatinos and Rock River Trail groups, and (b) initial creation of Stormwater Awareness Week on a local level and preliminary planning with other stormwater groups from around the state for a 2023 statewide proclamation and Stormwater Week. On a digital front, we maintained partnership efforts through a variety of community-based organizations. Stormwater-focused communications shared through these organizations, plus Protect Wisconsin Waterway's social media efforts resulted in over 277,900 digital impressions (+21.5% compared to 2021 efforts). In combination, the efforts helped the Protect Wisconsin Waterways brand increase public education efforts compared to 2021 efforts.



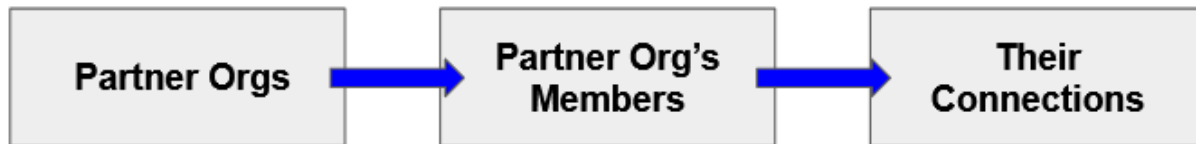
## Target Audiences & Outreach Communication Model

Protect Wisconsin Waterways' outreach and communication plan in 2022 focused on leveraging partnerships with community-based organizations to help engage our core targets, their social contacts, and by extension, the general public. The addition of the mini-grant program created additional outreach to a variety of community organizations, and continue in 2023.



## Initiative #1: Expand on Existing Brand Awareness via Establishing & Maintaining Community Partners

The RRSO continues to leverage social media and other digital marketing communications to expand on our existing brand awareness and promote our educational initiatives and programs through these partner organizations. We implemented new digital strategies to continue educating our current followers while engaging new audiences through various partner organizations and highlighting community members who were part of the storm drain protector program.



In addition to maintaining ongoing sponsorships/partnerships with WI SaltWise and the Rock River Coalition, RRSO digital outreach efforts occurred via chambers, community organizations, and other local groups. RRSO municipalities also regularly share city-specific content via social media posts, city websites, and other communication outlets. Digital outreach via these partnerships on behalf of Protect Wisconsin Waterways included social media posts, website details, emails to partner email lists, and other methods that contribute to ~277,900 digital impressions of RRSO-related messaging, including multiple posts/event sharing for our annual clean-up events or other Protect Wisconsin Waterways' messaging. Partnerships and other relationships were also established via the launch of the RRSO mini-grant program which will continue to increase engagement, education, and awareness within member communities. We also partnered with WI SaltWise to host an open house on salting equipment, rain barrel workshops with the Rock River Coalition, and other events not directly managed by RRSO. In combination, these partnerships also helped increase media exposure/coverage. Examples of new or expanded partnerships in 2022 include:





## Example posts/media coverage from community partners/media outlets related to RRSg activities

**Beloit Plogging**  
September 16, 2022 · 🌍

Tomorrow Morning, Riverside Park, 8AM 🌞🌿

**City of Beloit, Wisconsin - Government**  
September 13, 2022 · 🌍

Get outside and help clean up the Rock River! We will be participating in this community cleanup on Saturday!



PROTECTWATERWAYS.ORG  
**Join the Protect Wisconsin Waterways 2022 Clean-Up - Protect Wisconsin Waterways**

**Rock River Coalition, Inc.**  
August 17, 2022 · 🌍

Register for the Fort Atkinson Waterway Clean-Up by THIS FRIDAY (8/19) to guarantee your free event t-shirt!  
Join volunteers on Saturday, Sept 17th for a morning river clean-up and after party in the park with games, fun, and free lunch!



SAT, SEP 17, 2022  
**Fort Atkinson Waterway Clean-Up**  
Fort Atkinson, WI  
22 people interested

**Rotary Club of Beloit is at Rotary Club of Beloit.**  
September 17, 2022 · Beloit, WI · 🌍

Local Service Project Success: Rock River Cleanup, City of Beloit. 🌞🌿

Thank you to the awesome Rotaract Students from Beloit College, [Beloit College Men's Soccer team](#), [Rock River Coalition, Inc.](#), and [City of Beloit, Wisconsin - Government](#) for making this such a successful event! #ServiceAboveSelf



8

**City of Beloit, Wisconsin - Government**  
September 13, 2022 · 🌍

Get outside and help clean up the Rock River! We will be participating in this community cleanup on Saturday!



PROTECTWATERWAYS.ORG  
**Join the Protect Wisconsin Waterways 2022 Clean-Up - Protect Wisconsin Waterways**

7 shares

# PROTECT WATERWAYS

**City of Fort Atkinson, WI**  
September 7, 2022 · 🌐

We are officially only TWO weeks away from the #ProtectWIWaterways clean-up! 💧🌿  
Check out the link below for more specific details!  
<https://protectwiwaterways.org/2022cleanup/>



**UNTIL THE ANNUAL PROTECT WISCONSIN WATERWAYS CLEAN-UP**

PROTECT  WATERWAYS

**Rotary Club of Beloit**  
September 16, 2022 · 🌐

Join us TOMORROW as Beloit Rotarians, Beloit College Rotaract Students, and members from the community come out and help clean up our waterways!  
Taking care of the environment is Rotary's seventh main cause. Cheers to another local service project and living #ServiceAboveSelf.

**City of Beloit, Wisconsin - Government**  
September 13, 2022 · 🌐

Get outside and help clean up the Rock River! We will be participating in this community cleanup on Saturday!



PROTECTWIWATERWAYS.ORG  
Join the Protect Wisconsin Waterways 2022 Clean-Up - Protect Wisconsin Waterways

**WI Salt Wise**  
October 20, 2022 · 🌐

It's getting to be that season again. 🌨️🧼  
Check out a local event or virtual class and be a leader in smart winter maintenance. Help promote our events to your local school districts, contractors, property managers, and municipal staff.  
#keepitfreshwi



**WINTER EQUIPMENT OPEN HOUSES**

**WAUSAU SCHOOLS - OCT 28**  
**WHITEWATER - NOV 1**  
**STOUGHTON - NOV 2**

**SMART SALTING CLASSES**

**VIRTUAL**  
**SIDEWALKS/LOTS - OCT 26, DEC 8**  
**ROADS - OCT 25, NOV 29**

**IN-PERSON**  
**STOUGHTON - NOV 2**  
**OSHKOSH - NOV 3**

**REGISTER ONLINE**  
**WWW.WISALTWISE.COM**

**City of Watertown, WI - Government**  
September 15, 2022 · 🌐

This Saturday! It's clean-up time! Help us protect the Rock River and other area waterways by participating in this clean-up event on September 17th! Sign up here:  
[protectwiwaterways.org/2022cleanup](https://protectwiwaterways.org/2022cleanup)  
Image: protect our waterways text with the above information



**volunteer at the link below to keep your city clean**

**September 17, 2022**

**10:00am - Noon**

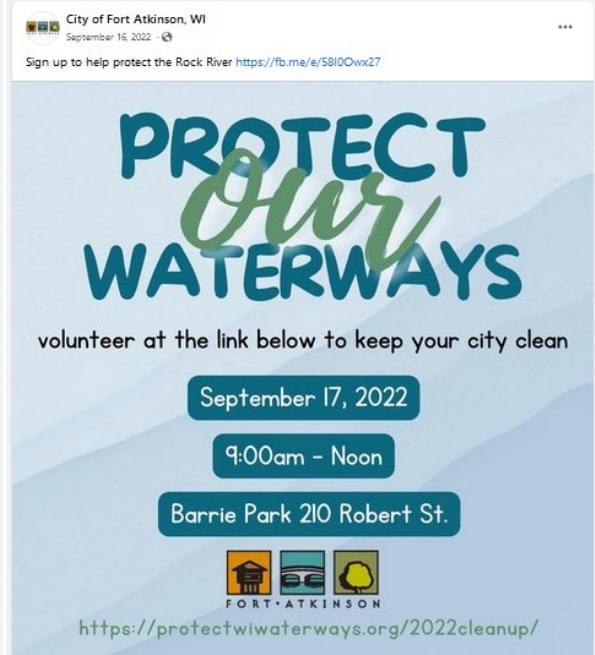
**Riverside Park 850 Labaree St.**

**THE CITY OF WATERTOWN**

<https://protectwiwaterways.org/2022cleanup/>



# PROTECT WATERWAYS





# PROTECT WATERWAYS



## Whitewater Waterway Clean-Up

Scott Peterson Sep 1, 2022

f t i s o

The City of Whitewater Department of Public Works is announcing a community cleanup event, sponsored by Protect Wisconsin Waterways, at Crawath Lakefront Park, 341 S. Fremont St., on Saturday, Sept. 17, from 8 to 10 a.m.

Residents of the City of Whitewater (a member of the Rock River Stormwater Group) are encouraged to take an active role to help better their community by joining the annual clean-up of the Rock River and its tributaries.

This event is part of the Protect Wisconsin Waterways campaign to spread awareness of what individuals can do to help protect their local lakes and rivers.



Protect Wisconsin Waterways has run this event since 2016, and each year the total effort can remove over 50 bags of trash and litter from and around local lakes and rivers. Objects as small as cans, bottles, and wrappers, as well as large items, traffic cones, and PVC pipes, have been removed from our local waterways. Our waterways are home not only to a bounty of wildlife, but are also the place where we fish, boat, kayak, and swim. Maintaining our waterways makes the area around us an even more enjoyable place for everyone.



DONATE

Get Involved

Events

Projects

About

Webinars

Story Map

Contact

FAQs

SEARCH

Event

August 11, 2022

Rock River Basin Clean-Up



Event Details

- Date: September 17, 2022 9:00 am - 12:00 pm
- Categories: RRC Events

Rock River Coalition is joining the Rock River Stormwater Group for our annual Rock River Clean-up on Saturday, September 17th! Protect Wisconsin Waterways Clean-Up is an annual event to help clean up litter and debris from the Rock River and connected waterways. From picking up basic trash like aluminum cans and wrappers to more unique items - children's bikes, plastic toys, shoes, a TV, bike



## CITY OF BELOIT WATERWAY CLEAN UP

Sep 17, 2022

9:00 AM - 10:00 AM

Riverside Park  
1960 Riverside Drive  
Beloit, WI, United States

Register Here

Event Website  
protectwiswaterways@gmail.com

On Saturday, September 17, residents of the City of Beloit, WI (a member of the Rock River Stormwater Group) are encouraged to take an active role to help better their community by joining the annual clean-up of the Rock River. This event is part of the Protect Wisconsin Waterways campaign to spread awareness of what individuals can do to help protect their local lakes and rivers.

Protect Wisconsin Waterways has run this event since 2016, and each year the total effort can remove over fifty bags of trash and litter from and around our lakes and rivers. Objects as small as cans, bottles, and wrappers, as well as large items, traffic cones, and PVC pipes, have been removed from our local waterways. Our waterways are home not only to a bounty of wildlife, but are also the place where we fish, boat, kayak, and swim. Maintaining our waterways makes the area around us an even more enjoyable place for everyone. Click on the link below for more information!  
<https://protectwiswaterways.org/2022/cleanup/>



## ROCK RIVER CLEANUP EVENTS PLANNED FOR SEPTEMBER 17TH

September 4, 2022 Local News

TWEET SHARE LINKEDIN EMAIL



**City of Janesville, WI**  
September 14, 2022 · 🌐

Don't miss the Janesville Waterway Clean-Up this Saturday, September 17, from 10 a.m. to noon in Monterey Park!

Join [Protect Wisconsin Waterways](#) and communities across the Rock River Basin as we come together to enhance one of our region's most incredible natural resources. Register to volunteer online at [protectwiwaterways.org/2022cleanup/](https://protectwiwaterways.org/2022cleanup/)



**JANESVILLE WATERWAY CLEAN-UP**  
Monterey Park  
Saturday, Sept. 17  
10 a.m. to Noon  
**PROTECT  WATERWAYS**

**City of Janesville, WI**  
September 19, 2022 · 🌐

Wisconsin's Park Place has no space for litter! 🌱💧💚

Our volunteers brought energy and effort to Monterey Park on Saturday for the [Protect Wisconsin Waterways](#) Clean-Up! Janesville proudly joined communities across the Rock River Basin for this annual day of action for one of our region's most incredible natural resources. Thank you to all of this weekend's volunteers for your hard work!

Residents can learn more about keeping the Rock River clean at [protectwiwaterways.org](https://protectwiwaterways.org).



**Waupun Municipal Government**  
November 3, 2022 · 🌐

City crews are in the middle of yard waste cleanup. With trees still dropping their leaves and rains projected on Friday through the weekend, we are asking for your assistance. Please make sure leaves are within the terrace area and away from the street and storm drains. When storm drains are blocked with debris, flooding can occur. Your help in keeping the storm drains cleared from yard waste will help to control and minimize flooding in neighborhoods. Yard waste pickup... [See more](#)



👍 5      4 shares

**City of Watertown, WI - Government**  
November 3, 2022 · 🌐

A reminder before the rain comes pouring down tomorrow - please clean out your storm drains. And remember, leaves should not go into the storm drain! This can clog the drains, and overload the river with nutrients that will cause more algae than normal! Thanks for being [#stormdrainwise](#)

Image: storm drain clogged with leaves

**Reminder**

**CLEAN OUT YOUR STORM DRAINS!**  
Leaves can clog your drain and disturb the proper drainage of water.

**#StormDrainWise**

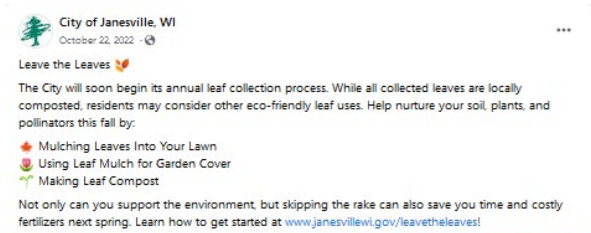


**PROTECT  WATERWAYS**

👍 28      27 comments    10 shares



# PROTECT WATERWAYS





JANESVILLE WEATHER

36°F overcast clouds

ON AIR NOW KEN COLEMAN LIVE

|           |      |      |
|-----------|------|------|
| Tuesday   | 45°F | 28°F |
| Wednesday | 41°F | 29°F |
| Thursday  | 34°F | 32°F |

LISTEN LIVE

HOME NEWS PROGRAMS PODCASTS SPORTS ON AIR PARTICIPATE INFORMATION ADVERTISE

What's up, Doc?  
First and third Thursday each month at 11 am on WCLO!

Janesville to help clean Rock River Basin

SEPTEMBER 15, 2022 NEWS LOCAL

Janesville will be participating in the Protect Wisconsin Waterways project with a river cleanup at Monterey Park in Janesville on Saturday morning.

City Engineer Karissa Greer says people can register to volunteer online by visiting [protectwi.org](https://protectwi.org) and filling out a form for the Janesville location.

Greer says the Protect Wisconsin Waterway groups works with local organizations to clean up areas like the Rock River Basin and they'll be cleaning mainly the shoreline along Monterey Park.

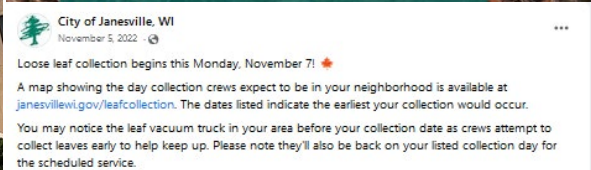
The cleanup will run Saturday morning from 10:00 until noon.




THE SERVICE YOU EXPECT, THE SOLUTIONS YOU NEED.

OFFICES IN JANESVILLE AND BELOIT





57 18 comments 76 shares



# PROTECT WATERWAYS

**City of Beloit, Wisconsin - Government**  
October 31, 2022

Public Works has noticed leaves in the curb and gutter area. Please do not rake leaves into the street - this can block storm drains and negatively impact our waterways.



**Please Keep Leaves Out of the Curb and Gutter Area!**

**CITY OF Beloit WISCONSIN**

**Waupun Municipal Government**  
August 31, 2022

Join us and help keep our waterways clean!



**CITY OF WAUPUN**  
municipal government

**SAT. SEP 17, 2022**  
**2022 Rock River Waterways Clean-Up**  
Shaler Park, 451 E Spring Street, Waupun, WI 53963

Interested

**City of Fort Atkinson, WI**  
October 13, 2022

Leaf pickup will begin in the City in November. If you have leaves before that consider mowing and mulching for the health of your grass.

**FORT ATKINSON**

**City of Janesville, WI**  
August 17, 2022

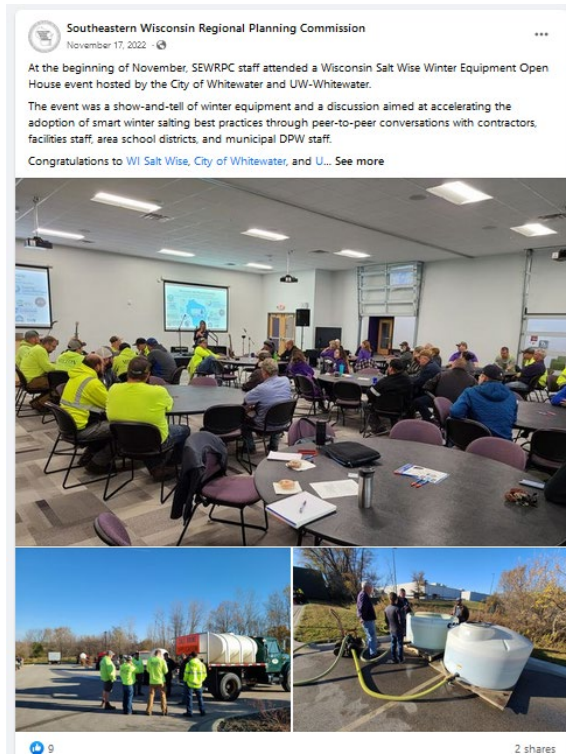
The City is joining the Rock River Stormwater Group (RRSG) in recognizing this week as Stormwater Awareness Week!

In partnership with the RRSG, the City will join in the **Protect Wisconsin Waterways Clean-Up** on Saturday, September 17, with a local event in Monterey Park. Register to volunteer for the Clean-Up online at [protectwiwaterways.org/2022cleanup/](https://protectwiwaterways.org/2022cleanup/)



**STORMWATER AWARENESS WEEK**

**RIVER CLEAN-UP PLANNED**



**Initiative #2: Content Calendar Related to Educational Topics**

We continued to follow a monthly themed content calendar to ensure our monthly outreach efforts covered each of the MS4 permit topical areas – plus additional topics deemed of value given past engagement efforts. The content calendar included new graphics and other digital content in addition to integrating past graphics/content.

| Month     | Theme                                                         |
|-----------|---------------------------------------------------------------|
| January   | Pollution Prevention Education                                |
| February  | Construction Site and Post-Construction Stormwater Management |
| March     | Snow Melt Runoff                                              |
| April     | Fertilizer and Pesticide Application                          |
| May       | Household Hazardous Waste Disposal                            |
| June      | Yard and Pet Waste Management                                 |
| July      | Stream and Shoreline Management                               |
| August    | Illicit Discharge Detection and Elimination                   |
| September | Vehicle Washing                                               |
| October   | Green Infrastructure and Low Impact Development               |
| November  | Residential Infiltration                                      |
| December  | Salt Use                                                      |



### Website:

The group continued to update the website ([protectwiwaterways.org](http://protectwiwaterways.org)) with additional information specific to each municipality. HubSpot lead forms helped track engagement and sign-ups for the storm drain protector program, clean-up registration, and more. “BeWise” content pages to coincide with new brochure series were also created. We also created new mini-grant program pages to highlight key information about the new program. This also included creating a GrateWorks program page on our website to align with information hosted on the Rock River Trail’s website. Finally, with the addition of new townships, we also contributed content that was placed directly on these township websites about Protect Wisconsin Waterways. Total website visits for 2022 included 8,412 page visits.

| Website Summary Statistics – Year Over Year                                                                                              |           |       |       |       |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|-------|-------|
| Website Metrics                                                                                                                          | 2022 (Q4) | 2021  | 2020  | 2019  |
| <b>Total Visits</b>                                                                                                                      | 8,412     | 8,010 | 8,540 | 7,995 |
| <b>Storm Drain Protector Program</b>                                                                                                     | 218       | 241   | 380   | 25*   |
| *Note: 2020 and 2021 numbers reflect online-only efforts. 2020 efforts included paid ads on Google that resulted in additional visitors. |           |       |       |       |







## Example Webpages

PROTECT WISCONSIN WATERWAYS

ABOUTGET INVOLVEDPROTECT A STORM DRAINFIND YOUR BASINMINI-GRANT

MINI-GRANT PROGRAM

Water Quality Education & Involvement Mini-Grant Application

Protect Wisconsin Waterways is pleased to announce its 2023 Water Quality Education and Involvement Mini-Grant Program. Funding will be awarded to non-profit organizations, community, civic, school groups, and others for projects or activities that educate the public about stormwater pollution prevention or contribute to efforts to reduce stormwater runoff pollution in one of the Rock River Stormwater Group municipalities. The Mini-Grant program in 2023 will award up to \$5,000 to projects that:

- Raise awareness of storm water pollution impacts on bodies of water in the [Rock River watershed](#) and encourage changes in behavior to reduce such impacts
- Engage target audiences within municipalities of the Rock River watershed that may include the general public, public employees, residents, businesses, contractors, developers, industries, and/or others as appropriate
- Incorporate active and/or passive mechanisms of delivery for educational content in related topic areas that may include hazardous waste disposal, pet waste management, vehicle washing, yard waste management, pesticide and fertilizer application, stream and shoreline management, residential infiltration, construction site management, pollution prevention, or green infrastructure.

Elements

The project must include an outline, description, and educate the public about ways they can protect waterways.

See Details

Eligibility

The project must be located within one of the municipalities and is only available for non-profit organizations.

See Requirements

Examples

Check out previous projects to get ideas to implement in your community! Not sure if your project will qualify - get in touch!

See Examples

Search ...

SEARCH

PROTECT WISCONSIN WATERWAYS

ABOUTGET INVOLVEDPROTECT A STORM DRAINFIND YOUR BASINMINI-GRANT

GRATEWORKS

What is the Rock River Trail GrateWorks Program?

The [Rock River Trail](#) and Protect Wisconsin Waterways invite residents and visitors to the Rock River Trail system in Wisconsin to do #GrateWorks for Wisconsin's waterways.

How can You Do GrateWorks for Your Waterways?

Adopt a storm drain in your community and keep it clear of garbage and debris. You can also follow best practices around your home or business to prevent pollutants like grass clippings, leaves, and other yard waste that lower the water quality in our waterways.

Did you know that water and other pollutants that go down a storm drain go untreated directly into our waterways? Adopting a storm drain helps keep your neighborhood and our local waterways clean. Stormwater runoff is one of the biggest contributors of pollution to our waterways! Rain and snowmelt runoff washes leaves, grass clippings, trash, dirt, fertilizer, pesticides, road salt, pet waste, and other pollutants directly into the nearest waterway. So everything that flows into a storm drain goes directly into a lake, stream, river, or other wetland!

How To Be A Hero to our Waterways

- Adopt a storm drain or more than one!
- Register below so we can send you updates and more information.
- The storm drain doesn't need to be near your home; it could be on your biking or walking route, or near your school, church or favorite park.
- Take pictures of your efforts and share it on social media and use the hashtags #grateworks and #protectwisconsinwaterways.
- Complete this form each time you clean your storm drain so we can track how community members like you are making a difference!

Search ...

SEARCH

Wisconsin Lawn Wise

Get in touch with Protect Wisconsin Waterways to share your experience and best practice tips with others!

Town of Turtle WISCONSIN

GovernmentDepartmentsResidentsElectionsVisitorsAbout

DogsProperty FraudTax InformationStormwaterBurningE-Waste CollectionYard WasteHall Rental

Protect Wisconsin Waterways

In 2022, the Town of Turtle joined the Rock River Storm Water Group, a group of communities from Waupun to Beloit committed to improving the health of the Rock River and other Wisconsin waterways by reducing storm water runoff pollution. [Learn simple things you can do around your property to reduce storm water runoff](#) and help Protect Wisconsin's Waterways at [www.protectwisconsinwaterways.org](#)

Save the date and join a Rock County area waterway clean up on **September 23, 2023!**

What is Storm Water Runoff & Why It Matters?

Storm water runoff is rain and melting snow that flows off building rooftops, driveways, lawns, streets, parking lots, construction sites, and industrial storage yards. Storm water runoff goes directly into our waterways - but is not clean water. Storm water runoff often carries pollutants that can seriously harm our waterways and wildlife. It can also cause erosion. **Own waterfront property? Minimize your shoreline erosion** by following the tips at [protectwisconsinwaterways.org](#)

PROTECT WISCONSIN WATERWAYS

ABOUTGET INVOLVEDPROTECT A STORM DRAINFIND YOUR BASINMINI-GRANT

Harmful Effects of Lawn Care Maintenance Pollutants on Our Waterways

Grass & Leaves

Grass clippings and leaves can clog storm drains and lead to flooding of streets. When grass and leaves end up in waterways, it can increase the nitrogen level in the water, create algal blooms, and kill aquatic life.

Fertilizers & Pesticides

Chemicals in fertilizers and pesticides can get washed down storm drains into waterways, creating a toxic environment that increases nutrient concentrations that deplete oxygen and create algal blooms.

Gas, Oil, & Lubricants

Gas, oil, and lubricant can leak from poorly maintained lawn equipment. When it rains, these pollutants also get washed down the storm drain and into local waterways.

Excessive Watering

Excessive and/or misdirected watering of a lawn can lead to additional stormwater runoff. Plus, when it rains the stormwater may not be as likely to soak into the ground. This can lead to additional flooding around stormdrains, plus be more likely to carry grass clippings or other pollutants into the storm drains.

What are Best Management Practices for Homeowners & Lawn Care Companies?

If you are mowing lawns or applying fertilizers and pesticides either as a homeowner or lawn care company, follow these tips to prevent lawn debris like grass, leaves, fertilizers, and other pollutants from ending up in our local waterways.



### Municipality of the Month:

In 2022, we continued our social media campaign highlighting the different municipalities that Protect Wisconsin Waterways serves. A key focus of the “Municipality of the Month” campaign is to showcase the cities/towns that Protect Wisconsin Waterways (RRSG) serves in the Rock River watershed, including the amount of land and water in that municipality. This year, we used the drone videos we obtained during the fall to create videos featuring each municipality.

In fall 2022, RRSG worked with a drone videographer to capture drone footage (video + images) across RRSG member municipalities. The drone footage is being edited for municipality spotlights and other digital uses in 2023.

### Example Drone Images



Beaver Dam



City of Beloit



Fort Atkinson



Janesville



Milton



Town of Beloit



Watertown



Whitewater



< Waupun





## Social Media & Outreach:

Both the Protect Wisconsin Waterways' Facebook and Instagram pages are now over 1,000 page likes (followers). Social media content aligns with our monthly themes to address different MS4 permit topics. We also increasingly shared content from partners such as WI SaltWise. Of note, unlike prior years we did not use paid/boosted posts. While this lowered overall reach, we continued to see high engagement from our organic content. We placed additional focus in 2022 on providing content (graphics and captions) to partner organizations to have them directly share on our behalf. As noted earlier, partners' digital outreach on our behalf contributed to a significant increase in our overall reach in 2022. In addition to RRSg municipality posts, chambers of commerce and other partner organizations helped share our message with their followers, thereby extending the total impact of digital outreach efforts. Below, we provide reach and engagement statistics for our Protect Wisconsin Waterways' social media platforms. Of note, Meta (the parent company for Facebook and Instagram) changed how they report content reach and other metrics in 2022. We thus don't have identical metrics for year-over-year comparisons, but 2022 metrics provide a new benchmark moving forward.

## Social Media Metrics 2022

| Facebook Summary Statistics – Year Over Year                  |                                         |                                     |                                      |                                     |
|---------------------------------------------------------------|-----------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|
|                                                               | 2022**<br>1,007 Page Likes<br>104 Posts | 2021<br>897 Page Likes<br>119 Posts | 2020*<br>802 Page Likes<br>143 Posts | 2019<br>561 Page Likes<br>144 Posts |
| <b>Post (Content) Reach</b>                                   | 10,937                                  | n/a                                 | n/a                                  | n/a                                 |
| <b>Page Reach</b> (# unique accounts reached)                 | 3,201                                   | n/a                                 | n/a                                  | n/a                                 |
| <b>Facebook Page Visits</b> (# of times profile page visited) | 652                                     | n/a                                 | n/a                                  | n/a                                 |

*\* Meta changed available metrics for (Facebook) Business Accounts and content in 2022. Similar metrics are not available for direct comparison to previous years.*

### Instagram Summary Statistics – Year Over Year

|                                                                                               | 2022<br>1,078<br>Followers<br>129 Posts | 2021<br>1,019<br>Followers<br>89 Posts | 2020<br>901 Followers<br>82 Posts | 2019<br>438 Followers<br>113 Posts |
|-----------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|-----------------------------------|------------------------------------|
| <b>Instagram Post/Stories (Content) Reach</b>                                                 | <b>12,425</b>                           | <b>n/a</b>                             | <b>n/a</b>                        | <b>n/a</b>                         |
| <b>Instagram Reach (# unique accounts reached)</b>                                            | <b>1,890</b>                            | <b>n/a</b>                             | <b>n/a</b>                        | <b>n/a</b>                         |
| <b>Instagram Profile Visits (# of times profile page visited)</b>                             | <b>1,064</b>                            | <b>n/a</b>                             | <b>n/a</b>                        | <b>n/a</b>                         |
| <b>Instagram Content Interaction Rate (i.e., likes, reactions, replies, shares, comments)</b> | <b>9.5%</b>                             | <b>n/a</b>                             | <b>n/a</b>                        | <b>n/a</b>                         |

*\* Meta changed available metrics for (Facebook) Business Accounts and content in 2022. Similar metrics are not available for direct comparison to previous years.*

### YouTube Summary Statistics

| YouTube                        | 2022          | 2021          | 2020          | 2019          |
|--------------------------------|---------------|---------------|---------------|---------------|
| <b>Total Views on YouTube*</b> | <b>2,300+</b> | <b>4,400+</b> | <b>1,600+</b> | <b>1,500+</b> |

*\*Note: Additional views occur via distribution on other social platforms.*

## Example Social Media Content:



## SPECIES SPOTLIGHT





City of Fort Atkinson, WI  
October 11, 2022 · 📍

Check out all these ways to maintain your yard while being conscious of the environment. [#protectwisconsinwaterways](#)

## MAINTAIN YOUR YARD

- Regularly check any nearby storm drain and clear debris and litter To prevent local flooding and to avoid debris from entering the storm sewer system.
- Mow your grass high and let it lie
- Minimize fertilizer and pesticide use
- Remove grass or fertilizer that ends up on streets, sidewalks, or driveways
- Stabilize bare ground by seeding to stop and prevent erosion
- Minimize salt use in the winter
- Remove pet waste to prevent bacteria and nutrients from washing down the storm drain
- Properly dispose of oil, paint, and other household chemicals

**Wisconsin YardWise**

City of Fort Atkinson, WI  
October 7, 2022 · 📍

Remember as you clean up your yards this fall to be [#WisconsinLawnWise](#)

## LAWN PRACTICES:

- Keep grass clippings and leaves off streets, sidewalks, and driveways and remove any clippings or leaves that end up on these surfaces to keep them out of storm drains
- Mow high and let it lie to leave grass clippings on the lawn for a natural fertilizer
- Only apply when needed based on soil testing
- Avoid applying fertilizers on streets, sidewalks, driveways, windy and rainy days and clean up any fertilizer that falls on these surfaces
- Properly store and dispose of fertilizers and pesticides, NEVER dump down a storm drain
- Seed bare soil to prevent erosion
- Adjust sprinkler heads and down spouts to onto lawn rather than driveway or sidewalks.

**Wisconsin LawnWise**

City of Fort Atkinson, WI  
October 4, 2022 · 📍

Help reduce pollution to our River by being [#WisconsinStormDrainWise](#).

## HOW TO REDUCE POLLUTION:

- Wash your car at a car wash or on the lawn
- Direct downspouts into rain barrels or onto the lawn
- Minimize fertilizer use or use natural fertilizers and keep off hard surfaces like sidewalks or driveways
- Talk to your neighbors about protecting th
- Keep leaves, grass, litter, and other debris out of the storm drain
- Don't pour any household chemicals, motor oil, paint, or other materials down the storm drain
- Compost lawn clippings and keep them off the street
- Pick up pet waste
- Check your vehicle for fluid leaks e storm drain

**Wisconsin StormDrainWise**

City of Fort Atkinson, WI  
September 8, 2022 · 📍

Does your street flood during heavy rains? Remember to check your storm drains are clear of leaves and other debris. [#ProtectWIWaterways](#)

## Wisconsin StormDrainWise



**PROTECT  WATERWAYS**



### **Initiative #3: Outreach & Engagement via Community Events**

#### **Storm Drain Protector Program:**

The Storm Drain Protector Program was initially launched in 2019 and included door-to-door visits to engage homeowners with storm drains adjacent to their property. The program's goal is to raise awareness among municipal residents of the nature of stormwater and what things they should look for to preserve water quality. We ask homeowners to sign up to become "storm drain protectors" and pledge to keep their storm drains clear of leaves, grass clippings, and other debris. The 2022 efforts included both online sign-ups at our tabling events and door-to-door interactions. Although weather cancellations impacted some of the planned door-to-door visits, we are developing a new plan to re-establish door-to-door visits as that aspect tends to have the highest, targeted success rate.

**2022 Storm Drain Protector Sign-ups (digital + in-person): 218**



**Annual Waterway Clean-Up:** RRSg municipalities hosted nine waterway clean-up events in parks across the area on Saturday, September 17th, 2022. Details of the different clean-up events are included in the event write-up reports. The Facebook events generated over 220+ advanced registrations, and ultimately resulted in 201 volunteers participating in the clean-up events. Media coverage included articles in the Jefferson Daily Union, Whitewater Banner, an on-air radio interview on WCLO 1230 and online article, among other press coverage. Additionally, a small group of stream monitoring volunteers from the Rock River Coalition organized their own clean up event in Johnson Creek and reported their impact to our group. Although we don't list this as a separate event, it shows the additional impact on public involvement of the RRSg, including beyond our member communities.

|                |           |                                        |
|----------------|-----------|----------------------------------------|
| Waupun         | 8-10 am   | Shaler Park                            |
| Beaver Dam     | 8am-10am  | Rotary RiverWalk Park                  |
| Watertown      | 10am-12pm | Riverside Park                         |
| Fort Atkinson  | 9am-12am  | Barrie Park                            |
| Whitewater     | 8am-10am  | Cravath Lakefront Park                 |
| Milton         | 8am-10am  | Schilberg Park                         |
| Janesville     | 10am-12pm | Monterey Park                          |
| Town of Beloit | 10am-12pm | Preservation Park, Armstrong-Eddy Park |
| City of Beloit | 8am-10am  | Riverside Park                         |





## Community Engagement Event Reports

*The following section provides individual community engagement event details and metrics.*

**Date:** February 28th, 2022

**Location:** University of Wisconsin-Whitewater, Hyland Hall 1301 (Whitewater WI)

**Event Name:** Water Resource Associates, LLC Presentation and Training

**Amount of People Engaged:** 51

**Length:** 5:30 pm - 6:30 pm

**Style:** Presentation and Training

Tim Whittaker from Water Resource Associates, LLC provided background information and training to UW-Whitewater college students on MS4 related topics from a municipality perspective. Key issues and the science behind the issues were covered. Students also had the opportunity to ask questions to help prepare for upcoming in-person events and outreach on behalf of Protect Wisconsin Waterways.



**Date:** March 26, 2022

**Location:** Janesville (Hedberg Public Library)

**Event Name:** Sustainable Living Fair

**Amount of People Engaged:** 95+

**Length:** 10am-1pm

**Style:** Tabling Event and Enviroscope

On Saturday, March 26th 2022, two members of the Protect Wisconsin Waterways team attended the Janesville Sustainable Living Fair at the Hedberg Public Library in Janesville to promote our *Adopt a Storm Drain Protector Program*. We also were able to talk to other groups that attended about possible collaborations as well as promote the mini-grant program. We also presented the enviroscope to attendees.





**Date:** April 9th, 2022

**Location:** Watertown

**Event Name:** Door to Door Watertown

**Amount of People Engaged:** (Visited 108 homes) 40 out of 45 signed up / 63 not home

**Length:** 10am-2pm

**Style:** Door to Door Outreach for Storm Drain Protector Program

On Saturday, April 9th 2022, six members of the Protect Wisconsin Waterways team went door to door in efforts to promote our *Adopt a Storm Drain Protector Program*. During this event, we spoke to 43 individuals who adopted a storm drain. Our storm drain protector program emphasizes the importance of protecting and keeping our local waterways clean by doing simplistic tasks like keeping our storm drains clear of debris. Other door-to-door visit dates originally scheduled in April were canceled due to weather conditions.





**Date:** April 23rd , 2022

**Location:** Janesville Botanical Gardens

**Event Name:** Earth Day Celebration

**Amount of People Engaged:** 210 (107 Adults, 103 Kids, 26 Sign-Ups)

**Length:** 10:00am-2:00pm

**Style:** Tabling Event and Enviroscape

On Saturday, April 23rd 2022, two members of our Protect Wisconsin Waterways tem attended the Earth Day Celebration Event in Janesville. At this event, we promoted our *Adopt a Storm Drain Program*, and demonstrated our Enviroscape model that helps teach young individuals about protecting and keeping our local waterways clean.





**Date:** April 23rd , 2022

**Location:** Watertown (Senior & Community Center)

**Event Name:** Rain Barrel Workshop

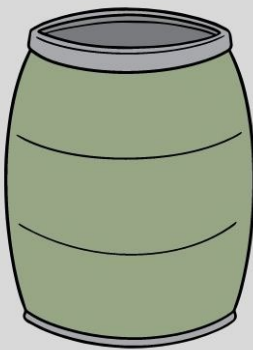
**Amount of People Engaged:** 30

**Length:** 9:30am-11:30am

**Style:** Workshop

On Saturday, April 23rd 2022, the City of Watertown and Rock River Coalition hosted a build your own rain barrel workshop for 30 community members. The event was also sponsored by WisPak and the River Network to provide participants with rain barrel materials. Participants also received a one-time credit on their stormwater utility after connecting their rain barrel to a downspout on their property. The event was sold out and more workshops are planned across RRSG member municipalities for 2023.

**RAIN BARREL  
WORKSHOP**



**Saturday, April 23**  
**9:30-11:30 am**  
**\$15 reimbursable fee**  
Watertown Senior & Community Center  
Register by April 20 at <https://rockrivercoalition.org>





**Date:** May 7th, 2022

**Location:** Whitewater, Wisconsin

**Event Name:** Whitewater Farmers Market

**Amount of People Engaged:** 24 (4 Sign-Ups)

**Length:** 8:00 am- 12:00 pm

**Style:** Tabling Event and Enviroscape

On Saturday, May 7th 2022, six members of our Protect Wisconsin Waterways team attended the Whitewater Farmers Market. At this event we promoted our *Adopt A Storm Drain Protector Program*, and demonstrated our Enviroscape model in hopes of helping individuals understand how to help protect our local waterways.





**Date:** May 21st, 2022

**Location:** Downtown Beloit

**Event Name:** City of Beloit Farmers Market

**Amount of People Engaged:** 113 (17 Sign-Ups)

**Length:** 9:00am-12:00pm

**Style:** Tabling Event and Enviroscape

On Saturday, May 21st 2022, six members of the Protect Wisconsin Waterways team attended the Downtown Beloit Farmers Market. Like at most farmers markets, we promoted our *Adopt a Storm Drain Protector Program*, and demonstrated our Enviroscape model to promote protecting our local waterways.







**Date:** May 28th, 2022

**Location:** Fort Atkinson

**Event Name:** Fort Atkinson Farmers Market

**Amount of People Engaged:** 54 (5 Sign-Ups)

**Length:** 8:00 am- 12:00 pm

**Style:** Tabling Event and Enviroscape

On Saturday, May 28th 2022, three members of our Protect Wisconsin Waterways team attended the Fort Atkinson Farmers Market. At this event we promoted our *Adopt a Storm Drain Protector Program*, and demonstrated our Enviroscape model.





**Date:** June 11th, 2022

**Location:** Janesville

**Event Name:** Janesville Farmers Market

**Amount of People Engaged:** 300+ (29 Sign-Ups)

**Length:** 8:00am-1:00pm

**Style:** Tabling Event and Enviroscape

On Saturday, June 11th 2022, our Protect Wisconsin Waterways team attended the Janesville Farmers Market, and again promoted our *Adopt a Storm Drain Protector Program*. Along with that, we also demonstrated our Enviroscape model.





**Date:** July 7th, 2022

**Location:** Watertown

**Event Name:** Lights n Sirens

**Amount of People Engaged:** 150+ (5 Sign-Ups)

**Length:** 6:00pm-8:00pm

**Style:** Tabling Event and Enviroscape

On Thursday, July 7th 2022, two members of the Protect Wisconsin Waterways team attended the Lights n Sirens Event in Watertown. We promoted our *Adopt a Storm Drain Protector Program*, and demonstrated our Enviroscape model.



**Date:** July 16th, 2022

**Location:** Whitewater

**Event Name:** Whitewater Farmers Market

**Amount of People Engaged:** 20+

**Length:** 8:00am - 12:00pm

**Style:** Tabling Event and Enviroscape

On Saturday, July 16th 2022, our Protect Wisconsin Waterways team attended the Whitewater farmers market. At this market, we promoted our *Adopt a Storm Drain Protector Program*, and demonstrated our enviroscape model and new Lego “Around the Home” model (pictured below).





**Date:** July 30th, 2022

**Location:** Fort Atkinson

**Event Name:** Fort Atkinson Farmers Market

**Amount of People Engaged:** 30+

**Length:** 8:00 am- 12:00 pm

**Style:** Tabling Event and Enviroscope

On Saturday, July 30th 2022, four members of the Protect Wisconsin Waterways team attended the Fort Atkinson farmers market, where again we promoted our *Adopt a Storm Drain Protector Program*, and demonstrated our enviroscape model.



**Date:** August 13th, 2022

**Location:** Watertown

**Event Name:** Watertown RiverFest

**Amount of People Engaged:** 100+ (8 signed up for clean up)

**Length:** 8:00am-12:00pm

**Style:** Splash and PWW representatives walked around the Riverfest event

On Saturday, August 13th 2022, two of our Protect Wisconsin Waterways representatives attended the Watertown Riverfest event, and started promoting our clean up event that was taking place in September.





**Date:** August 20th, 2022

**Location:** Janesville

**Event Name:** Riverside Park Music Festival /Friends of Riverside Park 100th Celebration

**Amount of People Engaged:** 30+

**Length:** 11:00am - 4:00pm

**Style:** Promoted River Clean Up

On Saturday, August 20th 2022, three of our Protect Wisconsin Waterways representatives attended the Riverside Park Music Festival event, and we again promoted our local clean up event that was taking place in September.



**Date:** September 6th, 2022

**Location:** Whitewater

**Event Name:** Whitewater City Market

**Amount of People Engaged:** 20+

**Length:** 4:00pm - 7:00pm

**Style:** Tabling Event and Enviroscope

On Tuesday, September 6th 2022, our Protect Wisconsin Waterways team attended the Whitewater City Market, and promoted our annual clean up event that took place on September 17th, 2022.



**Date:** September 10th, 2022

**Location:** Whitewater

**Event Name:** Whitewater Farmers Market

**Amount of People Engaged:** 20+

**Length:** 8:00am - 12:00pm

**Style:** Tabling Event and Enviroscope

On Saturday, September 10th 2022, five members of our Protect Wisconsin Waterways team attended the Whitewater Farmers Market, and promoted our annual clean up that took place the following weekend (September 17th, 2022).



**Date:** September 17th, 2022

**Location:** Shaler Park 400 N Madison St (Waupun)

**Event Name:** Protect Wisconsin Waterways Clean Up

**Volunteers Engaged:** 20+

**Length:** 8:00am - 10:00am

**Style:** Clean Up

**Bags of Trash:** 10+

On Saturday, September 17th 2022, we hosted our annual waterway clean up in Waupun. A team of volunteers and Protect Wisconsin Waterways representatives helped collect trash along the waterway.





**Date:** September 17th, 2022

**Location:** Rotary RiverWalk Park 110 W Mill St (Beaver Dam)

**Event Name:** Protect Wisconsin Waterways Clean Up

**Volunteers Engaged:** 13+

**Length:** 8:00am - 10:00am

**Style:** Clean Up

**Bags of Trash:** 6+

On Saturday, September 17th 2022, we hosted our annual waterway clean up in Beaver Dam. A team of volunteers and Protect Wisconsin Waterways representatives helped collect trash along the waterway.





**Date:** September 17th, 2022

**Location:** Riverside Park 850 Labaree St. (Watertown)

**Event Name:** Protect Wisconsin Waterways Clean Up

**Volunteers Engaged:** 20

**Length:** 10:00am - 12:00pm

**Style:** Clean Up

**Bags of Trash:** 5+

On Saturday, September 17th 2022, we hosted a waterway clean up in Watertown. A team of volunteers and Protect Wisconsin Waterways representatives helped collect trash along the waterway.







**Date:** September 17th, 2022

**Location:** Barrie Park 210 Robert St (Fort Atkinson)

**Event Name:** Protect Wisconsin Waterways Clean Up

**Volunteers Engaged:** 19+

**Length:** 9:00am - 12:00pm

**Style:** Clean Up

**Bags of Trash:** 6+

On Saturday, September 17th 2022, we hosted our annual waterway clean up in Fort Atkinson along with the Rock River Coalition. A team of volunteers and Protect Wisconsin Waterways representatives helped collect trash along the waterway. Of note, additional volunteers from the Rock River Coalition membership organized their own clean up in Johnson Creek.







**Date:** September 17th, 2022

**Location:** Cravath Lakefront Park 407 S Wisconsin St (Whitewater)

**Event Name:** Protect Wisconsin Waterways Clean Up

**Volunteers Engaged:** 53+

**Length:** 8:00am - 10:00am

**Style:** Clean Up

**Bags of Trash:** 27+

On Saturday, September 17th 2022, we hosted our annual waterway clean up in Whitewater. A team of volunteers and Protect Wisconsin Waterways representatives helped collect trash along the waterway. Of note, several members of the UW-Whitewater fraternities and sororities volunteered at this clean up location.





**Date:** September 17th, 2022

**Location:** Schilberg Park 301 W High Street (Milton)

**Event Name:** Protect Wisconsin Waterways Clean Up

**Volunteers Engaged:** 7+

**Length:** 8:00am - 10:00am

**Style:** Clean Up

**Bags of Trash:** 3+

On Saturday, September 17th 2022, we hosted our annual waterway clean up in Milton. A team of volunteers and Protect Wisconsin Waterways representatives helped collect trash in Schilberg Park. Of note, youth athletic activities also took place that morning and thus increased exposure beyond the volunteers that actively participated in the clean up.



**Date:** September 17th, 2022

**Location:** Monterey Park 501 Rockport Rd (Janesville)

**Event Name:** Protect Wisconsin Waterways Clean Up

**Volunteers Engaged:** 22+

**Length:** 10:00am - 12:00pm

**Style:** Clean Up

**Bags of Trash:** 10+

On Saturday, September 17th 2022, we hosted our annual waterway clean up in Janesville. A team of volunteers and Protect Wisconsin Waterways representatives helped collect trash along the Rock River.





**Date:** September 17th, 2022

**Location:** Preservation Park 3444 Riverside Dr (Town of Beloit)

**Event Name:** Protect Wisconsin Waterways Clean Up

**Volunteers Engaged:** 4+

**Length:** 10:00am - 12:00pm

**Style:** Clean Up

**Bags of Trash:** 1+\*

On Saturday, September 17th 2022, we hosted our annual waterway clean up in the Town of Beloit at Preservation Park. A team of volunteers and Protect Wisconsin Waterways representatives helped collect trash along the Rock River. \*Of note, a car show was also held at this location this weekend and the show sponsors helped clean up trash/litter from the park as part of the show set-up the day prior to our official clean up event.



**Date:** September 17th, 2022

**Location:** Rotary River Center Riverside Park 1160 S Riverside Dr (City of Beloit)

**Event Name:** Protect Wisconsin Waterways Clean Up

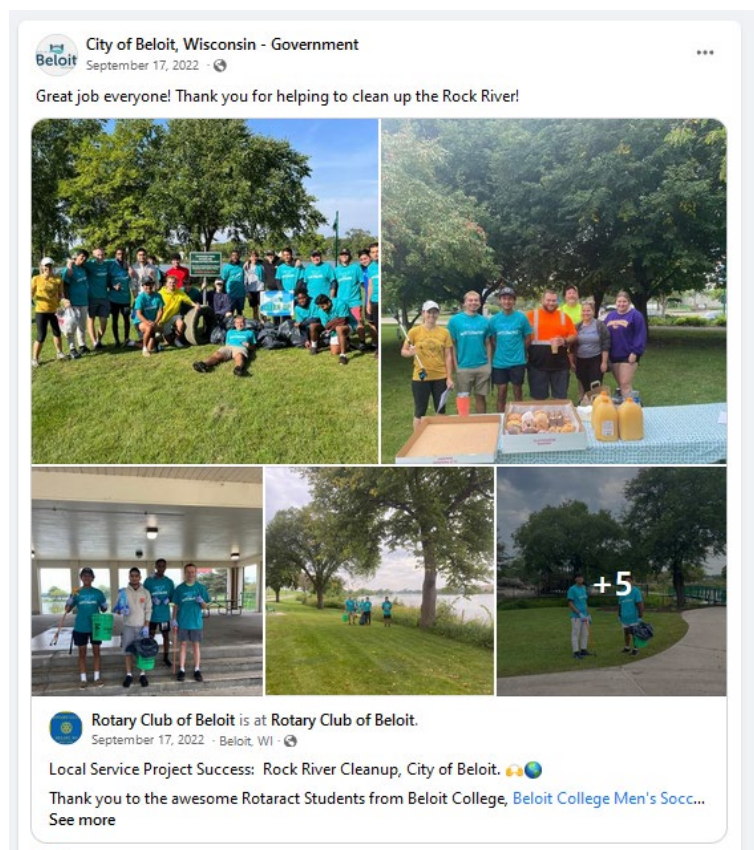
**Volunteers Engaged:** 47+

**Length:** 8:00am - 10:00am

**Style:** Clean Up

**Bags of Trash:** 12+

On Saturday, September 17th 2022, we hosted our annual waterway clean up in Beloit. A team of volunteers and Protect Wisconsin Waterways representatives helped collect trash near the Rock River. The location included volunteers from the Rotary Club of Beloit and Beloit College.





**Date:** September 20th, 2022

**Location:** Watertown

**Event Name:** Watertown Farmers Market

**Amount of People Engaged:** 10

**Length:** 7:00am - 12:00pm

**Style:** Tabling Event and Enviroscope

On Tuesday, September 20th 2022, five members of the Protect Wisconsin Waterways team attended the Watertown farmers market, and here we promoted our *Adopt a Storm Drain Protector Program*, and demonstrated our enviroscope model.





**Date:** September 24th, 2022

**Location:** Janesville

**Event Name:** Janesville Farmers Market

**Amount of People Engaged:** 30+

**Length:** 8:00am - 1:00pm

**Style:** Tabling Event and Enviroscope

On Saturday, September 24th 2022, four members of the Protect Wisconsin Waterways team attended the Janesville Farmers Market, and promoted our *Adopt a Storm Drain Protector Program*, along with demonstrating our enviroscope demonstration.



**Date:** October 15th, 2022

**Location:** Beloit

**Event Name:** Beloit Farmers Market

**Amount of People Engaged:** 50+

**Length:** 9:00am - 12:00pm

**Style:** Tabling Event and Enviroscope

On Saturday, October 15th 2022, five Protect Wisconsin Waterways representatives attended the Beloit Farmers Market, and started promoting our 2023 annual clean up, along with advertising our *Adopt a Storm Drain Protector Program*.





**Date:** October 15th, 2022

**Location:** Watertown (Watertown Senior Center)

**Event Name:** Confluence Event

**Amount of People Engaged:** 20+

**Length:** 8:00am - 2:00pm

**Style:** Interactive Presentation

On Saturday, October 15th 2022, four Protect Wisconsin Waterway representatives attended the Rock River Coalition's Confluence event in Watertown. RRSW member Wesley Enterline and Protect Wisconsin Waterways representative Ashlee Platta presented about the Rock River Stormwater Group and Protect Wisconsin Waterways' public education efforts. A tabling event also encouraged Confluence attendees to sign up to be a storm drain protector.





**Date:** October 22nd, 2022

**Location:** Whitewater

**Event Name:** UW-Whitewater Homecoming Parade & Game

**Amount of People Engaged:** 13,000+ Impressions

**Style:** Sponsorship & Splash in Parade

Protect Wisconsin Waterways was the official homecoming parade sponsor for the UW-Whitewater parade. Our mascot Splash also made an appearance in the parade (estimated attendance 1,000+). The group's logo also appeared on the scoreboard at the homecoming game (attendance 13,000+ at the game). Footage of the homecoming parade was also captured by UWWTW and available online.





**Date:** November 1st , 2022

**Location:** Whitewater

**Event Name:** Whitewater Salt Wise Equipment Open House Event

**Amount of People Engaged:** 50+

**Length:** 8:30am - 10:30am

**Style:** Interactive Presentation

On Tuesday, November 1st 2022, Wisconsin SaltWise, the City of Whitewater, UW-Whitewater, and Protect Wisconsin Waterways hosted the Whitewater Salt Wise Winter Equipment Open House Event. Attendees from area municipalities and private plowing contractors learned about ways to reduce salt when clearing parking lots/sidewalks. Attendees were also able to view different salting equipment from the UW-Whitewater campus. Custodians from the UWW campus represented a new target audience to further engage. This event also received media attention in the Daily Union (Jefferson County).







**Date:** November 7th, 2022

**Location:** University of Wisconsin-Whitewater

**Event Name:** Water Resource Associates Presentation and Training / Tim W.

**Amount of People Engaged:** 40+

**Length:** 4:30 pm - 6:30 pm

**Style:** Presentation and Training

Tim Whittaker from Water Resource Associates, LLC provided background information and training to UW-Whitewater college students on MS4 related topics from a municipality perspective. Key issues and the science behind the issues were covered. Students also had the opportunity to ask questions to help prepare for upcoming in-person events and outreach on behalf of Protect Wisconsin Waterways.



## Initiative #4: Launch the RRSB Mini-Grant Program

### Mini-Grant 2022:

In 2021, Protect Wisconsin Waterways began planning for a potential mini-grant program that we officially launched in 2022 to engage community organizations and help spread awareness of protecting and keeping our local waterways clean. The mini-grant program encouraged community organizations and other eligible groups to apply for project funding up to \$5,000 that relate to stormwater public education efforts.

In addition to promoting on the Protect Wisconsin Waterways' website and social media, outreach occurred to community organizations in each RRSB community. Certain in-person events such as the Janesville Sustainable Living Fair also allowed for direct promotion to relevant groups. The first year resulted in a total of three applications, including the Wisconsin EcoLatinos, Rock River Trail, and UW-Whitewater Rock County Campus. RRSB funded two of the three programs. The funded applications are included as an appendix at the end of this document, along with the final report from the Wisconsin EcoLatinos group. The Wisconsin EcoLatinos hosted two separate rain barrel workshop events in Janesville (August 4 and August 12). The Rock River Trail project includes creating a "GrateWorks" campaign and signage along the Rock River Trail. This project was continued into 2023 and more details will be provided in the 2023 report.





Wisconsin EcoLatinos

July 22, 2022 · 🌐

\*\*\*

Te invitamos, Janesville Friends. Wonderful opportunity to learn about the Rock River and take action to protect it.

#protectwisconsinwaterways #rainbarrels #raingarden

#hpljanesville

#rockriver

## APRENDAMOS COMO CUIDAR EL ROCK RIVER



**Agosto 4, 2022 6:00 pm ó  
Agosto 12, 2022 10:30 am**

**HEDBERG PUBLIC LIBRARY -  
JANESVILLE**

COMMUNITY ROOM

**En esta clase aprende como prevenir polución e inundaciones con el uso de tanques y jardines de lluvia**



**TANQUES DE  
LLUVIA**



**JARDINES DE  
LLUVIA**



**COMPOSTAJE**

**Rifaremos 2 tanques de lluvia, 2 contenedores de compostaje y plantas nativas entre los participantes**

REGISTRATION:

**wiecolatinos@gmail.com**



**FUNDED BY PROTECT WISCONSIN WATERWAYS**

\$ SUPPORT/DONATE



## Proyecto De Aguas Pluviales Financiado Por



SCAN ME



Rock River Trail is 🥰 feeling grateful.

September 27, 2022 · 🌐

GrateWORKERS!

A BIG "GRATEFUL" thanks to Bruce & Doris Mulder of Beloit, WI for adopting and cleaning out 7 grates near Turtle Creek on Shopiere Road in Beloit. Turtle Creek is a major contributory of the Rock River.

Bruce and Doris signed up for the [Rock River Trail GrateWorks](#) program where you can adopt a stormwater grate in your community to prevent garbage and debris from washing into Rock River and the tributary streams that feed into it. Stormwater picks up debris, c... See more



### **Initiative #5: Municipal Worker & Other Trainings**

The RRSg provides all members access to an online library of training resources (i.e., videos and other materials) on different stormwater topics. Each January, we encourage members to provide DPW and other employees with time to complete relevant training. Our continued partnership and sponsorship of Salt Wise also offers additional training opportunities and workshops specific to salt use, equipment calibration, and related topics. We also promoted Salt Wise workshops to the business community through our chamber of commerce connections. Municipal members also send employees to other training. For example, City of Waupun and City of Whitewater staff attended the February 10, 2022 Smart Salting, WI Roads Workshop. Several RRSg members also attended the November 1, 2022 Salting Equipment Open House co-hosted with WI SaltWise, the City of Whitewater, and UW-Whitewater that attracted over 50 attendees.

Municipal training resources include coverage of the following topics.

- Spill Prevention Control Countermeasure (SPCC)
- Stormwater MS4 'Rain Check'
- Stormwater Construction 'Ground Control'
- Stormwater 'Storm Watch' Municipal
- IDDE 'A Grate Concern' Employee Training



## **2022 Activities & RRSg's Public Education & Outreach Goals**

The following section outlines the relationship between RRSg's specific activities and accomplishments to the group's public education and outreach goals.

### **Goal 1 - Illicit Discharge Detection and Elimination: Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.**

1. Illicit Discharge was the August monthly theme for social media and the e-newsletter, the Runoff Rundown. Posts were made identifying illicit discharge and what to do if they see it happening.
2. A "Report a Violations" tab was added to the website that allows website users to report illicit discharge violations in 2017. No violations were reported via the website in 2022.

### **Goal 2 - Household Hazardous Waste Disposal/Pet Waste/Management/Vehicle Washing: Inform and educate the public about the proper management of materials that may cause stormwater pollution from sources including automobiles, pet waste, household hazardous waste and household practices.**

1. The social media and e-newsletter monthly themes in May, June, and September align with the discussion of proper management for automobiles, pet waste, and household practices. Most other monthly themes also included information on how community members could improve their household practices.
2. Our informational brochures for the Storm Drain Protector Program included information on how to protect the waterways from one's home. We have developed new "Be Wise" brochures and launched a broader "Be Wise" messaging campaign in 2022.
3. Informational pages on the website were updated to include more tips and tricks for community members to follow, including "Splash Tips."
4. Clean-up events were held on September 17th, 2022.

### **Goal 3 - Yard Waste Management/Pesticide and Fertilizer Application: Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.**

1. Our monthly themes in April and June were fertilizer/pesticide application and pet/yard waste such as: lawn clippings, waste disposal, and leaves, respectively.
2. A "Lawn Wise" and "Yard Wise" brochure and related digital content were created to share key tips and best practices that help homeowners "Be Wise" and Protect Wisconsin Waterways.





**Goal 4 - Stream and Shoreline Management: Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.**

1. Our monthly theme in July was stream and shoreline management where we discussed the best practices to benefit and help stream and shorelines.
2. A “Shore Wise” brochure and related digital content were created to share key tips and best practices that help homeowners “Be Wise” and Protect Wisconsin Waterways.

**Goal 5 - Residential Infiltration: Promote infiltration of residential stormwater runoff from rooftop downspouts, driveways and sidewalks.**

1. The monthly theme in November promoted better systems to allow more infiltration of residential stormwater.
2. The “Yard Wise” brochure includes information about residential infiltration.

**Goal 6 - Construction Sites and Post-Construction Storm Water Management: Inform and educate those responsible for the design, installation, and maintenance of construction site erosion control practices and stormwater management facilities on how to design, install and maintain the practices.**

1. By working with municipal representatives, we were able to gather information about different erosion control practices.
2. Our monthly theme for February was Construction Sites and Post Construction Storm Water Management.

**Goal 7 - Pollution Prevention: Identify businesses and activities that may pose a stormwater contamination concern, and educate those specific audiences on methods of stormwater pollution prevention.**

1. Pollution Prevention was our theme for January.
2. Educational efforts focused on community members and homeowners discussed various possible pollutants that they can help prevent from entering the waterways.
3. RRSB members had municipal/DPW employees complete online trainings via our Excel video library, Salt Wise, and Fortin virtual trainings.

**Goal 8 - Green Infrastructure/Low Impact Development: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.**

1. Green Infrastructure/Low Impact Development was October’s monthly theme.
2. By promoting things like rain gardens and educating people on erosion control, we promoted environmentally sensitive land development.



## 2022 Water Quality Education and Involvement Mini-Grant Application

### Applicant Information

Name: Cristina Carvajal

Title: Executive Director

Email: Wiecolatinos@gmail.com

Phone Number: 608-449-2110

Organization Name: Wisconsin EcoLatinos

Organization Address: 1006 River Birch Rd, Middleton WI

Organization Website (If Applicable): <https://www.wisconsin ecolatinos.org/>

**Organization Description:** Wisconsin EcoLatinos is a non-profit organization under fiscal sponsorship from the Center for Community Stewardship. We Promote sustainable practices on energy efficiency, waste reduction, and the protection of natural resources. By eliminating language and social barriers, our goal is to pursue an equitable and sustainable environment.

### Project Information

**Project Title:** Cuidemos el Rio con "Tanques y Jardines de Lluvia "  
Let's take care of the river with Rain Barrels and Rain Gardens

**Amount Requested:**

\$1425.0

**Municipality:** Janesville City, Town of Janesville, City of Whitewater

**Project Description:** A workshop in **Spanish** to teach Latino residents in the city of Janesville and Whitewater about

- Why is important to use a rain barrel and a rain garden
- How to install a rain barrel and how to build a rain garden in their homes.
- How to compost yard waste
- Three workshops; at each workshop, we will raffle one rain barrel and one compost bin. The winner agrees to invite other participants to observe the installed device and send a picture.
- Follow up with "winners" participants to confirm the installation of the rain barrel or compost bin.

**Budget:**

|                               |           |
|-------------------------------|-----------|
| 3 rain Barrels                | \$600     |
| 3 yard waste Compost bins     | \$300     |
| 3 -1hr Workshops and material | \$800     |
| Operational                   | \$200     |
| Total                         | \$1,900.0 |



**Project Timeline:**

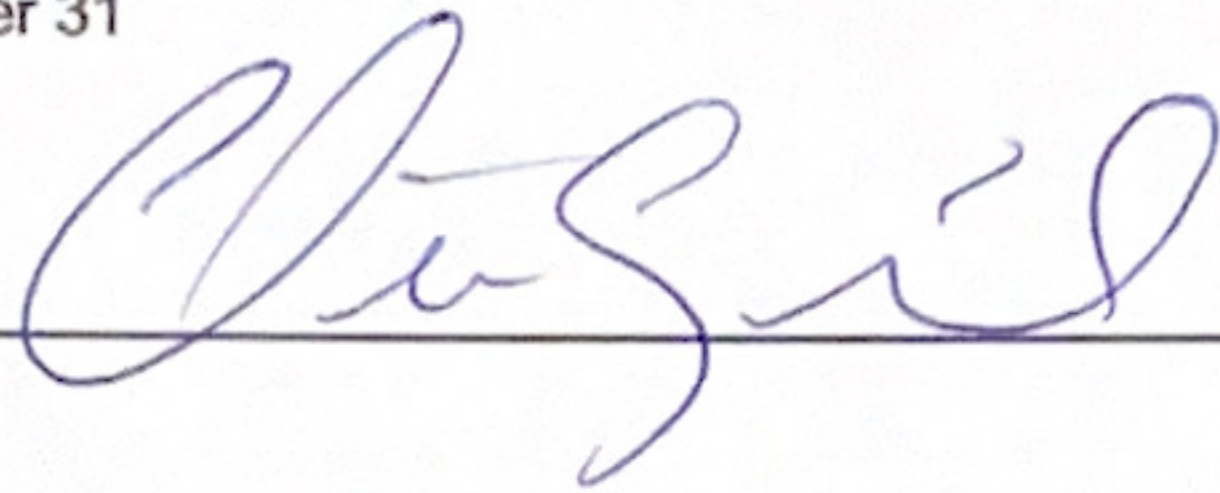
One Workshop monthly June, July, August, 2022

Project milestone : August 5, 2022

Follow up with residents: September-1st to October 30th, 2022

Project completion : October 31

Applicant Signature: \_\_\_\_\_



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

4/1/2022





## **Mini-Grant Report**

**September 12, 2022**

### **Rock River Watershed Outreach Program, Summer- Fall 2022**

#### **Wisconsin EcoLatinos and Protect Wisconsin Waterways**

#### **Cuidemos el Rock River con “Tanques y Jardines de Lluvia “**

#### **Let's take care of the Rock River with Rain Barrels and Rain Gardens.**

In this outreach program, we hosted two in-person events at Janesville's Hedberg Public Library on August 4th and August 12th, 2022, and One virtual workshop on August 29th. In addition, we are scheduled to participate in the Hispanic Heritage Fiesta hosted by Premier Bank on September 25th in Janesville. In this event, we plan to continue this campaign and have a display of educational material in Spanish and English promoting actions to prevent stormwater contamination and the conservation of the Rock River Watershed. We have also been invited to the International Children's day in whitewater in the spring of 2023, and we plan to continue this same educational campaign. We found out the best way to engage our community is to meet them where they are; this is why we plan to participate in these community events.

At this point, we have handed out (1) rain Barrel, (1 ) compost bin, and a certificate to buy native plants from AgreCol. Attached is the list of participants who received these items.

We consider this an important campaign, and we'd like to continue to partner with Protect Wisconsin Waterways.

Thank you for your support.

Cristina Carvajal

Wisconsin EcoLatinos

## **Applicant Information**

**Name:** Therese Oldenburg

**Title:** Rock River Trail Board Member and Coordinator

**Email:** info@rockrivertrail.com

**Phone Number:** 608-931-6895

**Organization Name:** Friends of Rock River DBA Rock River Trail

**Organization Address:** 2410 Clifcorn Drive, Beloit, WI 53511

**Organization Website (If Applicable):** rockrivertrail.com

**Organization Description:** Friends of the Rock River (Rock River Trail) promotes the natural and recreational opportunities provided by our Rock River Watershed. Running through 11 counties and two states, the Rock River Trail spans the 320-mile length of the Rock River from the Horicon National Wildlife Refuge in south central Wisconsin to the Mississippi River in Illinois.

## **Project Information**

**Project Title:** Do GrateWorks For Your River – Storm Grate Adoption Initiative

**Amount Requested:** \$3713

**Municipality:** Communities along the Rock River in Wisconsin including: Beloit, Janesville, Town of Beloit, Town of Turtle, Milton, Fort Atkinson, Watertown, Waupun, Theresa, Jefferson

### **Project Description:**

Over the last 12 years the Friends of Rock River worked in 11 counties in WI and IL to establish, grow and maintain the Rock River Trail. In 2013 we worked to establish the Rock River as the 10th National Water Trail by the National Park Service. We are committed to improving water quality and an enhanced river ecosystem. The Rock River Trail has distributed over 117,000 oak saplings for 12 years along the whole Rock River corridor and participated in the Rock River Sweep with our partners.

To continue our work to improve the Rock River watershed, we're seeking funding to establish the "Do GrateWorks For Your River" initiative to engage citizens in adopting and clearing storm sewer grates in communities along the Rock River. The aim is to encourage citizens to help keep storm drains free from anything that can end up polluting the Rock River.

**The Need** - This initiative is spurred by personal experience of Rock River Trail coordinator Therese Oldenburg. In the last few years, Therese has witnessed more trash than ever before lodged in storm grates in her community of Beloit. At The Rock River Trail Visitor Center located at Nature At The Confluence, there is a Rock River tributary spring called Kelly Creek that is comingled with storm water. In 2021 staff removed over 300 lbs. of stormwater induced garbage before it reached the Rock River. On 2021 paddle trips along the Rock River, Therese witnessed more garbage than ever before. There is an evident need to reach this garbage before it enters the water ways.

**The goal** of "GrateWorks For Your River" program is to engage citizens to help reduce pollutants from entering streams, creeks, rivers that feed into the Rock River Watershed. This program would also serve to educate citizens, as many people don't realize that everything in the street ends up in storm drains, and usually goes untreated into a river or lake.

On The Rock River Trail website a “GrateWorks” page would be established where we would provide tips to keep citizens safe while performing the cleaning. The page would also provide a place for them to sign up to adopt a storm grate and to provide feedback on their volunteer work. We would create and distribute signage to be installed in partner communities near the Rock River or major tributaries. Rack cards would be distributed, and a social media campaign would support the initiative.

To extend the reach of this program, we’ll engage partners such as Rock River Coalition, Nature At The Confluence, Friends of Turtle Creek, government entities and other Friends groups.

### **Project Budget**

- \$1000 - 10 qty. 18' x 24' Full Color Permanent Outdoor Signs – designed, produced and offered to community partners to be posted near the Rock River.
- \$250 – design and print 50 qty posters
- \$400 - Design and Print 2500 qty Rack Cards for community partners
- \$400 - Purchase domain and develop website page to be hosted on Rock River Trail website with contact form to collect emails from people that want to participate
- \$900 - Staff time to contact city, county staff, community partners, friends and user groups and attend meetings, give presentations.
- \$300 - Social Media planning and implementation
- \$300 - Social Media graphics designed for groups to use
- \$200 - Facebook ad budget
- \$300 - Design and implement email blasts, and create media releases
- \$700 - Staff time for general program administration
- \$200 - Mailing/Shipping & Gas Expenses
  - **Project Total \$ 4950**
  - **Grant Request - \$3713**

### **Measurable results would include the number of:**

- Citizens signed up as GrateWorks volunteers
- Visits to the GrateWorks page
- Places where we visited with community partners and the public, and the number of people talked to at these visits.
- Feedback from volunteers on # of times they check and clean their grates and estimate how many pounds they removed.

### **Project Timeline:**

May-June: Distribution of Signage, Rack Cards to Partners, Webpage launched

June – September – Marketing Campaigns, Community presentations

August – Progress report

September – Emails to volunteers, collection of volunteer reports

October – final reports

See graphics on next page.

*Go Out And Do*

# GRATE WORKS

For Your River



#GRATEWORKS #ROCKRIVERTRAIL

**STOP TRASH  
IN ITS TRACKS!**



rockrivertrail.com





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

## MEMORANDUM

**DATE:** April 6, 2023

**TO:** Fort Atkinson City Council

**FROM:** Rebecca Houseman LeMire, City Manager

**RE:** Review and possible action relating to a Resolution Declaring Official Intent to Reimburse Expenditures relating to the Public Works Operations Facility and Other Road Construction Projects from Proceeds of Borrowing

---

### BACKGROUND

At the January 3, 2023 City Council meeting, the Council approved the purchase of parcels adjacent to the current Public Works Operations facility at 700 James Place. The purchase of these parcels will be completed later in April in order to accommodate the construction of a new Public Works Operations facility planned in 2024 on site (with the additional purchased land). At the February 23, 2023 City Council meeting, the Council approved a proposal from Angus Young Architects for the design of the new Public Works Operations facility.

Throughout 2022 and 2023, City staff has been working on new development opportunities on the northwest side of the City. There are several residential projects planned in the Banker Road area, including on the City-owned land. In late 2022, the Joint Review Board and the City Council approved the creation of a Tax Increment District (#9) to assist in supporting these developments as well as other possible future development opportunities in the area. Public infrastructure is necessary to support the development of the City-owned land as well as mitigate traffic concerns in the surrounding area.

### DISCUSSION

In the staff reports for the public works facility projects outlined above, staff recommended that funding from the General Fund fund balance be used for the upfront cost and that the City reimburse itself through proceeds from a future borrowing. Likewise, the City intends to borrow funds for the public infrastructure costs associated with the Banker Road development and other infrastructure improvements in the area. However, some project costs relating to the infrastructure may need to be expended prior to the receipt of the proceeds of the bonds. The revenue source to pay back the bonds for the infrastructure project will be from Tax Increment District #9 (not the general tax levy).

In order to reimburse the General Fund fund balance account from a future borrowing, the City Council must make that intent official through a Resolution. Attached is a Resolution that meets

the requirements of the City's Bond Counsel and is recommended by the City's Financial Advisor.

The Resolution outlines the City's intent to move forward with borrowing through General Obligation Bonds in 2024 for 2024 and 2025. The City does not have a full understanding of all of the construction projects, roads, vehicles, and equipment that will be included in the 2024 borrowing at this point; however, the total estimated amount of \$26,000,000 is broken down in the table on page 3, which includes the sources of funds that will repay the bonds over the next 20 years.

### **FINANCIAL ANALYSIS**

The financial impact of the 2024 borrowing may be significant. However, staff will not be able to perform a complete analysis on the potential impact on the City's mill rate, nor the borrowing capacity until the Public Works Facility construction estimates are complete; the number, type, and costs of proposed 2024-2025 projects and equipment purchases are known; and potential interest rates are known.

Starting in 2022, the City determined that borrowing every other year for projects over a two-year timeframe would continue to provide a stable mill rate while being able to plan for the future. Staff intends to continue with this borrowing strategy; however, the original amount of about \$2.5 million does not include any major facility or infrastructure projects. As one can see from the Table above and the information in this memo, the 2024 borrowing will be significantly larger than previous and future borrowings.

More information about the size of the borrowing (total dollar amount) as well as the sources of funds to repay the bonds (general tax levy, utilities, TIDs, etc.) will be reviewed during the 2024 budget process, and will be presented prior to any formal action on the borrowing in 2024.

### **RECOMMENDATION**

Staff recommends the City Council adopt the Resolution declaring official intent to reimburse expenditures relating to the Public Works Operations facility and other road improvement projects through proceeds of borrowing.

### **ATTACHMENTS**

Planned 2024 Borrowing Table; Resolution Declaring Official Intent to Reimburse Expenditures relating to the Public Works Operations Facility and other Road Construction Projects from Proceeds of Borrowing

| City of Fort Atkinson Planned 2024 Borrowing (2024-2025)*      |                     |      |                   |                 |                 |               |               |                  |
|----------------------------------------------------------------|---------------------|------|-------------------|-----------------|-----------------|---------------|---------------|------------------|
| Project/Purchase                                               | Year Funds Needed   | Term | Levy/General Fund | TID #9          | Water           | Wastewater    | Storm         | Total            |
| Police Department Squad Cars (3)                               | 2024 & 2025         | 10   | \$ 161,000.00     |                 |                 |               |               | \$ 161,000.00    |
| Police Department Mobile Data Computers                        | 2024                | 10   | \$ 20,000.00      |                 |                 |               |               | \$ 20,000.00     |
| Fire Department Radio Replacement                              | 2024                | 10   | \$ 160,000.00     |                 |                 |               |               | \$ 160,000.00    |
| Fire Department Ambulance Equip Replace                        | 2025                | 10   | \$ 25,000.00      |                 |                 |               |               | \$ 25,000.00     |
| Electrical Two-way mobile radios                               | 2024                | 10   | \$ 35,000.00      |                 |                 |               |               | \$ 35,000.00     |
| Public Works Dump Truck                                        | 2025                | 10   | \$ 235,000.00     |                 |                 |               |               | \$ 235,000.00    |
| Public Works 3/4 Ton Pickup Truck                              | 2025                | 10   | \$ 45,000.00      |                 |                 |               |               | \$ 45,000.00     |
| Public Works Pavement Crack Router                             | 2024                | 10   | \$ 26,000.00      |                 |                 |               |               | \$ 26,000.00     |
| Public Works Operations Facility Construction                  | 2024                | 20   | \$ 17,000,000.00  |                 | \$ 2,000,000.00 | \$ 500,000.00 | \$ 500,000.00 | \$ 20,000,000.00 |
| Public Works facility - land purchase                          | 2023 (reimburse GF) | 20   | \$ 500,000.00     |                 |                 |               |               | \$ 500,000.00    |
| Public Works facility - design and construction specifications | 2023 (reimburse GF) | 10   | \$ 375,000.00     |                 |                 |               |               | \$ 375,000.00    |
| Parks - Pool Heater Replacement                                | 2024                | 10   | \$ 30,000.00      |                 |                 |               |               | \$ 30,000.00     |
| Parks - 3 0-turn mowers                                        | 2024                | 10   | \$ 46,000.00      |                 |                 |               |               | \$ 46,000.00     |
| Banker Road Infrastructure                                     | 2024                | 20   | \$ -              | \$ 3,500,000.00 |                 |               |               | \$ 3,500,000.00  |
| Wastewater - Grit Removal Mechanism                            | 2024                | 10   | \$ -              |                 |                 | \$ 475,000.00 |               | \$ 475,000.00    |
| Water Utility - Truck Replacement                              | 2024                | 10   | \$ -              |                 | \$ 90,000.00    |               |               | \$ 90,000.00     |
| *Estimates; Subject to Change                                  |                     |      | \$ 18,658,000.00  | \$ 3,500,000.00 | \$ 2,090,000.00 | \$ 975,000.00 | \$ 500,000.00 | \$ 25,723,000.00 |

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION DECLARING OFFICIAL INTENT  
TO REIMBURSE EXPENDITURES RELATING TO THE  
PUBLIC WORKS OPERATIONS FACILITY AND OTHER ROAD CONSTRUCTION PROJECTS  
FROM PROCEEDS OF BORROWING**

**WHEREAS**, the City of Fort Atkinson, Jefferson County, Wisconsin (the "Issuer") plans to undertake a Public Works Operations facility construction project (the "PW Project");

**WHEREAS**, the Issuer also plans to construct several roads in 2023 or 2024 to support development within TID #9 ("Road Projects"); and

**WHEREAS**, the Issuer expects to finance the PW Project and the Road Projects (collectively, the "Projects") on a long-term basis by issuing tax-exempt bonds or other tax-exempt obligations (collectively, the "Bonds");

**WHEREAS**, because the Bonds will not be issued prior to commencement of the Projects, the Issuer must provide interim financing to cover costs of the Projects incurred prior to receipt of the proceeds of the Bonds; and

**WHEREAS**, the City Council (the "Governing Body") of the Issuer deems it to be necessary, desirable, and in the best interests of the Issuer to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Issuer that:

Section 1. Expenditure of Funds. The Issuer shall make expenditures as needed from its funds on hand to pay the cost of the Projects until proceeds of the Bonds become available. Such expenditures include, but are not limited to, the approved purchase of land for the PW Project; the approved proposal for the building design and construction documents for the PW Project; and the public roads and infrastructure within Tax Increment District #9 to support certain development projects.

Section 2. Declaration of Official Intent. The Issuer hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$26,000,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. The Resolution shall be made available for public inspection at the office of the Issuer's Clerk within 30 days after its approval

in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Approved and adopted this 6<sup>th</sup> day of April, 2023.

---

**Christopher Scherer, City Council President**

ATTEST:  
(SEAL)

---

Michelle Ebbert, City Clerk/Treasurer/Finance Director





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

## MEMORANDUM

**DATE:** April 6, 2023

**TO:** Fort Atkinson City Council

**FROM:** Andy Selle, P.E., City Engineer/Director of Public Works

**RE:** Second/possible third reading of a proposed Ordinance to amend the Official Zoning Map of the City of Fort Atkinson, Wisconsin, for the property located at 1310 and 1320 Campus Drive from RS-2, Single-family Residential District, to PUD, Planned Unit Development District

---

### BACKGROUND

This request is part of the Planned Unit Development (PUD) process outlined in the Zoning Code. The process for this request includes three parts;

- A Certified Survey Map (CSM) defining the parcel for the project and zoning
- A Specific Implementation Plan (SIP) defining the details of the development
- A General Development Plan (GDP) that rezones the parcel to PUD and identifies the requested "flexibilities" in the Zoning Code to be allowed.

The Planning Commission considered these requests at their meeting on March 14, 2023 and approved all of them, moving them on to the City Council for consideration.

The City Council considered this request at their March 21, 2023 meeting, approving the CSM and moving the GDP on to its second reading at the April 6, 2023 meeting. Council does not consider the SIP, only Plan Commission.

Attachments are provided with the various memoranda and supporting materials from the previous meetings mentioned above.

---

### RECOMMENDATION

There has been no feedback on the planned development received by City Staff since the March 21 Meeting.

Staff recommends the City Council suspend the rules and perform the third reading of the ordinance on April 6<sup>th</sup>.

Staff further recommends that the City Council adopt the Ordinance rezoning the parcel from RS-2, Single-family Residential District, to PUD, Planned Unit Development District, with the underlying base zoning MRH-30, and the flexibilities approved with the General Development Plan.



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

## **CERTIFIED SURVEY MAP, REZONING, AND GENERAL DEVELOPMENT PLAN (GDP) REVIEW REPORT TO THE PLAN COMMISSION**

**DATE:** March 14, 2023

**FILE NUMBER:** PUD-2023-01

**PROPERTY ADDRESSES:** 1310-20 Campus Drive

**EXISTING ZONING:** SR-2, Single-Family Residential

**PARCEL NUMBER:** 226-0614-3323-014 and 226-0614-3323-015

**PROPOSED ZONING:** MRH-30, Multi-Family Residential and PUD, Planned Unit Development

**OWNER:** Tip of The Spear, LLC

**EXISTING LAND USE:** Rural Single-Family/Vacant

**APPLICANT:** Ryan Quam

**REQUESTED USES:** Multi-Family Residential Apartments

---

### **BACKGROUND ON CSM, REZONING, AND GDP REVIEW:**

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

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

Section 15.10.44 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for the Planned Unit Development. This process entails the Zoning Map Amendment and concurrent approval of a General Development Plan. The GDP allows an applicant to propose a development plan that differs from some of the baseline requirements of the zoning district and ordinance. An approved GDP will specify which zoning flexibilities are proposed and granted. It will also identify the base underlying zoning being used to guide to PUD. Like other Zoning Map Amendment procedures, the Plan Commission hears the proposal, holds discussion, and makes a recommendation to the City Council.

---

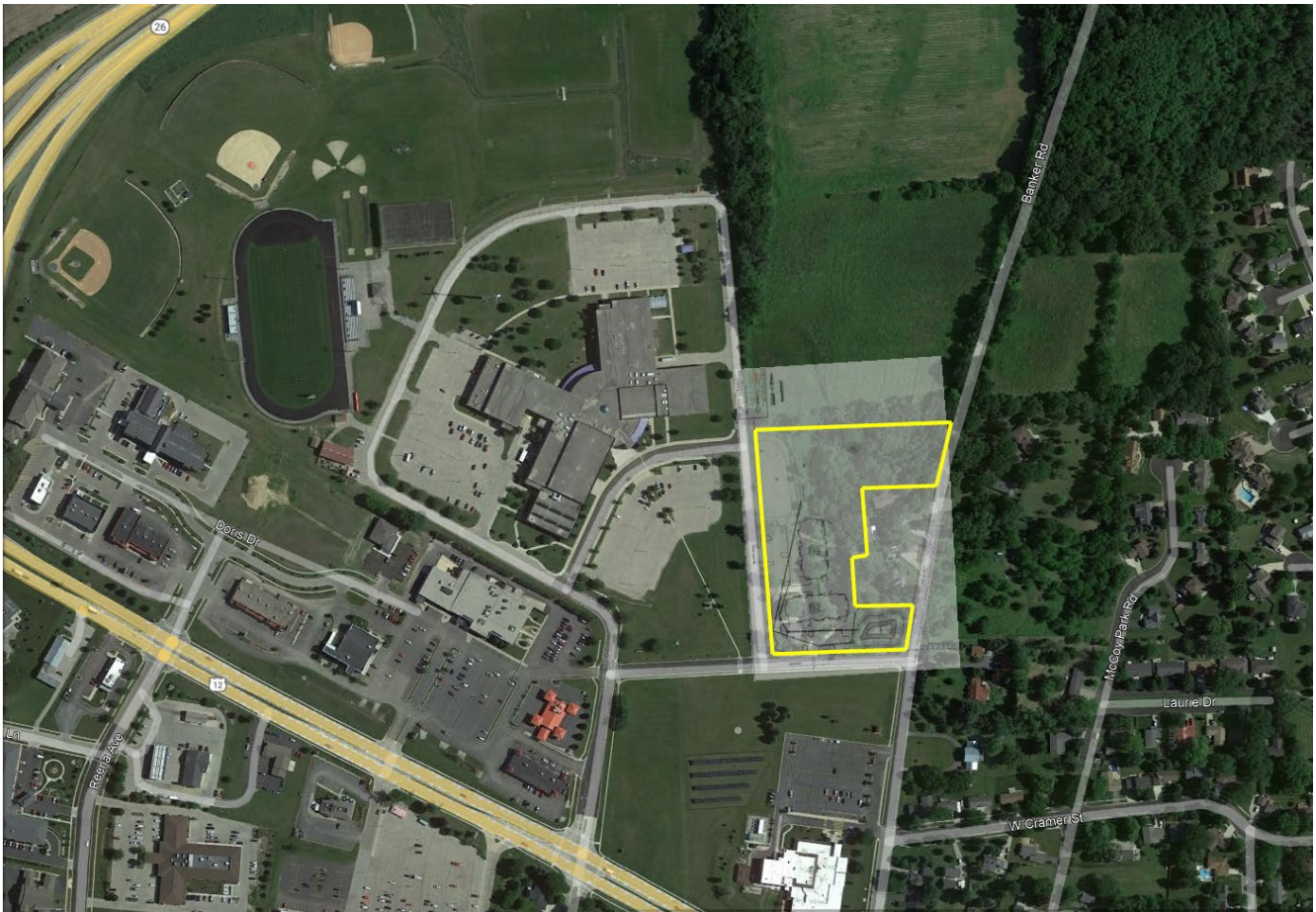
### **REQUEST OVERVIEW:**

This project was previously reviewed at a conceptual level during the January 24, 2023 Plan Commission meeting. Today, the applicant has submitted plans for formal review of:

1. A Certified Survey Map to combine the existing two parcels into one.
  2. A General Development Plan for rezoning to Planned Unit Development (PUD) with flexibilities identified from the base MRH-30 zoning district (underlying zoning). The current Zoning is SR-2.
-

3. A Specific Implementation Plan (SIP) for the site plan details associated with the project.

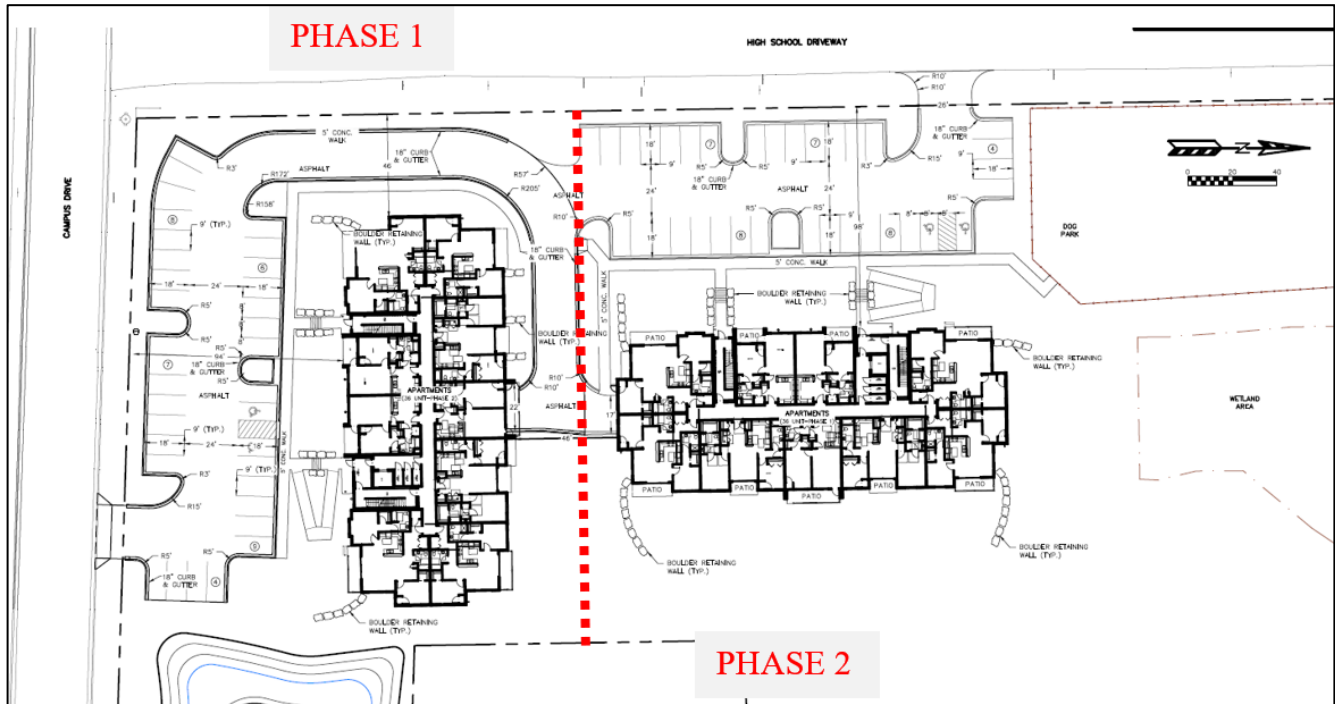
The first two processes outlined above are included within this staff report. The SIP staff report has been provided separately for the Plan Commission's consideration following approval of the other processes.



The project area is composed of two parcels are 5.4 total acres located east of Fort Atkinson High School, south of the planned Banker Road Neighborhood, west of two residential homes in the Town of Koshkonong, and north of the Madison College campus. The properties were previously developed with private on-site well and septic systems serving the two existing single-family homes. However, City water and sewer have been extended to the site to serve the property. Additionally, a wetland delineation was completed for the properties in 2018 and has been reflected in the submitted plans.

The proposed project includes two 4-story, 36-unit apartment buildings on the site located near the Fort Atkinson High School. The first building would tentatively be started in August 2023 (pending approvals) with leasing available June 2024. Building #2 would break ground August 2024 with leasing available June 2025. The units will be a mixture of 1-bedroom, 2-bedroom, and 2-bedroom + loft configurations. Parking will be a combination of underground (below the building) and surface

parking. The area was annexed into the City in 2022 and is included within the City's new TID District (#9).



#### CSM REVIEW:

The proposed Certified Survey Map is planned to combine the two existing parcels into one to facilitate the proposed development. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. The CSM is needed because the City does not permit construction of new structures which cross property lines. The Zoning Ordinance has minimum and maximum density, intensity, and bulk regulations for all properties in the City. As further described below, the proposed CSM combines the two lots into one so that these standards can be met through the rezoning to MRH-30. Additionally, the proposed CSM includes dedication of public right-of-way along Banker Road.

This process, in combination with the proposed rezoning, provides the opportunity for the proposed project to meet the majority of the Zoning Ordinance's bulk dimensional standards, outside of those identified below.

#### REZONING REVIEW:

1310-20 Campus Drive is currently zoned SR-2 Single-Family Residential. This zoning district allows for and is oriented to large-lot single-family homes and neighborhoods. However, both properties are shown on the City of Fort Atkinson's 2019 Comprehensive Plan Future Land Use Map as Planned

Neighborhood because it was envisioned that this area would transition overtime to become an extension of residential neighborhoods served by public sewer and water.

The proposed project's land uses, setbacks, and lot area do not meet the standards of the SR-2 zoning district. The MRH-30 zoning district is better suited to accomplish the City's goals in this area and the proposed project. In terms of land uses, the MRH-30 zoning district permits apartment land uses by-right, which is not permitted in the SR-2 zoning district. If the proposed CSM is approved, the new parcel will meet the MRH-30 lot configuration requirements as shown below:

| Bulk Regulation                    | MRH-30 Standard               | Proposed New Parcel       |
|------------------------------------|-------------------------------|---------------------------|
| Minimum Lot Area                   | 20,000 square feet            | 234,633 square feet       |
| Minimum Lot Area per Dwelling Unit | 870 square feet/dwelling unit | 6,517 square feet/du      |
| Minimum Lot Width                  | 100 feet                      | 200+ feet                 |
| Minimum Lot Depth                  | 120 feet                      | 600+ feet                 |
| Minimum Lot Frontage at ROW        | 50 feet                       | All Greater Than 100 feet |

---

#### **GDP REVIEW - REQUESTED ZONING FLEXIBILITIES:**

The requested use of a Planned Unit Development zoning district enables the City to consider granting flexibilities from many, but not all, zoning requirements of the MRH-30 district. During the consideration of the Planned Development, each of these requested flexibilities must be identified. In reviewing the proposed GDP, the following Zoning Ordinance requirements are not met and must be granted flexibility by the Plan Commission and Common Council.

1. The Permitted Maximum Building Height established for the MRH-30 district in Section 15.02.24 of the Zoning Ordinance does not permit the building height proposed. Specifically, the maximum building height in the MRH-30 zoning district is 45 feet. The proposed structure is 51.25 feet.
2. The Permitted Minimum Attached Garage Setback established for the MRH-30 district in Section 15.02.24 of the Zoning Ordinance does not permit the attached garage setback proposed. Specifically, the minimum attached garage setback in the MRH-30 zoning district is 2 feet behind the main plane of the building façade. The proposed attached garage is even with the main plan of the building façade (0-foot setback).
3. The Permitted Minimum Pavement Setbacks established for the MRH-30 district in Section 15.02.24 of the Zoning Ordinance do not permit the pavement setbacks proposed. The minimum pavement setbacks in the MRH-30 zoning district are 5 feet for side and rear lot lines and 10 feet for street right-of-way fronting lot lines. The pavement setback immediately west of the Phase 1 building is less than 10 FT. This narrow section is due to the elevation of the detention pond on the east side under a flood condition. The section requiring this flexibility is from the southwest corner of the property to the south edge of parking for the Phase 2 building. Plan Commission should note that this flexibility is truly only required with the conversion of the high school access to a public road. The developer was in favor of this "future" interpretation.



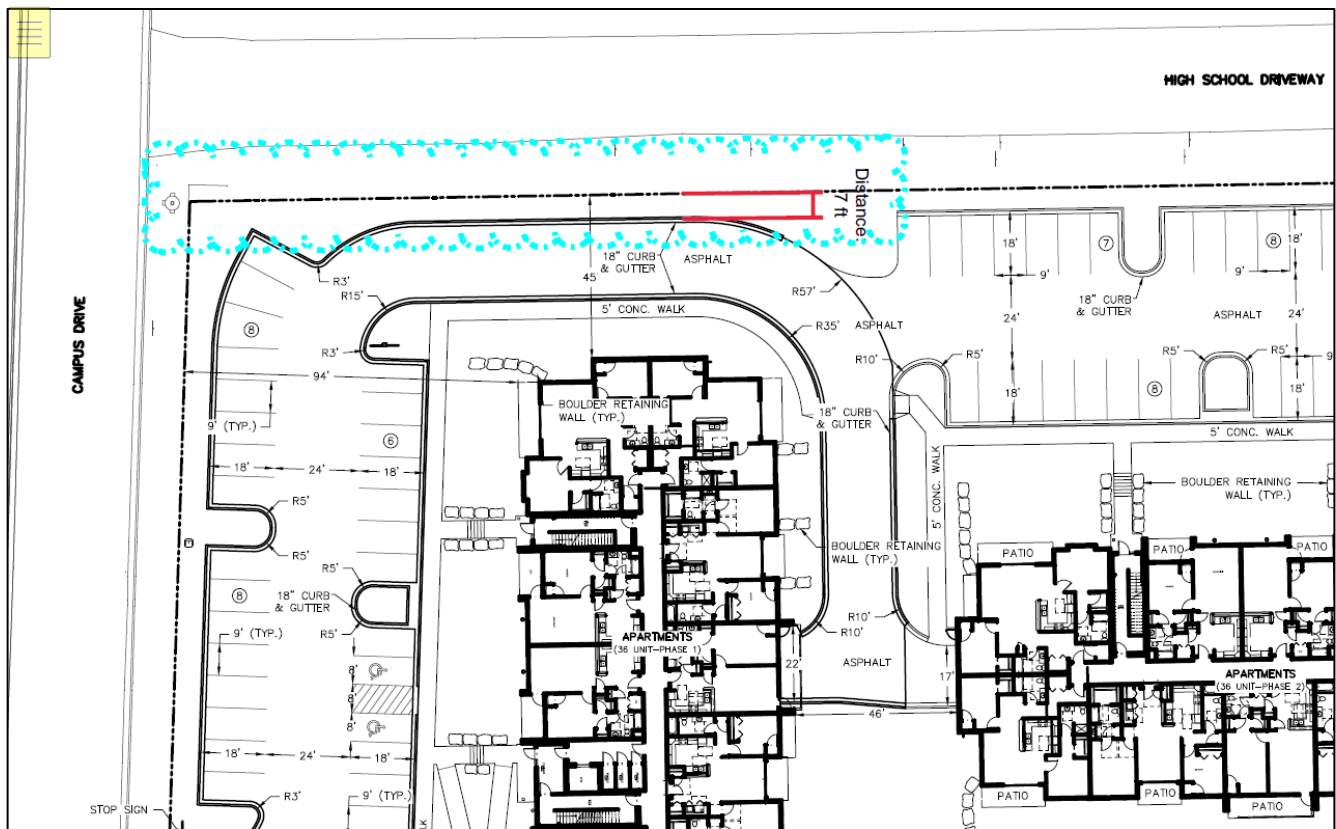


Figure 1: Area of proposed flexibility from required pavement setbacks

### REZONING AND GDP – ZONING MAP AMENDMENT:

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

1. Does the proposed Zoning Map Amendment advance the purposes of the Zoning Ordinance as outlined in Section 15.01.03? Yes. The proposed zoning map amendment will provide new much needed housing in the community in an identified growth area to serve as component of the larger neighborhood plan in this area.
2. Is the proposed Zoning Map Amendment in harmony with the Comprehensive Plan? Yes. The proposed zoning map amendment helps accomplish many of the community's goals as identified in the Comprehensive Plan and is consistent with the Planned Neighborhood designation on the Future Land Use as part of the larger Banker Road Neighborhood Plan.
3. Does the proposed Zoning Map Amendment maintain the desired consistency of land uses, land use intensities, and land use impacts with the base Zoning District? Yes. The proposed project includes a permitted by-right land use in the MRH-30 zoning district and meets the majority of the land use intensities and impact standards of the MRH-30 zoning district (flexibilities outlined above). The proposed project also meets the performance, exterior building design, and landscaping standards of the MRH-30 zoning district.

4. Does the proposed Zoning Map Amendment address any of factors that are not accomplished on the current Zoning Map? Yes. The proposed rezoning from SR-2 to PUD with base MRH-30 accomplishes greater densities, residential land use types, and opportunities for the site.

All portions of the Specific Implementation Plan are included within a separate staff report for review and consideration.

### COMPREHENSIVE LAND USE PLAN (2019):

The subject properties are located within the Northwest Quadrant Planning Area and are identified as Neighborhood areas on the plan. The opportunities indicated on the plan include traditional neighborhood and sustainable design, in addition to capitalizing on the proximity to existing businesses and schools.

The subject properties are also shown as Planned Neighborhood on the Future Land Use Map. This designation includes a mix of Single Family, Two-Family, Multi-Family, Neighborhood Commercial, Community Facilities, and Parks and Environmental Corridors in a carefully designed, integrated, and interconnected neighborhood. While the Planned Neighborhood designation is intended to provide a mixture of housing types across a large area, the subject properties are only proposed to include Multi-Family Residential. However, in viewing this entire area together through the lens of the Banker Road Neighborhood Plan, this designation aligns with the proposed land uses on the subject property. Staff believes the proposal is in concert with the Comprehensive Plan.

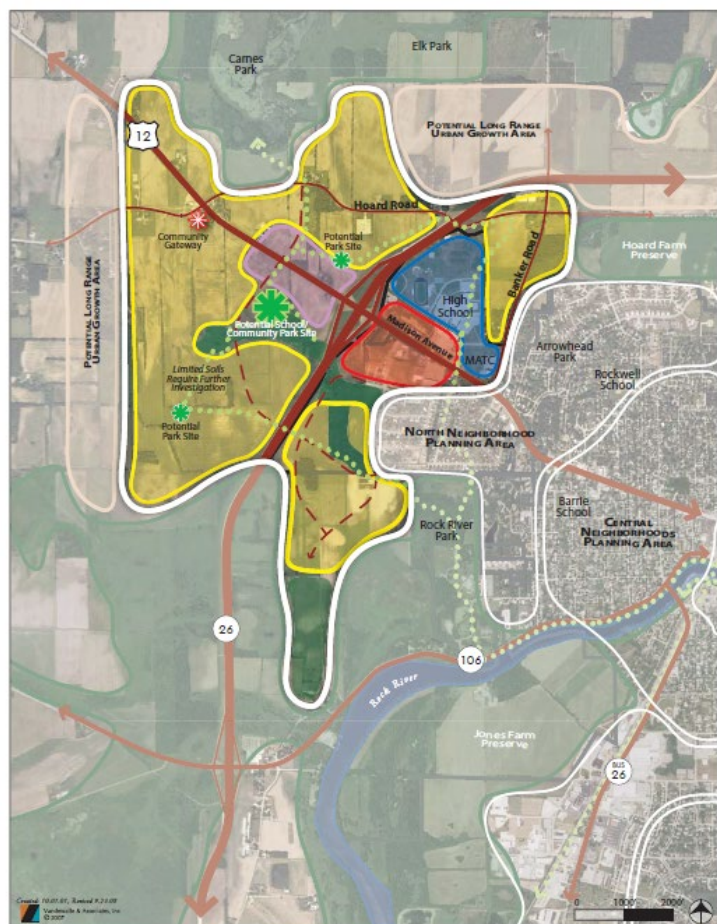
### Housing Studies

The City of Fort Atkinson and Jefferson County conducted three different Housing Studies in 2019-2021. Each study found that there is existing demand for new housing of

## NORTHWEST QUADRANT PLANNING AREA

FIGURE 2.12

CITY OF FORT ATKINSON  
FUTURES OPEN HOUSE



### Opportunities

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

### Conceptual Land Uses

- Community Commercial
- Downtown
- Major Institutions
- Mixed-Use
- Neighborhood
- Employment
- Environmental Corridors

various formats (rental, owner, senior, etc.) and a shortage of supply for each of those formats. There was also a consensus among the studies that if communities didn't lead the effort to reverse these trends, that the situation would only get worse across the county. This project and the Banker Road Neighborhood Plan are in direct response to these studies and are consistent with their findings.

---

**PUBLIC NOTICE:**

No public notice is required for Certified Survey Map review and action. A public hearing is optional for Rezoning and Planned Unit Development review and action. Staff determined a public hearing was not required for this request. Notices have been mailed to property owners within 100 FT of the project parcel.

---

**DISCUSSION:**

The applicant has worked with City staff over the last year in revising and refining the proposed development, in addition to presenting the project conceptually before the Plan Commission in January. The City's Management Team has reviewed the application and all comments have been included within this document.

The proposed project aims to provide much needed housing within the City of Fort Atkinson, serve as the catalyst for the implementation of the Banker Road Neighborhood Plan, aligns with existing plans for the area, and provides new opportunities for people to work and live in the community, assisting local employers and the local economy. This type of project is not unique to Fort Atkinson or many of the other larger communities in Jefferson County.

Overall, the proposed development is of high-quality design, meets the requirements of the City's ordinances, is in alignment with adopted City plans, and provides new tax base, housing units, and local economic benefits in the community.

---

**RECOMMENDATIONS:**

It should be noted that the approval of all three recommendations below are contingent upon each other. The denial of one, is the denial of all. In the event Plan Commission passes all three as noted below, this will be conveyed to City Council as the final approving body.

City staff recommends the Plan Commission take action to recommend City Council approval of the Certified Survey Map.

City staff recommends the Plan Commission recommend City Council approval of the General Development Plan and Rezone from SR-2 to Planned Unit Development and forward to the City Council for consideration, subject to the granted flexibilities of the underlying MRH-30 District, noted below:

- minimum pavement setbacks on the right-of-way facing lot lines to be reduced as noted
- building height requirement of 45' to be exceeded to 51.25'
- garage setback of 2' from the principal structure to be waived

CSM, Rezoning, and GDP

March 14, 2023

PUD-2023-01

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

---

**ATTACHMENTS:**

- CSM and Application
- GDP and Application
- Development Narrative
- Comprehensive Plan Future Land Use Map
- Banker Road Neighborhood Plan
- Draft Ordinance Rezoning the Parcel from SR-2 to PUD

## Procedural Checklist for Planned Developments

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

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

Name, company, and client (if applicable): Tip of the Spear, LLC

Phone number: (608)838-7750 Email: rquam@quamengineering.com

Property address for Planned Development: W6940 and W6942 Campus Drive

### I Application Packet Requirements

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

- **A. Pre-Application Conference.** Prior to formal petition for zoning to a PUD district, the applicant shall confer with appropriate City staff in order to establish mutual understanding as to the basic concept proposed and to ensure proper compliance with the requirements for processing. Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the City, but should be considered as the informal, non-binding basis for proceeding to the next step.

- **B. Concept Plan.** Upon completion of the pre-application conference, described above, the applicant may decide to prepare an optional conceptual plan for review by the Plan Commission.

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

The concept plan submittal shall include the following items:

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



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

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

■ **C. General Development Plan (GDP):**

The GDP submittal shall include the following items:

- Exhibit #1

↓

Exhibit #4

↓

Exhibit #5

↓

Exhibit #4

↓

Exhibit #4 and #8

↓

Exhibit #9

Exhibit #7 and #11

Exhibit #7 and #11

N/A

Letter

↓

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

Letter



N/A

- General relationship of the project to the Comprehensive Plan.
- Proposed exceptions from the requirements of this Chapter.

- A Traffic Impact Analysis – if deemed necessary by Zoning Administrator – that evaluates the adequacy of the existing and proposed transportation system that services the PUD and addresses all elements of the transportation system as it related to pedestrians, bicyclists, transit, vehicular traffic, and adjacent land development. WisDOT TIA requirements must be followed if a development project has direct access to the State Trunk Highway System.

#### ■ D. Specific Implementation Plan (SIP):

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

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

Exhibit #3



Exhibit #2

Exhibit #8



Exhibit #9

Exhibit #11

Exhibits #12/13

Exhibit #10

Exhibit #11

Letter



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

Letter

- Specific residential densities and nonresidential intensities as described by dwelling units per acre, and landscaping surface area ratio and/or other appropriate measures of density and intensity.

- Specific treatment of natural features, including parkland.

Letter

- Specific relationship to nearby properties and public streets.
- Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads; density/intensity of various parts of the development; building coverage, and landscaping surface area ratio of all land uses; proposed staging; and any other plans required by the Plan Commission.

- A statement of rationale as to why PUD zoning is proposed. This statement shall list the standard zoning requirements that, in the applicant's opinion, would inhibit the development project and the opportunities for community betterment that are available through the proposed PUD project.

- A complete list of zoning standards that would not be met by the proposed SIP and the location(s) in which such exceptions would occur.

- Phasing schedule, if more than one development phase is intended.

N/A

- Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation and maintenance of common open areas and amenities.

N/A

- A written description that demonstrates how the SIP is consistent with the approved GDP and any and all differences between the requirements of the approved GDP and the proposed SIP.

## II Criteria Used to Evaluate the Planned Development Application

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

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

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

### III Process Checklist

- |                                                                                                      |                      |
|------------------------------------------------------------------------------------------------------|----------------------|
| <input checked="" type="checkbox"/> Pre-Application Conference                                       | Date: <u>1/4/23</u>  |
| <input checked="" type="checkbox"/> Plan Commission Concept Plan Review                              | Date: <u>1/24/23</u> |
| <input type="checkbox"/> General Development Plan ( <i>same process as zoning map amendment</i> )    |                      |
| <input type="checkbox"/> Application fee of \$200.00 received by City Clerk                          | Date: _____          |
| <input type="checkbox"/> Reimbursement of professional consultant costs agreement executed.          | Date: _____          |
| <input type="checkbox"/> Receipt of GDP by Zoning Administrator                                      | Date: _____          |
| <input type="checkbox"/> Development Review Team Input                                               | Date: _____          |
| <input type="checkbox"/> Class 2 legal notice sent to official newspaper by City Clerk               | Date: _____          |
| <input type="checkbox"/> Class 2 legal notice published on _____ and _____                           | Date: _____          |
| <input type="checkbox"/> Notification of neighboring property owners within 100 feet of the petition | Date: _____          |
| <input type="checkbox"/> Notification of clerks of municipalities within 1,000 feet of the petition  | Date: _____          |
| <input type="checkbox"/> Notification of airports within 3 miles of the petition                     | Date: _____          |
| <input type="checkbox"/> Plan Commission Public Hearing, review and recommendation                   | Date: <u>3/14/23</u> |
| <input type="checkbox"/> Common Council review and action                                            | Date: <u>3/21/23</u> |
| <input type="checkbox"/> Specific Implementation Plan ( <i>same process as site plan</i> )           |                      |
| <input type="checkbox"/> Receipt of SIP by Zoning Administrator                                      | Date: _____          |
| <input type="checkbox"/> Development Review Team Input                                               | Date: _____          |
| <input type="checkbox"/> Zoning Administrator Report                                                 | Date: _____          |
| <input type="checkbox"/> Plan Commission Public Meeting                                              | Date: <u>3/14/23</u> |
| <input type="checkbox"/> Plan Commission Review and Action                                           | Date: _____          |

## **Planned Development**

Statement of Owners Intent,  
General Development Plan, and  
Specific Implementation Plan for  
Campus Drive Apartments  
Phase 1 Development

Project:  
Campus Drive Apartments Development

Owner:  
Tip of the Spear, LLC  
Attn: Ryan Quam



## **Statement of Owners Intent**

It is the intent of the Owner to develop the lands controlled by the Owner as a multifamily development in general conformance with the TIF plan and Comprehensive Plan. The purpose of this submittal is to seek the following Village approvals:

- 1) General Development Plan approval for phase 1 and 2 development;
- 2) Specific Implementation Plan approval for phase 1 development;
- 3) Zoning amendment creating the Planned Unit Development (PUD) to allow phase 1 development;
  - a. Multi-family Residential-30 zoning is the best fit for the proposed development;
  - b. Bulk regulations for MRH-30 zoning Section 15.02.24 of the Zoning Ordinances include a maximum height of 45 feet for principal structures;
  - c. The PUD approval is required to allow a maximum height of 51.25’;
- 4) Certified Survey Map combining two parcels into one lot;

## **Legal Description**

The lands controlled by the Owner addresses and legal descriptions are as follows:

- 1) W6490 and W6492 Campus Drive;
- 2) A part of the SW ¼ of the NW ¼ including all of Lot 1, C.S.M. 4431, Section 33 T6N, R14E;
- 3) See General Location Map as Exhibit #1;
- 4) See proposed Certified Survey Map attached as Exhibit #2;

## **Existing Site**

The Existing Site Plan is included as Exhibit #3 and site features are as follows:

- 1) 5.63 total acres;
- 2) Fort Atkinson high school is adjacent to the west;
- 3) City owned lands with planned development is adjacent to the north;
- 4) Banker Road and two single family homes are adjacent to the east;
- 5) Campus Drive is adjacent to the south;
- 6) Existing houses served by wells and septic fields and City sanitary sewer and water main has been extended into property from Campus Drive;
- 7) Wetland Delineation per Taylor Conservation, LLC report dated July 3, 2018;

## **Description of General Development Plan (GDP) for Phase 1 and 2 Development**

This parcel is designated as “Planned Neighborhood” on the Future Land Use Map of the Comprehensive Plan. The development proposes two four story, 36-unit apartment buildings with associated parking and drive aisles and the details are as follows:

- 1) The Site Plan (GDP) is included as Exhibit #4 with features as follows:
  - Phase 1 and Phase 2 buildings with 11,300 square foot footprint;
  - 72 above ground parking stalls;
  - 17,270 square foot, phase 2, dog park with gate and perimeter fence;
  - 12.8 dwelling units per acre after phase 2 development
- 2) The Grading Plan (GDP) is included as Exhibit #5 with features as follows:
  - Underground garage entrances on the north side of the phase 1 building and the south side of the phase 2 building;
  - First floor doors on the south side of the phase 1 building and west side of the phase 2 building;

- Garage floor pedestrian and overhead door on the north side of the phase 1 building and south side of the phase 2 building;
  - Regional drainage safe overflow on the east side of the phase 1 and phase 2 buildings;
  - Includes wetland filling per Wisconsin DNR Approval letter dated 3/22/22;
  - On-site stormwater detention pond;
- 3) The Utility Plan (GDP) is included as Exhibit #6
- The existing 10" sanitary lateral will be extended with 6" sanitary lateral to serve the phase 1 building;
  - A 6" sanitary lateral will be incorporated into the public sanitary sewer extension along the high school driveway to serve the phase 2 building;
  - The existing 8" water service will be extended with 6" water main to serve the phase 1 building;
  - A 6" water service will be incorporated into the public water main extension along the high school driveway to serve the phase 2 building;
  - Inlets and catch basins will collect runoff from all impervious areas and storm sewer will carry runoff to the detention pond;
  - Storm sewer and storm manholes will collect the offsite runoff from the north and transfer it underground through the site to Campus Drive storm sewer;
- 4) The Landscape, Lighting, and Signage Plan (GDP) is included as Exhibit #7
- Tree and shrub locations with species;
  - Parking light locations;
  - Sign locations;

## **Description of Specific Implementation Plan (SIP) for Phase 1 Development**

The first phase is scheduled to break ground in June 2023 in order to allow a June 1, 2024 opening. The second phase is tentatively scheduled to break ground in July 2024 in order to allow a June 1, 2025 opening. The first phase is a four story 36-unit apartment building and the details are as follows:

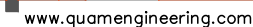
- 5) The Site Plan (SIP) is included as Exhibit #8 with features as follows:
- 11,300 square foot footprint;
  - 175 feet long;
  - 72 feet deep;
  - 36 above ground parking stalls;
  - 6.4 dwelling units per acre;
  - 5.06% building coverage ratio;
  - 87.05% landscape area ratio;
- 6) The Grading and Erosion Control Plan (SIP) is included as Exhibit #9 with features as follows:
- Underground garage entrance on the north side of the building;
  - First floor doors on the south side of the building;
  - Garage floor door on the north side of the building;
  - Retaining walls to accommodate the grade changes;
  - Includes wetland filling per Wisconsin DNR Approval letter dated 3/22/22;
  - On-site stormwater detention pond;
- 7) The Utility Plan (SIP) is included as Exhibit #10
- The existing 10" sanitary lateral will be extended with 6" sanitary lateral to serve the phase 1 building;
  - The existing 8" water service will be extended with 6" water main to serve the phase 1 building;

- Inlets and catch basins will collect runoff from all impervious areas and storm sewer will carry runoff to the detention pond;
- Storm sewer and storm manholes will collect the offsite runoff from the north and transfer it underground through the site to Campus Drive storm sewer;
- 8) The Landscape, Lighting, and Signage Plan (SIP) is included as Exhibit #11
  - Tree and shrub locations with species;
  - Parking light locations;
  - Sign locations;
- 9) The Exterior Elevations drawing are included as Exhibit #12.1 and 12.2
  - Materials include single hung vinyl windows, aluminum railing systems, thin stone veneer, fiber-cement lap siding, and fiber-cement siding panels with reveal joints;
  - Roof materials include three dimensional asphalt shingles;
- 10) The Apartments Garage Floor Plan is included as Exhibit #13.1
  - Tenant storage and mechanical rooms in the garage;
  - 27 parking stalls;
  - 11 bike racks will be hung on the garage wall for tenant use;
- 11) The Apartments First Floor Plan is included as Exhibit #13.2
  - 8,912 approximate apartments area;
  - Six two bedrooms;
  - Three one bedrooms;
  - Each unit will have individual washers and dryers and private balconies;
- 12) The Apartments Second Floor Plan is included as Exhibit #13.3
  - 8,912 approximate apartments area;
  - Six two bedrooms;
  - Three one bedrooms;
  - Each unit will have individual washers and dryers and private balconies;
- 13) The Apartments Third Floor Plan is included as Exhibit #13.4
  - 8,912 approximate apartments area;
  - Six two bedrooms;
  - Three one bedrooms;
  - Each unit will have individual washers and dryers and private balconies;
- 14) The Apartments Fourth Floor Plan is included as Exhibit #13.5
  - 9,712 approximate apartments area;
  - Four two bedroom with lofts;
  - Two two bedrooms;
  - Three one bedrooms;
  - Each unit will have individual washers and dryers and private balconies;

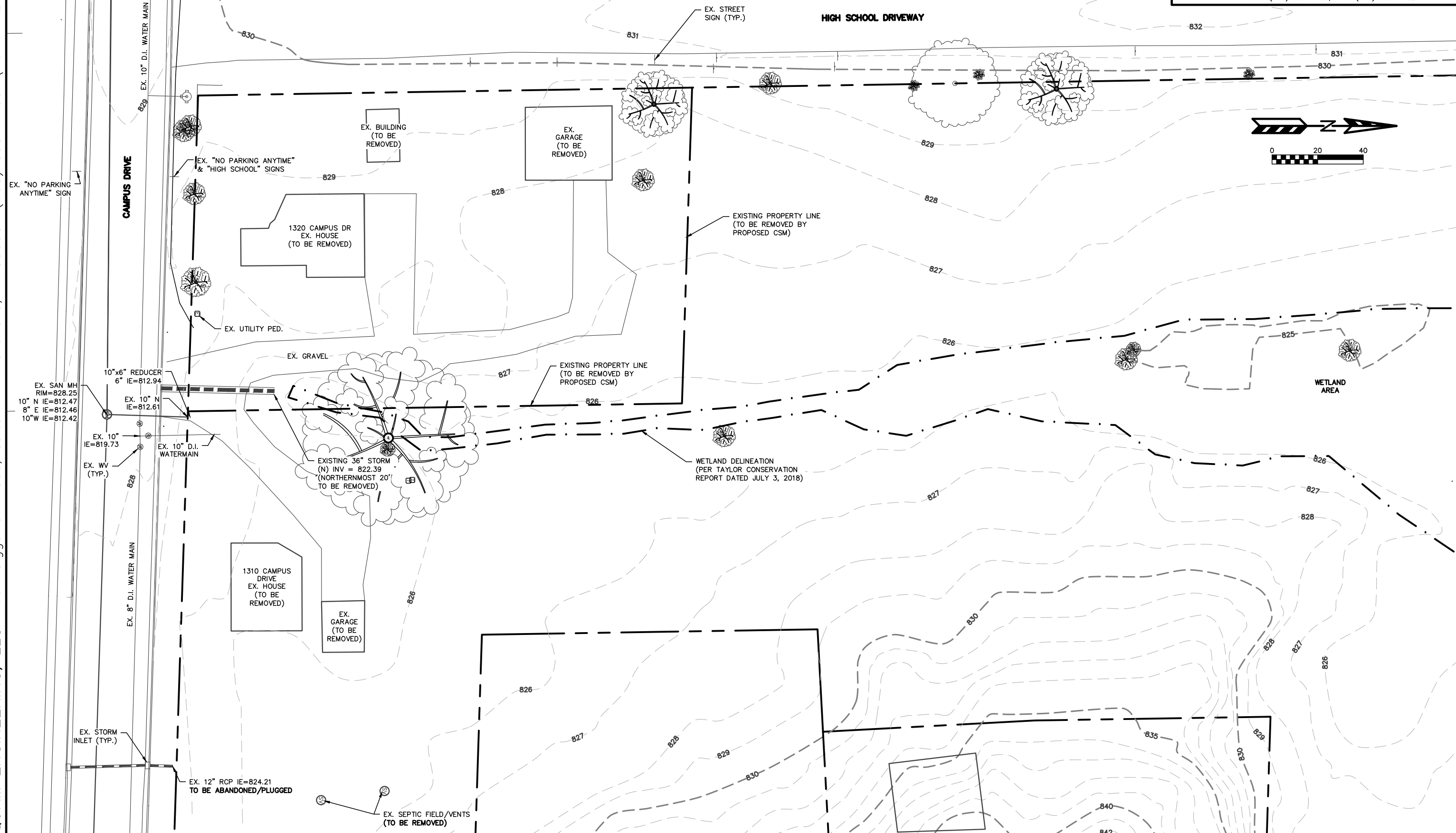


SHEET: C-1  
DATED: MARCH 10, 2023

Residential and Commercial Site Design Consultants



4604 Siggelkow Road, Suite A – McFarland, Wisconsin 53558  
Phone (608) 838-7750; Fax (608) 838-7752





QUAM ENGINEERING, LLC 4604 Siggelkow Road, Suite A - McFarland, WI 53558 (608) 838-7750 \MC-37-20\MC37BASE.DWG

FORT ATKINSON MULTI-FAMILY -PHASE 2

SITE PLAN (G.D.P.)

EXHIBIT #4

DATED: FEBRUARY 7, 2023

QUAM ENGINEERING, LLC

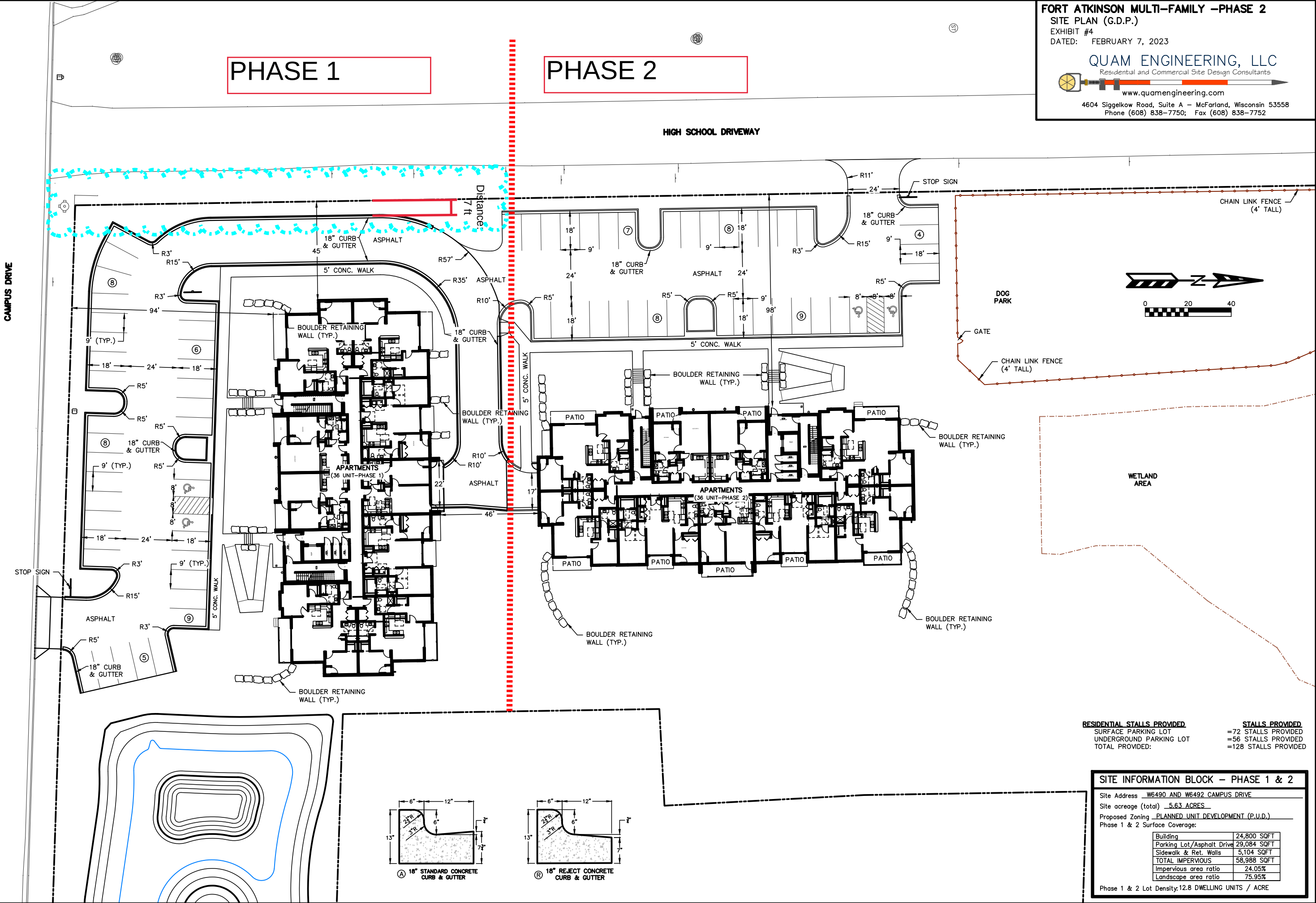
Residential and Commercial Site Design Consultants



www.quamengineering.com

4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558

Phone (608) 838-7750; Fax (608) 838-7752



| RESIDENTIAL STALLS PROVIDED |  | STALLS PROVIDED      |  |
|-----------------------------|--|----------------------|--|
| SURFACE PARKING LOT         |  | =72 STALLS PROVIDED  |  |
| UNDERGROUND PARKING LOT     |  | =56 STALLS PROVIDED  |  |
| TOTAL PROVIDED:             |  | =128 STALLS PROVIDED |  |

| SITE INFORMATION BLOCK - PHASE 1 & 2                |                                   |
|-----------------------------------------------------|-----------------------------------|
| Site Address                                        | W6490 AND W6492 CAMPUS DRIVE      |
| Site acreage (total)                                | 5.63 ACRES                        |
| Proposed Zoning                                     | PLANNED UNIT DEVELOPMENT (P.U.D.) |
| Phase 1 & 2 Surface Coverage:                       |                                   |
| Building                                            | 24,800 SQFT                       |
| Parking Lot/Asphalt Drive                           | 29,084 SQFT                       |
| Sidewalk & Ret. Walls                               | 5,104 SQFT                        |
| TOTAL IMPERVIOUS                                    | 58,988 SQFT                       |
| Impervious area ratio                               | 24.05%                            |
| Landscape area ratio                                | 75.95%                            |
| Phase 1 & 2 Lot Density: 12.8 DWELLING UNITS / ACRE |                                   |



② WEST ELEVATION  
1/8" = 1'-0" ON 22x34    HALF SCALE ON 11x17

EXTERIOR ELEVATIONS GENERAL  
NOTES AND LEGEND

| LEGEND |                                            |                                                   |
|--------|--------------------------------------------|---------------------------------------------------|
| FCS-1  | FIBER CEMENT SIDING                        | SW 6102 - PORTABELLO                              |
| FCS-2  | FIBER CEMENT SIDING                        | SW 2803 - TERRA COTTA                             |
| FCP    | FIBER CEMENT PANELS                        | JH - IRON GRAY                                    |
| TRIM   | VERTICAL REVEAL TRIM                       | TAMLYN - PAINTED TO MATCH SIDING                  |
| FCT    | FIBER CEMENT TRIM                          | COLOR TO MATCH SOFFIT AND FASCIA                  |
|        |                                            | 1X4 @ WINDOWS, TYP.                               |
|        |                                            | 1X10 @ BAND BOARD                                 |
|        |                                            | 1X12 @ FRIEZE BOARD                               |
| STN    | STONE VENEER                               | CYPRESS DRY STACK DUTCH QUALITY STONE             |
|        |                                            | WATER TABLE SILL - COLOR "BROWN"                  |
|        |                                            | DUTCH QUALITY STONE                               |
|        |                                            | PROVIDE SILL @ WINDOW BASE, HEAD AND TOP OF STONE |
| CMU    | SPLIT-FACE CMU                             | COUNTY MATERIALS 01-034A CLIFF GRAY               |
| PCS    | PRE CAST SILL                              |                                                   |
| PCL    | PRE CAST LINTEL                            |                                                   |
| PMF    | PREFINISHED METAL FASCIA - MUSKET (ROLLEX) |                                                   |
| MR     | METAL RAILING SYSTEM                       |                                                   |

GENERAL NOTES

- A. NOT ALL MASONRY PENETRATIONS SHOWN, COORDINATE WITH MEP CONTRACTORS.
- B. REFER TO WINDOW TYPE SHEET A6.2 FOR ALL WINDOW INFORMATION.
- C. CONTROL JOINTS CONTINUOUS FROM TOP OF FOUNDATION TO TOP OF WALL.



① SOUTH ELEVATION  
1/8" = 1'-0" ON 22x34    HALF SCALE ON 11x17

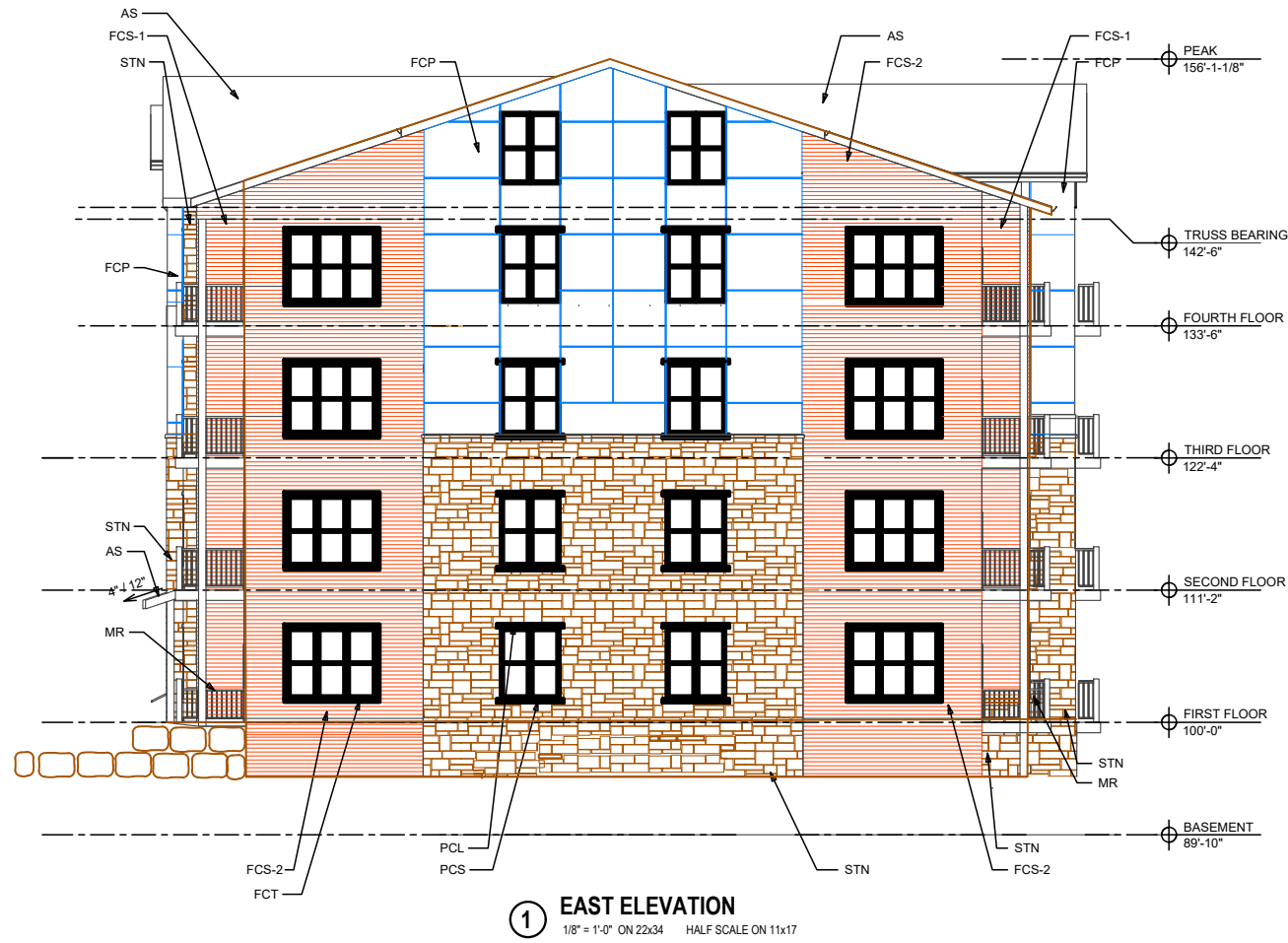
CAMPUS APARTMENTS – PHASE I  
EXTERIOR ELEVATIONS

EXHIBIT: 12.1  
DATED: FEBRUARY 6, 2023

QUAM ENGINEERING, LLC  
Residential and Commercial Site Design Consultants



4604 Siggelkow Road, McFarland, Wisconsin 53558  
Phone (608) 838-7750; Fax (608) 838-7752



| EXTERIOR ELEVATIONS GENERAL NOTES AND LEGEND                            |                                            |                                                   |
|-------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------|
| LEGEND                                                                  |                                            |                                                   |
| FCS-1                                                                   | FIBER CEMENT SIDING                        | SW 6102 - PORTABELLO                              |
| FCS-2                                                                   | FIBER CEMENT SIDING                        | SW 2803 - TERRA COTTA                             |
| FCP                                                                     | FIBER CEMENT PANELS                        | JH - IRON GRAY                                    |
| TRIM                                                                    | VERTICAL REVEAL TRIM                       | TAML YN - PAINTED TO MATCH SIDING                 |
| FCT                                                                     | FIBER CEMENT TRIM                          | COLOR TO MATCH SOFFIT AND FASCIA                  |
|                                                                         |                                            | 1X4 @ WINDOWS, TYP.                               |
|                                                                         |                                            | 1X10 @ BAND BOARD                                 |
|                                                                         |                                            | 1X12 @ FRIEZE BOARD                               |
| STN                                                                     | STONE VENEER                               | CYPRESS DRY STACK DUTCH QUALITY STONE             |
|                                                                         |                                            | WATER TABLE SILL - COLOR "BROWN"                  |
|                                                                         |                                            | DUTCH QUALITY STONE                               |
|                                                                         |                                            | PROVIDE SILL @ WINDOW BASE, HEAD AND TOP OF STONE |
| CMU                                                                     | SPLIT-FACE CMU                             | COUNTY MATERIALS 01-034A CLIFF GRAY               |
| PCS                                                                     | PRE CAST SILL                              |                                                   |
| PCL                                                                     | PRE CAST LINTEL                            |                                                   |
| PMF                                                                     | PREFINISHED METAL FASCIA - MUSKET (ROLLEX) |                                                   |
| MR                                                                      | METAL RAILING SYSTEM                       |                                                   |
| GENERAL NOTES                                                           |                                            |                                                   |
| A. NOT ALL MASONRY PENETRATIONS SHOWN, COORDINATE WITH MEP CONTRACTORS. |                                            |                                                   |
| B. REFER TO WINDOW TYPE SHEET A6.2 FOR ALL WINDOW INFORMATION.          |                                            |                                                   |
| C. CONTROL JOINTS CONTINUOUS FROM TOP OF FOUNDATION TO TOP OF WALL.     |                                            |                                                   |



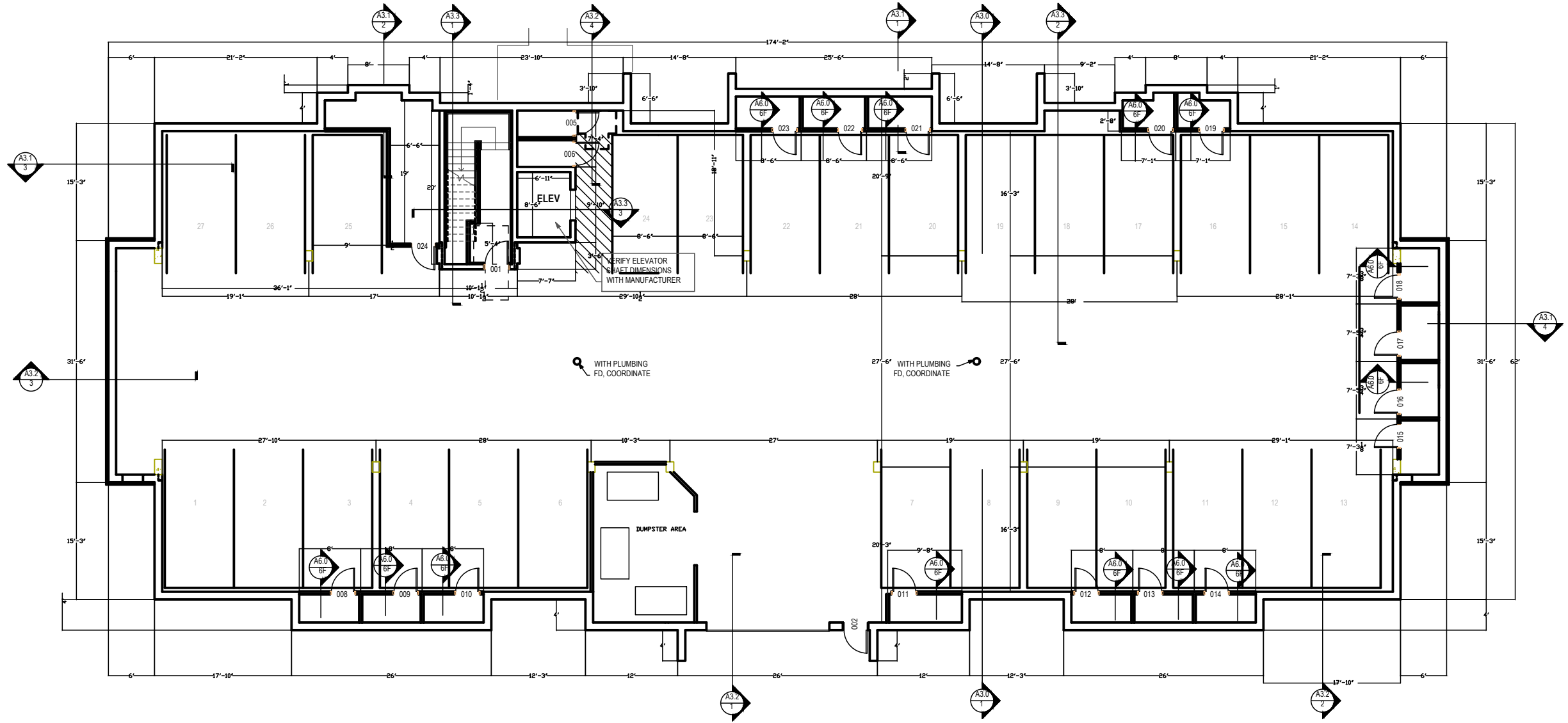
CAMPUS APARTMENTS – PHASE I  
EXTERIOR ELEVATIONS  
EXHIBIT: 12.2  
DATED: FEBRUARY 6, 2023

QUAM ENGINEERING, LLC  
Residential and Commercial Site Design Consultants

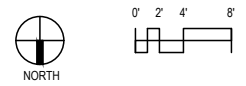
4604 Siggelkow Road; McFarland, Wisconsin 53558  
Phone (608) 838-7750; Fax (608) 838-7752

FLOOR PLAN GENERAL NOTES

- A. SEE SHEET A5.0 - 5.3 FOR LARGE SCALE PLANS.
- B. SEE SHEET A6.2 FOR INTERIOR ELEVATIONS.
- C. PROVIDE VERTICAL CONTROL JOINTS (CJS) WHERE STRUCTURAL SYSTEMS CHANGE, LOCATIONS THAT ARE PRONE TO CRACKING AND AS REQUIRED BY MANUFACTURES INSTALLATION RECOMMENDATIONS.
- D. VERIFY SIZE AND LOCATIONS OF ALL MECHANICAL OPENINGS. GENERAL CONTRACTOR TO PAINT AND SEAL LOUVER PERIMETER, TYPICAL.
- E. GENERAL CONTRACTOR TO PROVIDE CONCRETE EQUIPMENT PADS/CURBS AS REQUIRED FOR MECHANICAL/ELECTRICAL EQUIPMENT. VERIFY SIZE/PROFILE/LOCATION WITH PLUMBING/MECHANICAL/ELECTRICAL.
- F. GENERAL CONTRACTOR TO INSTALL FOAM FILLER AT ALL MASONRY WALL CONTROL/EXPANSION JOINTS AND SEAL BOTH SIDES (WALL REINFORCING TO DISCONTINUE AT JOINTS).
- G. GENERAL CONTRACTOR TO PROVIDE WOOD BLOCKING BETWEEN WOOD/METAL STUDS AS REQUIRED FOR CASEWORK/HANDRAIL/TOILET ACCESSORIES ETC. MOUNTING.
- H. PROVIDE VINYL CARPET EDGE AT ALL CARPET TO DISSIMILAR FLOOR MATERIALS UNLESS NOTED OTHERWISE (U.N.O.).
- I. REFER TO EXTERIOR ELEVATIONS FOR EXTERIOR WALL CONTROL JOINTS.
- J. VERIFY ALL ACTUAL CHASE DIMENSIONS WITH HVAC CONTRACTOR.
- K. ADA CLEARANCE CIRCLES AND BOXES SHOWN ON PLAN ARE FOR INFORMATION PURPOSES ONLY.
- L. DIMENSIONS ARE FROM FACE OF STUD TO FACE OF STUD UNLESS NOTED OTHERWISE.



1 BASEMENT PLAN  
1/8" = 1'-0" ON 22x34 HALF SCALE ON 11x17

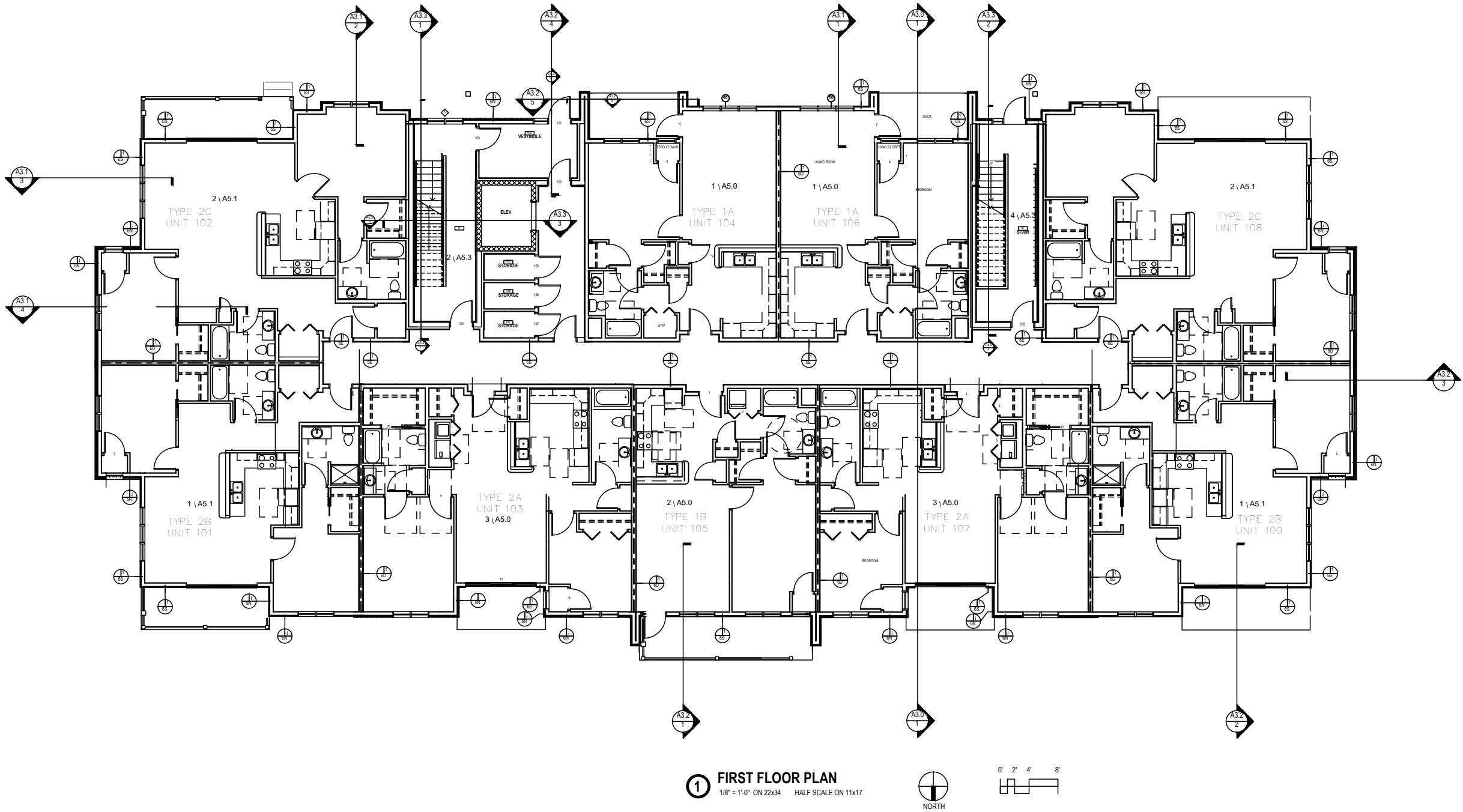


CAMPUS APARTMENTS – PHASE I  
BASEMENT FLOOR PLAN  
EXHIBIT: 13.1  
DATED: FEBRUARY 6, 2023

QUAM ENGINEERING, LLC  
Residential and Commercial Site Design Consultants

4604 Siggelkow Road; McFarland, Wisconsin 53558  
Phone (608) 838-7750; Fax (608) 838-7752

QUAM ENGINEERING, LLC 4604 Siggelkow Road, Suite A – McFarland, WI 53558 (608) 838-7750 Campus Apartments Phase I - Rev 2019



FLOOR PLAN GENERAL NOTES

- A. SEE SHEET A5.0 - 5.3 FOR LARGE SCALE PLANS.
- B. SEE SHEET A6.2 FOR INTERIOR ELEVATIONS.
- C. PROVIDE VERTICAL CONTROL JOINTS (C/J'S) WHERE STRUCTURAL SYSTEMS CHANGE. LOCATIONS THAT ARE PRONE TO CRACKING AND AS REQUIRED BY MANUFACTURES INSTALLATION RECOMMENDATIONS.
- D. VERIFY SIZE AND LOCATIONS OF ALL MECHANICAL OPENINGS. GENERAL CONTRACTOR TO PAINT AND SEAL LOUVER PERIMETER. TYPICAL.
- E. GENERAL CONTRACTOR TO PROVIDE CONCRETE EQUIPMENT PADS/CURBS AS REQUIRED FOR MECHANICAL/ELECTRICAL EQUIPMENT. VERIFY SIZE/PROFILE/LOCATION WITH PLUMBING/MECHANICAL/ELECTRICAL.
- F. GENERAL CONTRACTOR TO INSTALL FOAM FILLER AT ALL MASONRY WALL CONTROL/EXPANSION JOINTS AND SEAL BOTH SIDES (WALL REINFORCING TO DISCONTINUE AT JOINTS).
- G. GENERAL CONTRACTOR TO PROVIDE WOOD BLOCKING BETWEEN WOOD/METAL STUDS AS REQUIRED FOR CASEWORK/HANDRAIL/TOILET ACCESSORIES ETC. MOUNTING.
- H. PROVIDE VINYL CARPET EDGE AT ALL CARPET TO DISSIMILAR FLOOR MATERIALS UNLESS NOTED OTHERWISE (U.N.O.).
- I. REFER TO EXTERIOR ELEVATIONS FOR EXTERIOR WALL CONTROL JOINTS.
- J. VERIFY ALL ACTUAL CHASE DIMENSIONS WITH HVAC CONTRACTOR.
- K. ADA CLEARANCE CIRCLES AND BOXES SHOWN ON PLAN ARE FOR INFORMATION PURPOSES ONLY.
- L. DIMENSIONS ARE FROM FACE OF STUD TO FACE OF STUD UNLESS NOTED OTHERWISE.

CAMPUS APARTMENTS – PHASE I  
FIRST FLOOR PLAN  
EXHIBIT: #13.2  
DATED: FEBRUARY 6, 2023

QUAM ENGINEERING, LLC  
Residential and Commercial Site Design Consultants

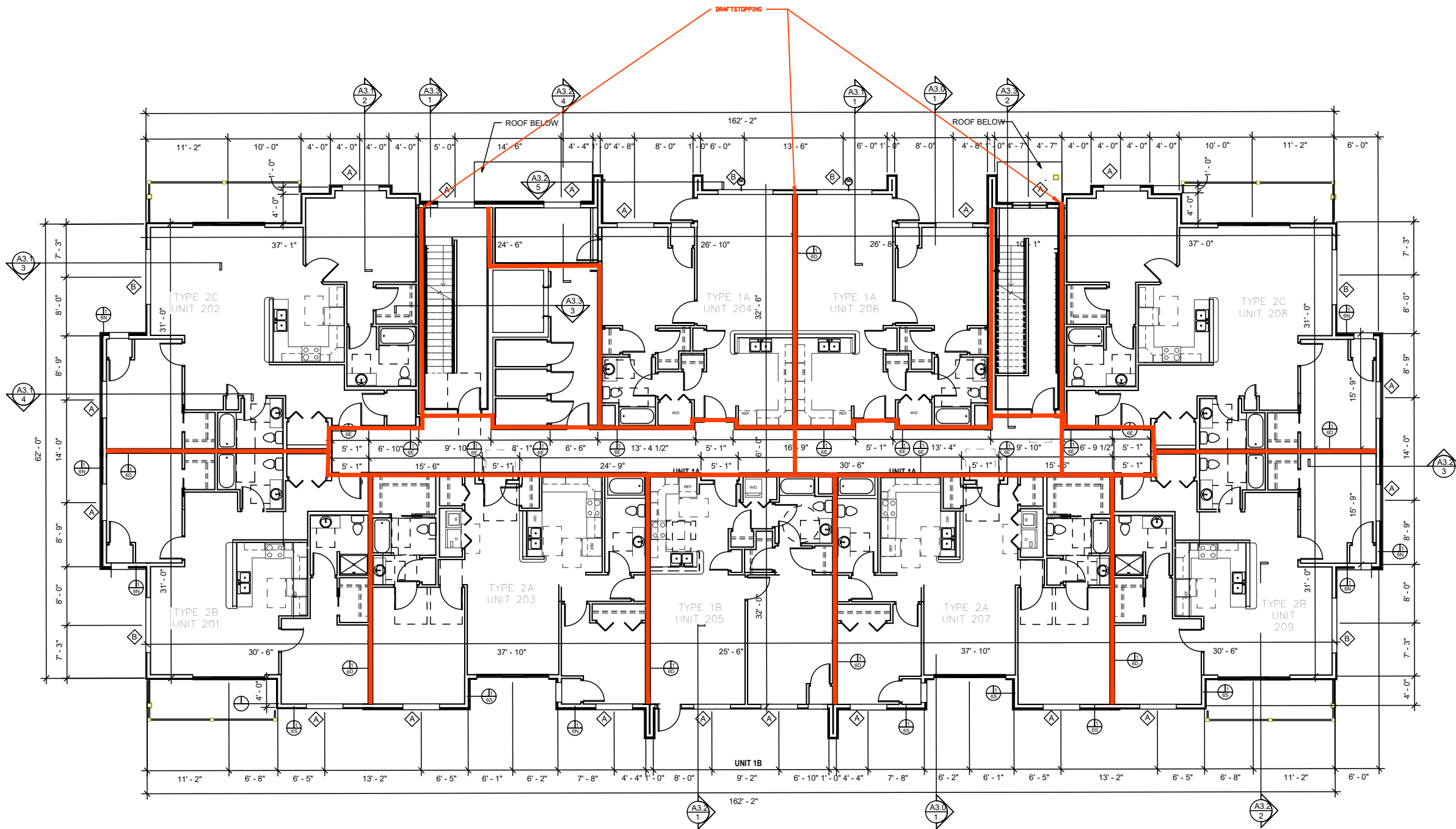


4604 Siggelkow Road; McFarland, Wisconsin 53558  
Phone (608) 838-7750; Fax (608) 838-7752

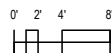


# FLOOR PLAN GENERAL NOTES

- SEE SHEET A5.0 - 5.3 FOR LARGE SCALE PLANS.
- SEE SHEET A6.2 FOR INTERIOR ELEVATIONS.
- PROVIDE VERTICAL CONTROL JOINTS (CJS) WHERE STRUCTURAL SYSTEMS CHANGE. LOCATIONS THAT ARE PRONE TO CRACKING AND AS REQUIRED BY MANUFACTURES INSTALLATION RECOMMENDATIONS.
- VERIFY SIZE AND LOCATIONS OF ALL MECHANICAL OPENINGS. GENERAL CONTRACTOR TO PAINT AND SEAL LOUVER PERIMETER, TYPICAL.
- GENERAL CONTRACTOR TO PROVIDE CONCRETE EQUIPMENT PADS/CURBS AS REQUIRED FOR MECHANICAL/ELECTRICAL EQUIPMENT. VERIFY SIZE/PROFILE/LOCATION WITH PLUMBING/MECHANICAL/ELECTRICAL.
- GENERAL CONTRACTOR TO INSTALL FOAM FILLER AT ALL MASONRY WALL CONTROL/EXPANSION JOINTS AND SEAL BOTH SIDES (WALL REINFORCING TO DISCONTINUE AT JOINTS).
- GENERAL CONTRACTOR TO PROVIDE WOOD BLOCKING BETWEEN WOOD/METAL STUDS AS REQUIRED FOR CASEWORK/HANDRAIL/TOILET ACCESSORIES ETC. MOUNTING.
- PROVIDE VINYL CARPET EDGE AT ALL CARPET TO DISSIMILAR FLOOR MATERIALS UNLESS NOTED OTHERWISE (U.N.O.).
- REFER TO EXTERIOR ELEVATIONS FOR EXTERIOR WALL CONTROL JOINTS.
- VERIFY ALL ACTUAL CHASE DIMENSIONS WITH HVAC CONTRACTOR.
- ADA CLEARANCE CIRCLES AND BOXES SHOWN ON PLAN ARE FOR INFORMATION PURPOSES ONLY.
- DIMENSIONS ARE FROM FACE OF STUD TO FACE OF STUD UNLESS NOTED OTHERWISE.

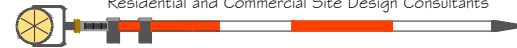


**1 SECOND FLOOR PLAN**  
1/8" = 1'-0" ON 22x34 HALF SCALE ON 11x17

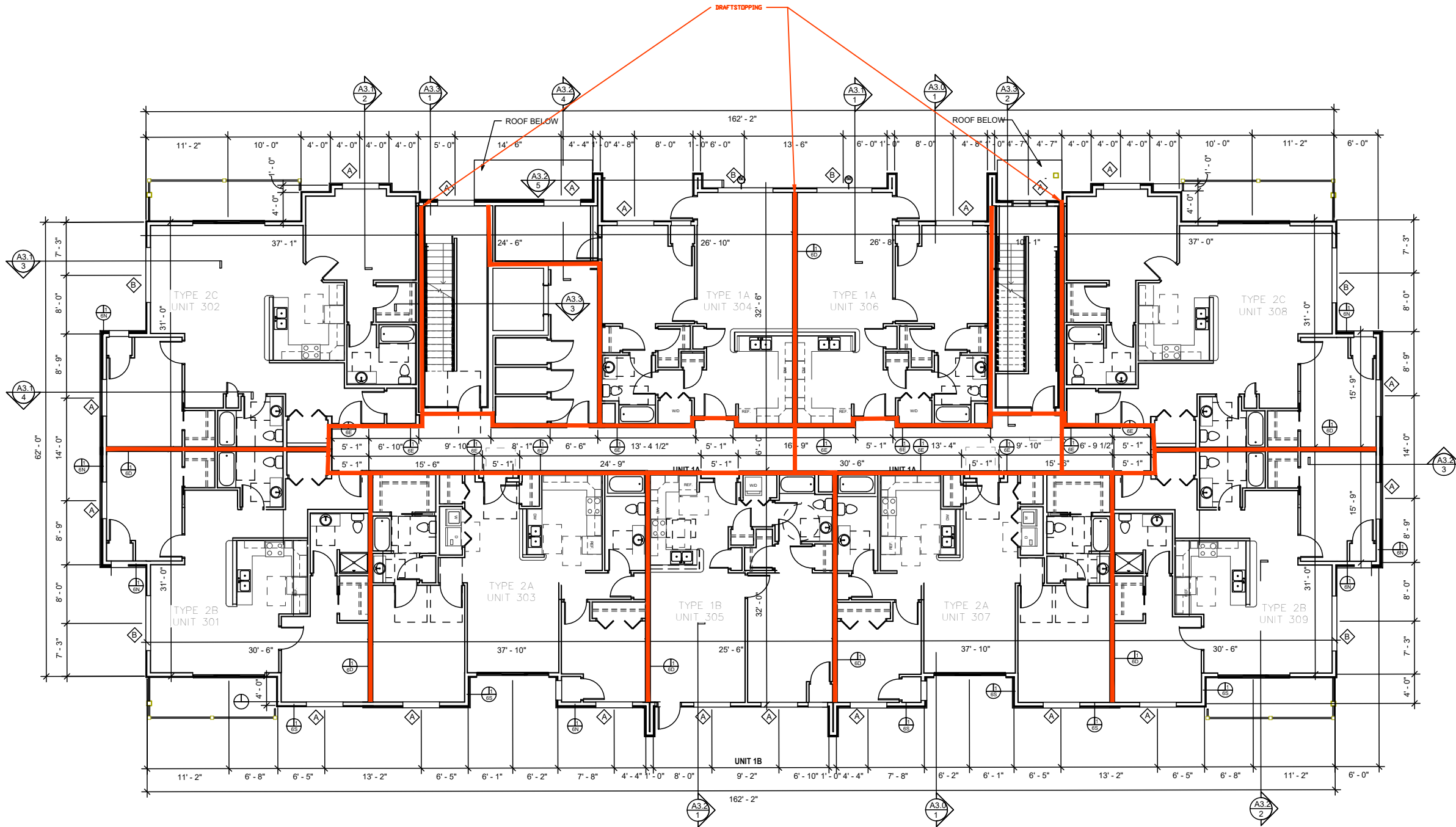


CAMPUS APARTMENTS – PHASE I  
SECOND FLOOR PLAN  
EXHIBIT: #13.3  
DATED: FEBRUARY 6, 2023

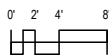
**QUAM ENGINEERING, LLC**  
Residential and Commercial Site Design Consultants



4604 Siggelkow Road; McFarland, Wisconsin 53558  
Phone (608) 838-7750; Fax (608) 838-7752



1 THIRD FLOOR PLAN  
1/8" = 1'-0" ON 22x34 HALF SCALE ON 11x17



### FLOOR PLAN GENERAL NOTES

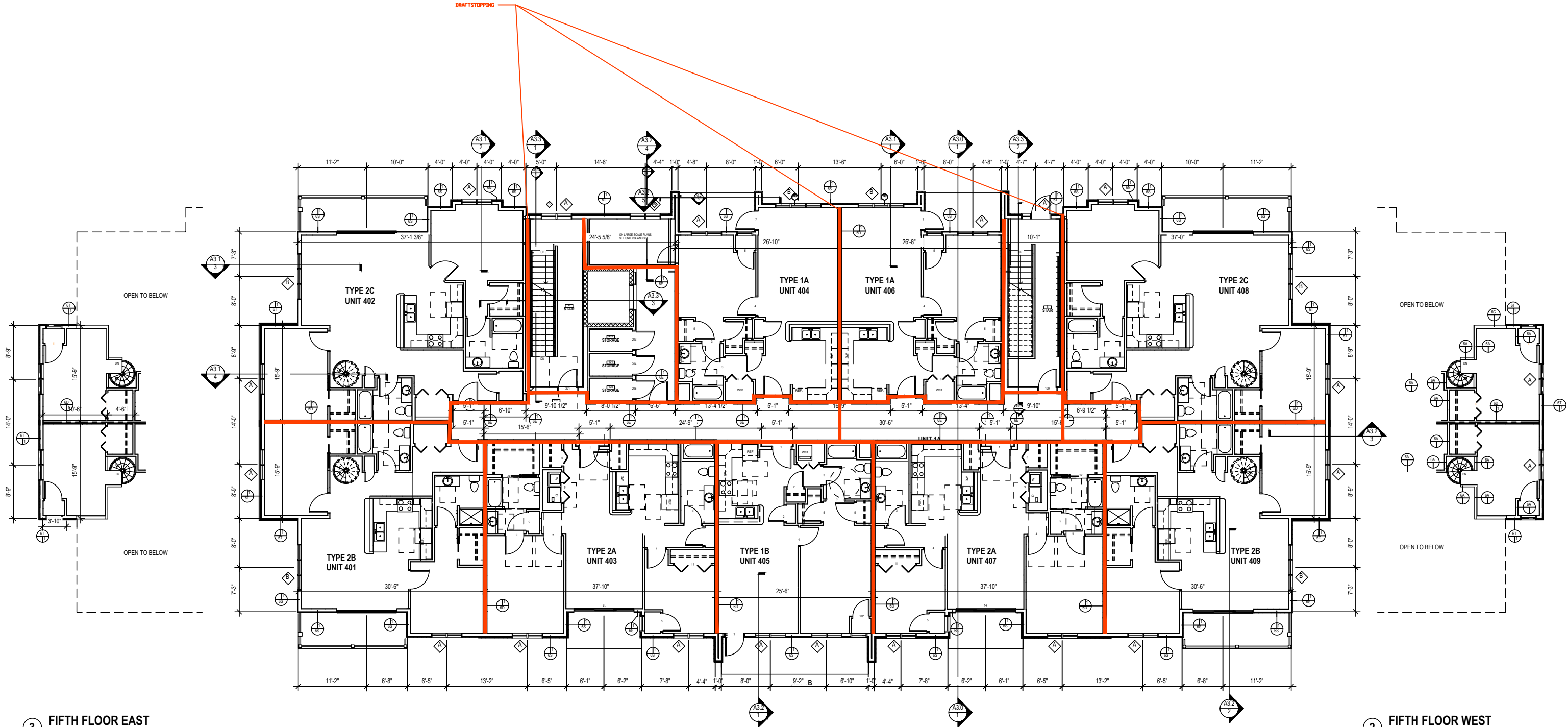
- A. SEE SHEET A5.0 - 5.3 FOR LARGE SCALE PLANS.
- B. SEE SHEET A6.2 FOR INTERIOR ELEVATIONS.
- C. PROVIDE VERTICAL CONTROL JOINTS (CJS) WHERE STRUCTURAL SYSTEMS CHANGE. LOCATIONS THAT ARE PRONE TO CRACKING AND AS REQUIRED BY MANUFACTURES INSTALLATION RECOMMENDATIONS.
- D. VERIFY SIZE AND LOCATIONS OF ALL MECHANICAL OPENINGS. GENERAL CONTRACTOR TO PAINT AND SEAL LOUVER PERIMETER, TYPICAL.
- E. GENERAL CONTRACTOR TO PROVIDE CONCRETE EQUIPMENT PADS/CURBS AS REQUIRED FOR MECHANICAL/ELECTRICAL EQUIPMENT. VERIFY SIZE/PROFILE/LOCATION WITH PLUMBING/MECHANICAL/ELECTRICAL.
- F. GENERAL CONTRACTOR TO INSTALL FOAM FILLER AT ALL MASONRY WALL CONTROL/EXPANSION JOINTS AND SEAL BOTH SIDES (WALL REINFORCING TO DISCONTINUE AT JOINTS).
- G. GENERAL CONTRACTOR TO PROVIDE WOOD BLOCKING BETWEEN WOOD/METAL STUDS AS REQUIRED FOR CASEWORK/HANDRAIL/TOILET ACCESSORIES ETC. MOUNTING.
- H. PROVIDE VINYL CARPET EDGE AT ALL CARPET TO DISSIMILAR FLOOR MATERIALS UNLESS NOTED OTHERWISE (U.N.O.).
- I. REFER TO EXTERIOR ELEVATIONS FOR EXTERIOR WALL CONTROL JOINTS.
- J. VERIFY ALL ACTUAL CHASE DIMENSIONS WITH HVAC CONTRACTOR.
- K. ADA CLEARANCE CIRCLES AND BOXES SHOWN ON PLAN ARE FOR INFORMATION PURPOSES ONLY.
- L. DIMENSIONS ARE FROM FACE OF STUD TO FACE OF STUD UNLESS NOTED OTHERWISE.

CAMPUS APARTMENTS – PHASE I  
THIRD FLOOR PLAN  
EXHIBIT: #13.4  
DATED: FEBRUARY 6, 2023

QUAM ENGINEERING, LLC  
Residential and Commercial Site Design Consultants



4604 Siggelkow Road; McFarland, Wisconsin 53558  
Phone (608) 838-7750; Fax (608) 838-7752



SHEET 1 OF 4

Drawn By: MEH  
Project # MC-37-20

**JEFFERSON COUNTY**  
**CERTIFIED SURVEY MAP #**

***A part of the SW 1/4 of the NW 1/4, including all of Lot 1 of CSM 4431, of Section 33, T6N., R14E., City of Fort Atkinson, Jefferson County, Wisconsin.***

**SURVEYOR'S CERTIFICATE:**

I, Matthew E. Hoglund, Registered Land Surveyor, do hereby certify to the best of my knowledge and belief, that I have surveyed, divided, and mapped the following Certified Survey being a part of the Southwest one-quarter of the Northwest one-quarter, including all of Lot 1 of Jefferson County Certified Survey Map No. (CSM) 4431, recorded in Volume 22 of Certified Survey Maps on Page 168 as Document No. 1123862 of Jefferson County Records, of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, being more particularly described as follows:

**BEGINNING** at the West one-quarter Corner of said Section 33;

thence, along the West line of said Northwest one-quarter, N00°50'50"W, 659.35 feet to the Northwest corner of the South one-half of said Southwest one-quarter of the Northwest one-quarter;

thence, along the North line of said South one-half of said Southwest one-quarter of the Northwest one-quarter, S88°09'18"E, 587.17 feet to its intersection with the centerline of Banker Road;

thence, along said centerline, S21°41'03"W, 42.62 feet to the beginning of a tangent curve, being concave Easterly, having a radius of 1998.17 feet and a chord which bears S19°34'37"W, 146.95 feet;

thence, continuing along said centerline, Southerly, 146.98 feet along the arc of said curve through a central angle of 04°12'53" to the Northeast corner of Lot 1 of CSM 4382;

thence, along the North line of said CSM 4382, N88°09'15"W, 239.26 feet to the Northwest corner of said Lot 1 of CSM 4382;

thence, along the West line of said Lot 1 of CSM 4382 and its Southerly extension, S00°50'50"E, 196.47 feet to its intersection with the North line of Lot 1 of CSM 3015;

thence, along last said North line, S87°01'15"W, 41.54 feet to the Northwest corner of said Lot 1 of CSM 3015;

thence, along the West line of said Lot 1 of CSM 3015, S00°51'00"E, 147.22 feet to the Southwest corner of said Lot 1 of CSM 3015;

thence, along the South line of said Lot 1 of CSM 3015, S88°05'45"E, 192.76 feet to its intersection with aforesaid centerline of Banker Road;

thence, along said centerline, S12°07'17"W, 134.12 feet to its intersection with the South line of said Northwest one-quarter and the North right-of-way line of Campus Drive;

thence, along last said South line and North right-of-way line, N88°05'45"W, 401.30 feet to the **POINT OF BEGINNING**.

The above-described parcel contains 245,312 square feet or 5.6315 acres, more or less, and is subject to all easements and agreements, if any, of record and/or fact.

I further certify, to the best of my knowledge and belief, that this map is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof made; that I have made such survey, land division, and map by the direction of Ryan Quam of Tip of the Spear, LLC, the owner of said land; that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the Land Division Ordinance of the City of Fort Atkinson in surveying, dividing, and mapping the same.

Dated this 26th day of January, 2023.

Quam Engineering, LLC  
By: Matthew E. Hoglund  
P.L.S. S-1910



C.S.M. No. \_\_\_\_\_

Doc. No. \_\_\_\_\_

Vol. \_\_\_\_\_ Page \_\_\_\_\_



Drawn By: MEH  
Project # MC-37-20

**JEFFERSON COUNTY  
CERTIFIED SURVEY MAP #**

***A part of the SW 1/4 of the NW 1/4, including all of Lot 1 of CSM 4431, of  
Section 33, T6N., R14E., City of Fort Atkinson, Jefferson County, Wisconsin.***

**OWNER'S CERTIFICATE:**

Tip of the Spear, LLC, a Wisconsin Company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said Company caused the land described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented on this Certified Survey Map. Tip of the Spear, LLC does also certify that this Certified Survey Map is required to be submitted to the City of Fort Atkinson for approval.

IN WITNESS WHEREOF, the said Tip of the Spear, LLC, has caused these presents to be signed by

\_\_\_\_\_, its \_\_\_\_\_, and \_\_\_\_\_,  
its \_\_\_\_\_, at \_\_\_\_\_, Wisconsin, on this \_\_\_\_\_, day of  
\_\_\_\_\_, 20\_\_.

In the presence of: \_\_\_\_\_  
\_\_\_\_\_  
Print Name Print Name

STATE OF WISCONSIN)  
COUNTY DANE) SS

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_ and \_\_\_\_\_, \_\_\_\_\_ of  
the above named Company, to me known to be the person who executed the foregoing instrument, and to me  
known to be the \_\_\_\_\_ of said Company and acknowledged that they executed  
the foregoing instrument as such officer as the deed of said company, by its authority.

(Notary Seal) \_\_\_\_\_ Notary Public, \_\_\_\_\_, Wisconsin

My commission expires \_\_\_\_\_.



**CITY OF FORT ATKINSON APPROVAL CERTIFICATE:**

Resolved, that this Certified Survey Map, Tip of the Spear, LLC, owner, is hereby approved and the dedication accepted by the City Council.

Date: \_\_\_\_\_ Approved \_\_\_\_\_  
Chris Scherer - Council President

I hereby certify that the foregoing is a copy of a Resolution adopted by the City Council of the City of Fort Atkinson.

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
Michelle Ebbert - City Clerk

C.S.M. No. \_\_\_\_\_

Doc. No. \_\_\_\_\_

Vol. \_\_\_\_\_ Page \_\_\_\_\_

Drawn By: MEH  
Project # MC-37-20

**JEFFERSON COUNTY**  
**CERTIFIED SURVEY MAP #** \_\_\_\_\_

***A part of the SW 1/4 of the NW 1/4, including all of Lot 1 of CSM 4431, of Section 33, T6N., R14E., City of Fort Atkinson, Jefferson County, Wisconsin.***

**CONSENT OF CORPORATE MORTGAGEE:**

\_\_\_\_\_, a bank duly organized and existing under and by virtue of the laws of the State of Wisconsin, as mortgagee of the above-described land, does hereby consent to the surveying, dividing, mapping, and dedication of the land described on this Certified Survey Map, and does hereby consent to the above certificate of Tip of the Spear, LLC, owner.

IN WITNESS WHEREOF, the said \_\_\_\_\_ has caused these presents to be signed by its authorized representative listed below at \_\_\_\_\_, Wisconsin and its corporate seal affixed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

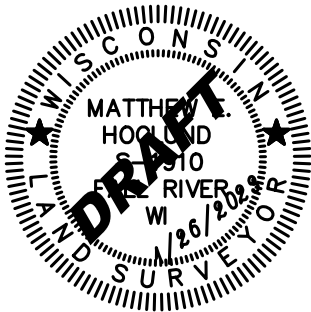
By: \_\_\_\_\_ Title: \_\_\_\_\_

STATE OF WISCONSIN)  
\_\_\_\_\_ COUNTY) SS

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_, its \_\_\_\_\_ of the above named corporation, to me known to be the person(s) who executed the foregoing instrument, and to me known to be such authorized representative of said corporation, and acknowledged that \_\_\_\_\_ executed the foregoing instrument as such officer as the deed of said corporation, by its authority.

(Notary Seal) \_\_\_\_\_ Notary Public, \_\_\_\_\_, Wisconsin

My commission expires \_\_\_\_\_.



**REGISTER OF DEEDS CERTIFICATE:**

Received for recording this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_ M. and recorded in Volume \_\_\_\_\_ of Certified Survey Maps on Pages \_\_\_\_\_ as Document No. \_\_\_\_\_.

\_\_\_\_\_  
Staci M. Hoffman, Jefferson County Register of Deeds



Banker Road Neighborhood Plan  
Concept 2  
Fort Atkinson, Wisconsin

Potential Home Sites

| Type                 | Units | %     |
|----------------------|-------|-------|
| ~100'+ lots (wooded) | 19    | 7%    |
| ~75-80' lots         | 44    | 17%   |
| ~60-65' lots         | 60    | 24%   |
| ~50' lots (Alley)    | 14    | 6%    |
| ~40' lots (Alley)    | 7     | 3%    |
| Duplexes             | 24    | 9%    |
| Townhomes            | 16    | 6%    |
| Multi Family         | 70    | 28%   |
|                      | ~ 254 | 100 % |

Stormwater (~5.2 acres)

Parks (~4.5 acres)

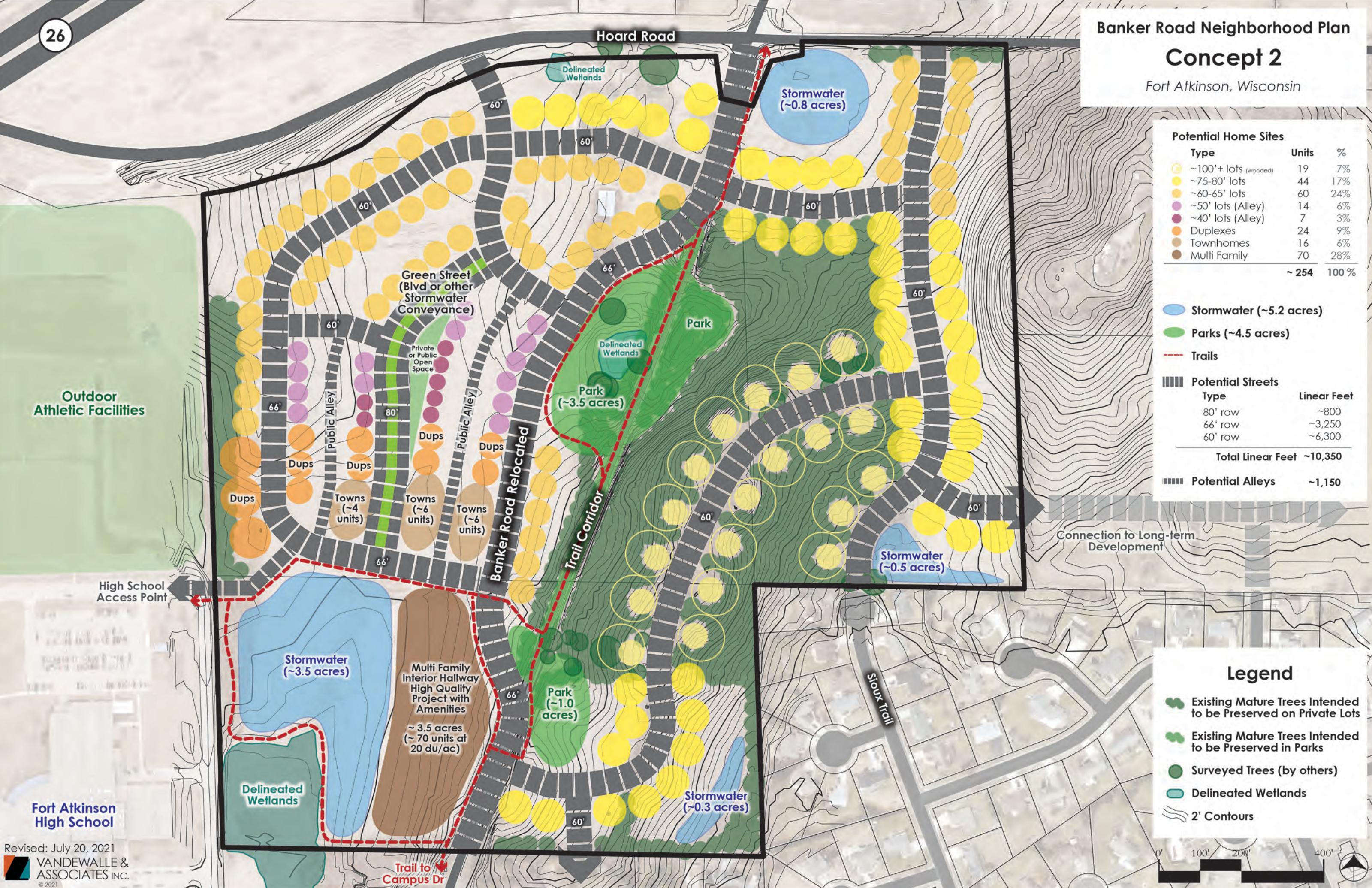
Trails

Potential Streets

| Type              | Linear Feet |
|-------------------|-------------|
| 80' row           | ~800        |
| 66' row           | ~3,250      |
| 60' row           | ~6,300      |
| Total Linear Feet | ~10,350     |

Potential Alleys ~1,150

- Legend
- Existing Mature Trees Intended to be Preserved on Private Lots
  - Existing Mature Trees Intended to be Preserved in Parks
  - Surveyed Trees (by others)
  - Delineated Wetlands
  - 2' Contours





**ORDINANCE NO. \_\_\_\_**

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

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

**Section 1.** Section 15.02.03 of the City of Fort Atkinson Zoning Ordinance, adopting the Map of Standard Zoning Districts, is hereby amended to change the zoning classification of the following described property from **SR-2, Single-family Residential District**, to **PUD, Planned Unit Development District**. The intention is to use the MRH-30, Multi-family Residential District as the base zoning district when providing the flexibilities outlined in the approved General Development Plan and Specific Implementation Plan for the PUD Project:

A part of the Southwest one-quarter of the Northwest one-quarter, including all of Lot 1 of Jefferson County Certified Survey Map No. (CSM) 4431, recorded in Volume 22 of Certified Survey Maps on Page 168 as Document No. 1123862 of Jefferson County Records, of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, being more particularly described as follows:

**BEGINNING** at the West one-quarter Corner of said Section 33; thence, along the West line of said Northwest one-quarter, N00°50'50"W, 659.35 feet to the Northwest corner of the South one-half of said Southwest one-quarter of the Northwest one-quarter; thence, along the North line of said South one-half of the Southwest one-quarter of the Northwest one-quarter, S88°09'18"E, 587.17 feet to its intersection with the centerline of Banker Road; thence, along said centerline, S21°41'03"W, 42.62 feet to the beginning of a tangent curve, being concave Easterly, having a radius of 1998.17 feet and a chord which bears S19°34'37"W, 146.95 feet; thence, continuing along said centerline, Southerly, 146.98 feet along the arc of said curve through a central angle of 04°12'53" to the Northeast corner of Lot 1 of CSM 4382; thence, along the North line of said CSM 4382, N88°09'15"W, 239.26 feet to the Northwest corner of said Lot 1 of CSM 4382; thence, along the West line of said Lot 1 of CSM 4382 and its Southerly extension, S00°50'50"E, 196.47 feet to its intersection with the North line of Lot 1 of CSM 3015; thence, along last said North line, S87°01'15"W, 41.54 feet to the Northwest corner of said Lot 1 of CSM 3015; thence, along the West line of said Lot 1 of CSM 3015, S00°51'00"E, 147.22 feet to the Southwest corner of said Lot 1 of CSM 3015; thence, along the South line of said Lot 1 of CSM 3015, S88°05'45"E, 192.76 feet to its intersection with aforesaid centerline of Banker Road; thence, along said centerline, S12°07'17"W, 134.12 feet to its intersection with the South line of said Northwest one-quarter and the North right-of-way line of Campus Drive; thence, along last said South line and North right-of-way line, N88°05'45"W, 401.30 feet to the **POINT OF BEGINNING**.

The above-described parcel contains 245,312 square feet or 5.6315 acres, more or less, and is

subject to all easements and agreements, if any, of record and/or fact.

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

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

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

---

**Christopher Scherer, President**

ATTEST:

---

Michelle Ebbert, City Clerk/Treasurer/Finance Director





## MEMORANDUM

**DATE:** April 6, 2023

**TO:** Fort Atkinson City Council

**FROM:** Adrian Bump, Chief of Police

**RE:** Purchase of Police Canine, K-9 Training and related equipment

---

### BACKGROUND

Through fundraising and donations, the K-9 Unit has funds available within the Police Department Budget and the Police K-9 account through the Fort Atkinson Community Foundation that will allow for the purchase of another Police Canine and associated equipment. These funds were raised and saved with the purpose of future retention of a canine and K-9 program into the future. Based upon onsite visits, research and recommendations from active handlers and agencies, our agency is still committed to Jessiffany Kennel. Staff feels this K9 service provides the best match for the needs of the department and community.

### DISCUSSION

Jessiffany Canine Services LLC. Jessiffany is a Wisconsin based Kennel out of Iron Ridge, WI that specializes in Police Dogs. The Purchase package includes the dog, 4 weeks of training with the handler, Continued Maintenance training and dual certification rating through the kennel and American Police Canine Association. This purchase also brings with it a warranty and guarantee as an added protection on the investment.

The purchase price was found to align with competitors in the field. However, the guarantee, continued support and stability of the company provided the additional incentive to choose Jessiffany. Additionally, Jessiffany Canine Services is located close to Fort Atkinson, which allows accessibility to the canine and handler. Continued training and support by the kennel is required and involves onsite training at the facility throughout the year. Having a kennel that is less than 1 hour away is important for the longevity of the K-9 Program.

In addition to the dog related purchase, additional funds will be used to transition a squad in our current fleet to a K-9 specific squad car. A squad specifically equipped for a canine is vital as it provides a safe location for the dog to be placed during patrol and emergency response. This safe location also includes climate control and monitoring as well as remote deployment of the dog during an emergency. These upgrades will be completed by our current fleet upfitting provider, 10-33 Vehicle Services. They provide all fleet upfitting and squad specific equipment maintenance for our emergency vehicles.

The canine proposed for purchase will be a dual-purpose canine. This means it will be trained and certified to locate illegal drugs, track human scent, locate evidence, and lastly apprehension and handler protection.

Beyond the specific trained skills that come with the dog, it is important not to look past the positive public relations that occur when a dog is the one helping to break down barriers. The Department strives to be a strong contributor in our community. As a part of the community, staff focuses on being supportive and involved all while helping make the community safe. A K9 is a great tool for safety and security, but also to help break down barriers and allow for an easy ice breaker to communication with citizens. In reality, this is where the most positive impacts of the program are seen.

### **FINANCIAL ANALYSIS**

All funds to purchase the dog, training, specialized vehicle equipment and squad transition will be covered by donated and fundraised money that is either already within the department 2023 budget or in the Police Department K-9 Fund Account through the Fort Atkinson Community Foundation.

The Foundation account will continue to be active and used for a convenient location to accept community donations specific to the Police K-9 program. The funds will be utilized for annual needs and any ongoing costs associated with maintenance and upkeep for the program as done in the past. The current balance and future fundraising will be utilized with the goal of using no tax dollars for the sustainment of this program.

The purchase price for the canine and handler/dog specific training is quoted at \$15,000. The \$15,000 to cover this purchase is within the Police Department Donations Outlay Account. These funds were made possible by a private citizen donation specific to the purchase of our next canine with the understanding it will be purchased in 2023.

The purchase of K-9 specific equipment and the transition and installation of the equipment into an agency squad is quoted at \$10,561.89. These funds would be submitted for reimbursement through the Fort Atkinson Community Foundation with funds requested from the K9 account. This account currently has a balance in excess of \$35,000.00.

It is important that we maintain a strong balance in this account for veterinary needs, ongoing training requirements and other canine related expenses required for the care and deployment of the dog. Fundraising efforts will continue so that no tax dollars are used to maintain the canine program. Staff anticipates spending to not exceed \$6,000.00 annually for the canine unit. Staff will annually submit for reimbursement through the Fort Atkinson Community Foundation to cover spendings for that year as has been done in the past. Staff anticipates the Foundation account balance to be maintained at a level that will allow program sustainment well into the future even after dog retirements and equipment replacement needs.

**RECOMMENDATION**

Staff recommends approval of the purchase of a dual-purpose canine for \$15,000 from Jessifany Canine Services and the associated equipment to outfit the team and vehicle for \$10,561.89, using funds obtained through donations and fundraising. Staff anticipates these public safety resources will be deployed to the community in 2023.

**ATTACHMENTS**

Jessifany K-9 and Training Quote

10-33 Vehicle Services, LLC K-9 Squad equipment and Installation Quote

Jessiffany Canine Services, LLC

W2853 State Road 67

Iron Ridge, WI 53035

www.Jessiffany.com

# Estimate

| Date      | Estimate # |
|-----------|------------|
| 3/27/2023 | 23-002     |

| Name / Address                                                                                      |
|-----------------------------------------------------------------------------------------------------|
| Ft. Atkinson Police Department<br>Chief Adrian Bump<br>101 S. Water St. W<br>Ft. Atkinson, WI 53538 |

|                                                                                                                          |     |           | Project                        |
|--------------------------------------------------------------------------------------------------------------------------|-----|-----------|--------------------------------|
| Description                                                                                                              | Qty | Rate      | Total                          |
| Fully trained, dual purpose, police service canine, detection and handler protection, with health guarantee and warranty |     | 11,000.00 | 11,000.00                      |
| 5 Week canine handlers course with JCS Certification                                                                     |     | 4,000.00  | 4,000.00                       |
| Tax ID # 47-1065345<br>Thank you for your business!                                                                      |     |           | <b>Subtotal</b> \$15,000.00    |
|                                                                                                                          |     |           | <b>Sales Tax (0.0%)</b> \$0.00 |
|                                                                                                                          |     |           | <b>Total</b> \$15,000.00       |



# Estimate

| Date     | Estimate # |
|----------|------------|
| 3/5/2023 | 1702       |

## 10-33 Vehicle Services, LLC

N4615 Indian Point Rd.  
Sullivan, WI 53178  
Phone: (262) 490-3109  
Email: 10-33@charter.net

### Customer:

Fort Atkinson Police Department  
101 S Water St.  
Fort Atkinson, WI 53538

| Item                                                                                                                                                                      | Description                                                                                                     | Qty                            | Rate     | Total    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------|----------|----------|
| LABOR                                                                                                                                                                     | CONVERT EXISTING MARKED SQUAD TO K9 SQUAD                                                                       | 20                             | 105.50   | 2,110.00 |
| CK2386ITU20-10                                                                                                                                                            | SETINA K-9 Ultimate II 2020+ UTILITY                                                                            | 1                              | 2,897.20 | 2,897.20 |
| TK0233ITU20                                                                                                                                                               | SETINA CARGO STORAGE SYSTEM DESK TOP DRAWER AND BASE<br>SLIDING DRAWER WITHOUT LOCK                             | 1                              | 1,375.75 | 1,375.75 |
| K9A13145                                                                                                                                                                  | SETINA K-9 NO SPILL DOG BOWL                                                                                    | 1                              | 33.80    | 33.80    |
| SHIP                                                                                                                                                                      | SHIPPING (Estimate only)                                                                                        | 1                              | 800.00   | 800.00   |
| HP-5020                                                                                                                                                                   | ACE K9 HOT-N-POP                                                                                                | 1                              | 1,551.47 | 1,551.47 |
| H-NKLBK-P                                                                                                                                                                 | ACE K9 NO K9 LEFT BEHIND                                                                                        | 1                              | 71.42    | 71.42    |
| HA-FKT-10-P                                                                                                                                                               | ACE K9 10" FAN & ACTIVATION MODULE                                                                              | 1                              | 247.37   | 247.37   |
| AWD-7040                                                                                                                                                                  | ACE K9 ACEWATCHDOG PRO WIRELESS PAGER. INCLUDES FIRST<br>YEAR OF CLOUD SERVICE, CLOUD SERVICE IS \$168.00/ YEAR | 1                              | 930.47   | 930.47   |
| HA-CMD-P                                                                                                                                                                  | ACE K9 CO ALARM                                                                                                 | 1                              | 170.78   | 170.78   |
| HA-SDM-D                                                                                                                                                                  | ACE K-9 SMOKE ALARM                                                                                             | 1                              | 108.63   | 108.63   |
| SHIP                                                                                                                                                                      | SHIPPING (Estimate only)                                                                                        | 1                              | 65.00    | 65.00    |
| SUPPLIES                                                                                                                                                                  | INSTALLATION SUPPLIES                                                                                           | 1                              | 200.00   | 200.00   |
| Thank you for allowing us to bid on your vehicle and equipment needs. This estimate is valid for 7 days. Special ordered equipment will be invoiced upon order placement. |                                                                                                                 | <b>Subtotal</b> \$10,561.89    |          |          |
|                                                                                                                                                                           |                                                                                                                 | <b>Sales Tax (0.0%)</b> \$0.00 |          |          |
|                                                                                                                                                                           |                                                                                                                 | <b>Total</b> \$10,561.89       |          |          |





## MEMORANDUM

**DATE:** April 6, 2023

**TO:** Fort Atkinson City Council

**FROM:** Tom Williamson, Public Works Superintendent

**RE:** Review and possible action to authorize the City Manager to enter into a contract for Surveying Services with Ayers and Associates.

---

### BACKGROUND

On March 28, 2023, the City of Fort Atkinson entered into a contract for the design of a new Public Works Facility Campus with Angus Young Architects. The design process to redevelop the existing facility campus, at 700 James Place, will require the need for survey data collection and base map preparation of the existing campus land and the adjacent lands currently under a purchase agreement between Nasco and the City. In addition to the data required to properly redevelop the existing facility campus, the Department will need to provide a Land Title Survey to properly close the sale of the Nasco lands, currently under contract, by the anticipated April 28<sup>th</sup> deadline.

With very detailed survey data and map documents depicting existing structures, above and below ground utilities, pavements, roadways, and ground topography, the Department will assist Angus Young Architects in facilitating an efficient design, and redevelopment, process.

### DISCUSSION

In anticipation of these surveys, and data collection requirements, the Public Works Department prepared a detailed Request for Proposal (RFP) for Surveying Services and released it to four (4) companies for consideration. The RFP released for bids, and attached for Council use, contains a base bid item for survey data collection, and mapping, to meet the required closing criteria for the purchase of the Nasco Lands, and to properly map the existing campus property for redevelopment. It also contains two (2) alternate bid items; one will be to produce a legal description and exhibit for the vacation of a portion of James Way, as previously discussed as part of the redevelopment project, and the other will be to prepare a one (1) lot Certified Survey Map combining all of the city owned campus lands for proper future redevelopment.

The alternate bid items may be approved as part of this contract or may be issued at later dates as we progress through redevelopment approvals. The reason for including them in the RFP now is to allow for any anticipated future investment requirements and to facilitate an orderly and efficient redevelopment process. Approval of these items now will allow the Department to

request them, from the consultant, when needed to meet each development milestone and reduce any potential for delays in the process. By issuing these items as alternate bid items we put the contracted survey firm on notice of our future needs and openly account for future redevelopment expenses.

#### **FINANCIAL ANALYSIS**

The Department plans to utilize the existing General Fund, Fund Balance, to pay for the survey contact items and anticipate reimbursement of these funds through the Capital Borrowing required to complete the entire Public Works Campus redevelopment project in 2024. This expenditure will be included as part of the overall building construction expenditures.

#### **RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to enter into a contract for surveying services with Ayres and Associates, of Waukesha Wisconsin, to include the base bid, and alternate bid items one (1) and two (2), not to exceed \$9,500.00 to be billed upon completion of each individual bid item.

#### **ATTACHMENTS**

The Request for Proposal (RFP) as released to bidders, the response from Ayers and Associates, the response from SEH, the response from Chaput Land Surveys, and the prepared Bid Tabulation.



**CITY OF FORT ATKINSON, WI**  
**REQUEST FOR PROPOSAL**  
**PUBLIC WORKS FACILITY ALTA / NSPS**  
**LAND TITLE SURVEY**

**Contact:**

**Tom Williamson 920.397.9909 [twilliamson@fortatkinsonwi.net](mailto:twilliamson@fortatkinsonwi.net)**

**Proposal Deadline: March 29, 2023 at 3PM – email proposals only.**

## 1. PROJECT OVERVIEW

This is a Request for Proposals (RFP) for a detailed Design and Construction Plan for new DPW facility to be provided to the City of Fort Atkinson, Wisconsin. The consultant chosen will provide a facility design and construction plan for the public works operations center currently located at 700 James Place, Fort Atkinson, Wisconsin (see attached aerials).

This location will be expanded by the purchase of land to the east and vacating the road, James Place. The need to accommodate not only a facility, but the stormwater treatment, and required greenspace on the site is important.

The City has completed a facility study and preliminary conceptual evaluation on the proposed location, details and exhibits provided by FTP link, but would like the chosen contractor to consider the necessary size, internal elements and arrangement of the site during the design and plan process to ensure the new facility will continue to meet the needs of the city for the next 30 years and longer.

We are dedicated to this design effort in 2023. New facility construction is anticipated for 2024 under a separate RFP for physical construction, and construction oversight services.

## 2. EXISTING DATA

The City of Fort Atkinson will provide the winning bidder with all necessary title report documents and any known existing mapped utilities for the aforementioned lands to be surveyed. The city has included, and attached, an exhibit depicting the land areas pertaining to bid items "A" through "C" shown under the required scope of work below.

### REQUIRED SCOPE OF WORK

The City would like the following elements included in the project

- a. **Base Bid - ALTA / NSPS Land Title Survey:** Complete all necessary land records research, fieldwork, and prepare two ALTA / NSPS Land Title Surveys, including attached items from table "A". One survey will include all existing Public Works Campus lands and the second will include the lands currently under contract for purchase east of the existing Campus lands (all shown in the attached exhibit). One proposed base bid item cost.
- b. **Alternate Bid Item 1 - Legal Description and Exhibit for Public Street Vacation:** Prepare a Legal Description and Exhibit for inclusion in a required City Council memorandum, and Public Hearing documents, for the vacation of an existing public road right-of-way (James Way). One proposed alternate bid item 1 cost.
- c. **Alternate Bid Item 2 - Certified Survey Map:** Prepare, and record, a Certified Survey Map combining the individually owned Public Works Campus parcels into a one lot CSM. One proposed alternate bid item 2 cost.

### 3. SCHEDULE

Work is anticipated to commence upon contract award and must be completed no later than April 21, 2023.

### 4. PROPOSAL FORMAT

*Scope of Work* – (1 pages max.) – Detail a scope among the bid items noted in the required scope of work. Outline separately the Deliverables and Assumptions under each of the bid items.

*Fee Table* – (1 page) Provide a table by scope task with estimated hours by individual. Include billing rates and reimbursable costs.

*Schedule* – Detail any anticipated completion date for Base Bid Item only.

### 5. PROPOSAL DEADLINES

- a. Proposal Deadline: **March 29, 2023 – 3 PM**
- b. **Email proposals to:** [twilliamson@fortatkinsonwi.gov](mailto:twilliamson@fortatkinsonwi.gov)
- c. A decision will be emailed to all bidders within 1 week of bid opening.

### 6. PROPOSAL EVALUATION

The proposed fee structure will likely weigh heavily in the submittal evaluation. The City however, reserves the right to select the firm best suited for the work without regard to the total proposed budget submitted, and to award the individual base bid item with or without the proposed alternate bid items or any combination thereof.





March 27, 2023

Department of Public Works  
700 James Place  
Fort Atkinson, WI 53538

Re: ALTA/NSPS Land Title Surveys

Dear Mr. Williamson:

Thank you for the opportunity to provide professional surveying and mapping services for the above-referenced project. This letter presents our proposed scope of services, time schedule, fee, and contract terms and conditions.

### **Project Description**

Ayres Associates will prepare two ALTA/NSPS Land Title Surveys as “Adopted by the American Land Title Association and the National Society of Professional Surveyors, effective February 23, 2021,”. The subject properties are defined as:

- ALTA/NSPS Land Title Survey No. 1- Parcel number 226-0514-0912-080, and Parcel number 226-0514-0921-002 (both existing Public Works Campus properties), City of Fort Atkinson, Jefferson County, WI. The ALTA/NSPS Land Title Survey will be prepared in accordance with the supporting recorded documents provided to us.
- ALTA/NSPS Land Title Survey No. 2- Parcel number 226-0514-0912-066, Parcel number 226-0514-0921-067, and Parcel number 226-0514-912-068 (all lands currently under contract east of current campus lands), City of Fort Atkinson, Jefferson County, WI. The ALTA/NSPS Land Title Survey will be prepared in accordance with the supporting recorded documents provided to us.

### **Scope of Services**

#### **Base Bid - ALTA/NSPS Land Title Survey**

- Background Data Collection – contact Digger’s Hotline for marking on-site utilities (one time) and complete any necessary survey research at the Jefferson County Register of Deeds office.
- Conduct field survey to include items 1, 2, 3, 4, 5, 7(a), 7(b)(1), 7(c), 8, 11(a), 11(b), and 18 noted in the Table A ALTA survey standards. It is assumed that for item 11(a) and 11(b) that Digger’s Hotline Planning Ticket requests for prints, and field marks will meet the requirements. Any privately owned utilities shall be marked by owner.
- In order to meet the April 21st deadline, a 10 day Digger’s Hotline Planning Ticket must be called by March 30<sup>th</sup>, or 31<sup>st</sup>.
- Prepare a DRAFT ALTA/NSPS map and email to the Client for review and comments.

- Complete the ALTA/NSPS map as necessary and provide an original hardcopy, and PDF to the Client.
- File ALTA/NSPS survey at the Jefferson County Register of Deeds office.
- Certification and Table A- The certification for the ALTA survey will be the standard certification as cited in the ALTA standards. In addition to the standard requirements of the ALTA survey, we will provide optional items from "Table A" as follows: 1, 2, 3, 4, 5, 7(a), 7(b)(1), 7(c), 8, 11(a), 11(b), and 18.

#### **Alternate Bid Item 1- Legal Description and Exhibit for Public Street Vacation**

- Prepare a Legal Description and Exhibit for inclusion in a required City Council memorandum, and Public Hearing documents, for the vacation of an existing public road right-of-way (James Way).

#### **Alternate Bid Item 2- Certified Survey Map**

- Prepare, and record, a Certified Survey Map combining the individually Owned Public Works Campus parcels into a one lot CSM.

#### **Responsibilities of Owner**

- Provide any supporting documents available as outlined in the ALTA standards, including an up-to-date Title Commitment from a title company.
- Provide access to the property.
- Executed version of this contract.

#### **Additional Services**

Should the Owner request more services than originally anticipated, additional costs will be negotiated prior to commencement of additional services. Commencement of additional services will not take place without written approval from the Owner.

#### **Schedule**

Ayres Associates will commence work immediately after receipt of the signed contract and will provide a DRAFT ALTA/NSPS Land Title Survey by April 21st. We will provide a PDF of the FINAL signed and sealed ALTA/NSPS Land Title Survey 1 week after receiving comments on the DRAFT ALTA from the client.

#### **Delays**

Ayres Associates cannot be responsible for delays caused by activities or factors beyond our control, including but not limited to delays caused by inclement weather that would hinder our ability to perform field work and utility companies to locate lines, other acts of nature, failure of Client to timely furnish information, or approve or disapprove surveyor's work, and failure to obtain access to property.

#### **Fee**



**Base Bid - ALTA/NSPS Land Title Survey** **\$6,900.00 LS**  
**Accept\_\_\_\_\_ or Decline\_\_\_\_\_**

**Alternate Bid Item 1- Legal Description and Exhibit for Public Street Vacation** **\$600.00 LS**  
**Accept\_\_\_\_\_ or Decline\_\_\_\_\_**

**Alternate Bid Item 2- Certified Survey Map** **\$2,000.00 LS**  
**Accept\_\_\_\_\_ or Decline\_\_\_\_\_**

Ayres shall not invoice the client prior to submitting the draft ALTA to the client for review. The client shall pay invoices within 30 days of receipt.

This proposal is valid through March 31, 2023.

### **Contract Terms and Conditions**

Attached are "Contract Terms and Conditions" which will apply to the services, and which are incorporated into this proposal by reference.

### **Acceptance**

If this proposal and terms and conditions are acceptable to you, a signed copy of this letter, sent via email or hardcopy delivery, will serve as our authorization to proceed.

Proposed by Consultant:

Ayres Associates Inc



Chris Ruetten, PLS  
Project Manager



Nathan Vaughn, PLS  
Manager-Southern Midwest Survey

Attachment  
Contract Terms

Accepted by Owner:

---

Owner's Name

---

Signature

---

Printed Name

---

Title

---

Date



**AYRES ASSOCIATES  
CONTRACT TERMS AND CONDITIONS**

**1. Performance of Services:** Consultant shall perform the services outlined in its proposal to Owner in consideration of the stated fee and payment terms.

**2. Billing and Payment:** Invoices for Consultant's services shall be submitted to Owner on a monthly basis. Invoices shall be due and payable within 30 days from date of invoice. If any invoice is not paid within 30 days, Consultant may, without waiving any claim or right against Owner, and without liability whatsoever to Owner, suspend or terminate the performance of services. Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance, or the maximum rate of interest permitted by law, if less. The amount of any excise, value-added, gross receipts, or sales taxes that may be imposed on payments shall be added to Consultant's compensation. No deductions or offsets shall be made from Consultant's compensation or expenses on account of any setoffs or back charges.

**3. Access to Site:** Owner shall furnish right-of-entry on the project site for Consultant and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. Consultant will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

**4. Location of Utilities:** Consultant shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Consultant in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information or instructions which have been furnished to Consultant by others.

**5. Hazardous Materials:** In the event that unanticipated potentially hazardous materials are encountered during the course of the project, Owner agrees to negotiate a revision to the scope of services, time schedule, fee, and contract terms and conditions. If a mutually satisfactory agreement cannot be reached between both parties, the contract shall be terminated and Owner agrees to pay Consultant for all services rendered, including reasonable termination expenses.

**6. Insurance:** Consultant shall maintain Workers' Compensation, General Liability, and Automobile Liability Insurance during its services for Owner. Consultant shall furnish a Certificate of Insurance to Owner upon written request. Owner agrees that Consultant shall not be liable or responsible to Owner for any loss, damage, or liability beyond the amounts, limits, exclusions, and conditions of such insurance.

**7. Limitation of Professional Liability:** Owner agrees to limit Consultant's professional liability to an amount of \$50,000 or Consultant's fee, whichever is greater. In the event that Owner does not wish to limit Consultant's professional liability to this sum, Consultant agrees to raise the limitation of liability to a sum not to exceed \$1,000,000 for increased consideration of ten percent (10%) of the total fee or \$500, whichever is greater, upon receiving Owner's written request prior to the start of Consultant's services.

**8. Opinions of Probable Costs:** Consultant's opinions of probable project costs are made on the basis of Consultant's experience, qualifications and judgment; but Consultant cannot and does not guarantee that actual project costs will not vary from opinions of probable cost.

**9. Construction Review:** Consultant does not accept responsibility for the design of a construction project unless the Consultant's contract includes review of the contractor's shop drawings, product data, and other documents, and includes site visits during construction in order to ascertain that, in general, the work is being performed in accordance with the construction contract documents.

**10. Construction Observation:** On request, Consultant shall provide personnel to observe construction in order to ascertain that, in general, the work is being performed in accordance with the construction contract documents. This construction observation shall not make Consultant a guarantor of the contractor's work. The contractor shall continue to be responsible for the accuracy and adequacy of all construction performed. In accordance with generally accepted practice, the contractor will be solely responsible for the methods of construction, direction of personnel, control of machinery, and falsework, scaffolding, and other temporary construction aids. In addition, all matters related to safety in, on, or about the construction site shall be under the direction and control of the contractor and Consultant shall have no responsibility in that regard. Consultant shall not be required to verify any

part of the work performed unless measurements, readings, and observations of that part of the construction are made by Consultant's personnel.

**11. Standard of Performance:** The standard of care for all professional services performed or furnished by Consultant under this contract will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant does not make any warranty or guarantee, expressed or implied, nor is this contract subject to the provisions of any uniform commercial code. Similarly, Consultant will not accept those terms and conditions offered by Owner in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

**12. Ownership of Documents:** All documents produced by Consultant under this contract are instruments of Consultant's professional service and shall remain the property of Consultant and may not be used by Owner for any other purpose without the prior written consent of Consultant.

**13. Electronic Files:** Owner and Consultant agree that any electronic files furnished by either party shall conform to the specifications agreed to at the time this contract is executed. Electronic files furnished by either party shall be subject to an acceptance period of 60 days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files. Owner is aware that differences may exist between the electronic files delivered and the printed hard-copy documents. In the event of a conflict between the hard-copy documents prepared by Consultant and electronic files, the hard-copy documents shall govern.

**14. Financial and Legal Services:** Consultant's services and expertise do not include the following services, which shall be provided by Owner if required: (1) Accounting, bond and financial advisory (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services; (2) Legal services with regard to issues pertaining to the Project as Owner requires, Contractor(s) raises, or Consultant reasonably requests; and (3) Such auditing services as Owner requires to ascertain how or for what purpose any Contractor has used the money paid.

**15. Termination of Services:** This contract may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, Owner shall pay Consultant for all services rendered to the date of termination, all reimbursable expenses incurred prior to termination, and reasonable termination expenses incurred as the result of termination.

**16. Controlling Law:** This contract is to be governed by the law of the place of business of Consultant at the address in its proposal to Owner.

**17. Assignment of Rights:** Neither Owner nor Consultant shall assign, sublet or transfer any rights under or interest in this contract (including, but without limitation, moneys that may become due or moneys that are due) without the written consent of the other, except to the extent mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this contract. Nothing contained in this paragraph shall prevent Consultant from employing such independent subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

**18. Third Party Benefits:** This contract does not create any benefits for any third party.

**19. Dispute Resolution:** Owner and Consultant agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to exercising their rights under the following dispute resolution provision. If direct negotiations fail, Owner and Consultant agree that they shall submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this contract or the breach thereof to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association effective on the date of this contract prior to exercising other rights under law.

**20. Exclusion of Special, Indirect, Consequential, and Liquidated Damages:** Consultant shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically,

but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the project or this contract.

**21. Betterment:** If, due to Consultant's negligence, a required item or component of the project is omitted from the construction documents, Consultant's liability shall be limited to the reasonable cost of correction of the construction, less what Owner's cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that Consultant will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

**22. Amendments:** This contract may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

## Agreement for Professional Services

This Agreement is effective as of March 27, 2023, between City of Fort Atkinson (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Public Works Facility ALTA/NSPS Land Title Survey**

**Client's Authorized Representative:** Tom Williamson

**Address:** 101 N Main St, Fort Atkinson, Wisconsin, 53538, United States

**Telephone:** 920.397.9909

**email:** twilliamson@fortatkinsonwi.gov

**Project Manager:** Keith Kindred

**Address:** 501 Maple Avenue, Delafield, Wisconsin 53018

**Telephone:** 414.949.8919

**email:** kkindred@sehinc.com

**Scope:** The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

### Property Location:

Located at 700 James Place, Fort Atkinson, WI 53538, in the NE 1/4 of Section 09, T05N R14E, City of Fort Atkinson, Jefferson County, Wisconsin.

### Tax Parcel #'s:

226-0514-0912-080 (Public Works Campus)

226-0514-0921-002 (DPW storage)

### Lands under contract to the east of existing Campus:

226-0514-0912-065 (901 Janesville LLC)

226-0514-0912-066 (901 Janesville LLC)

226-0514-0912-067 (901 Janesville LLC)

226-0514-0912-068 (901 Janesville LLC)

### Services:

1. Prepare two (2) ALTA/NSPS Land Title Surveys. One on the existing Public Works Campus land, the second will include the lands currently under contract to the east of existing Campus. The two ALTA/NSPS Land Title Surveys will include items: 1, 2, 3, 4, 5, 7(a), 7(b)(1), 8, 11(a), 11(b) and 18 of optional Table A. Assist client in obtaining Title work. Estimated cost of \$8,270.
2. Alternate cost to prepare a legal description and exhibit for a road vacation. Estimated additional cost of \$520.
3. Alternate cost to prepare a one lot Certified Survey Map (CSM), combining the two parcels of the Public Works Campus, the lands to the east of Campus and the road vacation. Estimated additional cost of \$2,500.

### Lot Iron Conflict with Utilities:

Lot irons, which may be in conflict with any utility, concrete or pavement, will not be set and will be marked with a nail or chiseled "X" only.

### Items to be Furnished by Client:

Deed/Title policy.

**Items Not Included:**

Other services that are NOT included, but may be provided by SEH for an additional fee are: Meetings, soils, construction management, construction staking, grading plan, wetlands location, tree location, and wetland marking. Permits and other fees are not included.

**Boundary Resolution:**

The scope of work outlined in the proposal reflects the customary amount of effort associated with the retracement of the properties' boundary. In the event we discover issues with the property boundary which require further investigation, additional field work is required, or additional research by your Title Insurance Company is required we will stop working on the scope of work as outlined in this proposal and you will be invoiced for the work performed to date. Once said issues have been resolved to our satisfaction we will complete the survey work.

**Title Policy:**

A Title Policy or Title commitment for the subject property has been requested. This will allow us to depict recorded easement, if any that encumber the property. In the event a title policy is not provided the survey will be prepared but recorded easement(s) may not be shown.

**Schedule:** Said work, as described in Scope, will be completed *within 30 working days* after receipt of signed contract and all items to be furnished by client. All work is subject to weather and field conditions.

**Table A, Item 11 Note**

Note: Underground utilities will be shown as marked in the field by Diggers Hotline as it relates to Optional Item 11(b). In the event private utilities are marked in the field by a private utility marking firm, they will be shown on the survey but the fees to hire the Private Marking firm are not included.

**Payment:** The lump sum fee is **\$8,270**, including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

**Other Terms and Conditions:** Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

**Short Elliott Hendrickson Inc.****City of Fort Atkinson**By: 

Full Name: Mark Mickelson, P.E.

Title: Principal, Senior Professional Engineer

By: \_\_\_\_\_

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_



**Exhibit A-2**  
**to Agreement for Professional Services**  
**Between City of Fort Atkinson (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated March 27, 2023**

**Payments to Consultant for Services and Expenses**  
**Using the Lump Sum Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Lump Sum Basis Option**

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

**B. Expenses Not Included in the Lump Sum**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

# General Conditions of the Agreement for Professional Services

## SECTION I – SERVICES OF CONSULTANT

### A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

### B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render Services hereunder will be for a period which may reasonably be required for the completion of said Services.
2. If Client has requested changes in the scope, extent, or character of the Project or the Services to be provided by Consultant, the time of performance and compensation for the Services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform the Services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

### C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for the Services, then Consultant shall promptly notify the Client regarding the need for additional Services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional Services and to an extension of time for completion of additional Services absent written objection by Client.
2. Additional Services, including delivery of documents, CAD files, or information not expressly included as deliverables, shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

### D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon seven days written notice or, at its option, accept an equitable adjustment of compensation provided for elsewhere in this Agreement to reflect costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the Services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for Services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

## SECTION II – CLIENT RESPONSIBILITIES

### A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the Services provided by Consultant and access to all public and private lands required for Consultant to perform its Services.

2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling, and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's Services, such as previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning; deed; and other land use restrictions; as-built drawings; and electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's Services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements, and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide Services in a timely manner.
4. Client shall require all utilities with facilities within the Project site to locate and mark said utilities upon request, relocate and/or protect said utilities to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review, and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.
6. Client agrees to reasonably cooperate, when requested, to assist Consultant with the investigation and addressing of any complaints made by Consultant's employees related to inappropriate or unwelcomed actions by Client or Client's employees or agents. This shall include, but not be limited to, providing access to Client's employees for Consultant's investigation, attendance at hearings, responding to inquiries and providing full access to Client files and information related to Consultant's employees, if any. Client agrees that Consultant retains the absolute right to remove any of its employees from Client's facilities if Consultant, in its sole discretion, determines such removal is advisable. Consultant, likewise, agrees to reasonably cooperate with Client with respect to the foregoing in connection with any complaints made by Client's employees.
7. Client acknowledges that Consultant has expended significant effort and expense in training and developing Consultant's employees. Therefore, during the term of this Agreement and for a period of two years after the termination of this Agreement or the completion of the Services under this Agreement, whichever is longer, Client shall not directly or indirectly: (1) hire, solicit or encourage any employee of Consultant to leave the employ of Consultant; (2) hire, solicit or encourage any consultant or independent contractor to cease work with Consultant; or (3) circumvent Consultant by conducting business directly with its employees. The two-year period set forth in this section shall be extended commensurately with any amount of time during which Client has violated its terms.

## SECTION III – PAYMENTS

### A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Services or deliverables until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding Services, deliverables, or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable

- costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
- Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
  - Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

## SECTION IV – GENERAL CONSIDERATIONS

### A. Standards of Performance

- The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its Services.
- Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods, or procedures of construction. Consultant's Services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
- Consultant's Opinions of Probable Construction Cost are provided if agreed upon in writing and made on the basis of Consultant's experience and qualifications. Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions. Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Probable Construction Cost prepared by Consultant. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

### B. Indemnity for Environmental Issues

- Consultant is not a user, generator, handler, operator, arranger, storer, transporter, or disposer of hazardous or toxic substances. Therefore the Client agrees to hold harmless, indemnify, and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims; losses; damages; liability; and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

### C. Limitations on Liability

- The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
- Neither Party shall be liable to the other for consequential damages, including without limitation lost rentals; increased rental expenses; loss of use; loss of income; lost profit, financing, business, or reputation; and loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them. Consultant expressly disclaims any duty to defend Client for any alleged actions or damages.
- It is intended by the parties to this Agreement that Consultant's Services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or

asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

- Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued, and the applicable statutes of limitations shall commence to run, not later than either the date of Substantial Completion for acts or failures to act occurring prior to substantial completion or the date of issuance of the final invoice for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Services are substantially completed.

### D. Assignment

- Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

### E. Dispute Resolution

- Any dispute between Client and Consultant arising out of or relating to this Agreement or the Services (except for unpaid invoices which are governed by Section III) shall be submitted to mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.
- Any dispute not settled through mediation shall be settled through litigation in the state and county where the Project at issue is located.

## SECTION V – INTELLECTUAL PROPERTY

### A. Proprietary Information

- All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service"). Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
- Notwithstanding anything to the contrary, Consultant shall retain all of its rights in its proprietary information including without limitation its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be work product or work for hire and Consultant shall not be restricted in any way with respect thereto. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities.

### B. Client Use of Instruments of Service

- Provided that Consultant has been paid in full for its Services, Client shall have the right in the form of a nonexclusive license to use Instruments of Service delivered to Client exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
- Records requests or requests for additional copies of Instruments of Services outside of the scope of Services, including subpoenas directed from or on behalf of Client are available to Client subject to Consultant's current rate schedule. Consultant shall not be required to provide CAD files or documents unless specifically agreed to in writing as part of this Agreement.

### C. Reuse of Documents

- All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify, and hold harmless Consultant from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.



4/3/2023

Enter Multiplier Below =

3.10

name  
project

|                                  | Project Manager | Senior Project Engineer | Project Engineer | Technician | Survey Crew Chief | Accounting Rep | Computer (#units) | Consultant (Total\$) | Consultant (Total\$) | Mileage (#units) | Per Diem (Total\$) | Vehicle (#units) | GPS (#units) | Repro/ Copies (Total\$) | Misc. Expense (Total\$) | Task Burdened Cost Total | Task Fee Total |
|----------------------------------|-----------------|-------------------------|------------------|------------|-------------------|----------------|-------------------|----------------------|----------------------|------------------|--------------------|------------------|--------------|-------------------------|-------------------------|--------------------------|----------------|
| Employee Name or Practice Center | Keith           | Mark                    | Pete             | Daphne     | Buffalo           | Mary           |                   |                      |                      |                  |                    |                  |              |                         |                         |                          |                |
| Hourly Raw Cost Rate             |                 |                         |                  |            |                   |                | \$50.00           | 1                    | 1                    | \$0.65           | 1                  | \$4.90           | \$35.00      | 1                       | 1                       |                          |                |
| Billing Rate                     | \$200.00        | \$200.00                | \$115.00         | \$100.00   | \$130.00          | \$120.00       | \$5.00            | 1                    | 1.1                  | \$0.65           | 1                  | \$4.90           | \$35.00      | 1                       | 1                       |                          |                |
| 1 - ALTA                         | 3               |                         |                  | 31         | 24                | 1              | 59                |                      |                      | 120              |                    | 24               | 24           |                         |                         | \$3,985.60               | \$8,270.60     |
| 2 - Road Vacation                | 1               |                         |                  | 3          |                   |                | 4                 |                      |                      |                  |                    |                  |              |                         |                         | \$200.00                 | \$520.00       |
| 3 - CSM                          | 4               |                         |                  | 16         |                   |                | 20                |                      |                      |                  |                    |                  |              |                         |                         | \$1,000.00               | \$2,500.00     |
| Task 4.0 Name                    |                 |                         |                  |            |                   |                |                   |                      |                      |                  |                    |                  |              |                         |                         |                          |                |
| Task 5.0 Name                    |                 |                         |                  |            |                   |                |                   |                      |                      |                  |                    |                  |              |                         |                         |                          |                |
| Total Hours/Expense              | 8               |                         |                  | 50         | 24                | 1              | 83                |                      |                      | 120              |                    | 24               | 24           |                         |                         |                          |                |
| Total Billing Fee                | \$1,600.00      |                         |                  | \$5,000.00 | \$3,120.00        | \$120.00       | \$415.00          |                      |                      | \$78.00          |                    | \$117.60         | \$840.00     |                         |                         | \$5,185.60               | \$11,290.60    |

Note: This sheet is a summary of the detailed sheets that follow. Please see the following sheets for the work breakdown of each line item on this summary sheet.

Below is a list of practice centers:

- Practice Centers
- Airport Planning and Design

Architecture

Business Development

Civil Engineering

Community Development

Construction Services

Environmental Engineers and Scientists

Geotechnical Engineering

Heavy Civil

Highway Design

Mechanical/Electrical Engineering

Natural Resource Scientists

Planning and Landscape Architecture

Structural Engineering

Survey

Traffic Engineering

Transportation Planning

Wastewater Engineering

Water Engineering

Water Resources Engineering





## TABLE A OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS

*NOTE: Whether any of the nineteen (19) items of Table A are to be selected, and the exact wording of and fee for any selected item, may be negotiated between the surveyor and client. Any additional items negotiated between the surveyor and client must be identified as 20(a), 20(b), etc. Any additional items negotiated between the surveyor and client, and any negotiated changes to the wording of a Table A item, must be explained pursuant to Section 6.D.ii.(g). Notwithstanding Table A Items 5 and 11, if an engineering design survey is desired as part of an ALTA/NSPS Land Title Survey, such services should be negotiated under Table A, Item 20. If checked, the following optional items are to be included in the ALTA/NSPS LAND TITLE SURVEY, except as otherwise qualified (see note above):*

1. ☒ *Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the surveyed property, unless already marked or referenced by existing monuments or witnesses in close proximity to the corner.*
2. ☒ *Address(es) of the surveyed property if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork.*
3. ☒ *Flood zone classification (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent) depicted by scaled map location and graphic plotting only.*
4. ☒ *Gross land area (and other areas if specified by the client).*
5. ☐ *Vertical relief with the source of information (e.g., ground survey, aerial map), contour interval, datum, with originating benchmark, when appropriate.*
6. ☐ *(a) If the current zoning classification, setback requirements, the height and floor space area restrictions, and parking requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, list the above items on the plat or map and identify the date and source of the report or letter.*  
☐ *(b) If the zoning setback requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, and if those requirements do not require an interpretation by the surveyor, graphically depict those requirements on the plat or map and identify the date and source of the report or letter.*
7. ☒ *(a) Exterior dimensions of all buildings at ground level.*  
☐ *(b) Square footage of:*  
☒ *(1) exterior footprint of all buildings at ground level.*  
☐ *(2) other areas as specified by the client.*  
☒ *(c) Measured height of all buildings above grade at a location specified by the client. If no location is specified, the point of measurement shall be identified.*
8. ☒ *Substantial features observed in the process of conducting the fieldwork (in addition to the improvements and features required pursuant to Section 5 above) (e.g., parking lots, billboards, signs, swimming pools, landscaped areas, substantial areas of refuse).*
9. ☐ *Number and type (e.g., disabled, motorcycle, regular and other marked specialized types) of clearly identifiable parking spaces on surface parking areas, lots and in parking structures. Striping of clearly identifiable parking spaces on surface parking areas and lots.*
10. ☐ *As designated by the client, a determination of the relationship and location of certain division or party walls with respect to adjoining properties.*
11. *Evidence of underground utilities existing on or serving the surveyed property (in addition to the observed evidence of utilities required pursuant to Section 5.E.iv.) as determined by:*  
☒ *(a) plans and/or reports provided by client (with reference as to the sources of information)*  
☒ *(b) markings coordinated by the surveyor pursuant to a Diggers Hotline utility locate request. Client is responsible for contracting directly with a private utility company. Client understands not all subsurface*

# CHAPUT

## LAND SURVEYS

*utilities can be traced to the surface and located. Only utility lines with imbedded electric tracer wires or utilities made of materials capable of electric connectivity can be marked at the surface and located. Depth of utilities may prohibit their location even with electric connectivity. Interior building access may be needed as part of the private utility locate process. Chaput Land Surveys is not responsible for incomplete or inaccurate utility markings.*

*Note to the client, insurer, and lender - With regard to Table A, item 11, information from the sources checked above will be combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response, in which case the surveyor shall note on the plat or map how this affected the surveyor's assessment of the location of the utilities. Where additional or more detailed information is required, the client is advised that excavation may be necessary.*

*12. \_\_\_\_ As specified by the client, Governmental Agency survey-related requirements (e.g., HUD surveys, surveys for leases on Bureau of Land Management managed lands). The relevant survey requirements are to be provided by the client or client's designated representative.*

*13. \_\_\_\_ Names of adjoining owners according to current tax records. If more than one owner, identify the first owner's name listed in the tax records followed by "et al."*

*14. \_\_\_\_ As specified by the client, distance to the nearest intersecting street.*

*15. \_\_\_\_ Rectified orthophotography, photogrammetric mapping, remote sensing, airborne/mobile laser scanning and other similar products, tools or technologies as the basis for showing the location of certain features (excluding boundaries) where ground measurements are not otherwise necessary to locate those features to an appropriate and acceptable accuracy relative to a nearby boundary. The surveyor must (a) discuss the ramifications of such methodologies (e.g., the potential precision and completeness of the data gathered thereby) with the insurer, lender, and client prior to the performance of the survey, and (b) place a note on the face of the survey explaining the source, date, precision, and other relevant qualifications of any such data.*

*16. \_\_\_\_ Evidence of recent earth moving work, building construction, or building additions observed in the process of conducting the fieldwork.*

*17. \_\_\_\_ Proposed changes in street right of way lines, if such information is made available to the surveyor by the controlling jurisdiction. Evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.*

*18.   X   Pursuant to Sections 5 and 6 (and applicable selected Table A items, excluding Table A item 1), include as part of the survey any plottable offsite (i.e., appurtenant) easements disclosed in documents provided to or obtained by the surveyor. Offsite easements must be identified and provided to the surveyor in advance of a signed contract or additional fees and a revised schedule will be negotiated.*

*19. \_\_\_\_ Professional liability insurance policy obtained by the surveyor in the minimum amount of \$2,000,000 (aggregate) to be in effect throughout the contract term. Certificate of insurance to be furnished upon request, but this item shall not be addressed on the face of the plat or map.*

*20(a). \_\_\_\_ List the current zoning classification, setback requirements, the height and floor space area restrictions, and parking requirements, if any. Identify the date and source of the zoning information.*

*20(b).   X   Engineering design topography and utility survey: Vertical datum, elevations with 1 foot contour intervals and spot elevations on paved surfaces. Sewer lines will be depicted by location and depths where accessible without confined entry safety procedures and where traffic lanes do not pose a safety hazard accessing sewer data. Pipe sizes will be shown from plans, if available. Watermain and water services will be depicted from surface evidence and available plans. The limits of topography will extend to the centerline of the adjacent streets and 25' onto adjacent properties.*

**2023 ALTA / NSPS Land Title Survey – BASE BID**

|      |       |              |                                                  | Ayres      | SEH        | Chaput     |
|------|-------|--------------|--------------------------------------------------|------------|------------|------------|
| ITEM | UNITS | QUANTIT<br>Y | DESCRIPTION                                      | BID AMOUNT | BID AMOUNT | BID AMOUNT |
| 1    | LS    | 1            | ALTA / NSPS Land Title Survey With Table A Items | \$6,900.00 | \$8,270.00 | \$8,900.00 |

TOTAL:

**\$6,900.00**

**\$8,270.00**

**\$8,900.00**

**2023 Legal Description and Exhibit for Public Street Vacation – ALT. BID ITEM 1**

| ITEM | UNITS | QUANTIT<br>Y | DESCRIPTION                                              | BID AMOUNT | BID AMOUNT | BID AMOUNT |
|------|-------|--------------|----------------------------------------------------------|------------|------------|------------|
| 1    | LS    | 1            | Legal Description and Exhibit for Public Street Vacation | \$600.00   | \$500.00   | \$750.00   |

TOTAL:

**\$600.00**

**\$500.00**

**\$750.00**

**2023 Certified Survey Map – ALT. BID ITEM 2**

| ITEM | UNITS | QUANTIT<br>Y | DESCRIPTION          | BID AMOUNT | BID AMOUNT | BID AMOUNT |
|------|-------|--------------|----------------------|------------|------------|------------|
| 1    | LS    | 1            | Certified Survey Map | \$2,000.00 | \$2,500.00 | \$2,800.00 |

TOTAL:

**\$2,000.00**

**\$2,500.00**

**\$2,800.00**

**GRAND TOTAL**

**\$9,500.00**

**\$11,270.00**

**\$12,450.00**



## MEMORANDUM

**DATE:** April 6, 2023

**TO:** Fort Atkinson City Council

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

**RE:** Discussion and possible action relating to 2023 City wide network server upgrades

---

### BACKGROUND

In December 2014, the City Council approved a server replacement for the then expiring 2003 Small Business Server. At that time, a major improvement was made to the system working with Ignatek, the City's IT Partner, by adding new servers and building a secure, stable network that has existed since project completion in the spring of 2015. Several servers have been added since to accommodate various needs amongst the Departments including enhanced security, migration to Microsoft 365 and maximizing aging equipment to extend its life span.

Ignatek learned in late 2022 that Microsoft will be terminating support on all 2012 servers, our current servers. While this creates a challenge to update the City's network, it creates multiple opportunities to update the entire City's network into a small enterprise network where all assets will be hosted at the Police Department in a secure, locked facility. This project will create a unified network for easier management, more secure and reliable infrastructure in a central location with a consistent, stable backup. The new equipment will allow for more efficient upgrades in the future and aid in consistent budgeting.

The recent addition of fiber infrastructure is a large advantage to make this project even more feasible. With consolidation of the network to one location, it lessens the number of employees needed to managed backups at various current locations. One new feature is creating a virtual back up to the City of Whitewater Police Department. Again, the fiber infrastructure made this backup an option as an added level of security.

### DISCUSSION

Ignatek has provided the City the server upgrade broken down into four (4) phases. Each phase has specific steps while continually managing the network to its full capabilities. The phases were quoted separately to monitor the labor hours and hardware per step.

Phase 1 will begin with clean-up of the public IP scheme at the Police Department. The Department will get migrated to a designated private IP scheme, replace old network switches. The network hardware will also get replaced to managed devices which will allow the switches

to create a single pane of glass management by Ignatek. This server management style will allow easier network maintenance, review backup and security logs and be proactive to prevent any failures. Phase 1 will be completed when the public and private IP can run in sync to ensure all device are connected and able to convert to the private IP without interruption. The City will also begin to utilize multi-factor authentication for local users in Phase 1.

Phase 2 involves physically moving existing servers from various Departments to the Police Department. Once all equipment is centralized, the focus will be on the backup server and its ability to security transmit backups to Whitewater. Phase 3 is all labor with many hours spent on the single domain establishment. Phase 4 is building the new servers, establishing connects from the servers to be phased out and finalizing the creation of the small enterprise network. In the final phase, Ignatek is preparing the network to serve as the core for the centralized single pane of management, better performance, security and all over ease of management.

Each phase requires persistent time management and planning. Many of the steps will be done in specific order with testing occurring every step along the way. If approved by Council on April 6<sup>th</sup>, Ignatek will begin scheduling the technicians to start phase 1 in April with focus on completion of Phase 4 by end of September.

#### SCOPE PHASE 1:

- Upgrade and configure new core switches with patches updates and documentation.
- Create new internal private site-specific IP scheme.
- Create management specific switching to allow for simultaneous use of both public and private IP schemes.
- Create a list of critical up time items and scheduled cutover of bulk of devise to new IP.
- Work to move more specific devices over.
- Continually confirm all aspects of the network are working at PD (laptops, computers, workstations, printers, scanners, etc.)

#### SCOPE PHASE 2:

- Move hardware from site to City Hall.
- Configure backup server.
- Upgrade backup storage NAS at PD and WW.
- Create internal backup and offsite backup.
- Verify all backups are working.
- Continually confirm all aspects of the network are working at PD (laptops, computers, workstations, printers, scanners, etc.)

#### SCOPE PHASE 3:

- Create domain trusts.
- Create and test all aspects of the domain trusts.
- Move primary domain to the fa.local.
- Remove old domains.



- Continually confirm all aspects of the network are working at PD (laptops, computers, workstations, printers, scanners, etc.)

#### SCOPE PHASE 4:

- Build and burn hardware.
- Move existing servers to new hardware, remove old hardware.
- Upgrade end of life operating systems
- Configure single Wi-Fi from site to site.
- Decommission old domain.
- Continually confirm all aspects of the network are working at PD (laptops, computers, workstations, printers, scanners, etc.)

#### FINANCIAL ANALYSIS

The table below outlines the costs associated with each Phase of this project.

|         | HARDWARE           | LABOR             | TOTAL              |
|---------|--------------------|-------------------|--------------------|
| PHASE 1 | \$ 2,262.98        | \$3,150.00        | \$ 5,412.98        |
| PHASE 2 | \$ 3,375.00        | \$3,150.00        | \$ 6,525.00        |
| PHASE 3 | \$ .00             | \$3,150.00        | \$ 3,150.00        |
| PHASE 4 | <u>\$84,327.25</u> | <u>\$8,400.00</u> | <u>\$92,727.25</u> |
| TOTAL   | \$89,965.23        | \$17,850.00       | \$107,815.23       |

#### Identified funding sources:

The 2022 Adopted Budget included \$6,000 in the CIP for server upgrades within the Clerk/Treasurer Department, \$6,000 in the Water Fund and \$6,000 in the Wastewater Fund. These funds were unspent in 2022 and therefore the funds are in the Unassigned Fund Balance in Fund 16. The 2023 Adopted Budget includes \$10,000 for upgrades to the Police Department servers and equipment. Collectively, this establishes \$28,000 towards the upgrades.

|                   | 2022 BUDGET | 2023 BUDGET     | TOTAL    |
|-------------------|-------------|-----------------|----------|
| CLERK/TREASURER   | \$6,000     | 0               |          |
| WATER FUND        | \$6,000     | 0               |          |
| WASTEWATER FUND   | \$6,000     | 0               |          |
| POLICE DEPARTMENT | <u>\$0</u>  | <u>\$10,000</u> |          |
| TOTAL BUDGETED    | \$18,000    | \$10,000        | \$28,000 |

In addition to these budgeted funds, staff recommends that ARPA funds be used for the remaining \$79,815.23. The ARPA fund represents one-time funding from the federal government that must be allocated by the end of 2024 and spent before the end of 2026. Per the 2022 year-end financial statements presented at the March 21<sup>st</sup> Council meeting, there is \$1,011,726 remaining in this account (unaudited). \$147,900 of those funds are included in the 2023 budget for expenditures relating to technology, EMS start-up costs, and vehicles. Even

after the budgeted projects are paid for and the expenses related to this project are complete, the ARPA account will still have \$784,011 available.

#### **RECOMMENDATION**

Staff recommends that the City Council approve the four phases of this Server Project as included in the attached proposals from Ignatek, the City's IT service provider, and authorize staff to execute the agreements. Staff further recommends that the project be funded using \$28,000 of budgeted server-related funds from 2022 and 2023, along with \$79,815.23 of ARPA funds.

#### **ATTACHMENTS**

Project Proposal Phase 1 COFA; Project Quote; Project Proposal Phase 2 COFA; Project Quote Phase 2; Project Proposal Phase 3 COFA; Project Quote Phase 3; Project Proposal Phase 4 COFA; Project Quote Phase 4; Price Comparison for COFA

# PHASE 1:

## Clean up PD network and upgrade core switches



"Your Partner in Business Solutions"

[www.ignatek.com](http://www.ignatek.com)

2300 Racine St.  
Suite 100  
Janesville, WI  
53546  
P (608) 314-0895



## Project Information

**Project Title:** Clean up PD network and upgrade core switches.

**Client:** City of Fort Atkinson

**Summary:** Cleanup PD internal IP scheme. Replace outdated hardware that is slowing down the PD network. These switches will be used for the core of the entire city network.

**Related Documents:** Estimate #2469



## Table of Contents

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| Introduction.....                    | 3                                   |
| Background and Motivation .....      | 4                                   |
| Requirements .....                   | 5                                   |
| Scope .....                          | 6                                   |
| Overview .....                       | 6                                   |
| In Scope.....                        | 6                                   |
| Out of Scope .....                   | 6                                   |
| Assumptions.....                     | 6                                   |
| Cost Estimates .....                 | <b>Error! Bookmark not defined.</b> |
| Acceptance of Project Proposal ..... | 7                                   |



## Introduction

12/12/2022

Attached you will find the quote for hardware, software, and labor quotes to accompany the phase 1 proposal.

Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

This proposal and accompanying estimate comprise our response to your request for pricing on network infrastructure upgrades and server replacement. Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

This proposal assumes that this is just for phase 1 for an end of Q1/ start of Q2 completion. This proposal also assumes new core switches will be able to be part of our single pain managed solution for ease of setup and future management. Any other product line could result in more setup time and longer management. Other phases are listed, however other proposals will also accompany other phases.

The total cost of this project including materials and labor will be approximately \$5,412.98. The estimated labor to implement this solution is \$3,150.00. The estimated price of materials is approximately \$2,262.98. This proposal is not a fixed cost estimate. This proposal is time and materials which means that you pay for the time we work on your project. These are approximate cost estimates to help guide your decision making process in regard to this project.

Half of the proposed project labor hours will be billed at the beginning of the project along with any hardware costs. The remaining labor hours, any overages, and taxable labor hours will be invoiced once the project has been completed. Our accounting department will contact you once the proposal is accepted. If this project is accepted we request that your organization provide Ignatek LLC. with a single point of contact to help facilitate communications throughout the project process.

Also for your convenience I have added links to two other sites for the price check of the hardware: One is from the manufacturer direct and the other is from amazon. Our vendor is same as manufacturer warranty.

<https://store.ui.com/collections/unifi-network-switching/products/usw-pro-48-poe>

<https://www.amazon.com/Ubiquiti-Networks-48Port-Switch-USW-PRO-48-POE/dp/B08222RLCG>

If you have any comments or questions, please call (888) 385-0607.

Sincerely,

Trever Brandenburg  
Owner  
Ignatek LLC





## Background and Motivation

### **Phase 1** End of Q1 start of Q2:

City of Fort Atkinson PD network was originally set up on a public IP scheme before Ignatek took over as a business partner. This has caused several issues over the years with trying to access resources outside of the network. Computers get confused between if it's off the network work or inside. We intend to migrate over to a designated private scheme. To go with this the PD also has some old network switching equipment that slows down all devices connected to the network at that location. These switches are currently unmanaged and are slower technology for speeds.

We propose upgrading the network hardware to managed devices. This will allow us to put the switches into our single pane of glass management for the entire city. Our single pane of glass management allows us to easily manage hardware and review logs as well as proactively show hardware failures. This will also let us run the public and private IP schemes at the same time. We will be able to cycle through each connected device moving them over to the new private IP's minimizing downtime.

### **Phase 2** Move all hardware to one location end of Q2 start of Q3:

Once the PD network is cleaned up at the PD then we can move all the server hardware from the city hall and the wastewater sites to the PD basement. This will place all the servers in a secure location but still allow for 24-hour access should any issues arise. The PD also has power redundancy should the city lose power. The police department is the ideal location to house the entire City's infrastructure.

With all the servers in one location we'll look at adding a dedicated backup computer that backs up all of the servers. The PD already had an enterprise NAS that can have the storage increase to house all the backups. In that same line we'll purchase larger drives for the offsite NAS housed in Whitewater. This will allow for an offsite copy of all backup data in case of a natural disaster. Our backup will consist of a dedicated machine on the network but not joined to the domain for separate credentials, We will use DUO MFA that device. This device will backup all the servers to the NAS that is not joined to the domain. We will then push a copy to Whitewater PD for off-site storage.

### **Phase 3** Create domain trusts to start moving to one single domain and consolidate backups end of Q3:

Once all the data is in one location, we can look at consolidating the domains and replacing the end-of-life server hardware.

### **Phase: 4** end of Q3 start of Q4 :

There are a few virtual servers running Windows Server 2012 that need to be replaced by October of 2023 to make sure that they still receive critical security patches. The server that we need to replace are as follows: cofacam, fa clarity, fautility, fa terminal server. Our Phase 4 infrastructure hardware plan will make replacing servers to the latest OS much easier in the future under one global network.

We will begin creating a small enterprise network to house all aspects of the city's technology in one centralized location. This will host all server and storage at PD for safe keeping and ease of access.



## Requirements

1. Upgrade core switches at PD.
2. Manage these switches to ready for resolution of PD IP scheme
3. Replace public IP scheme with a standard private IP scheme
4. Verify all aspects of the PD network are stable and on internal IP scheme.



## Scope

### Overview

1. This project will fix known issues to the City of Fort Atkinson Police department network. This phase will remove the internal public IP scheme that PD lives on and replace it with a site specific internal IP scheme
2. We will also at this time replace aging unmanaged core switches at the PD. This will allow for better network performance, allowing us to make the switch from public IP to private IP live with little down time. Lastly it will ready the network to be the “core” for the centralized city network moving to a small enterprise network. This will allow for centralized single pain of glass management, better performance, security, and over all ease of management at all locations.

### In Scope

1. Upgrade and typical configure new core switches with patches updates and documentation.
2. Create new internal private site-specific IP scheme
3. Create management specific switching to allow for simultaneous use of both public and private IP schemes.
4. Create a list of critical up time items and schedule cutover of bulk of devices to new IP
5. Work to move more specific devices over.
6. Make sure all aspects of the network are working on new IP, IE: printers, scanners etc...

### Out of Scope

1. This proposal does not reflect the time needed to work with your third-party applications. We can provide these services and they would be invoiced in addition to the hours estimated for this project. Each business application has its own unique characteristics making it unrealistic to accurately estimate the time required for this effort. Rest assured we can and will assist you with getting your applications up to speed with your new technology deployment. We will work to contact all third-party software prior to moving.

### Assumptions

1. None



## Acceptance of Project Proposal

City of Fort Atkinson agrees to the scope of work, the project elements as outlined in this proposal and hereby grants permission to Ignatek LLC. to begin work. All materials will be invoiced to your organization upon receipt. Associated labor will either be invoiced on your FlexNet (TM) invoice or at the completion of the project.

Click here to enter text.

Prepared by

Click here to enter a date.

Date

Click here to enter text.

Reviewed by

Click here to enter a date.

Date

Authorized Signature

Date

**Project Title:** Networking Project Proposal

| Revision | Date | Author | Notes |
|----------|------|--------|-------|
| 1        |      |        |       |



We have prepared a quote for you

**Phase 1 Clean up PD network and upgrade core switches**

Quote # 002469

Version 1

Prepared for:

**City of Fort Atkinson**

Michelle Ebbert  
[miebbert@fortatkinsonwi.net](mailto:miebbert@fortatkinsonwi.net)

Prepared by:

**Ignatek LLC**

Trever Brandenburg  
[Rhonda@ignatek.com](mailto:Rhonda@ignatek.com)





Monday, January 16, 2023

City of Fort Atkinson  
Michelle Ebbert  
101 North Main Street  
Fort Atkinson, WI 53538  
miebbert@fortatkinsonwi.net

Dear Michelle,

Attached you will find the quote for hardware, software, and labor quotes to accompany the phase 1 proposal.

Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

This proposal and accompanying estimate comprise our response to your request for pricing on network infrastructure upgrades and server replacement. Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

**This proposal assumes** that this is just for phase 1 for an end of Q1/ start of Q2 completion. This proposal also assumes new core switches will be able to be part of our single pain managed solution for ease of setup and future management. Any other product line could result in more setup time and longer management. Other phases are listed, however other proposals will also accompany other phases.

The total cost of this project including materials and labor will be approximately \$5,412.98. The estimated labor to implement this solution is \$3,150.00. The estimated price of materials is approximately \$2,262.98. This proposal is not a fixed cost estimate. **This proposal is time and materials which means that you pay for the time we work on your project. These are approximate cost estimates to help guide your decision making process in regard to this project.**

Half of the proposed project labor hours will be billed at the beginning of the project along with any hardware costs. The remaining labor hours, any overages, and taxable labor hours will be invoiced once the project has been completed. Our accounting department will contact you once the proposal is accepted. If this project is accepted we request that your organization provide Ignatek LLC. with a single point of contact to help facilitate communications throughout the project process.

Also for your convenience I have added links to two other sites for the price check of the hardware: One is from the manufacturer direct and the other is from amazon. Our vendor is same as manufacturer warranty.

<https://store.ui.com/collections/unifi-network-switching/products/usw-pro-48-poe>  
<https://www.amazon.com/Ubiquiti-Networks-48Port-Switch-USW-PRO-48-POE/dp/B08222RLCG>

If you have any comments or questions, please call (608)3140895

Sincerely,

Trever Brandenburg  
Owner  
Ignatek LLC



Trever Brandenburg  
Owner  
Ignatek LLC





## Hardware

| Description    |                                                                                                                                                                                                    | Price      | Qty | Ext. Price |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----|------------|
| USW-PRO-48-POE | <b>Ubiquiti Layer 3 Switch</b><br>Ubiquiti Layer 3 Switch - 48 Ports - Manageable - 3 Layer Supported - Modular - Optical Fiber, Twisted Pair - 1U High - Rack-mountable - 1 Year Limited Warranty | \$1,099.00 | 2   | \$2,198.00 |
| IGN-Cable      | <b>#10Gtek# SFP+ DAC Twinax Cable, Passive, Compatible with Cisco, Ubiquiti, Fortinet and more, 0.42-Meter(1.31ft) cable</b>                                                                       | \$12.99    | 1   | \$12.99    |
| IGN-Cable      | <b>#10Gtek# SFP+ DAC Twinax Cable, Passive, Compatible with Cisco, Ubiquiti, Fortinet and more, 10-Meter(32.8ft) cable</b>                                                                         | \$51.99    | 1   | \$51.99    |
| Subtotal       |                                                                                                                                                                                                    |            |     | \$2,262.98 |

## Services

| Description |                                                             | Price    | Qty | Ext. Price |
|-------------|-------------------------------------------------------------|----------|-----|------------|
| IGN-Labor   | <b>Ignatek Hourly Labor PHASE 1</b><br>Ignatek hourly labor | \$105.00 | 30  | \$3,150.00 |
| Subtotal    |                                                             |          |     | \$3,150.00 |



## Phase 1 Clean up PD network and upgrade core switches

### Quote Information:

**Quote #:** 002469

Version: 1

Delivery Date: 01/16/2023

Expiration Date: 02/13/2023

### Prepared for:

**City of Fort Atkinson**

101 North Main Street

Fort Atkinson, WI 53538

Michelle Ebbert

[miebbert@fortatkinsonwi.net](mailto:miebbert@fortatkinsonwi.net)

### Prepared by:

**Ignatek LLC**

Trever Brandenburg

(608) 314-0895

[Rhonda@ignatek.com](mailto:Rhonda@ignatek.com)



## Quote Summary

| Description | Amount     |
|-------------|------------|
| Hardware    | \$2,262.98 |
| Services    | \$3,150.00 |
| Total:      | \$5,412.98 |

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

**Ignatek LLC**

**City of Fort Atkinson**

Signature:

\_\_\_\_\_

Name:

Trever Brandenburg

Title:

Owner

Date:

01/16/2023

Signature:

\_\_\_\_\_

Name:

Michelle Ebbert

Date:

\_\_\_\_\_

# PHASE 2:

## Infrastructure move



"Your Partner in Business Solutions"

[www.ignatek.com](http://www.ignatek.com)

2300 Racine St.  
Suite 100  
Janesville, WI  
53546  
P (608) 314-0895





## Project Information

**Project Title:** Infrastructure move.

**Client:** City of Fort Atkinson

**Summary:** We will move all departments of the City's infrastructure to the PD. We will prepare the proper vlans, routes, for traffic to be directed properly. In this phase we will add hardware to better prepare the backup solution to accommodate one location. Following 3-2-1 methodology

**Related Documents:** Estimate #2540



## Table of Contents

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| Introduction.....                    | 3                                   |
| Background and Motivation .....      | 5                                   |
| Requirements .....                   | 6                                   |
| Scope .....                          | 7                                   |
| Overview .....                       | 7                                   |
| In Scope.....                        | 7                                   |
| Out of Scope .....                   | 7                                   |
| Assumptions.....                     | 7                                   |
| Cost Estimates .....                 | <b>Error! Bookmark not defined.</b> |
| Acceptance of Project Proposal ..... | 8                                   |



## Introduction

3/9/2023

Attached you will find the quote for hardware, software, and labor quotes to accompany the phase 2 proposal.

Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

This proposal and accompanying estimate comprise our response to your request for pricing on network infrastructure upgrades and server replacement. Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

This proposal assumes that this is just for phase 2 for an end of Q2/ start of Q3 completion. This proposal also assumes we will be upgrading the backup infrastructure which will be used in the end solution. It will be upgraded now to accommodate backups of all legacy hardware moving to the location. We will upgrade the offsite backup to accommodate other locations as it is used strictly for PD now.

The total cost of this project including materials and labor will be approximately \$6525.00 The estimated labor to implement this solution is \$3150.00 The estimated price of materials is approximately \$3375.00. This proposal is not a fixed cost estimate. This proposal is time and materials which means that you pay for the time we work on your project. These are approximate cost estimates to help guide your decision making process in regard to this project.

Half of the proposed project labor hours will be billed at the beginning of the project along with any hardware costs. The remaining labor hours, any overages, and taxable labor hours will be invoiced once the project has been completed. Our accounting department will contact you once the proposal is accepted. If this project is accepted we request that your organization provide Ignatek LLC. with a single point of contact to help facilitate communications throughout the project process.

Also, for your convenience I have added links to two other sites for the price check of the hardware: Our vendor is same as manufacturer warranty.

12 TB drives: [https://www.cdw.com/product/seagate-ironwolf-st12000vn0008-hard-drive-12-tb-sata-6gb-s/5396590?gclid=Cj0KCQiApKagBhC1ARIsAFc7Mc7RFcZnhic\\_3glZ73m8AEf9QWKfU6x07RNjw\\_IaZiduLww3RpZwuP8aAhOIEALw\\_wcB&cm\\_ven=acquirgy&cm\\_cat=google&cm\\_pla=NA-NA-Seagate\\_DR&cm\\_ite=5396590&ef\\_id=Cj0KCQiApKagBhC1ARIsAFc7Mc7RFcZnhic\\_3glZ73m8AEf9QWKfU6x07RNjw\\_IaZiduLww3RpZwuP8aAhOIEALw\\_wcB:G:s&s\\_kwcid=AL!4223!3!623372160947!b!!g!!st12000vn0008!2050502344!69338408341](https://www.cdw.com/product/seagate-ironwolf-st12000vn0008-hard-drive-12-tb-sata-6gb-s/5396590?gclid=Cj0KCQiApKagBhC1ARIsAFc7Mc7RFcZnhic_3glZ73m8AEf9QWKfU6x07RNjw_IaZiduLww3RpZwuP8aAhOIEALw_wcB&cm_ven=acquirgy&cm_cat=google&cm_pla=NA-NA-Seagate_DR&cm_ite=5396590&ef_id=Cj0KCQiApKagBhC1ARIsAFc7Mc7RFcZnhic_3glZ73m8AEf9QWKfU6x07RNjw_IaZiduLww3RpZwuP8aAhOIEALw_wcB:G:s&s_kwcid=AL!4223!3!623372160947!b!!g!!st12000vn0008!2050502344!69338408341)

<https://www.amazon.com/Seagate-IronWolf-12TB-Internal-Drive/dp/B084ZTSMWF?th=1>

8TB drives:

<https://www.amazon.com/Seagate-ST8000VN004-8TB-HDD/dp/B07SZVVBK?th=1>

<https://www.cdw.com/product/seagate-ironwolf-st8000vn004-hard-drive-8-tb-sata-6gb-s/6080636>

Backup Server:

<https://www.cdw.com/product/hp-workstation-z2-g9-wolf-pro-security-mini-core-i7-12700-2.1-ghz-1/6941149>

[https://www.hp.com/us-en/shop/slp/nvidia\\_rtx/nvidia&categories=desktops?jumpid=ps\\_com\\_dt\\_ns&utm\\_medium=ps&utm\\_source=ga&utm\\_campaign=HP-Store\\_US\\_BRA\\_PS\\_BPS\\_NVIDIA\\_MDF\\_Google\\_All\\_SEM\\_Broad\\_SMB-Desktop-Workstation&utm\\_term=z2%20g9%20mini%20workstation%20pc&matchtype=b&adid=648088688298&addisttype=g&cq\\_src=google\\_ads&cq\\_cmp=19688665195&cq\\_con=148978362631&cq\\_term=z2%20g9%20mini%20workstation%20pc&cq\\_med=&cq\\_plac=&cq\\_net=g&cq\\_pos=&cq\\_plt=gp&gclid=Cj0KCQiAgaGgBhC8ARIsAAAYLfEVXcGXn2BOuLjXO3yObtZe0pI1eVNBfnkA6Ibx6cCiTej6izp2haQaAmhAEALw\\_wcB&gclsrc=aw.ds](https://www.hp.com/us-en/shop/slp/nvidia_rtx/nvidia&categories=desktops?jumpid=ps_com_dt_ns&utm_medium=ps&utm_source=ga&utm_campaign=HP-Store_US_BRA_PS_BPS_NVIDIA_MDF_Google_All_SEM_Broad_SMB-Desktop-Workstation&utm_term=z2%20g9%20mini%20workstation%20pc&matchtype=b&adid=648088688298&addisttype=g&cq_src=google_ads&cq_cmp=19688665195&cq_con=148978362631&cq_term=z2%20g9%20mini%20workstation%20pc&cq_med=&cq_plac=&cq_net=g&cq_pos=&cq_plt=gp&gclid=Cj0KCQiAgaGgBhC8ARIsAAAYLfEVXcGXn2BOuLjXO3yObtZe0pI1eVNBfnkA6Ibx6cCiTej6izp2haQaAmhAEALw_wcB&gclsrc=aw.ds)

If you have any comments or questions, please call (888) 385-0607.

Sincerely,

Trever Brandenburg  
Owner  
Ignatek LLC



## Background and Motivation

### **Phase 1** End of Q1 start of Q2:

City of Fort Atkinson PD network was originally set up on a public IP scheme before Ignatek took over as a business partner. This has caused several issues over the years with trying to access resources outside of the network. Computers get confused between if it's off the network work or inside. We intend to migrate over to a designated private scheme. To go with this the PD also has some old network switching equipment that slows down all devices connected to the network at that location. These switches are currently unmanaged and are slower technology for speeds.

We propose upgrading the network hardware to managed devices. This will allow us to put the switches into our single pane of glass management for the entire city. Our single pane of glass management allows us to easily manage hardware and review logs as well as proactively show hardware failures. This will also let us run the public and private IP schemes at the same time. We will be able to cycle through each connected device moving them over to the new private IP's minimizing downtime.

### **Phase 2** Move all hardware to one location end of Q2 start of Q3:

Once the PD network is cleaned up, then we can move all the server hardware from city hall and the wastewater sites to the PD basement. This will place all the servers in a secure location but still allow for 24-hour access should any issues arise. The PD also has power redundancy should the city lose power. The police department is the ideal location to house the entire City's infrastructure.

With all the servers in one location we'll look at adding a dedicated backup server that backs up all the servers. The PD already had an enterprise NAS that can have the storage increase to house all the backups. In that same line we'll purchase larger drives for the offsite NAS housed in Whitewater. This will allow for an offsite copy of all backup data in case of a natural disaster. Our backup will consist of a dedicated machine on the network but not joined to the domain for separate credentials, We will use MFA on that device. This device will backup all servers to the NAS. We will then push a copy to Whitewater PD for off-site storage.

### **Phase 3** Create domain trusts to start moving to one single domain and consolidate backups end of Q3:

Once all the data is in one location, we can look at consolidating the domains and replacing the end-of-life server hardware.

### **Phase: 4** end of Q3 start of Q4 :

There are a few virtual servers running Windows Server 2012 that need to be replaced by October of 2023 to make sure that they still receive critical security patches. The server that we need to replace are as follows: cofacam, fa clarity, fautility, fa terminal server. Our Phase 4 infrastructure hardware plan will make replacing servers to the latest OS much easier in the future under one global network.

We will begin creating a small enterprise network to house all aspects of the city's technology in one centralized location. This will host all server and storage at PD for safe keeping and ease of access.



## Requirements

1. Move all hardware to PD and plug in
2. Configure all routes and verify proper functions to each location on existing hardware.
3. Upgrade both NAS at PD and WWPDP for accepting backups from all server infrastructures.
4. Configure segregated and separate backup server running VEEAM
5. Backup devices to in house NAS.
6. Push NAS to NAS copy to Whitewater.





## Scope

### Overview

1. This project will centralize all cities hardware to one location at PD
2. This project will then create a centralized backup solution with offsite backups.
3. This project will add a layer of security to backups by moving the backup server to a device. Locking the device with MFA. Allowing the device to function with segregated credentials from network.

### In Scope

1. Move hardware from sites to city Hall.
2. Configure backup server
3. upgrade backup storage NAS at PD and WWPD.
4. Create internal backup and offsite backup
5. Verify all backups are working.
6. Make sure all aspects of the network are working based on being housed at PD.

### Out of Scope

1. All software's. We will work with 3<sup>rd</sup> party software vendors to remediate and troubleshoot.

### Assumptions

1. None



## Acceptance of Project Proposal

City of Fort Atkinson agrees to the scope of work, the project elements as outlined in this proposal and hereby grants permission to Ignatek LLC. to begin work. All materials will be invoiced to your organization upon receipt. Associated labor will either be invoiced on your FlexNet (TM) invoice or at the completion of the project.

Click here to enter text.

Prepared by

Click here to enter a date.

Date

Click here to enter text.

Reviewed by

Click here to enter a date.

Date

Authorized Signature

Date

**Project Title:** Networking Project Proposal

| Revision | Date | Author | Notes |
|----------|------|--------|-------|
| 1        |      |        |       |



We have prepared a quote for you

**Phase 2 Infrastructure move**

Quote # 002540

Version 1

Prepared for:

**City of Fort Atkinson**

Michelle Ebbert

[miebbert@fortatkinsonwi.net](mailto:miebbert@fortatkinsonwi.net)

Prepared by:

**Ignatek LLC**

Trever Brandenburg

[Rhonda@ignatek.com](mailto:Rhonda@ignatek.com)





Thursday, March 09, 2023

City of Fort Atkinson  
Michelle Ebbert  
101 North Main Street  
Fort Atkinson, WI 53538  
miebbert@fortatkinsonwi.net

Dear Michelle,  
3/9/2023

Attached you will find the quote for hardware, software, and labor quotes to accompany the phase 2 proposal.

Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

This proposal and accompanying estimate comprise our response to your request for pricing on network infrastructure upgrades and server replacement. Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

This proposal assumes that this is just for phase 2 for an end of Q2/ start of Q3 completion. This proposal also assumes we will be upgrading the backup infrastructure which will be used in the end solution. It will be upgraded now to accommodate backups of all legacy hardware moving to the location. We will upgrade the offsite backup to accommodate other locations as it is used strictly for PD now.

The total cost of this project including materials and labor will be approximately \$6525.00. The estimated labor to implement this solution is \$3150.00. The estimated price of materials is approximately \$3375.00. This proposal is not a fixed cost estimate. This proposal is time and materials which means that you pay for the time we work on your project. These are approximate cost estimates to help guide your decision making process in regard to this project.

Half of the proposed project labor hours will be billed at the beginning of the project along with any hardware costs. The remaining labor hours, any overages, and taxable labor hours will be invoiced once the project has been completed. Our accounting department will contact you once the proposal is accepted. If this project is accepted we request that your organization provide Ignatek LLC. with a single point of contact to help facilitate communications throughout the project process.

Also, for your convenience I have added links to two other sites for the price check of the hardware: Our vendor is same as manufacturer warranty.

12 TB drives: [https://www.cdw.com/product/seagateironwolf-st12000vn0008-hard-drive-12-tb-sata-6gb-s/5396590?gclid=Cj0KCQiApKagBhC1ARIsAFc7Mc7RfcZnhic\\_3glZ73m8AEf9QWKfU6x07RNJw\\_IAZiduLww3RpZwuP8aAhOIEALw\\_wcB&cm\\_ven=acquirgy&cm\\_cat=google&cm\\_pla=NA-NA-Seagate\\_DR&cm\\_ite=5396590&ef\\_id=Cj0KCQiApKagBhC1ARIsAFc7Mc7RfcZnhic\\_3glZ73m8AEf9QWKfU6x07RNJw\\_IAZiduLww3RpZwuP8aAhOIEALw\\_wcB:G:s&s\\_kwcid=AL!4223!3!623372160947!b!!g!!st12000vn0008!2050502344!69338408341](https://www.cdw.com/product/seagateironwolf-st12000vn0008-hard-drive-12-tb-sata-6gb-s/5396590?gclid=Cj0KCQiApKagBhC1ARIsAFc7Mc7RfcZnhic_3glZ73m8AEf9QWKfU6x07RNJw_IAZiduLww3RpZwuP8aAhOIEALw_wcB&cm_ven=acquirgy&cm_cat=google&cm_pla=NA-NA-Seagate_DR&cm_ite=5396590&ef_id=Cj0KCQiApKagBhC1ARIsAFc7Mc7RfcZnhic_3glZ73m8AEf9QWKfU6x07RNJw_IAZiduLww3RpZwuP8aAhOIEALw_wcB:G:s&s_kwcid=AL!4223!3!623372160947!b!!g!!st12000vn0008!2050502344!69338408341)  
<https://www.amazon.com/Seagate-IronWolf-12TB-Internal-Drive/dp/B084ZTSMWF?th=1>

8TB drives:  
<https://www.amazon.com/Seagate-ST8000VN004-8TB-HDD/dp/B07SZVVBK?th=1>



<https://www.cdw.com/product/seagate-ironwolf-st8000vn004-hard-drive-8-tb-sata-6gb-s/6080636>

Backup Server:

<https://www.cdw.com/product/hp-workstation-z2-g9-wolf-pro-security-mini-core-i7-12700-2.1-ghz-1/6941149>

[https://www.hp.com/us-](https://www.hp.com/us-en/shop/slp/nvidia_rtx/nvidia&categories=desktops?jumpid=ps_com_dt_ns&utm_medium=ps&utm_source=ga&utm_campaign=HP-Store_US_BRA_PS_BPS_NVIDIA_MDF_Google_All_SEM_Broad_SMB-Desktop-Workstation&utm_term=z2%20g9%20mini%20workstation%20pc&matchtype=b&adid=648088688298&addisttype=g&cq_s)

[en/shop/slp/nvidia\\_rtx/nvidia&categories=desktops?jumpid=ps\\_com\\_dt\\_ns&utm\\_medium=ps&utm\\_source=ga&utm\\_campaign=HP-Store\\_US\\_BRA\\_PS\\_BPS\\_NVIDIA\\_MDF\\_Google\\_All\\_SEM\\_Broad\\_SMB-Desktop-Workstation&utm\\_term=z2%20g9%20mini%20workstation%20pc&matchtype=b&adid=648088688298&addisttype=g&cq\\_s](https://www.hp.com/us-en/shop/slp/nvidia_rtx/nvidia&categories=desktops?jumpid=ps_com_dt_ns&utm_medium=ps&utm_source=ga&utm_campaign=HP-Store_US_BRA_PS_BPS_NVIDIA_MDF_Google_All_SEM_Broad_SMB-Desktop-Workstation&utm_term=z2%20g9%20mini%20workstation%20pc&matchtype=b&adid=648088688298&addisttype=g&cq_s)  
[rc=google\\_ads&cq\\_cmp=19688665195&cq\\_con=148978362631&cq\\_term=z2%20g9%20mini%20workstation%20pc&cq\\_m](https://www.hp.com/us-en/shop/slp/nvidia_rtx/nvidia&categories=desktops?jumpid=ps_com_dt_ns&utm_medium=ps&utm_source=ga&utm_campaign=HP-Store_US_BRA_PS_BPS_NVIDIA_MDF_Google_All_SEM_Broad_SMB-Desktop-Workstation&utm_term=z2%20g9%20mini%20workstation%20pc&matchtype=b&adid=648088688298&addisttype=g&cq_s)  
[ed=&cq\\_plac=&cq\\_net=g&cq\\_pos=&cq\\_plt=gp&gclid=Cj0KCQiAgaGgBhC8ARIsAAAYLfEVXcGXn2BOuLjXO3yObtZe0p1eVNBf](https://www.hp.com/us-en/shop/slp/nvidia_rtx/nvidia&categories=desktops?jumpid=ps_com_dt_ns&utm_medium=ps&utm_source=ga&utm_campaign=HP-Store_US_BRA_PS_BPS_NVIDIA_MDF_Google_All_SEM_Broad_SMB-Desktop-Workstation&utm_term=z2%20g9%20mini%20workstation%20pc&matchtype=b&adid=648088688298&addisttype=g&cq_s)  
[nkA6lxb6cCjTej6izp2haQaAmhAEALw\\_wcB&gclsrc=aw.ds](https://www.hp.com/us-en/shop/slp/nvidia_rtx/nvidia&categories=desktops?jumpid=ps_com_dt_ns&utm_medium=ps&utm_source=ga&utm_campaign=HP-Store_US_BRA_PS_BPS_NVIDIA_MDF_Google_All_SEM_Broad_SMB-Desktop-Workstation&utm_term=z2%20g9%20mini%20workstation%20pc&matchtype=b&adid=648088688298&addisttype=g&cq_s)

If you have any comments or questions, please call (888) 385-0607.

Sincerely,

Trever Brandenburg  
Owner  
Ignatek LLC

Trever Brandenburg  
Owner  
Ignatek LLC



## Hardware

| Description                                                                                                                                                                                                                                                                                                         | Price      | Qty | Ext. Price |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----|------------|
| <b>ST12000VN0008 Seagate IronWolf 12 TB Hard Drive - 3.5" Internal - SATA (SATA/600) - Conventional Magnetic Recording (CMR) Method - 7200rpm - 3 Year Warranty</b><br>                                                            | \$257.00   | 4   | \$1,028.00 |
| <b>ST8000VN004 Seagate IronWolf 8 TB Hard Drive - 3.5" Internal - SATA (SATA/600) - Conventional Magnetic Recording (CMR) Method - 7200rpm - 3 Year Warranty</b><br>                                                               | \$189.00   | 2   | \$378.00   |
| <b>6H8Y4UT#ABA HP Z2 G9 Workstation - Intel Core i7 Dodeca-core (12 Core) i7-12700 12th Gen 2.10 GHz - 16 GB DDR5 SDRAM RAM - 512 GB SSD - Mini PC - Windows 11 Pro - NVIDIA T400 4 GB Graphics - Ethernet - Wireless LAN</b><br> | \$1,619.00 | 1   | \$1,619.00 |
| <b>IGN-Rack Server Rack</b><br>Server Rack                                                                                                                                                                                                                                                                          | \$350.00   | 1   | \$350.00   |
| Subtotal                                                                                                                                                                                                                                                                                                            |            |     | \$3,375.00 |

## Services

| Description                                                           | Price    | Qty | Ext. Price |
|-----------------------------------------------------------------------|----------|-----|------------|
| <b>IGN-Labor Ignatek Hourly Labor PHASE 2</b><br>Ignatek hourly labor | \$105.00 | 30  | \$3,150.00 |
| Subtotal                                                              |          |     | \$3,150.00 |



## Phase 2 Infrastructure move

### Quote Information:

**Quote #: 002540**

Version: 1

Delivery Date: 03/09/2023

Expiration Date: 04/04/2023

### Prepared for:

**City of Fort Atkinson**

101 North Main Street

Fort Atkinson, WI 53538

Michelle Ebbert

miebbert@fortatkinsonwi.net

### Prepared by:

**Ignatek LLC**

Trever Brandenburg

(608) 314-0895

Rhonda@ignatek.com



## Quote Summary

| Description | Amount     |
|-------------|------------|
| Hardware    | \$3,375.00 |
| Services    | \$3,150.00 |
| Total:      | \$6,525.00 |

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

### Ignatek LLC

### City of Fort Atkinson

Signature:

Name:

Trever Brandenburg

Title:

Owner

Date:

03/09/2023

Signature:

Name:

Michelle Ebbert

Date:

# PHASE 3:

## Create Single domain with trusts



"Your Partner in Business Solutions"

[www.ignatek.com](http://www.ignatek.com)

2300 Racine St.  
Suite 100  
Janesville, WI  
53546  
P (608) 314-0895



## Project Information

**Project Title:** Create Single domain with trusts.

**Client:** City of Fort Atkinson

**Summary:** Create a new internal domain, create trusts among existing domains and transfer to new internal domain for entire city.

**Related Documents:** Estimate #2541



## Table of Contents

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| Introduction.....                    | 3                                   |
| Background and Motivation .....      | 4                                   |
| Requirements .....                   | 5                                   |
| Scope .....                          | 6                                   |
| Overview .....                       | 6                                   |
| In Scope.....                        | 6                                   |
| Out of Scope .....                   | 6                                   |
| Assumptions.....                     | 6                                   |
| Cost Estimates .....                 | <b>Error! Bookmark not defined.</b> |
| Acceptance of Project Proposal ..... | 7                                   |



## Introduction

3/9/2023

Attached you will find the quote for hardware, software, and labor quotes to accompany the phase 3 proposal.

Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

**This is just an estimate as we do not have management on all the PD workstations, we don't know how many workstations are total.**

This proposal and accompanying estimate comprise our response to your request for pricing on network infrastructure upgrades and server replacement. Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

This proposal assumes that this is just for phase 3 for an end of q3 completion. This proposal also assumes we will be upgrading to a single internal domain throughout the city. We will consolidate the current internal domains and then remove them.

The total cost of this project including materials and labor will be approximately \$3150.00. The estimated labor to implement this solution is \$0.00. The estimated price of materials is approximately \$3150.00. This proposal is not a fixed cost estimate. This proposal is time and materials which means that you pay for the time we work on your project. These are approximate cost estimates to help guide your decision-making process regarding this project.

Half of the proposed project labor hours will be billed at the beginning of the project along with any hardware costs. The remaining labor hours, any overages, and taxable labor hours will be invoiced once the project has been completed. Our accounting department will contact you once the proposal is accepted. If this project is accepted we request that your organization provide Ignatek LLC. with a single point of contact to help facilitate communications throughout the project process.

Also for your convenience I have added links to two other sites for the price check of the hardware: One is from the manufacturer direct and the other is from amazon. Our vendor is same as manufacturer warranty.

If you have any comments or questions, please call (888) 385-0607.

Sincerely,

Trever Brandenburg  
Owner  
Ignatek LLC





## Background and Motivation

### **Phase 1** End of Q1 start of Q2:

City of Fort Atkinson PD network was originally set up on a public IP scheme before Ignatek took over as a business partner. This has caused several issues over the years with trying to access resources outside of the network. Computers get confused between if it's off the network work or inside. We intend to migrate over to a designated private scheme. To go with this the PD also has some old network switching equipment that slows down all devices connected to the network at that location. These switches are currently unmanaged and are slower technology for speeds.

We propose upgrading the network hardware to managed devices. This will allow us to put the switches into our single pane of glass management for the entire city. Our single pane of glass management allows us to easily manage hardware and review logs as well as proactively show hardware failures. This will also let us run the public and private IP schemes at the same time. We will be able to cycle through each connected device moving them over to the new private IP's minimizing downtime.

### **Phase 2** Move all hardware to one location end of Q2 start of Q3:

Once the PD network is cleaned up, then we can move all the server hardware from city hall and the wastewater sites to the PD basement. This will place all the servers in a secure location but still allow for 24-hour access should any issues arise. The PD also has power redundancy should the city lose power. The police department is the ideal location to house the entire City's infrastructure.

With all the servers in one location we'll look at adding a dedicated backup server that backs up all the servers. The PD already had an enterprise NAS that can have the storage increase to house all the backups. In that same line we'll purchase larger drives for the offsite NAS housed in Whitewater. This will allow for an offsite copy of all backup data in case of a natural disaster. Our backup will consist of a dedicated machine on the network but not joined to the domain for separate credentials, We will use MFA on that device. This device will backup all servers to the NAS. We will then push a copy to Whitewater PD for off-site storage.

### **Phase 3** Create domain trusts to start moving to one single domain and consolidate backups end of Q3:

Once all the data is in one location, we can look at consolidating the domains and replacing the end-of-life server hardware.

### **Phase: 4** end of Q3 start of Q4 :

There are a few virtual servers running Windows Server 2012 that need to be replaced by October of 2023 to make sure that they still receive critical security patches. The server that we need to replace are as follows: cofacam, fa clarity, fautility, fa terminal server. Our Phase 4 infrastructure hardware plan will make replacing servers to the latest OS much easier in the future under one global network.

We will begin creating a small enterprise network to house all aspects of the city's technology in one centralized location. This will host all server and storage at PD for safe keeping and ease of access.



## Requirements

1. Create trust relationship for all domains
2. Make fa.local the PDC
3. Change PD and Wastewater to fa.local
4. Verify all networks are using the new PDC



## Scope

### Overview

1. This project will create a trust relationship between all domain and the fa.local domain
2. This project will make the fa.local the PDC for all networks. Eliminating need for multiple domains.

### In Scope

1. Create domain trusts.
3. Create and test all aspects of the domain trusts.
4. move primary domain to the fa.local
5. remove old domains.
6. Make sure all aspects of the network are working on fa.local PDC, IE: workstations, printers, scanners etc...

### Out of Scope

1. Any issues related to improperly configured domains such as PD domain
2. Any issues with refurbished, used, old, PD hardware that Ignatek did not implement.
3. Any issues with software.

### Assumptions

1. None



## Acceptance of Project Proposal

City of Fort Atkinson agrees to the scope of work, the project elements as outlined in this proposal and hereby grants permission to Ignatek LLC. to begin work. All materials will be invoiced to your organization upon receipt. Associated labor will either be invoiced on your FlexNet (TM) invoice or at the completion of the project.

Click here to enter text.

Prepared by

Click here to enter a date.

Date

Click here to enter text.

Reviewed by

Click here to enter a date.

Date

Authorized Signature

Date

**Project Title:** Networking Project Proposal

| Revision | Date | Author | Notes |
|----------|------|--------|-------|
| 1        |      |        |       |



We have prepared a quote for you

**Phase 3 Create Single domain with trusts**

Quote # 002541

Version 1

Prepared for:

**City of Fort Atkinson**

Michelle Ebbert  
[miebbert@fortatkinsonwi.net](mailto:miebbert@fortatkinsonwi.net)

Prepared by:

**Ignatek LLC**

Trever Brandenburg  
[Rhonda@ignatek.com](mailto:Rhonda@ignatek.com)





Thursday, March 09, 2023

City of Fort Atkinson  
Michelle Ebbert  
101 North Main Street  
Fort Atkinson, WI 53538  
miebbert@fortatkinsonwi.net

Dear Michelle,  
3/9/2023

Attached you will find the quote for hardware, software, and labor quotes to accompany the phase 3 proposal.

Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

**This is just an estimate as we do not have management on all the PD workstations, we don't know how many workstations are total.**

This proposal and accompanying estimate comprise our response to your request for pricing on network infrastructure upgrades and server replacement. Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

This proposal assumes that this is just for phase 3 for an end of q3 completion. This proposal also assumes we will be upgrading to a single internal domain throughout the city. We will consolidate the current internal domains and then remove them.

The total cost of this project including materials and labor will be approximately \$3150.00. The estimated labor to implement this solution is \$0.00. The estimated price of materials is approximately \$3150.00. This proposal is not a fixed cost estimate. This proposal is time and materials which means that you pay for the time we work on your project. These are approximate cost estimates to help guide your decision-making process regarding this project.

Half of the proposed project labor hours will be billed at the beginning of the project along with any hardware costs. The remaining labor hours, any overages, and taxable labor hours will be invoiced once the project has been completed. Our accounting department will contact you once the proposal is accepted. If this project is accepted we request that your organization provide Ignatek LLC. with a single point of contact to help facilitate communications throughout the project process.

Also for your convenience I have added links to two other sites for the price check of the hardware: One is from the manufacturer direct and the other is from amazon. Our vendor is same as manufacturer warranty.

If you have any comments or questions, please call (888) 385-0607.

Sincerely,

Trever Brandenburg  
Owner  
Ignatek LLC



Trever Brandenburg  
Owner  
Ignatek LLC





## Services

| Description |                                                             | Price    | Qty      | Ext. Price |
|-------------|-------------------------------------------------------------|----------|----------|------------|
| IGN-Labor   | <b>Ignatek Hourly Labor PHASE 3</b><br>Ignatek hourly labor | \$105.00 | 30       | \$3,150.00 |
|             |                                                             |          | Subtotal | \$3,150.00 |





## Phase 3 Create Single domain with trusts

### Quote Information:

**Quote #: 002541**

Version: 1

Delivery Date: 03/09/2023

Expiration Date: 04/04/2023

### Prepared for:

**City of Fort Atkinson**

101 North Main Street

Fort Atkinson, WI 53538

Michelle Ebbert

miebbert@fortatkinsonwi.net

### Prepared by:

**Ignatek LLC**

Trever Brandenburg

(608) 314-0895

 Rhonda@ignatek.com

## Quote Summary

| Description | Amount     |
|-------------|------------|
| Services    | \$3,150.00 |

Total: \$3,150.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

**Ignatek LLC**

**City of Fort Atkinson**

Signature:

\_\_\_\_\_

Name:

Trever Brandenburg

Title:

Owner

Date:

03/09/2023

Signature:

\_\_\_\_\_

Name:

Michelle Ebbert

Date:

\_\_\_\_\_

# PHASE 4: Enterprise infrastructure upgrade



"Your Partner in Business Solutions"

[www.ignatek.com](http://www.ignatek.com)

2300 Racine St.  
Suite 100  
Janesville, WI  
53546  
P (608) 314-0895





## Project Information

**Project Title:** Infrastructure upgrade.

**Client:** City of Fort Atkinson

**Summary:** In Phase 4 we will upgrade the City's entire infrastructure. This will be a complete upgrade from the small network the city has had in the past. This will be multiple hosts with SAN storage to host multiple Virtual servers.

**Related Documents:** Estimate #2542



## Table of Contents

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| Introduction.....                    | 3                                   |
| Background and Motivation .....      | 4                                   |
| Requirements .....                   | 5                                   |
| Scope .....                          | 6                                   |
| Overview .....                       | 6                                   |
| In Scope.....                        | 6                                   |
| Out of Scope .....                   | 6                                   |
| Assumptions.....                     | 6                                   |
| Cost Estimates .....                 | <b>Error! Bookmark not defined.</b> |
| Acceptance of Project Proposal ..... | 7                                   |



## Introduction

3/7/2023

Attached you will find the quote for hardware, software, and labor quotes to accompany the phase 1 proposal.

Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

This proposal and accompanying estimate comprise our response to your request for pricing on network infrastructure upgrades and server replacement. Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

**This proposal assumes** that this is just for phase 4 for an end of Q3/ end of Q4 completion. This proposal also assumes that all other phases will be approved and completed. This also assumes we will be moving to a single enterprise style network solution that all aspects of the city will be a part of.

The total cost of this project including materials and labor will be approximately \$92,727.25. The estimated labor to implement this solution is \$8,400.00. The estimated price of materials is approximately \$84,327.25. This proposal is not a fixed cost estimate. **This proposal is time and materials which means that you pay for the time we work on your project. These are approximate cost estimates to help guide your decision making process in regard to this project.**

**This estimate has \$25,156.00 in HP discounts. These discounts are only until March 31<sup>st</sup> 2023.**

Half of the proposed project labor hours will be billed at the beginning of the project along with any hardware costs. The remaining labor hours, any overages, and taxable labor hours will be invoiced once the project has been completed. Our accounting department will contact you once the proposal is accepted. If this project is accepted we request that your organization provide Ignatek LLC. with a single point of contact to help facilitate communications throughout the project process.

Also for your convenience I have added an excel sheet that lists three different industry standard vendors prices for each. Tech Data, Ingram Micro, Calhoun

Sincerely,

Trever  
Brandenburg  
Owner  
Ignatek LLC



## Background and Motivation

### **Phase 1** End of Q1 start of Q2:

City of Fort Atkinson PD network was originally set up on a public IP scheme before Ignatek took over as a business partner. This has caused several issues over the years with trying to access resources outside of the network. Computers get confused between if it's off the network work or inside. We intend to migrate over to a designated private scheme. To go with this the PD also has some old network switching equipment that slows down all devices connected to the network at that location. These switches are currently unmanaged and are slower technology for speeds.

We propose upgrading the network hardware to managed devices. This will allow us to put the switches into our single pane of glass management for the entire city. Our single pane of glass management allows us to easily manage hardware and review logs as well as proactively show hardware failures. This will also let us run the public and private IP schemes at the same time. We will be able to cycle through each connected device moving them over to the new private IP's minimizing downtime.

### **Phase 2** Move all hardware to one location end of Q2 start of Q3:

Once the PD network is cleaned up, then we can move all the server hardware from city hall and the wastewater sites to the PD basement. This will place all the servers in a secure location but still allow for 24-hour access should any issues arise. The PD also has power redundancy should the city lose power. The police department is the ideal location to house the entire City's infrastructure.

With all the servers in one location we'll look at adding a dedicated backup server that backs up all the servers. The PD already had an enterprise NAS that can have the storage increase to house all the backups. In that same line we'll purchase larger drives for the offsite NAS housed in Whitewater. This will allow for an offsite copy of all backup data in case of a natural disaster. Our backup will consist of a dedicated machine on the network but not joined to the domain for separate credentials, We will use MFA on that device. This device will backup all servers to the NAS. We will then push a copy to Whitewater PD for off-site storage.

### **Phase 3** Create domain trusts to start moving to one single domain and consolidate backups end of Q3:

Once all the data is in one location, we can look at consolidating the domains and replacing the end-of-life server hardware.

### **Phase: 4** end of Q3 start of Q4 :

There are a few virtual servers running Windows Server 2012 that need to be replaced by October of 2023 to make sure that they still receive critical security patches. The server that we need to replace are as follows: cofacam, fa clarity, fautility, fa terminal server. Our Phase 4 infrastructure hardware plan will make replacing servers to the latest OS much easier in the future under one global network.

We will begin creating a small enterprise network to house all aspects of the city's technology in one centralized location. This will host all server and storage at PD for safe keeping and ease of access.



## Requirements

1. Build and burn in new physical infrastructure hardware.
2. Move servers to the new hardware that don't need upgrading.
3. Upgrade all servers that are End of life.
4. Replace all servers that are not 2019 or later.
5. Decommission old hardware
6. Decommission old domains.
7. Build single Wifi across all sites



## Scope

### Overview

1. This project will upgrade end of life hardware throughout the city.
2. This will implement a small enterprise solution. Two hosts with SAN storage.
3. Upgrade end of life operating system virtual machines
4. Build a single network including domain, wifi and manageability

### In Scope

1. Build, burn in hardware.
2. move existing servers to new hardware, remove old hardware
3. upgrade end of life OS.
4. configure single WiFi from site to site
5. decommission old domains
6. Make sure all aspects of the network are working on new IP, IE: printers, scanners etc...

### Out of Scope

1. This proposal does not reflect the time needed to work with your third-party applications. We can provide these services and they would be invoiced in addition to the hours estimated for this project. Each business application has its own unique characteristics making it unrealistic to accurately estimate the time required for this effort. Rest assured we can and will assist you with getting your applications up to speed with your new technology deployment. We will work to contact all third-party software prior to moving.

### Assumptions

1. None





## Acceptance of Project Proposal

City of Fort Atkinson agrees to the scope of work, the project elements as outlined in this proposal and hereby grants permission to Ignatek LLC. to begin work. All materials will be invoiced to your organization upon receipt. Associated labor will either be invoiced on your FlexNet (TM) invoice or at the completion of the project.

Click here to enter text.

Prepared by

Click here to enter a date.

Date

Click here to enter text.

Reviewed by

Click here to enter a date.

Date

Authorized Signature

Date

**Project Title:** Networking Project Proposal

| Revision | Date | Author | Notes |
|----------|------|--------|-------|
| 1        |      |        |       |



We have prepared a quote for you

**Phase 4 enterprise infrastructure upgrade**

Quote # 002550

Version 1

Prepared for:

**City of Fort Atkinson**

Michelle Ebbert  
[miebbert@fortatkinsonwi.net](mailto:miebbert@fortatkinsonwi.net)

Prepared by:

**Ignatek LLC**

Trever Brandenburg  
[Rhonda@ignatek.com](mailto:Rhonda@ignatek.com)



Saturday, March 11, 2023

City of Fort Atkinson  
Michelle Ebbert  
101 North Main Street  
Fort Atkinson, WI 53538  
miebbert@fortatkinsonwi.net

Dear Michelle,

Attached you will find the quote for hardware, software, and labor quotes to accompany the phase 1 proposal.

Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

This proposal and accompanying estimate comprise our response to your request for pricing on network infrastructure upgrades and server replacement. Prior to implementing this solution, we would validate any assumptions as we further define scope and requirements.

**This proposal assumes** that this is just for phase 4 for an end of Q3/ end of Q4 completion. This proposal also assumes that all other phases will be approved and completed. This also assumes we will be moving to a single enterprise style network solution that all aspects of the city will be a part of.

The total cost of this project including materials and labor will be approximately \$92,727.25. The estimated labor to implement this solution is \$8,400.00. The estimated price of materials is approximately \$84,327.25. This proposal is not a fixed cost estimate. **This proposal is time and materials which means that you pay for the time we work on your project. These are approximate cost estimates to help guide your decision making process in regard to this project. This estimate has \$25,156.00 in HP discounts. These discounts are only until March 31<sup>st</sup> 2023.**

Half of the proposed project labor hours will be billed at the beginning of the project along with any hardware costs. The remaining labor hours, any overages, and taxable labor hours will be invoiced once the project has been completed. Our accounting department will contact you once the proposal is accepted. If this project is accepted we request that your organization provide Ignatek LLC. with a single point of contact to help facilitate communications throughout the project process.

Also for your convenience I have added an excel sheet that lists three different industry standard vendors prices for each. Tech Data, Ingram Micro, Calhoun

Sincerely,

Trever Brandenburg  
Owner  
Ignatek LLC



## Hardware

| Description                                                                                                                                                                                                                                                                                                                                                                  | Discounts  | Price      | Qty | Ext. Price  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|-----|-------------|
| <b>P56954-B21</b><br> <b>HPE ProLiant DL360 G10 1U Rack Server - 1 x Intel Xeon Gold 6248R 3 GHz - 32 GB RAM - Serial ATA, 12Gb/s SAS Controller - Intel C621 Chip - 2 Processor Support - 1.54 TB RAM Support - Up to 16 MB Graphic Card - 10 Gigabit Ethernet - 8 x SFF Bay(s) - Hot S</b> | \$6,613.67 | \$7,805.33 | 2   | \$15,610.66 |
| <b>P00924-B21-RF</b><br> <b>HPE SmartMemory 32GB DDR4 SDRAM Memory Module - For Server - Refurbished - 32 GB (1 x 32GB) - DDR4-2933/PC4-23466 DDR4 SDRAM - 2933 MHz - CL21 - 1.20 V - Registered - 288-pin - DIMM</b>                                                                        | \$1,136.00 | \$520.00   | 14  | \$7,280.00  |
| <b>P40496-B21</b><br> <b>HPE 240 GB Solid State Drive - 2.5" Internal - SATA (SATA/600) - Read Intensive - Server Device Supported - 0.8 DDPD</b>                                                                                                                                          | \$406.30   | \$194.70   | 4   | \$778.80    |
| <b>647594-B21</b><br> <b>HPE Ethernet 1Gb 4-Port 331T Adapter - PCI Express x4 - 4 Port(s) - 4 x Network (RJ-45) - Twisted Pair - Full-height, Low-profile - 10/100/1000Base-T - Standup</b>                                                                                               | \$135.00   | \$375.00   | 2   | \$750.00    |
| <b>804398-B21</b><br> <b>HPE Smart Array E208e-p SR Gen10 Controller - 12Gb/s SAS, Serial ATA/600 - PCI Express 3.0 x8 - Plug-in Card - RAID Supported - 0, 1, 5, 10 RAID Level - 2 - 8 SAS Port(s) External - PC, Linux</b>                                                               | \$638.31   | \$2,093.69 | 2   | \$4,187.38  |

Subtotal

\$28,606.84

## San Hardware

| Description |                                                                                                                                                                                                                                                                                                                                                 | Discounts | Price      | Qty | Ext. Price  |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|-----|-------------|
| R0Q78B      |  <b>HPE MSA 2060 12Gb SAS SFF Storage - 24 x HDD Supported - 0 x HDD Installed - 24 x SSD Supported - 0 x SSD Installed - Clustering Supported - 2 x 12Gb/s SAS Controller - 24 x Total Bays - 24 x 2.5" Bay - 8 SAS Port(s) External - 2U - Rack-mountable</b> | \$5390.33 | \$8,608.67 | 1   | \$8,608.67  |
| 716195-B21  |  <b>HPE 1.0m Ext HD MiniSAS Cable - 3.28 ft Mini-SAS HD Data Transfer Cable - First End: Mini-SAS HD - Second End: Mini-SAS HD - Extension Cable</b>                                                                                                            | \$10.00   | \$125.00   | 1   | \$125.00    |
| R0Q46A      |  <b>HPE 960 GB Solid State Drive - 2.5" Internal - SAS (12Gb/s SAS) - Read Intensive - Storage System Device Supported</b>                                                                                                                                     | \$1676.50 | \$1,397.50 | 2   | \$2,795.00  |
| R0Q56A      |  <b>HPE 1.80 TB Hard Drive - 2.5" Internal - SAS (12Gb/s SAS) - Storage System Device Supported - 10000rpm</b>                                                                                                                                                | \$787.00  | \$798.00   | 10  | \$7,980.00  |
| R2C33AAE    | <b>HPE MSA Advanced Data Services Suite - License - 1 License - Electronic</b>                                                                                                                                                                                                                                                                  | \$455.52  | \$1,499.48 | 1   | \$1,499.48  |
| Subtotal    |                                                                                                                                                                                                                                                                                                                                                 |           |            |     | \$21,008.15 |



Software

| Description |                                                                                                                                                      | Discounts  | Price       | Qty | Ext. Price  |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|-----|-------------|
| 9UZ931      | <b>WINDOWS SERVER 2022 STANDARD 2 VLIC CORE LICENSE PACK</b>                                                                                         |            | \$134.00    | 40  | \$5,360.00  |
| BD512AAE    | <b>HPE VMware vSphere Standard With 5 Years 24x7 Support - License</b><br><br><b>- 1 Processor - Standard - Electronic</b>                           | \$302.77   | \$2,306.23  | 2   | \$4,612.46  |
| P9U42AAE    | <b>HPE VMware vCenter Server Standard for vSphere With 5 Year 24x7 Support - License - 1 Server Instance, Unlimited Host - Electronic</b>            | \$1216.00  | \$11,480.00 | 1   | \$11,480.00 |
| E6U64ABE    | <b>HPE Integrated Lights-Out Advanced Pack - Subscription License - 1 Server - Standard - Electronic</b>                                             | \$174.00   | \$295.00    | 2   | \$590.00    |
| H27Y2E      | <b>HPE Pointnext Tech Care Essential - Extended Service - 5 Year - Service - 24 x 7 x 4 Hour - On-site - Maintenance - Parts &amp; Labor</b>         | \$2,014.00 | \$4,289.00  | 1   | \$4,289.00  |
| HS7U4E      | <b>HPE Pointnext Tech Care Essential Service - Extended Service - 5 Year - Service - 24 x 7 x 4 Hour - On-site - Maintenance - Parts &amp; Labor</b> | \$1800.60  | \$4,123.40  | 2   | \$8,246.80  |
| HW2P7E      | <b>HPE Pointnext Tech Care Essential - 5 Year - Service - 24 x 7 x 15 Minute - Technical</b>                                                         |            | \$67.00     | 2   | \$134.00    |
| Subtotal    |                                                                                                                                                      |            |             |     | \$34,712.26 |

## Services

| Description |                                                             | Discounts  | Price    | Qty | Ext. Price |
|-------------|-------------------------------------------------------------|------------|----------|-----|------------|
| IGN-Labor   | <b>Ignatek Hourly Labor PHASE 4</b><br>Ignatek hourly labor | \$2,400.00 | \$105.00 | 80  | \$8,400.00 |

|          |  |  |  |         |
|----------|--|--|--|---------|
| Subtotal |  |  |  | \$8,400 |
|----------|--|--|--|---------|



## Phase 4 enterprise infrastructure upgrade

### Quote Information:

**Quote #:** 002550

Version: 1

Delivery Date: 03/11/2023

Expiration Date: 04/07/2023

### Prepared for:

**City of Fort Atkinson**

101 North Main Street

Fort Atkinson, WI 53538

Michelle Ebbert

[miebbert@fortatkinsonwi.net](mailto:miebbert@fortatkinsonwi.net)

### Prepared by:

**Ignatek LLC**

Trever Brandenburg

(608) 314-0895

[Rhonda@ignatek.com](mailto:Rhonda@ignatek.com)



## Quote Summary

| Description  | Total Discounts | Amount      |
|--------------|-----------------|-------------|
| Hardware     | \$8,929.28      | \$28,606.84 |
| San Hardware | \$8,319.35      | \$21,008.15 |
| Software     | \$5,507.37      | \$34,712.26 |
| Services     | \$2,400.00      | \$8,400.00  |

Grand Total: \$25,156.00

\$92,727.25

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

## Ignatek LLC

Signature: \_\_\_\_\_

Name: Trever Brandenburg

Title: Owner

Date: 03/11/2023

## City of Fort Atkinson

Signature: \_\_\_\_\_

Name: Michelle Ebbert

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

| QTY | Part Number | Description                                        | Ingram     | Calhoun    | Tech data  |
|-----|-------------|----------------------------------------------------|------------|------------|------------|
| 2   | P56954-B21  | HPE ProLiant DL360 Gen10                           | \$8,223.33 | \$7,805.33 | \$8,345.99 |
| 14  | P00924-B21  | HPE 32GB (1 x 32GB) Memory Kit                     | \$793.45   | \$520.00   | \$800.52   |
| 4   | P40496-B21  | HPE 240GB SATA 6G Read Intensive SFF SSD           | \$194.70   | N/A        | \$194.70   |
| 2   | 647594-B21  | HPE Ethernet 1Gb 4-port BASE-TAdapter              | \$421.00   | \$375.00   | \$459.00   |
| 2   | 804398-B21  | HPE E208e-p Gen10 12Gb 2-ports SAS Controller      | \$2,584.56 | \$2,094    | \$2,610.69 |
| 2   | HS7U4E      | HPE 5 Year Tech Care Essential DL360 Gen10 Service | \$4,123.40 | N/A        | \$4,124.40 |
| 2   | BD512A      | VMware (24 x 7) Support and Subscription           | \$2,306.23 | N/A        | \$2,307.23 |
| 2   | E6U64ABE    | HPE iLO Advanced                                   | \$295.00   | N/A        | \$297.34   |
| 2   | HW2P7E      | HPE 5 Year Tech Care Essential iLO                 | \$67.00    | N/A        | \$71.99    |
| 1   | R0Q78B      | HPE MSA 2060 12Gb SAS SFF Storage                  | \$8,608.67 | \$8,691    | 8832.12    |
| 1   | 716195-B21  | HPE External 1.0m (3ft) Mini-SAS HD 4x to          | \$125.00   | \$210.00   | 209        |
| 2   | R0Q46A      | HPE MSA 960GB SAS 12G Read Intensive SFF           | \$1,652.22 | \$1,397.50 | 1680       |
| 10  | R0Q56A      | HPE MSA 1.8TB SAS 12G Enterprise 10K SFF           | \$1,002.32 | \$798.00   | 1002.32    |
| 1   | R2C33AAE    | HPE MSA 2060 Advanced Data Services E-LTU          | \$1,153.45 | N/A        | 1153.45    |
| 1   | H27Y2E      | HPE 5 Year Tech Care Essential MSA 2060 Storag     | \$3,037.01 | N/A        | 3037.01    |
| 1   | P9U42AAE    | VMware vCenter Server Standard for vSphere         | \$8,831.34 | N/A        | 8831.34    |

Software is not on here as it is not available via Calhoun and tech data and Ingram are the same price. Software price is set