



**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
THURSDAY, MAY 3, 2022 – 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

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If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7760. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

1. **Call meeting to order**
2. **Roll call**
3. **Public Hearings – 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 April 19, 2022 regular Fort Atkinson City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)

- b. Review and possible action relating to the **minutes of the April 20, 2022 regular Fort Atkinson Police and Fire Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **minutes of the April 26, 2022 regular Fort Atkinson Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to **Temporary “Class B” Wine Retailer’s Licenses for the Rotary Club of Fort Atkinson** for an event at Blodgett Garden Center on June 30, 2022 (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action relating to **Temporary Class “B” Beer Retailer’s Licenses for the Rotary Club of Fort Atkinson** for an event at Blodgett Garden Center on August 4, 2022 (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action relating to a **Special Event: Hoard Historical Museum Fort Koshkonong Rendezvous May 27-29** (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to **Citizen Appointments** to Committees, Commissions, and Boards (LeMire, City Manager)

6. Petitions, Requests, and Communications

- a. Recognition of **Lifesaving Award for Ryan Walters** of the Fort Atkinson Police Department (Bump, Police Chief)

7. Resolutions and Ordinances

- a. Resolution authorizing the issuance and sale of **\$2,275,000 General Obligation Refunding Bonds** (LeMire, City Manager)

8. Reports of Officers, Boards, and Committees:

- a. City Manager’s Report (LeMire, City Manager)
- b. Review and possible action relating to **Council appointments** to Committees, Commissions, and Boards by Council President (Scherer)

9. Unfinished Business – None

10. New Business

- a. Review and possible action relating to a request from the Fort Atkinson Beautification Council for a **mural on a City-owned building** located at 31 North Water Street West (Selle, City Engineer/Public Works Director)

- b. Review and possible action relating to the **Purchase of Light Rescue Vehicle** for \$349,917 and associated Equipment for \$75,306, for a total of \$425,223 for the Fire Department (Rausch, Fire Chief)
- c. Review and possible action relating to the **Purchase of a Used Ambulance** for \$30,000 for the Fire Department to support the City's provision of 911 EMS services starting on January 1, 2023 (Rausch, Fire Chief)
- d. Review and possible action relating to the **Purchase of a new (demonstration) Ambulance** for \$263,448 for the Fire Department to support the City's provision of 911 EMS services starting on January 1, 2023 (Rausch, Fire Chief)
- e. Review and possible action relating to proposals from consultants for the development of a **Municipal Building Facility Assessment** (Franseen, Parks and Recreation 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 29, 2022

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

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**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, APRIL 19, 2022 – 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. Housley, Cm. Johnson and President Scherer. Also present: Manager, Attorney, Engineer, Clerk/Treasurer, Public Works Superintendent, Wastewater Supervisor, Park & Recreation Director and Police Chief.

3. PUBLIC HEARINGS – NONE

4. PUBLIC COMMENT:

Ron Kutz, 307 Wilson Ave spoke on the deer overpopulation in his neighborhood. He has concerns for CWD and the deer eating gardens.

5. CONSENT AGENDA:

a. *Review and possible action relating to the minutes of the April 7, 2022 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*

b. *Review and possible action relating to building, plumbing, and electrical permit report for March 2022 (Juarez, Building Inspector)*

c. *Review and possible action relating to the City Clerk-issued License and Permit Report for March 2022 (Ebbert, Clerk/Treasurer/Finance Director)*

d. *City Sewer, Water, and Stormwater Utility Financial Statements as of March 31, 2022 (Ebbert, Clerk/Treasurer/Finance Director)*

e. *Review and possible action relating to a Special Event: Senior Center Brat Bash on April 30, 2022 at the Senior Center (Ebbert, Clerk/Treasurer/Finance Director)*

f. *Review and possible action relating to a Special Event: American Legion Post 166 Fishing Derby on June 4, 2022 at 201 S. Water St. E (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. *Review and possible action relating to proclamation recognizing National Telecommunicators Week April 10-16, 2022 (Bump, Police Chief)*

Cm. Hartwick moved, seconded by Cm. Johnson to approve the proclamation recognizing National Telecommunicators Week April 10-16, 2022. Motion carried.

b. *Review and possible action relating to proclamation recognizing April as Fair Housing Month in the City of Fort Atkinson (LeMire, City Manager)*

Cm. Becker moved, seconded by Cm. Johnson to approve the proclamation recognizing April as Fair Housing Month in the City of Fort Atkinson. Motion carried.

c. *Review and possible action relating to proclamation recognizing April 29, 2022 as Arbor Day in the City of Fort Atkinson (Williamson, Public Works Superintendent)*

Cm. Housley moved, seconded by Cm. Johnson to approve the proclamation recognizing April 29, 2022 as Arbor Day in the City of Fort Atkinson. Motion carried.

7. RESOLUTIONS AND ORDINANCES – NONE

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

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

No action required.

9. UNFINISHED BUSINESS:

a. *Review and possible action relating to the Wastewater Treatment Plant – Phase 2 Improvements Project for Change Order #3 Aluminum Cover Substitution (Christensen, Wastewater Utility Supervisor)*

Supervisor Christensen and Donohue rep Kevin Berg discussed the reason for the change order as the supplier has gone out of business. Berg provided research regarding the challenge to investigate other suppliers, materials and options including delaying the project in hopes of reduction of material costs.

Cm. Hartwick moved, seconded by Cm. Johnson to approve Change Order #3 Aluminum Cover Substitution for the Wastewater Treatment Plant-Phase 2 Improvements Project for \$261,313 to be paid for using project contingency funds. Motion carried.

b. *Review and possible action relating to proposals from consultants for the development of a Comprehensive Outdoor Recreation Plan for years 2023-2028 (Franseen, Parks and Recreation Director)*

Director Franseen reviewed detailed critiquing done by the subcommittee on submitted recreation plans. Following interviews of the firms and rating the submissions on a matrix, the committee recommends MSA. Having a plan could create opportunities to apply for grants.

Cm. Hartwick moved, seconded by Cm. Johnson to accept the proposal for a Comprehensive Outdoor Recreation Plan for 2023-2028 from MSA Professional Services and authorize the City Manager to execute a contract not to exceed \$28,000 to be paid for through the 2022 Parks & Recreation CIP Budget. Motion carried.

10. 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 presented by the Director of Finance and authorize payment. Motion carried.

11. THE 2021-2022 CITY COUNCIL WILL ADJOURN – SINE DIE

Cm. Hartwick moved, seconded by Cm. Johnson to adjourn sine die. Motion carried.

12. THE CITY CLERK WILL ADMINISTER THE OATH OF OFFICE TO NEWLY ELECTED COUNCIL MEMBER (EBBERT, CLERK/TREASURER/FINANCE DIRECTOR)

13. CALL TO ORDER THE FIRST MEETING OF THE 2022-2023 CITY COUNCIL (LEMIRE, CITY MANAGER)

Manager LeMire called the first meeting of the 2022-2023 City Council meeting to order.

14. ROLL CALL

Present: Cm. Becker, Cm. Hartwick, Cm. Johnson, Cm. Scherer and Cm. Schultz. Also present: Manager, Attorney, Engineer, Clerk/Treasurer

15. ELECTION OF THE PRESIDENT OF THE CITY COUNCIL FOR THE TERM OF APRIL 19, 2022 – APRIL 18, 2023 (LEMIRE, CITY MANAGER)

Cm. Hartwick moved to nominate Chris Scherer to the position of City Council President for the 2022-2023 year. Seconded by Cm. Johnson and motion carried.

16. PRESIDENT TAKES CHAIR AND LEADS THE ELECTION OF THE PRESIDENT PRO TEM (COUNCIL PRESIDENT)

Cm. Becker moved to nominate Bruce Johnson to the position of City Council President Pro Tem for the 2022-2023 year. Seconded by Cm. Schultz.

17. REVIEW AND POSSIBLE CONFIRMATION OF THE CITY MANAGER’S APPOINTMENT OF ERIC SCHULTZ TO SERVE AS THE COUNCIL MEMBER ON THE PLAN COMMISSION (LEMIRE, CITY MANAGER)

Cm. Hartwick moved, seconded by Cm. Johnson to approve Eric Schultz to serve as the Council Representative on the Plan Commission for the 2022-2023 term. Motion carried.

18. REVIEW AND POSSIBLE ACTION TO DESIGNATE THE DAILY JEFFERSON COUNTY UNION AS THE OFFICIAL CITY NEWSPAPER FOR PURPOSES OF PUBLISHING REQUIRED LEGAL NOTICES (EBBERT, CLERK/TREASURER/FINANCE DIRECTOR)

Cm. Schultz moved, seconded by Cm. Hartwick to designate the Daily Jefferson County Union as the Official City Newspaper for purposes of publishing required legal notices. Motion carried.

19. NEW BUSINESS:

a. *Review and possible action relating to Board of Review scheduled for Thursday, May 5, 2022, from 10:00 a.m. to 12:00 p.m. (Ebbert, Clerk/Treasurer/Finance Director)*
Cm. Becker moved, seconded by Cm. Johnson to accept the date and time of the 2022 Board of Review meeting on May 5, 2022, from 10:00 a.m. to 12:00 p.m. Motion carried.

20. MISCELLANEOUS – NONE

21. ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Johnson. Motion carried 7:49 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer/Finance Director



**POLICE AND FIRE COMMISSION MEETING
IN PERSON AND VIA ZOOM
WEDNESDAY APRIL 20, 2022 – 1:00 PM**

1. CALL MEETING TO ORDER

Chairperson Frame called the meeting to order at 1:00 p.m. on the second floor of City Hall and via Zoom teleconference application.

2. ROLL CALL

Commission members present: Frame, Jones, Raub (via Zoom), Schultz, and Turk. Also present: City Manager LeMire, Police Chief Bump, Captain Sachse and Clerk/Treasurer Ebbert. Absent: none.

3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE FEBRUARY 14, 2022 POLICE AND FIRE COMMISSION MEETING.

Commissioner Schultz moved, seconded by Turk to approve minutes as presented. Motion carried 5-0.

4. REVIEW AND POSSIBLE ACTION IN RELATION TO HIRING OF TOP CANDIDATE FROM HIRING PROCESS FOR THE POLICE DEPARTMENT (BUMP)

Chief Bump updated the Commission on the hiring process that began in February with posting the open position. Two top candidates were invited for interviewing on the morning of April 20. The top ranking candidate will be offered a conditional employment letter with tentative start date of June 27.

Commissioner Schultz moved, seconded by Commissioner Jones to extend a conditional offer of employment to Heather Peck. Motion carried 5-0.

5. REVIEW AND POSSIBLE ACTION ON CERTIFYING AN ELIGIBILITY LIST FOR FUTURE VACANES WITHIN THE DEPARTMENT, IF APPLICABLE. (BUMP)

Chief Bump reviewed the two potential candidates to be approved for an eligibility list set to expire November 1, 2022.

Commissioner Schultz moved, seconded by Commissioner Turk to approve the eligibility list with candidate B.H. that will expire November 1, 2022. Motion carried 5-0.

6. CHIEF BUMP TO PROVIDE STATUS UPDATE ON ELIGIBILITY LIST THAT EXPIRES JUNE 1, 2022. (BUMP)

Chief Bump stated one of the three candidates from the June 1, 2022 list did not pass the test with favorable results and was removed from the eligibility list. A second candidate informed

Chief they were being considered for employment with another agency and may consider other offers. This list with these candidates will expire June 1, 2022.

7. ADJOURMENT

At 1:28 p.m., Commissioner Jones moved to adjourn. Commissioner Schultz seconded, and the motion carried 5-0.

Respectfully submitted,
Michelle Ebbert
Clerk/Treasurer/Finance Director



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

**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, APRIL 26, 2022 – 4:00 PM
CITY HALL – SECOND FLOOR**

AGENDA

1. **CALL MEETING TO ORDER**

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

2. **ROLL CALL**

Present: Cm. Highfield, Cm. Kessenich, Cm. Lescohier, Cm. Schultz, Manager LeMire and Engineer Selle. Also present: City Attorney and Clerk/Treasurer.

3. **PUBLIC COMMENT**

4. **REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE MARCH 8, 2022 REGULAR PLAN COMMISSION MEETING**

Cm. Highfield moved, seconded by Cm. Lescohier to approve the minutes of the March 8, 2022 regular Plan Commission meeting. Motion carried.

5. **REVIEW AND POSSIBLE ACTION ON A SITE PLAN REVIEW: BADGER STOR-IT SELF STORAGE IN THE KLEMENT BUSINESS PARK LOT #11 (SPR-2022-02) (SELLE)**

Engineer Selle reviewed the proposed development includes 17 contractor shops, each identical in size at 2,475 square feet. In total, there will be 42,075 square feet of building space constructed. Each building will have two units that will be sold separately, and a condominium association will be formed to maintain the shared components of the site (parking areas, drive isles, landscaping, stormwater, etc.). The long-term property manager has been identified as Epic Property Management, LLC.

The proposed uses of the property are a mix of office, personal and professional services, indoor maintenance, vehicle repair, light industrial, and indoor storage/wholesaling. All proposed uses are permitted by right principal land uses in the Business Park Zoning District. The additional land uses requirements associated with these uses includes no outdoor storage and minimum/maximum off-street parking.

There are a total of 92 off-street surface parking spaces proposed, equating to roughly 5.5 spaces per building. Additional parking will also be provided within each building as each will have two overhead garage doors in which vehicles could enter. The project's minimum required parking is 105 spaces and the maximum parking requirements are 131 spaces. Counting the 92

proposed surface parking spaces and the approximate 34 that could be within each individual building (126 total proposed), the parking requirements are met.

The Commission was recommended to discuss the following items:

- Consideration of waiving the minimum required landscaping points for building foundation plantings. Section 15.08.10(3) of the Zoning Ordinance states that, “Where insufficient site area remains to comply with all provisions of this Section, the Planning Commission may require compliance to the greatest extent practical.”
- Acceptance of cementitious siding as an acceptable building material for sidewalls. Section IV “Building Appearance” of the Business Park Covenants indicates that the sidewall of yard facing buildings should include decorative siding for at least 20 feet.

Cm. Kessenich asked confirmation on the proposed development and what it would be considered in the zoning code. Ben Rohr of Vandewalle stated this is a mixture of different uses which is common with differing areas of development to accommodate different types of uses with common development. The shops are intended to accommodate a variety of small businesses from small offices to equipment storage.

Selle noted the business park covenants require materials of masonry on the first 20 feet on sidewalls. With improvements on front facing facades, there is up to 50% on some of the exteriors on the site plan. This matches the aesthetic goals for the property and code.

Cm. Lescohier moved, seconded by Cm. Highfield to approve the Site Plan Review Badger Shops in the Klement Business Park Lot #11 (SPR-2022-02) with the following conditions:

- 1) Add a 5 foot-wide pedestrian access point (sidewalk) from Commerce Parkway into the development.
- 2) Provide a bicycle parking area that can accommodate at least 9 bicycles that can be accessed from the paved parking area and sidewalk.
- 3) Add additional landscape plantings around building 12 (Mielke Drive frontage side) to match the proposed landscaping plan wrapping around buildings 9 and 14, as proposed on the submitted landscaping plan.
- 4) Provide signage plans that meet the requirements of the Zoning Ordinance and can be approved by City staff.
- 5) Add Foundation Plantings to the Mielke Dr side (west) of building 12
- 6) Per the Covenants, building construction must commence within 24 months of purchase, and completion of Phase 1 (buildings 1-8) within one year.
- 7) A detailed phasing plan is submitted to City Staff for approval. Said Plan should address stormwater elements for Phase I, termination of pavements, utilities, and greenscapes to ensure a stable site.
- 8) Any other recommendations of City staff and the Plan Commission.
- 9) Waiving the minimum required landscaping points for building foundation plantings. Section 15.08.10(3) of the Zoning Ordinance states that, “Where insufficient site area

remains to comply with all provisions of this Section, the Planning Commission may require compliance to the greatest extent practical.”

10) Acceptance of cementitious siding as an acceptable building material for sidewalls. Section IV “Building Appearance” of the Business Park Covenants indicates that the sidewall of yard facing buildings should include decorative siding for at least 20 feet.

Motion carried 6-0.

6. **REVIEW AND POSSIBLE ACTION ON A SITE PLAN REVIEW: MONUMENT SIGN WITH GROUP SIGN PANEL FOR ABIDING SHEPHERD LUTHERAN CHURCH, 1401 N. HIGH ST (SPR-2022-03) (SELLE)**

Engineer Selle discussed the new tenant requests permission to install one monument sign with potential three tenant panels as a group development sign. Section 15.09.11(1) allows monument signs to be 6’ in height and up to 128 square feet, however footnote 6 allows group development signs such as this to be 2’ taller and contain 50% more square footage. The proposed monument sign with tenant panels is proposed to be 8’ high and roughly 100 square feet which is within specifications. The proposed sign is located on the subject property, outside the public right-of-way, and is more than the required 15 feet from the street curb face.

Cm. Kessenich moved, seconded by Cm. Schultz to approve the Site Plan Review Monument Sign with group sign panel for Abiding Shepherd Lutheran Church, 1401 N. High Street (SPR-2022-03). Motion carried 6-0.

7. **REVIEW AND POSSIBLE ACTION ON A SITE PLAN REVIEW: WALL SIGNS, MONUMENT SIGN WITH GROUP SIGN PANEL FOR CUBE SMART INC., 1424 JANESVILLE AVE. (SPR-2022-04) (SELLE)**

Engineer Selle presented the requests permission to install four wall signs and one monument sign with potential tenant panels as a group development sign. Materials for signs would be illuminated letters for the wall signs with a translucent white panel with the business name. The façade length of the West elevation is approximately 340’ which per Sec. 15.09.11(1) allows one square foot of wall sign per one lineal foot of façade or 340’ square of wall sign. The proposed West elevation wall signs are 223’ square. The South façade length is 139’ long which would allow for up to 139 square feet of wall sign and the proposed wall sign is 53’ square. Section 15.09.11(1) footnote 3 allows for one wall sign per customer entry per building street frontage therefore the proposed three wall signs on the West elevation and one wall sign on the South elevation are allowed. Section 15.09.11(1) allows monument signs to be 6’ in height and up to 128 ‘square. The proposed monument sign with tenant panels is proposed to be 6’ high and 120’square and therefore within specifications.

Cm. Lescohier moved, seconded by Cm. Highfield to approve the Site Plan Review Wall Signs, Monument Sign with Group Sign for Cube Smart, Inc, 1424 Janesville Avenue (SPR-2022-04) with the following conditions:

- 1) The location of the monument sign must be at least 15 feet from the curb face on Highland Avenue and Janesville Avenue, and the sign easement shall accommodate any necessary change in the sign location; and
- 2) The red sign face proposed on the monument sign must be changed to a different color to compliment the approved colors of the building façade; and
- 3) City staff will have final approval of the monument sign location and sign face color as outlined in these conditions.

Motion carried 6-0.0

8. **REVIEW AND POSSIBLE ACTION ON A PRELIMINARY CERTIFIED SURVEY MAP-EXTRA TERRITORIAL TO CREATE TWO R-2 RESIDENTIAL BUILDING SITES OF APPROXIMATELY 1 ACRE AND 0.9 ACRES IN THE TOWN OF KOSHKONONG FOR ANDREW AND ROBYNN SELLE (CSM-2022-02) (LEMIRE)**

Manager LeMire and Engineer Selle discussed that the parcel owners would like to create two R-2 residential building sites of approximately 1 acre and 0.9 acres from an existing AT Zone. At the December 18, 2018 City Council meeting, approval was given to the City Manager and City Engineer to approve Extra-Territorial Surveys that were within a 1.5 to 3 mile radius of the City limits and not require presentation to the Plan Commission for review. This request is within the radius for it to be a staff approval, but given the ownership of this property staff is asking the Plan Commission to consider the Extra-Territorial Review for the Selle Property. The subject parcel is located outside of the City's Future Land Use Planning area; outside of the City's Long Range Urban Growth Area; and outside of the City's Urban Service Boundaries. The City's Comprehensive Plan does not designate a future land use for this parcel.

Cm. Highfield moved, seconded by Cm. Lescohier to approve the Preliminary Certified Survey Map-Extra Territorial to create two R-2 Residential building sites of approximately 1 acre and 0.9 acres in the Town of Koshkonong for Andrew and Robynn Selle (CSM-2022-02). Motion carried 6-0.0

9. **REVIEW OF ADDITIONAL DOCUMENTATION FOR 711 ZAFFKE, INSTALLATION OF A MONOPOLE COMMUNICATIONS TOWER (CUP-2022-02) (SELLE)**

Engineer Selle reviewed the approved CUP on March 8, 2022 by Plan Commission with the following conditions:

- 1) This Conditional Use Permit authorizes the installation of a 70-foot tall monopole communications tower on the property located at 711 Zaffke Street as depicted on the submitted site plan.
- 2) The applicant shall comply with all requirements of Article III Section 15.03.20 of the City's Zoning Ordinance relating to "Telecommunication Land Uses."
- 3) The applicant must submit the proper building permit applications, plans, and associated fees for approval by the Building Inspector prior to construction.

- 4) The applicant shall submit a sworn affidavit from a US Cellular Representative indicating why the location was chosen and if other locations and co-locations were reviewed and decided against.
- 5) The application shall submit a report from a 3rd part Radio Frequency Engineer consultant to ensure that the proposed tower meets all local, state, and federal regulations relating to radio frequency waves, at a cost not to exceed \$3,000.
- 6) The applicant shall have 365 days from the date of approval of this Conditional Use Permit to initiate construction of this project and shall be operational within 730 days of the approval.
- 7) Any major changes to the proposed conditions or use of the property shall be approved by the Plan Commission by amending this Conditional Use Permit. The Zoning Administrator may approve minor changes administratively.

City staff have received the sworn affidavit from US Cellular representatives as well as the 3rd party Radio Frequency report. Engineer Selle reviewed the Radio Frequency Safety Predictive Report. No action was required.

10. **ADJOURNMENT**

Cm. Kessenich moved, seconded by Cm. Highfield to adjourn. Meeting adjourn at 4:40 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: May 3, 2022

TO: Fort Atkinson City Council

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

RE: Discussion and possible action relating to Temporary Class "B"/"Class B" Retailer's Licenses for the Rotary Club of Fort Atkinson

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.

Two applications were submitted from the Rotary Club for two separate events. Details are noted below. Both events will be held in the outdoor garden area of Blodgett Garden Center.

Blodgett holds a “Class A” Intoxicating Liquor license that allows them to sell wine and liquor, however, the premise for their license is restricted to the retail store only. The outdoor garden center is not covered on the liquor license therefore can be the premise for the Rotary events.

DISCUSSION

Organization: Bona Fide Club

Name: Rotary Club of Fort Atkinson

Street Location: 1222 Janesville Avenue

Manager of affair: Carla Haubenschild

Premises: Outdoor enclosed garden area of Blodgett Garden Center

Name of Event: Beer in the Garden

Date of Event: August 4, 2022

The Named Organization Applied for the Following License(s): Class “B” Fermented Malt Beverage.

Organization: Bona Fide Club

Name: Rotary Club of Fort Atkinson

Street Location: 1222 Janesville Avenue

Manager of affair: Carla Haubenschild

Premises: Outdoor enclosed garden area of Blodgett Garden Center

Name of Event: Wine in the Garden

Date of Event: June 30, 2022

The Named Organization Applied for the Following License(s): “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 Rotary Club of Fort Atkinson events scheduled for June 30, 2022 and August 4, 2022 at 1222 Janesville Avenue, Blodgett Garden Center outdoor enclosed area contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

ATTACHMENTS

Applications for Temporary Class “B”/ “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: 4-14-22

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 AUG 4, 2022 and ending AUG 4, 2022 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

Chamber of Commerce or similar Civic or Trade Organization

Veteran's Organization Fair Association

(a) Name ROTARY CLUB OF FORT ATKINSON

(b) Address P.O. Box 345 FORT ATKINSON WI 53538
(Street) Town Village City

(c) Date organized _____

(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 MARGARET BARE 117 N. MAIN ST. FORT ATKINSON

Vice President-ELECT JEFF OKAZAKI W6127 KIESLING RD JEFFERSON WI

Secretary JOHN MCINTYRE 540 JACKSON ST. FORT ATKINSON

Treasurer JAMES BERNDSEN 1031 S MAIN ST. JEFFERSON WI

(g) Name and address of manager or person in charge of affair:
CARLA HALBENSCHILD 745 S MAIN ST. STE B FORT ATKINSON

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 1222 JANESVILLE AVE FORT

(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 BEER IN THE GARDEN

(b) Dates of event AUG 4, 2022

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

ROTARY CLUB OF FORT ATKINSON
(Name of Organization)

Officer _____
(Signature/date)

Officer Margaret Bare
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 4-14-22

Date Reported to Council or Board 5-3-22

Date Granted by Council _____

License No. _____

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: 4-14-22

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 JUNE 30, 2022 and ending JUNE 30, 2022 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
 Chamber of Commerce or similar Civic or Trade Organization
 Veteran's Organization Fair Association

(a) Name ROTARY CLUB OF FORT ATKINSON
(b) Address PO BOX 345 FORT ATKINSON WI 53538
(Street) Town Village City

(c) Date organized _____
(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 MARGARET BARE 117 N. MAIN ST. FORT ATKINSON
Vice President ELECT JEFF OKAZAKI W 6127 KIESLING RD JEFFERSON
Secretary JOHN MCINTYRE 540 JACKSON ST. FORT ATKINSON
Treasurer JAMES BERNDSEN 1031 S MAIN ST. JEFFERSON

(g) Name and address of manager or person in charge of affair:
CARLA HAUBENSCHILD 745 S MAIN ST. STE B FORT ATKINSON

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 1222 JAMESVILLE AVE FORT
(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 WINE IN THE GARDEN
(b) Dates of event JUNE 30, 2022

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer _____
(Signature/date)

ROTARY CLUB OF FORT ATKINSON
(Name of Organization)
Officer Margaret Bare
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 4-14-22

Date Reported to Council or Board 5-3-22

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: May 3, 2022

TO: Fort Atkinson City Council

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

RE: Review and possible action relating to Special Event: Hoard Historical Museum Fort Koshkonong Rendezvous

BACKGROUND

The City of Fort Atkinson is committed to supporting quality special events throughout the community. The Special Event Guide and Application was created to assist with planning events in the city and to allow appropriate contact information be obtained and forwarded to Departments. The planning guide is designed to assist members of the community in the planning, preparation and running of events and programs in Fort Atkinson.

The Special Event Guide defines a special event as a planned extraordinary occurrence or temporary aggregation of attractions, open to the public, that (a) is conducted on public property, (b) is conducted on private property and has a substantial impact on public property, (c) has activities that request special temporary licenses; or (d) require special city services, whether open to the public or not, including but not limited to, any of the following: street closures, provisions of barricades, garbage cans, stages or special no parking signs, special electrical services, or special police protection. Special events include, but not limited to, neighborhood and community festivals, parades, processions, fairs, and bicycle or foot races.

DISCUSSION

Event: Fort Koshkonong Rendezvous
Date: Friday May 27 thru Sunday May 29, 2022
Location: Rock River Park, Sinnissippi Drive
Contact Person: Merrilee Lee
Hours of Event: 8:00am-5:00pm each day
Estimated Number of Attendees: 1000+

Event information was routed to Departments without any concerns provided.

FINANCIAL ANALYSIS

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

RECOMMENDATION

Staff recommends that City Council approve the Special Event for Hoard Historical Museum – Fort Koshkonong Rendezvous on Friday May 27 thru Sunday 29, 2022.

ATTACHMENTS

Special Event Application, Area Map and Event Information



Hoard HISTORICAL MUSEUM
FORT ATKINSON HISTORICAL SOCIETY
NATIONAL DAIRY SHRINE'S VISITORS CENTER



April 28, 2022

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

Dear Ms. Ebbert,

Attached is our special event application for the Fort Koshkonong Rendezvous. The 27th Annual Rendezvous is scheduled for Memorial Day Weekend, May 27-29. Friday, May 27th is closed to the public, but open for School Day. We would like to officially request use of the grounds at Rock River Park for this event. We would also ask that the city waive the City Ordinance allowing the discharge of black powder guns.

As you are aware, this event utilizes the historic fort replica, the parking areas in and around the municipal pool, the Rotary Shelter, public restrooms, and Hachtel football fields.

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

Sincerely,

A handwritten signature in cursive script that reads "Merrilee Lee".

Merrilee Lee
Museum Director
Hoard Historical Museum



CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event: Hoard Historical Museum

Contact Person for Event: Merrilee Lee

Phone Number: 920-563-7769 Email: mlee@hoardmuseum.org

Is the Business/Group Organizing Event: For profit or Non-Profit

Special Event Details

Event Name: Fort Koshkonong Rendezvous

Event Date: Friday, May 27, Saturday, May 28, and Sunday, May 29

Event Location: Rock River Park, Fort Atkinson

Estimated Number of Attendees: 1,000+ Hours of Event: 8am - 5pm each day

Check all applicable boxes:

- I am renting a City Park Attach copy of paid park rental from Parks & Recreation (920) 563-7781.
- I will be having music Start and end time of music:
- I will be closing a street(s) Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.
- I will be selling beer and/or wine* Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760

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

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

We will also have a special event insurance policy for this event

By signing, I agree to the following statements:

I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.

Responsible Party Signature: Merrilee Lee

Office Use Only

Date Submitted to Clerk: 2/5/22 Date Emailed to Departments: 2/21/22
4/28/22

Department	Comments, Concerns, Action(s) to be taken
<input checked="" type="checkbox"/> Clerk/Treasurer	<u>no concerns</u>
<input checked="" type="checkbox"/> EMS - Ryan Brothers Ambulance	<u>no reply</u>
<input checked="" type="checkbox"/> Engineer and Building Inspection	<u>no concerns</u>
<input checked="" type="checkbox"/> Electrician	<u>no concerns</u>
<input checked="" type="checkbox"/> Fire and Rescue Department	<u>no concerns</u>
<input checked="" type="checkbox"/> Library and Museum	<u>L - no concerns M - no concerns</u>
<input checked="" type="checkbox"/> Parks & Recreation	<u>no concerns</u>
<input checked="" type="checkbox"/> Police Department	<u>no concerns - officers will be aware & increase patrol to</u>
<input checked="" type="checkbox"/> Public Works Department	<u>no concerns include evening/overnight</u>
<input checked="" type="checkbox"/> Wastewater and Water Utility	<u>no concerns</u>

Date Reported to City Council (if necessary):

Comments, Contingencies, Findings:



MEMORANDUM

DATE: May 3, 2022

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to Citizen Appointments to Committees, Commissions, and Boards

BACKGROUND

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

DISCUSSION

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

- 1. Airport Committee:**
 - a. Earl Peterson for a four- year term ending in 2026 (reappointment)
- 2. Economic Development Commission:**
 - a. Jonah Ralston for a three-year term ending in 2025 (reappointment)
- 3. Fort Atkinson Historical Society Board:**
 - a. Karen Gomez for a three- year term ending in 2025 (reappointment)
 - b. John Molinaro for a three- year term ending in 2025 (reappointment)
 - c. Denice Jones for a three- year term ending in 2025 (reappointment)
- 4. Library Board:**
 - a. Diana Shull for a three- year term ending in 2025 (reappointment)
 - b. Autumn Harden for a three- year term ending in 2025 (reappointment)
 - c. Julie Olver for a three-year term ending in 2025 (reappointment)
- 5. Parks & Recreation Advisory Board:**
 - a. Ryan (Rocky) Baldry for a three-year term ending in 2025 (reappointment)
 - b. Becky Romens for a three-year term ending in 2025 (reappointment)
- 6. Plan Commission:**
 - a. Roz Highfield for a three-year term ending in 2025 (reappointment)
 - b. Davin Lescohier for at three- year term ending in 2025

(reappointment)

7. Police & Fire Commission:

- a. Philip Jones for a five- year term ending in 2027 (reappointment)

8. Sex Offender Residence Board:

- a. Jude Hartwick for a two- year term ending in 2024
(reappointment)

9. Tourism Commission

- a. Mary Jo Eggers for a one-year term ending in 2023
b. Julie Nordeen for a one year term ending in 2023
c. Mariah Hadler for a one year term ending in 2023

10. Board of Zoning Appeals:

- a. Jim Woodman to a 2-year term ending in 2024 (reappointment)

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

- Airport Committee (one seat)
- Board of Zoning Appeals (four seats)
- Cable Television Committee (one seat)
- Economic Development Commission (one seat)
- Plan Commission (one seat)

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

FINANCIAL ANALYSIS

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

RECOMMENDATION

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

ATTACHMENTS

None



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

MEMORANDUM

DATE: May 3, 2022

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to a Resolution Authorizing the Issuance and Sale of \$2,275,000 General Obligation Refunding Bonds

BACKGROUND

Through the City's 2022 budget process, staff identified the need to borrow funds in 2022 for certain capital improvements projects and equipment in 2022 and 2023.

On February 1, 2022, Justin Fischer, Director for Baird, who serves as the City's Financial Advisor, presented a summary of the City's debt and borrowing capacity. He also presented information relating to the proposed Note Anticipation Note to borrow for the City's 2022 and 2023 CIP projects and purchases.

On March 1, 2022, the City Council adopted the attached resolutions providing for the sale of General Obligation Refunding Bonds and Authorizing Issuance.

DISCUSSION

Recall from Section 23 of the [City's Adopted 2022 Budget document](#), the 2022 Capital Improvements Projects Budget included \$1,574,000 in borrowing for the following projects and equipment planned in 2022:

- Police Department Squad Car
- Lorman Site Remediation & Demolition
- Annual Street Reconstruction Program (gap funding)
- Robert Street Bridge Construction – City portion
- Public Works – Operations Single Axle Dump Truck/Plow (2)
- Public Works – Operations Skid Loader
- Public Works – Operations Transit Van (*removed after 2/1/22 due to increased cost of dump truck/plows*)

The following are projects and equipment identified for implementation or purchase in 2023 that would also be funded through this borrowing. These items were also identified in Section 23 of the Adopted Budget in the 2023-2027 Capital Improvements Project Plan, but not specifically identified as being funded through borrowing. Note that the majority of these projects and purchases were pushed out from 2022 and prior years:

- Police Department Squad Car
- Whitewater Avenue Mill and Overlay – City portion
- Fire Department – Replacement of Squad with Rescue/EMS Unit
- Fire Department – Equipment, hoses, PPE Dryer
- Parks Department – Flatbed Truck Replacement

The table below outlines the proposed projects and equipment to be funded in 2022 and 2023, the year of the expenditure, the term permitted for borrowing, the source of debt repayment, and the total. Note that the City is proposing to borrow approximately \$2,275,000 as a Note Anticipation Note and then refinance through General Obligation Refunding Bonds later in 2022. At this point, the costs associated with most of the projects or equipment are estimates.

City of Fort Atkinson Proposed 2022/2023 Borrowing					
Project/Purchase	Year Funds Needed	Term	Levy/General Fund	Water	Total
Police Department Squad Cars (2)	2022 & 2023	10	\$ 88,000.00		\$ 88,000.00
Lorman Demo & Remediation - Funding Gap	2022	10	\$ 340,000.00		\$ 340,000.00
Annual Street Construction - CDBG Water Main Project Funding Gap	2022	20	\$ 517,000.00	\$ 250,000.00	\$ 767,000.00
Public Works Plow Trucks (2)	2022	10	\$ 385,000.00		\$ 385,000.00
Robert Street Bridge Deck Replacement - Local Improvements (SMA)	2022	20	\$ 95,000.00		\$ 95,000.00
PW Skid Loader	2022	10	\$ 40,000.00		\$ 40,000.00
Whitewater Avenue - Mill & Overlay (SMA)	2023	20	\$ 65,000.00		\$ 65,000.00
Fire - Replacement of Squad with Rescue/EMS Unit	2023	10	\$ 420,000.00		\$ 420,000.00
Fire - Firefighting equipment, hoses, and PPE dryer	2023	10	\$ 25,000.00		\$ 25,000.00
Parks - Flatbed Truck Replacement	2023	10	\$ 50,000.00		\$ 50,000.00
			\$ 2,025,000.00	\$ 250,000.00	\$ 2,275,000.00

FINANCIAL ANALYSIS

As included in the March 1, 2022 memo, note that the additional borrowing in 2022 would increase the 2023 levy-supported debt service payment to about \$1,298,968, which is an increase of about \$200,000 over the 2022 debt service payment.

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution Authorizing the Issuance and Sale of \$2,275,000 General Obligation Refunding Bonds. Note that the draft resolution is included in this packet, and the final document will be provided to staff on May 3, 2022 for signatures.

ATTACHMENTS

Approved Resolutions 1373, 1374, and 1375; Draft Resolution Authorizing the Issuance and Sale of \$2,275,000 General Obligation Refunding Bonds; April 25, 2022 Quarles & Brady Cover Letter; Preliminary Official Statement Dated April 28, 2022; S&P Global Ratings Letter April 27, 2022; S&P Global Ratings Report

RESOLUTION NO. 1373

RESOLUTION PROVIDING FOR THE SALE OF AN APPROXIMATELY
\$2,275,000 NOTE ANTICIPATION NOTE

WHEREAS the City of Fort Atkinson, Jefferson County, Wisconsin (the "City") is presently in need of approximately \$2,275,000 for public purposes, including paying the cost of street and bridge improvement projects, water main projects, property demolition and remediation, acquisition of equipment for the police department, fire department, parks department and public works department and other projects included in the City's capital improvement plan (collectively, the "Projects"); and

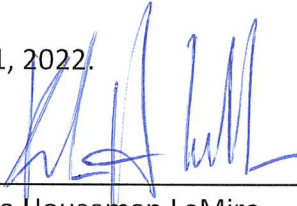
WHEREAS it is desirable to borrow said funds through the issuance of a note anticipation note pursuant to Chapter 67, Wisconsin Statutes, in order to provide interim financing for the Projects.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City that:

Section 1. Issuance of the Notes. The City shall issue its Note Anticipation Note in an approximate amount of \$2,275,000 (the "Notes") for the purposes above specified.

Section 2. Sale of the Notes. The City Council hereby authorizes and directs the officers of the City to take all actions necessary to provide for the sale of the Notes to a purchaser to be determined by a subsequent resolution of the City Council. At a subsequent meeting, the City Council shall take further action to approve the details of the Notes and authorize the sale of the Notes.

Adopted, approved and recorded February 1, 2022.



Rebecca Houseman LeMire
City Manager

ATTEST:



Michelle A. Ebbert
City Clerk

Michelle A. Ebbert
City Clerk

(SEAL)

Resolution No. 1374

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$2,275,000 GENERAL OBLIGATION REFUNDING BONDS

WHEREAS, the City of Fort Atkinson, Jefferson County, Wisconsin (the "City") will be in need of approximately \$2,275,000 for the public purpose of refunding certain outstanding obligations of the City, specifically, the Note Anticipation Note to be issued March 22, 2022; and

WHEREAS it is desirable to borrow said funds through the issuance of general obligation refunding bonds pursuant to Chapter 67, Wisconsin Statutes.

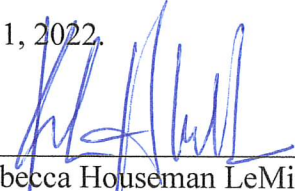
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City that:

Section 1. Issuance of the Bonds. The City shall issue its General Obligation Refunding Bonds in an amount of approximately \$2,275,000 (the "Bonds") for the purpose above specified.

Section 2. Sale of the Bonds. The City Council hereby authorizes and directs the officers of the City to take all actions necessary to negotiate the sale of the Bonds to Robert W. Baird & Co. Incorporated ("Baird"). At a subsequent meeting, the City Council shall take further action to approve the details of the Bonds and authorize the sale of the Bonds.

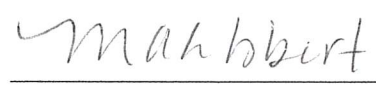
Section 3. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by Baird. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted, approved and recorded March 1, 2022.



Rebecca Houseman LeMire
City Manager

ATTEST:



Michelle A. Ebbert
City Clerk

(SEAL)

RESOLUTION NO. 1375

RESOLUTION AUTHORIZING THE ISSUANCE OF
\$2,275,000 GENERAL OBLIGATION PROMISSORY NOTES
AND THE ISSUANCE AND SALE OF A \$2,275,000 NOTE
ANTICIPATION NOTE IN ANTICIPATION THEREOF

WHEREAS, on February 1, 2022, the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin (the "City") adopted a resolution (the "Set Sale Resolution"), providing for the sale of a Note Anticipation Note (the "Note" or "Notes") for public purposes, including paying the cost of street and bridge improvement projects, water main projects, property demolition and remediation, acquisition of equipment for the police department, fire department, parks department and public works department and other projects included in the City's capital improvement plan (collectively, the "Project");

WHEREAS, the City Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, it is the finding of the City Council that it is necessary, desirable and in the best interest of the City to authorize the issuance of general obligation promissory notes and covenant to issue such general obligation promissory notes (the "Securities") to provide permanent financing for the Project;

WHEREAS, the Securities have not yet been issued or sold;

WHEREAS, cities are authorized by the provisions of Section 67.12(1)(b), Wisconsin Statutes, to issue note anticipation notes in anticipation of receiving the proceeds from the issuance and sale of the Securities;

WHEREAS, it is the finding of the City Council that it is necessary, desirable and in the best interest of the City to authorize the issuance and sale of note anticipation notes pursuant to Section 67.12(1)(b), Wisconsin Statutes, in anticipation of receiving the proceeds from the issuance and sale of the Securities, to provide interim financing to pay the cost of the Project; and

WHEREAS, it is the finding of the City Council that it is necessary, desirable and in the best interest of the City to sell the Notes to Farmers State Bank (the "Purchaser"), pursuant to the terms and conditions of the Term Sheet attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal").

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City that:

Section 1. Authorization and Issuance of Securities. The City hereby authorizes the issuance of and declares its intention and covenants to issue the Securities pursuant to the provisions of Chapter 67, Wisconsin Statutes, in an amount sufficient to retire the Notes. There is hereby levied on all the taxable property in the City a direct, annual, irrevocable tax sufficient

to pay the interest on said Securities as it becomes due, and also to pay and discharge the principal thereof.

Section 2. Authorization and Sale of the Notes. In anticipation of the sale of the Securities, for the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(1)(b), Wisconsin Statutes, the principal sum of TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$2,275,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted and the City Manager and City Clerk or other appropriate officers of the City are authorized and directed to execute an acceptance of the Proposal on behalf of the City. To evidence the obligation of the City, the City Manager and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the City, the Notes aggregating the principal amount of TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$2,275,000) for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 3. Terms of the Notes. The Notes shall be designated "Note Anticipation Note"; shall be issued in the principal amount of \$2,275,000; shall be dated March 22, 2022; shall be in the denomination of \$100,000 or any integral multiple of \$1,000 in excess thereof; shall be numbered R-1; and shall bear interest at the rate of 0.97% per annum and mature on March 22, 2023 as set forth on the schedule attached hereto as Exhibit B and incorporated herein by this reference (the "Schedule"). Interest shall be payable at maturity. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 4. Redemption Provisions. The Notes are subject to redemption prior to maturity, at the option of the City, on June 22, 2022 or on any date thereafter. Said Notes are redeemable as a whole or in part, in integral multiples of \$1,000 at a price of par plus accrued interest to the date of redemption. In the event that only a portion of the Note is redeemed, the remaining outstanding principal amount of the Note must be at least \$100,000, unless or until redeemed or paid in full.

Section 5. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 6. Security. The Notes shall in no event be a general obligation of the City and do not constitute an indebtedness of the City nor a charge against its general credit or taxing power. No lien is created upon the Project or any other property of the City as a result of the issuance of the Notes. The Notes shall be payable only from (a) any proceeds of the Notes set aside for payment of interest on the Notes as it becomes due and (b) proceeds to be derived from the issuance and sale of the Securities, which proceeds are hereby declared to constitute a special trust fund, hereby created and established, to be held by the City Clerk and expended solely for the payment of the principal of and interest on the Notes until paid. The City hereby agrees that, in the event such monies are not sufficient to pay the principal of and interest on the Notes when due, if necessary, the City will pay such deficiency out of its annual general tax levy or other available funds of the City; provided, however, that such payment shall be subject to annual

budgetary appropriations therefor and any applicable levy limits; and provided further, that neither this Resolution nor any such payment shall be construed as constituting an obligation of the City to make any such appropriation or any further payments.

Section 7. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for Note Anticipation Note, dated March 22, 2022" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any proceeds of the Notes representing capitalized interest on the Notes or other funds appropriated by the City for payment of interest on the Notes, as needed to pay the interest on the Notes when due; (iii) proceeds of the Securities (or other obligations of the City issued to pay principal of or interest on the Notes); (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due and which are appropriated by the City Council for that purpose; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided that such monies may be invested in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Said account shall be used for the sole purpose of paying the principal of and interest on the Notes and shall be maintained for such purpose until the Notes are fully paid or otherwise extinguished, and shall at all times be invested in a manner that conforms with the provisions of the Internal Revenue Code of 1986, as amended (the "Code"), and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the City Council directs otherwise.

Section 8. Covenants of the City. The City hereby covenants with the owners of the Notes as follows:

(A) It shall issue and sell the Securities as soon as practicable, as necessary to provide for payment of the Notes;

(B) It shall segregate the proceeds derived from the sale of the Securities into the special trust fund herein created and established and shall permit such special trust fund to be used for no purpose other than the payment of principal of and interest on the Notes until paid. After the payment of principal of and interest on the Notes in full, said trust fund may be used for such other purposes as the City Council may direct in accordance with law; and,

(C) It shall maintain a debt limit capacity such that its combined outstanding principal amount of general obligation bonds or notes or certificates of indebtedness and the \$2,275,000 authorized for the issuance of the Securities to provide for the payment of the Notes shall at no time exceed its constitutional debt limit.

Section 9. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 10. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 11. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City

certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 12. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 13. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the City Manager and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 14. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the City Clerk or the City Treasurer (the "Fiscal Agent").

Section 15. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such

transfer, the City Manager and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the City Manager and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 16. Record Date. The fifteenth calendar day preceding the payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 17. Continuing Disclosure. The Notes are an exempt transaction in connection with the continuing disclosure requirements of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") because the minimum authorized denominations for the Notes are \$100,000 or more and the sale of the Notes is limited to no more than 35 sophisticated persons (in the Purchaser's reasonable belief) none of whom is purchasing for more than one account or with a view to distributing the securities.

Section 18. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

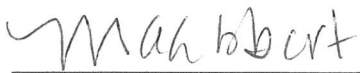
Section 19. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the City Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded March 1, 2022.



Rebecca Houseman LeMire
City Manager

ATTEST:



Michelle A. Ebbert
City Clerk

(SEAL)

Final Term Sheet dated March 1, 2022

**CITY OF FORT ATKINSON (the "City")
Jefferson County, Wisconsin**

**\$2,275,000 Note Anticipation Note (the "Note")
Bank Qualified**

Par Amount: \$2,275,000.
Award Date: March 1, 2022.
Dated Date/Closing Date: March 22, 2022.
Maturity Schedule:

(March 22)	Amount
2023	\$2,275,000

Interest Rate (Fixed): 0.97%.

Interest shall be payable at maturity on March 22, 2023. Interest on the Note will be computed on the basis of a 30-day month and 360-day year.

Purchase Price: Par.

Redemption Provision: The Note is subject to call and prior redemption, at the option of the City, on June 22, 2022 or on any date thereafter, in whole or in part, in integral multiples of \$1,000, at a price of par plus accrued interest to the date of redemption upon 30 days prior written notice to the Purchaser. In the event that only a portion of the Note is redeemed, the remaining outstanding principal amount of the Note must be at least \$100,000, unless or until redeemed or paid in full.

Security: The Note is being issued pursuant to Section 67.12(1)(b) of the Wisconsin Statutes. The Note shall in no event be a general obligation of the City, and does not constitute an indebtedness of the City, nor a charge against its general credit or taxing power. The Note is payable only from (a) any proceeds of the Note set aside for payment of interest on the Note as it becomes due; and (b) proceeds to be derived from the issuance and sale of general obligation promissory notes which the City has covenanted to issue and which proceeds constitute a special trust fund to be held and expended solely for the payment of principal and interest on the Note.

Purpose: The proceeds from the sale of the Note will be used to provide interim financing for public purposes, including paying the cost of street and bridge improvement projects, water main projects, property demolition and remediation, acquisition of equipment for the police department, fire department, parks department and public works department and other projects included in the City's capital improvement plan.

Tax Status: Under existing law, interest on the Note is excludable in gross income for present federal income tax purposes. Interest on the Note is not exempt from present Wisconsin income or franchise taxes.

Bank Qualification: The Note shall be designated as a "qualified tax-exempt obligation".

Authorization:

Set Sale Resolution

By way of a resolution adopted on February 1, 2022 (the "Set Sale Resolution") the City Council provided for the sale of a note anticipation note in an amount of approximately \$2,275,000 to provide interim financing for public purposes, including paying the cost of street and bridge improvement projects, water main projects, property demolition and remediation, acquisition of equipment for the police department, fire department, parks department and public works department and other projects include in the City's capital improvement plan (collectively, the "Projects").

Wisconsin Statutes permit note anticipation notes such as the Notes to be issued by the City without a referendum.

Award Resolution

By way of the resolution adopted on March 1, 2022 (the "Award Resolution") the Common Council authorized the issuance of the Note, awarded the sale of the Note to the Purchaser, provided the details and form of the Note, and set out certain covenants with respect thereto. Pursuant to the Award Resolution, the Common Council will authorize the issuance of and covenant to issue general obligation promissory notes as soon as practicable, as necessary to pay the Note. Additionally, the City has authority under Wisconsin Statutes to issue general obligation refunding bonds to pay the Note. The City will also covenant to maintain sufficient debt capacity to permit such notes or bonds to be issued.

Type of Note:

Typewritten note. (Not DTC eligible)

Denominations:

\$100,000 or any integral multiple of \$1,000 in excess thereof.

Paying Agent Contact:

City Officials, City of Fort Atkinson, Wisconsin*

**Ms. Michelle Ebbert is the contact for paying agent matters.*

Population

	<u>Jefferson County</u>	<u>City of Fort Atkinson</u>
Estimate, 2021	85,187	12,458
Estimate, 2020	84,692	12,395
Estimate, 2019	84,579	12,437
Estimate, 2018	84,352	12,390
Census, 2010	83,686	12,368

Source: Wisconsin Department of Administration, Demographic Services Center.

Largest Taxpayers

<u>Taxpayer</u>	<u>Type of Business</u>	<u>2021 Assessed Valuation</u>	<u>2021 Equalized Valuation</u>
Jones Dairy Farm	Pork products	\$19,593,700	\$23,208,700
FASP/Reena	Assisted living facility	10,481,100	12,447,900
Nasco International Inc.	School/library catalog	10,451,600	12,412,800
On-Cor Frozen Foods Redi-Serve	Frozen food processor	8,705,100	10,336,200
Spacesaver Corp.	Mobil storage units	7,168,700	8,513,800
C.B.F. Investments	Commercial development	6,796,000	8,066,600
Ball Corporation	Aluminum can production	6,602,300	7,841,200
FORTFEST (Festival Foods)	Shopping center	5,417,800	6,434,400
Klopcic	Dinner theater	4,867,300	5,780,700
JS Leasing W&A	Trucking company	4,515,700	5,363,000
		<u>\$84,599,300</u>	<u>\$100,405,300</u>

The above taxpayers represent 9.08% of the City's 2021 Equalized Value (TID IN) (\$1,105,765,400).

Source: The City.

Debt Limit*

Set forth in the table below is a comparison of the outstanding indebtedness of the City, as of the closing date of the Note, as a percentage of the applicable debt limit.

Equalized Valuation (2021) as certified by Wisconsin Department of Revenue	\$1,105,765,400
Legal Debt Percentage Allowed	<u>5.00%</u>
Legal Debt Limit	\$55,288,270
Debt Outstanding	<u>\$14,607,630</u>
Unused Margin of Indebtedness	\$40,680,640
Percent of Legal Debt Incurred	26.42%
Percentage of Legal Debt Available	73.58%

*The Note is not a general obligation of the City and therefore is not included in the table above.

**Global Health
Emergency Risk:**

Impact of the Spread of COVID-19

In late 2019, a novel strain of coronavirus (COVID-19) emerged in Wuhan, Hubei Province, China. COVID-19 has spread throughout the world, including to the United States, resulting in the World Health Organization proclaiming COVID-19 to be a pandemic and former President Trump declaring a national emergency. In response to the spread of COVID-19, the United States government, state governments, local governments and private industries have taken measures to limit social interactions in an effort to limit the spread of COVID-19. On March 25, 2020, Wisconsin's "safer-at-home" order (the "Order") went into effect, which orders the closure of all non-essential business and operations until April 24, 2020 and was subsequently extended until May 26, 2020 (with certain exceptions as provided in the Order). In addition, the deadline for payment of State income taxes was extended to match the federal deadline of July 15, 2020.

On April 21, 2020, Republican legislators in the State filed a lawsuit challenging the legality of the Order. On May 13, 2020, the Wisconsin Supreme Court ruled that the Order is unlawful, invalid and unenforceable because the emergency rulemaking procedures under Section 227.24 of the Wisconsin Statutes and procedures established by the Wisconsin Legislature for rulemaking if criminal penalties were to follow were not followed in connection with the Order. The Supreme Court's decision does not invalidate any local health officials' orders or prevent future local health officials' orders related to the COVID-19 pandemic. In addition, the ruling did not change the mandated closure of school buildings through June 30, 2020.

The Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") provides for federal payments from the Coronavirus Relief Fund to the State for the discrete purpose of covering expenses directly incurred as a result of COVID-19 between March 1 and December 30, 2020. On May 27, 2020, Governor Tony Evers announced a program titled, "Routes to Recovery: Local Government Aid Grants," which distributed \$190 million of the State's Coronavirus Relief Fund monies to all counties, cities, villages and towns across Wisconsin for unbudgeted eligible expenditures incurred due to COVID-19 between March 1 and October 31, 2020. The State allocated funds based on population with a guaranteed minimum allocation of \$5,000. The City's allocation is \$202,195. These funds were disbursed up to the amount of the allocation after eligible expenditures were reported through the State's cost tracker application. On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021, which provides local governments an additional \$130.2 billion, including \$45.6 billion for cities, through the Coronavirus Local Fiscal Recovery Fund. These funds can be used to mitigate increased expenditures, lost revenue, and economic hardship related to the COVID-19 pandemic, with half received in 2021 and half to be received in 2022. The City's allocation is \$1,300,192.

The effects of the spread of COVID-19 and the government and private responses to the spread continue to evolve. COVID-19 has caused significant disruptions to the global, national and State economy. The extent to which the coronavirus continues to impact the City and its financial condition will depend on future developments, which are uncertain and cannot be predicted by the City, including the duration of the outbreak and future measures taken to address the outbreak.

Legal Opinion:

Mr. Brian Lanser, Quarles & Brady LLP
Phone: (414) 277-5775
E-mail: brian.lanser@quarles.com

Ms. Margaret Callan, Quarles & Brady LLP
Phone: (414) 277-5446
E-mail: margaret.callan@quarles.com

Legal matters incident to the authorization and issuance of the Note are subject to the unqualified approving legal opinion of Quarles & Brady LLP, Bond Counsel. Such opinion will be issued on the basis of the law existing at the time of the issuance of the Note. A copy of such opinion will be available at the time of the delivery of the Note.

Bond Counsel has not assumed responsibility for this Term Sheet or participated in its preparation and has not performed any investigation as to its accuracy, completeness or sufficiency.

Inapplicability of Rule 15c2-12:

Securities and Exchange Commission Rule 15c2-12 (the "Rule") does not apply to the Note because the Note is being issued in authorized denominations of \$100,000 or more and is being sold to no more than thirty-five (35) persons each of whom the Placement Agent reasonably believes (a) has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and risks of its prospective investment in the Note, and (b) is not purchasing the Note for more than one account or with a view to distributing the Note. Accordingly, no preliminary official statement or final official statement (within the meaning of the Rule) is being prepared, and the Issuer has not undertaken to provide continuing disclosure with respect to the Note pursuant the Rule.

Private Placement/Purchaser Eligibility:

The Purchaser will be required to execute a certificate ("Purchaser's Certificate") attesting that it satisfies the Purchaser requirements described under "Inapplicability of Rule 15c2-12" above. The Purchaser's Certificate will also require the purchaser to attest that (i) it is a "qualified institutional buyer" as defined in Rule 144A promulgated under the Securities Act of 1933, as amended (the "Securities Act") or an "accredited investor" as defined in Regulation D promulgated under the Securities Act; (ii) it has conducted its own investigation relevant to its investment in the Note and has had the opportunity to ask questions and has requested and received all information with respect to the Note which it has requested; and (iii) it has made its decision to invest in the Note based solely on its review of such information and this Term Sheet.

Issuer Contacts:

Ms. Rebecca Houseman LeMire, City Manager
Phone: (920) 563-7760
E-mail: rlemire@fortatkinsonwi.net

Ms. Michelle Ebbert, City Clerk/Treasurer/Finance Director
Phone: (920) 563-7760
E-mail: miebbert@fortatkinsonwi.net

Issuer Tax ID:

39-6005451.

Placement Agent:

Mr. Justin Fischer, Robert W. Baird & Co. Incorporated
Phone: (414) 765-3635
E-mail: jfischer@rwbaird.com

Ms. Emily Timmerman, Robert W. Baird & Co. Incorporated
Phone: (414) 298-7856
E-mail: etimmerman@rwbaird.com

By their execution of this Term Sheet, the City agrees to issue and sell to the Purchaser, and the Purchaser agrees to purchase from the City (by wire transfer of immediately available funds to the account designated by the City), the Note on the terms set forth above.

Purchaser:

Farmers State Bank

Signature & Date:

Carla J. [Signature] 2/12/22
Date

City:

City of Fort Atkinson, Wisconsin

Signatures & Date:

[Signature] 3/1/2022
City Manager Date

miebbert 3/1/2022
City Clerk/Treasurer/Finance Director Date

EXHIBIT B

Debt Service Schedule

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)



BOND DEBT SERVICE

City of Fort Atkinson
Note Anticipation Note - FINAL
BQ; Callable 6/22/2022 or any Date Thereafter
Farmers State Bank

Dated Date 03/22/2022
Delivery Date 03/22/2022

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
03/22/2022					
03/22/2023	2,275,000	0.970%	22,067.50	2,297,067.50	2,297,067.50
	2,275,000		22,067.50	2,297,067.50	2,297,067.50

EXHIBIT C

(Form of Note)

NUMBER	UNITED STATES OF AMERICA STATE OF WISCONSIN JEFFERSON COUNTY CITY OF FORT ATKINSON NOTE ANTICIPATION NOTE	DOLLARS \$2,275,000
R-1		

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:
March 22, 2023	March 22, 2022	0.97%

REGISTERED OWNER:	FARMERS STATE BANK
PRINCIPAL AMOUNT:	TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$2,275,000)

FOR VALUE RECEIVED, the City of Fort Atkinson, Jefferson County, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the registered owner identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable at maturity.

This Note is payable as to principal and interest upon presentation and surrender hereof at the office of the City Clerk or City Treasurer.

This Note is one of an issue of Notes aggregating the principal amount of \$2,275,000, all of which are of like tenor, except as to denomination, issued by the City pursuant to the provisions of Section 67.12(1)(b), Wisconsin Statutes, in anticipation of the sale of general obligation promissory notes (the "Securities"), to provide interim financing for the public purpose of paying the cost of street and bridge improvement projects, water main projects, property demolition and remediation, acquisition of equipment for the police department, fire department, parks department and public works department and other projects included in the City's capital improvement plan (the "Project"), as authorized by a resolution adopted on March 1, 2022. Said resolution is recorded in the official minutes of the City Council for said date.

This Note shall be payable only from (a) any proceeds of the Notes set aside for payment of interest on the Notes as it becomes due and (b) proceeds to be derived from the issuance and sale of the Securities, which proceeds have been declared to constitute a special trust fund and to be held by the City Clerk and expended solely for the payment of the principal of and interest on the Notes until paid. In the event such monies are not sufficient to pay the principal of and interest on this Note when due, if necessary, the City will pay such deficiency out of its annual general tax levy or other available funds of the City; provided, however, that any such payment shall be subject to annual budgetary appropriation therefor and any applicable levy limits; and

provided further, that no such payment nor any action authorizing this Note shall be construed as constituting an obligation of the City to make such appropriation or to make any further payment.

The City has authorized the issuance of the Securities and has covenanted to issue the Securities in an amount sufficient to repay the Notes pursuant to said resolution. **THE NOTES ARE NOT A GENERAL OBLIGATION OF THE CITY AND DO NOT CONSTITUTE AN INDEBTEDNESS OF THE CITY WITHIN THE MEANING OF ANY CONSTITUTIONAL OR STATUTORY LIMITATION OR PROVISION NOR A CHARGE AGAINST ITS GENERAL CREDIT OR TAXING POWER. NO LIEN IS CREATED UPON THE PROJECT OR ANY OTHER PROPERTY OF THE CITY AS A RESULT OF THE ISSUANCE OF THE NOTES.**

This Note is subject to redemption prior to maturity, at the option of the City, on June 22, 2022 or on any date thereafter. Said Note is redeemable as a whole or in part, in integral multiples of \$1,000 at a price of par plus accrued interest to the date of redemption. In the event that only a portion of the Note is redeemed, the remaining outstanding principal amount of the Note must be at least \$100,000, unless or until redeemed or paid in full.

Before the redemption of the Note, unless waived by the registered owner, the City shall give notice of such redemption by registered or certified mail at least thirty (30) days prior to the date fixed for redemption to the registered owner of the Note, at the address shown on the registration books. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The portion of the Note to be redeemed shall cease to bear interest on the specified redemption date, provided that federal or other immediately available funds sufficient for such redemption are on deposit with the registered owner at that time. Upon such deposit of funds for redemption, the portion of the Note to be redeemed shall no longer be deemed to be outstanding.

This Note is issued in registered form in the denomination of \$100,000 or any integral multiple of \$1,000 in excess thereof. This Note may be exchanged at the office of the City Clerk for a like aggregate principal amount of Notes of the same maturity in other authorized denominations.

This Note is transferable by a written assignment duly executed by the registered owner hereof or by such owner's duly authorized legal representative. Upon such transfer a new registered Note, in authorized denomination or denominations and in the same aggregate principal amount, shall be issued to the transferee in exchange hereof.

The City may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof, premium, if any, hereon and interest due hereon and for all other purposes, and the City shall not be affected by notice to the contrary.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time. The City has authorized and covenanted

to issue and sell the Securities, the sale of which this Note anticipates, as soon as practicable and to set aside the proceeds of the Securities into a special trust fund for the payment of the principal of and interest on this Note.

This Note has been designated by the City Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Fort Atkinson, Jefferson County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified City Manager and City Clerk, and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF FORT ATKINSON
JEFFERSON COUNTY, WISCONSIN

By: _____

Rebecca Houseman LeMire
City Manager

(SEAL)

By: _____

Michelle A. Ebbert
City Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Registered Owner)

(Authorized Officer)

NOTICE: This signature must correspond with the name of the registered owner as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

Section 67.09, Wisconsin Statutes provides that the City Clerk of the City when acting as the registrar shall record the registration of each note or bond in its bond registrar. Therefore, if this Note is to be assigned, the City Clerk of the City should be notified and a copy of this Assignment should be sent to the City Clerk of the City for his or her records.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE
OF \$2,275,000 GENERAL OBLIGATION REFUNDING BONDS

WHEREAS, on March 1, 2022, the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin (the "City") adopted a resolution (the "Set Sale Resolution"), providing for the sale of General Obligation Refunding Bonds (the "Bonds") for the public purpose of refinancing certain outstanding obligations of the City, specifically, the Note Anticipation Note, dated March 22, 2022 (the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding");

WHEREAS, the City Council deems it to be necessary, desirable and in the best interest of the City to refund the Refunded Obligations for the purpose of providing permanent financing for the projects financed by the Refunded Obligations;

WHEREAS, the City is authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation refunding bonds to refinance its outstanding obligations; and

WHEREAS, it is the finding of the City Council that it is necessary, desirable and in the best interest of the City to sell such Bonds to Robert W. Baird & Co. Incorporated (the "Purchaser"), pursuant to the terms and conditions of its bond purchase proposal attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal").

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City that:

Section 1. Authorization and Sale of the Bonds. For the purpose of paying the cost of the Refunding, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$2,275,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted and the City Manager and City Clerk or other appropriate officers of the City are authorized and directed to execute an acceptance of the Proposal on behalf of the City. To evidence the obligation of the City, the City Manager and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the City, general obligation bonds aggregating the principal amount of TWO MILLION TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$2,275,000) for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Refunding Bonds"; shall be issued in the aggregate principal amount of \$2,275,000; shall be dated May 24, 2022; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on February 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit B-1 and incorporated herein by this reference. Interest shall be payable semi-annually on February 1 and August 1 of each year commencing on February 1,

2023. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit B-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on February 1, 2031 and thereafter are subject to redemption prior to maturity, at the option of the City, on February 1, 2030 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2022 through 2041 for the payments due in the years 2023 through 2042 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Refunding Bonds, dated May 24, 2022" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the City above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the City Council directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Bonds and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Bonds and the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the City Manager and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they

had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by the City Clerk or the City Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Bonds. The City shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the City Manager and City Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The City shall cooperate in any such transfer, and the City Manager and City Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the City at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 16. Official Statement. The City Council hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the City Manager and City Clerk, or other officer of the City charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 18. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on June 22, 2022 at a price of par plus accrued interest to the date of redemption.

The City hereby directs the City Clerk to take all actions necessary for the redemption of the Refunded Obligations on their redemption date. Any and all actions heretofore taken by the officers and agents of the City to effectuate such redemption are hereby ratified and approved.

Section 19. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 20. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The City Manager and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the City Manager and City Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds

by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the City Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded May 3, 2022.

Rebecca Houseman LeMire
City Manager

ATTEST:

Michelle A. Ebbert
City Clerk

(SEAL)

EXHIBIT A

Bond Purchase Proposal

To be provided by the Purchaser and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B-1

Pricing Summary

To be provided by the Purchaser and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by the Purchaser and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

(Form of Bond)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
JEFFERSON COUNTY
NO. R-____ CITY OF FORT ATKINSON \$_____
GENERAL OBLIGATION REFUNDING BOND

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
February 1, _____ May 24, 2022 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the City of Fort Atkinson, Jefferson County, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on February 1 and August 1 of each year commencing on February 1, 2023 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by the City Clerk or City Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$2,275,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of paying the cost of refunding certain obligations of the City, as authorized by a resolution adopted on May 3, 2022. Said resolution is recorded in the official minutes of the City Council for said date.

The Bonds maturing on February 1, 2031 and thereafter are subject to redemption prior to maturity, at the option of the City, on February 1, 2030 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond has been designated by the City Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the City appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for

the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Fort Atkinson, Jefferson County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified City Manager and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF FORT ATKINSON
JEFFERSON COUNTY, WISCONSIN

By: _____
Rebecca Houseman LeMire
City Manager

(SEAL)

By: _____
Michelle A. Ebbert
City Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)



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Madison
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Naples
Phoenix
Scottsdale
Tampa
Tucson
Washington, D.C.

April 25, 2022

VIA EMAIL

Ms. Michelle A. Ebbert
City Clerk/Treasurer/Finance Director
City of Fort Atkinson
101 North Main Street
Fort Atkinson, WI 53538

**Re: City of Fort Atkinson
\$2,275,000 General Obligation Refunding Bonds**

Dear Ms. Ebbert:

Attached is a draft of the **Authorizing Resolution** to be adopted in connection with the above-referenced financing. We have prepared the Resolution with the information provided to us by Robert W. Baird & Co. Incorporated ("Baird"). Please review the Resolution carefully.

It is our understanding that the Resolution will be considered by the City Council at its meeting on May 3, 2022.

If you have not already done so, please include the title of the Resolution on the agenda for the meeting. Please then post the agenda in at least three public places and provide it to the official newspaper of the City (or if the City has no official newspaper, to a news medium likely to give notice in the area) and to any other requesting media at least twenty-four hours prior to the meeting (see Section 19.84(1)(b), Wisconsin Statutes). **If the meeting will be a virtual meeting, please be sure to include on the agenda and the notices the dial-in number or other information necessary for the public and the media to access and monitor the meeting.** The attached **Certificate of Compliance with Open Meeting Law** must be completed in connection with the meeting at which the Resolution is adopted.

Unless the City Council has adopted special rules regarding the adoption of borrowing resolutions, a vote of at least a majority of the members of the City Council is necessary to adopt the Resolution.

Ms. Michelle A. Ebbert
April 25, 2022
Page 2

You will note in reviewing the Resolution that some of the exhibits will be provided to the City on the day of sale. It is our understanding that Baird will provide us with this information prior to the meeting on May 3, 2022. We will email a final copy of the Resolution, including all exhibits, on the day of sale (May 3, 2022) prior to the meeting for the City Council to review and approve. We will also provide hard copies of the complete finalized Resolution at the time we send the closing documents.

Following the adoption of the Resolution, we request that you return one executed copy of the Resolution, as well as one executed copy of the Certificate of Compliance with Open Meeting Law to us for our review. All of these originally signed documents will be included in the closing transcript. A copy of the Resolution should be incorporated into the minutes of the May 3, 2022 meeting.

We are also attaching a **Private Activity and Other Tax Matters Questionnaire**. Please review, correct, if necessary, complete and return this questionnaire to us before the May 3, 2022 meeting. It contains information which will help us draft the closing documents which will be required in connection with this financing.

Please feel free to contact me at (414) 277-5775 or any member of the Quarles & Brady LLP public finance team if you have any questions or comments.

Very truly yours,

QUARLES & BRADY LLP

Handwritten signature of Brian G. Lanser in blue ink, including the initials TAB.

Brian G. Lanser

BGL:TAB

Enclosures

#350035.00020

cc: Ms. Rebecca Houseman LeMire (w/enc. via email)
Mr. Justin Fischer (w/enc. via email)
Ms. Emily Timmerman (w/enc. via email)
Ms. Lori Jackson (w/enc. via email)
Ms. Tracy Berrones (w/enc. via email)

PRELIMINARY OFFICIAL STATEMENT DATED APRIL 28, 2022

NEW ISSUE
Bank Qualified

S&P Global Rated "AA-" (stable outlook)
(See "RATING" herein)

In the opinion of Quarles & Brady LLP, Bond Counsel, assuming continued compliance with the requirements of the Internal Revenue Code of 1986, as amended, under existing law interest on the Bonds is excludable from gross income and is not an item of tax preference for federal income tax purposes. The Bonds will be "qualified tax-exempt obligations". See "TAX EXEMPTION" herein for a more detailed discussion of some of the federal income tax consequences of owning the Bonds. The interest on the Bonds is not exempt from present Wisconsin income or franchise taxes.

\$2,275,000*
CITY OF FORT ATKINSON
Jefferson County, Wisconsin
General Obligation Refunding Bonds

Dated: May 24, 2022

Due: February 1, 2023 - 2042

The \$2,275,000* General Obligation Refunding Bonds (the "Bonds") will be dated May 24, 2022, and will be in the denomination of \$5,000 each or any multiple thereof. The Bonds will mature serially on February 1, of the years 2023 through 2042. Interest on the Bonds shall be payable commencing on February 1, 2023 and semi-annually thereafter on August 1 and February 1 of each year.

MATURITY SCHEDULE*

(February 1)	Amount*	Rate	Yield	CUSIP (1) Base 346748	(February 1)	Amount*	Rate	Yield	CUSIP (1) Base 346748
2023	\$115,000				2023	\$50,000			
2024	525,000				2034	50,000			
2025	115,000				2035	50,000			
2026	120,000				2036	55,000			
2027	130,000				2037	55,000			
2028	130,000				2038	55,000			
2029	135,000				2039	60,000			
2030	140,000				2040	60,000			
2031	150,000				2041	60,000			
2032	155,000				2042	65,000			

The Bonds are being issued pursuant to Chapter 67 of the Wisconsin Statutes. The Bonds will be general obligations of the City of Fort Atkinson, Wisconsin (the "City") for which its full faith and credit and taxing powers are pledged which taxes may, under current law, be levied without limitation as to rate or amount. The proceeds from the sale of the Bonds will be used for the public purpose of current refunding certain outstanding obligations of the City.

The Bonds maturing on February 1, 2031 and thereafter are subject to call and prior redemption, at the option of the City, on February 1, 2030 or on any date thereafter, in whole or in part, and if in part, from maturities selected by the City and by lot within each maturity at a price of par plus accrued interest to the date of redemption. (See "REDEMPTION PROVISIONS" herein.)

The Bonds will be issued only as fully registered Bonds and will be registered in the name of Cede & Co. as nominee of The Depository Trust Company, New York, New York ("DTC"). DTC will act as the securities depository of the Bonds. Individual purchases will be made in book-entry form only in denominations of \$5,000 principal amount or any integral multiple thereof. Purchasers of the Bonds will not receive certificates representing their interest in the Bonds purchased. (See "BOOK-ENTRY-ONLY SYSTEM" herein.)

The City's Bonds are offered when, as and if issued subject to the approval of legality by Quarles & Brady LLP, Milwaukee, Wisconsin, Bond Counsel. The anticipated settlement date for the Bonds is on or about May 24, 2022.



*Preliminary, subject to change.

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This Preliminary Official Statement and the information contained herein are subject to completion and amendment. These securities may not be sold, nor may offers to buy be accepted, prior to the time the Official Statement is delivered in final form. Under no circumstances shall this Preliminary Official Statement constitute an offer to sell or the solicitation of an offer to buy these securities, nor shall there be any sale of these securities, in any jurisdiction in which such offer, solicitation, or sale would be unlawful prior to registration or qualification under the securities laws of any such jurisdiction. This Preliminary Official Statement is in a form deemed final as of its date for purposes of SEC Rule 15c2-12(b) (1), except for the omission of certain information described in the rule, but is subject to revision, amendment, and completion in a Final Official Statement.

**CITY OF FORT ATKINSON
(Jefferson County, Wisconsin)**

CITY COUNCIL

Chris Scherer, President
Bruce Johnson, President Pro Tem
Mason Becker, Member
Megan Hartwick, Member
Eric Schultz, Member

ADMINISTRATION

Rebecca Houseman LeMire, City Manager
Michelle Ebbert, City Clerk/Treasurer/Finance Director
Andy Selle, City Engineer

PROFESSIONAL SERVICES

City Attorney: David R. Westrick, Fort Atkinson, Wisconsin
Underwriter: Robert W. Baird & Co. Incorporated, Milwaukee, Wisconsin
Bond Counsel: Quarles & Brady LLP, Milwaukee, Wisconsin
Paying Agent: City Clerk/Treasurer/Finance Director, City of Fort Atkinson, Wisconsin*

**The contact person for paying agent matters is Ms. Michelle Ebbert, City Clerk/Treasurer/Finance Director.*

REGARDING USE OF THIS OFFICIAL STATEMENT

This Official Statement is being distributed in connection with the sale of the Bonds referred to in this Official Statement and may not be used, in whole or in part, for any other purpose. No dealer, broker, salesman or other person is authorized to make any representations concerning the Bonds other than those contained in this Official Statement, and if given or made, such other information or representations may not be relied upon as statements of the City of Fort Atkinson, Wisconsin (the "City"). This Official Statement does not constitute an offer to sell or the solicitation of an offer to buy, nor shall there be any sale of the Bonds by any person in any jurisdiction in which it is unlawful to make such an offer, solicitation or sale.

For purposes of compliance with Rule 15c2-12 of the Securities and Exchange Commission, this document, as the same may be supplemented or amended by the City, from time to time (collectively, the "Official Statement"), may be treated as a final Official Statement with respect to the Bonds described herein that is deemed final by the City as of the date hereof (or of any such supplement or amendment).

Unless otherwise indicated, the City is the source of the information contained in this Official Statement. Certain information in this Official Statement has been obtained by the City or on its behalf from The Depository Trust Company and other non-City sources that the City believes to be reliable. No representation or warranty is made, however, as to the accuracy or completeness of such information. Nothing contained in this Official Statement is a promise of or representation by Robert W. Baird & Co. Incorporated (the "Underwriter"). The Underwriter has provided the following sentence for inclusion in this Official Statement. The Underwriter has reviewed the information in this Official Statement in accordance with, and as part of, its responsibilities to investors under the federal securities laws as applied to the facts and circumstances of this transaction, but the Underwriter does not guarantee the accuracy or completeness of such information. The information and opinions expressed in this Official Statement are subject to change without notice. Neither the delivery of this Official Statement nor any sale made under this Official Statement shall, under any circumstances, create any implication that there has been no change in the financial condition or operations of the City or other information in this Official Statement, since the date of this Official Statement.

This Official Statement contains statements that are "forward-looking statements" as that term is defined in Section 27A of the Securities Act of 1933, as amended, and Section 21E of the Securities Exchange Act of 1934, as amended. When used in this Official Statement, the words "estimate," "intend," "project" or "projection," "expect" and similar expressions are intended to identify forward-looking statements. Forward-looking statements are subject to risks and uncertainties, some of which are discussed herein, that could cause actual results to differ materially from those contemplated in such forward-looking statements. Investors and prospective investors are cautioned not to place undue reliance on forward-looking statements, which speak only as of the date of this Official Statement.

This Official Statement should be considered in its entirety. No one factor should be considered more or less important than any other by reason of its position in this Official Statement. Where statutes, ordinances, reports or other documents are referred to in this Official Statement, reference should be made to those documents for more complete information regarding their subject matter.

The Bonds will not be registered under the Securities Act of 1933, as amended, or the securities laws of any state of the United States, and will not be listed on any stock or other securities exchange. Neither the Securities and Exchange Commission nor any other federal, state, municipal or other governmental entity shall have passed upon the accuracy or adequacy of this Official Statement.

IN CONNECTION WITH THE OFFERING OF THE BONDS, THE UNDERWRITER MAY OR MAY NOT OVERALLOT OR EFFECT TRANSACTIONS THAT STABILIZE OR MAINTAIN THE MARKET PRICES OF THE BONDS AT LEVELS ABOVE THOSE WHICH MIGHT OTHERWISE PREVAIL IN THE OPEN MARKET. SUCH STABILIZING, IF COMMENCED, MAY BE DISCONTINUED AT ANY TIME WITHOUT NOTICE. THE PRICES AND OTHER TERMS RESPECTING THE OFFERING AND SALE OF THE BONDS MAY BE CHANGED FROM TIME TO TIME BY THE UNDERWRITER AFTER THE BONDS ARE RELEASED FOR SALE AND THE BONDS MAY BE OFFERED AND SOLD AT PRICES OTHER THAN THE INITIAL OFFERING PRICES, INCLUDING SALES TO DEALERS WHO MAY SELL THE BONDS INTO INVESTMENT ACCOUNTS.

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Appendix A: Basic Financial Statements and Related Notes for the Year Ended December 31, 2020

Appendix B: Form of Continuing Disclosure Certificate

Appendix C: Form of Legal Opinion

SUMMARY

City:	City of Fort Atkinson, Jefferson County, Wisconsin.
Issue:	\$2,275,000* General Obligation Refunding Bonds.
Dated Date:	May 24, 2022.
Interest Due:	Commencing on February 1, 2023 and semi-annually thereafter on August 1 and February 1 of each year. Interest on the Bonds will be computed on the basis of a 30-day month and a 360-day year.
Principal Due:	February 1 of the years 2023 through 2042.
Redemption Provision:	The Bonds maturing on February 1, 2031 and thereafter shall be subject to call and prior payment, at the option of the City, on February 1, 2030 or on any date thereafter at a price of par plus accrued interest. The amounts and maturities of the Bonds to be redeemed shall be selected by the City. If less than the entire principal amount of any maturity is to be redeemed, the Bonds of that maturity which are to be redeemed shall be selected by lot. Notice of such call shall be given by sending a notice thereof by registered or certified mail, facsimile or electronic transmission, overnight express delivery, or in any other manner required by DTC not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books. (See "REDEMPTION PROVISIONS" herein.)
Security:	The full faith, credit and resources of the City are pledged to the payment of the principal of and the interest on the Bonds as the same become due and, for said purposes, there are levied without limitation on all the taxable property in the City, direct, annual irrevocable taxes in each year and in such amounts which will be sufficient to meet such principal and interest payments when due. Under current law, such taxes may be levied without limitation as to rate or amount.
Purpose:	The proceeds from the sale of the Bonds will be used for the public purpose of current refunding certain outstanding obligations of the City. (See "THE FINANCING PLAN" herein.)
Tax Status:	Interest on the Bonds is excludable from gross income for federal income tax purposes. (See "TAX EXEMPTION" herein.)
Bank Qualification:	The Bonds will be "qualified tax-exempt obligations".
Credit Rating:	This issue has been assigned a "AA-" (stable outlook) rating by S&P Global Ratings, (a division of S&P Global. (See "RATING" herein.)
Record Date:	The 15th day of the calendar month next preceding each interest payment date.

**Preliminary, subject to change.*

Information set forth on this page is qualified by the entire Official Statement. A full review of the entire Official Statement should be made by potential investors.

INTRODUCTORY STATEMENT

This Official Statement presents certain information relating to the City of Fort Atkinson, Wisconsin (the "City" and the "State" respectively) in connection with the sale of the City's \$2,275,000* General Obligation Refunding Bonds (the "Bonds"). The Bonds are issued pursuant to the Constitution and laws of the State and the resolutions (the "Resolutions") adopted by the City and other proceedings and determinations related thereto.

All summaries of statutes, documents and the Resolutions contained in this Official Statement are subject to all the provisions of, and are qualified in their entirety by reference to such statutes, documents and Resolutions, and references herein to the Securities are qualified in their entirety by reference to the form thereof included in the Resolutions. Copies of the Resolutions may be obtained from the Underwriter (defined herein) upon request.

THE FINANCING PLAN

The City issued a \$2,275,000 Note Anticipation Note, dated March 22, 2022 (the "Note"), to provide interim financing for public purposes, including paying the cost of street and bridge improvement projects, water main projects, property demolition and remediation, acquisition of equipment for the police department, fire department, parks department and public works department and other projects included in the City's capital improvement plan (collectively, the "Project"). The Note is due to mature on March 22, 2023 and is callable at a price of par on June 22, 2022 or on any date thereafter.

The proceeds of the Bonds will be used for the purpose of current refunding the Note on June 22, 2022.

REDEMPTION PROVISIONS

Optional Redemption

The Bonds maturing on February 1, 2031 and thereafter are subject to call and prior redemption, at the option of the City, on February 1, 2030 or on any date thereafter, in whole or in part, from maturities selected by the City and if in part, by lot within each maturity at a price of par plus accrued interest to the date of redemption.

ESTIMATED SOURCES AND USES*

Sources of Funds

Par Amount of Bonds	\$2,275,000.00
Net Reoffering Premium	74,647.70
Estimated Investment Earnings	159.64
TOTAL SOURCES	<u>\$2,349,807.34</u>

Uses of Funds

Deposit to Debt Service Fund (for Current Refunding)	\$2,280,516.88
Cost of Issuance (Including Underwriter's Discount)	67,300.69
Deposit to Debt Service Fund (Rounding)	1,989.77
TOTAL USES	<u>\$2,349,807.34</u>

*Preliminary, subject to change.

CONSTITUTIONAL AND STATUTORY CONSIDERATIONS AND LIMITATIONS CONCERNING THE CITY'S POWER TO INCUR INDEBTEDNESS

The Constitution and laws of the State limit the power of the City (and other municipalities of the State) to issue obligations and to contract indebtedness. Such constitutional and legislative limitations include the following, in summary form and as generally applicable to the City.

Purpose

The City may not borrow money or issue notes or bonds therefore for any purpose except those specified by statute, which include among others the purposes for which the Bonds are being issued.

General Obligation Bonds

The principal amount of every sum borrowed by the City and secured by an issue of bonds may be payable at one time in a single payment or at several times in two or more installments; however, no installment may be made payable later than the termination of twenty years immediately following the date of the bonds. The Common Council is required to levy a direct, annual, irrepealable tax sufficient in amount to pay the interest on such bonds as it falls due and also to pay and discharge the principal thereof at maturity. Bonds issued by the City to refinance or refund outstanding notes or bonds issued by the City may be payable no later than twenty years following the original date of such notes or bonds.

Refunding Bonds

In addition to being authorized to issue bonds, the City is authorized to borrow money using refunding bonds for refunding existing debt. To evidence such indebtedness, the City must issue to the lender its refunding bonds (with interest) payable within a period not exceeding twenty years following the initial date of the debt to be refunded. Such refunding bonds constitute a general obligation of the City. Refunding bonds are not subject to referendum.

Bond or Note Anticipation Notes

In anticipation of issuing general obligation bonds or notes, the City is authorized to borrow money using bond or note anticipation notes. The bond or note anticipation notes shall in no event be a general obligation of the City, and do not constitute an indebtedness of the City, nor a charge against its general credit or taxing power. The bond or note anticipation notes are payable only from (a) proceeds of the bond or note anticipation notes set aside for payment of interest on the bond or note anticipation notes as they become due, and, (b) proceeds to be derived from the issuance and sale of general obligation bonds or promissory notes which proceeds constitute a special trust fund to be held and expended solely for the payment of the principal of and interest on the bond or note anticipation notes. The maximum term of any bond or note anticipation notes (including any refunding) is five years.

Promissory Notes

In addition to being authorized to issue bonds, the City is authorized to borrow money using notes for any public purpose. To evidence such indebtedness, the City must issue to the lender its promissory notes (with interest) payable within a period not exceeding ten years following the date of said notes. Such notes constitute a general obligation of the City. Notes may be issued to refinance or refund outstanding notes. However, such notes may be payable not later than twenty years following the original date of such notes.

Debt Limit

The City has the power to contract indebtedness for purposes specified by statute so long as the principal amount thereof does not exceed five percent of the equalized value of taxable property within the City. For information with respect to the City's percent of legal debt incurred, see the caption "INDEBTEDNESS OF THE CITY-Debt Limit," herein.

THE RESOLUTIONS

The following is a summary of the Resolutions adopted by the Common Council pursuant to the procedures prescribed by Wisconsin Statutes. Reference is made to the Resolutions for a complete recital of their terms.

Sale Resolution

By way of a resolution adopted on March 1, 2022 (the "Set Sale Resolution") the City Council provided for the sale of general obligation refunding bonds in an amount of approximately \$2,275,000 for the public purpose of refunding certain outstanding obligations of the City, specifically, the Note Anticipation Note issued March 22, 2022, which were issued to provide interim financing for public purposes, including paying the cost of street and bridge improvement projects, water main projects, property demolition and remediation, acquisition of equipment for the police department, fire department, parks department and public works department and other projects included in the City's capital improvement plan (collectively, the "Project").

Award Resolution

By way of a resolution to be adopted on May 3, 2022 (the "Award Resolution"), the City Council will accept the bid of the Underwriter (defined herein) for the purchase of the Bonds, provide the details and form of the Bonds, and set out certain covenants with respect thereto. The Resolution pledges the full faith, credit and resources of the City to payments of the principal of and interest on the Bonds. Pursuant to the Resolution, the amount of direct, annual, irrevocable taxes levied for collection in the years 2023 through 2042 which will be sufficient to meet the principal and interest payments on the Bonds when due will be specified (or monies to pay such debt service will otherwise be appropriated). The Resolution establishes separate and distinct from all other funds of the City a debt service fund with respect to payment of principal of and interest on the Bonds.

THE CITY

The City Council

The City Council is the legislative and policy making body of the City and consists of five council members who are elected for two-year terms. The present members and expiration of their respective terms of office are as follows:

<u>City Council</u>	<u>Expiration of Term</u>
Chris Scherer, President	April, 2023
Bruce Johnson, President Pro Tem	April, 2024
Mason Becker, Member	April, 2023
Megan Hartwick, Member	April, 2023
Eric Schultz, Member	April, 2024

Source: *The City*.

Administration of the City

<u>Name</u>	<u>Title</u>	<u>Years of Service</u>
Rebecca Houseman LeMire	City Manager	1*
Michelle Ebbert	City Clerk/Treasurer/Finance Director	8
Andy Selle	City Engineer	6

*Ms. LeMire was previously the Village Administrator/Clerk/Treasurer for the Village of Darien from 2015-2021.

Source: The City.

Employment Relations

<u>Department</u>	<u>Number of Employees*</u>
General Government	7
Police Department	26
Parks and Recreation	9
Public Works	20
Wastewater/Water	12
Fire Department	4
Library/Museum	8
TOTAL	<u>86</u>

*Full-time.

Source: The City.

The City of Fort Atkinson has the following labor contract:

<u>Union</u>	<u>Group Represented</u>	<u>Expiration</u>
WI Professional Police Association	Police Officers	December 31, 2022

The City considers its relationship with the employee groups to be positive.

All eligible City personnel are covered by the Municipal Employment Relations Act ("MERA") of the Wisconsin Statutes. Pursuant to that law, employees have rights to organize and, after significant changes were made to the law in 2011, very limited rights to collectively bargain with municipal employers. MERA was amended by 2011 Wisconsin Act 10 (the "Act") and by 2011 Wisconsin Act 32.

As a result of the 2011 amendments to MERA, the City is prohibited from bargaining collectively with municipal employees, other than public safety or transit employees, with respect to any factor or condition of employment except total base wages. Even then, the City is limited to increasing total base wages beyond any increase in the consumer price index since 180 days before the expiration of the previous collective bargaining agreement (unless the City were to seek approval for a higher increase through a referendum). Ultimately, the City can unilaterally implement the wages for a collective bargaining unit.

Under the changes to MERA, impasse resolution procedures were removed from the law for municipal employees of the type employed by the City, including binding interest arbitration. Strikes by any municipal employee or labor organization are expressly prohibited. As a practical matter, it is anticipated that strikes will be rare. Furthermore, if strikes do occur, they may be enjoined by the courts. Additionally, because the only legal subject of bargaining is the base wage rates, all bargaining over items such as just cause, benefits, and terms of conditions of employment are prohibited and cannot be included in a collective bargaining agreement. Impasse resolution for public safety employees and transit employees is subject to final and binding arbitration procedures, which do not include a right to strike. Interest arbitration is available for transit employees if certain conditions are met.

Pension Plan

All eligible employees in the City are covered under the Wisconsin Retirement System ("WRS") established under Chapter 40 of the Wisconsin Statutes. The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes ("Chapter 40"). The Department of Employee Trust Funds ("ETF") administers the WRS. Required contributions to the WRS are determined by the ETF Board pursuant to an annual actuarial valuation in accordance with Chapter 40 and the ETF's funding policies. The ETF Board has stated that its funding policy is to (i) ensure funds are adequate to pay benefits; (ii) maintain stable and predictable contribution rates for employers and employees; and (iii) maintain inter-generational equity to ensure the cost of the benefits is paid for by the generation that receives the benefits.

City employees are generally required to contribute half of the actuarially determined contributions, and the City generally may not pay the employees' required contribution. During the fiscal years ended December 31, 2018 ("Fiscal Year 2018"), December 31, 2019 ("Fiscal Year 2019") and December 31, 2020 ("Fiscal Year 2020") the City's portion of the contributions to WRS (not including any employee contributions) totaled \$387,884, \$412,584 and \$452,027, respectively.

The City implemented Governmental Accounting Standards Board Statement No. 68 ("GASB 68") for fiscal year ended December 31, 2015.

GASB 68 requires calculation of a net pension liability for the pension plan. The net pension liability is calculated as the difference between the pension plan's total pension liability and the pension plan's fiduciary net position. The pension plan's total pension liability is the present value of the amounts needed to pay pension benefits earned by each participant in the pension plan based on the service provided as of the date of the actuarial valuation. In other words, it is a measure of the present value of benefits owed as of a particular date based on what has been earned only up to that date, without taking into account any benefits earned after that date. The pension plan's fiduciary net position is the market value of plan assets formally set aside in a trust and restricted to paying pension plan benefits. If the pension plan's total pension liability exceeds the pension plan's fiduciary net position, then a net pension liability results. If the pension plan's fiduciary net position exceeds the pension plan's total pension liability, then a net pension asset results.

As of December 31, 2019, the total pension liability of the WRS was calculated as \$108.87 billion and the fiduciary net position of the WRS was calculated as \$112.09 billion, resulting in a net pension asset of \$3.22 billion. The spread of COVID-19 has significantly impacted investment markets, which may impact the funded status of the WRS and future contribution requirements as a result (see "GLOBAL HEALTH EMERGENCY RISK" herein).

Under GASB 68, each participating employer in a cost-sharing pension plan must report the employer's proportionate share of the net pension liability or net pension asset of the pension plan. Accordingly, for Fiscal Year 2020, the City reported an asset of \$1,255,965 for its proportionate share of the net pension asset of the WRS. The net pension asset was measured as of December 31, 2019 based on the City's share of contributions to the pension plan relative to the contributions of all participating employers. The City's proportion was 0.03895124% of the aggregate WRS net pension asset as of December 31, 2019.

The calculation of the total pension liability and fiduciary net position are subject to a number of actuarial assumptions, which may change in future actuarial valuations. Such changes may have a significant impact on the calculation of the net pension liability of the WRS, which may also cause the ETF Board to change the contribution requirements for employers and employees.

For more detailed information regarding the WRS and such actuarial assumptions, see Note 4 in "Appendix A: Basic Financial Statements and Related Notes for the year ended December 31, 2020."

Other Post-Employment Benefits

The City provides "other post-employment benefits" ("OPEB") (i.e., post-employment benefits, other than pension benefits, owed to its employees and former employees) to employees who have terminated their employment with the City and have satisfied specified eligibility standards through a single-employer defined benefit plan. Membership of the plan consisted of 12 retiree receiving benefits and 79 active plan members as of December 31, 2021, the date of the latest actuarial valuation.

OPEB calculations are required to be updated every two years and be prepared in accordance with Statement Nos. 74 and 75 of the Governmental Accounting Standards Board ("GASB 74/75"). An actuarial study for the plan prepared in accordance with GASB 74/75 was most recently completed by Key Benefit Concepts LLC in September, 2021 with an actuarial valuation date of December 31, 2020 (the "Actuarial Report").

For Fiscal Year 2020, the City's contributions totaled \$23,472. The City's current funding practice is to make annual contributions to the plan in the amounts at least equal to the benefits paid to retirees in a particular year on a "pay-as-you-go" basis.

Under GASB 74/75, a net OPEB liability (or asset) is calculated as the difference between the plan's total OPEB liability and the plan's fiduciary net position, which terms have similar meanings as under GASB 68 and GASB 73 for pension plans.

As of December 31, 2020, the plan's total OPEB liability was \$374,332 and the plan fiduciary net position was \$0, resulting in a net OPEB liability of \$374,332.

The calculation of the total OPEB liability and fiduciary net position are subject to a number of actuarial assumptions, which may change in future actuarial valuations. For more detailed information regarding such actuarial assumptions, see Note 4 in "Appendix A – Basic Financial Statements and Related Notes for the year ended December 31, 2020" attached hereto.

The City also participates in the Local Retiree Life Insurance Fund ("LRLIF"), which is a cost-sharing multiple-employer defined benefit plan established by Chapter 40. The ETF and the Group Insurance Board have statutory authority for program administration and oversight, including establishing contribution requirements for employers.

For Fiscal Year 2020, the City's portion of contributions to the LRLIF totaled \$1,467. For Fiscal Year 2020, the City reported a liability of \$306,190 for its proportionate share of the net OPEB liability of the LRLIF. The net OPEB liability was measured as of December 31, 2019 based on the City's share of contributions to the LRLIF relative to the contributions of all participating employers. The City's proportion was 0.07190600% of the aggregate LRLIF net OPEB liability as of December 31, 2019.

The calculation of the total OPEB liability and fiduciary net position are subject to a number of actuarial assumptions, which may change in future actuarial valuations. Such changes may have a significant impact on the calculation of the net OPEB liability of the LRLIF, which may also cause ETF to change the contribution requirements for employers and employees. For more detailed information regarding the LRLIF and such actuarial assumptions, see Note 4 in "Appendix A – Basic Financial Statements and Related Notes for the year ended December 31, 2020" attached hereto.

GENERAL INFORMATION

Location

The City, encompassing an area of 5.4 square miles, is situated on the Rock River in southeastern Wisconsin approximately 30 miles southeast of Madison and 50 miles southwest of Milwaukee. The City, located in Jefferson County, offers a full range of services to its residents, including fire and police protection, water and sewer services, over 200 acres of City park land with a year-round recreation program, a public library and a local museum which depicts Fort Atkinson's long history and includes the National Dairy Shrine.

Education

The City is served by the School District of Fort Atkinson (the "District"), which provides exceptional educational opportunities via one high school, one middle school, four elementary schools, and one alternative learning center. The District's 2021-22 enrollment is 2,602.

Higher Education

Higher education is available through the University of Wisconsin – Madison, a Big Ten school just 30 miles away and the University of Wisconsin – Whitewater, located within 10 miles of the City limits. Madison Area Technical College District – Fort Atkinson campus is located within the City itself, with six other campuses as part of the Madison Area Technical College system. Another alternative for higher education is provided by a private university, Edgewood College, in the City of Madison.

DEMOGRAPHIC AND ECONOMIC INFORMATION

Population

	<u>Jefferson County</u>	<u>City of Fort Atkinson</u>
Estimate, 2021	85,187	12,458
Census, 2020	84,692	12,395
Estimate, 2019	84,579	12,437
Estimate, 2018	84,352	12,390
Estimate, 2017	84,412	12,401

Source: Wisconsin Department of Administration, Demographic Services Center.

Per Return Adjusted Gross Income

	<u>State of Wisconsin</u>	<u>Jefferson County</u>	<u>City of Fort Atkinson</u>
2020	\$61,518	\$57,956	\$51,900
2019	61,003	56,634	52,260
2018	59,423	55,556	50,947
2017	56,698	56,012	49,187
2016	55,267	50,421	46,775

Source: Wisconsin Department of Revenue, Division of Research and Policy.

Unemployment Rate

	<u>State of Wisconsin</u>	<u>Jefferson County</u>
March, 2022	3.3%	3.1%
March, 2021*	4.8	4.4
Average, 2021*	3.8%**	3.3%
Average, 2020*	6.3	5.5
Average, 2019	3.2	3.0
Average, 2018	3.0	2.8
Average, 2017	3.3	3.2

*Figures reflect employment impact as a result of COVID-19 (see "GLOBAL HEALTH EMERGENCY RISK" herein).

**Preliminary.

Source: Wisconsin Department of Workforce Development.

Building Permits – City of Fort Atkinson

<u>Year</u>	<u>Number of Permits</u>	<u>Valuation</u>
2022*	96	\$8,348,952
2021	599	25,188,810
2020	538	7,047,776
2019	502	12,143,289
2018	530	7,605,550
2017	571	16,991,258

*As of April 1, 2022.

Source: The City.

Largest Employers

<u>Name</u>	<u>Type of Business</u>	<u>Number of Employees</u>
Fort Atkinson Memorial Health Services	Healthcare	610
Spacesaver Corp.	Mobil storage units	603
Nasco International Inc.	School/library catalog	600
School District of Fort Atkinson	Public education	461
Jones Dairy Farm	Pork products	350
NORAC Systems	Scales manufacturer	300
OSI Fort Atkinson	Grocers-retail	300
Fireside Dinner Theatre	Dinner theatre	225
Opportunities, Inc.	Community Rehabilitation Training Center	225

Source: Data Axle Genie (www.salesgenie.com), and the School District of Fort Atkinson.

Largest Taxpayers

Listed below are the largest taxpayers in the City.

<u>Name</u>	<u>Type of Business</u>	<u>2021 Assessed Valuation</u>	<u>2021 Equalized Valuation</u>
Jones Dairy Farm	Pork products	\$19,593,700	\$23,208,700
FASP/Reena	Assisted living facility	10,481,100	12,447,900
Nasco International Inc.	School/library catalog	10,451,600	12,412,800
On-Cor Frozen Foods Redi-Serve	Frozen food processor	8,705,100	10,336,200
Spacesaver Corp.	Mobil storage units	7,168,700	8,513,800
C.B.F. Investments	Commercial development	6,796,000	8,066,600
Ball Corporation	Aluminum can production	6,602,300	7,841,200
FORTFEST (Festival Foods)	Shopping center	5,417,800	6,434,400
Klopccic	Dinner theater	4,867,300	5,780,700
JS Leasing W&A	Trucking company	4,515,700	5,363,000
	TOTAL	\$84,599,300	\$100,405,300

The above taxpayers represent 9.08% of the City's 2021 Equalized Value (TID IN) of \$1,105,765,400.

Source: The City.

ASSESSED TAX RATES

	2021/22	2020/21	2019/20	2018/19	2017/18
State of Wisconsin ⁽¹⁾	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
County	4.62	4.09	4.23	4.23	4.24
City	8.70	8.65	8.59	8.40	8.20
School District	12.96	12.12	11.44	10.71	10.20
Technical College District	0.96	0.97	0.95	0.93	0.93
Gross Tax Rate	27.25	25.82	25.22	24.26	23.57
Less: State Tax Credit	(1.95)	1.90	(1.90)	(1.94)	(1.96)
Net Tax Rate	25.30	24.16	23.32	22.33	21.61
Ratio of Assessed to Equalized Valuation	84.20%	89.16%	93.19%	97.82%	101.58%
Equalized Tax Rate <i>(includes school tax credit)</i>	<u>\$22.94</u>	<u>\$23.03</u>	<u>\$23.50</u>	<u>\$23.74</u>	<u>\$21.95</u>

⁽¹⁾State property taxes were eliminated in the State's 2017-19 budget cut.

Source: The City.

TAX LEVIES, RATES AND COLLECTIONS

Personal property taxes, special assessments, special charges and special taxes must be paid to the town, city or village treasurer in full by January 31. Real property taxes may be paid in full by January 31 or in two equal installments payable by January 31 and July 31. Municipalities also have the option of adopting payment plans which allow taxpayers to pay their real property taxes and special assessments in three or more installments, provided that the first installment is paid by January 31, one-half of the taxes are paid by April 30 and the remainder is paid by July 31. Amounts paid on or before January 31 are paid to the town, city or village treasurer. Amounts paid after January 31 are paid to the county treasurer unless the municipality has authorized payment in three or more installments in which case payment is made to the town, city or village treasurer. Any amounts paid after July 31 are paid to the county treasurer. For municipalities which have not adopted an installment payment plan, the town, city or village treasurer settles with other taxing jurisdictions for collections through the preceding month on January 15 and February 20. For municipalities which have adopted an installment payment plan, the town, city or village treasurer settles with other taxing jurisdictions for collections through the preceding month on January 15, February 15 and the 15th day of each month following a month in which an installment payment is due. On or before August 20, the county treasurer must settle in full with the underlying taxing districts for all real property taxes and special taxes. The County Board may authorize its County Treasurer to also settle in full with the underlying taxing districts for all special assessments and special charges. The county may then recover any tax delinquencies by enforcing the lien on the property and retain any penalties or interest on the delinquencies for which it has settled. Uncollected personal property taxes owed by an entity that has ceased operations or filed a petition for bankruptcy, or are due on personal property that has been removed from the next assessment roll are collected from each taxing entity in the year following the levy year. Since, in practice, all delinquent real property taxes are withheld from the county's share of taxes, the City receives 100 percent of the real property taxes it levies for real property taxes. See "Levy Limits" herein for information on additional limitations on City tax levies. The spread of COVID-19 and responses taken by the United States government, state governments, local governments and private industries have caused significant disruptions to the national and State economy. See "GLOBAL HEALTH EMERGENCY RISK" herein. On April 15, 2020, Governor Tony Evers signed into law 2019 Wisconsin Act 185, which provided that for property taxes payable in 2020, a taxation district could, after making a general or case-by-case finding of hardship, choose to waive interest or penalties on property tax installment payments paid after April 1, 2020 but on or before October 1, 2020. In order to take such action, the county board of supervisors was required to first adopt a resolution authorizing such waiver and determining criteria for determining hardship and then the taxation district was required to subsequently adopt a similar resolution. In the case of a county adopting such a resolution, the county proportionally settled with the taxation districts any taxes, interest and penalties collected on or before July 31, 2020 on August 20, 2020, and settled the remaining unpaid taxes, interest, and penalties on September

20, 2020. Jefferson County did not adopt such a resolution. The City cannot predict whether any similar legislation may be adopted in the future.

Levy Year	Collection Year	City Tax Rate	City Levy	Uncollected Personal Property Taxes as of August 20 th of Each Year	Percent of Levy Collected
2021	2022	\$8.70	\$8,098,750	-In Process of Collection-	
2020	2021	8.64	8,045,133	\$0	100%
2019	2020	8.59	7,963,838	0	100
2018	2019	8.19	7,692,713	0	100
2017	2018	8.20	7,526,227	0	100

Source: The City.

LEVY LIMITS

Section 66.0602 of the Wisconsin Statutes, imposes a limit on property tax levies by cities, villages, towns and counties. No city, village, town or county is permitted to increase its tax levy by a percentage that exceeds its valuation factor (which is defined as a percentage equal to the greater of either the percentage change in the political subdivision's January 1 equalized value due to new construction less improvements removed between the previous year and the current or zero percent). The base amount in any year to which the levy limit applies is the actual levy for the immediately preceding year. In 2018, and in each year thereafter, the base amount is the actual levy for the immediately preceding year plus the amount of the payment from the State under Section 79.096 of the Wisconsin Statutes (an amount equal to the property taxes formerly levied on certain items of personal property), and the levy limit is the base amount multiplied by the valuation factor, minus the amount of the payment from the State under Section 79.096 of the Wisconsin Statutes. This levy limitation is an overall limit, applying to levies for operations as well as for other purposes.

A political subdivision that did not levy its full allowable levy in the prior year can carry forward the difference between the allowable levy and the actual levy, up to a maximum of 1.5% of the prior year's actual levy. The use of the carry forward levy adjustment needs to be approved by a majority vote of the political subdivision's governing body (except in the case of towns) if the amount of carry forward levy adjustment is less than or equal to 0.5% and by a super majority vote of the political subdivision's governing body (three-quarters vote if the governing body is comprised of five or more members, two-thirds vote if the governing body is comprised of fewer than five members) (except in the case of towns) if the amount of the carry forward levy adjustment is greater than 0.5% up to the maximum increase of 1.5%. For towns, the use of the carry forward levy adjustment needs to be approved by a majority vote of the annual town meeting or special town meeting after the town board has adopted a resolution in favor of the adjustment by a majority vote if the amount of carry forward levy adjustment is less than or equal to 0.5% or by two-thirds vote or more if the amount of carry forward levy adjustment is greater than 0.5% up to the maximum of 1.5%.

Beginning with levies imposed in 2015, if a political subdivision does not make an adjustment in its levy as described in the above paragraph in the current year, the political subdivision may increase its levy by the aggregate amount of the differences between the political subdivision's valuation factor in the previous year and the actual percent increase in a political subdivision's levy attributable to the political subdivision's valuation factor in the previous year, for the five years before the current year, less any amount of such aggregate amount already claimed as an adjustment in any of the previous five years. The calculation of the aggregate amount available for such adjustment may not include any year before 2014, and the maximum adjustment allowed may not exceed 5%. The use of the adjustment described in this paragraph requires approval by a two-thirds vote of the political subdivision's governing body, and the adjustment may only be used if the political subdivision's level of outstanding general obligation debt in the current year is less than or equal to the political subdivision's level of outstanding general obligation debt in the previous year.

Special provisions are made with respect to property taxes levied to pay general obligation debt service. Those are described below. In addition, the statute provides for certain other adjustments to and exclusions from the tax levy limit. Among the exclusions, Section 66.0602(3)(e)5. of the Wisconsin Statutes provides that the levy limit does not apply to "the amount that a political subdivision levies in that year to make up any revenue shortfall for the debt service on a revenue bond issued under Section 66.0621 by that political subdivision." Recent positions taken by Wisconsin Department of Revenue ("DOR") staff call into question the availability of this exception, including by limiting its availability depending on the circumstances surrounding the pertinent revenue

shortfall. To date, such DOR positions have not been expressed formally in a declaratory ruling under Section 227.41(5)(a) of the Wisconsin Statutes, nor have they been the subject of any court challenge or resulting court ruling.

With respect to general obligation debt service, the following provisions are made:

(a) If a political subdivision's levy for the payment of general obligation debt service, including debt service on debt issued or reissued to fund or refund outstanding obligations of the political subdivision and interest on outstanding obligations of the political subdivision, on debt originally issued before July 1, 2005, is less in the current year than in the previous year, the political subdivision is required to reduce its levy limit in the current year by the amount of the difference between the previous year's levy and the current year's levy.

(b) For obligations authorized before July 1, 2005, if the amount of debt service in the preceding year is less than the amount of debt service needed in the current year, the levy limit is increased by the difference between the two amounts. This adjustment is based on scheduled debt service rather than the amount actually levied for debt service (after taking into account offsetting revenues such as sales tax revenues, special assessments, utility revenues, tax increment revenues or surplus funds). Therefore, the levy limit could negatively impact political subdivisions that experience a reduction in offsetting revenues.

(c) The levy limits do not apply to property taxes levied to pay debt service on general obligation debt authorized on or after July 1, 2005.

The Bonds were authorized after July 1, 2005 and therefore the levy limits do not apply to taxes levied to pay debt service on the Bonds.

EQUALIZED AND ASSESSED VALUATIONS

All equalized valuations of property in the State of Wisconsin are determined by the State of Wisconsin, Department of Revenue, Supervisor of Assessments Office. Equalized valuations are the State's estimate of full market value. The State determines assessed valuations of all manufacturing property in the State. Assessed valuations of residential and commercial property are determined by local assessors.

Set forth in the table below are the assessed and equalized valuations of property located within the City for the years 2017 through 2021. The City's equalized valuation (TID IN) has increased by 22.33 percent since 2017 with an average annual increase of 5.17 percent.

Year	Assessed Valuation	Equalized Valuation (TID IN)	Equalized Valuation (TID OUT)
2021	\$931,039,700	\$1,105,765,400	\$1,042,571,600
2020	930,488,400	1,041,791,400	986,434,600
2019	926,617,700	994,300,600	944,362,000
2018	915,940,800	936,226,400	898,039,900
2017	918,242,000	903,920,400	871,366,000

Source: Wisconsin Department of Revenue.

The equalized valuation by class in the City for 2021 is as follows:

	<u>Amount</u>	<u>Percent of Total</u>
Real Estate		
Residential	\$763,725,300	69.07%
Commercial	262,826,000	23.77%
Manufacturing	60,857,000	5.50%
Agricultural, Forest, Other	155,600	0.01%
Total Real Estate	<u>\$1,087,563,900</u>	<u>98.35%</u>
 Total Personal Property	 <u>18,201,500</u>	 <u>1.65%</u>
 Total	 <u><u>\$1,105,765,400</u></u>	 <u><u>100.00%</u></u>

Source: Wisconsin Department of Revenue.

Tax Incremental Districts

The City has Tax Incremental Districts (“TIDs”) created under Wisconsin Statutes Section 66.1105. TID valuations totaling \$63,193,800 have been excluded from the City’s tax base for 2021.

<u>City of Fort Atkinson</u>	<u>TID Creation</u>	<u>Base Value</u>	<u>2021 Value</u>	<u>Increment</u>
6	2000	\$1,135,400	\$7,538,300	\$6,402,900
7	2000	11,587,900	31,758,700	20,170,800
8	2009	28,584,200	65,204,300	36,620,100
TOTAL				<u><u>\$63,193,800</u></u>

Source: Wisconsin Department of Revenue.

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INDEBTEDNESS OF THE CITY

Direct Indebtedness

Set forth below is the direct general obligation indebtedness of the City, including principal and interest payments due on existing debt as well as debt service on the Bonds. Interest on the Bonds has been estimated using an average rate of 3.56 percent.

Year	Outstanding Bonds and Notes		New Issue*		Total Debt Service	Less: Projected Offsetting	Total Projected Net Debt Service
	Principal	Interest	Principal*	Interest*	Requirements*	Revenues ⁽¹⁾ *	Requirements*
2022	\$1,961,923	\$458,344			\$2,420,267	(\$1,322,685)	\$1,097,582
2023	1,924,100	401,297	\$115,000	\$101,979	2,542,375	(1,244,658)	1,297,717
2024	982,900	356,195	525,000	71,994	1,936,089	(538,038)	1,398,051
2025	1,028,900	324,490	115,000	58,394	1,526,783	(534,786)	991,997
2026	1,154,900	289,001	120,000	53,400	1,617,301	(530,659)	1,086,642
2027	1,211,900	250,563	130,000	48,088	1,640,551	(537,460)	1,103,091
2028	943,500	218,482	130,000	42,563	1,334,545	(302,277)	1,032,268
2029	984,500	192,051	135,000	36,931	1,348,483	(305,320)	1,043,163
2030	866,500	166,524	140,000	31,088	1,204,112	(303,137)	900,975
2031	697,500	144,991	150,000	25,675	1,018,166	(306,770)	711,395
2032	651,000	126,224	155,000	20,719	952,942	(314,063)	638,879
2033	663,000	107,303	50,000	17,388	837,691	(310,867)	526,824
2034	584,000	89,226	50,000	15,763	738,989	(213,790)	525,199
2035	601,000	72,068	50,000	14,138	737,206	(212,972)	524,234
2036	535,000	55,025	55,000	12,431	657,456	(198,036)	459,420
2037	555,000	38,024	55,000	10,644	658,668	(201,895)	456,773
2038	575,000	20,295	55,000	8,856	659,151	(200,416)	458,735
2039	375,000	5,625	60,000	6,988	447,613	(16,869)	430,744
2040	0	0	60,000	5,038	65,038	(16,381)	48,656
2041	0	0	60,000	3,088	63,088	(15,894)	47,194
2042	0	0	65,000	1,056	66,056	(20,325)	45,731
	<u>\$16,295,623</u>	<u>\$3,315,729</u>	<u>\$2,275,000</u>	<u>\$586,216</u>	<u>\$22,472,567</u>	<u>(\$7,647,298)</u>	<u>\$14,825,270</u>
Less 2022 Sinking Funds	<u>(1,961,923)</u>	<u>(458,344)</u>	<u>0</u>	<u>0</u>	<u>(2,420,267)</u>	<u>1,322,685</u>	<u>(1,097,582)</u>
TOTAL	<u><u>\$14,333,700</u></u>	<u><u>\$2,857,384</u></u>	<u><u>\$2,275,000</u></u>	<u><u>\$586,216</u></u>	<u><u>\$20,052,300</u></u>	<u><u>(\$6,324,613)</u></u>	<u><u>\$13,727,688</u></u>

*Preliminary, subject to change.

⁽¹⁾The above outstanding debt was issued as general obligations of the City; however revenues from TID No. 6, TID No. 7, TID No. 8 and revenues from the City's water, storm and sewer utilities are projected to partially offset the total debt service. The actual amount of these offsetting revenues is not guaranteed. Under State law, the City is required to levy an amount sufficient to meet the debt service on its outstanding general obligation debt, but such levy may be abated by the use of such offsetting revenues, if and to the extent available.

Future Financing

The City does not anticipate issuing additional general obligation debt in the next twelve months.

Default Record

The City has no record of default on any prior debt repayment obligations.

Overlapping and Underlying Indebtedness

<u>Entity</u>	<u>Amount of Debt (Less 2022 Principal Amounts)</u>	<u>Percent Applicable to City</u>	<u>Outstanding Debt Chargeable to City</u>
Madison Area Technical College District	\$164,190,000	1.05%	\$1,723,995
Jefferson County	24,270,000	12.67	3,075,009
School District of Fort Atkinson	4,240,000	59.70	2,531,280
TOTAL	\$192,700,000		\$7,330,284

NOTE: This summary may not reflect all of the City's outstanding overlapping and underlying indebtedness.

Source: Wisconsin Department of Revenue. Information provided by each municipal entity through publicly available disclosure documents available on EMMA.msrb.org, the Wisconsin Department of Public Instruction and direct inquiries.

Statistical Summary

The table below reflects direct, overlapping and underlying bonded indebtedness net of all 2022 principal payments.

2021 Equalized Valuation as certified by Wisconsin Department of Revenue	\$1,105,765,400
Direct Bonded Indebtedness, Including The Bonds*	\$16,608,700
Direct, Overlapping and Underlying Bonded Indebtedness, Including The Bonds*	\$23,938,984
Direct Bonded Indebtedness as a Percentage of Equalized Valuation*	1.50%
Direct, Overlapping and Underlying Bonded Indebtedness as a Percentage of Equalized Valuation*	2.16%
Population of City (2021 Estimate)**	12,458
Direct Bonded Indebtedness Per Capita*	\$1,333.18
Direct, Overlapping and Underlying Bonded Indebtedness Per Capita*	\$1,921.58

**Preliminary, subject to change.*

***Source: Wisconsin Department of Administration, Demographic Services Center.*

Debt Limit

As described under the caption "CONSTITUTIONAL AND STATUTORY CONSIDERATIONS AND LIMITATIONS CONCERNING THE CITY'S POWER TO INCUR INDEBTEDNESS-Debt Limit," the total indebtedness of the City may not exceed five percent of the equalized value of property in the City. Set forth in the table below is a comparison of the outstanding indebtedness of the City, as of the date of the closing of the Bonds, as a percentage of the applicable debt limit.

Equalized Valuation (2021) as certified by Wisconsin Department of Revenue	\$1,105,765,400
Legal Debt Percentage Allowed	<u>5.00%</u>
Legal Debt Limit	\$55,288,270
General Obligation Debt Outstanding, Including The Bonds*	<u>\$16,608,700</u>
Unused Margin of Indebtedness*	\$38,679,570
Percent of Legal Debt Incurred*	30.04%
Percentage of Legal Debt Available*	69.96%

**Preliminary, subject to change.*

FINANCIAL INFORMATION

The financial operations of the City are conducted primarily through its general fund. Most taxes and non-tax revenues (such as license fees, fines and costs and user's fees) are paid into the general fund and current operating expenditures are made from the general fund pursuant to appropriations made by the Common Council. Taxes levied for debt service are paid directly into the debt service fund and debt service expenditures are made from that fund.

Budgeting Process

The City is required by State law to annually formulate a budget and to hold public hearings thereon prior to the determination of the amounts to be financed, in whole or in part, by general property taxes, funds on hand or estimated revenues from other sources. The budget must list all existing indebtedness of the City and all anticipated revenues from all sources during the ensuing year and must also list all proposed appropriations for each department, activity and reserve account of the City during the ensuing year. The budget must show actual revenues and expenditures for the preceding year.

As part of the budgeting process, public hearings are held on the proposed budget, at which time any resident or taxpayer in the City may be heard. At an annual meeting in November of each year, the Common Council adopts the final budget for the succeeding year and levies taxes based on assessed valuations of property less any increment attributable to TIDs. The amount of taxes so levied and the amounts of the various appropriations in the final budget (after any alterations made pursuant to public hearings) may not be changed unless authorized by a vote of two-thirds of the entire membership of the Common Council. Failure to publish notice of any such alteration within ten days thereafter shall preclude any change in the budget.

Financial Statements

A copy of the City's Basic Financial Statements and Related Notes for the fiscal year ended December 31, 2020, including the accompanying independent auditor's report, is included as Appendix A to this Official Statement. Potential purchasers should read such financial statements in their entirety for more complete information concerning the City's financial position. Such financial statements have been audited by the Auditor (defined herein), to the extent and for the periods indicated thereon. The City has not requested or engaged the Auditor to perform, and the Auditor has not performed, any additional examination, assessment, procedures or evaluation with respect to such financial statements since the date thereof, or relating to this Official Statement, nor has the City requested that the Auditor consent to the use of such financial statements in this Official Statement. Although the inclusion of the financial statements in this Official Statement is not intended to demonstrate the fiscal condition of the City since the date of the financial statements, in connection with the issuance of the Bonds, the City represents that there has been no material adverse change in the financial position or results of operations of the City, nor has the City incurred any material liabilities, which would make such financial statements misleading.

**GENERAL FUND SUMMARY
FOR YEARS ENDING DECEMBER 31**

	2022 <u>BUDGET</u>	2021 <u>UNAUDITED</u>	2020 <u>ACTUAL</u>	2019 <u>ACTUAL</u>	2018 <u>ACTUAL</u>
Revenues					
Taxes	\$6,034,882	\$6,016,616	\$6,024,117	\$5,956,679	\$5,976,977
Intergovernmental	2,053,947	2,072,069	2,956,638	2,599,988	3,448,927
Licenses and permits	238,700	242,079	256,594	275,991	301,067
Fines, forfeitures, and penalties	125,000	158,189	115,496	132,314	136,682
Public charges for services	625,010	709,849	472,739	516,486	500,587
Intergovernmental charges for services	0	0	219,373	212,673	193,612
Special Assessments	0	0	0	0	580
Interest (Investment Income)	14,000	7,971	73,365	146,013	89,177
Miscellaneous revenues	22,060	378,301	639,021	535,022	363,325
Total revenues	<u>\$9,113,599</u>	<u>\$9,585,074</u>	<u>\$10,757,343</u>	<u>\$10,375,166</u>	<u>\$11,010,934</u>
Expenditures					
General Government	795,270	828,270	807,386	770,137	816,761
Public Safety	3,763,914	3,887,948	3,701,693	3,479,825	3,526,957
Health and Human Services	35,123	33,209	33,324	32,586	32,119
Public Works	2,366,260	2,122,312	2,181,153	2,309,467	2,178,073
Culture, recreation and education	1,447,637	1,352,950	2,048,497	2,088,656	2,027,058
Conservation and development	235,400	233,301	539,322	732,618	460,110
Debt Service	1,097,562	1,101,030	0	0	0
Capital Outlay	0	0	5,396,820	1,066,481	1,751,282
Public Service Enterprises	54,964	36,203	0	0	0
Total Expenditures	<u>\$9,796,130</u>	<u>\$9,595,223</u>	<u>\$14,708,195</u>	<u>\$10,479,770</u>	<u>\$10,792,360</u>
Excess of revenues over (under) expenditures	<u>(\$682,531)</u>	<u>(\$10,149)</u>	<u>(\$3,950,852)</u>	<u>(\$104,604)</u>	<u>\$218,574</u>
Other Financing Sources (uses)					
General Obligation Debt Issued		235,000	158,900	6,650,000	415,000
Operating transfers in		386,143	338,500	321,602	294,811
Operating transfers (out)		0	0	(491,870)	0
Total Other Financing Sources		<u>621,143</u>	<u>497,400</u>	<u>6,479,732</u>	<u>709,881</u>
Excess of revenues over (under) expenditures		<u>610,994</u>	<u>(3,453,452)</u>	<u>6,375,128</u>	<u>928,455</u>
Fund balances - beginning of year		<u>8,681,791</u>	<u>12,135,243</u>	<u>5,760,115</u>	<u>4,831,660</u>
Fund balances - end of year		<u>\$9,292,785</u>	<u>\$8,681,791</u>	<u>\$12,135,243</u>	<u>\$5,760,115</u>

The amounts shown for years ended December 31, 2018 through 2020 are excerpts from the statements examined by Baker Tilly US LLP, Certified Public Accountants & Consultants, Madison, Wisconsin (the "Auditor"). The amounts shown for the year ending December 31, 2021 are unaudited and the amounts shown for the year ended December 31, 2022 are shown on a budgetary basis, as provided by the City. The comparative statement of revenues and expenditures should be read in conjunction with the other financial statements and notes thereto appearing in Appendix A to this Official Statement.

UNDERWRITING

Robert W. Baird & Co. Incorporated (the "Underwriter") has agreed to purchase the Bonds from the City for a purchase price of \$_____ plus accrued interest to the delivery of the Bonds. The Underwriter will be obligated to purchase all of the Bonds if any of such Bonds are purchased. The Underwriter reserves the right to join with dealers and other underwriters in offering the Bonds to the public. The Underwriter may offer and sell the Bonds to certain dealers (including dealers depositing the Bonds into investment trusts) at prices lower than the offering prices set forth on the cover of this Official Statement. Such initial public offering prices may be changed from time to time by the Underwriter.

TAX EXEMPTION

Quarles & Brady LLP, Milwaukee, Wisconsin, Bond Counsel, will deliver a legal opinion with respect to the federal income tax exemption applicable to the interest on the Bonds under existing law substantially in the following form:

"The interest on the Bonds is excludable for federal income tax purposes from the gross income of the owners of the Bonds. The interest on the Bonds is not an item of tax preference for purposes of the federal alternative minimum tax imposed by Section 55 of the Internal Revenue Code of 1986, as amended (the "Code") on individuals. The Code contains requirements that must be satisfied subsequent to the issuance of the Bonds in order for interest on the Bonds to be or continue to be excludable from gross income for federal income tax purposes. Failure to comply with certain of those requirements could cause the interest on the Bonds to be included in gross income retroactively to the date of issuance of the Bonds. The City has agreed to comply with all of those requirements. The opinion set forth in the first sentence of this paragraph is subject to the condition that the City comply with those requirements. We express no opinion regarding other federal tax consequences arising with respect to the Bonds."

The interest on the Bonds is not exempt from present Wisconsin income or franchise taxes.

Prospective purchasers of the Bonds should be aware that ownership of the Bonds may result in collateral federal income tax consequences to certain taxpayers. Bond Counsel will not express any opinion as to such collateral tax consequences. Prospective purchasers of the Bonds should consult their tax advisors as to collateral federal income tax consequences.

From time to time legislation is proposed, and there are or may be legislative proposals pending in the Congress of the United States that, if enacted, could alter or amend the federal tax matters referred to above or adversely affect the market value of the Bonds. It cannot be predicted whether, or in what form, any proposal that could alter one or more of the federal tax matters referred to above or adversely affect the market value of the Bonds may be enacted. Prospective purchasers of the Bonds should consult their own tax advisors regarding any pending or proposed federal tax legislation. Bond Counsel expresses no opinion regarding any pending or proposed federal tax legislation.

Original Issue Discount

To the extent that the initial public offering price of certain of the Bonds is less than the principal amount payable at maturity, such Bonds ("Discounted Bonds") will be considered to be issued with original issue discount. The original issue discount is the excess of the stated redemption price at maturity of a Discounted Bond over the initial offering price to the public, excluding underwriters or other intermediaries, at which price a substantial amount of such Discounted Bonds were sold (issue price). With respect to a taxpayer who purchases a Discounted Bond in the initial public offering at the issue price and who holds such Discounted Bond to maturity, the full amount of original issue discount will constitute interest that is not includible in the gross income of the owner of such Discounted Bond for federal income tax purposes and such owner will not, subject to the caveats and provisions herein described, realize taxable capital gain upon payment of such Discounted Bond upon maturity.

Original issue discount is treated as compounding semiannually, at a rate determined by reference to the yield to maturity of each individual Discounted Bond, on days that are determined by reference to the maturity date of such Discounted Bond. The amount treated as original issue discount on a Discounted Bond for a particular semiannual accrual period is generally equal to (a) the product of (i) the yield to maturity for such Discounted Bond

(determined by compounding at the close of each accrual period) and (ii) the amount that would have been the tax basis of such Discounted Bond at the beginning of the particular accrual period if held by the original purchaser; and less (b) the amount of any interest payable for such Discounted Bond during the accrual period. The tax basis is determined by adding to the initial public offering price on such Discounted Bond the sum of the amounts that have been treated as original issue discount for such purposes during all prior periods. If a Discounted Bond is sold or exchanged between semiannual compounding dates, original issue discount that would have been accrued for that semiannual compounding period for federal income tax purposes is to be apportioned in equal amounts among the days in such compounding period.

For federal income tax purposes, the amount of original issue discount that is treated as having accrued with respect to such Discounted Bond is added to the cost basis of the owner in determining gain or loss upon disposition of a Discounted Bond (including its sale, exchange, redemption, or payment at maturity). Amounts received upon disposition of a Discounted Bond that are attributable to accrued original issue discount will be treated as tax-exempt interest, rather than as taxable gain.

The accrual or receipt of original issue discount on the Discounted Bonds may result in certain collateral federal income tax consequences for the owners of such Discounted Bonds. The extent of these collateral tax consequences will depend upon the owner's particular tax status and other items of income or deduction.

The Code contains additional provisions relating to the accrual of original issue discount. Owners who purchase Discounted Bonds at a price other than the issue price or who purchase such Discounted Bonds in the secondary market should consult their own tax advisors with respect to the tax consequences of owning the Discounted Bonds. Under the applicable provisions governing the determination of state and local taxes, accrued interest on the Discounted Bonds may be deemed to be received in the year of accrual even though there will not be a corresponding cash payment until a later year. Owners of Discounted Bonds should consult their own tax advisors with respect to the state and local tax consequences of owning the Discounted Bonds.

Bond Premium

To the extent that the initial offering price of certain of the Bonds is more than the principal amount payable at maturity, such Bonds ("Premium Bonds") will be considered to have bond premium.

Any Premium Bond purchased in the initial offering at the issue price will have "amortizable bond premium" within the meaning of Section 171 of the Code. The amortizable bond premium of each Premium Bond is calculated on a daily basis from the issue date of such Premium Bond until its stated maturity date (or call date, if any) on the basis of a constant interest rate compounded at each accrual period (with straight line interpolation between the compounding dates). An owner of a Premium Bond that has amortizable bond premium is not allowed any deduction for the amortizable bond premium; rather the amortizable bond premium attributable to a taxable year is applied against (and operates to reduce) the amount of tax-exempt interest payments on the Premium Bonds. During each taxable year, such an owner must reduce his or her tax basis in such Premium Bond by the amount of the amortizable bond premium that is allocable to the portion of such taxable year during which the holder held such Premium Bond. The adjusted tax basis in a Premium Bond will be used to determine taxable gain or loss upon a disposition (including the sale, exchange, redemption, or payment at maturity) of such Premium Bond.

Owners of Premium Bonds who did not purchase such Premium Bonds in the initial offering at the issue price should consult their own tax advisors with respect to the tax consequences of owning such Premium Bonds. Owners of Premium Bonds should consult their own tax advisors with respect to the state and local tax consequences of owning the Premium Bonds.

DESIGNATION AS QUALIFIED TAX-EXEMPT OBLIGATIONS

The City will designate the Bonds as "qualified tax-exempt obligations" for purposes of Section 265 of the Code relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

CONTINUING DISCLOSURE

In order to assist the Underwriter in complying with Rule 15c2-12 promulgated by the Securities and Exchange Commission (the "SEC"), pursuant to the Securities Exchange Act of 1934 (the "Rule"), the City shall covenant pursuant to the Award Resolution adopted by the Common Council to enter into an undertaking (the "Undertaking") for the benefit of holders including beneficial holders of the Bonds to provide certain financial information and operating data relating to the City annually to the Municipal Securities Rulemaking Board (the "MSRB"), and to provide notices of the occurrence of certain events enumerated in the Rule electronically or in the manner otherwise prescribed by the MSRB to the MSRB. **The Undertaking provides that the annual report will be filed not later than 270 days after the end of each fiscal year. The City's fiscal year ends December 31st.** The details and terms of the Undertaking, as well as the information to be contained in the annual report or the notices of material events, are set forth in the Continuing Disclosure Certificate to be executed and delivered by the City at the time the Bonds are delivered. Such Certificate will be in substantially the form attached hereto as Appendix B. A failure by the City to comply with the Undertaking will not constitute an event of default on the Bonds (although holders will have the right to obtain specific performance of the obligations under the Undertaking). Nevertheless, such a failure must be reported in accordance with the Rule and must be considered by any broker, dealer or municipal securities dealer before recommending the purchase or sale of the Bonds in the secondary market. Consequently, such a failure may adversely affect the transferability and liquidity of the Bonds and their market price.

The City is required to file its continuing disclosure information using the Electronic Municipal Market Access ("EMMA") system. Investors will be able to access continuing disclosure information filed with the MSRB at www.emma.msrb.org.

The City did not timely file a material event notice reflecting the incurrence of financial obligations on August 27, 2020 and February 22, 2021. Subsequently the City has filed the material event notice. Except to the extent the preceding is deemed to be material, in the previous five years, the City has not failed to comply in all material respects with any previous undertakings under the Rule.

BOOK-ENTRY-ONLY SYSTEM

The Depository Trust Company ("DTC"), New York, NY, will act as securities depository for the Bonds. The Bonds will be issued as fully-registered securities registered in the name of Cede & Co. (DTC's partnership nominee) or such other name as may be requested by an authorized representative of DTC. One fully-registered Bond certificate will be issued for each maturity of the Bonds, each in the aggregate principal amount of such maturity, and will be deposited with DTC.

DTC, the world's largest securities depository, is a limited-purpose trust company organized under the New York Banking Law, a "banking organization" within the meaning of the New York Banking Law, a member of the Federal Reserve System, a "clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity issues, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC's participants ("Direct Participants") deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants' accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation ("DTCC"). DTCC is the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly ("Indirect Participants"). DTC has an S&P Global rating of AA+. The DTC Rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at www.dtcc.com.

Purchases of Bonds under the DTC system must be made by or through Direct Participants, which will receive a credit for the Bonds on DTC's records. The ownership interest of each actual purchaser of each Bond ("Beneficial Owner") is in turn to be recorded on the Direct and Indirect Participants' records. Beneficial Owners will not

receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the Bonds are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interests in Bonds, except in the event that use of the book-entry system for the Bonds is discontinued.

To facilitate subsequent transfers, all Bonds deposited by Direct Participants with DTC are registered in the name of DTC's partnership nominee, Cede & Co., or such other name as may be requested by an authorized representative of DTC. The deposit of Bonds with DTC and their registration in the name of Cede & Co. or such other DTC nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the Bonds; DTC's records reflect only the identity of the Direct Participants to whose accounts such Bonds are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time. Beneficial Owners of the Bonds may wish to take certain steps to augment the transmission to them of notices of significant events with respect to the Bonds, such as redemptions, tenders, defaults, and proposed amendments to the Bond documents. For example, Beneficial Owners of Bonds may wish to ascertain that the nominee holding the Bonds for their benefit has agreed to obtain and transmit notices to Beneficial Owners. In the alternative, Beneficial Owners may wish to provide their names and addresses to the registrar and request that copies of notices be provided directly to them.

Redemption notices shall be sent to DTC. If less than all of the Bonds within an issue are being redeemed, DTC's practice is to determine by lot the amount of the interest of each Direct Participant in such issue to be redeemed.

Neither DTC nor Cede & Co. (nor any other DTC nominee) will consent or vote with respect to Bonds unless authorized by a Direct Participant in accordance with DTC's MMI Procedures. Under its usual procedures, DTC mails an Omnibus Proxy to the City as soon as possible after the record date. The Omnibus Proxy assigns Cede & Co.'s consenting or voting rights to those Direct Participants to whose accounts the Bonds are credited on the record date (identified in a listing attached to the Omnibus Proxy).

Redemption proceeds, distributions, and dividend payments on the Bonds will be made to Cede & Co., or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts upon DTC's receipt of funds and corresponding detail information from the City or the Agent, on payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC, the Agent, or the City, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of redemption proceeds, distributions, and dividend payments to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of the City or the Agent, disbursement of such payments to Direct Participants will be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners will be the responsibility of Direct and Indirect Participants.

DTC may discontinue providing its services as depository with respect to the Bonds at any time by giving reasonable notice to the City or the Agent. Under such circumstances, in the event that a successor depository is not obtained, Bond certificates are required to be printed and delivered.

The City may decide to discontinue use of the system of book-entry-only transfers through DTC (or a successor securities depository). In that event, Bond certificates will be printed and delivered to DTC.

The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that the City believes to be reliable, but the City takes no responsibility for the accuracy thereof.

RATING

This issue has been assigned a "AA-" (stable outlook) rating by S&P Global Ratings, a division of S&P Global ("S&P"). Such rating reflects only the views of such organization and explanations of the significance of such rating may be obtained from the rating agency furnishing the same. Generally, a rating agency bases its rating on the information and materials furnished to it and on investigations, studies and assumptions of its own. There is no assurance that such rating will continue for any given period of time or that it will not be revised downward or withdrawn entirely by such rating agency, if in the judgment of such rating agency circumstances so warrant. Any such downward revision or withdrawal of such rating may have an adverse effect on the market price of the Bonds.

Such rating is not to be construed as a recommendation of the rating agency to buy, sell or hold the Bonds, and the rating assigned by the rating agency should be evaluated independently. Except as may be required by the Undertaking described under the heading "CONTINUING DISCLOSURE" neither the City nor the Underwriter undertakes responsibility to bring to the attention of the owners of the Bonds any proposed change in or withdrawal of such rating or to oppose any such revision or withdrawal.

LITIGATION

There is no controversy or litigation of any nature now pending or, to the knowledge of the City, threatened, restraining or enjoining the issuance, sale, execution or delivery of the Bonds, or in any way contesting or affecting the validity of the Bonds or any proceedings of the City taken with respect to the issuance or sale thereof.

LEGAL MATTERS

Legal matters incident to the authorization and issuance of the Bonds are subject to the unqualified approving legal opinion of Quarles & Brady LLP, Bond Counsel. Such opinion will be issued on the basis of the law existing at the time of the issuance of the Bonds. A copy of such opinion will be available at the time of the delivery of the Bonds.

GLOBAL HEALTH EMERGENCY RISK

Impact of the Spread of COVID-19

In late 2019, a novel strain of coronavirus (COVID-19) emerged in Wuhan, Hubei Province, China. COVID-19 has spread throughout the world, including to the United States, resulting in the World Health Organization proclaiming COVID-19 to be a pandemic and former President Trump declaring a national emergency. In response to the spread of COVID-19, the United States government, state governments, local governments and private industries have taken measures to limit social interactions in an effort to limit the spread of COVID-19. On March 25, 2020, Wisconsin's "safer-at-home" order (the "Order") went into effect, which orders the closure of all non-essential business and operations until April 24, 2020 and was subsequently extended until May 26, 2020 (with certain exceptions as provided in the Order). In addition, the deadline for payment of State income taxes was extended to match the federal deadline of July 15, 2020.

On April 21, 2020, Republican legislators in the State filed a lawsuit challenging the legality of the Order. On May 13, 2020, the Wisconsin Supreme Court ruled that the Order is unlawful, invalid and unenforceable because the emergency rulemaking procedures under Section 227.24 of the Wisconsin Statutes and procedures established by the Wisconsin Legislature for rulemaking if criminal penalties were to follow were not followed in connection with the Order. The Supreme Court's decision does not invalidate any local health officials' orders or prevent future local health officials' orders related to the COVID-19 pandemic.

The Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") provides for federal payments from the Coronavirus Relief Fund to the State for the discrete purpose of covering expenses directly incurred as a result of COVID-19 between March 1 and December 30, 2020. On May 27, 2020, Governor Tony Evers announced a program titled, "Routes to Recovery: Local Government Aid Grants," which distributed \$190 million of the State's Coronavirus Relief Fund monies to all counties, cities, villages and towns across Wisconsin for unbudgeted eligible expenditures incurred due to COVID-19 between March 1 and October 31, 2020. The State allocated funds based

on population with a guaranteed minimum allocation of \$5,000. The City's allocation was \$202,195. These funds were disbursed up to the amount of the allocation after eligible expenditures were reported through the State's cost tracker application. On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021, which provides local governments an additional \$130.2 billion, including \$45.6 billion for cities, through the Coronavirus Local Fiscal Recovery Fund. These funds can be used to mitigate increased expenditures, lost revenue, and economic hardship related to the COVID-19 pandemic, with half received in 2021 and half to be received in 2022. The City's allocation is \$650,096.

The effects of the spread of COVID-19 and the government and private responses to the spread continue to evolve. COVID-19 has caused significant disruptions to the global, national and State economy. The extent to which the coronavirus continues to impact the City and its financial condition will depend on future developments, which are uncertain and cannot be predicted by the City, including the duration of the outbreak and future measures taken to address the outbreak.

MUNICIPAL BANKRUPTCY

Municipalities are prohibited from filing for bankruptcy under Chapter 11 (reorganization) or Chapter 7 (liquidation) of the U.S. Bankruptcy Code (11 U.S.C. §§ 101-1532) (the "Bankruptcy Code"). Instead, the Bankruptcy Code permits municipalities to file a petition under Chapter 9 of the Bankruptcy Code, but only if certain requirements are met. These requirements include that the municipality must be "specifically authorized" under State law to file for relief under Chapter 9. For these purposes, "State law" may include, without limitation, statutes of general applicability enacted by the State legislature, special legislation applicable to a particular municipality, and/or executive orders issued by an appropriate officer of the State's executive branch.

As of the date hereof, Wisconsin law contains no express authority for municipalities to file for bankruptcy relief under Chapter 9 of the Bankruptcy Code.

Nevertheless, there can be no assurance (a) that State law will not change in the future, while the Bonds are outstanding, in a way that would allow the City to file for bankruptcy relief under Chapter 9 of the Bankruptcy Code; or (b) even absent such a change in State law, that an executive order or other executive action could not effectively authorize the City to file for relief under Chapter 9. If, in the future, the City were to file a bankruptcy case under Chapter 9, the relevant bankruptcy court would need to consider whether the City could properly do so, which would involve questions regarding State law authority as well as other questions such as whether the City is a municipality for bankruptcy purposes. If the relevant bankruptcy court concluded that the City could properly file a bankruptcy case, and that determination was not reversed, vacated, or otherwise substantially altered on appeal, then the rights of holders of the Bonds could be modified in bankruptcy proceedings. Such modifications could be adverse to holders of the Bonds, and there could ultimately be no assurance that holders of the Bonds would be paid in full or in part on the Bonds. Further, under such circumstances, there could be no assurance that the Bonds would not be treated as general, unsecured debt by a bankruptcy court, meaning that claims of holders of the Bonds could be viewed as having no priority (a) over claims of other creditors of the City; (b) to any particular assets of the City, or (c) to revenues otherwise designated for payment to holders of the Bonds.

Moreover, if the City were determined not to be a "municipality" for the purposes of the Bankruptcy Code, no representations can be made regarding whether it would still be eligible for voluntary or involuntary relief under Chapters of the Bankruptcy Code other than Chapter 9 or under similar federal or state law or equitable proceeding regarding insolvency or providing for protection from creditors. In any such case, there can be no assurance that the consequences described above for the holders of the Bonds would not occur.

MISCELLANEOUS

Any statement made in this Official Statement involving matters of opinion or of estimates, whether or not so expressly stated, are set forth as such and not as representations of fact, and no representation is made that any of the estimates will be realized.

Bond Counsel has not assumed responsibility for this Official Statement or participated in its preparation (except with respect to the section entitled "TAX EXEMPTION") and has not performed any investigation as to its accuracy, completeness or sufficiency.

The execution and delivery of this Official Statement by the City Clerk/Treasurer/Finance Director has been duly authorized by the City.

In accordance with the Rule, the Preliminary Official Statement is deemed final except for the omission of certain information described in the Rule.

AUTHORIZATION

This Official Statement has been approved for distribution to prospective purchasers and the Underwriter of the Bonds. The City, acting through its City Clerk/Treasurer/Finance Director, will provide to the Underwriter of the Bonds at the time of delivery of the Bonds, a certificate confirming that, to the best of its knowledge and belief, the Official Statement with respect to the Bonds, together with any supplements thereto, at the time of the adoption of the Award Resolution and at the time of delivery of the Bonds, was true and correct in all material respects and did not at any time contain an untrue statement of a material fact or omit to state a material fact required to be stated, where necessary to make the statements in light of the circumstances under which they were made, not misleading.

CITY OF FORT ATKINSON

By /s/ _____
City Clerk/Treasurer/Finance Director

APPENDIX A

CITY OF FORT ATKINSON, WISCONSIN

BASIC FINANCIAL STATEMENTS AND RELATED NOTES FOR THE YEAR ENDED DECEMBER 31, 2020

**Baker Tilly US, LLP
Certified Public Accountants & Consultants
Madison, Wisconsin**

A copy of the City's Basic Financial Statements and Related Notes for the fiscal year ended December 31, 2020, including the accompanying independent auditor's report, is included as Appendix A to this Official Statement. Potential purchasers should read such financial statements in their entirety for more complete information concerning the City's financial position. Such financial statements have been audited by the Auditor (defined herein), to the extent and for the periods indicated thereon. The City has not requested or engaged the Auditor to perform, and the Auditor has not performed, any additional examination, assessment, procedures or evaluation with respect to such financial statements since the date thereof, or relating to this Official Statement, nor has the City requested that the Auditor consent to the use of such financial statements in this Official Statement. Although the inclusion of the financial statements in this Official Statement is not intended to demonstrate the fiscal condition of the City since the date of the financial statements, in connection with the issuance of the Bonds, the City represents that there has been no material adverse change in the financial position or results of operations of the City, nor has the City incurred any material liabilities, which would make such financial statements misleading.

City of Fort Atkinson

Financial Statements and
Supplementary Information

December 31, 2020

City of Fort Atkinson

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Independent Auditors' Report

To the City Council of
City of Fort Atkinson

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Fort Atkinson, Wisconsin ("city"), as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the basic financial statements of the city's primary government as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the city's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the city's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Basis for Adverse Opinion on the Discretely Presented Component Unit

The financial statements do not include financial data for the city's legally separate component unit, the Fort Atkinson Historical Society. Accounting principles generally accepted in the United States of America require the financial data for this component unit to be reported with the financial data of the city's primary government unless the city also issues financial statements for the financial reporting entity that include the financial data for its component unit. The city has not issued such reporting entity financial statements. Because of this departure from accounting principles generally accepted in the United States of America, the assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position, revenues, and expenses of the discretely presented component unit have not been determined.

Adverse Opinion

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on the Discretely Presented Component Unit" paragraph, the financial statements referred to above do not present fairly the financial position of the discretely presented component unit of the City of Fort Atkinson, Wisconsin, as of December 31, 2020, or the changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Fort Atkinson, Wisconsin, as of December 31, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economical, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements of the city's primary government. The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Because of the significance of the matter described above, it is inappropriate to and we do not express an opinion on the supplementary information referred to above.

Baker Tilly US, LLP

Madison, Wisconsin
June 10, 2021

CITY OF FORT ATKINSON

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED As of and for the Year Ended December 31, 2020

The management of the City of Fort Atkinson (the “city”) offers all persons interested in the financial position of the city, this narrative overview and analysis of the city’s financial performance during the fiscal year ending December 31, 2020. You are invited to read this narrative in conjunction with the city’s financial statements.

FINANCIAL HIGHLIGHTS

The city’s total net position totaled over \$59.9 million. \$26.2 million was related to governmental activities and \$33.7 million to business-type activities. Events that had major impacts on the city’s 2020 financials were:

- > City-wide computer and technology upgrades – \$ 52,621
- > City-wide fiber installation - \$224,975
- > Police Department Body and Squad Camera Systems - \$34,500
- > Fire station renovation and expansion (partial) – \$ 3,933,000
- > Public Works Equipment - \$378,765
- > Parks Equipment \$42,000
- > Aquatic Center Building Improvements - \$13,190
- > Wastewater Treatment Plant Upgrade Phase I - \$1,340,072
- > Zoning Code Re-Write (partial) \$28,550
- > Skate Park Completion - \$325,000

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the city’s basic financial statements. These financial statements consist of two parts: Management’s Discussion and Analysis (this section) and the basic financial statements. The basic financial statements include two kinds of statements that present different views of the city:

- > The first two statements are government-wide financial statements that provide both long-term and short-term information about the city’s financial status.
- > The remaining statements are fund financial statements that focus on individual parts of city government, reporting the city’s operations in more detail than the government-wide statements.

These financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of the required supplementary information that further explains and supports the information in the financial statements. The remainder of this overview section of management’s discussion and analysis explains the structure and contents of each of the statements.

CITY OF FORT ATKINSON

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED
As of and for the Year Ended December 31, 2020

OVERVIEW OF THE FINANCIAL STATEMENTS (cont.)

GOVERNMENT-WIDE STATEMENTS

The government-wide statements report information about the city as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets, deferred outflows of resources, liabilities, and deferred inflows of resources. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the city's net position and how they have changed. Net Position – the difference between the city's assets, deferred outflows of resources, liabilities, and deferred inflows of resources – is one way to measure the city's financial health, or position. Over time, increases or decreases in the city's net position are an indicator of whether its financial health is improving or deteriorating. To assess the overall health of the city you need to consider additional non-financial factors such as changes in the city's property tax base and the condition of the city's roads.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the cash flows. Thus, revenue and expenses reported in this statement for some items will only result in cash flows in future fiscal periods.

The government-wide financial statements of the city are divided into three categories:

- > Governmental activities – Most of the city's basic services are included here, such as police, fire, public works, park and recreation, library, and general administration. Property taxes and state aid finance most of these activities.
- > Business-type activities – The city charges fees to customers to help it cover the costs of certain services it provides. The city's water, sewer, and stormwater system are included here.
- > Fiduciary activities – Included in these activities are collections of all property taxes in the city for all taxing jurisdictions.

CITY OF FORT ATKINSON

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED As of and for the Year Ended December 31, 2020

OVERVIEW OF THE FINANCIAL STATEMENTS (cont.)

FUND FINANCIAL STATEMENTS

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The city, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the city can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact on the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, general debt service fund, and Tax Incremental Financing (TIF) District No. 6, which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

The city adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Proprietary Funds – The city maintains three different types of proprietary funds (water, sewer, and stormwater utilities), all of which are enterprise funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. Proprietary fund financial statements present the same type of information as the government-wide financial statements, only in more detail.

Fiduciary Funds – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the city's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

The city is the trustee, or fiduciary, for collection of all property taxes within the city for all taxing districts including the School District of Fort Atkinson, Madison Area Technical College and Jefferson County. We exclude these activities from the city's government-wide financial statements because the city cannot use these assets to finance its operation.

CITY OF FORT ATKINSON

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED As of and for the Year Ended December 31, 2020

OVERVIEW OF FINANCIAL STATEMENTS (cont.)

FUND FINANCIAL STATEMENTS (cont.)

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information – In addition to the basic financial statements and accompanying notes, required supplementary information presents a detailed budgetary comparison schedule for the general fund to demonstrate compliance with the budget along with additional information about the city's pension and other postemployment benefits. The combining statements referred to earlier in connection with non-major governmental funds are presented immediately following the required supplementary information.

FINANCIAL ANALYSIS OF THE CITY AS A WHOLE

An analysis of the city's financial position begins with a review of the Statement of Net Position and the Statement of Activities. These two statements report the city's net position and changes therein. It should be noted that the financial position can also be affected by non-financial factors, including economic conditions, population growth and new regulations.

A summary of the city's Statement of Net Position is presented below in Table 1.

**Table 1
Condensed Statements of Net Position**

	Governmental Activities		Business-Type Activities		Totals	
	2020	2019	2020	2019	2020	2019 *
Current and other assets	\$ 20,079,010	\$ 22,859,421	\$ 5,659,417	\$ 5,790,900	\$ 25,738,427	\$ 28,650,321
Capital assets	31,086,358	27,763,908	33,559,120	32,918,032	64,645,478	60,681,940
Total Assets	<u>51,165,368</u>	<u>50,623,329</u>	<u>39,218,537</u>	<u>38,708,932</u>	<u>90,383,905</u>	<u>89,332,261</u>
Total deferred outflows of resources	<u>2,607,540</u>	<u>3,047,549</u>	<u>533,316</u>	<u>752,675</u>	<u>3,140,856</u>	<u>3,800,224</u>
Long-term liabilities	14,288,529	18,620,432	4,685,269	5,317,044	18,973,798	23,937,476
Other liabilities	968,014	453,063	733,704	505,898	1,701,718	958,961
Total Liabilities	<u>15,256,543</u>	<u>19,073,495</u>	<u>5,418,973</u>	<u>5,822,942</u>	<u>20,675,516</u>	<u>24,896,437</u>
Total deferred inflows of resources	<u>12,298,451</u>	<u>10,351,927</u>	<u>625,386</u>	<u>327,543</u>	<u>12,923,837</u>	<u>10,679,470</u>
Invested in capital assets, net of related debt	20,597,497	19,990,903	29,385,803	28,332,993	49,983,300	48,077,786
Restricted	3,008,874	1,687,837	225,949	1,048,729	3,234,823	2,736,566
Unrestricted	<u>2,611,543</u>	<u>2,566,716</u>	<u>4,095,742</u>	<u>3,929,400</u>	<u>6,707,285</u>	<u>6,742,226</u>
Total Net Position	<u>\$ 26,217,914</u>	<u>\$ 24,245,456</u>	<u>\$ 33,707,494</u>	<u>\$ 33,311,122</u>	<u>\$ 59,925,408</u>	<u>\$ 57,556,578</u>

* The total column reflects a capital debt adjustment of \$246,110 for business-type assets paid for with governmental activities debt.

CITY OF FORT ATKINSON

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED As of and for the Year Ended December 31, 2020

FINANCE ANALYSIS OF THE CITY AS A WHOLE (cont.)

The largest portion of the city's total net position (83%) reflects its investment in capital assets (e.g., land, buildings and improvements, machinery and equipment, and infrastructure), less any debt used to acquire those assets that is still outstanding. The city uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the city's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the city's net position (6%) represents resources that are subject to external restrictions on how they may be used. The remaining portion of the city's net position represents resources that are unrestricted on how they may be used.

**Table 2
Condensed Statement of Activities**

	Governmental Activities		Business-Type Activities		Totals	
	2020	2019	2020	2019	2020	2019
Revenues:						
Program Revenues						
Charges for services	\$ 981,681	\$ 1,026,567	\$ 5,653,082	\$ 5,456,560	\$ 6,634,763	\$ 6,483,127
Operating grants and contributions	1,397,173	1,421,580	35,674	-	1,432,847	1,421,580
Capital grants and contributions	32,257	-	36,766	163,115	69,023	163,115
General Revenues						
Property taxes	8,736,919	8,285,423	-	-	8,736,919	8,285,423
Other taxes	246,850	280,015	-	-	246,850	280,015
Intergovernmental	1,555,457	1,293,219	-	-	1,555,457	1,293,219
Public gifts and grants	552,124	418,018	-	-	552,124	418,018
Other	628,561	599,709	19,657	76,278	628,561	675,987
Total Revenues	14,131,022	13,324,531	5,745,179	5,695,953	19,876,201	19,020,484
Expenses:						
General government	838,877	908,245	-	-	838,877	908,245
Public safety	4,177,930	4,164,904	-	-	4,177,930	4,164,904
Public works	3,625,959	3,467,531	-	-	3,625,959	3,467,531
Health and human services	140,084	179,788	-	-	140,084	179,788
Culture, education and recreation	2,666,042	2,641,527	-	-	2,666,042	2,641,527
Conservation and development	656,690	2,302,534	-	-	656,690	2,302,534
Water	-	-	1,579,631	1,417,955	1,579,631	1,417,955
Sewer	-	-	2,909,084	2,720,346	2,909,084	2,720,346
Stormwater	-	-	521,592	549,695	521,592	549,695
Interest and fiscal charges	391,482	(21,342)	-	-	391,842	(21,342)
Total Expenses	12,497,064	13,643,187	5,010,307	4,687,996	17,507,371	18,331,183
Income (Loss) Before Transfers	1,633,958	(318,656)	734,872	1,007,957	2,368,830	689,301
Transfers	338,500	321,602	(338,500)	(321,602)	-	-
Changes in Net Position	1,972,458	2,946	396,372	686,355	2,368,830	689,301
Beginning Net Position	24,245,456	24,242,510	33,311,122	32,624,767	57,556,578	56,867,277
Ending Net Position	\$ 26,217,914	\$ 24,245,456	\$ 33,707,494	\$ 33,311,122	\$ 59,925,408	\$ 57,556,578

CITY OF FORT ATKINSON

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED As of and for the Year Ended December 31, 2020

FINANCIAL ANALYSIS OF THE CITY AS A WHOLE (cont.)

As previously noted, the Statement of Net Position shows the change in financial position or net position. The specific nature or source of these changes then becomes more evident in the Statement of Activities as shown above in Table 2.

GOVERNMENTAL ACTIVITIES

Governmental activities increased the city's net position by \$1,972,458 compared to an increase of \$2,946 in 2019. The increase is related primarily to grants and donations. In addition, the 2019 conservation and development expenses were higher than typical due to a one-time loan buy back of \$1.5 million through the State of Wisconsin.

BUSINESS-TYPE ACTIVITIES

Business-type activities increased the city's net position by approximately \$396,000 compared to an increase of \$696,000 in 2019. The current year increase the result of regular operations offset by additional maintenance and investigation costs in both the water and sewer utilities.

FINANCIAL ANALYSIS OF THE CITY'S FUNDS

GOVERNMENTAL FUNDS

The focus of the city of Fort Atkinson's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the city's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the government's net resources available for spending at the end of the fiscal year.

At December 31, 2020, the city's governmental funds reported combined fund balances of \$9,349,178. Of this amount, \$1,425,382 constitutes the unassigned fund balance. An additional \$2,839,511 is non-spendable funds related to land held for resale, delinquent items, prepaids and TIF District advances. Restricted funds amount to \$1,996,919 for debt service and trust accounts. The remaining \$3,087,366 is assigned to deposits, loan programs, non-lapsing funds, utility taxes and previous industrial land sales.

GENERAL FUND

The unassigned fund balance is approximately \$3,260,000. This amount does not include \$2,839,511 of fund balance for prepaid items, land held for resale, advances, and delinquent personal property taxes shown as non-spendable because they are assets on the balance sheet that are not in spendable form.

The city evaluates general fund balance by measuring the unassigned general fund balance as a percentage of the general fund budget. For 2020, unassigned fund balance is \$3,259,798, and the current year general fund expenditure budget is \$9,734,945, resulting in an unassigned fund balance of 33%. The city's goal is to maintain a 15%-30% general fund balance to subsequent year's budget. The city is above its policy range at year end.

CITY OF FORT ATKINSON

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED As of and for the Year Ended December 31, 2020

FINANCIAL ANALYSIS OF THE CITY'S FUNDS (cont.)

GENERAL DEBT SERVICE

The general debt service fund had a restricted fund balance of \$18,061 at year end, a decrease of \$1,816,060 from the prior year. The decrease was anticipated and is the result of refunding debt issued in 2019 to repay debt that was called on February 1, 2020.

TIF DISTRICT No. 6

TIF District No. 6 was created for the express purpose of a new business park. TIF District No. 6 had an increase in fund balance for 2020 of approximately \$482,000 and a year-end fund balance deficit of \$1,827,842. The deficit resulted primarily from land acquisition costs over and above the tax increment. It was anticipated in the project plan that the initial land contract payments would be funded through the general fund until the tax increment was sufficient to cover land acquisition and infrastructure costs. In 2011, the city approved a Project Plan Amendment for TIF District No.6, placing a distressed designation on the District. The designation of TIF District No. 6 as distressed will allow the extension of the maximum life by ten years beyond its original termination date of January 18, 2023. In addition, TIF Districts No.7 and No. 8 were amended to become "donor" districts to TIF District No.6 so that allocations can be made from TIF District No.7 and No.8 to support TIF District No.6. The projections are for a positive cash flow for TIF District No.6 in 2024 with the help of the donor districts. At the end of 2010, the infrastructure in Phase 1 was 99% complete and five new businesses have located in the park. No new business has been added to the tax roll since 2010, however one of the businesses has had an expansion since that time.

PROPRIETARY FUNDS

The water utility rates are governed by the Public Service Commission of Wisconsin (PSCW). The authorized rate of net operating income as a percentage of average rate base is 5.5%. For 2020, the water utility result of operation was 2.55%.

The sewer utility rates are governed by the Fort Atkinson City Council. Rates are reviewed annually and adjusted January 1 of each year. User rates were last increased in 2013 and fixed rates increased in 2017.

The stormwater rates are governed by the Fort Atkinson City Council. The fixed rate increased to \$52.50 per year in 2020.

The city of Fort Atkinson's proprietary fund financial statements provide the same type of information found in the government-wide financial statements, but in more detail. Factors concerning the finances of these funds have already been addressed in the discussion of the city's business-type activities.

CITY OF FORT ATKINSON

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED As of and for the Year Ended December 31, 2020

CAPITAL ASSETS

At the end of 2020, the city has invested a total of \$64,645,478 in capital assets. This investment in capital assets includes land, land improvements, buildings, machinery and equipment and infrastructure.

**Table 3
Capital Assets**

	Governmental Activities		Business-Type Activities		Totals	
	2020	2019	2020	2019	2020	2019
Land and other assets not being depreciated	\$ 9,075,222	\$ 5,183,443	\$ 2,060,643	\$ 133,930	\$ 11,135,865	\$ 5,317,373
Land improvements	3,382,745	3,043,898	-	-	3,382,745	3,043,898
Buildings	15,570,534	15,570,534	-	-	15,570,534	15,570,534
Machinery and equipment	10,285,210	9,968,040	-	-	10,285,210	9,968,040
Infrastructure	21,144,376	21,144,376	-	-	21,144,376	21,144,376
Utility plant	-	-	62,803,019	62,627,051	62,803,019	62,627,051
Total Capital Assets	59,458,087	54,910,291	64,863,662	62,760,981	124,321,749	117,671,272
Less: Accumulated Depreciation	<u>(28,371,729)</u>	<u>(27,146,383)</u>	<u>(31,304,542)</u>	<u>(29,842,949)</u>	<u>(59,676,271)</u>	<u>(56,989,332)</u>
Net Capital Assets	<u>\$ 31,086,358</u>	<u>\$ 27,763,908</u>	<u>\$ 33,559,120</u>	<u>\$ 32,918,032</u>	<u>\$ 64,645,478</u>	<u>\$ 60,681,940</u>

Major capital asset events during the current fiscal year included the following:

GOVERNMENTAL ACTIVITIES

- > Road improvements
- > Squad cars
- > Street rehabilitation and maintenance
- > Computer and technology upgrades
- > Fire station renovation and expansion (partial)
- > Parks improvements
- > Aquatic center improvements
- > Fiber Installation and Technology Upgrades
- > Public Works and Parks Equipment

BUSINESS-TYPE ACTIVITIES

- > Water Utility meter replacement
- > Wastewater Treatment Plant Upgrades
- > Stormwater ponds

Additional information on the city's capital assets can be found in Note 3. of this report.

CITY OF FORT ATKINSON

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED As of and for the Year Ended December 31, 2020

LONG-TERM OBLIGATIONS

At December 31, 2020, the city had \$17,299,878 of long-term bonds and notes outstanding.

Total long-term bonds and notes outstanding at December 31, 2020 decreased by \$3,560,533 from the previous year.

In accordance with Wisconsin Statutes, total general obligation indebtedness of the city may not exceed five percent of the equalized value of taxable property within the city's jurisdiction. The debt limit as of December 31, 2020 was \$52,089,570. Total general obligation debt outstanding at year-end was \$17,299,878. Therefore, the city was at 33 percent of the legal debt limit.

The entire debt for the city, including water, sewer, tax increment financing and general fund debt has been by general obligation debt. General obligation has been used because the city had the capacity and to save net interest expense. 25% of the total general obligation indebtedness is scheduled to be retired within the next three years.

Additional information on the city's long-term obligations can be found in Note 3. of this report.

CURRENTLY KNOWN FACTS/ECONOMIC CONDITIONS

All currently known facts and economic conditions were considered in preparing the 2021 city budget. None of these conditions are anticipated to significantly change the overall financial position of the city.

The federal government passed the American Rescue Plan Act on March 11, 2021 to respond to the COVID-19 public health emergency and its negative economic impacts. Amounts were appropriated for fiscal year 2021 to units of local government to mitigate the fiscal effects stemming from the public health emergency. The city's estimated award is \$1.2 million, which will be used to combat the negative effects of the public health emergency in the local economy. The City will receive 50% of the funds in June 2021, with the remaining expected a year later. The funds are to cover costs incurred by December 31, 2024.

REQUESTS FOR INFORMATION

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the city's finances. If you have questions about this report or need any additional information, contact Michelle Ebbert, City Finance Director/Clerk/Treasurer.

City of Fort Atkinson

Statement of Net Position
December 31, 2020

	<u>Governmental Activities</u>	<u>Business- Type Activities</u>	<u>Total</u>
Assets and Deferred Outflows of Resources			
Assets			
Cash and investments	\$ 8,114,542	\$ 4,357,842	\$ 12,472,384
Receivables:			
Taxes receivable	8,956,634	-	8,956,634
Delinquent personal property taxes	241	-	241
Accounts	550,768	1,034,164	1,584,932
Loans	419,854	-	419,854
Inventories	-	39,056	39,056
Land held for resale	818,210	-	818,210
Prepaid items	188,745	2,406	191,151
Restricted assets:			
Net pension asset	1,030,016	225,949	1,255,965
Capital assets:			
Land	4,916,405	83,746	5,000,151
Construction in progress	4,158,817	1,976,897	6,135,714
Other capital assets, net of depreciation	<u>22,011,136</u>	<u>31,498,477</u>	<u>53,509,613</u>
Total assets	<u>51,165,368</u>	<u>39,218,537</u>	<u>90,383,905</u>
Deferred Outflows of Resources			
Deferred charge on refunding	-	48,820	48,820
Pension related amounts	2,481,753	457,746	2,939,499
OPEB related amounts	<u>125,787</u>	<u>26,750</u>	<u>152,537</u>
Total deferred outflows of resources	<u>2,607,540</u>	<u>533,316</u>	<u>3,140,856</u>

See notes to financial statements

City of Fort Atkinson

Statement of Net Position
December 31, 2020

	Governmental Activities	Business- Type Activities	Total
Liabilities, Deferred inflows of Resources and Net Position			
Liabilities			
Accounts payable	\$ 784,239	\$ 336,272	\$ 1,120,511
Accrued liabilities and deposits	183,775	397,432	581,207
Noncurrent liabilities:			
Due within one year	1,578,649	487,844	2,066,493
Due in more than one year	12,170,533	4,056,250	16,226,783
OPEB liabilities	<u>539,347</u>	<u>141,175</u>	<u>680,522</u>
Total liabilities	<u>15,256,543</u>	<u>5,418,973</u>	<u>20,675,516</u>
Deferred Inflows of Resources			
Unearned revenues	8,905,819	-	8,905,819
Pension related amounts	3,193,679	568,785	3,762,464
OPEB related amounts	<u>198,953</u>	<u>56,601</u>	<u>255,554</u>
Total deferred inflows of resources	<u>12,298,451</u>	<u>625,386</u>	<u>12,923,837</u>
Net Position			
Net investment in capital assets	20,597,497	29,385,803	49,983,300
Restricted for:			
Library trust	795,432	-	795,432
Museum trust	976,292	-	976,292
Transportation	98,758	-	98,758
TIF district purposes	108,376	-	108,376
Pension	1,030,016	225,949	1,255,965
Unrestricted	<u>2,611,543</u>	<u>4,095,742</u>	<u>6,707,285</u>
Total net position	<u>\$ 26,217,914</u>	<u>\$ 33,707,494</u>	<u>\$ 59,925,408</u>

See notes to financial statements

City of Fort Atkinson

Statement of Activities

Year Ended December 31, 2020

Functions/Programs	Program Revenues				Net (Expenses) Revenues and Changes in Net Position		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental activities:							
General government	\$ 838,877	\$ 136,529	\$ 11,736	\$ -	\$ (690,612)	\$ -	\$ (690,612)
Public safety	4,177,930	496,463	44,356	-	(3,637,111)	-	(3,637,111)
Public works	3,625,959	133,627	954,171	32,257	(2,505,904)	-	(2,505,904)
Health and human services	140,084	-	-	-	(140,084)	-	(140,084)
Culture, education and recreation	2,666,042	180,941	321,680	-	(2,163,421)	-	(2,163,421)
Conservation and development	656,690	34,121	46,848	-	(575,721)	-	(575,721)
Interest and fiscal charges	391,482	-	18,382	-	(373,100)	-	(373,100)
Total governmental activities	<u>12,497,064</u>	<u>981,681</u>	<u>1,397,173</u>	<u>32,257</u>	<u>(10,085,953)</u>	<u>-</u>	<u>(10,085,953)</u>
Business-type activities:							
Water utility	1,579,631	2,000,664	14,937	4,351	-	440,321	440,321
Sewer utility	2,909,084	3,101,113	20,737	-	-	212,766	212,766
Stormwater utility	521,592	551,305	-	32,415	-	62,128	62,128
Total business-type activities	<u>5,010,307</u>	<u>5,653,082</u>	<u>35,674</u>	<u>36,766</u>	<u>-</u>	<u>715,215</u>	<u>715,215</u>
Total	<u>\$ 17,507,371</u>	<u>\$ 6,634,763</u>	<u>\$ 1,432,847</u>	<u>\$ 69,023</u>	<u>(10,085,953)</u>	<u>715,215</u>	<u>(9,370,738)</u>
General Revenues							
Taxes							
					6,463,674	-	6,463,674
					1,099,749	-	1,099,749
					1,173,496	-	1,173,496
					246,850	-	246,850
					1,555,457	-	1,555,457
					552,124	-	552,124
					269,263	19,657	288,920
					359,298	-	359,298
Total general revenues					<u>11,719,911</u>	<u>19,657</u>	<u>11,739,568</u>
Transfers					<u>338,500</u>	<u>(338,500)</u>	<u>-</u>
Change in net position					1,972,458	396,372	2,368,830
Net Position, Beginning					<u>24,245,456</u>	<u>33,311,122</u>	<u>57,556,578</u>
Net Position, Ending					<u>\$ 26,217,914</u>	<u>\$ 33,707,494</u>	<u>\$ 59,925,408</u>

See notes to financial statements

City of Fort Atkinson

Balance Sheet
 Governmental Funds
 December 31, 2020

	<u>General</u>	<u>General Debt Service</u>	<u>TIF District No. 6</u>
Assets			
Cash and investments	\$ 5,979,699	\$ 18,061	\$ 4,473
Receivables:			
Taxes	6,067,431	1,101,030	136,476
Delinquent personal property taxes	241	-	-
Accounts	550,768	-	-
Loans	-	-	-
Due from other funds	5,279	-	-
Land held for resale	818,210	-	-
Prepaid items	188,745	-	-
Advances to other funds	<u>1,832,315</u>	<u>-</u>	<u>-</u>
Total assets	<u>\$ 15,442,688</u>	<u>\$ 1,119,091</u>	<u>\$ 140,949</u>
Liabilities, Deferred Inflows of Resources and Fund Balances			
Liabilities			
Accounts payable	\$ 734,523	\$ -	\$ -
Accrued liabilities	9,758	-	-
Due to other funds	-	-	-
Advances from other funds	<u>-</u>	<u>-</u>	<u>1,832,315</u>
Total liabilities	<u>744,281</u>	<u>-</u>	<u>1,832,315</u>
Deferred Inflows of Resources			
Unearned revenues	<u>6,016,616</u>	<u>1,101,030</u>	<u>136,476</u>
Total deferred inflows of resources	<u>6,016,616</u>	<u>1,101,030</u>	<u>136,476</u>
Fund Balances (Deficit)			
Nonspendable	2,839,511	-	-
Restricted	-	18,061	-
Assigned	2,582,482	-	-
Unassigned (deficit)	<u>3,259,798</u>	<u>-</u>	<u>(1,827,842)</u>
Total fund balances (deficit)	<u>8,681,791</u>	<u>18,061</u>	<u>(1,827,842)</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 15,442,688</u>	<u>\$ 1,119,091</u>	<u>\$ 140,949</u>

See notes to financial statements

Nonmajor Governmental Funds	Total
\$ 2,112,309	\$ 8,114,542
1,651,697	8,956,634
-	241
-	550,768
419,854	419,854
-	5,279
-	818,210
-	188,745
-	<u>1,832,315</u>
<u>\$ 4,183,860</u>	<u>\$ 20,886,588</u>

\$ 49,716	\$ 784,239
-	9,758
5,279	5,279
-	<u>1,832,315</u>
<u>54,995</u>	<u>2,631,591</u>

<u>1,651,697</u>	<u>8,905,819</u>
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<u>1,651,697</u>	<u>8,905,819</u>
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-	2,839,511
1,978,858	1,996,919
504,884	3,087,366
(6,574)	<u>1,425,382</u>

<u>2,477,168</u>	<u>9,349,178</u>
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<u>\$ 4,183,860</u>	<u>\$ 20,886,588</u>
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City of Fort Atkinson

Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
December 31, 2020

Total Fund Balances, Governmental Funds	\$ 9,349,178
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental funds are not financial resources and therefore are not reported in the funds.	
Land	4,916,405
Construction in progress	4,158,817
Other capital assets	50,382,865
Less accumulated depreciation	(28,371,729)
The net pension asset does not relate to current financial resources and is not reported in the governmental funds.	1,030,016
Deferred outflows of resources related to pensions do not relate to current financial resources and are not reported in the governmental funds.	2,481,753
Deferred inflows of resources related to pensions do not relate to current financial resources and are not reported in the governmental funds.	(3,193,679)
The OPEB liabilities do not relate to current financial resources and are not reported in the governmental funds.	(539,347)
Deferred outflows of resources related to OPEB do not relate to current financial resources and are not reported in the governmental funds.	125,787
Deferred inflows of resources related to OPEB do not relate to current financial resources and are not reported in the governmental funds.	(198,953)
Some liabilities, including long-term debt, are not due and payable in the current period and, therefore, are not reported in the funds.	
Bonds and notes payable	(12,985,903)
Compensated absences	(763,279)
Accrued interest	<u>(174,017)</u>
Net Position of Governmental Activities	<u><u>\$ 26,217,914</u></u>

City of Fort Atkinson

Statement of Revenues, Expenditures and Changes in Fund Balances -
 Governmental Funds
 Year Ended December 31, 2020

	<u>General</u>	<u>General Debt Service</u>	<u>TIF District No. 6 Capital Projects</u>
Revenues			
Taxes	\$ 6,024,117	\$ 1,099,749	\$ 132,605
Intergovernmental	2,956,638	18,382	1,720
Licenses and permits	256,594	-	-
Fines, forfeitures and penalties	115,496	-	-
Public charges for services	472,739	-	-
Intergovernmental charges for services	219,373	-	-
Investment income	73,365	-	67
Miscellaneous revenues	<u>639,021</u>	<u>-</u>	<u>8,570</u>
Total revenues	<u>10,757,343</u>	<u>1,118,131</u>	<u>142,962</u>
Expenditures			
Current:			
General government	807,386	-	-
Public safety	3,701,693	-	-
Public works	2,181,153	-	-
Health and human services	33,324	-	-
Culture, recreation and education	2,048,497	-	-
Conservation and development	539,322	-	-
Capital outlay	5,396,820	-	15,117
Debt service:			
Principal	-	2,633,128	339,000
Interest and fiscal charges	<u>-</u>	<u>301,063</u>	<u>39,599</u>
Total expenditures	<u>14,708,195</u>	<u>2,934,191</u>	<u>393,716</u>
Excess (deficiency) of revenues over expenditures	<u>(3,950,852)</u>	<u>(1,816,060)</u>	<u>(250,754)</u>
Other Financing Sources (Uses)			
Debt issued	158,900	-	-
Property sales	-	-	155,820
Transfers in	338,500	-	577,000
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>497,400</u>	<u>-</u>	<u>732,820</u>
Net change in fund balances	(3,453,452)	(1,816,060)	482,066
Fund Balances (Deficit), Beginning	<u>12,135,243</u>	<u>1,834,121</u>	<u>(2,309,908)</u>
Fund Balances (deficit), Ending	<u>\$ 8,681,791</u>	<u>\$ 18,061</u>	<u>\$ (1,827,842)</u>

See notes to financial statements

Nonmajor Governmental Funds	Total
\$ 1,727,298	\$ 8,983,769
9,666	2,986,406
-	256,594
-	115,496
14,671	487,410
-	219,373
195,831	269,263
<u>9,300</u>	<u>656,891</u>
<u>1,956,766</u>	<u>13,975,202</u>
-	807,386
14,285	3,715,978
632,476	2,813,629
-	33,324
35,810	2,084,307
7,693	547,015
17,212	5,429,149
328,300	3,300,428
<u>62,481</u>	<u>403,143</u>
<u>1,098,257</u>	<u>19,134,359</u>
<u>858,509</u>	<u>(5,159,157)</u>
-	158,900
-	155,820
-	915,500
<u>(577,000)</u>	<u>(577,000)</u>
<u>(577,000)</u>	<u>653,220</u>
281,509	(4,505,937)
<u>2,195,659</u>	<u>13,855,115</u>
<u>\$ 2,477,168</u>	<u>\$ 9,349,178</u>

See notes to financial statements

City of Fort Atkinson

Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
Year Ended December 31, 2020

Net Change in Fund Balances, Total Governmental Funds \$ (4,505,937)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of net position the cost of these assets is capitalized and they are depreciated over their estimated useful lives and reported as depreciation expense in the statement of activities.

Capital outlay is reported as an expenditure in the fund financial statements but is capitalized in the government-wide financial statements	5,429,149
Less: Some items reported as capital outlay were not capitalized	(679,189)
Depreciation is reported in the government-wide financial statements	(1,387,910)
Net book value of assets retired	(39,600)

Debt issued provides current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

Debt issued	(158,900)
Principal repaid	3,300,428

Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Compensated absences	294
Accrued interest on debt	11,661
Net pension asset/liability	2,152,756
Deferred outflows of resources related to pensions	(535,312)
Deferred inflows of resources related to pensions	(1,634,108)
OPEB liabilities	67,341
Deferred outflows of resources related to OPEB	95,303
Deferred inflows of resources related to OPEB	<u>(143,518)</u>

Change in Net Position of Governmental Activities \$ 1,972,458

City of Fort Atkinson

Statement of Net Position
 Proprietary Funds
 December 31, 2020

	Business-Type Activities - Enterprise Funds			
	Water Utility	Sewer Utility	Stormwater Utility	Total
Assets				
Current assets:				
Cash and investments	\$ 1,000,796	\$ 2,726,531	\$ 630,515	\$ 4,357,842
Receivables:				
Customer accounts receivable	204,520	116,539	56,851	377,910
Other	5,562	618,277	32,415	656,254
Prepaid items	1,351	1,055	-	2,406
Inventories	39,056	-	-	39,056
	<u>1,251,285</u>	<u>3,462,402</u>	<u>719,781</u>	<u>5,433,468</u>
Total current assets				
Noncurrent assets:				
Restricted assets:				
Net pension asset	79,986	117,385	28,578	225,949
Capital assets:				
Construction in progress	212	1,943,540	33,145	1,976,897
Utility plant	18,669,361	34,953,545	9,263,859	62,886,765
Less accumulated depreciation	<u>(5,970,446)</u>	<u>(21,103,711)</u>	<u>(4,230,385)</u>	<u>(31,304,542)</u>
	<u>12,779,113</u>	<u>15,910,759</u>	<u>5,095,197</u>	<u>33,785,069</u>
Total noncurrent assets				
Total assets	<u>14,030,398</u>	<u>19,373,161</u>	<u>5,814,978</u>	<u>39,218,537</u>
Deferred Outflows of Resources				
Deferred charge on refunding	29,709	19,111	-	48,820
Pension related amounts	159,524	231,702	66,520	457,746
OPEB related amounts	<u>7,780</u>	<u>18,970</u>	<u>-</u>	<u>26,750</u>
	<u>197,013</u>	<u>269,783</u>	<u>66,520</u>	<u>533,316</u>
Total deferred outflows of resources				

See notes to financial statements

City of Fort Atkinson

Statement of Net Position
 Proprietary Funds
 December 31, 2020

	Business-Type Activities - Enterprise Funds			
	Water Utility	Sewer Utility	Stormwater Utility	Total
Liabilities				
Current liabilities:				
Accounts payable	\$ 99,221	\$ 208,664	\$ 28,123	\$ 336,008
Accrued interest	30,918	10,112	18,166	59,196
Accrued taxes	338,500	-	-	338,500
Current portion of general obligation debt	263,387	124,656	51,319	439,362
Compensated absences	<u>16,263</u>	<u>32,219</u>	<u>-</u>	<u>48,482</u>
Total current liabilities	<u>748,289</u>	<u>375,651</u>	<u>97,608</u>	<u>1,221,548</u>
Noncurrent liabilities:				
Long-term debt:				
General obligation bonds payable	2,048,173	616,838	1,209,602	3,874,613
Compensated absences	21,513	67,987	-	89,500
Unamortized premium	48,851	17,204	26,082	92,137
OPEB liability	<u>55,757</u>	<u>85,418</u>	<u>-</u>	<u>141,175</u>
Total noncurrent liabilities	<u>2,174,294</u>	<u>787,447</u>	<u>1,235,684</u>	<u>4,197,425</u>
Total liabilities	<u>2,922,583</u>	<u>1,163,098</u>	<u>1,333,292</u>	<u>5,418,973</u>
Deferred Inflows of Resources				
Deferred inflows related to pension	188,922	298,639	81,224	568,785
OPEB related amounts	<u>25,355</u>	<u>31,246</u>	<u>-</u>	<u>56,601</u>
Total deferred inflows of resources	<u>214,277</u>	<u>329,885</u>	<u>81,224</u>	<u>625,386</u>
Net Position				
Net investment in capital assets	10,434,985	15,145,281	3,805,537	29,385,803
Restricted for:				
Pensions	79,986	117,385	28,578	225,949
Unrestricted net position	<u>575,580</u>	<u>2,887,295</u>	<u>632,867</u>	<u>4,095,742</u>
Total net position	<u>\$ 11,090,551</u>	<u>\$ 18,149,961</u>	<u>\$ 4,466,982</u>	<u>\$ 33,707,494</u>

See notes to financial statements

City of Fort Atkinson

Statement of Revenues, Expenses and Changes in Net Position

Proprietary Funds

Year Ended December 31, 2020

	Business-Type Activities - Enterprise Funds			Total
	Water Utility	Sewer Utility	Stormwater Utility	
Operating Revenues				
Charges for services	\$ 2,000,664	\$ 3,101,113	\$ 551,305	\$ 5,653,082
Total operating revenues	<u>2,000,664</u>	<u>3,101,113</u>	<u>551,305</u>	<u>5,653,082</u>
Operating Expenses				
Operation and maintenance	1,097,601	1,992,966	278,378	3,368,945
Depreciation	383,090	862,264	201,762	1,447,116
Taxes	<u>15,044</u>	<u>32,427</u>	<u>-</u>	<u>47,471</u>
Total operating expenses	<u>1,495,735</u>	<u>2,887,657</u>	<u>480,140</u>	<u>4,863,532</u>
Operating income	<u>504,929</u>	<u>213,456</u>	<u>71,165</u>	<u>789,550</u>
Nonoperating Revenues (Expenses)				
Emergency grants	14,937	20,737	-	35,674
Investment income	4,137	13,944	1,576	19,657
Interest expense	<u>(83,896)</u>	<u>(21,427)</u>	<u>(41,452)</u>	<u>(146,775)</u>
Total nonoperating revenues (expenses)	<u>(64,822)</u>	<u>13,254</u>	<u>(39,876)</u>	<u>(91,444)</u>
Income before contributions and transfers	<u>440,107</u>	<u>226,710</u>	<u>31,289</u>	<u>698,106</u>
Contributions and Transfers				
Capital contributions	4,351	-	32,415	36,766
Transfers out	<u>(338,500)</u>	<u>-</u>	<u>-</u>	<u>(338,500)</u>
Total contributions and transfers	<u>(334,149)</u>	<u>-</u>	<u>32,415</u>	<u>(301,734)</u>
Change in net position	105,958	226,710	63,704	396,372
Net Position, Beginning	<u>10,984,593</u>	<u>17,923,251</u>	<u>4,403,278</u>	<u>33,311,122</u>
Net Position, Ending	<u>\$ 11,090,551</u>	<u>\$ 18,149,961</u>	<u>\$ 4,466,982</u>	<u>\$ 33,707,494</u>

See notes to financial statements

City of Fort Atkinson

Statement of Cash Flows

Proprietary Funds

Year Ended December 31, 2020

	Business-Type Activities - Enterprise Funds			
	Water Utility	Sewer Utility	Stormwater Utility	Total
Cash Flows From Operating Activities				
Received from customers	\$ 2,055,506	\$ 3,025,247	\$ 517,172	\$ 5,597,925
Paid to suppliers for goods and services	(697,885)	(1,371,543)	(80,570)	(2,149,998)
Paid to employees for services	(303,998)	(475,471)	(196,172)	(975,641)
Net cash flows from operating activities	<u>1,053,623</u>	<u>1,178,233</u>	<u>240,430</u>	<u>2,472,286</u>
Cash Flows From Investing Activities				
Investment income	<u>4,136</u>	<u>13,944</u>	<u>1,576</u>	<u>19,656</u>
Net cash flows from investing activities	<u>4,136</u>	<u>13,944</u>	<u>1,576</u>	<u>19,656</u>
Cash Flows From Noncapital Financing Activities				
Paid to municipality for tax equivalent	<u>(321,602)</u>	<u>-</u>	<u>-</u>	<u>(321,602)</u>
Net cash flows from noncapital financing activities	<u>(321,602)</u>	<u>-</u>	<u>-</u>	<u>(321,602)</u>
Cash Flows From Capital and Related Financing Activities				
Debt retired	(248,258)	(119,478)	(51,269)	(419,005)
Interest paid	(87,185)	(22,824)	(43,774)	(153,783)
Acquisition and construction of capital assets	(133,417)	(1,972,274)	(49,818)	(2,155,509)
Capital contributions received	-	-	32,415	32,415
Construction grant received	<u>19,288</u>	<u>20,737</u>	<u>-</u>	<u>40,025</u>
Net cash flows from capital and related financing activities	<u>(449,572)</u>	<u>(2,093,839)</u>	<u>(112,446)</u>	<u>(2,655,857)</u>
Net change in cash and cash equivalents	286,585	(901,662)	129,560	(485,517)
Cash and Cash Equivalents, Beginning	<u>714,211</u>	<u>3,628,193</u>	<u>500,955</u>	<u>4,843,359</u>
Cash and Cash Equivalents, Ending	<u>\$ 1,000,796</u>	<u>\$ 2,726,531</u>	<u>\$ 630,515</u>	<u>\$ 4,357,842</u>

See notes to financial statements

City of Fort Atkinson

Statement of Cash Flows

Proprietary Funds

Year Ended December 31, 2020

	Business-Type Activities - Enterprise Funds			
	Water Utility	Sewer Utility	Stormwater Utility	Total
Reconciliation of Operating Income to Net Cash Flows From Operating Activities				
Operating income	\$ 504,929	\$ 213,456	\$ 71,165	\$ 789,550
Adjustments to reconcile operating income to net cash flows from operating activities:				
Depreciation	383,090	862,264	201,762	1,447,116
Depreciation charged to other funds	42,515	-	-	42,515
Changes in assets, deferred outflows/inflows of resources and liabilities:				
Accounts receivable	3,466	(401)	(34,133)	(31,068)
Other accounts receivable	(2,666)	(98,714)	-	(101,380)
Inventories	(462)	-	-	(462)
Prepayments	3,011	1,304	(28,068)	(23,753)
Other current liabilities	5,537	28,268	-	33,805
Accounts payable	92,203	148,782	-	240,985
Pension related deferrals and assets/liabilities	3,981	7,609	29,704	41,294
OPEB related deferrals and liabilities	<u>18,019</u>	<u>15,665</u>	<u>-</u>	<u>33,684</u>
Net cash flows from operating activities	<u>\$ 1,053,623</u>	<u>\$ 1,178,233</u>	<u>\$ 240,430</u>	<u>\$ 2,472,286</u>
Noncash Capital and Related Financing Activities				
Amortization of premium/deferred charge on refunding	<u>\$ 238</u>	<u>\$ 35</u>	<u>\$ 1,449</u>	

See notes to financial statements

City of Fort Atkinson

Statement of Fiduciary Net Position

Fiduciary Fund

December 31, 2020

	Custodial Fund
Assets	
Cash and investments	\$ 10,095,380
Tax roll receivable	<u>5,241,649</u>
Total assets	<u>15,337,029</u>
Liabilities	
Due to other taxing units	<u>15,337,029</u>
Total liabilities	<u>15,337,029</u>
Net Position	
Total net position	<u><u>\$ -</u></u>

See notes to financial statements

City of Fort Atkinson

Statement of Changes in Fiduciary Net Position
Fiduciary Fund
Year Ended December 31, 2020

	<u>Custodial Fund</u>
Additions	
Property taxes collected for other governments	\$ 10,512,665
Total additions	<u>10,512,665</u>
Deductions	
Property taxes distributed to other governments	<u>10,512,665</u>
Total deductions	<u>10,512,665</u>
Change in fiduciary net position	-
Net Position, Beginning	<u>-</u>
Net Position, Ending	<u><u>\$ -</u></u>

City of Fort Atkinson

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December 31, 2020

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City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

1. Summary of Significant Accounting Policies

The accounting policies of the City of Fort Atkinson, Wisconsin conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB).

Reporting Entity

This report includes all of the funds of the City. The reporting entity for the City consists of the primary government and its component unit. Component units are legally separate organizations for which the primary government is financially accountable or other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading. The primary government is financially accountable if (1) it appoints a voting majority of the organization's governing body and it is able to impose its will on that organization, (2) it appoints a voting majority of the organization's governing body and there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on, the primary government, (3) the organization is fiscally dependent on and there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on, the primary government. Certain legally separate, tax exempt organizations should also be reported as a component unit if all of the following criteria are met: (1) the economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units or its constituents; (2) the primary government or its component units, is entitled to or has the ability to access, a majority of the economic resources received or held by the separate organization; and (3) the economic resources received or held by an individual organization that the primary government or its component units, is entitled to or has the ability to otherwise access, are significant to the primary government.

Component units are reported using one of three methods, discrete presentation, blended or fiduciary. Generally, component units should be discretely presented in a separate column in the financial statements. A component unit should be reported as part of the primary government using the blending method if it meets any one of the following criteria: (1) the primary government and the component unit have substantively the same governing body and a financial benefit or burden relationship exists, (2) the primary government and the component unit have substantively the same governing body and management of the primary government has operational responsibility for the component unit, (3) the component unit serves or benefits, exclusively or almost exclusively, the primary government rather than its citizens or (4) the total debt of the component unit will be paid entirely or almost entirely from resources of the primary government.

Component Unit Not Presented

Fort Atkinson Historical Society

The Fort Atkinson Historical Society (Historical Society) is a legally separate organization that qualifies as a component unit of the city. Audited financial statements of the Historical Society are not available for the year ended December 31, 2020.

Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

City of Fort Atkinson

Notes to Financial Statements
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The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The City does not allocate indirect expenses to functions in the statement of activities. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenues are reported as general revenues. Internally dedicated resources are reported as general revenues rather than as program revenues.

Fund Financial Statements

Financial statements of the City are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position/fund balance, revenues and expenditures/expenses.

Funds are organized as major funds or nonmajor funds within the governmental and proprietary statements. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

- a. Total assets/deferred outflows of resources, liabilities/deferred inflows of resources, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type and
- b. The same element of the individual governmental or enterprise fund that met the 10 percent test is at least 5 percent of the corresponding total for all governmental and enterprise funds combined.
- c. In addition, any other governmental or enterprise fund that the City believes is particularly important to financial statement users may be reported as a major fund.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The City reports the following major governmental funds:

General Fund

General Fund accounts for the City's primary operating activities. It is used to account for and report all financial resources except those accounted for and reported in another fund.

Debt Service Funds

General Debt Service Fund is used to account for and report financial resources that are restricted, committed or assigned to expenditure for the payment of general long-term debt principal, interest and related costs, other than TIF district or enterprise debt.

Capital Projects Funds

Tax Incremental Financing District (TIF) No. 6 Capital Projects Fund is used to account for and report financial resources that are restricted, committed or assigned to expenditures outlined in the TIF district project plan.

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Enterprise Funds

The City reports the following major enterprise funds:

Water Utility accounts for operations of the water system

Sewer Utility accounts for operations of the sewer system

Stormwater Utility accounts for operations of the stormwater system

The City reports the following nonmajor governmental funds:

Special Revenue Funds

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes (other than debt service or capital projects).

Wisconsin Development Fund
Library Trust
Museum Trust
Transportation Improvements
EMS

Capital Projects Funds

Capital Projects Funds are used to account for and report financial resources that are restricted, committed or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

TIF District No. 7
TIF District No. 8

In addition, the City reports the following fund type:

Custodial Funds

Custodial Fund are used to account for and report assets controlled by the City and the assets are for the benefit of individuals, private organizations and/or other governmental units.

Tax Collection

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenues in the year for which they are levied. Taxes receivable for the following year are recorded as receivables and deferred inflows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met. Special assessments are recorded as revenue when earned. Unbilled receivables are recorded as revenues when services are provided.

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As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the City's utilities and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Property taxes are recorded in the year levied as receivables and deferred inflows. They are recognized as revenues in the succeeding year when services financed by the levy are being provided.

Intergovernmental aids and grants are recognized as revenues in the period the City is entitled the resources and the amounts are available. Amounts owed to the City which are not available are recorded as receivables and unavailable revenues. Amounts received before eligibility requirements (excluding time requirements) are met are recorded as liabilities. Amounts received in advance of meeting time requirements are recorded as deferred inflows.

Special assessments are recorded as revenues when they become measurable and available as current assets. Annual installments due in future years are reflected as receivables and unavailable revenues. At December 31, 2020, there were \$698,574 of unrecorded anticipated future assessments which are not recorded as receivables because collection is subject to certain events occurring in the future. No formal repayment schedules have been established.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, public charges for services, special assessments and interest. Other general revenues such as fines and forfeitures, inspection fees, recreation fees and miscellaneous revenues are recognized when received in cash or when measurable and available under the criteria described above.

Proprietary and Fiduciary Funds

Proprietary and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as described previously in this note.

The proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the water, sewer and stormwater utilities are charges to customers for sales and services. Special assessments are recorded as receivables and contribution revenue when levied. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

All Financial Statements

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position or Equity

Deposits and Investments

For purposes of the statement of cash flows, the City considers all highly liquid investments with an initial maturity of three months or less when acquired to be cash equivalents.

Investment of City funds is restricted by Wisconsin state statutes. Available investments are limited to:

- a. Time deposits in any credit union, bank, savings bank or trust company.
- b. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, a local cultural arts district, the University of Wisconsin Hospitals and Clinics Authority or the Wisconsin Aerospace Authority.
- c. Bonds or securities issued or guaranteed by the federal government.
- d. The local government investment pool.
- e. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
- f. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
- g. Repurchase agreements with public depositories, with certain conditions.

Investment of most trust funds including cemetery perpetual care funds, is regulated by Chapter 881 of the Wisconsin Statutes. Investment of library trust funds is regulated by Chapter 112. Those sections give broad authority to use such funds to acquire various kinds of investments including stocks, bonds and debentures.

The City has adopted an investment policy. That policy contains the following guidelines related to custodial credit risk: all deposits of city funds in interest bearing time instruments shall be secured by pledged collateral in an amount equal to at least 100 percent of the total investment less the amount insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation. At December 31, 2020, the City has deposits which do not meet the previous criteria and are uninsured and uncollateralized. See Note 3. The policy addresses credit risk by limiting the types of securities allowable, pre-qualifying financial institutions, broker/dealers, intermediaries and advisors with which the City will do business with and by diversifying the investment portfolio to minimize the impact of potential losses from any one type of security or individual issuer.

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Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on methods and inputs as outlined in Note 3. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income. Investment income on commingled investments of municipal accounting funds is allocated based on average balances. The difference between the bank statement balance and carrying value is due to outstanding checks and/or deposits in transit.

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF) and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2020, the fair value of the City's share of the LGIP's assets was substantially equal to the amount as reported in these statements.

See Note 3. for further information.

Receivables

Property taxes are levied in December on the assessed value as of the prior January 1. In addition to property taxes for the City, taxes are collected for and remitted to the state and county governments as well as the local school district and technical college district. Taxes for all state and local governmental units billed in the current year for the succeeding year are reflected as receivables and due to other taxing units on the accompanying statement of fiduciary net position.

Property tax calendar - 2020 tax roll:

Lien date and levy date	December 2020
Tax bills mailed	December 2020
Payment in full or or	January 31, 2021
First installment due	January 31, 2021
Second installment due	July 31, 2021
Personal property taxes in full	January 31, 2021
Tax sale - 2020 delinquent real estate taxes	October 2023

Delinquent real estate taxes as of July 31 are paid in full by the County, which assumes the collection thereof. No provision for uncollectible accounts receivable has been made for the water and sewer utilities because they have the right by law to place substantially all delinquent bills on the tax roll and other delinquent bills are generally not significant.

During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as due to and from other funds. Long-term interfund loans (noncurrent portion) are reported as advances from and to other funds. Interfund receivables and payables between funds within governmental activities are eliminated in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the governmental-wide financial statements as internal balances.

In the governmental fund financial statements, advances to other funds are offset equally by a nonspendable fund balance account which indicates that they do not constitute expendable available financial resources and, therefore, are not available for appropriation or by a restricted fund balance account, if the funds will ultimately be restricted when the advance is repaid.

City of Fort Atkinson

Notes to Financial Statements
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It is the City's policy to record revenue when the initial loan is made from the federal grant funds. The net amount of the loan receivable balance is included in restricted fund balance. Interest received from loan repayments is recognized as revenue when received in cash. Any unspent loan repayments at year end are presented as restricted fund balance in the fund financial statements.

Inventories and Prepaid Items

Governmental fund inventories, if material, are recorded at cost based on the FIFO method using the purchases method of accounting. Proprietary fund inventories are generally used for construction and/or for operation and maintenance work. They are not for resale. They are valued at cost based on FIFO and charged to construction and/or operation and maintenance expense when used.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Restricted Assets

Mandatory segregations of assets are presented as restricted assets. Such segregations are required by bond agreements and other external parties. Current liabilities payable from these restricted assets are so classified. The excess of restricted assets over current liabilities payable from restricted assets will be used first for retirement of related long-term debt. The remainder, if generated from earnings, is shown as restricted net position.

Capital Assets

Government-Wide Statements

Capital assets, which include property, plant and equipment, are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial cost of more than \$10,000 for general capital assets and \$25,000 for infrastructure assets and an estimated useful life in excess of one year. All capital assets are valued at historical cost or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated acquisition value at the date of donation.

Additions to and replacements of capital assets of business-type activities are recorded at original cost, which includes material, labor and overhead. The cost of renewals and betterments relating to retirement units is added to plant accounts. The cost of property replaced, retired or otherwise disposed of, is deducted from plant accounts and, generally, together with removal costs less salvage, is charged to accumulated depreciation.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method. The range of estimated useful lives by type of asset is as follows:

Buildings	10-40	Years
Land Improvements	10-20	Years
Machinery and Equipment	4-25	Years
Utility Systems	15-85	Years
Infrastructure	50-75	Years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same way as in the government-wide statements.

Deferred Outflows of Resources

A deferred outflow of resources represents a consumption of net position/fund balance that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that future time.

A deferred charge on refunding arises from the advance refunding of debt. The difference between the cost of the securities placed in trust for future payments of the refunded debt and the net carrying value of that debt is deferred and amortized as a component of interest expense over the shorter of the term of the refunding issue or the original term of the refunded debt. The unamortized amount is reported as a deferred outflow of resources in the government-wide and proprietary fund financial statements.

Compensated Absences

Under terms of employment, employees are granted sick leave and vacations in varying amounts. Only benefits considered to be vested are disclosed in these statements.

All vested vacation and sick leave pay is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements and are payable with expendable resources.

The City provides postemployment health insurance benefits for all eligible employees. Eligibility is based on various criteria. The benefits are based on contractual agreements with employee groups, local ordinances or employee benefit policies. Employees may convert a portion of accumulated sick leave to pay for health care premiums. The cost of those premiums is recognized as an expenditure as the premiums are paid. The entire cost is paid by the City. Funding for those costs is provided out of the current operating budget of the City. The contributions are financed on a pay as you go basis. Total expenditures for such premiums during the year were \$55,815. The number of participants eligible to receive benefits as of December 31, 2020 is 13. The total amount outstanding at year end to be paid in the future is \$169,261 and is included in the government-wide statement of net position.

Payments for vacation and sick leave will be made at rates in effect when the benefits are used. Accumulated vacation and sick leave liabilities at December 31, 2020, are determined on the basis of current salary rates and include salary related payments.

Long-Term Obligations

All long-term obligations to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term obligations consist primarily of notes and bonds payable, accrued compensated absences and OPEBs.

Long-term obligations for governmental funds are not reported as liabilities in the fund financial statements. The face value of debts (plus any premiums) are reported as other financing sources and payments of principal and interest are reported as expenditures. The accounting in proprietary funds is the same as it is in the government-wide statements.

For the government-wide statements and proprietary fund statements, bond premiums and discounts are amortized over the life of the issue using the straight-line method. The balance at year end is shown as an increase or decrease in the liability section of the statement of net position.

Deferred Inflows of Resources

A deferred inflow of resources represents an acquisition of net position/fund balance that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

Equity Classifications

Government-Wide Statements

Equity is classified as net position and displayed in three components:

- a. *Net investment in capital assets* - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b. *Restricted net position* - Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- c. *Unrestricted net position* - All other net positions that do not meet the definitions of restricted or net investment in capital assets.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Statements

Governmental fund balances are displayed as follows:

- a. *Nonspendable* - Includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.
- b. *Restricted* - Consists of fund balances with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- c. *Committed* - Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority. Fund balance amounts are committed through a formal action (resolution) of the City Council. This formal action must occur prior to the end of the reporting period, but the amount of the commitment, which will be subject to the constraints, may be determined in the subsequent period. Any changes to the constraints imposed require the same formal action of the City Council that originally created the commitment.

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- d. *Assigned* - Includes spendable fund balance amounts that are intended to be used for specific purposes that do not meet the criteria to be classified as restricted or committed. The City Council has, by resolution, adopted a financial policy authorizing the Council to assign amounts for a specific purpose. Assignments may take place after the end of the reporting period.
- e. *Unassigned* - Includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed or assigned for those purposes.

Proprietary fund equity is classified the same as in the government-wide statements.

The City has a formal minimum fund balance policy. That policy is to maintain unassigned general fund balance at a minimum of 15 - 30 percent of budgeted general fund expenditures. The unassigned general fund balance at year end was \$3,259,798 or 33 percent of the budgeted general fund expenditures in 2020.

See Note 3. for further information.

Pension

For purposes of measuring the net pension (asset) liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB and OPEB expense, information has been determined on the same basis as they are reported by the City OPEB Plan. For this purpose, the City OPEB Plan recognizes benefit payments when due and payable in accordance with the benefit terms.

The fiduciary net position of the Local Retiree Life Insurance Fund (LRLIF) has been determined using the flow of economic resources measurement focus and the accrual basis of accounting. This includes for purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to other post-employment benefits, OPEB expense and information about the fiduciary net position of the LRLIF and additions to/deductions from LRLIFs fiduciary net position have been determined on the same basis as they are reported by LRLIF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

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Basis for Existing Rates

Water Utility

Current water rates were approved by the Public Service Commission of Wisconsin and placed into effect by the utility on September 1, 2013. The rates are designed to provide a 5.50 percent return on rate base.

Sewer Utility

Current sewer rates were approved by the city council to be effective as of January 1, 2017.

Stormwater Utility

Current stormwater rates were approved by the city council to be effective as of January 1, 2020.

2. Stewardship, Compliance and Accountability

Budgetary Information

A budget has been adopted for the general fund, debt service fund, TIF District No. 6 fund, TIF District No. 7 fund, TIF District No. 8 fund, EMS fund and Transportation Improvement fund. A budget has not been formally adopted for other governmental funds. Wisconsin Statute 65.90 requires that an annual budget be adopted for all funds.

Excess Expenditures and Other Financing Uses Over Appropriations

<u>Funds</u>	<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>Excess Expenditures Over Budget</u>
General Debt Service	\$ 1,121,896	\$ 2,934,191	\$ 1,812,295
EMS	7,245	24,492	17,247
TIF District No. 6	378,749	393,716	14,967
TIF District No. 7	417,000	422,874	5,874
TIF District No. 8	98	551,912	551,814

The City controls expenditures at the department level. Some individual departments experienced expenditures which exceeded appropriations. The detail of those items can be found in the City's year-end budget to actual report.

Deficit Balances

Generally accepted accounting principles require disclosure of individual funds that have deficit balances at year end.

As of December 31, 2020, the following individual funds held a deficit balance:

<u>Fund</u>	<u>Amount</u>	<u>Reason</u>
EMS	\$ 6,574	Timing difference in funding source
TIF District No. 6	1,827,842	Timing difference in funding source

City of Fort Atkinson

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TIF district deficits are anticipated to be funded with future incremental taxes levied over the life of the districts, which is 27 years for the districts created before October 1, 1995 and 23 years for districts created thereafter through September 30, 2004. Beginning October 1, 2004, the life of new districts varies by type of district (20-27 years) and may be extended in some cases. TIF District No. 6 has been designated as distressed and can collect increment for an additional 10 years past the original life. The EMS deficit is anticipated to be funded with future user charges.

Limitations on the City's Tax Levy

Wisconsin law limits the City's future tax levies. Generally the City is limited to its prior tax levy dollar amount (excluding TIF Districts), increased by the greater of the percentage change in the City's equalized value due to new construction or zero percent. Changes in debt service from one year to the next are generally exempt from this limit with certain exceptions. The City is required to reduce its allowable levy by the estimated amount of fee revenue it collects for certain services, if those services were funded in 2013 by the property tax levy. Levies can be increased above the allowable limits if the amount is approved by referendum.

3. Detailed Notes on All Funds

Deposits and Investments

The City's deposits and investments at year end were comprised of the following:

	<u>Carrying Value</u>	<u>Bank and Investment Balances</u>	<u>Associated Risks</u>
Deposits	\$ 10,668,374	\$ 9,192,006	Custodial credit
Mutual funds, bonds	642,048	642,048	Credit, interest rate
Mutual funds, other	1,095,510	1,095,510	N/A
LGIP	10,161,230	10,161,230	Credit
Petty cash	602	-	N/A
	<u>\$ 22,567,764</u>	<u>\$ 21,090,794</u>	
Reconciliation to financial statements			
Per statement of net position			
Unrestricted cash and investments	\$ 12,472,384		
Per statement of assets and liabilities			
Custodial Fund	<u>10,095,380</u>		
Total deposits and investments	<u>\$ 22,567,764</u>		

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000 for time and savings accounts (including NOW accounts) and \$250,000 for demand deposit accounts (interest-bearing and noninterest-bearing). In addition, if deposits are held in an institution outside of the state in which the government is located, insured amounts are further limited to a total of \$250,000 for the combined amount of all deposit accounts.

Bank accounts are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the nature of this fund, recovery of material principal losses may not be significant to individual municipalities. This coverage has been considered in computing custodial credit risk.

The City maintains collateral agreements with its banks. At December 31, 2020, the banks had pledged various government securities in the amount of \$3,680,326 to secure the City's deposits.

City of Fort Atkinson

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The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The valuation methods for recurring fair value measurements are as follows:

Market approach - prices or other information from market transactions involving identical assets

Investment Type	December 31, 2020			Total
	Level 1	Level 2	Level 3	
Mutual funds, bonds	\$ 642,048	\$ -	\$ -	\$ 642,048
Mutual funds, other	1,095,510	-	-	1,095,510
Total	<u>\$ 1,737,558</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,737,558</u>

Custodial Credit Risk

Deposits

Custodial credit risk is the risk that in the event of a financial institution failure, the City's deposits may not be returned to the City.

As of December 31, 2020, \$4,509,472 of the City's total bank balances were exposed to custodial credit risk as follows:

Uninsured and uncollateralized	<u>\$ 4,509,472</u>
Total	<u>\$ 4,509,472</u>

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

As of December 31, 2020, the City's investments were rated as follows:

Investment Type	Composite Ratings
Mutual funds, bonds	A, BB

The City also held investments in the following external pool which is not rated:

Local Government Investment Pool (LGIP)

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the value of an investment.

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As of December 31, 2020, the City's investments were as follows:

Investment Type	Fair Value	Maturity (In Years)		
		Less than 1	1-5	Greater than 5
Mutual funds, bonds	<u>\$ 642,048</u>	<u>\$ -</u>	<u>\$ 271,110</u>	<u>\$ 370,938</u>

See Note 1. for further information on deposit and investment policies.

Receivables

	General Fund	Nonmajor Funds	Total
Amounts not expected to be collected within one year	<u>\$ 241</u>	<u>\$ 181,399</u>	<u>\$ 181,640</u>

Governmental funds report *unavailable* or *unearned revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Property taxes levied for the subsequent year are not earned and cannot be used to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of *unavailable revenue* and *unearned revenue* reported in the governmental funds were as follows:

	Unearned
Property taxes receivable for subsequent year	<u>\$ 8,905,819</u>
Total unearned/unavailable revenue for governmental funds	<u>\$ 8,905,819</u>

Restricted Assets

The following represent the balances of the restricted assets:

Net Pension Asset

Restricted assets have been reported in connection with the net pension asset balance since this balance must be used to fund employee benefits.

Restricted assets at December 31, 2020 were \$1,255,965 for the net pension asset.

City of Fort Atkinson

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Capital Assets

Capital asset activity for the year ended December 31, 2020, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Governmental Activities				
Capital assets not being depreciated:				
Land	\$ 4,956,005	\$ -	\$ 39,600	\$ 4,916,405
Construction in progress	<u>227,438</u>	<u>3,933,879</u>	<u>2,500</u>	<u>4,158,817</u>
Total capital assets not being depreciated	<u>5,183,443</u>	<u>3,933,879</u>	<u>42,100</u>	<u>9,075,222</u>
Capital assets being depreciated:				
Land improvements	3,043,898	338,847	-	3,382,745
Buildings	15,570,534	-	-	15,570,534
Machinery and equipment	9,968,040	479,734	162,564	10,285,210
Infrastructure	<u>21,144,376</u>	<u>-</u>	<u>-</u>	<u>21,144,376</u>
Total capital assets being depreciated	<u>49,726,848</u>	<u>818,581</u>	<u>162,564</u>	<u>50,382,865</u>
Total capital assets	<u>54,910,291</u>	<u>4,752,460</u>	<u>204,664</u>	<u>59,458,087</u>
Less accumulated depreciation for:				
Land improvements	(1,199,941)	(85,591)	-	(1,285,532)
Buildings	(8,759,964)	(523,677)	-	(9,283,641)
Machinery and equipment	(7,554,625)	(405,500)	162,564	(7,797,561)
Infrastructure	<u>(9,631,853)</u>	<u>(373,142)</u>	<u>-</u>	<u>(10,004,995)</u>
Total accumulated depreciation	<u>(27,146,383)</u>	<u>(1,387,910)</u>	<u>162,564</u>	<u>(28,371,729)</u>
Net capital assets being depreciated	<u>22,580,465</u>	<u>(569,329)</u>	<u>-</u>	<u>22,011,136</u>
Total governmental activities capital assets, net of accumulated depreciation	<u>\$ 27,763,908</u>	<u>\$ 3,364,550</u>	<u>\$ 42,100</u>	<u>\$ 31,086,358</u>

Depreciation expense was charged to functions as follows:

Governmental Activities	
General government	\$ 47,866
Public safety	356,266
Public works	446,845
Culture, recreation and education	494,630
Conservation and development	<u>42,303</u>
Total governmental activities depreciation expense	<u>\$ 1,387,910</u>

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

Business-Type Activities

	Beginning Balance	Additions	Deletions	Ending Balance
Water				
Capital assets not being depreciated:				
Land and land rights	\$ 69,046	\$ -	\$ -	\$ 69,046
Construction in progress	<u>-</u>	<u>212</u>	<u>-</u>	<u>212</u>
Total capital assets not being depreciated	<u>69,046</u>	<u>212</u>	<u>-</u>	<u>69,258</u>
Capital assets being depreciated:				
Source of supply	159,505	-	-	159,505
Pumping	1,208,424	-	-	1,208,424
Treatment	75,288	-	-	75,288
Transmission and distribution	15,350,885	96,891	25,384	15,422,392
Administrative and general assets	<u>1,724,505</u>	<u>10,201</u>	<u>-</u>	<u>1,734,706</u>
Total capital assets being depreciated	<u>18,518,607</u>	<u>107,092</u>	<u>25,384</u>	<u>18,600,315</u>
Total capital assets	<u>18,587,653</u>	<u>107,304</u>	<u>25,384</u>	<u>18,669,573</u>
Less accumulated depreciation for:				
Source of supply	(148,074)	(4,625)	-	(152,699)
Pumping	(723,538)	(37,196)	-	(760,734)
Treatment	(75,288)	-	-	(75,288)
Transmission and distribution	(3,703,901)	(295,546)	12,340	(3,987,107)
Administrative and general assets	<u>(906,380)</u>	<u>(88,238)</u>	<u>-</u>	<u>(994,618)</u>
Total accumulated depreciation	<u>(5,557,181)</u>	<u>(425,605)</u>	<u>12,340</u>	<u>(5,970,446)</u>
Net capital assets being depreciated	<u>12,961,426</u>	<u>(318,513)</u>	<u>13,044</u>	<u>12,629,869</u>
Net water capital assets	<u>\$ 13,030,472</u>	<u>\$ (318,301)</u>	<u>\$ 13,044</u>	<u>\$ 12,699,127</u>
	Beginning Balance	Additions	Deletions	Ending Balance
Sewer				
Capital assets not being depreciated:				
Land and land rights	\$ 14,700	\$ -	\$ -	\$ 14,700
Construction in progress	<u>50,064</u>	<u>1,893,476</u>	<u>-</u>	<u>1,943,540</u>
Total capital assets not being depreciated	<u>64,764</u>	<u>1,893,476</u>	<u>-</u>	<u>1,958,240</u>
Capital assets being depreciated:				
Collection system	12,881,966	-	4,100	12,877,866
Collection system pumping	561,663	34,592	-	596,255
Treatment and disposal	19,747,230	68,156	15,698	19,799,688
Administrative and general assets	<u>1,649,301</u>	<u>15,735</u>	<u>-</u>	<u>1,665,036</u>
Total capital assets being depreciated	<u>34,840,160</u>	<u>118,483</u>	<u>19,798</u>	<u>34,938,845</u>
Total capital assets	<u>34,904,924</u>	<u>2,011,959</u>	<u>19,798</u>	<u>36,897,085</u>
Less accumulated depreciation for				
Sewer plant	<u>(20,257,145)</u>	<u>(862,264)</u>	<u>15,698</u>	<u>(21,103,711)</u>
Total accumulated depreciation	<u>(20,257,145)</u>	<u>(862,264)</u>	<u>15,698</u>	<u>(21,103,711)</u>
Net capital assets being depreciated	<u>14,583,015</u>	<u>(743,781)</u>	<u>4,100</u>	<u>13,835,134</u>
Net sewer capital assets	<u>\$ 14,647,779</u>	<u>\$ 1,149,695</u>	<u>\$ 4,100</u>	<u>\$ 15,793,374</u>

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Stormwater				
Capital assets not being depreciated:				
Construction in progress	\$ 120	\$ 33,025	\$ -	\$ 33,145
Total capital assets not being depreciated	<u>120</u>	<u>33,025</u>	<u>-</u>	<u>33,145</u>
Capital assets being depreciated:				
Stormwater assets	<u>9,268,284</u>	<u>3,175</u>	<u>7,600</u>	<u>9,263,859</u>
Total capital assets being depreciated	<u>9,268,284</u>	<u>3,175</u>	<u>7,600</u>	<u>9,263,859</u>
Total capital assets	<u>9,268,404</u>	<u>36,200</u>	<u>7,600</u>	<u>9,297,004</u>
Less accumulated depreciation for:				
Stormwater assets	<u>(4,028,623)</u>	<u>(201,762)</u>	<u>-</u>	<u>(4,230,385)</u>
Total accumulated depreciation	<u>(4,028,623)</u>	<u>(201,762)</u>	<u>-</u>	<u>(4,230,385)</u>
Net capital assets being depreciated	<u>5,239,661</u>	<u>(198,587)</u>	<u>7,600</u>	<u>5,033,474</u>
Net stormwater capital assets	<u>\$ 5,239,781</u>	<u>\$ (165,562)</u>	<u>\$ 7,600</u>	<u>\$ 5,066,619</u>
Business-type capital assets, net of accumulated depreciation	<u>\$ 32,918,032</u>	<u>\$ 665,832</u>	<u>\$ 24,744</u>	<u>\$ 33,559,120</u>

Depreciation expense was charged to functions as follows:

Business-Type Activities

Water	\$ 383,090
Sewer	862,264
Stormwater	<u>201,762</u>
Total business-type activities depreciation expense	<u>\$ 1,447,116</u>

Depreciation expense may be different from business-type activity accumulated depreciation additions because of joint metering, salvage, cost of removal, internal allocations or costs associated with the disposal of assets.

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

Interfund Advances and Transfers

Advances

The general fund is advancing funds to TIF District No. 6. The amount advanced is determined by the deficiency of revenues over expenditures and other financing sources since the district's inception. No repayment schedule has been established.

The following is a schedule of interfund advances:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>	<u>Amount Not Due Within One Year</u>
General fund	TIF District No. 6	\$ 1,832,315	\$ 1,832,315
Total, fund financial statements		1,832,315	
Less fund eliminations		<u>(1,832,315)</u>	
Total, interfund advances		<u>\$ -</u>	

Transfers

The following is a schedule of interfund transfers:

<u>Fund Transferred To</u>	<u>Fund Transferred From</u>	<u>Amount</u>	<u>Principal Purpose</u>
General fund	Water utility	\$ 338,500	Tax equivalent
TIF District No. 6	TIF District No. 7	177,000	TIF increment sharing
TIF District No. 6	TIF District No. 8	<u>400,000</u>	TIF increment sharing
Total, fund financial statements		915,500	
Less fund eliminations		<u>(577,000)</u>	
Total transfers, government-wide statement of activities		<u>\$ 338,500</u>	

<u>Fund Transferred To</u>	<u>Fund Transferred From</u>	<u>Amount</u>
Governmental activities	Business-type activities	\$ 338,500
Business-type activities	Governmental activities	<u>-</u>
Total government-wide financial statements		<u>\$ 338,500</u>

Generally, transfers are used to (1) move revenues from the fund that collects them to the fund that the budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

Long-Term Obligations

Long-term obligations activity for the year ended December 31, 2020, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Amounts Due Within One Year
Governmental Activities					
Bonds and notes payable:					
General obligation debt	\$ 13,015,000	\$ -	\$ 2,660,000	\$ 10,355,000	\$ 885,000
General obligation notes from direct borrowings and direct placements	<u>3,112,431</u>	<u>158,900</u>	<u>640,428</u>	<u>2,630,903</u>	<u>503,859</u>
Subtotal	<u>16,127,431</u>	<u>158,900</u>	<u>3,300,428</u>	<u>12,985,903</u>	<u>1,388,859</u>
Other liabilities:					
Vested compensated absences	<u>763,573</u>	<u>123,302</u>	<u>123,596</u>	<u>763,279</u>	<u>189,790</u>
Total other liabilities	<u>763,573</u>	<u>123,302</u>	<u>123,596</u>	<u>763,279</u>	<u>189,790</u>
Total governmental activities long-term liabilities	<u>\$ 16,891,004</u>	<u>\$ 282,202</u>	<u>\$ 3,424,024</u>	<u>\$ 13,749,182</u>	<u>\$ 1,578,649</u>
Business-Type Activities					
Bonds and notes payable:					
General obligation debt	\$ 4,540,000	\$ -	\$ 410,000	\$ 4,130,000	\$ 430,000
General obligation notes from direct borrowings and direct placements (Discounts)/premiums:	<u>192,980</u>	<u>-</u>	<u>9,005</u>	<u>183,975</u>	<u>9,362</u>
	<u>110,245</u>	<u>-</u>	<u>18,108</u>	<u>92,137</u>	<u>-</u>
Subtotal	<u>4,843,225</u>	<u>-</u>	<u>437,113</u>	<u>4,406,112</u>	<u>439,362</u>
Other liabilities:					
Vested compensated absences	<u>104,177</u>	<u>66,749</u>	<u>32,944</u>	<u>137,982</u>	<u>48,482</u>
Total other liabilities	<u>104,177</u>	<u>66,749</u>	<u>32,944</u>	<u>137,982</u>	<u>48,482</u>
Total business-type activities long-term liabilities	<u>\$ 4,947,402</u>	<u>\$ 66,749</u>	<u>\$ 470,057</u>	<u>\$ 4,544,094</u>	<u>\$ 487,844</u>

In accordance with Wisconsin Statutes, total general obligation indebtedness of the City may not exceed 5 percent of the equalized value of taxable property within the City's jurisdiction. The debt limit as of December 31, 2020, was \$52,089,570. Total general obligation debt outstanding at year end was \$17,299,878.

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

General Obligation Debt

All general obligation notes and bonds payable are backed by the full faith and credit of the City. Notes and bonds in the governmental funds will be retired by future property tax levies or tax increments accumulated by the debt service fund. Business-type activities debt is payable by revenues from user fees of those funds or, if the revenues are not sufficient, by future tax levies.

<u>Governmental Activities</u>					Balance
<u>General Obligation Debt</u>	<u>Date of Issue</u>	<u>Final Maturity</u>	<u>Interest Rates</u>	<u>Original Indebtedness</u>	<u>December 31, 2020</u>
Promissory note*	04/01/99	04/01/22	2.75%	\$ 1,590,000	\$ 178,000
G.O. refunding bonds	05/22/12	02/01/23	2.00 - 3.00	5,750,000	1,720,000
G.O. refunding bonds	05/26/15	02/01/27	1.50 - 3.00	990,000	270,000
State trust fund loan*	01/26/16	03/15/35	3.75	1,078,968	914,383
Promissory note*	09/06/16	03/01/22	1.10	512,293	168,293
Promissory note*	09/06/16	03/01/21	1.10	137,700	25,700
Promissory note*	11/15/16	03/01/23	1.25	373,000	159,800
Promissory note*	06/27/17	03/01/27	2.08	394,000	275,800
G.O. corporate purpose bonds	06/26/18	02/01/38	3.0 - 4.0	1,580,000	1,420,000
G.O. refunding bonds	11/18/19	08/01/39	3.0	6,985,000	6,945,000
Promissory note*	12/20/19	09/01/29	2.75	950,000	830,000
Promissory note*	09/27/20	11/01/21	1.55	158,900	<u>78,927</u>
Total governmental activities, general obligation debt					<u>\$ 12,985,903</u>

<u>Business-Type Activities</u>					Balance
<u>General Obligation Debt</u>	<u>Date of Issue</u>	<u>Final Maturity</u>	<u>Interest Rates</u>	<u>Original Indebtedness</u>	<u>December 31, 2020</u>
G.O. refunding bonds	05/22/12	02/01/23	2.00 - 3.00%	\$ 1,875,000	\$ 510,000
G.O. refunding bonds	05/26/15	02/01/27	1.50 - 3.00	2,055,000	1,195,000
State trust fund loan*	01/26/16	03/15/35	3.75	217,090	183,975
G.O. corporate purpose bonds	06/26/18	02/01/38	3.0 - 4.0	2,635,000	<u>2,425,000</u>
Total business-type activities, general obligation debt					<u>\$ 4,313,975</u>

Debt service requirements to maturity are as follows:

<u>Years</u>	<u>Governmental Activities</u>		<u>Business-Type Activities</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2021	\$ 885,000	\$ 421,304	\$ 430,000	\$ 122,426
2022	935,000	385,345	425,000	109,401
2023	1,165,000	342,428	445,000	96,124
2024	435,000	304,799	280,000	85,014
2025	470,000	277,581	290,000	76,200
2026-2030	2,980,000	912,101	990,000	264,290
2031-2035	1,965,000	372,157	750,000	148,336
2036-2038	<u>1,520,000</u>	<u>92,147</u>	<u>520,000</u>	<u>26,817</u>
Total	<u>\$ 10,355,000</u>	<u>\$ 3,107,862</u>	<u>\$ 4,130,000</u>	<u>\$ 928,608</u>

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

Years	Governmental Activities		Business-Type Activities	
	Notes from Direct Borrowings and Direct Placements		General Obligation Notes From Direct Borrowings And Direct Placements	
	Principal	Interest	Principal	Interest
2021	\$ 503,859	\$ 70,069	\$ 9,362	\$ 6,899
2022	397,270	60,340	9,714	6,548
2023	227,687	51,784	10,078	6,183
2024	181,286	46,424	10,440	5,821
2025	183,311	41,084	10,846	5,415
2026-2030	775,179	126,588	60,637	20,668
2031-2035	362,311	41,792	72,898	8,410
Total	<u>\$ 2,630,903</u>	<u>\$ 438,081</u>	<u>\$ 183,975</u>	<u>\$ 59,944</u>

The City's outstanding debt from direct borrowings and/or direct placements related to governmental and business-type activities contain event of default and/or termination provisions with possible finance-related consequences. The City's 2016 State Trust Fund Loan contains clauses that any delinquent payments are subject to a penalty of one percent per month and that any delinquent amounts shall be deducted from any state payments that are due to the municipality. All other direct borrowings of the City contain terms that in the event of default, the unpaid balance shall automatically mature and become immediately due and payable.

Other Debt Information

Estimated payments of compensated absences are not included in the debt service requirement schedules. The compensated absences liability attributable to governmental activities will be liquidated primarily by the general fund.

Net Position/Fund Balances

Net position reported on the government-wide statement of net position at December 31, 2020, includes the following:

Governmental Activities

Net investment in capital assets:	
Land	\$ 4,916,405
Construction in progress	4,158,817
Other capital assets, net of accumulated depreciation	22,011,136
Less long-term debt outstanding	(12,985,903)
Plus unspent capital related debt proceeds	1,380,299
Plus noncapital debt proceeds	<u>1,116,743</u>
Total net investment in capital assets	<u>\$ 20,597,497</u>

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

Governmental Funds

Governmental fund balances reported on the fund financial statements at December 31, 2020, include the following:

	<u>General Fund</u>	<u>General Debt Service</u>	<u>TIF District No. 6</u>	<u>Nonmajor Funds</u>	<u>Total</u>
Fund Balances					
Nonspendable:					
Prepaid items	\$ 188,745	\$ -	\$ -	\$ -	\$ 188,745
Advance to TIF districts	1,832,315	-	-	-	1,832,315
Land held for resale	818,210	-	-	-	818,210
Delinquent personal property taxes	241	-	-	-	241
Subtotal	<u>2,839,511</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,839,511</u>
Restricted for:					
Transportation improvement purposes	-	-	-	98,758	98,758
Library purposes	-	-	-	795,432	795,432
Museum purposes	-	-	-	976,292	976,292
General debt service	-	18,061	-	-	18,061
TIF purposes	-	-	-	108,376	108,376
Subtotal	<u>-</u>	<u>18,061</u>	<u>-</u>	<u>1,978,858</u>	<u>1,996,919</u>
Assigned to:					
Deposits	1,600	-	-	-	1,600
Land purchases	28,707	-	-	-	28,707
Nonlapsing accounts	2,131,433	-	-	-	2,131,433
PILOT from utility	338,500	-	-	-	338,500
Airport	4,253	-	-	-	4,253
Loan programs	-	-	-	504,884	504,884
Fire equipment replacement	77,989	-	-	-	77,989
Subtotal	<u>2,582,482</u>	<u>-</u>	<u>-</u>	<u>504,884</u>	<u>3,087,366</u>
Unassigned (deficit):	<u>3,259,798</u>	<u>-</u>	<u>(1,827,842)</u>	<u>(6,574)</u>	<u>1,425,382</u>
Total fund balances (deficit)	<u>\$ 8,681,791</u>	<u>\$ 18,061</u>	<u>\$ (1,827,842)</u>	<u>\$ 2,477,168</u>	<u>\$ 9,349,178</u>

Business-Type Activities

Net investment in capital assets:

Land	\$ 83,746
Construction in progress	1,976,897
Other capital assets, net of accumulated depreciation	31,498,477
Less long-term debt outstanding (excluding unspent capital related debt proceeds)	(4,130,000)
Less unamortized debt premium	(92,137)
Add deferred charge on refunding	48,820

Total net investment in capital assets \$ 29,385,803

4. Other Information

Employees' Retirement System

Plan Description

The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011 and expected to work at least 1,200 hours a year (880 hours teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report, which can be found at <http://etf.wi.gov/publications/cafr.htm>.

Vesting

For employees beginning participation on or after January 1, 1990 and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998 and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided

Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and executive service retirement participants, if hired on or before 12/31/2016) are entitled to retirement benefit based on a formula factor, their average earnings and creditable service.

Final average earnings is the average of the participant's three highest annual earnings period. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at age 55 (50 for protective occupations) and receive an actuarially reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

Post-Retirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the floor) set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

<u>Year</u>	<u>Core Fund Adjustment</u>	<u>Variable Fund Adjustment</u>
2010	(1.3)%	22.0%
2011	(1.2)	11.0
2012	(7.0)	(7.0)
2013	(9.6)	9.0
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0
2019	0.0	(10.0)

Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for General category employees, including Teachers, Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category merged into the General Employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$412,586 in contributions from the City.

Contribution rates for the plan year reported as of December 31, 2020 are:

<u>Employee Category</u>	<u>Employee</u>	<u>Employer</u>
General (Executives & Elected Officials)	6.55 %	6.55 %
Protective with Social Security	6.55 %	10.55 %
Protective without Social Security	6.55 %	14.95 %

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

Pension Asset, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2020, the City reported an asset of \$1,255,965 for its proportionate share of the net pension asset. The net pension asset was measured as of December 31, 2019 and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2018 rolled forward to December 31, 2019. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The City's proportion of the net pension asset was based on the City's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2019, the City's proportion was 0.03895124 percent, which was an increase of 0.00070486 percent from its proportion measured as of December 31, 2018.

For the year ended December 31, 2020, the City recognized pension expense of \$441,964.

At December 31, 2020, the City reported related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 2,384,110	\$ 1,193,087
Changes in assumptions	97,873	-
Net differences between projected and actual earnings on pension plan investments	-	2,567,640
Changes in proportion and differences between employer contributions and proportionate share of contributions	5,489	1,737
Employer contributions subsequent to the measurement date	<u>452,027</u>	<u>-</u>
Total	<u>\$ 2,939,499</u>	<u>\$ 3,762,464</u>

\$452,027 reported as deferred outflows related to pension resulting from the WRS Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2021. Other amounts reported as related to pension will be recognized in pension expense as follows:

<u>Year Ended December 31:</u>	<u>Deferred Outflows of Resources and Deferred Inflows of Resources (Net)</u>
2021	\$ (377,714)
2022	(282,804)
2023	45,291
2024	(659,765)

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

Actuarial Assumptions

The total pension liability in the December 31, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2018
Measurement Date of Net Pension Liability (Asset):	December 31, 2019
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	7.0%
Discount Rate:	7.0%
Salary Increases:	
Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality:	Wisconsin 2018 Mortality Table
Post-Retirement Adjustments*:	1.9%

** No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.9 percent is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2018 that covered a three-year period from January 1, 2015 to December 31, 2017. The Total Pension Liability for December 31, 2019 is based upon a roll-forward of the liability calculated from the December 31, 2018 actuarial valuation.

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

Long-Term Expected Return on Plan Assets

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Core Fund Asset Class	Current Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
Global Equities	49 %	8.0 %	5.1 %
Fixed Income	24.5	4.9	2.1
Inflation Sensitive Assets	15.5	4.0	1.2
Real Estate	9	6.3	3.5
Private Equity/Debt	8	10.6	7.6
Multi-Asset	4	6.9	4.0
Total Core Fund	110	7.5	4.6
Variable Fund Asset Class			
U.S Equities	70	7.5	4.6
International Equities	30	8.2	5.3
Total Variable Fund	100	7.8	4.9

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.75 percent
Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations

Single Discount Rate

A single discount rate of 7.00 percent was used to measure the total pension liability for the current and prior year. This single discount rate was based on the expected rate of return on pension plan investments of 7.00 percent and a long term bond rate of 2.75 percent. (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's 20-year Municipal GO AA Index as of December 31, 2019. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.) Because of the unique structure of WRS, the 7.00 percent expected rate of return implies that a dividend of approximately 1.9 percent will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

Sensitivity of the City's Proportionate Share of the Net Pension Asset to Changes in the Discount Rate

The following presents the City's proportionate share of the net pension asset calculated using the discount rate of 7.00 percent, as well as what the City's proportionate share of the net pension asset would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00 percent) or 1-percentage-point higher (8.00 percent) than the current rate:

	<u>1% Decrease to Discount Rate (6.00%)</u>	<u>Current Discount Rate (7.00%)</u>	<u>1% Increase to Discount Rate (8.00%)</u>
City's proportionate share of the net pension liability (asset)	\$ 3,234,336	\$ (1,255,965)	\$ (4,612,983)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

At December 31, 2020, the City reported a payable to the pension plan which represents contractually required contributions outstanding as of the end of the year.

Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to or destruction of assets; errors and omissions; workers compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded the commercial coverage in any of the past three years. There were no significant reductions in coverage compared to the prior year.

Commitments and Contingencies

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability band expenditure for claims and judgments are only reported in governmental funds if it has matured. Claims and judgments are recorded in the government-wide statements and proprietary funds as expenses when the related liabilities are incurred.

From time to time, the City is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and the City attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the City's financial position or results of operations.

The City has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

The City has active construction projects as of December 31, 2020. Work that has been completed on these projects but not yet paid for (including contract retainages) is reflected as accounts payable and expenditures.

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

The City has the following encumbrances outstanding at year end related to the fire station project expected to be honored upon performance by the vendor:

General fund	\$ 1,648,137
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Other Postemployment Benefits

General Information about the OPEB Plan

Plan Description

The City's defined benefit OPEB plan, Retiree Benefits Plan (RBP), provides OPEB for all permanent full-time general and public safety employees of the City. RBP is a single-employer defined benefit OPEB plan administered by the City. Article 11 of the State Compiled Statutes grants the authority to establish and amend the benefit terms and financing requirements to the City Board. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Benefits Provided

RBP provides healthcare coverage to active employees and retirees at blended premium rates. This results in an other postemployment benefit (OPEB) for the retirees, commonly referred to as an implicit rate subsidy. Retirees participating in the plan contribute 100 percent of the blended premium. The City, by paying the blended premium for active employees, contributes the difference between the blended premium and the age adjusted premium towards retiree benefits.

Employees covered by benefit terms. At December 31, 2020, the following employees were covered by the benefit terms:

Inactive plan members or beneficiaries currently receiving benefit payments	12
Active plan members	<u>79</u>
	<u><u>91</u></u>

The City's total OPEB liability of \$374,332 was measured as of December 31, 2019 and was determined by an actuarial valuation as of that date.

Actuarial assumptions and other inputs. The total OPEB liability in the December 31, 2019 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5%
Salary increases	3.1-7.8%
Healthcare cost trend rates	6.5% decreasing 0.1% per year to an ultimate rate of 5.0%
Retirees' share of benefit-related costs	100% of blended premium

The discount rate was based on Bond Buyer 20-Bond GO Index.

Mortality rates were based on the Wisconsin 2018 Mortality Table adjusted for future mortality improvements using the MP-2018 fully generated improvement scale (multiplied 60 percent).

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

The actuarial assumptions used in the December 31, 2019 valuation were based on the results of an actuarial experience study for the period 2015-174 conducted in 2018 using Wisconsin Retirement System (WRS).

Changes in the Total OPEB Liability

	<u>Total OPEB Liability</u>
Balances at December 31, 2019	\$ 560,514
Changes for the year:	
Service cost	18,641
Interest	22,555
Differences between expected and actual experience	(206,641)
Changes in assumptions or other inputs	(8,832)
Benefit payments	<u>(11,905)</u>
Net changes	<u>(186,182)</u>
Balances at December 31, 2020	<u>\$ 374,332</u>

Changes of assumptions and other inputs include updated WRS decrement assumptions, assumed discount rate and participation assumption changes.

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.75 percent) or 1-percentage-point higher (3.75 percent) than the current discount rate:

	<u>1% Decrease</u>	<u>Discount Rate</u>	<u>1% Increase</u>
	(1.75%)	(2.75%)	(3.75%)
Total OPEB liability	<u>\$ 395,460</u>	<u>\$ 374,332</u>	<u>\$ 354,123</u>

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (5.5 percent decreasing to 4.0 percent) or 1-percentage-point higher (7.5 percent decreasing to 6.0 percent) than the current healthcare cost trend rates:

	<u>1% Decrease</u>	<u>Healthcare Cost Trend Rates (6.5%</u>	<u>1% Increase</u>
	(5.5% Decreasing to 4.0%)	<u>Decreasing to 5.0%)</u>	(7.5% Decreasing to 6.0%)
Total OPEB liability	<u>\$ 354,654</u>	<u>\$ 374,332</u>	<u>\$ 395,813</u>

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2020, the City recognized OPEB expense of \$15,337. At December 31, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 183,681
Changes of assumptions or other inputs		21,277
City contributions subsequent to the measurement date	<u>23,472</u>	<u>-</u>
Total	<u>\$ 23,472</u>	<u>\$ 204,958</u>

\$23,472 reported as deferred outflows of resources related to OPEB resulting from the City contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ended December 31, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended December 31:

2021	\$ (25,859)
2022	(25,859)
2023	(25,859)
2024	(25,859)
2025	(25,859)
Thereafter	(75,663)

Local Retiree Life Insurance Fund (LRLIF)

Plan Description

The LRLIF is a multiple-employer defined benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post-employment life insurance benefits for all eligible employees.

ETF issues a standalone Comprehensive Annual Financial Report, which can be found at <http://etf.wi.gov/publications/cafr.htm>.

Additionally, ETF issued a standalone Retiree Life Insurance Financial Report, which can be found at <https://etfonline.wi.gov/ETFGASBPublicWeb/gasb75Local.do>.

Benefits Provided

The LRLIF plan provides fully paid up life insurance benefits for post-age 64 retired employees and pre-65 retirees who pay for their coverage.

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

Contributions

The Group Insurance Board approves contribution rates annually, based on recommendations from the insurance carrier. Recommended rates are based on an annual valuation, taking into consideration an estimate of the present value of future benefits and the present value of future contributions. A portion of employer contributions made during a member's working lifetime funds a post-retirement benefit.

Employers are required to pay the following contribution based on employee contributions for active members to provide them with Basic Coverage after age 65. There are no employer contributions required for pre-age 65 annuitant coverage. If a member retires prior to age 65, they must continue paying the employee premiums until age 65 in order to be eligible for the benefit after age 65.

Contribution rates for the plan year reported as of December 31, 2020 are:

<u>Coverage Type</u>	<u>Employer Contribution</u>
50% Post Retirement Coverage	40% of employee contribution
25% Post Retirement Coverage	20% of employee contribution

Member contributions are based upon nine age bands through age 69 and an additional eight age bands for those age 70 and over. Participating members must pay monthly contribution rates per \$1,000 of coverage until the age of 65 (age 70 if active). The member contribution rates in effect for the plan year are as listed below:

Life Insurance Member Contribution Rates For the Plan Year

<u>Attained Age</u>	<u>Basic</u>
Under 30	\$0.05
30-34	0.06
34-39	0.07
40-44	0.08
45-49	0.12
50-54	0.22
55-59	0.39
60-64	0.49
65-69	0.57

During the reporting period, the LRLIF recognized \$1,299 in contributions from the employer.

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

OPEB Liabilities, OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs

At December 31, 2020, the City reported a liability of \$306,190 percent for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of December 31, 2019 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of January 1, 2019 rolled forward to December 31, 2019. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The City's proportion of the net OPEB liability was based on the City's share of contributions to the OPEB plan relative to the contributions of all participating employers. At December 31, 2019, the City's proportion was 0.07190600 percent, which was an decrease of 0.00297300 percent from its proportion measured as of December 31, 2018.

For the year ended December 31, 2020, the City recognized OPEB expense of \$22,693.

At December 31, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflow of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 13,717
Net differences between projected and actual earnings on OPEB plan investments	5,776	-
Changes in assumptions	112,955	33,679
Changes in proportion and differences between employer contributions and proportionate share of contributions	8,867	3,200
Employer contributions subsequent to the measurement date	<u>1,467</u>	<u>-</u>
Total	<u>\$ 129,065</u>	<u>\$ 50,596</u>

\$1,467 reported as deferred outflows related to OPEB resulting from the LRLIF Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended December 31, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ended December 31:</u>	<u>Deferred Outflows of Resources and Deferred Inflows of Resources (Net)</u>
2021	\$ 13,108
2022	13,108
2023	12,486
2024	11,844
2025	9,772
Thereafter	16,684

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

Actuarial Assumptions

The total OPEB liability in the January 1, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	January 1, 2019
Measurement Date of Net OPEB Liability	December 31, 2019
Actuarial Cost Method:	Entry Age Normal
20 Year Tax-Exempt Municipal Bond Yield	2.74%
Long-Term Expected Rate of Return:	4.25%
Discount Rate:	2.87%
Salary Increases:	
Inflation	3.00%
Seniority/Merit	0.1% - 5.6%
Mortality:	Wisconsin 2018 Mortality Table

Actuarial assumptions are based upon an experience study conducted in 2018 that covered a three-year period from January 1, 2015 to December 31, 2017. The Total OPEB Liability for December 31, 2019 is based upon a roll-forward of the liability calculated from the January 1, 2019 actuarial valuation.

Long-Term Expected Return on Plan Assets

The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Investments for the LRLIF are held with Securian, the insurance carrier. Interest is calculated and credited to the LRLIF based on the rate of return for a segment of the insurance carriers' general fund, specifically 10-year A-Bonds (as a proxy and not tied to any specific investments). The overall aggregate interest rate is calculated using a tiered approach based on the year the funds were originally invested and the rate of return for that year. Investment interest is credited based on the aggregate rate of return and assets are not adjusted to fair market value. Furthermore, the insurance carrier guarantees the principal amounts of the reserves, including all interest previously credited thereto.

Local OPEB Life Insurance Asset Allocation Targets and Expected Returns As of December 31, 2019

<u>Asset Class</u>	<u>Index</u>	<u>Target Allocation</u>	<u>Long-Term Expected Geometric Real Rate of Return %</u>
US Credit Bonds	Barclays Credit	45 %	2.12 %
US Long Credit Bonds	Barclays Long Credit	5	2.90
US Mortgages	Barclays MBS	50	1.53
Inflation			2.20
Long-Term Expected Rate of Return			4.25 %

City of Fort Atkinson

Notes to Financial Statements
December 31, 2020

The long-term expected rate of return decreased slightly from 5.00 percent in the prior year to 4.25 percent in the current year. This change was primarily based on the target asset allocation and capital market expectations. The expected inflation rate also decreased slightly from 2.30 percent in the prior year to 2.20 percent in the current year. The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation.

Single Discount Rate

A single discount rate of 2.87 percent was used to measure the total OPEB liability for the current year, as opposed to a discount rate of 4.22 percent for the prior year. The significant change in the discount rate was primarily caused by the decrease in the municipal bond rate from 4.10 percent as of December 31, 2018 to 2.74 percent as of December 31, 2019. The Plan's fiduciary net position was projected to be insufficient to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the Total OPEB Liability is equal to the single equivalent rate that results in the same actuarial present value as the long-term expected rate of return applied to benefit payments, to the extent that the plan's fiduciary net position is projected to be sufficient to make projected benefit payments and the municipal bond rate applied to benefit payment to the extent that the plan's fiduciary net position is projected to be insufficient. The plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through December 31, 2036.

The projection of cash flows used to determine the single discount rate assumed that employer contributions will be made according to the current employer contribution schedule and that contributions are made by plan members retiring prior to age 65.

Sensitivity of the City's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following presents the City's proportionate share of the net OPEB liability calculated using the discount rate of 2.87 percent, as well as what the City's proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.87 percent) or 1-percentage-point higher (3.87 percent) than the current rate:

	1% Decrease to Discount Rate (1.87%)	Current Discount Rate (2.87%)	1% Increase to Discount Rate (3.87%)
City's proportionate share of the net OPEB liability	<u>\$ 422,797</u>	<u>\$ 306,190</u>	<u>\$ 217,475</u>

At December 31, 2020, the City reported a payable to the OPEB plan, which represents contractually required contributions outstanding as of the end of the year.

Subsequent Events

On February 22, 2021, the City issued \$1,074,000 of Taxable General Obligation Refunding Bonds with an interest rate of 1.79% to refinance \$1,042,465 in State Trust Fund Loans with an average coupon rate of 3.75%.

The City Council approved sewer utility rate increases effective January 1, 2021, with additional phased-in increases in 2022 and 2023.

Economic Dependency

Sewer Utility

The Sewer Utility has two significant customers who were responsible for 45 percent of operating revenues in 2020.

Effect of New Accounting Standards on Current-Period Financial Statements

The Governmental Accounting Standards Board (GASB) has approved the following:

- Statement No. 87, *Leases*
- Statement No. 91, *Conduit Debt Obligations*
- Statement No. 92, *Omnibus 2020*
- Statement No. 93, *Replacement of Interbank Offered Rates*
- Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*
- Statement No. 96, *Subscription-Based Information Technology Arrangements*
- Statement No. 97, *Certain Component Unit Criteria and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans - an amendment of GASB Statements No. 14 and No. 84 and a supersession of GASB Statement No. 32*

When they become effective, application of these standards may restate portions of these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

City of Fort Atkinson

Schedule of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual - General Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes				
General property taxes	\$ 5,988,675	\$ 5,988,675	\$ 5,988,674	\$ (1)
Public accommodation (room) taxes	49,000	49,000	25,023	(23,977)
Interest and penalties on taxes	60	60	99	39
Payments in lieu of taxes	<u>10,100</u>	<u>10,100</u>	<u>10,321</u>	<u>221</u>
Total taxes	<u>6,047,835</u>	<u>6,047,835</u>	<u>6,024,117</u>	<u>(23,718)</u>
Intergovernmental Revenues				
Federal aid, other public safety	-	-	272,633	272,633
Fed, capital	-	32,257	32,257	-
Federal aid, law enforcement	-	2,001	2,001	-
State shared revenues	983,000	983,000	983,155	155
State expenditure restraint	195,000	195,000	196,949	1,949
Fire insurance tax (2% fire dues)	38,500	38,500	42,355	3,855
Other state shared taxes	47,900	47,900	47,959	59
State grants	29,400	29,400	29,401	1
State, operating	15,500	15,500	15,774	274
State aid, general transportation aids	533,500	533,500	555,755	22,255
State aid, connecting streets	100,000	100,000	100,221	221
State aid, other transportation	-	254,600	254,600	-
State aid, recycling	35,000	35,000	35,095	95
State aid, culture, recreation and education	11,138	11,138	9,831	(1,307)
State aid, conservation and devel, operating	-	41,982	41,982	-
State aid, conservation and devel, capital	45,000	45,000	48,002	3,002
Payments for municipal services	2,300	2,300	3,066	766
County aid, libraries	277,102	277,102	277,102	-
Other	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>	<u>-</u>
Total intergovernmental revenues	<u>2,321,840</u>	<u>2,652,680</u>	<u>2,956,638</u>	<u>303,958</u>

See notes to required supplementary information

City of Fort Atkinson

Schedule of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual - General Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Licenses and Permits				
Liquor and malt beverage licenses	\$ 21,500	\$ 21,500	\$ 22,957	\$ 1,457
Operators' license	7,500	7,500	6,720	(780)
Cigarette licenses	1,400	1,400	1,600	200
Other business and occupational licenses	750	750	280	(470)
Cable television franchise fees	141,000	141,000	145,194	4,194
Bicycle licenses	200	200	85	(115)
Dog and cat licenses	22,000	22,000	17,532	(4,468)
Building permits	29,000	29,000	39,838	10,838
Electrical permits	11,000	11,000	9,777	(1,223)
Plumbing permits	5,000	5,000	7,521	2,521
Other permits	3,000	3,000	3,840	840
Zoning permits and fees	1,100	1,100	1,250	150
Total licenses and permits	<u>243,450</u>	<u>243,450</u>	<u>256,594</u>	<u>13,144</u>
Fines and Forfeitures				
Court penalties and costs	98,000	98,000	80,647	(17,353)
Parking violations	29,000	29,000	34,849	5,849
Total fines and forfeitures	<u>127,000</u>	<u>127,000</u>	<u>115,496</u>	<u>(11,504)</u>
Public Charges for Services				
General government	2,300	2,300	1,618	(682)
Law enforcement fees	11,000	11,000	7,830	(3,170)
Fire protection fees	-	-	79,187	79,187
Ambulance fees	39,350	39,350	39,415	65
Street related facilities	35,000	35,000	42,000	7,000
Parking lots, ramps and meters	110	110	110	-
Airport	94,000	94,000	74,577	(19,423)
Weed and nuisance control	1,000	1,000	440	(560)
Library	17,700	17,700	6,058	(11,642)
Recreation programs	78,000	78,000	61,165	(16,835)
Museum	-	16,376	16,376	-
Swimming areas	158,000	158,000	94,840	(63,160)
Community center	2,500	2,500	2,502	2
Conservation and development	4,500	4,500	34,121	29,621
Fiber	-	-	12,500	12,500
Total public charges for services	<u>443,460</u>	<u>459,836</u>	<u>472,739</u>	<u>12,903</u>
Intergovernmental Charges for Services				
Local, fire services	<u>218,000</u>	<u>218,000</u>	<u>219,373</u>	<u>1,373</u>
Total intergovernmental charges for services	<u>218,000</u>	<u>218,000</u>	<u>219,373</u>	<u>1,373</u>

See notes to required supplementary information

City of Fort Atkinson

Schedule of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual - General Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Investment Income				
Interest on investments	\$ 20,000	\$ 20,000	\$ 61,805	\$ 41,805
Interest on promissory notes	11,560	11,560	11,560	-
Total investment income	<u>31,560</u>	<u>31,560</u>	<u>73,365</u>	<u>41,805</u>
Miscellaneous				
Rent	5,800	5,800	3,166	(2,634)
Donations	-	531,571	577,571	46,000
Refund of prior year expenditures	-	-	2,232	2,232
Other miscellaneous	6,000	6,000	17,335	11,335
Insurance recoveries	-	-	38,717	38,717
Total miscellaneous	<u>11,800</u>	<u>543,371</u>	<u>639,021</u>	<u>95,650</u>
Total revenues	<u>9,444,945</u>	<u>10,323,732</u>	<u>10,757,343</u>	<u>433,611</u>
Expenditures				
General Government				
Council	33,655	33,655	29,273	4,382
Municipal court	98,105	98,105	84,840	13,265
Legal	62,770	62,770	61,953	817
Mayor	129,110	129,110	143,774	(14,664)
Clerk	152,350	152,350	153,843	(1,493)
Labor relations	3,000	3,000	2,921	79
Elections	11,905	11,905	21,675	(9,770)
Board of review	43,885	43,885	43,373	512
Independent auditing	32,000	32,000	29,099	2,901
General buildings/plant/hall	83,105	83,105	63,181	19,924
Illegal taxes and refunds	1,000	1,000	122	878
Property and liability insurance	45,000	45,000	50,515	(5,515)
Law enforcement insurance	100,000	100,000	70,668	29,332
Other insurance	15,000	15,000	16,792	(1,792)
Health insurance	36,240	145,240	24,505	120,735
Manufacturing property assessment fees	4,500	4,500	4,250	250
Unemployment compensation costs	<u>2,500</u>	<u>2,500</u>	<u>6,602</u>	<u>(4,102)</u>
Total general government	<u>854,125</u>	<u>963,125</u>	<u>807,386</u>	<u>155,739</u>

See notes to required supplementary information

City of Fort Atkinson

Schedule of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual - General Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Public Safety				
Police	\$ 2,703,060	\$ 2,713,302	\$ 2,705,797	\$ 7,505
Patrol	12,897	12,897	8,832	4,065
Crossing guards	25,706	25,706	22,211	3,495
Fire protection	671,205	671,205	658,837	12,368
Ambulance	101,500	101,500	101,406	94
Hydrant rental	28,922	28,922	23,220	5,702
Building inspection	111,585	111,585	112,296	(711)
Electrical inspection	46,250	46,250	46,666	(416)
Sealer of weights and measures	4,800	4,800	4,800	-
Civil defense	1,040	1,040	618	422
Emergency government	11,974	11,974	17,010	(5,036)
	<u>3,718,939</u>	<u>3,729,181</u>	<u>3,701,693</u>	<u>27,488</u>
Public Works				
Public works/highway administration	5,454	5,454	4,409	1,045
Engineering	169,518	169,518	144,900	24,618
Machinery operation and maintenance	314,586	314,586	249,134	65,452
Garages and sheds	137,428	137,428	121,766	15,662
Highway and street maintenance for local	193,817	193,817	203,483	(9,666)
Curb and gutter	11,970	11,970	11,087	883
Tree and brush removal	6,000	6,000	5,327	673
Street signs	3,790	3,790	3,873	(83)
Traffic control	119,075	119,075	132,758	(13,683)
Snow and ice control	258,979	258,979	180,476	78,503
Street lighting	281,470	281,470	267,064	14,406
Sidewalks, new and replacement w/o reconstruction	46,858	46,858	2,033	44,825
Parking facilities	3,822	3,822	2,805	1,017
Airport	91,045	91,045	65,723	25,322
Refuse and garbage collection	539,500	539,500	532,655	6,845
Recycling	154,000	154,000	166,776	(12,776)
Operation supervision and engineering	61,336	61,336	64,041	(2,705)
Composting facility	27,190	27,190	22,843	4,347
	<u>2,425,838</u>	<u>2,425,838</u>	<u>2,181,153</u>	<u>244,685</u>
Health and Human Services				
Animal control	<u>33,300</u>	<u>33,300</u>	<u>33,324</u>	<u>(24)</u>
	<u>33,300</u>	<u>33,300</u>	<u>33,324</u>	<u>(24)</u>

See notes to required supplementary information

City of Fort Atkinson

Schedule of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual - General Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Culture, Recreation and Education				
Library	\$ 840,508	\$ 851,504	\$ 789,054	\$ 62,450
Museum	176,482	192,858	175,792	17,066
Community center	82,250	82,250	59,164	23,086
Senior citizens' center	107,630	122,818	96,994	25,824
Recreation administration	322,052	322,052	284,903	37,149
Recreation facilities	244,650	244,650	196,890	47,760
Celebration and entertainment	35,025	35,025	25,559	9,466
Parks	402,160	402,160	420,141	(17,981)
Total culture, recreation and education	<u>2,210,757</u>	<u>2,253,317</u>	<u>2,048,497</u>	<u>204,820</u>
Conservation and Development				
Forestry	186,536	200,113	210,192	(10,079)
Municipal promotion and goodwill	8,500	8,500	8,500	-
Cityscape	49,000	110,784	30,824	79,960
Industrial development	22,700	64,682	63,575	1,107
Other conservation and development	-	319,287	226,231	93,056
Total conservation and development	<u>266,736</u>	<u>703,366</u>	<u>539,322</u>	<u>164,044</u>
Capital Outlay				
General administration	1,200	1,200	1,019	181
Financial administration	1,000	1,000	38,718	(37,718)
General public buildings	9,500	9,500	9,500	-
Law enforcement	54,700	78,984	72,426	6,558
Fire protection	5,000	5,311,218	3,970,537	1,340,681
Inspection	1,000	21,906	26,194	(4,288)
Highway equipment	-	358,900	378,764	(19,864)
Highway buildings	2,850	9,480	2,275	7,205
Highway and street construction	61,500	61,500	298,166	(236,666)
Health and human services	1,500	19,402	11,605	7,797
Library	-	25,447	25,403	44
Youth center	-	8,550	2,766	5,784
Parks	69,500	302,900	209,091	93,809
Other culture and recreation	2,500	321,651	331,516	(9,865)
Other conservation and development	15,000	147,790	18,840	128,950
Total capital outlay	<u>225,250</u>	<u>6,679,428</u>	<u>5,396,820</u>	<u>1,282,608</u>
Total expenditures	<u>9,734,945</u>	<u>16,787,555</u>	<u>14,708,195</u>	<u>2,079,360</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(290,000)</u>	<u>(6,463,823)</u>	<u>(3,950,852)</u>	<u>2,512,971</u>

See notes to required supplementary information

City of Fort Atkinson

Schedule of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual - General Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Other Financing Sources				
Debt issued	\$ -	\$ 158,900	\$ 158,900	\$ -
Transfers in	<u>290,000</u>	<u>290,000</u>	<u>338,500</u>	<u>48,500</u>
Total other financing sources	<u>290,000</u>	<u>448,900</u>	<u>497,400</u>	<u>48,500</u>
Net change in fund balance	-	(6,014,923)	(3,453,452)	2,561,471
Fund Balance, Beginning	<u>12,135,243</u>	<u>12,135,243</u>	<u>12,135,243</u>	<u>-</u>
Fund Balance, Ending	<u>\$ 12,135,243</u>	<u>\$ 6,120,320</u>	<u>\$ 8,681,791</u>	<u>\$ 2,561,471</u>

See notes to required supplementary information

City of Fort Atkinson

Schedule of Proportionate Share of the Net Pension Liability (Asset) -
 Wisconsin Retirement System
 Year Ended December 31, 2020

WRS Fiscal Year Ending	Proportionate of the Net Pension Liability (Asset)	Proportionate Share of the Net Pension Liability (Asset)	Covered Payroll	Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
12/31/20	0.03895124%	\$ (1,255,965)	\$ 5,082,878	24.71%	102.96%
12/31/19	0.03824638%	1,360,686	4,816,488	28.25%	96.45%
12/31/18	0.03768448%	(1,118,896)	4,673,410	23.94%	102.93%
12/31/17	0.03713569%	306,087	4,580,496	6.68%	99.12%
12/31/16	0.03728650%	605,898	4,538,005	13.35%	98.20%
12/31/15	0.03800802%	(933,581)	4,396,943	21.23%	102.74%

Schedule of Employer Contributions - Wisconsin Retirement System
 Year Ended December 31, 2020

City Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/20	\$ 452,027	\$ 452,027	\$ -	\$ 5,185,422	8.72%
12/31/19	412,584	412,584	-	5,082,878	8.12%
12/31/18	387,884	387,884	-	4,817,138	8.05%
12/31/17	398,149	398,149	-	4,673,418	8.52%
12/31/16	361,620	361,620	-	4,580,496	7.89%
12/31/15	359,786	359,786	-	4,538,005	7.93%

See notes to required supplementary information

City of Fort Atkinson

Schedule of Proportionate Share of the Net Insurance OPEB Liability -

Local Retiree Life Insurance Fund

Year Ended December 31, 2020

WRS Fiscal Year Ending	Proportionate of the Net OPEB Liability	Proportionate Share of the Net OPEB Liability	Covered Payroll	Proportionate Share of the Net OPEB Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability
12/31/20	0.07190600%	\$ 306,190	\$ 3,798,000	8.06%	37.58%
12/31/19	0.06893300%	177,870	3,625,000	4.91%	48.69%
12/31/18	0.07056300%	212,294	2,967,376	7.15%	44.81%

Schedule of Employer Contributions - Local Retiree Life Insurance Fund

Year Ended December 31, 2020

City Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/20	\$ 1,467	\$ 1,467	\$ -	\$ 4,101,987	0.04%
12/31/19	1,433	1,433	-	3,871,256	0.04%
12/31/18	1,335	1,335	-	2,919,583	0.05%

See notes to required supplementary information

City of Fort Atkinson

Schedule of Changes in Employer's Total OPEB Liability and Related Ratios
Health Insurance
Year Ended December 31, 2020

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB Liability			
Service cost	\$ 18,641	\$ 20,221	\$ 20,221
Interest	22,555	19,822	19,852
Changes of benefit terms	-	-	-
Differences between expected and actual experience	(206,641)	-	-
Changes of assumptions	(8,832)	(17,262)	-
Benefit payments	<u>(11,905)</u>	<u>(37,004)</u>	<u>(44,860)</u>
Net change in total OPEB liability	(186,182)	(14,223)	(4,787)
Total OPEB Liability, Beginning	<u>560,514</u>	<u>574,737</u>	<u>579,524</u>
Total OPEB Liability, Ending	<u>\$ 374,332</u>	<u>\$ 560,514</u>	<u>\$ 574,737</u>
Covered, employee payroll	\$ 5,036,448	\$ 4,461,015	\$ 4,461,015
Total OPEB liability as a percentage of covered, employee payroll	7.43%	12.56%	12.88%

Notes to schedule:

The amounts presented for each fiscal year were determined as of the calendar-year end prior to the year reported.

Benefit changes. There were no changes to the benefits.

Changes of assumptions. These changes included updated WRS decrement assumptions, assumed discount rate and participation assumption changes.

No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Note: this schedule is to show information for 10 years. However, accounting standards allow the presentation of as many years as are available until 10 years are presented.

City of Fort Atkinson

Notes to Required Supplementary Information
Year Ended December 31, 2020

Budgetary Information

Budgetary information is derived from the annual operating budget and is presented using the same basis of accounting for each fund as described in Note 1.

The budgeted amounts presented include any amendments made. The City may authorize transfers of budgeted amounts within departments. Transfers between departments and changes to the overall budget must be approved by a two-thirds council action.

Appropriations lapse at year end unless specifically carried over. Carryovers to the following year were \$2,131,433. Budgets are adopted at the department level of expenditure.

Wisconsin Retirement System

The amounts determined for each fiscal year were determined as of the calendar year-end and occurred within the fiscal year.

The City is required to present the last ten years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

Changes in benefit terms. There were no changes of benefit terms for any participating employer in the Wisconsin Retirement System.

Changes in assumptions. No significant change in assumptions were noted from the prior year.

Local Retiree Life Insurance Fund

The amounts determined for each fiscal year were determined as of the calendar year-end and occurred within the fiscal year.

The City is required to present the last ten years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

Changes in benefit terms. There were no changes of benefit terms for any participating employer in LRLIF.

Changes in assumptions. Several actuarial assumptions changed from the prior year, including the single discount rate, long-term expected rate of return and expected inflation. Please refer to the Actuarial Assumptions section above for additional details.

SUPPLEMENTARY INFORMATION

City of Fort Atkinson

Combining Balance Sheet
 Nonmajor Governmental Funds
 December 31, 2020

	Special Revenue Funds				
	Wisconsin Development Fund	Library Trust	Museum Trust	Transportation Improvements	EMS
Assets					
Cash and investments	\$ 85,030	\$ 795,432	\$ 976,292	\$ 147,179	\$ -
Receivables:					
Taxes	-	-	-	500,000	-
Loans	<u>419,854</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total assets	<u>\$ 504,884</u>	<u>\$ 795,432</u>	<u>\$ 976,292</u>	<u>\$ 647,179</u>	<u>\$ -</u>
Liabilities, Deferred Inflows of Resources and Fund Balances					
Liabilities					
Accounts payable	\$ -	\$ -	\$ -	\$ 48,421	\$ 1,295
Due to other funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,279</u>
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>48,421</u>	<u>6,574</u>
Deferred Inflows of Resources					
Unearned revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>500,000</u>	<u>-</u>
Total deferred inflows of resources	<u>-</u>	<u>-</u>	<u>-</u>	<u>500,000</u>	<u>-</u>
Fund Balances (Deficit)					
Restricted	-	795,432	976,292	98,758	-
Assigned	504,884	-	-	-	-
Unassigned (deficit)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(6,574)</u>
Total fund balances (deficit)	<u>504,884</u>	<u>795,432</u>	<u>976,292</u>	<u>98,758</u>	<u>(6,574)</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 504,884</u>	<u>\$ 795,432</u>	<u>\$ 976,292</u>	<u>\$ 647,179</u>	<u>\$ -</u>

<u>Capital Projects Funds</u>		
<u>TIF District No. 7</u>	<u>TIF District No. 8</u>	<u>Total Nonmajor Governmental Funds</u>
\$ 2,487	\$ 105,889	\$ 2,112,309
416,151	735,546	1,651,697
<u>-</u>	<u>-</u>	<u>419,854</u>
<u>\$ 418,638</u>	<u>\$ 841,435</u>	<u>\$ 4,183,860</u>
\$ -	\$ -	\$ 49,716
<u>-</u>	<u>-</u>	<u>5,279</u>
<u>-</u>	<u>-</u>	<u>54,995</u>
<u>416,151</u>	<u>735,546</u>	<u>1,651,697</u>
<u>416,151</u>	<u>735,546</u>	<u>1,651,697</u>
2,487	105,889	1,978,858
-	-	504,884
<u>-</u>	<u>-</u>	<u>(6,574)</u>
<u>2,487</u>	<u>105,889</u>	<u>2,477,168</u>
<u>\$ 418,638</u>	<u>\$ 841,435</u>	<u>\$ 4,183,860</u>

City of Fort Atkinson

Combining Statement of Revenues, Expenditures and Changes
in Fund Balances
Nonmajor Governmental Funds
Year Ended December 31, 2020

	Special Revenue Funds				
	Wisconsin Development Fund	Library Trust	Museum Trust	Transportation Improvements	EMS
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ 686,407	\$ -
Intergovernmental	-	-	-	-	-
Public charges for services	-	-	-	4,000	10,671
Investment income	10,977	81,243	100,437	-	-
Miscellaneous revenues	<u>-</u>	<u>9,300</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues	<u>10,977</u>	<u>90,543</u>	<u>100,437</u>	<u>690,407</u>	<u>10,671</u>
Expenditures					
Current:					
Public safety	-	-	-	-	14,285
Public works	-	-	-	632,476	-
Culture, recreation and education	-	31,014	4,796	-	-
Conservation and development	7,693	-	-	-	-
Capital outlay	-	-	-	-	10,207
Debt service:					
Principal	-	-	-	-	-
Interest and fiscal charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>7,693</u>	<u>31,014</u>	<u>4,796</u>	<u>632,476</u>	<u>24,492</u>
Excess (deficiency) of revenues over expenditures	<u>3,284</u>	<u>59,529</u>	<u>95,641</u>	<u>57,931</u>	<u>(13,821)</u>
Other Financing Sources (Uses)					
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	3,284	59,529	95,641	57,931	(13,821)
Fund Balances, Beginning	<u>501,600</u>	<u>735,903</u>	<u>880,651</u>	<u>40,827</u>	<u>7,247</u>
Fund Balances (Deficit), Ending	<u>\$ 504,884</u>	<u>\$ 795,432</u>	<u>\$ 976,292</u>	<u>\$ 98,758</u>	<u>\$ (6,574)</u>

<u>Capital Projects Funds</u>		
<u>TIF District No. 7</u>	<u>TIF District No. 8</u>	<u>Total Nonmajor Governmental Funds</u>
\$ 410,254	\$ 630,637	\$ 1,727,298
3,539	6,127	9,666
-	-	14,671
977	2,197	195,831
<u>-</u>	<u>-</u>	<u>9,300</u>
<u>414,770</u>	<u>638,961</u>	<u>1,956,766</u>
-	-	14,285
-	-	632,476
-	-	35,810
-	-	7,693
6,799	206	17,212
215,000	113,300	328,300
<u>24,075</u>	<u>38,406</u>	<u>62,481</u>
<u>245,874</u>	<u>151,912</u>	<u>1,098,257</u>
<u>168,896</u>	<u>487,049</u>	<u>858,509</u>
<u>(177,000)</u>	<u>(400,000)</u>	<u>(577,000)</u>
<u>(177,000)</u>	<u>(400,000)</u>	<u>(577,000)</u>
(8,104)	87,049	281,509
<u>10,591</u>	<u>18,840</u>	<u>2,195,659</u>
<u>\$ 2,487</u>	<u>\$ 105,889</u>	<u>\$ 2,477,168</u>

APPENDIX B

FORM OF CONTINUING DISCLOSURE CERTIFICATE

CONTINUING DISCLOSURE CERTIFICATE

This Continuing Disclosure Certificate (the "Disclosure Certificate") is executed and delivered by the City of Fort Atkinson, Jefferson County, Wisconsin (the "Issuer") in connection with the issuance of \$2,275,000 General Obligation Refunding Bonds, dated May 24, 2022 (the "Securities"). The Securities are being issued pursuant to a resolution adopted on May 3, 2022 (the "Resolution") and delivered to Robert W. Baird & Co. Incorporated (the "Purchaser") on the date hereof. Pursuant to the Resolution, the Issuer has covenanted and agreed to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events. In addition, the Issuer hereby specifically covenants and agrees as follows:

Section 1(a). Purpose of the Disclosure Certificate. This Disclosure Certificate is being executed and delivered by the Issuer for the benefit of the holders of the Securities in order to assist the Participating Underwriters within the meaning of the Rule (defined herein) in complying with SEC Rule 15c2-12(b)(5). References in this Disclosure Certificate to holders of the Securities shall include the beneficial owners of the Securities. This Disclosure Certificate constitutes the written Undertaking required by the Rule.

Section 1(b). Filing Requirements. Any filing under this Disclosure Certificate must be made solely by transmitting such filing to the MSRB (defined herein) through the Electronic Municipal Market Access ("EMMA") System at www.emma.msrb.org in the format prescribed by the MSRB. All documents provided to the MSRB shall be accompanied by the identifying information prescribed by the MSRB.

Section 2. Definitions. In addition to the defined terms set forth in the Resolution, which apply to any capitalized term used in this Disclosure Certificate unless otherwise defined in this Section, the following capitalized terms shall have the following meanings:

"Annual Report" means any annual report provided by the Issuer pursuant to, and as described in, Sections 3 and 4 of this Disclosure Certificate.

"Audited Financial Statements" means the Issuer's annual financial statements, which are currently prepared in accordance with generally accepted accounting principles (GAAP) for governmental units as prescribed by the Governmental Accounting Standards Board (GASB) and which the Issuer intends to continue to prepare in substantially the same form.

"Final Official Statement" means the Final Official Statement dated May 3, 2022 delivered in connection with the Securities, which is available from the MSRB.

"Financial Obligation" means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term Financial Obligation shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

"Fiscal Year" means the fiscal year of the Issuer.

"Governing Body" means the City Council of the Issuer or such other body as may hereafter be the chief legislative body of the Issuer.

"Issuer" means the City of Fort Atkinson, Jefferson County, Wisconsin, which is the obligated person with respect to the Securities.

"Issuer Contact" means the City Clerk/Treasurer/Finance Director of the Issuer who can be contacted at 101 North Main Street, Fort Atkinson, Wisconsin 53538, phone (920) 563-7760, fax (920) 563-7776.

"Listed Event" means any of the events listed in Section 5(a) of this Disclosure Certificate.

"MSRB" means the Municipal Securities Rulemaking Board.

"Participating Underwriter" means any of the original underwriter(s) of the Securities (including the Purchaser) required to comply with the Rule in connection with the offering of the Securities.

"Rule" means SEC Rule 15c2-12(b)(5) promulgated by the SEC under the Securities Exchange Act of 1934, as the same may be amended from time to time, and official interpretations thereof.

"SEC" means the Securities and Exchange Commission.

Section 3. Provision of Annual Report and Audited Financial Statements.

(a) The Issuer shall, not later than 270 days after the end of the Fiscal Year, commencing with the year ended December 31, 2021, provide the MSRB with an Annual Report filed in accordance with Section 1(b) of this Disclosure Certificate and which is consistent with the requirements of Section 4 of this Disclosure Certificate. The Annual Report may be submitted as a single document or as separate documents comprising a package, and may cross-reference other information as provided in Section 4 of this Disclosure Certificate; provided that the Audited Financial Statements of the Issuer may be submitted separately from the balance of the Annual Report and that, if Audited Financial Statements are not available within 270 days after the end of the Fiscal Year, unaudited financial information will be provided, and Audited Financial Statements will be submitted to the MSRB when and if available.

(b) If the Issuer is unable or fails to provide to the MSRB an Annual Report by the date required in subsection (a), the Issuer shall send in a timely manner a notice of that fact to the MSRB in the format prescribed by the MSRB, as described in Section 1(b) of this Disclosure Certificate.

Section 4. Content of Annual Report. The Issuer's Annual Report shall contain or incorporate by reference the Audited Financial Statements, adopted annual budget and/or current general fund budget summary and updates of the following sections of the Final Official Statement to the extent such financial information and operating data are not included in the Audited Financial Statements:

1. TAX LEVIES, RATES AND COLLECTIONS
2. ASSESSED AND EQUALIZED VALUATIONS
3. INDEBTEDNESS OF THE CITY - Direct Indebtedness

Any or all of the items listed above may be incorporated by reference from other documents, including official statements of debt issues of the Issuer or related public entities, which are available to the public on the MSRB's Internet website or filed with the SEC. The Issuer shall clearly identify each such other document so incorporated by reference.

Section 5. Reporting of Listed Events.

(a) This Section 5 shall govern the giving of notices of the occurrence of any of the following events with respect to the Securities:

1. Principal and interest payment delinquencies;
2. Non-payment related defaults, if material;
3. Unscheduled draws on debt service reserves reflecting financial difficulties;
4. Unscheduled draws on credit enhancements reflecting financial difficulties;
5. Substitution of credit or liquidity providers, or their failure to perform;
6. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Securities, or other material events affecting the tax status of the Securities;
7. Modification to rights of holders of the Securities, if material;
8. Securities calls, if material, and tender offers;
9. Defeasances;
10. Release, substitution or sale of property securing repayment of the Securities, if material;
11. Rating changes;

12. Bankruptcy, insolvency, receivership or similar event of the Issuer;
13. The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
14. Appointment of a successor or additional trustee or the change of name of a trustee, if material;
15. Incurrence of a Financial Obligation of the Issuer, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the Issuer, any of which affect holders of the Securities, if material; and
16. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the Issuer, any of which reflect financial difficulties.

For the purposes of the event identified in subsection (a)12. above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the Issuer in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the Issuer, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Issuer.

(b) When a Listed Event occurs, the Issuer shall, in a timely manner not in excess of ten business days after the occurrence of the Listed Event, file a notice of such occurrence with the MSRB. Notwithstanding the foregoing, notice of Listed Events described in subsections (a) (8) and (9) need not be given under this subsection any earlier than the notice (if any) of the underlying event is given to holders of affected Securities pursuant to the Resolution.

(c) Unless otherwise required by law, the Issuer shall submit the information in the format prescribed by the MSRB, as described in Section 1(b) of this Disclosure Certificate.

Section 6. Termination of Reporting Obligation. The Issuer's obligations under the Resolution and this Disclosure Certificate shall terminate upon the legal defeasance, prior redemption or payment in full of all the Securities.

Section 7. Issuer Contact; Agent. Information may be obtained from the Issuer Contact. Additionally, the Issuer may, from time to time, appoint or engage a dissemination agent to assist

it in carrying out its obligations under the Resolution and this Disclosure Certificate, and may discharge any such agent, with or without appointing a successor dissemination agent.

Section 8. Amendment; Waiver. Notwithstanding any other provision of the Resolution or this Disclosure Certificate, the Issuer may amend this Disclosure Certificate, and any provision of this Disclosure Certificate may be waived, if the following conditions are met:

(a)(i) The amendment or waiver is made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature, or status of the Issuer, or the type of business conducted; or

(ii) This Disclosure Certificate, as amended or waived, would have complied with the requirements of the Rule at the time of the primary offering, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and

(b) The amendment or waiver does not materially impair the interests of beneficial owners of the Securities, as determined and certified to the Issuer by an underwriter, financial advisor, bond counsel or trustee.

In the event this Disclosure Certificate is amended for any reason other than to cure any ambiguities, inconsistencies, or typographical errors that may be contained herein, the Issuer agrees the next Annual Report it submits after such amendment shall include an explanation of the reasons for the amendment and the impact of the change, if any, on the type of financial statements or operating data being provided.

If the amendment concerns the accounting principles to be followed in preparing financial statements, then the Issuer agrees that it will give an event notice and that the next Annual Report it submits after such amendment will include a comparison between financial statements or information prepared on the basis of the new accounting principles and those prepared on the basis of the former accounting principles.

Section 9. Additional Information. Nothing in this Disclosure Certificate shall be deemed to prevent the Issuer from disseminating any other information, using the means of dissemination set forth in this Disclosure Certificate or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is required by this Disclosure Certificate. If the Issuer chooses to include any information in any Annual Report or notice of occurrence of a Listed Event in addition to that which is specifically required by this Disclosure Certificate, the Issuer shall have no obligation under this Disclosure Certificate to update such information or include it in any future Annual Report or notice of occurrence of a Listed Event.

Section 10. Default. (a) Except as described in the Final Official Statement, in the previous five years, the Issuer has not failed to comply in all material respects with any previous undertakings under the Rule to provide annual reports or notices of events.

(b) In the event of a failure of the Issuer to comply with any provision of this Disclosure Certificate any holder of the Securities may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the Issuer to comply with its obligations under the Resolution and this Disclosure Certificate. A default under this Disclosure Certificate shall not be deemed an event of default with respect to the Securities and the sole remedy under this Disclosure Certificate in the event of any failure of the Issuer to comply with this Disclosure Certificate shall be an action to compel performance.

Section 11. Beneficiaries. This Disclosure Certificate shall inure solely to the benefit of the Issuer, the Participating Underwriters and holders from time to time of the Securities, and shall create no rights in any other person or entity.

IN WITNESS WHEREOF, we have executed this Certificate in our official capacities effective the 24th day of May, 2022.

(SEAL)

Rebecca Houseman LeMire
City Manager

Michelle A. Ebbert
City Clerk/Treasurer/Finance Director

APPENDIX C

FORM OF LEGAL OPINION

Quarles & Brady LLP
411 East Wisconsin Avenue
Milwaukee, WI 53202

May 24, 2022

Re: City of Fort Atkinson, Wisconsin ("Issuer")
\$2,275,000 General Obligation Refunding Bonds,
dated May 24, 2022 ("Bonds")

We have acted as bond counsel to the Issuer in connection with the issuance of the Bonds. In such capacity, we have examined such law and such certified proceedings, certifications, and other documents as we have deemed necessary to render this opinion.

Regarding questions of fact material to our opinion, we have relied on the certified proceedings and other certifications of public officials and others furnished to us without undertaking to verify the same by independent investigation.

The Bonds are numbered from R-1 and upward; bear interest at the rates set forth below; and mature on February 1 of each year, in the years and principal amounts as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2023	\$115,000	___%
2024	525,000	___
2025	115,000	___
2026	120,000	___
2027	130,000	___
2028	130,000	___
2029	135,000	___
2030	140,000	___
2031	150,000	___
2032	155,000	___
2033	50,000	___
2034	50,000	___
2035	50,000	___
2036	55,000	___
2037	55,000	___
2038	55,000	___
2039	60,000	___
2040	60,000	___
2041	60,000	___
2042	65,000	___

Interest is payable semi-annually on February 1 and August 1 of each year commencing on February 1, 2023.

The Bonds maturing on February 1, 2031 and thereafter are subject to redemption prior to maturity, at the option of the Issuer, on February 1, 2030 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the Issuer, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

We further certify that we have examined a sample of the Bonds and find the same to be in proper form.

Based upon and subject to the foregoing, it is our opinion under existing law that:

1. The Bonds have been duly authorized and executed by the Issuer and are valid and binding general obligations of the Issuer.
2. All the taxable property in the territory of the Issuer is subject to the levy of ad valorem taxes to pay principal of, and interest on, the Bonds, without limitation as to rate or amount. The Issuer is required by law to include in its annual tax levy the principal and interest coming due on the Bonds except to the extent that necessary funds have been irrevocably deposited into the debt service fund account established for the payment of the principal of and interest on the Bonds.
3. The interest on the Bonds is excludable for federal income tax purposes from the gross income of the owners of the Bonds. The interest on the Bonds is not an item of tax preference for purposes of the federal alternative minimum tax imposed by Section 55 of the Internal Revenue Code of 1986, as amended (the "Code") on individuals. The Code contains requirements that must be satisfied subsequent to the issuance of the Bonds in order for interest on the Bonds to be or continue to be excludable from gross income for federal income tax purposes. Failure to comply with certain of those requirements could cause the interest on the Bonds to be included in gross income retroactively to the date of issuance of the Bonds. The Issuer has agreed to comply with all of those requirements. The opinion set forth in the first sentence of this paragraph is subject to the condition that the Issuer comply with those requirements. We express no opinion regarding other federal tax consequences arising with respect to the Bonds.

We express no opinion regarding the accuracy, adequacy, or completeness of the Official Statement or any other offering material relating to the Bonds. Further, we express no opinion regarding tax consequences arising with respect to the Bonds other than as expressly set forth herein.

The rights of the owners of the Bonds and the enforceability thereof may be subject to bankruptcy, insolvency, reorganization, moratorium and similar laws affecting creditors' rights and may be subject to the exercise of judicial discretion in accordance with general principles of equity, whether considered at law or in equity.

This opinion is given as of the date hereof, and we assume no obligation to revise or supplement this opinion to reflect any facts or circumstances that may hereafter come to our attention, or any changes in law that may hereafter occur.

QUARLES & BRADY LLP

April 27, 2022

City of Fort Atkinson
101 North Main Street
Fort Atkinson, WI 53538
Attention: Ms. Rebecca LeMire, City Manager

Re: *US\$2,275,000 City of Fort Atkinson, Wisconsin, General Obligation Refunding Bonds, dated: May 24, 2022, due: February 01, 2042*

Dear Ms. LeMire:

Pursuant to your request for an S&P Global Ratings rating on the above-referenced obligations, S&P Global Ratings has assigned a rating of "AA-". S&P Global Ratings views the outlook for this rating as stable. A copy of the rationale supporting the rating is enclosed.

This letter constitutes S&P Global Ratings' permission for you to disseminate the above-assigned ratings to interested parties in accordance with applicable laws and regulations. However, permission for such dissemination (other than to professional advisors bound by appropriate confidentiality arrangements or to allow the Issuer to comply with its regulatory obligations) will become effective only after we have released the ratings on standardandpoors.com. Any dissemination on any Website by you or your agents shall include the full analysis for the rating, including any updates, where applicable. Any such dissemination shall not be done in a manner that would serve as a substitute for any products and services containing S&P Global Ratings' intellectual property for which a fee is charged.

To maintain the rating, S&P Global Ratings must receive all relevant financial and other information, including notice of material changes to financial and other information provided to us and in relevant documents, as soon as such information is available. Relevant financial and other information includes, but is not limited to, information about direct bank loans and debt and debt-like instruments issued to, or entered into with, financial institutions, insurance companies and/or other entities, whether or not disclosure of such information would be required under S.E.C. Rule 15c2-12. You understand that S&P Global Ratings relies on you and your agents and advisors for the accuracy, timeliness and completeness of the information submitted in connection with the rating and the continued flow of material information as part of the surveillance process. Please send all information via electronic delivery to: pubfin_statelocalgovt@spglobal.com. If SEC rule 17g-5 is applicable, you may post such information on the appropriate website. For any information not available in electronic format or posted on the applicable website,

Please send hard copies to:
S&P Global Ratings
Public Finance Department
55 Water Street
New York, NY 10041-0003

The rating is subject to the Terms and Conditions, if any, attached to the Engagement Letter applicable to the rating. In the absence of such Engagement Letter and Terms and Conditions, the rating is subject to the attached Terms and Conditions. The applicable Terms and Conditions are incorporated herein by reference.

S&P Global Ratings is pleased to have the opportunity to provide its rating opinion. For more information please visit our website at www.standardandpoors.com. If you have any questions, please contact us. Thank you for choosing S&P Global Ratings.

Sincerely yours,

S&P Global Ratings
a division of Standard & Poor's Financial Services LLC

ba

enclosures

cc: *Ms. Lori A. Jackson*
Mr. RJ Salmon

S&P Global Ratings
Terms and Conditions Applicable To Public Finance Credit Ratings

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No Third Party Beneficiaries. Nothing in any credit rating engagement, or a credit rating when issued, is intended or should be construed as creating any rights on behalf of any third parties, including, without limitation, any recipient of a credit rating. No person is intended as a third party beneficiary of any credit rating engagement or of a credit rating when issued.

RatingsDirect®

Summary:

Fort Atkinson, Wisconsin; General Obligation

Primary Credit Analyst:

Emma Drilias, Chicago (1) 312-233-7132; emma.drilias@spglobal.com

Secondary Contact:

Andrew Bredeson, Centennial + 1 (303) 721 4825; andrew.bredeson@spglobal.com

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Credit Opinion

Related Research

Summary:

Fort Atkinson, Wisconsin; General Obligation

Credit Profile

US\$2.275 mil GO rfdg bnnds dtd 05/24/2022 due 02/01/2042

<i>Long Term Rating</i>	AA-/Stable	New
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Fort Atkinson GO lib bnnds

<i>Long Term Rating</i>	AA-/Stable	Affirmed
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Rating Action

S&P Global Ratings assigned its 'AA-' rating to Fort Atkinson, Wis.' anticipated \$2.275 million series 2022 general obligation (GO) refunding bonds, dated May 24, 2022, and affirmed its 'AA-' rating on the city's existing GO debt. The outlook is stable.

Fort Atkinson's full faith and credit and unlimited ad valorem property tax pledge secures the bonds.

The city will use 2022 bond proceeds to refund note anticipation notes issued March 22, 2022, for the purpose of financing capital improvements and equipment purchases.

Credit overview

Fort Atkinson's economy benefits from its access to the robust Madison and Janesville regional economies. Although state law provides the city little revenue flexibility under levy limits, management has built and retained very strong reserves through careful fiscal planning and budgetary oversight. As a Wisconsin Retirement System (WRS) participant, one of the nation's best-funded pension plans, the city's pension liabilities and ability to keep up with employer contributions are sustainable. The stable outlook reflects S&P Global Ratings' opinion that Fort Atkinson will likely maintain at least balanced operations most years with very strong budgetary flexibility and liquidity. Therefore, we do not expect to change the rating during the two-year outlook period.

The rating reflects our opinion of the city's:

- Below-average income and wealth metrics offset by access to the broad and diverse Madison and Janesville regional economies;
- Very strong budgetary flexibility and liquidity reflecting consistently balanced general operations;
- Strong management, with good financial policies and practices under our Financial Management Assessment (FMA) methodology, and a strong institutional framework score; and
- Adequate debt and contingent liability profile, with moderate future debt plans and a fully funded pension.

Environmental, social, and governance

We analyzed Fort Atkinson's environmental, social, and governance (ESG) risks relative to the city's economy, management, financial measures, and debt and contingent liability profile. We view the city's social and governance

risks as neutral. However, we view Fort Atkinson's physical environmental risks as somewhat elevated given the city's location on the Rock River and history of inland flooding. To address flood risks, the city has made extensive capital improvements over the past decade, including reinforced flood walls, enhanced boat launches, and restored river walkways.

Stable Outlook

Upside scenario

We could raise the rating if key economic indicators were to improve substantially to levels we consider comparable with that of higher-rated peers, paired with maintenance of balanced operations and very strong budgetary flexibility and liquidity.

Downside scenario

We could lower the rating if the city does not maintain balanced operations, resulting in substantially deteriorated budgetary flexibility.

Credit Opinion

Stable economy, with below-average income and wealth metrics offset by access to Madison and Janesville regional economies

Fort Atkinson is in south-central Wisconsin, 40 miles southeast of Madison, the state capital, and 30 miles northwest of Janesville. While many Fort Atkinson residents commute to Madison, Janesville, and other neighboring communities for employment, the city is home to several sizable employers including Fort Atkinson Memorial Health Services (610 employees), a mobile storage unit company (603), and a school/library equipment manufacturer (600).

Residential (69%) and commercial (24%) properties are the leading components of Fort Atkinson's 2021 equalized valuation (EV). EV has increased 22% over the past five years, to \$1.1 billion in 2021. Management expects the steady growth trend to continue based on current development plans. In 2021, the city annexed 75 acres for residential subdivision development, which is expected to add up to 250 new residential units over the next decade. Based on its steady growth and access to nearby metropolitan areas, we expect the city's economy will remain stable.

Strong management, with good financial policies and practices under FMA methodology

Highlights to the FMA include management's:

- Use of three years of historical information and updates from the state regarding revenue sharing and the annual levy limit in the formulation of upcoming year revenue and expenditure assumptions;
- Monthly reports on budget-to-actual performance to the city council, with the ability to amend the budget as needed at any semimonthly council meeting;
- Capital plan that covers the budget year and five future years, updated annually, with identified sources and fund uses;
- Formal investment management policy, with monthly reports on investment earnings and annual holding reports to the council;

- Council-approved debt management policy that features a 60% statutory debt margin capacity limitation for direct, nonself-supporting debt; and
- Formal fund-balance policy of maintaining an unassigned general fund balance at 15%-30% of expenditures at fiscal year-end to cover cash flow and contingencies.

Fort Atkinson does not engage in multiple-year financial projections for general operations. We also note the city takes steps to mitigate cybersecurity risks and maintains cyber insurance.

Positive budget variances support strong budgetary performance and very strong budgetary flexibility and liquidity

Our analysis of the city's budgetary performance accounts for routine transfers and capital outlays funded with bond proceeds. Post-adjustments, Fort Atkinson has consistently outperformed its breakeven budgets to report modest operating surpluses. Supporting Fort Atkinson's frequent positive budget variances is the city's historically stable and predictable operating revenue, consisting mainly of property taxes (56%) and intergovernmental aid (27%).

The fiscal 2022 general fund budget is balanced and reflects status quo operations. The city's recent successful referendum to raise the operating levy by 9.7% annually, beginning in 2023, will finance 14 new positions in the police and fire departments. Fort Atkinson's total allocation under the American Rescue Plan Act (ARPA) is \$1.2 million, of which half has been received so far. The city intends to use a portion ARPA funds to help facilitate expansion of the police and fire departments and remaining funds on capital improvements in 2022 and 2023.

Based on unaudited results for fiscal 2021, the city projects a general fund surplus of up to \$400,000 attributable to higher building permit revenue and lower personnel expenses due to unfilled positions. Considering the fiscal 2021 projections and given the city's routine positive budget variances, we expect budgetary performance will likely remain strong over upcoming years.

Budgetary flexibility includes the assigned and unassigned general fund balance after removing unspent bond proceeds. The city's available fund balance has remained very strong above 30% of expenditures over the past three fiscal years. Based on management's expectations for fiscal years 2021 and 2022, we expect budgetary flexibility will remain very strong.

Liquidity consists of about \$11 million of unrestricted cash and investments in the governmental and enterprise funds in fiscal 2020. The city currently has five privately placed loans issued to purchase public safety equipment, to finance capital improvements and land purchases, and to refund GO debt. Two of the loan agreements have events of default that we consider non-standard and acceleration as the remedy. The city's 2020 and 2022 agreements with the bank to suspend the acceleration remedy for 180 days after the event occurs ameliorates the potential effect of the loans' events of default. Due to the amount of time the city has to remedy events of default or access the market to take out loans and considering to the bank loans' relatively small size compared to available liquidity, we do not think these bank loans pose significant liquidity risk. For more information, see our criteria, "Contingent Liquidity Risks In U.S. Public Finance Instruments: Methodology And Assumptions," published March 5, 2012.

Adequate debt and contingent liability profile, with moderate medium-term debt plans

Including the 2022 bonds, the city has \$18.6 million of GO debt outstanding, including \$3.9 million we consider self-supporting from the water, sewer, and storm water utility funds. Management currently plans to issue about \$2 million of additional debt every two years as part of the capital improvement plan. We do not anticipate its future debt plans will weaken the city's debt and contingent liability profile given Fort Atkinson will repay more debt than it plans to issue over the same period.

Pension and other postemployment benefit liabilities are sustainable

Fort Atkinson's pension and other postemployment benefit liabilities (OPEB) costs are low as a share of total spending and are not likely to accelerate significantly in the medium term, especially given the pension plan's strong funded status. The city participates in the WRS, a multiple-employer, defined-benefit pension plan that has in recent years routinely been among the best-funded multiple-employer pension plans in the country. The city also provides health care coverage to active employees and retirees at a blended premium rate, resulting in an implicit rate subsidy. Although the city funds its OPEB on a pay-as-you-go basis, exposing it to potential cost acceleration, we expect that medium-term costs will remain only a small share of total spending and, therefore, not a significant budgetary pressure.

The city participates in the following plans:

- WRS: 105.3% funded (as of Dec. 31, 2020), using a 7.0% discount rate, with a city proportionate share of the plan's net pension asset of \$2.4 million.
- A single-employer, defined-benefit OPEB plan: 0% funded (as of Dec. 31, 2019), with a net OPEB liability of \$374,000.

WRS contributions are actuarially determined, and the city funds 100% of the required contribution annually. The system's investment-rate-of-return assumption decreased to 7.0% in late 2018 from 7.2%. Although the revised return assumption exceeds our 6.0% guideline, WRS employs a shared-risk model, mitigating market volatility exposure. With this model, changes in active employee contributions and benefit payment adjustments offset investment performance fluctuations. We expect contributions will likely remain relatively stable as a result of these features. Because of WRS' strong funding and contribution practices, we expect contributions will likely remain affordable.

Strong institutional framework

The institutional framework score for Wisconsin cities and villages with a population less than 25,000 is strong.

Fort Atkinson, Wis.--Key Credit Metrics				
	Most recent	Historical information		
		2020	2019	2018
Weak economy				
Projected per capita EBI % of U.S.	82.8			
Market value per capita (\$)	87,898.6			
Population (no.)		12,580	12,547	12,458
County unemployment rate(%)		5.4		
Market value (\$000)	1,105,765	1,041,791	994,301	936,226

Fort Atkinson, Wis.--Key Credit Metrics (cont.)

	Most recent	Historical information		
		2020	2019	2018
Ten largest taxpayers % of taxable value	8.1			
Strong budgetary performance				
Operating fund result % of expenditures		5.1	7.6	8.5
Total governmental fund result % of expenditures		(4.5)	5.0	(0)
Very strong budgetary flexibility				
Available reserves % of operating expenditures		41.1	33.3	32.3
Total available reserves (\$000)		4,343.0	3,157.0	3,064.0
Very strong liquidity				
Total government cash % of governmental fund expenditures		73.2	79.1	48.3
Total government cash % of governmental fund debt service		296.3	873.3	379.7
Strong management				
Financial Management Assessment	Good			
Adequate debt & long-term liabilities				
Debt service % of governmental fund expenditures		24.7	9.1	12.7
Net direct debt % of governmental fund revenue	105.2			
Overall net debt % of market value	2.0			
Direct debt 10-year amortization (%)	71.7			
Required pension contribution % of governmental fund expenditures		3.0		
OPEB actual contribution % of governmental fund expenditures		0		
Strong institutional framework				

EBI--Effective buying income. OPEB--Other postemployment benefits. Data points and ratios may reflect analytical adjustments.

Related Research

- Through The ESG Lens 3.0: The Intersection Of ESG Credit Factors And U.S. Public Finance Credit Factors, March 2, 2022
- Criteria Guidance: Assessing U.S. Public Finance Pension And Other Postemployment Obligations For GO Debt, Local Government GO Ratings, And State Ratings, Oct. 7, 2019
- Alternative Financing: Disclosure Is Critical To Credit Analysis In Public Finance, Feb. 18, 2014
- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- 2021 Update Of Institutional Framework For U.S. Local Governments

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.standardandpoors.com for further information. Complete ratings information is available to subscribers of RatingsDirect at www.capitaliq.com. All ratings affected by this rating action can be found on S&P Global Ratings' public website at www.standardandpoors.com. Use the Ratings search box located in the left column.

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Committee Assignments

COMMITTEE (CHAIRPERSON)	CURRENT	NEW ASSIGNMENT
Plan Commission (City Manager)	Mason Becker	Eric Schultz
Airport Committee (City Manager)	Chris Scherer	Chris Scherer
Ambulance Advisory Committee (Council President)	Chris Scherer Megan Hartwick	Chris Scherer Megan Hartwick
Board of Zoning Appeals (Elected by Membership)	Bruce Johnson Brandon Housley	Bruce Johnson Megan Hartwick
Cable Television Committee (Council Rep)	Mason Becker	Eric Schultz
Economic Development Commission (Elected By Membership)	Bruce Johnson	Mason Becker
Finance Committee (Council President)	Chris Scherer Bruce Johnson Mason Becker	Chris Scherer Megan Hartwick Mason Becker
Historical Society Board (Elected By Membership)	Brandon Housley	Megan Hartwick
Historic Preservation Commission	N/A	N/A
Library Board (Elected By Membership)	Megan Hartwick	Bruce Johnson
License Committee (Council President)	Chris Scherer Megan Hartwick Brandon Housley	Chris Scherer Bruce Johnson Eric Schultz
Ordinance Committee (Council President)	Chris Scherer Bruce Johnson Mason Becker	Chris Scherer Eric Shultz Mason Becker
Parks & Recreation Board (Elected By Membership)	Mason Becker	Bruce Johnson
Police & Fire Commission (Elected By Membership)	N/A	N/A

Public Works Committee (Council President)	Chris Scherer Megan Hartwick Bruce Johnson	Chris Scherer Bruce Johnson Mason Becker
Sex Offender Residence Board (City Manager)	Brandon Housley	Eric Schultz
Tourism Commission (Elected By Membership)	Brandon Housley	Megan Hartwick
Transportation & Traffic Review Committee (City Engineer)	Bruce Johnson	Mason Becker



Back to Agenda

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

MEMORANDUM

DATE: May 3, 2022

TO: Fort Atkinson City Council

FROM: Andy Selle, P.E.

RE: Review and possible action relating to a request from the Fort Atkinson Beautification Council for a mural on a City-owned building located at 31 North Water Street West

BACKGROUND

The Beautification Council has requested to place murals on the rear of the water utility reservoir situated next to the Rock River near City Hall. The mural project is being proposed by the Beautification Council, specifically Jude Hartwick, who was able to introduce the mural at the April 3, 2022 Council meeting.



DISCUSSION

The location of the reservoir building is within the Special Area Design Review corridor, enacted within our Zoning Code to ensure preservation and enhancement of the aesthetic of our downtown infrastructure. The City, as owner of the building, will be the applicant for this review process, which will be heard by the Historic Preservation Commission (5/9/22) as well as the Planning Commission (5/24/22). Mr. Hartwick has worked with City staff to ensure the infrastructure (water reservoir) will not be compromised by the processes involved in preparing and painting the mural.

FINANCIAL ANALYSIS

The City has no financial obligation with the project.

RECOMMENDATION

Staff recommends that the City Council authorize the Beautification Council to submit a Special Area Design Review application for a proposed mural on the City-owned building locations at 31 North Water Street West.

ATTACHMENTS

Project Description

Special Area Design Review Application

Phase #2 Mural = Water Reservoir, next to Water Department Building on N. Water St. W.

TO: Fort Atkinson Community Foundation

FROM: Jude Hartwick, President of the Beautification Council

SUBJECT: Mural: Water Reservoir Building, next to Water Dept. Bldg and existing mural (phase #1)

Background:

The Beautification Council:

The Purpose shall be to improve and beautify the community of Fort Atkinson, Wisconsin. To survey, study, plan, report, recommend, guide and conduct activities relating to the physical improvement and beauty of Fort Atkinson and its environs. The organization is dedicated exclusively to charitable and educational purposes as set forth above and no substantial part of its activities will attempt to influence legislation by propaganda or otherwise.

Re: We are looking at doing murals to continue to make our cityscape more artistic.

Description: The mural would be on the water reservoir's lower three panels. The top three panels would be painted as sky scenes, with cloud cover and lots of blue skies. Currently, like the pre-mural Water Department Building, the reservoir has been painted with a white colored paint and looks like a palette calling out for artwork. **This year we hope to remove the current paint and paint our Keim exterior mural paint using a tan/light brown color.** First off, it will be easier to paint over, as a white background may take more than one coat due to bleed through. Secondly, the tan will not be white, calling out as a palette for painting. This will be a test run for the paint. Of concern is the adherability of the paint. It is on a structure that sweats due to condensation from cool water inside the tank and warmer weather outside. We want to paint it this year to make sure that when we paint it with the mural next year (2023 or spring of 2024) the paint will adhere. We do understand that no mural last forever, but the Keim paint is supposed to last under normal circumstances for 30-40 years, some have even lasted as long as 100 years in Europe. This would be with minor touchups.

The Beautification Council had internal discussions about what to paint as for themes. We wanted it to be historical and match the phase #1 motifs. The parameters for phase #1 were set as something that was Fort Atkinson specific/recognizable, nature themed, transportation/river, and agricultural. We came to consensus that there was enough Native American themed artwork around town, as well as enough poetry highlighted in other parts of the city. We decided to utilize Larry Schultz, who painted the existing mural on the Water Department Building. We wanted to match styles as much as possible, particularly since the murals are adjacent to one another. For phase #1 we had solicited bids from various muralists in Madison, Milton, Delevan, Waukesha, as well as discussed with other local artists. We have enlisted the assistance

of our local expert, Ann Engelman, and sought approval from other groups: Art's Council, Hoard Museum, FFA, and Condo Association. Throughout the process we have sought to make it a community project. We hope to continue with that effort.

Panel 1 – lower West (closest to Water Department Building):

Lower panel would be bisected by the Rock River. North of the river would be a Native American settlement and the effigy mounds, particularly the panther intaglio. The wickiup hut would be akin to the design at the Hoard Museum. Next to that would be the Rufus Dodge log cabin and fields/carriage. Rufus Dodge was one of our earliest settlers. He and his wife Lucretia settled to the west of town. Their frame house now stands near the high school. The complex of buildings remaining north of the river are Northwestern Manufacturing, including the current TPF Outdoors shop in the only remaining Northwestern building. Those buildings were in the Festival Grocery Store parking lot area/complex. South of the river are many Jones Manufacturing buildings. The Milo and Sally Jones frame house of 1848, the Jones barn painted in its current yellow color across from the Rock River Park entrance along Hwy 106 west and the Green Mountain House built by Milo Jones as a tavern, hotel and dance hall in 1845 of cream city brick manufactured here in town. Please note the J-Star logo on the sign next to the Christmas Tree that at one time adorned the river front in Bicentennial Park for years. There is a steam engine showcasing many of the passenger and freight trains that used to pass through Fort Atkinson.

Middle panel would be bisected by the Rock River, as all of the panels are trying to keep that theme consistent. In the river would be a raft portraying early crossings of the river before any existing bridges (note Main St. bridge on Water Dept. Bldg). Next would be the old Nasco building with a seaplane in front of it. The museum has a photo of that event. The Lucien Caswell Italianate Renaissance house that once stood where Walgreens is (former location of St. Joseph's church) is next with a few fisherman of diverse backgrounds in front/along the river. South of the river will be the Louis Lorman Junk building, the Dwight Foster House of 1842 now located on the Hoard Museum grounds and the Bettersox manufacturing building. Please note the small fort structure to the far east of the panel, as well as the Fireside Dinner Theatre early design building and current flame structure. In addition, please note our iconic catfish statue that is on the Good to Go/Bridge grounds.

Panel 3, or far east panel has the Rock River as well with a fisherman along the northern bank with lots of farm land across the river. South of the river is the Eli May House of neo-gothic design (cross shape with lots of ornate work) currently on the designated location of the original fort. Next to that note the 1901 steeple and St. Paul's Evangelische Kirche (St. Paul's Lutheran Church). On the Water Department Building you will note the 1901 water tower on the corner of the building. Next see the Masonic lodge building, currently the Fort Atkinson Club. Finally notice in the lower part of the panel the Dwight Foster Public Library. It does not have the more recent additions of children's wing and new entrance.

Please note that historical and geographical accuracy are a little distorted. Some of these buildings never existed simultaneously. The hope is to represent Fort Atkinson's history with a little bit of fun and intrigue, thus the fisherman, catfish, raft and train. There will be signage and QR codes redirecting people to the Hoard Museum, and its webpage, to learn more of our history.

Fundraising:

Though we would love to kick off our fundraising campaign, we feel we need to wait until the paint dries and seals to the building. We want to give it a year. We want to ensure that this works.

Approval:

What we are looking for is to go forward with the primer coat after scraping off the existing paint. The paint is currently peeling off in large flakes, but some may need to be removed by power blasting. We do not want to adhere any structures to the building itself, just paint. The paint is silicon based so once it dries it forms a ceramic type of bond with the cement/brick and mortar.

Thank you for your time and energy. I hope you approve of the design and the delay.

Original Discussion from Phase #1 in April of 2019.

Water Department Mural: We have sought approval and involved city staff neighbors, community (Facebook), arts alliance groups in the decision and planning process. We will start more public fundraising upon approval of the revision by the City Council.. Preliminary discussions have been had with the Community Foundation and some potential donors. A bank account has been set up at FCCU to start the process. Ann Engelman's checklist on mural development has been extremely useful in keeping us coordinated. The mural is intended to not only enhance, but to involve, our community. Larry Schulz, the selected muralist, has done murals and is an accomplished agriculture/nature artist. He lives between Milton and Fort Atkinson. The Keim paint to be used is expected to last over 40 years, but has lasted over 100 years on similar murals (see Keim Paint exhibits D & E). [It is warrantied for 15 years.](#) It forms a bonded base and is much more water resistant and durable than other surface paints. There will not be a protective layer, as the sealant may yellow or blister with moisture and sunlight impact. Touch up is expected, but unless damaged, should be minimal. One group (DAMA) was rejected because they wanted to use a contact paper like product that would adhere to the building. The thought was that though they said it would last, it was a newer product and has not stood the test of time and may be suspect for blistering due to moisture. On a south facing wall, there may be potential for yellowing due to sunlight, thus clouding the image itself.

Koshkonong Country was used as the resource guide to depict the history of the mural, as well as contacting Merrilee Lee, Hoard Museum Director, to procure the photo of the bandshell above the bridge. Additional quirkiness will be provided by painting in some of the seven breeds of dairy cows. This will challenge people to name them. Perhaps a QR code would be used to provide answers and further links to

Financial Analysis:

Water Reservoir mural: Costs will be borne by the Beautification Council. A grant application will be written to the Fort Atkinson Community Foundation to try to secure matching funds. Fundraising will be done in the community by Beautification Council. Hope is to secure funding of around \$18,000 by July

2023, then paint in the fall of 2023 or spring of 2024. **The cost to the city will be nothing.** As with phase #1, we may seek assistance with scaffolding from the city and some storage.







City of Fort Atkinson Application & Procedural Checklist for Special Area Design Review Requirements per Section 15.07.50 and 15.10.43

This form is designed to be used by the Applicant as a guide to submitting a complete application for permission to make a change or alteration to a structure in the Downtown Historic Mixed-Use Zoning District. This information will provide for a proper application for review and potential approval by the Historic Preservation Committee (HPC) and the City Plan Commission. Approval may result in permit issuance.

Name, company, and client (if applicable): Beautification Council of Fort Atkinson
attn: Jude Hartwick, President

Phone number: 920-5680626 Email: judehartwick@gmail.com

Property location for review: 37 N. Water St W (Reservoir) - Fort Atkinson, WI 53538

Is the property a National, State or Locally designated historic property? Yes ↳ next to Water dept bldg.

I Applicability

Actions in the Downtown Historic Mixed-use Zoning District (DHMU) or involving properties which are Nationally, State or Locally designated historic properties which involve:

- **Renovation Review**
Renovation of the exterior appearance of the property (such as repainting, re-roofing, residing or replacing with identical colors, finishes, and materials)
- **Design Alteration Review**
Design alterations of the exterior appearance of the structure (such as painting, roofing, siding, architectural component substitution, fencing, paving, or signage),
- **Project Review**
Modification to the physical configuration of a property (such as the erection of a new building, the demolition of an existing building, or the addition or removal of bulk to an existing building)

Procedure	Type of Proposal		
	Renovation ¹	Design ²	Project ³
1. Consultation with Zoning Administrator, City Manager, and City Engineer to confirm type of proposal	Yes	Yes	Yes
2. Submit Proposed and Existing Building Elevations	Yes	Yes	Yes
3. Submit Site Plan Application	No	No	Yes
4. Submit Conditional Use Permit Application	No	No	Yes
5. Review by Zoning Administrator and City Staff	Yes	Yes	Yes
6. Review by Historic Preservation Committee (HPC)	Yes	Yes	Yes
7. Review and action by Plan Commission	Yes	Yes	Yes

KEY: **Yes** = Step is required. **No** = Step is not required.

¹Only a replacement to or maintenance of the exterior of a property.

²Only a change in the appearance of a property.

³Modification to the physical configuration of a property, i.e. new building, addition, or demolition

II Application Packet Requirements

The Applicant shall submit electronic copies of the application and materials indicated in the checklist.

- 1) All applications shall be accompanied by all of the following, unless specifically waived in writing by the Zoning Administrator:
 - A clear depiction of the existing appearance of the property. Clear color photographs are recommended for this purpose. Scaled and dimensioned drawings of existing components such as windows, doors, railings, fencing or other site components, and/or detailed building elevations which are proposed for alteration or replacement may be required by the City.
 - A clear depiction of the proposed appearance of the property. Paint charts, promotional brochures, and/or clear color photographs of replacement architectural components are recommended for this purpose. Scaled and dimensioned drawings of proposed components such as windows, doors, railings, fencing or other site components, and/or detailed building elevations which are proposed for alteration or replacement may be required by the City.
 - A written description of the proposed modification, including a complete listing of proposed components, materials, and colors.
 - Written justification for the proposed alteration consisting of the reasons why the applicant believes the request is in harmony with the building design standards of the Downtown Historic Mixed-Use Zoning District (Section 15.07.50), as applicable.

ONLY Project Review

- 2) All Project Review applications shall be accompanied by the items listed in 1) above, in addition to the application requirements for conditional use permits (15.10.32), unless specifically waived in writing by the Zoning Administrator.

- 3) For all projects involving a new building, or an addition exceeding 100 square feet of gross floor area that reduces or extends a building's footprint or height, a detailed, scaled site plan which provides the following information:

NA

- A title block indicating name and address of the current property owner, developer and project consultants.
- The date of the original plan and the latest date of revision to the plan.
- A north arrow and a graphic scale.
- All property lines and existing and proposed right-of-way lines with dimensions clearly labeled.
- All existing and proposed easement lines and dimensions with a key provided and explained as to ownership and purpose.
- All existing and proposed buildings, structures, and paved areas, including walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
- All required building setback lines.
- The location, type and size of all signage on the site.
- The location, type and orientation of all exterior lighting on the subject property.
- The location of all access points, parking and loading areas on the subject property, including a summary of the number of parking stalls and labels indicating the dimension of such areas.
- The location of all outdoor storage areas.
- The location and type of any green space areas.
- The location of existing and proposed drainage facilities.

- ❑ In the legend, the following data for the subject property: lot area, floor area, impervious surface area, impervious surface ratio, and building height.
- ❑ A detailed landscaping plan depicting the location, type, and size at time of planting and maturity of all landscaping features as required in Article VIII.

III Review Process

Renovation Review proposals are subject to the following procedures:

- The Zoning Administrator shall determine whether the Renovation Review application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator, shall notify the applicant.
- The Zoning Administrator shall coordinate review with the City's Departments and the HPC.
- The Plan Commission shall review application materials and findings and recommendations of the HPC and approve or deny the application.

Design Alteration Review proposals are subject to the following procedures:

- The Zoning Administrator shall determine whether the Design Alteration Review application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator, shall notify the applicant.
- The Zoning Administrator shall coordinate review with the City's Departments and the HPC.
- The Plan Commission shall review application materials and findings and recommendations of the HPC and approve or deny the application.

Project Review proposals shall follow procedures for conditional use permits; refer to Section 15.10.32.

- The Zoning Administrator shall determine whether the Renovation Review application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator, shall notify the applicant.
- The Zoning Administrator shall coordinate review with the City's Departments and the HPC.
- The Plan Commission shall review application materials and findings and recommendations of the HPC and approve or deny the application.

The Zoning Administrator, City Engineer, and Department Heads shall review the complete application and evaluate whether the project:

1. Is in harmony with the recommendations of the Comprehensive Plan.
2. Would result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare.
3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
4. The project is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.
5. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicants proposal and any requirements recommended by the applicant to ameliorate such impacts.

IV Process Checklist

- Staff-Applicant meeting (if applicable) Date: _____
- Application fee of \$ _____ received by City Treasurer Date: _____
- Reimbursement of professional consultant costs agreement executed. Date: _____
- Receipt of complete application packet by Zoning Administrator Date: _____
- City Staff input Date: _____
- HPC Review and recommendations Date: _____
- Class 2 legal notice sent to official newspaper by City Clerk (if applicable) Date: _____
- Class 2 legal notice published on _____ (if applicable) Date: _____
- Notification of neighboring property owners within 100 feet of the petition (if applicable) Date: _____
- Notification of clerks of municipalities within 1,000 feet of the petition (if applicable) Date: _____
- Notification of airports within 1 mile of the petition (if applicable) Date: _____
- Plan Commission Public Hearing, review and recommendation, and approval Date: _____
- City Council review and action (if applicable) Date: _____

Dated this 18 day of April, 2022

Respectfully submitted,



(Signature of Applicant)



MEMORANDUM

DATE: May 3, 2022

TO: Fort Atkinson City Council

FROM: Daryl Rausch, Fire Chief

RE: Review and possible action relating to the Purchase of Light Rescue Vehicle for \$349,917 and associated Equipment for \$75,306, for a total of \$425,223

BACKGROUND

The Fire Department's Squad 109 was purchased in 1990 and identified in the attached depreciation schedule showing replacement in 2023. The replacement cost estimated for that unit in 2019 was \$397,837.50 (*now \$412,000*). Note that this Depreciation and Replacement Schedule was created and presented as part of the rural Township contract negotiations in 2018 and 2019.

Squad 109 was the Department's primary water and ice rescue vehicle. It also served as a primary response vehicle for service calls such as carbon monoxide investigations, some alarm calls, helicopter landing zones, and other non-emergency responses; and as a secondary response vehicle to motor vehicle crashes involving more than one vehicle or those with multiple patients.

Squad 109 was taken out of service in 2019 due to maintenance and safety issues and the need to free up space during the construction project. Discussion during the last two capital planning cycles has been to replace the truck in 2023 to have the fire station construction completed and the township contributions in place through approved contracts.



The equipment previously carried on Squad 109 has been partially redistributed to other apparatus while the balance is staged in the station. Once a call is received, staff determines what specific equipment is needed for that call, and the correct apparatus then responds, or the equipment is loaded into a pickup for response. This arrangement is not optimal nor efficient as most rescue situations are time critical. Replacement of the vehicle is necessary to be able to maintain response times and rescue capabilities while preventing overloading on Structural Response Engines.

DISCUSSION

The Department plans to replace Squad 109 with a Light Rescue vehicle, an example of which is pictured here. This vehicle less expensive to operate and will be more of a multi-use vehicle. This light rescue vehicle will respond to ice and water rescue calls, routines service calls, motor vehicle accidents, and assists to EMS instead of using a large Heavy Rescue. Additionally, it will have the ability to tow other Department vehicles and equipment, such as boats, wildland ATV, and Special equipment.



Staff has been working since January to finalize design. We have been in contact with three vendors for similar units: Pierce Manufacturing (*our primary apparatus supplier*); Toyne Fire Equipment in Breda, Iowa; and Alexis Fire Equipment in Alexis, Illinois.

Due to computer chip shortages and labor issues, the availability of light-duty chassis has been difficult at best. At present there are more than 350,000 chassis on backorder through Ford. Currently there are no 2023 chassis available and a limited number of build spots for 2024 chassis. All manufacturers are expecting this chassis shortage to continue for multiple chassis years. This shortage is affecting truck manufacturing in the light truck and ambulance market across the spectrum of chassis brands and after-market manufacturers.

On April 21st, staff was notified by Pierce that chassis availability was being interrupted due to supply chain issues and worker shortages and if an order was not placed for a chassis by May 1, 2022 the Department would not receive a chassis until the 2025 model year (*delivery in early to mid-2025*).

I discussed the issue with City Manager LeMire and on April 22nd, I called the other two potential vendors. A representative from Alexis indicated that they had no chassis availability and would not be submitting a quote until chassis became more available sometime in 2025. A representative from Toyne said that they may bid but would pass on any price increases in the chassis until such times as the chassis was delivered to their facility. Again, likely in 2025.

Staff is currently discussing a contract with Pierce and attempting to lock-down a 2024 chassis to construct the truck for delivery in late 2023 or early 2024. If the Council approves this option, staff would sign a contract with Pierce now and may still see an increase on the chassis based upon what price increases Ford puts in place with the new model year. However, the contract would have a no penalty for cancellation based upon chassis price increases (attached).

An additional element of the project is replacement of the **extrication tools** carried by Squads 109 and Squad 8188.

The current extrication tools are more than 28 years old on Squad 109 and 21 years old on Squad 8188. These tools are incapable of cutting some of the new metals used in current vehicles. The addition of boron-based metals and reinforced passenger pods in today's vehicles create a much safer environment for passengers but does make access into severely damaged cars extremely challenging. The new tools we are recommending have Class 5, Step 9 capabilities meaning they will cut any materials currently in use or planned.

Staff recommends Genesis brand tools as they match the tools carried on our first alarm engines (*these tools were purchased in 2018 as part of a grant program*) and were selected after an exhaustive evaluation by our members in determining what models are best for the Department. The tools are also battery powered (*rather than hydraulic requiring a gas motor and pump system*) to enable quicker deployment with limited staffing. The battery powered tools also make using them in more remote locations possible.

Staff recommends the items as described in Attachment 2 for the purchase price of **\$75,306.00**. This replacement was planned and is included in the Light Rescue Truck budget in the long-range capital plan (attached).

Replacement of these tools will standardize all response vehicle to the same time and brand of extrication tools which will improve operations, simplify training, and allow for quicker deployment using limited staffing. No further upgrades to this equipment are projected to be needed over the next 10 years.

FINANCIAL ANALYSIS

In the 2022 NAN and in the GO Refunding on the agenda tonight, staff has proposed \$420,000 in borrowing for the City's portion of the light rescue vehicle and equipment. As part of the current Rural Fire Contracts, the City receives funds from the Towns annually for service and towards vehicle replacement. There is currently \$157,537.71 in this account (01-00-0003-2130).

Staff proposes to use **\$289,700** of City funds from the GO borrowing and **\$135,523** from the Town Vehicle/Equipment Replacement account to pay for the rescue truck and associated equipment, for a total of **\$425,223** per the information below.

Total cost of the truck and needed tools are as follows:

Rescue Truck (<i>Pierce Manufacturing - Reliant Fire Apparatus</i>)	\$349,917
Extrication Tools (<i>Reliant Fire Apparatus</i>)	\$75,306
Total Purchase Price	\$425,223

City portion (<i>68.2% per 2019 Contract</i>)	\$290,002
Township portion (<i>equipment replacement fund; 31.8% p 2019 Contract</i>)	\$135,221

Payment for the Rescue Truck will not be required until delivery in 2024.

Extrication tools will be delivered in early 2023.

The City is borrowing \$420,000 for the purpose of purchasing the vehicle and equipment, but only roughly \$290,000 will be needed for the City's portion. Per the terms of the NAN, the City has several options for the roughly \$130,000 in the borrowing that may not be allocated for this project:

1. Retain the funds in case the price of the chassis increases before the contract is finalized;
2. Spend the funds within the next three years on other Fire Department vehicle and equipment; and/or
3. Spend the funds on other projects and purchases included in this borrowing (such as the plow truck purchases, the Robert Street Bridge, or the Lorman project).

The Council does not have to make a decision on this issue at this meeting. This matter will come back before the Council in the future with a staff recommendation as the other project costs become more focused.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to sign purchase contracts for the Pierce Light Rescue Truck for \$349,917 and for the Genesis extrication tools for \$75,306, with Reliant Fire Equipment, for a total of \$425,223 to be paid for through the 2022 borrowing for that purpose and the Town Fire Vehicle/Equipment Replacement account as outlined in this memo.

ATTACHMENTS

Light Rescue Truck and Extrication Tool Quote; Annual Equipment and Operating Cost 2018

RELIANT FIRE APPARATUS, INC.

P.O. BOX 470 • SLINGER, WISCONSIN 53086 • PHONE (262) 297-5020



April 27, 2022

City of Fort Atkinson
Attn: Fire Chief Daryl Rausch
124 Milwaukee Avenue West
Fort Atkinson, WI 53538

Proposal Detail: Reliant Fire Apparatus Proposal #732 dated April 27, 2022 for one (1) Pierce Ford F550 Light Rescue.

Dear Chief Rausch,

Thank you for the opportunity to present this Proposal Detail to the City of Fort Atkinson. Attached you will find the completed proposal for the apparatus to be furnished. The pricing information for the Proposal Detail is as follows:

Pierce Truck Pricing Summary:

Base Unit Price Prior to Payment Discount Options Detailed Below: \$349,917.00

Genesis Pricing Summary:

Base Unit Price Prior to Payment Discount Options Detailed Below:

• (1) Genesis SL3 eForce Spreader: S54	\$12,843.00
• (1) Genesis SL3 eForce Cutter: All9	\$14,018.00
• (2) Genesis Combination Tool: C17	\$24,886.00
• (1) Genesis Push/Pull Ram: 41"	\$10,004.00
• (1) Genesis Telescoping Ram: 22-54"	\$11,016.00
• (1) Genesis Ram Accessory Kit	\$1,539.00
• (6) Spare Battery for Each Tool Purchased	\$0.00
• (6) Batter Charger for Each Tool Purchased	\$0.00
• Estimated Shipping Cost	\$1,000.00
• Total	<u>\$75,306.00</u>

Total Pricing Summary:

Base Unit Price of Truck: \$349,917.00

Total of Rescue Tools: \$75,306.00

Total: **\$425,223.00**

100% Prepayment Option:

Should the City of Fort Atkinson elect to make 100% payment at contract execution an advanced payment discount can be subtracted from the Base Unit Price, resulting in the following contract amount:

Base Unit Price Prior to Payment Discount:	\$425,223.00
Less Advanced Payment Discount:	<u>\$(9,550.00)</u>
Contract Purchase Price:	<u>\$415,673.00</u>

Other Payment Option:

The above prepayment options are the most common taken. However, custom prepayment options are available on any funds prepaid prior to their due dates. Should the opportunity exist to have other prepayment amounts or intervals other than the proposed above, please provide and a custom prepayment option quote can be calculated for your review.

100% Performance Bond:

Should City of Fort Atkinson elect to have Performance Bond provided \$858.00 will need to be added to the above pricing detail.

Terms and Conditions:

Pricing Validity – Proposal pricing is valid for thirty (30) calendar days.

Delivery – Unit(s) to be completed and prepared for final inspection within approximately 20.5 – 21.5 months from receipt and acceptance of contract or purchase order. Delivery lead time is based on current lead time at time of proposal. Lead time will be determined at time of contract/purchase order award.

Taxes – Any State, Federal, or local taxes are not included. If subject to taxes the amount will be added to the final invoice amount. For a tax-exempt purchase, the purchasing entity tax exempt form is required.

Freight – Delivery shall be F.O.B. Reliant Fire Apparatus, Inc., Slinger, WI.

Payment Form – Payment to be made in the form of cash or check.

Commercial Chassis Price Volatility- Company shall not be responsible for any commercial chassis price increases enacted by a commercial chassis supplier after the execution of this contract. Any commercial chassis price increases will be passed through to end user and will be documented on a Change Order.

Payment Terms:

Base Option:

Payment due in full to Reliant Fire Apparatus, Inc. N10 days prior to final inspection and delivery from the Pierce Manufacturing, Inc. build location.

100% Prepayment Option:

Payment due in full at time of receipt and acceptance of contract or purchase order.

Said apparatus and equipment are to be built and shipped in accordance with the proposal hereto attached. Delays due to strikes, war, conflicts, pandemics, supply chain issues, or other causes beyond our control, could alter the delivery schedule.

The proposal herein contained shall form part of the final contract and are subject to changes as desired by the purchaser, provided such changes are acknowledged and agreed to in writing by the purchaser.

This proposal for fire apparatus conforms with all National Fire Protection Association (NFPA) Guidelines for Automotive Fire Apparatus as published at the time of proposal, except for any items deemed to be "non-compliant" by the purchaser. All "non-compliant" items are detailed on the NFPA Statement of Exceptions included with the proposal.

We thank the City of Fort Atkinson for the opportunity to submit Reliant Fire Apparatus proposal #732 to you. Should you have any questions or require any additional information, please do not hesitate contacting me directly, or contacting Reliant Fire Apparatus directly at (262) 297-5020.

Respectfully,

Jason Krueger
RELIANT FIRE APPARATUS, INC.

Annual Equipment and Operating Cost 2018

Unit Number/Description	Replacement Cost 2019	Year Purchased	Service Life	Replacement Year	Annual Cost	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
101 Engine	\$594,104.00	2018	25	2043	\$23,764.16	\$24,477.08	\$25,211.40	\$25,967.74	\$26,746.77	\$27,549.17	\$28,375.65	\$29,226.92	\$30,103.73	\$31,006.84	\$31,937.04	
102 Engine	\$556,972.50	2006	25	2031	\$22,278.90	\$22,947.27	\$23,635.69	\$24,344.76	\$25,075.10	\$25,827.35	\$26,602.17	\$27,400.24	\$28,222.24	\$29,068.91	\$29,940.98	
103 Engine	\$525,145.50	1999	25	2024	\$21,005.82	\$21,635.99	\$22,285.07	\$22,953.63	\$23,642.24	\$24,351.50	\$25,082.05	\$25,834.51	\$26,609.54	\$27,407.83	\$28,230.07	
107 Tower	\$1,273,080.00	2012	35	2047	\$36,373.71	\$37,464.93	\$38,588.87	\$39,746.54	\$40,938.94	\$42,167.10	\$43,432.12	\$44,735.08	\$46,077.13	\$47,459.45	\$48,883.23	
108 Squad	\$424,360.00	2002	30	2032	\$14,145.33	\$14,569.69	\$15,006.78	\$15,456.99	\$15,920.70	\$16,398.32	\$16,890.27	\$17,396.98	\$17,918.89	\$18,456.45	\$19,010.15	
109 Squad	\$397,837.50	1990	30	2023	\$13,261.25	\$13,659.09	\$14,068.86	\$14,490.93	\$14,925.65	\$15,373.42	\$15,834.63	\$16,309.66	\$16,798.95	\$17,302.92	\$17,822.01	
111 Tender	\$318,270.00	2001	30	2031	\$10,609.00	\$10,927.27	\$11,255.09	\$11,592.74	\$11,940.52	\$12,298.74	\$12,667.70	\$13,047.73	\$13,439.16	\$13,842.34	\$14,257.61	
112 Tender	\$328,879.00	1994	30	2024	\$10,962.63	\$11,291.51	\$11,630.26	\$11,979.17	\$12,338.54	\$12,708.70	\$13,089.96	\$13,482.66	\$13,887.14	\$14,303.75	\$14,732.86	
114 Brush	\$159,135.00	2017	30	2047	\$5,304.50	\$5,463.64	\$5,627.54	\$5,796.37	\$5,970.26	\$6,149.37	\$6,333.85	\$6,523.87	\$6,719.58	\$6,921.17	\$7,128.80	
115 Utility	\$37,131.50	2009	25	2034	\$1,485.26	\$1,529.82	\$1,575.71	\$1,622.98	\$1,671.67	\$1,721.82	\$1,773.48	\$1,826.68	\$1,881.48	\$1,937.93	\$1,996.07	
C100	\$35,000.00	2017	12	2029	\$2,916.67	\$3,004.17	\$3,094.29	\$3,187.12	\$3,282.73	\$3,381.22	\$3,482.65	\$3,587.13	\$3,694.75	\$3,805.59	\$3,919.76	
SCBA	\$185,000.00	2014	15	2029	\$12,333.33	\$12,703.33	\$13,084.43	\$13,476.97	\$13,881.28	\$14,297.71	\$14,726.64	\$15,168.44	\$15,623.50	\$16,092.20	\$16,574.97	
Extrication Tools 108	\$28,000.00	2002	20	2022	\$1,400.00	\$1,442.00	\$1,485.26	\$1,529.82	\$1,575.71	\$1,622.98	\$1,671.67	\$1,721.82	\$1,773.48	\$1,826.68	\$1,881.48	
Extrication Tools 109	\$25,000.00	1994	20	2023	\$1,250.00	\$1,287.50	\$1,326.13	\$1,365.91	\$1,406.89	\$1,449.09	\$1,492.57	\$1,537.34	\$1,583.46	\$1,630.97	\$1,679.90	
Extrication Tools 101	\$10,000.00	2018	20	2030	\$500.00	\$515.00	\$530.45	\$546.36	\$562.75	\$579.64	\$597.03	\$614.94	\$633.39	\$652.39	\$671.96	
Extrication Tools 102	\$10,000.00	2002	20	2032	\$500.00	\$515.00	\$530.45	\$546.36	\$562.75	\$579.64	\$597.03	\$614.94	\$633.39	\$652.39	\$671.96	
Hose Nozzles & Appliances	\$25,000.00	2002	10	2019	\$2,500.00	\$2,575.00	\$2,652.25	\$2,731.82	\$2,813.77	\$2,898.19	\$2,985.13	\$3,074.68	\$3,166.93	\$3,261.93	\$3,359.79	
SCBA Compressor	\$28,000.00	2015	35	2040	\$800.00	\$824.00	\$848.72	\$874.18	\$900.41	\$927.42	\$955.24	\$983.90	\$1,013.42	\$1,043.82	\$1,075.13	
PPE (42 Sets)	\$96,600.00	2014	10	2019	\$9,660.00	\$9,949.80	\$10,248.29	\$10,555.74	\$10,872.42	\$11,198.59	\$11,534.55	\$11,880.58	\$12,237.00	\$12,604.11	\$12,982.23	
Gear Washer	\$13,000.00	1998	30	2019	\$433.33	\$446.33	\$459.72	\$473.52	\$487.72	\$502.35	\$517.42	\$532.95	\$548.93	\$565.40	\$582.36	
Hose Dryer	\$11,000.00	1998	30	2025	\$366.67	\$377.67	\$389.00	\$400.67	\$412.69	\$425.07	\$437.82	\$450.95	\$464.48	\$478.42	\$492.77	
House Compressor	\$3,500.00	2000	30	2020	\$116.67	\$120.17	\$123.77	\$127.48	\$131.31	\$135.25	\$139.31	\$143.49	\$147.79	\$152.22	\$156.79	
House Washer/Dryer	\$1,500.00	1995	30	2020	\$50.00	\$51.50	\$53.05	\$54.64	\$56.28	\$57.96	\$59.70	\$61.49	\$63.34	\$65.24	\$67.20	
Annual Insurance Cost	\$2,000.00	2019	1	2020	\$2,000.00	\$2,060.00	\$2,121.80	\$2,185.45	\$2,251.02	\$2,318.55	\$2,388.10	\$2,459.75	\$2,533.54	\$2,609.55	\$2,687.83	
Annual Maint and Testing	\$46,000.00	2019	1	2020	\$46,000.00	\$47,380.00	\$48,801.40	\$50,265.44	\$51,773.41	\$53,326.61	\$54,926.41	\$56,574.20	\$58,271.42	\$60,019.57	\$61,820.15	
Portable Radio Upgrade	\$75,000.00	2005	15	2021	\$5,000.00	\$5,150.00	\$5,304.50	\$5,463.64	\$5,627.54	\$5,796.37	\$5,970.26	\$6,149.37	\$6,333.85	\$6,523.87	\$6,719.58	
					Total Annual Cost	\$245,017.24	\$252,367.75	\$259,938.79	\$267,736.95	\$275,769.06	\$284,042.13	\$292,563.40	\$301,340.30	\$310,380.51	\$319,691.92	\$329,282.68
					Twps Share	\$77,964.49	\$80,303.42	\$82,712.52	\$85,193.90	\$87,749.71	\$90,382.21	\$93,093.67	\$95,886.48	\$98,763.08	\$101,725.97	\$104,777.75
					City Share	\$167,052.75	\$172,064.34	\$177,226.27	\$182,543.05	\$188,019.34	\$193,659.93	\$199,469.72	\$205,453.81	\$211,617.43	\$217,965.95	\$224,504.93
					Cost plus 3% annual increase estimated											
					Service life estimated											



City of Fort Atkinson
Fire Department
124 Milwaukee Ave. W
Fort Atkinson, WI 53538

MEMORANDUM

DATE: May 3, 2022

TO: Fort Atkinson City Council

FROM: Daryl Rausch, Fire Chief

RE: Review and possible action relating to the purchase of a used ambulance for \$30,000 to support the City's provision of 911 EMS Service starting on January 1, 2023

BACKGROUND

With passage of the Public Safety Referendum, staff has been working diligently to put all the pieces together to begin 911 EMS service on January 1, 2023. Towards that end staff has been evaluating vehicle and equipment needs and researching ambulance availability.

DISCUSSION

In reviewing call volume for 911 EMS over the past several years throughout the referendum process, staff has determined that three ambulances are necessary to provide adequate service to the City and participating Towns. The Department has one ambulance already and proposed to purchase a second (new) ambulance as part of the start-up costs associated with the public safety referendum proposal. Recall that those start-up costs are being funded through the City's American Rescue Plan Act (ARPA) funds and a Community Foundation matching grant.

The purchase of the new ambulance is also on the Council agenda for action on May 3rd. Staff is proposing to purchase a used ambulance for use by the paid-on-call (POC, a.k.a. Volunteers) if/when the primary and secondary units are in use or out of service.

Staff found a particularly good used ambulance to use as a reserve unit. The unit is in SW Ohio and was personally inspected by our Chief Engineer, Mike Reel, on Wednesday, April 27, 2022 and found to be in excellent condition other than needing rear tires.

The original asking price was \$32,000 dollars, and staff made a counter offer of \$30,000 due to the need to replace tires. Staff made this counter offer contingent on City Council approval, per the attached Bill of Sale document.



FINANCIAL ANALYSIS

The cost of EMS vehicles and equipment was included as part of the \$500,000 startup budget included at the end of the memorandum. When that budget was created, a third ambulance was not included. However, as described in this memo, staff has determined that the additional ambulance would further strengthen the City's EMS service provision by having a reserve unit.

The Fire Department sought a grant for one of the CPR (Lucas) devices included in the budget and received a very generous donation for the other. The total budgeted cost of these two devices was \$32,000. Staff is proposing to re-allocate the budgeted funds from the purchase of the Lucas devices to the purchase of this reserve ambulance.

There is no tax impact for this purchase as General Fund dollars are not being used.

RECOMMENDATION

Staff recommends that the City Council approve the purchase of the 2004 GMC Kodiak Osage ambulance from the Highland County North Joint Fire and Ambulance District for \$30,000 payable upon pickup of the unit.

ATTACHMENTS

[Sales listing – Fenton Fire](#) (link only); Motor Vehicle Bill of Sale

TABLE 1: FAFD EMS START-UP COST BUDGET

FUNDING SOURCES: COMMUNITY FOUNDATION GRANT AND FEDERAL FUNDS (ARPA)*		
Equipment for Current Ambulance (8159)		
CPR Device	\$16,000.00	
Power Load System 8159	\$27,000.00	
Upgrade Cot	\$3,200.00	
Drug Safe	\$2,500.00	
Refrigerator	\$500.00	
Loose Equipment	\$5,000.00	
Ipad and Mount	\$1,500.00	
EMS Supplies	\$10,000.00	
Subtotal - Equipment for Current Ambulance (8159)		\$65,700.00
New Ambulance and Equipment		
Ambulance	\$216,150.00	
Cot	\$22,000.00	
Power Load System	\$27,000.00	
Oxygen Lift System	\$3,000.00	
Radio	\$4,800.00	
Cell Phone	\$1,200.00	
Ipad and Mount	\$1,500.00	
CPR Device (Lucas)	\$16,000.00	
Likepak 15 Monitor	\$30,000.00	
Loose Equipment	\$5,000.00	
EMS Supplies	\$10,000.00	
Subtotal - New Ambulance and Equipment		\$336,650.00
Training Costs - EMT-A Classes		
Class Fee	\$12,000.00	
Student Stipend	\$25,000.00	
Books	\$2,500.00	
Uniforms	\$1,000.00	
Test Fees	\$3,000.00	
Class Supplies	\$6,500.00	
Subtotal - Training Costs - EMT-A Classes		\$50,000.00
Station Equipment/Dormitory Furnishings		
Beds	\$3,000.00	
Dayroom Furniture	\$4,200.00	
Shift Refrigerators	\$3,000.00	
Lockers	\$5,800.00	
Bedding	\$1,000.00	
Towels Etc.	\$750.00	
Kitchen Equipment	\$1,000.00	
Subtotal - Station Equipment/Dormitory Furnishings		\$18,750.00
Other Costs		
Scheduling Software	\$3,000.00	
Billing Software Upgrade	\$3,000.00	
Refrigerator for EMS Storage Room	\$1,000.00	
Updgrade Locking System for EMS Storage	\$1,500.00	
6 Portable Radios for Duty Crew	\$20,400.00	
Subtotal - Other Costs		\$28,900.00
Total EMS Start-Up Costs		\$500,000.00

*Note that all funding for start-up costs will be provided by a \$250,000 Fort Atkinson Community Foundation Grant (approved in 2021) and \$250,000 in pandemic grant funds provided through the Federal American Rescue Plan Act. No funds for start-up costs have been included in the 4.5.22 Public Safety Referendum Question.

Motor Vehicle Bill of Sale

IN CONSIDERATION of City of Fort Atkinson Fire Department of 124 Milwaukee Ave W, Fort Atkinson, WI 53538 (the 'Purchaser') providing \$30,000.00 (the 'Purchase Price'), the receipt and sufficiency of which consideration is hereby acknowledged to Highland County North Joint Fire and Ambulance District of 200 South Street, Leesburg, OH 45135 (the 'Seller'), the Seller SELLS AND DELIVERS the Motor Vehicle to the Purchaser.

PAYMENT METHOD: The Purchaser will pay the Purchase Price to the Seller by check.

MOTOR VEHICLE: The Seller will sell and deliver to the Purchaser the following motor vehicle (the 'Motor Vehicle'):

- Make: GMC Kodiak/Osage
- Model: Ambulance
- Year: 2004
- Body Type: Ambulance
- Vehicle Identification Number (VIN): 1GDE4V1294F510966
- Odometer Reading: 65,200 miles

WARRANTIES: The Seller warrants that the Motor Vehicle is free of any liens and encumbrances and that the Seller is the legal owner of the Motor Vehicle. The Seller also warrants that the Seller has the full right and authority to sell and deliver the Motor Vehicle and that the Seller will defend the title of the Motor Vehicle against any and all claims and demands.

'AS IS' CONDITION: The Purchaser acknowledges that the Motor Vehicle is sold 'as is'. The Seller expressly disclaims any implied warranty as to fitness for a particular purpose and any implied warranty as to merchantability. The Seller expressly disclaims any expressed or other implied warranties.

WORKING ORDER: Any warranty as to the condition or working order of the Motor Vehicle is

expressly disclaimed by the Seller.

MANUFACTURER'S WARRANTY: Any disclaimer of warranties by the Seller in this Bill of Sale will not in any way affect the terms of any applicable warranties from the manufacturer of the Motor Vehicle.

LIABILITIES: The Seller does not assume, nor does the Seller authorize any other person on the behalf of the Seller to assume, any liability in connection with the sale or delivery of the Motor Vehicle.

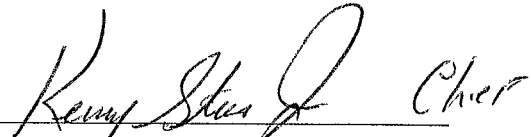
INSPECTION: The Purchaser accepts the Motor Vehicle in its existing condition given that the Purchaser has either inspected the Motor Vehicle or was given the opportunity to inspect the Motor Vehicle but chose to not inspect it.

GOVERNING LAW: This Bill of Sale will be construed in accordance with and governed by the laws of the State of Wisconsin.

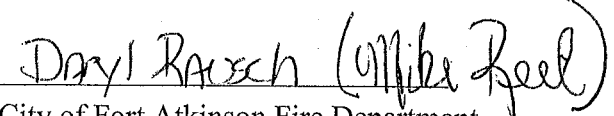
ADDITIONAL CLAUSE:

Pending approval of City Council on 5/3/2022.

SIGNED, SEALED, AND DELIVERED
this 27th day of April, 2022.



Highland County North Joint Fire and
Ambulance District
(Seller)



City of Fort Atkinson Fire Department
(Purchaser)

Federal and State Law requires that the Seller state the Mileage upon transfer of ownership. Failure to complete or providing an inaccurate or untruthful statement may result in fines and/or imprisonment.

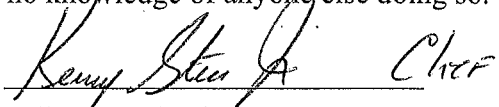
Odometer Disclosure Statement

I, Highland County North Joint Fire and Ambulance District of 200 South Street, Leesburg, OH 45135 (the 'Seller'), **STATE AND DECLARE** that the odometer of the following vehicle (the 'Motor Vehicle') reads as follows:

- Make: GMC Kodiak/Osage
- Model: Ambulance
- Year: 2004
- Body Type: Ambulance
- Vehicle Identification Number (VIN): 1GDE4V1294F510966
- Current Odometer Reading: 65,200 miles

I **CERTIFY** that to the best of my knowledge the odometer reading as stated above reflects the actual mileage of the Motor Vehicle. I **CERTIFY** that the odometer of the Motor Vehicle was not altered, set back, or disconnected while in my possession, and I have no knowledge of anyone else doing so.

SIGNED, SEALED, AND DELIVERED
this 27th day of April, 2022.


Seller: Highland County North Joint Fire and
Ambulance District
Address: 200 South Street, Leesburg, OH
45135

**Receipt of original copy
is hereby acknowledged by
City of Fort Atkinson Fire Department.**

DARYL RAUECH (Mike Reel)

Purchaser: City of Fort Atkinson Fire
Department

Address: 124 Milwaukee Ave W, Fort
Atkinson, WI 53538



MEMORANDUM

DATE: May 3, 2022

TO: Fort Atkinson City Council

FROM: Daryl Rausch, Fire Chief

RE: Review and possible action relating to the Purchase of a new (demonstration) Ambulance for \$263,448 for the Fire Department to support the City's provision of 911 EMS services starting on January 1, 2023

BACKGROUND

With passage of the Public Safety Referendum, staff has been working diligently to put all the pieces together to begin service on January 1, 2023. Towards that end we have been researching ambulance availability.

Staff prepared and released an RFP and detailed specifications for the new ambulance. The RFP was posted on the city website and was emailed directly to Arrow Ambulance in NW Iowa, Foster Coach Sales (Horton Ambulance) in Dixon, Illinois, and Jefferson Fire & Safety Equipment (Lifeline Ambulance) in Middleton, Wisconsin. The RFP and Specifications were released on April 12, 2022 and quotes were due Tuesday April 26 at 2:00 PM.

DISCUSSION

Due to computer chip shortages and labor issues, the availability of light-duty chassis has been difficult at best. At present there are more than 350,000 chassis on backorder through Ford.

Currently there are no 2023 chassis available and a limited number of build spots for 2024 chassis. All manufacturers are expecting this chassis shortage to continue for multiple chassis years. This shortage is affecting truck manufacturing in the light truck and ambulance market across the spectrum of chassis brands and after-market manufacturers.

Finding a chassis to custom build a new ambulance before January 1, 2023 has proven impossible. Staff was recently notified that Ford will be closing orders for all light-duty chassis and will not take any more orders until the 2025 model year (late 2024). I contacted the three dealers who we had sent our Request for Proposals to and inquired about their ability to build a new unit before January 1st. All stated that they either could not supply a chassis or could not guarantee delivery date or pricing at this time.

I relayed this information to City Manager LeMire and we decided to pursue an already built unit to place into service in a timely manner. Staff then researched both new and used units that may be available.

Staff found a demonstration (demo) ambulance that we can purchase from Lifeline Ambulance in Iowa. Our other two potential vendors are in remarkably similar situations as the fire truck manufacturers.

Horton Ambulance returned a no-bid due to not having any chassis availability and Arrow Ambulance stated that they could not guarantee a delivery date based up chassis availability sometime in late 2023.



Jefferson Fire & Safety equipment submitted a proposal for the mentioned demonstration model in the amount of \$263,448 This amount is slightly over our initial budget projection of \$243,000 (including the power load system).

FINANCIAL ANALYSIS

The cost of this unit is included in our EMS service startup costs and is funded using the Fort Atkinson Community Foundation matching grant and ARPA funds as discussed during the referendum. There is no additional impact to the tax levy. This amount is slightly over our start-up budget projection but can be funded without changes to the overall startup plan.

RECOMMENDATION

Staff recommends that the City Council approve purchase of this demonstration ambulance from Jefferson Fire & Safety Equipment (*Lifeline Ambulance*) for \$263,448 with delivery on or before December 1, 2022. Payment will be due upon delivery.

ATTACHMENTS

FAFD Ambulance RFP; FAFD Ambulance Specifications; Bid from Rob Little, Jefferson Fire & Safety Equipment (new ambulance quote); Horton No-Bid E-mail

REQUEST FOR PROPOSAL

Ambulance Purchase



Prepared by Fire Chief Daryl Rausch

Fort Atkinson Fire Department

April 12, 2022



F O R T • A T K I N S O N

REQUEST FOR PROPOSAL

City of Fort Atkinson, Wisconsin
Fire Department

Ambulance Purchase

The City of Fort Atkinson is requesting sealed proposals from qualified offerors related to the purchase of one (1) Ford F-450 ambulance for its Fire Department.

Proposal packets are available and may be obtained by downloading from the City website at <https://fortatkinsonwi.net/departments/fire/index.php>

Proposers are responsible for securing any and all addenda issued.

Responses to this Request for Proposal shall be submitted to the office of the City Clerk, **no later than 2 PM, April 26, 2022. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal and accept the proposal that is found to be in the best interest of the City.

REQUEST FOR PROPOSAL

The City of Fort Atkinson Ambulance Purchase

I. INTRODUCTION

The City of Fort Atkinson desires to purchase (1) Ford F-450 ambulance for its Fire Department. The City of Fort Atkinson uses Ford Vehicles for all Ambulances within our fleet, therefore standardization of the chassis is paramount and must be as described in the detailed specification document.

II. SPECIFICATIONS

Refer to the Specification Document for the comprehensive list of requirements.

NOTE: FAILURE TO MEET ALL AREAS OF SPECIFICATION DOCUMENT WILL NOT DISQUALIFY THE BID SO LONG AS ACCEPTABLE ALTERNATIVE OF EQUAL OR GREATER VALUE IS CLEARLY STATED.

CURRENTLY BUILT OR IN-PROGRESS DEMOSTRATOR UNITS MAY BE ACCEPTABLE ALTERNATIVES TO CUSTOM BUILT UNITS. PLEASE SPECIFY ANY VARIATIONS INCLUDED IN DEMO UNIT FROM SPECIFICATIONS.

III. RESPONSE TO REQUEST FOR PROPOSAL

- A. Each Proposal must include, as a minimum, the following information:
1. Name, address, email and telephone number of the company submitting the proposal.
 - a. Include the name and contact information of the person designated as the firm's representative.
 2. Company history – Provide a description of the firm's experience and capability of fulfilling this contract if awarded.
 3. Specification Document - Completed and signed form, include all pages.
 4. Bid Proposal - Include price warranty and tentative dates for pre- construction meeting and delivery.
 5. References - A list of three references that includes purchase info, dates, and contact information.
- B. For City record keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
- a. Submitted as loose leaf with binder clip.
 - b. Submitted in a regular 3-ring binder

- C. Being selected and entering into an agreement does not guarantee the offeror will be extended the purchase order /contract.

IV. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below:

A. Cost Proposal	60%
B. Timeliness of delivery	30%
C. References	10%
D. Company background & experience	10%

In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received. Non-responsive proposals (those received after the deadline or not conforming to RFP requirements) will be eliminated. The remaining proposals will be evaluated in a cursory manner to eliminate from further consideration those proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. Each bidder bears sole responsibility for the items included or not included in the response submitted by that bidder. The City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

At the conclusion of this initial evaluation phase, finalist proposals will be selected for detailed review and evaluation. The City may require an in-person presentation by a bidder to supplement their written proposal.

All proposals in response to this RFP will be evaluated in a manner consistent with the City of Fort Atkinson policies and procedures

V. GENERAL TERMS AND CONDITION

- A. Qualified respondents shall be Licensed dealer for the unit being proposed, for this type of work, and who meet The City of Fort Atkinson's insurance requirements, and have experience with all work defined in the scope of work.
- B. All work must meet current industry standards including all Federal, State and local rules and regulations.
- C. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- D. The City of Fort Atkinson will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

- E. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. The City of Fort Atkinson assumes no liability for any costs incurred by offerors throughout the entire selection process.
- F. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of The City of Fort Atkinson and will not be returned to the offeror.
- G. Conflict of Interest – No member, officer, or employee of The City of Fort Atkinson, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by The City of Fort Atkinson policy.
- H. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- I. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. The City of Fort Atkinson reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, The City of Fort Atkinson may award this contract without discussion of proposals received from prospective service providers. The selected company shall enter into a written agreement with The City of Fort Atkinson. The City of Fort Atkinson reserves the right to cancel this Request for Proposal. The City of Fort Atkinson reserves the right to reject any or all proposals received. Furthermore, The City of Fort Atkinson shall have the right to waive any informality or technicality in proposals received, when in the best interest of The City of Fort Atkinson. The City of Fort Atkinson reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

VI. GOVERNING INSTRUCTIONS

This Request for Proposal will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

VII. CONTACT PERSON

For any questions related to this RFP, please contact the City of Fort Atkinson Fire Department via email drausch@fortatkinsonwi.net or at (920) 563-7795.

The question-and-answer period ends at 2 PM on April 20, 2022.

VIII. SUBMISSION OF PROPOSALS

Firms shall submit seven (2) copies of the proposal in one sealed envelope to the Office of the City Clerk, 101 N Main Street, Fort Atkinson, WI 53538 **no later than 2 PM, April 26, 2022.** On the envelope, indicate your company's name and the Ambulance Purchase RFP.

IX. LATE PROPOSALS WILL NOT BE ACCEPTED

No facsimile or email transmittals will be accepted. All submittals must be delivered by the mail or other delivery service or hand-carried to the 1st Floor Information Desk (front entrance of the Municipal Building) at the same address. It is the sole responsibility of those responding to this Request for Proposal to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

The City reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.

The City encourages and welcomes bids from women, veteran and minority owned businesses.

X. RFP SCHEDULE

The City of Fort Atkinson reserves the right to revise the dates stated below due to unforeseen circumstances. Revision in dates specifically the RFP response deadline will result in an RFP amendment.

Amendments will be published in the City's webpage
<https://fortatkinsonwi.net/departments/fire/index.php>

For any questions, please contact the fire department office at 920-563-7795.

Thank you for your interest in this RFP.

EVENT	TARGET DATE
RFP available on The City of Fort Atkinson's website	April 11, 2022
Last day for Q&A	April 20, 2022; No later than 2 PM
RFP Response Deadline	April 26, 2022; No later than 2 PM
Review of Proposals	April 28, 2022
Selection Process & Recommendation of Award	May 3, 2022
Latest Delivery Date	To Be Determined

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

167" TYPE I AMBULANCE MODULE

is normally supplied with standard production vehicles or components.

Bidder Complies YES _____ NO _____

Single Source Manufacturer

To simplify warranty coverage and to assure a consistent level of quality throughout the vehicle, a manufacturer is desired that is able to produce the major components for the ambulance (excluding chassis). Major components are defined as but not limited to: the complete module body, the paint process, the interior cabinets, and the cushions.

The highest degree of quality, both in materials and in the manufacturing process, is required for the emergency medical vehicle being proposed. Attention shall also be focused on American made products and suppliers.

Bidder Complies YES _____ NO _____

One (1)

SERVICE SUPPORT AND AVAILABILITY

Service will be a major factor in the award of this proposal. Convenience and experience will be determining factors in determining acceptable service. A service facility within a reasonable radius will be required. Personnel who perform the training shall be trained by the manufacturer.

Please include the following:

Facility name and address

Distance to the service facility

Name(s) of the service technicians

Mobile Onsite Service Available (Circle one) Yes or No

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

Quality Assurance

To ensure the purchaser that proper engineering and production control guidelines have been implemented the ambulance manufacturer shall employ an integrated quality and process control program including specific process controls for facets of the manufacturing process deemed to be "critical". These critical elements of the process shall be documented and that documentation shall be available not only to manufacturing personnel but also to customers who visit the facilities. The critical elements shall be denoted on the vehicle control document, which accompanies the vehicle through the manufacturing process. A sample of this document shall be available upon request. A continuous series of inspections shall be performed and signed off on the vehicle control document.

The sign off shall include such areas as:

1. Visual inspection of the body, welds, and exterior attachments.
2. Visual and mechanical inspection of the HVAC lines, cables, grommets, valve connections, clamps, mounting brackets and belts.
3. Visual inspection of cabinets, sliding/hinged cabinet doors, flooring, walls, headliner, and cushions.
4. Visual inspection of exterior paint and finish.
5. Operational inspection of all electrical systems. This testing must consist of a battery voltage, electrical load, alternator output, emergency lighting, non-emergency lighting, siren, exhaust fan, HVAC, and all optional equipment required by this specification. The current and total load requirements of each device tested must be noted on an inspection sheet.
6. The oxygen and vacuum systems shall be tested both prior to and after installation. All documentation shall be recorded.
7. All chassis fluids shall be checked and filled to capacity. All doors, locks, latches, windows and tires shall be inspected for proper operation or condition.

The completed vehicle must be test driven for a minimum of ten miles on different terrain. All operational components including any noises shall be documented and repaired if necessary. Upon completion of all tests the vehicle shall be water spray tested and checked for any leaks.

Bidder Complies YES_____ NO_____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

WARRANTY

The proposal shall include all printed warranties that are required in the following detailed specification. All Vehicles shall be covered by a minimum of five individual warranties. All warranties shall be from the manufacturer as opposed to a distributor or a service center. This will protect the purchaser from a false warranty

The Five Warranties Include:

1. Ambulance Modular body: Shall be Lifetime with unlimited miles
2. Ambulance Conversion: Shall be for a period of five years or 60,000 miles.
3. Interior Cabinet: Shall be Limited Lifetime, unlimited miles.
4. Electrical: Touch module components shall be for Ten years or 100,000 miles.
5. Paint Process: shall be for a period of six years with unlimited miles. The first three years 100%, paint and labor, with an additional three years, paint, and labor pro-rated.

Bidder Complies YES _____ NO _____ If deviating, explain why.

One (1)

FUEL AT DELIVERY

The ambulance shall have a full tank of fuel at the time of delivery to the purchaser.

Bidder Complies YES _____ NO _____

One (1)

BODY STYLE

The modular body shall be designed and fabricated with the following key elements in mind:

1. The greatest possible load carrying capacity.
2. The safety of all EMS providers and patients shall be of paramount concern.
3. The body design, including construction materials and fabrication techniques shall be proven to be durable.
4. The ambulance body shall be easily retrofitted to a new chassis at the original manufacturing facility.
5. The ambulance body shall meet all current testing requirements.

The ambulance manufacturer shall design and construct its own bodies, and maintain a design staff at its manufacturing facility. Vehicle manufacturers who design and build their own bodies

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

and who have the expertise within their facility will possess a greater capacity to handle a custom project of this type and insure a finished product of the highest standards and quality.

Bidder Complies YES _____ NO _____

One (1)

TYPE I BODY

Body exterior shall be approximately 167 3/4" long x 96" wide x 90" high. Overall vehicle length, including bumpers, shall be approximately 25' 2". Overall vehicle height, ground to top of module, shall be approximately 114".

The cab to module connection shall provide a pass-thru space with a minimum dimension of 11" x 14". The metals used for the pass-thru must match the cab metal. Aluminum cabs shall have aluminum framing and sheet metal. Steel cabs shall have steel tubing and sheet metal.

The cab rear window shall be removed. The opening shall be filled using the appropriate sheet metal, sized to cover the old window opening in the back wall of the cab. The pass-thru opening shall be cut through the center of this sheet. The sheet shall then be welded to the cab rear window opening. The entire sheeting assembly shall then be sealed, primed and painted per the paint specifications listed in this document to match the cab paint color.

An extruded EPDM closed cell rubber boot shall then be attached to the rear of the pass-through opening to seal the opening between the module and cab.

Bidder Complies YES _____ NO _____

*****CHASSIS*****

One (1)

TYPE I CHASSIS

The chassis shall be a Ford Model F-450 4x4 Dual Wheel Super Duty Chassis Cab, 2022 or current model year.

The engine shall be a 7.3L EFI V8 TBD HP and TBD ft-lb Torque.

The transmission will be the TorqShift 10-Speed Automatic.

The chassis shall include the Ford Ambulance Prep Package #47L and be modified to meet the Ford QVM standards.

Gross Vehicle Weight Rating: 16,500 LBS

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

Wheelbase: 193"

Cab to Axle Dimension: 108"

Front axle will be: 7,000 LBS

Rear axle will be: 12,000 LBS

Fuel tank shall be: 40 gallons

The cab interior shall have OEM heavy duty rubber flooring.

Bidder Complies YES _____ NO _____

One (1)

CHASSIS OPTION

Ford Chassis to include OEM Aluminum Wheels.

Bidder Complies YES _____ NO _____

One (1)

CHASSIS OPTION

The chassis shall have the Ford XLT value package (17V). This shall include the following features:

- Auto Lock/Unlock
- Power adjustable pedals (Not available on regular cab)
- Eight Way Powered Driver's Seat
- SecuriCode Keyless Entry Keypad on Driver's side

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

CHASSIS OPTION

Ford Chassis to include OEM option code 21N, Navigation System.

Bidder Complies YES _____ NO _____

One (1)

SUSPENSION OPTION

The suspension shall be Liquid Spring Suspension which utilizes a compressible liquid contained in the struts and secondary volumes. The liquid within the struts, and in conjunction with the secondary volumes, provide the spring and damping forces. Valving, in conjunction with an ECU, shall be configured to control the spring rates and damping. A hydraulic pump, coupled to a motor and controlled by the ECU, shall regulate vehicle height. The ECU shall process and utilize data derived from speed sensor, brake sensor, height sensors, and steering sensor.

Bidder Complies YES _____ NO _____

One (1)

SUSPENSION OPTION

There shall be Liquid Spring Suspension installed on the Front End of the chassis which utilizes a compressible liquid contained in the struts and secondary volumes. The liquid within the struts, and in conjunction with the secondary volumes, provide the spring and damping forces. Valving, in conjunction with an ECU, shall be configured to control the spring rates and damping. A hydraulic pump, coupled to a motor and controlled by the ECU, shall regulate vehicle height. The ECU shall process and utilize data derived from speed sensor, brake sensor, height sensors, and steering sensor.

Bidder Complies YES _____ NO _____

One (1)

WHEEL OPTIONS

The OEM spare tire shall be shipped loose in the completed ambulance.

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

MIRROR OPTIONS

OEM dual arm heated / remote side view type mirrors shall be located on each door of the cab and shall include a blind-spot mirror.

Bidder Complies YES _____ NO _____

One (1)

CAB OPTIONS

Manufacturer O.E.M. AM/FM/CD stereo radio shall be installed with two speakers in the driver's cab and shall include a digital clock.

Bidder Complies YES _____ NO _____

One (1)

CAB OPTIONS

A low voltage throttle manager shall be installed as part of the ambulance package. All safety interlocks must be in place for the throttle to activate the high idle function.

Bidder Complies YES _____ NO _____

One (1)

CAB OPTIONS

There shall be a Streamlight Waypoint LED hand held spot light located in the vehicle cab. A 12v outlet shall also be provided to plug the light into.

Bidder Complies YES _____ NO _____

One (1)

CAB CONSOLE

A custom driver's control panel console shall be installed. This console shall be designed to allow easy access from either cab seat. This console shall be manufactured out of wood and a color coordinated laminate. The console shall include a switch and siren area, radio control area, map storage, and cup holders. The exact design and layout for the console shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

SUSPENSION OPTION

There shall be an auto dump feature added to the suspension system. This auto dump shall be tied to the secondary rear door and include a safety cutoff switch mounted to the primary rear door.

Bidder Complies YES _____ NO _____

One (1)

BATTERY OPTION

The ambulance shall be equipped with 3 MATCHING batteries minimum. One or two batteries shall remain under the chassis hood with the rest located in an exterior compartment. The exact location shall be determined at the pre-construction conference. No Exceptions on qty of batteries will be allowed.

Bidder Complies YES _____ NO _____

One (1)

MANUALS

A complete ambulance manufacturer's owner's manual shall be included with vehicle. The manual will include wiring diagrams as well as a wiring narrative about the vehicle. Also included will be all additional manufacturer instructions for the options provided.

Bidder Complies YES _____ NO _____

One (1)

CUSTOM LEATHER HEATED SEATS WITH ARMREST

The OEM seats shall be covered by an aftermarket vendor with leather and add heated and armrest option to both the driver's seat and passenger seat. Color to match interior of cab.

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

MODULAR BODY

Design

Due to the unique requirements of individual EMS agencies, the design of a custom module body is integral to ensure a safe and efficient work environment. Modular body construction methods and materials must be certified in compliance with AMD Standard 001, "Static load test for ambulance body structure". In order to meet this need, a fully staffed engineering department is required to integrate the needs of individual agencies into a precisely and properly designed vehicle. The design and fabrication of the vehicle shall keep safety and reliability as the most important features. Therefore, the modular body must be completely designed, fabricated, and assembled by the final stage manufacturer.

Bidder Complies YES_____ NO_____

Computer Design Standards

The standard and optional equipment required shall be incorporated into a 2D drawing using computerized drafting software. These 2D drawings shall ensure that all of the equipment and options have been included in the vehicle to be produced. The 2D drawings shall also be used in bid presentations and for customer approval. These preliminary drawings shall then be converted to 3D for production purposes using 3D computerized drafting software. This software shall incorporate a feature that allows for visualization of multiple layers of the vehicle being designed. This shall be used to determine tube size, tube thickness and location. It shall also determine the openings necessary for exterior compartments, light placement, side and rear entry doors and any other items needed to meet the specification. This level of software is mandated so a true 3D representation of the completed vehicle can be evaluated for accuracy and conflicts. This will make sure that production of the vehicle will be efficient as well as being reproducible. Upon the completion of this step, the information will be transferred to frame generator software in order to program the CNC machine used to cut the sheet metal for the vehicle and to provide an accurate cut list for programming a computerized band saw used to cut the necessary sized tubing needed to assemble the modular body.

Bidder Complies YES_____ NO_____

Construction

All body panels, structures, and extrusions shall be fabricated of ALL ALUMINUM materials using alloys and thicknesses consistent with the load requirements of the vehicle. Exterior panels shall be fabricated from 5052-H32 sheet aluminum, a highly corrosion resistant marine grade alloy, with minimum 2.2% magnesium and having an ultimate tensile strength of 33,000 PSI. Exterior body extruded framing members shall be fabricated from 6063-T6 grade aluminum

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

with minimum 0.8% magnesium and minimum 0.4% silicon, having an ultimate tensile strength of 35,000 PSI. The aluminum sheets and extrusions will have a varying thickness, depending on the use, as described later in the specification.

Bidder Complies YES _____ NO _____

Module Mounting

The modular body shall be mounted using outrigger type mounts and rubber puck style spacers with steel sleeves. The rubber puck shall be of a two-piece design with an upper puck and a lower puck containing a metal tube extending above it. The lower puck is installed under the "L" of the outrigger and the metal tube extends through the outrigger. The upper puck is then placed back onto the tube of the lower puck. Metal caps are then placed on both upper and lower pucks to provide a firm platform for attaching the body to the mount. A minimum # 8 grade bolt and locking nut shall be used. There shall be a minimum of 10 mounting points. These mounting points shall utilize existing OEM frame rail holes whenever possible.

Bidder Complies YES _____ NO _____

One (1)

FINISHED HEADROOM

The interior of the patient compartment will provide 74 inches of finished headroom from floor to ceiling.

Bidder Complies YES _____ NO _____

One (1)

PASSTHROUGH WINDOW

The chassis cab to module pass through shall be a Polycarbonate window to the patient compartment. It shall be a minimum of 14" wide. This shall be a sliding window that latches open and closed only from the cab side. The track provided shall be rattle free.

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

VENTS

There shall be an additional Perko style vent for the powered exhaust system mounted next to the standard vent, high on the ambulance body.

Bidder Complies YES _____ NO _____

One (1)

WHEEL WELL TRIM

There shall be one-piece, stainless-steel wheel well trim rings installed around the rear body cutout above the rear wheels. These trim rings shall provide an aesthetically pleasing rounded opening as well as provide impact and paint protection. Housings shall attach to the modular body utilizing stainless steel bolts. Fastener inserts shall be applied between the fender and the modular body.

FORMED SHEET METAL, RUBBER, OR FIBERGLASS FENDERS ARE NOT ACCEPTABLE.

Bidder Complies YES _____ NO _____

One (1)

FUEL FILL HOUSING

Chassis OEM fuel-fill assemblies shall be utilized. A cast aluminum fuel fill protector shall be recessed into the body above and behind the street side rear wheel well.

Bidder Complies YES _____ NO _____

One (1)

LOWERED FRONT BODY SKIRT

The ambulance module body skirts ahead of the rear wheels on both the passenger side and the driver's side shall be dropped 3" lower than the rear module skirt.

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

MODULE DOORS AND WINDOWS

One (1)

MODULE ENTRY DOOR REFLECTORS

There shall be two (2) 3M 2" x 7" tape style red reflectors mounted on each of the side and rear module entry doors, one in the upper half of the door and the other on the lower half of the door.

Bidder Complies YES _____ NO _____

One (1)

MODULE SIDE ENTRY DOOR

The side entrance door shall be full height. It shall be equipped with a heavy-duty gas dampening hold open device that shall hold the door open at 90 degrees.

Bidder Complies YES _____ NO _____

One (1)

MODULE SIDE ENTRY DOOR THRESHOLD

The side patient entry door shall have a threshold with Black/Yellow Safety Anti-Slip tape installed.

Bidder Complies YES _____ NO _____

One (1)

SIDE ENTRY DOOR WINDOW

Side entry door shall be equipped with a manufactured, 16" x 20", non-opening, safety plate window in an aluminum frame with dark tint providing 80 percent light filtering.

Bidder Complies YES _____ NO _____

One (1)

REAR MODULE DOORS

The ambulance module shall have a minimum of 56 inches of pass thru height at rear doors. The rear doors shall also have Grabber style hold opens with replaceable rubber catches. The

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

Cast Products "Grabber" style hold opens shall be installed on each door with the appropriate socket being installed on the rear body wall attached to a 2 x 2 aluminum support tube.

Bidder Complies YES _____ NO _____

One (1)

REAR ENTRY DOOR WINDOW

Both rear entry doors shall be equipped with a manufactured, 16" x 20", non-opening, safety plate window in an aluminum frame with dark tint providing 80 percent light filtering.

Bidder Complies YES _____ NO _____

One (1)

DOOR ASSIST HANDLE

Both rear entry doors and the side entry door shall be equipped with exterior chrome assist handles. They shall be installed on the exterior of the door in the area of the door handle

Bidder Complies YES _____ NO _____

One (1)

ENTRY DOOR HANDLES

The side and rear entry doors shall be equipped with Tri-Mark free float handles with chrome exterior and Black Pocket. A nonskid easy-grip surface shall be applied to the backside of the handle to permit a gloved or wet hand from easily gripping the handle. The right rear and the side entrance doors shall be lockable from inside or outside.

There shall be a rubber gasket installed between the paddle handle and the door. All screws shall be coated with an anti-corrosive paste prior to application. All entrance doors and exterior compartment doors shall be keyed alike.

Bidder Complies YES _____ NO _____

One (1)

ENTRY DOOR HANDLES

Both rear entry doors will have an exterior and interior door handle.

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

ADDITIONAL DOOR RELEASE

On the side and rear entry doors there shall be a manual rotary latch release system that will allow the rotary to be manually activated in the rare event of a broken activation cable. The activation handle for this system shall have an amber plastic cover to be readily visible in an emergency. There shall be (6) of these release handles located on the inside of the doors, (1) adjacent to the upper and lower rotary latches in each of the (3) entry doors.

Specifications they must follow:

Must be cycle Tested a minimum of 500 cycles
Frozen linkage load test: freeze latch trip lever
Impact test
Torque test on mounting fasteners.
Extreme temp function test
Corrosion Test: 500 hours
Must meet FMVSS 206
Must Meet FMVSS 302

Bidder Complies YES _____ NO _____

One (1)

LATCH ACTIVATION

All exterior module doors shall have a pre-stressed shielded cable as the means to activate door latches and door rotaries. The shielded cable shall have machine crimped ends. The ends shall be crimped at a 100-psi setting and be subject to a minimum 175 peak load, lb./ft. "Loctite" shall be applied on both ends.

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

MODULE DOOR PANELS

All module door interior panels shall be installed using stainless steel, fine thread, flathead machine screws with locking cage nuts. All machine screws shall be dipped in ECK anti-corrosive coating prior to assembly. All areas that will not accommodate a cage nut shall be a minimum quarter inch thick and be tapped. The use of self-tapping screws will not be allowed.

Bidder Complies YES _____ NO _____

Three (3)

MODULE DOOR PANELS

Each modular entrance door shall have removable .100" aluminum inside access panel to facilitate latch adjustment or repair. The lower interior panel shall be .100 smooth aluminum plate. The upper interior door panels shall be .100" aluminum covered with laminate. They shall be recessed into the door extrusion and attached using stainless flathead machine screws and locking cage nuts. All machine screws shall be dipped in ECK anti-corrosion coating prior to assembler. All areas where a locking cage nut cannot be applied, a stainless-steel machine screw will be taped into a minimum .250 aluminum. Interior door panels that are not recessed could have sharp edges and increase the probability of contamination by blood borne pathogens. The use of self-tapping fasteners or rivets will not be accepted. No Exceptions.

Bidder Complies YES _____ NO _____

One (1)

SIDE DOOR STEPWELL

A formed aluminum side entrance door stepwell shall be recessed into the body and be lined with bright aluminum tread plate on all exposed surfaces. The step well shall be lighted.

Bidder Complies YES _____ NO _____

One (1)

EXTERIOR COMPARTMENTS

The exterior compartments shall be formed from a minimum .090" aluminum sheet. The compartments shall be welded to the body floor and sidewall structure for strength and rigidity. All corner seams shall be welded and caulked.

Bidder Complies YES _____ NO _____

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Module Compartment Doors

All doors shall be a minimum of 3" thick, framed by aluminum extrusions of labyrinth design. The door jamb extrusions shall be made from 6063-T5 aluminum. The door frame extrusion will be continuously welded to the wall skin and a minimum, two-inch square framing extrusion. The door frame extrusion shall be level with the side and rear body skin. In addition to the extrusions reinforcing each outer door pan, the extrusions themselves shall be reinforced through a dual joining method. Each mitered corner, where the framed corners join, shall be fitted with an angled gusset and an exterior .125 door pan. The corners shall then be welded and finished smooth. The door facing and the edge shall be a single .125 skin. All doors shall include 2" foam plank insulation. Doors that employ square tube and box pan sheet construction are not acceptable.

The compartment door jamb shall be welded to a minimum 2" x 2" tube. The door jamb trim shall also be welded on the interior where each door pin is located. All doors shall mate with the doorframe extrusion, forming a gasket area for the pneumatic door seal. The exterior door panels shall be formed to surround the extruded perimeter framing and be welded in place. Door corners shall be welded and ground smooth. The maximum space between each of the three-quarter welds shall be fifteen inches. Interior panels shall be recessed into the extruded frame and screwed into place using stainless steel flat head machine screws and locking cage nuts. All areas that will not accommodate a locking cage nut will have screw holes tapped into a quarter inch of aluminum.

Bidder Complies YES _____ NO _____

Compartment Door Hardware

Doors shall have rotary latches with stainless steel, slam style paddle handles. A nonskid easy-grip surface shall be applied to the backside of the handle to permit a gloved or wet hand to easily grip the handle.

There shall be a rubber gasket between the paddle handle and the door. All door latch posts shall be adjustable. All compartment doors shall be keyed alike and lockable with a double bit key.

A continuous Clean Seal #50512 door gasket shall be installed 360 degrees around the entire door.

Stainless Steel sill plates shall be installed on all inner and outer doorsills.

All doors, except the battery compartment, and the rear oxygen storage door (if applicable) shall have a heavy-duty gas dampener style hold open device.

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The battery compartment, as a minimum shall open near 180 degrees. It shall be equipped with rubber bumpers to protect the doors and finish.

Each door shall have a continuous stainless-steel hinge with a .250" pin. Hinges shall be slotted for adjustment and attach to the door with .250" stainless steel truss head bolts for easy removal and cleaning. The truss head bolts shall be mated with a machine applied nutsert. Hinges shall not be riveted to body or doors. A dielectric barrier to include both "Eck" and an anti-corrosive tape shall be provided between the hinge and the doorframe. All single compartment doors on sides shall be front hinged for safety and convenience.

All doors taller than the belt line shall have two (2) latches and Nader pins.

Compartments requiring double doors shall provide frame latching for the second door. Doors that latch to each other shall not be acceptable. Each door shall have an exterior latch.

Bidder Complies YES _____ NO _____

Door Seals

The door seals must be EPDM hollow core and provide a 360-degree uninterrupted seal with a full 1/2" of compression. Door latches shall be inboard of the seal, therefore protecting latches from dirt, moisture, and weather deterioration.

Seals shall be mounted in a way to protect them from abuse. All door latch Nader pins shall be adjustable.

Inner and outer sills of the compartment doorframes shall be trimmed with formed brushed stainless-steel plates to protect painted surfaces. They shall be applied with adhesives. No mechanical fasteners may be used.

Bidder Complies YES _____ NO _____

Venting

In order to prevent airlock inside compartments, all exterior equipment storage compartments shall be vented. There shall be two black powder coated aluminum vents in each compartment, one left side, and one right side. All vents shall be above the floor line to prevent dust from entering the compartment. The only exception (unless otherwise specified) shall be the oxygen compartment, which may have a vent in the door and/or below the floor line. All vents below the floor line shall have a scotch-brite style filter installed to help prevent moisture

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and dust from entering the compartment. Other vents in compartment doors will not be acceptable.

Bidder Complies YES _____ NO _____

One (1)

COMPARTMENT DOORS

There shall be one 3M, 2" x 7", tape style, red, reflector mounted on each compartment door that is half height or lower. Doors over half height shall have two reflectors, one in the upper half of the door and one in the lower half of the door. The reflectors shall be installed vertically, to wrap around the outer labyrinth of the door extrusion.

Bidder Complies YES _____ NO _____

One (1)

COMPARTMENT DOORS

All compartment door interior panels shall be polished diamond plate aluminum. They shall be recessed into the door extrusion and attached using stainless flathead machine screws and locking cage nuts. All areas where a locking cage nut cannot be applied, a stainless-steel machine screw will be tapped into a minimum .250 aluminum. The machine screws shall be dipped in ECK anti-corrosion coating prior to installation. Where a tapped screw is used, it will be coated with Loctite before installation.

Interior door panels that are not recessed could have sharp edges and increase the likely hood of contamination by blood borne pathogens. The use of self-tapping fasteners or rivets will not be accepted. No Exceptions.

Bidder Complies YES _____ NO _____

One (1)

DOOR SWITCHES

Door jamb switches for interior lights, exterior compartment lights, door ajar lights and rear load lights shall be magnetic style with ground wire trigger activated relays. This method of wiring eliminates hot wires running into door jams and therefore any amp load on the switch itself.

Bidder Complies YES _____ NO _____

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One (1)

EXTERIOR COMPARTMENTS

All exterior compartments shall be lined with a blended component polyurethane/polyurea coating. This coating shall have a minimum thickness of .0625" in low wear areas and .125" to .188" in all other areas. The material shall be nonporous and allow for easy cleaning. It must be highly resistant to scratching and scuffing.

The minimum performance specifications for this coating material are:

- | | | |
|----|--------------------------|------------|
| 1. | Shore "A" Hardness | 55 + |
| 2. | Tensile Strength | 3,025 PSI |
| 3. | Elongation at Break | 275% |
| 4. | Tear Strength | 475 PLI |
| 5. | Compaction/Impact Factor | 52,000 PSI |

This material shall be sprayed on all exterior compartment walls, floors and ceiling surfaces and finished in a mottled texture to minimize slippage; it shall provide a water/air tight seal and superior noise suppression. The polyurethane/polyurea Lining will not crack, peel or warp and will resist scratches. The color of this material shall be medium gray.

Bidder Complies YES _____ NO _____

One (1)

EXTERIOR COMPARTMENT LIGHTING

All exterior module compartments, except the battery compartment, shall have TecNiq brand LED strip lighting, Model E41-W010-1, (2) vertical strip (or acceptable equivalent) per compartment. The appropriate size of the standard lengths listed below will be used depending on the height of the compartment.

- Ultra-thin 3/16" strip
- 12VDC Not to draw any more than .40A per yard (white)
- 30 Lumens per LED
- Low-Profile surface mount adhesive design
- High flexibility conforms to irregular surfaces
- Over 50,000 hours of life
- High quality LEDs don't change color over time
- 180 Degree output
- 10 Year Limited Warranty
- Standard lengths are 9", 18", 31.5", 54" and 72"

Bidder Complies YES _____ NO _____

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One (1)

EXTERIOR COMPARTMENT VENTS

All exterior compartments shall be vented using a 9" x 12" or 6" x 15" black texture coated .125" aluminum vent covers. All vents shall be installed above floor line. The only exception shall be the oxygen compartment which shall be vented below floor level. A Scotch Brite filter shall be installed in addition to the vent cover to prevent moisture and dirt from entering the oxygen compartment. All compartments shall have at least one vent with additional vents as necessary, depending on the compartment size, to allow for easy closure of the compartment door.

Bidder Complies YES_____ NO_____

One (1)

CURBSIDE COMPARTMENTS

There shall be a curbside front compartment with inside/outside access. This compartment shall be full height. Actual compartment size shall be determined at the pre-construction conference.

Bidder Complies YES_____ NO_____

One (1)

CURBSIDE COMPARTMENTS

The inside/outside right front compartment shall have one fixed and two adjustable PVC shelves.

Bidder Complies YES_____ NO_____

One (1)

CURBSIDE COMPARTMENTS

The inside/outside right front compartment shall have a smooth interior laminate lining.

Bidder Complies YES_____ NO_____

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One (1)

CURBSIDE COMPARTMENTS

There shall be a curbside front exterior battery compartment located below the curbside front inside/outside access compartment. The compartment shall have a slide out tray capable of holding two batteries. The heavy-duty slides shall lock in the extended and retracted positions. The vertical hinge side of the door shall have a stainless guard attached. The actual size shall be determined at the pre-build conference.

Bidder Complies YES _____ NO _____

One (1)

CURBSIDE COMPARTMENTS

There shall be a full height backboard compartment located at the curbside rear of the modular body. A full height, fixed, aluminum vertical divider and fixed, aluminum horizontal shelf are included. The divider and shelf shall be polyurethane/polyurea coated. Actual compartment size shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

STREETSIDE COMPARTMENTS

There shall be a full height streetside front storage compartment. Actual compartment size shall be determined at the pre-construction conference. Compartment shall include (1) oxygen caddy/lift system.

Bidder Complies YES _____ NO _____

One (1)

STREETSIDE COMPARTMENTS

There shall be a double door, streetside front intermediate storage compartment. Actual compartment size shall be determined at the pre-construction conference. Compartment shall include (1) full-length adjustable shelf.

Bidder Complies YES _____ NO _____

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One (1)

STREETSIDE COMPARTMENTS

There shall be a streetside double door rear compartment. Actual compartment size shall be determined at the pre-construction conference. Compartment shall include (1) full width adjustable shelf.

Bidder Complies YES _____ NO _____

One (1)

COMPARTMENT OPTION

An exterior compartment shall have a notch installed in it to allow for intrusion from cabinetry on the inside of the module. The exact location and dimensions of the notch shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

*****REAR STEP AND BUMPER ASSEMBLY*****

One (1)

Module Rear Bumper

There shall be a heavy-duty bumper extending to each side of the step. The under carriage shall be constructed of 4-inch aluminum channel and tubing, bolted to the chassis frame rails with a minimum of ten bolts. The bumper framing shall be reinforced with an additional 4-inch aluminum support coming out from the chassis frame rails at a 45-degree angle to the outside corners of the bumper. The entire assembly shall be spaced out from the rear kick plate a minimum of one inch.

There shall be a 45" wide by 10" deep passenger step at the rear of the body. It shall be constructed of open face "Grip-Strut" safety grating, rigidly framed and supported. The rear step shall be hinged to allow it to be folded against the rear of the body.

End sections outboard of the step shall be perimeter reinforced and covered with .125 aluminum diamond tread. All corners shall be TIG welded. The outside corners of the covers shall be tapered 15 degrees to minimize bumper dragging.

Bidder Complies YES _____ NO _____

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One (1)

REAR BODY OPTION

The vertical surface at the rear of the modular body, between the rear step and the bottom of the rear door opening, shall be faced with 3003 polished aluminum diamond plate. This panel shall be the width of the module. The rear kick panel shall be attached using stainless steel, flathead, countersunk machine screws. The screws shall be tapped and dipped into "ECK" anti-corrosion coating prior to installation. The body plate, where the diamond plate kick plate is in contact with it, shall also be coated with ECK anti-corrosion coating prior to installation. The top edge of the rear kick panel shall be sealed using auto body sealant.

At least 70% of the rear body shall be covered with 3M brand red and Yellow reflective chevrons part numbers as follows: 3M Diamond Grade Reflective (RED) Part #938-72 and 3M Diamond Grade Reflective (Fluorescent Yellow/Green) Part# 983-23 as designed and approved at the pre-construction meeting.

Bidder Complies YES _____ NO _____

IMPACT RAILS, STONE SHIELDS AND RUNNING BOARD

One (1)

IMPACT RAILS

The impact rails shall consist of a three-component system. The three components are the impact rail, the impact rail base, and the impact rail end caps. The impact rail is a 6063-T5 custom extruded, anodized aluminum "C" channel, 3" by 1.5" x 0.125". The edges of this "C" channel shall have a half arrow style notch. The impact rail base shall be a 6063-T5 extruded aluminum "C" channel, 2 3/4" x 1/2" x 0.125". The edges of this "C" channel shall have the mirror image, half arrow style notch, designed to mate with the impact rail. The impact rail end caps shall be cast aluminum design with a three-tab collar to insert into the impact rail, so it is flush with the rail and provide mounting tabs to secure the cap to the rail. The cap design shall curve through an approximate 2.5" radius to provide a pleasing look where the impact rails end.

The impact rail base shall be mounted through the 0.125" body skin and into the 3" x 2" x .125" rectangular aluminum tube which is the lower structural member of the body framing. ECK anti-corrosion coating shall be brushed on the entire surface of the back of the impact rail base where it is in contact with the modular body as well as the machine screws used to mount it. The impact rail shall be snapped in place on top of the impact rail base by engaging the half arrow notch on the impact rail base with the notch on the impact rail. This system of notches allows for the rail to be securely attached to the base but provide some "give" to reduce damage from minor impacts. To finish off the system, the end caps shall be installed by using stainless steel machine screws coated with the ECK anticorrosion coating. The only exposed

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mounting hardware allowed are the four stainless steel machine screws needed to secure the end caps to the impact rail.

Rails shall be designed to absorb impact, minimize body damage, and to be easily replaceable. For this reason, the lower body tube described above must continuously back all impact rails. The rails shall be installed along the entire length on both sides of the lower modular body.

RUB RAILS MUST BE ALUMINUM TWO PIECE EXTRUSIONS. BREAK FORMED "C" CHANNEL OR OTHER FABRICATED RUB RAILS WILL NOT BE ACCEPTABLE.

RUB RAILS ATTACHED ONLY TO THE SKIN OR VERTICAL SUPPORTS WILL NOT BE ACCEPTABLE.

Bidder Complies YES _____ NO _____

One (1)

RUNNING BOARDS

Bright finished 0.125" aluminum diamond plate running boards shall be installed on both the curbside and streetside below the cab doors. Running boards shall incorporate front splash shields as well as a center grip strut surface for additional traction.

Bidder Complies YES _____ NO _____

One (1)

MUD FLAPS

The chassis shall have heavy-duty rear rubber mud flaps with metal stabilizers installed in the rear wheel well area.

Bidder Complies YES _____ NO _____

One (1)

FRAME RAIL COVER

There shall be 0.100", bright finished, aluminum diamond tread frame rail cover full width between cab and module to cover the frame rails.

Bidder Complies YES _____ NO _____

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One (1)

STONE GUARDS

There shall be 0.100", bright finished, aluminum diamond tread stone shields, 36" high, wrapped around each front lower corner of the body and extending to just inside the cab width. The entire back of the shields shall be brushed with ECK anti-corrosion coating prior to installation. After installation, the edges shall be sealed.

Bidder Complies YES _____ NO _____

One (1)

STONE GUARDS

There shall be 0.100", bright finished, aluminum diamond tread stone shields wrapped around each rear lower corner extrusion of the body. The corner stone shields shall extend to the height of the rear kick plate. The entire back of the shields shall be brushed with ECK anti-corrosion coating prior to installation. After installation, the edges shall be sealed.

Bidder Complies YES _____ NO _____

ELECTRICAL SYSTEM

One (1)

ELECTRICAL CONTROL SYSTEM REQUIREMENTS

A Microcomputer and Microprocessor based electrical system, with driver's and attendant's control panels, shall be supplied and installed by the ambulance manufacturer. The system architecture shall be of the master – slave style. This is important so that the slave modules can be replaced without the need to be reprogrammed. This will reduce time needed for replacement as well as reduce inventory requirements. The system shall be located in a main electrical compartment containing all main electrical components for ease of troubleshooting and repair. Only systems manufactured independently will be considered. **NO "IN HOUSE" SYSTEMS PRODUCED BY THE AMBULANCE MANUFACTURER WILL BE CONSIDERED.**

The system shall incorporate a fully programmable design allowing the purchaser to select and define how the system will operate now and into the future. All electrical and electronic components shall be selected to minimize electrical loads, thereby allowing the vehicle's generating system to not only meet the vehicle's electrical load requirements but to maintain an adequate reserve generating capacity. The system shall include automatic load management and automatic high idle control. The electrical system shall be a "Touch Screen" System or an equivalent. The technology used is to preserve the life of the system by removing current loads

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before it disconnects. The electrical system must have a quick start of twenty seconds. The system must incorporate the ability to add, remove or reposition buttons, on the same screen and have optional provisions to automatically switch between Primary or "Pursuit" Modes and Secondary or "On Scene" modes through inputs from the chassis for automatic control, or manual control through the screens. The Emergency Master sequencing, Primary/Secondary operations, and Load Management functions must be user selectable. The system must have a fully interlocked, auto throttle control.

Bidder Complies YES _____ NO _____

System Testing Standards

The system will be thoroughly tested to ensure dependability in a variety of different elements. The testing shall include the following:

- 1 - Thermal Stability Testing to include non-powered resistance to cold testing, low temperature operating testing and high temperature operating testing.
- 2 - Highly Accelerated Life Testing to meet standards; MIL-STD-810G and SAE J1455.
- 3 - Highly Accelerated Stress Screening to meet standards; MIL-STD-810G and SAE J1455.
- 4 - Thermal Shock Testing meeting standards; MIL-STD-810G Method 503.5 and IEC 60068-
- 5 - Vibration Testing meeting standards; MIL-STD-810G Method 514.6, SAE J1455, and ISO 16750-3.
- 6 - Mechanical Shock Testing meeting standards; MIL-STD-202G Method 213B, and ISO 16750
- 7 - Immersion Testing meeting standard; ISO 20653.
- 8 - Controls Durability Testing including set Duration, Actuation Force, Cycle Rate, Temperature, Operational Status and Monitoring.
- 9 - Fluid Contamination Testing meeting standards; SAE J1455 and MIL SPEC 461F.
- 10 - Salt Spray testing meeting standards; MIL-STD-810F and Method 509.4 ASTM B117.
- 11 - Dust Testing meeting standard; MIL-STD-810F.
- 12 - Power/Temperature/Humidity Testing to meet standard; MIL-STD-810F.
- 13 - Solar Radiation Testing meeting standards; SAE J1960 and ASTM G 155.

Bidder Complies YES _____ NO _____

Front Control Screen

The front control screen shall be a color LCD touch screen with instant-on technology and programmable switch functions. At the bottom of the screen there shall be five hard coded "hot" buttons. These five "hot" buttons shall guarantee control of critical functions in the rare event of touch screen failure. The screen must be IP67 rated and tested and must be able to interface with up to four perimeter cameras. In an effort to give the driver the ability to assist

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with rear patient control, the rear screen controls must be able to be selected as a page on the front control screen. All alarms, both visual and audible, must be present in the front screen. Alarms must include compartment and patient doors, oxygen, medical air low pressure warning. All emergency master functions must be available in the front screen. The front touch screen must include the following: volts, message center, door open indicators, emergency master, module disconnect, shore power indicator, emergency master sequencing and load management. The front control screen must also auto revert to main page after 10 seconds of no input.

Bidder Complies YES_____ NO_____

Rear Control Screen

The rear control screen shall be a color LCD touch screen with instant-on technology and programmable switch functions. There shall be five hard coded “hot” buttons. These five “hot” buttons shall guarantee control of critical functions in the rare event of touch screen failure. The screen must be (IP67) rated and tested. The system must allow for additional rear screens to be installed and be able to function independently. The screen must have definable switches/buttons. The rear screen must have complete heating and air conditioning (HVAC) controls. There must be automatic operation of the HVAC system, regulated by a “set” temperature. The system shall select heat or cool based on set and actual temperature. Manual controls of the HVAC system can also be selected if needed. The rear screen must have provisions for tank displays (O2/Medical Air) as necessary. The combinations of available tanks are: one O2 tank, two O2 tanks, or one O2 tank and one Medical Air tank. There must also be a low-pressure warning for O2 /Medical Air with an alarm override function.

Bidder Complies YES_____ NO_____

System Master Control Module

The system start shall be activated by cab door open circuit, or remote activation and be fully ready to function within 20 seconds.

The system shall be scalable and allow for the ability to expand the number of outputs. The expansion of the system will be accomplished through the addition of output modules. The system will include (1) camera for back-up/reverse and will allow for up to three additional video cameras. It must also have provisions for full screen camera display, automatic full screen camera in reverse as well as integrating a built-in turn signal display option. The system must allow for full programmability by the manufacturer, where they can create and select only the required number of outputs. Programmability shall also include control panel switch placement.

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The system must have real time monitoring of all critical functions and must have the following protections built in:

- Full reverse voltage protection
- Full RFI protection
- Full over voltage protection
- Full transient protection
- Full under voltage protection
- Protection during a brown out voltage scenario
- Protection during slow rise or recovery mode
- Protection against voltage stutter Protect from failure of relay boards.

The system must allow for full programmability by the manufacturer, where they can create and select only the required number of outputs. Programmability shall also include control panel switch placement. The system must survive the initial crank voltages down to seven volts without experiencing a computer reboot. There must be multi-leveled brightness and audio controls. Operating temperature range must be from -40 F to 158 F. Screens must connect to system network via a two-conductor cable using "J 1939 CAN" protocol. The system shall also incorporate easy to read diagnostic LEDs allowing the user to determine if the system is functioning properly. These will include input status, module status and output status LED's.

The system shall also include:

- Programmable Emergency Master Sequencing for Pursuit and On-Scene modes.
- Primary battery disconnect
- Programmable Load Management
- Automatic Climate Control, with Pulse Width Modulated (PWM) fan control and 1 temperature sensors.
- Climate Control must have intelligent automatic control, via the monitoring of temperature differentials between actual temps and set points.
- Robust communications
- Twisted pair cabling
- Cancels out electromagnetic interference
- Differential signaling
- Automatic Throttle Control output.
- Easy to read LED diagnostics.
- High Speed "J 1939 Compliant CAN Bus"

Bidder Complies YES _____ NO _____

System Power Module

The Power Modules shall have solid state current limiting protection. Each power module shall be equipped with its own diagnostic LED's including Communication Status, Module Status and

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Output Status LED's. These LEDs are useful in quickly determining the status of each output. The power modules shall be easily exchanged, with minimal work for the service personnel, without the need for reprogramming. This shall aid in ease of repair and reduction in parts inventory.

Bidder Complies YES _____ NO _____

System WIFI Module

The electrical system shall have, as standard, a password secured self-contained Wi-Fi module. This Wi-Fi module will host its own web page accessible from any Wi-Fi enabled device. The web page will allow access to the following:

- Power locks,
- Climate control
- Perimeter flood lights
- "Real time" access to the status of each input and output in the system.
- Maintenance and instructional videos
- Scheduled maintenance reminders
- System event log.

Bidder Complies YES _____ NO _____

System Wire Harnesses

All wiring and cable assemblies shall be totally encased in protective, convoluted, high temperature, 300-degree flame resistant, automotive type, polyethylene loom or equivalent braiding. Wiring which is routed near potentially sharp edges shall be protected by grommets or edge guard material. All wiring shall be permanently color-coded and permanently embossed with number and function codes, spaced every 4 inches on each wire. Wiring labels that are glued or otherwise attached to the wire shall not be considered permanent and will not be acceptable. All wiring used shall be copper with GXL thermoplastic insulation rated to 125 degrees Centigrade. **Within the main harnesses, where there is a necessary splice, the connection must be made using a cold friction ultrasonic weld process to make a permanent, lasting connection.** The splice shall be protected using heat shrink tubing. **Splices within the main harnesses using butt connectors shall not be acceptable.** All splices and terminals provided shall comply with SAE J163, J561, or J928 as applicable. All wiring between the cab and module shall be connected to a terminal block located in an exclusive wire terminal interior cabinet. This exclusive interior electrical cabinet shall limit the access by EMS providers and provide a clean/dry environment for all electrical control components.

Bidder Complies YES _____ NO _____

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High Idle Control

A Manufacturer's throttle control device or equivalent shall be installed. It shall be preset so that when activated it will operate the engine at a speed necessary to maintain proper system voltage. The device shall operate only when the vehicle is in "park" and the parking brake is engaged. The device shall disengage when the service brake pedal is depressed, or the transmission is placed in gear. The device shall automatically reengage when the service brake is released, or the vehicle is again placed in "park" and the parking brake engaged. (When allowable, the above the throttle system shall interface with the Electrical Control System)

Bidder Complies YES _____ NO _____

Ground Straps

A single ground connection shall exist between the system and the vehicle chassis. Two copper-strand, plated, woven type ground straps with crimped and soldered lugs shall be installed between modular body and chassis frame. Two copper-strand, plated, woven type ground straps with crimped and soldered lugs shall be installed between cab and chassis frame. One copper-strand, plated, woven ground strap with crimped and soldered lugs shall be installed between the engine and the chassis frame.

Bidder Complies YES _____ NO _____

One (1)

Rear Touch Pad Controls

There shall be an additional rear touch pad that shall include operation from eight to thirty-two volts. Rear touch pad must have complete HVAC (heating and air) controls. There shall be a display screen for O2, temperature and fan speed.

Bidder Complies YES _____ NO _____

One (1)

BACKUP ALARM

A backup alarm shall be installed and shall activate when the vehicle is placed in reverse gear. It shall automatically reset when the vehicle is taken out of the reverse gear. This switch controlling the alarm shall be capable of being set prior to going in reverse, allowing the backup alarm to not activate. The model shall be an ECCO 575 back up alarm.

Bidder Complies YES _____ NO _____

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One (1)

SHORELINE INLET

The ambulance shall be equipped with a 2-wire plus ground 110-volt AC wiring system that is separate and distinct from the vehicle's 12-volt DC system. There shall be a shoreline inlet with heavy-duty Hubbell cover installed. The inlet shall be located on the streetside of the ambulance body above the streetside exterior intermediate compartment unless otherwise specified. The inlet shall be properly marked "110-125-volt AC, 60 HZ, 20 Amps". A separate mating plug shall be shipped loose with the delivered vehicle. The 110-volt system shall incorporate two (2) separate circuit breakers that can be used as master disconnect switch. One (1) breaker shall be rated at no less than 20 amps and utilized to power the onboard battery charger and protect the shore inlet system. A separate breaker, rated at no less than 15 amps shall be wired to the vehicles interior hospital grade duplex outlets. These outlets shall be GFCI protected.

Bidder Complies YES_____ NO_____

One (1)

INVERTER

A Kussmaul 091-263-12-1500 Auto Power 1500 Inverter/Charger shall be provided and installed. It shall have the following features:

- 1500-Watt continuous power, 4500-watt surge
- 55-amp (Max) battery charger
- 20 amp Auto Eject Shoreline w/Deluxe Cover & Bar Graph Display
- Built in automatic load transfer relay
- Automatic low battery shutdown
- Power Save mode
- UL 458 Listed
- Meets NFPA 1917, KKK specification

Bidder Complies YES_____ NO_____

One (1)

INVERTER

All necessary 12 VDC and ground cables plus switching for the attendant control panel shall be provided for future installation of an inverter. The inverter utilized will incorporate an internal transfer relay which disconnects the inverter with shore power applied.

Bidder Complies YES_____ NO_____

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One (1)

POWER PORTS

The patient action area shall be furnished with a combination dual 2.1-amp USB port with integral 20-amp cigarette style outlet.

This circuit shall also include a diode isolator to isolate medical equipment and medical equipment batteries from any electrical spikes and surges that the remainder of the ambulance electrical system may impose.

Bidder Complies YES _____ NO _____

One (1)

POWER PORTS

The inside/outside cabinet shall be furnished with a combination dual 2.1-amp USB port with integral 20 amp cigarette style outlet.

This circuit shall also include a diode isolator to isolate medical equipment and medical equipment batteries from any electrical spikes and surges that the remainder of the ambulance electrical system may impose.

Bidder Complies YES _____ NO _____

One (1)

POWER PORTS

An additional 20-amp cigarette style outlet shall be provided.

This circuit shall also include a diode isolator to isolate medical equipment and medical equipment batteries from any electrical spikes and surges that the remainder of the ambulance electrical system may impose.

The exact quantity and location of the additional outlet(s) shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

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One (1)

125 VOLT OUTLETS

An Interior duplex outlet shall be installed in the action area. An indicator light shall be included at the outlet to indicate when 125v AC power has been applied. This 125v AC system, including wiring and associated equipment, shall comply with AMD Standard 009.

Bidder Complies YES_____ NO_____

One (1)

125 VOLT OUTLETS

An Interior duplex outlet shall be installed in the R.F.S. Cabinet. An indicator light shall be included at the outlet to indicate when 125v AC power has been applied. The outlet shall be labeled "125v AC". This 125v AC system, including wiring and associated equipment, shall comply with AMD Standard 009.

Bidder Complies YES_____ NO_____

Two (2)

125 VOLT OUTLETS

An additional Interior duplex outlet shall be installed in the vehicle. An indicator light shall be included at the outlet to indicate when 125v AC power has been applied. The outlet shall be labeled "125v AC". This 125v AC system, including wiring and associated equipment, shall comply with AMD Standard 009. The exact quantity and location shall be determined at the pre-construction conference.

Bidder Complies YES_____ NO_____

One (1)

IV WARMER

A 12-volt Smithworks IV fluid warmer (or equivalent) tray shall be installed and mounted in an interior cabinet. The exact location shall be determined at the pre-construction conference.

Bidder Complies YES_____ NO_____

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One (1)

POWER DOOR LOCKS

Side entry & rear entry doors shall have power locks installed. These power locks shall be activated with OEM door locks and be thermally protected with a pulsed signal.

Bidder Complies YES _____ NO _____

Five (5)

POWER DOOR LOCKS

A designated exterior door shall have a power lock installed. This power lock shall be activated with OEM door locks and be thermally protected with a pulsed signal. The quantity and location of the additional door locks shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

POWER DOOR LOCKS

A hidden, power door lock switch shall be installed in the license plate enclosure on the rear of the body. This switch shall be used only for the unlock feature.

Bidder Complies YES _____ NO _____

One (1)

SPEAKERS

There shall be two Kenwood or equivalent speakers recessed into the center ducted A/C tract in the module body. The speakers shall be hooked to the OEM AM/FM radio system and shall include a volume control located in the primary action area unless otherwise specified.

Bidder Complies YES _____ NO _____

One (1)

REAR VIEW CAMERA

A Rostra rear view observation system shall be installed. The system includes cabling for F-Series OEM Built in Dash Monitor Viewing. White Camera head shall be surface mounted above the module rear entry doors.

Bidder Complies YES _____ NO _____

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INTERIOR LIGHTING

One (1)

INTERIOR LIGHTING

An oxygen compartment light shall be installed and controlled from the action area control panel.

Bidder Complies YES _____ NO _____

One (1)

INTERIOR LIGHTING

A Whelen 3SC0CDCR 3" round, surface mount, Super LED light shall be installed in the side door step-well. This light shall illuminate when the side door is open.

Bidder Complies YES _____ NO _____

One (1)

INTERIOR LIGHTING

The patient compartment shall be illuminated by eight TecNiq model E08 LC00-1 with chrome trim, recessed into the patient compartment headliner and mounted to a .125 aluminum plate.

The left and right banks of lights shall each have their own "high" and "low" switch positions.

Bidder Complies YES _____ NO _____

One (1)

INTERIOR LIGHTING

The patient action area shall be illuminated by a TecNiq 12-volt LED strip light.

Bidder Complies YES _____ NO _____

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One (1)

CENTER STRIP LIGHTING

Four (4) TecNiq model E30-LOS0-1 LED lights shall be installed in the ceiling of the patient compartment. They shall be evenly spaced down the center strip of the vehicle.

Bidder Complies YES _____ NO _____

Two (2)

INTERIOR LIGHTING

A Whelen model OSR00SCR red LED light shall be mounted on the rear head cushion. This light shall illuminate when the vehicle brake is applied. The exact quantity shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

INTERIOR LIGHTING

Two Whelen model OSA00SCR amber LED lights shall be mounted on the rear head cushion, one to the left side and one to the right side of the cushion. One light shall illuminate when the corresponding turn signal on that side is activated. The exact quantity shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

INTERIOR LIGHTING

There shall be a Blue LED strip light installed at the top of the rolled floor the length of both side walls. A dimmer switch shall be included and be mounted in the action area just below the electrical switch panel.

Bidder Complies YES _____ NO _____

*****EXTERIOR LIGHTING*****

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One (1)

TAIL LIGHT OPTION

There shall be (2) Whelen Model M6BTT M6 Series "LED" stop/tail lights with chrome trim bezels installed. The actual location shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

TAIL LIGHT OPTION

There shall be (2) Whelen Model M6T M6 Series "LED" populated amber turn signals with chrome trim bezels installed. They shall be programmed to flash sequentially in the direction of the arrow. The actual location shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

LICENSE PLATE HOUSING

The rear license plate housing shall be a recessed style Cast Products or comparable housing. It shall include two clear LED license plate lights. The actual location shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

TAIL LIGHT OPTION

There shall be (2) Whelen Model M6BUW M6 Series LED backup lights with chrome trim bezels installed. The actual location shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

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One (1)

SCENE LIGHTING

There shall be two reverse activated, Whelen Model M7ZC M7 series rear load lights with chrome trim bezels installed. These lights shall also be controlled by the front control panel. The actual location shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

SCENE LIGHTING

There shall be four Whelen Model M9LZC M9 series Super LED scene lights installed. Two scene lights shall be installed on each side of the module body. All scene lights shall have bright chrome flanges. The right-side scene lights shall illuminate when the side entry door is opened. Switching for the side scene lights shall be included in the front control panel.

Bidder Complies YES _____ NO _____

One (1)

SCENE LIGHTING

The right-side scene lights shall come on when the side entry door is opened.

Bidder Complies YES _____ NO _____

One (1)

TAIL LIGHT OPTION

Specified rear emergency warning lights shall activate when the vehicle brakes are applied. The exact lights that are to be activated shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

ICC MARKER LIGHTS

The required exterior ambulance body corner ICC lights shall be Federal Signal Commander Series LED lights. They shall be installed above the drip rail extrusion.

Bidder Complies YES _____ NO _____

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One (1)

REAR D.O.T. LIGHT

There shall be a red Innovative Slimline ICC light mounted above the rear doors. It shall be mounted above the drip rail. The mid sections are to be wired thru the brake light circuit.

Bidder Complies YES _____ NO _____

One (1)

RADIO POWER

The ambulance shall include three power point studs located in the interior electrical compartment. The studs shall include a full-time hot, ignition hot, and ground. They shall be rated and protected for a maximum of 20 amps.

Bidder Complies YES _____ NO _____

One (1)

ANTENNA OPTIONS

One RG58U antenna coaxial cable, with a KE-794 base, shall be installed. This cable shall have a 36" service loop. The exact mount location, quantity and cable termination shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

ANTENNA OPTIONS

A KE-794 antenna base with coax cable, shall be installed on the roof of the patient compartment and terminate in the ambulance module. This cable shall have a 36" service loop. The exact location, termination point, and quantity shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

*****SIRENS AND EMERGENCY LIGHTING*****

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One (1)

SIREN OPTION

There shall be a Whelen Model number 295 HFS2 siren system installed. Actual location for the control head shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

SIREN SPEAKERS

There shall be (2) Federal ES100C thru bumper siren speakers installed. They shall be installed behind cutouts in the front bumper. The installation opening shall be covered with the The Federal Signal P/N MSFMT-EF grill.

Bidder Complies YES _____ NO _____

One (1)

WARNING LIGHT OPTION

There shall be four Whelen M9 Series Super LED side module warning lights installed. They shall be mounted, (2) on each side of the body, at the top upper outside corners, but below the drip rail. Each light shall include the chrome flange option. The exact model number, color and lens color shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

WARNING LIGHT OPTION

There shall be two Whelen M9 Series Super LED rear module warning lights installed. They shall be mounted, (2) on the rear of the body, at the top upper outside corners, but below the drip rail. Each light shall include the chrome flange option. The exact model number, color and lens color shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

Rear Module Warning Lights

There shall be one Whelen model number M9 Series "LED" center rear module warning light installed.

Bidder Complies YES _____ NO _____

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One (1)

GRILLE LIGHT OPTION

There shall be two Whelen ION wide angle, surface mounted Super "LED" warning lights installed on the grille area of the chassis. The exact model number, color and lens color shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

INTERSECTION LIGHT OPTION

There shall be two Whelen M7 Series Super "LED" warning lights installed, one on the forward area of each chassis front fender. The exact model number, color and lens color shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

UPPER FRONT MODULE WARNING LIGHTS

There shall be (7) Whelen M9 Series Super "LED" front module warning lights installed, evenly spaced, across the upper front wall of the module body. The lens on each light shall be clear. The exact model number, color and location of each light shall be determined at the pre-construction conference

Bidder Complies YES _____ NO _____

One (1)

STAGGERED FRONT WALL WARNING LIGHTS

Front Module Warning Light Layout to Be Non-Standard Straight Line

Bidder Complies YES _____ NO _____

One (1)

TRAFFIC ADVISOR OPTION

There shall be a Whelen model TAL85 47" LED traffic advisor installed on the rear of the ambulance body. The location for the control head shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

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Two (2)

WARNING LIGHT OPTION

There shall be a solid color Whelen ION Series Super LED light installed. The chrome flange option shall be included. The exact model, quantity and location shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

Two (2)

WARNING LIGHT OPTION

There shall be a Whelen M6 V-Series, solid color, Super LED light installed. The exact model, quantity and location shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

WARNING LIGHT OPTION

There shall be (2) Whelen M9 Series, solid color, Super LED lights installed on the rear of the body so that they will show through the windows on the rear doors when the doors are open. The exact model, quantity and location shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

*****PATIENT COMPARTMENT*****

One (1)

CABINET CONSTRUCTION

Cabinets shall be constructed of Formaldehyde free, furniture grade exterior-rated hardwood plywood. The plywood shall be made from a deciduous wood with the face, core and back all being the same species. A melamine bonding glue shall be used to join the 7-ply together. The exposed layers shall be hardwood on both sides of the sheet. The layers shall be 99% void free. Cabinet interiors and exteriors shall be covered with high pressure plastic laminate at least 28 mils thick. All cabinets shall be constructed using both glue and screws for maximum strength. Screws shall be a maximum of 10" from each other. All exterior chamfered corners shall have a 6063-T5 aluminum extrusion installed. This extrusion shall be screwed in-place from inside the cabinet.

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Because of the superior sound dampening and insulating qualities of plywood cabinetry, aluminum or other metal cabinetry will not be accepted.

Bidder Complies YES _____ NO _____

Cabinet Doors

The cabinet openings shall have sliding polycarbonate doors, hinged doors, or a combination of both. The sliding doors shall slide in felt / nylon lined 4-sided aluminum extrusions that completely surround each opening and are removable. Each sliding door shall have a full height, beveled corner extruded aluminum handle on the outer edge. This shall provide additional strength and rigidity. All hinged doors shall have a polished stainless-steel hinge with .125" pin diameter.

Bidder Complies YES _____ NO _____

Impact Protection

All exterior corners subject to abuse shall have an extrusion installed for added durability and rounded for occupant safety. A 6063-T5 aluminum radius shaped corner with inside X-frame shall be used on any corner not protected by a padded vinyl covered cushion. The use of this extrusion will allow the cabinet exterior corners to be attached from the inside, thereby eliminating the use of screws on the cabinet face.

Bidder Complies YES _____ NO _____

Cabinet Shelves

All cabinets over 14" high shall have fully adjustable shelves. The shelves shall be made of glossy PVC to help eliminate issues caused by blood-borne pathogens. All shelves shall be fastened to the adjustable track to eliminate rattle. A polished aluminum lip shall be provided on all shelf outer edges.

Bidder Complies YES _____ NO _____

Fit and Finish

Mitered joints throughout the interior conversion shall have a gapless, hairline fit. Sliding polycarbonate door assemblies shall be scratch free and all edges shall be smooth and free of saw marks and sharp edges. Cabinet to cabinet joints shall not require more than a 7/32"

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diameter welting to create a finished and well fit look. Cabinets shall fit tightly against the ceiling as well.

Bidder Complies YES _____ NO _____

Sub-Floor

A PVC material that is a closed-cell, matte-finish surface with a fine cell structure shall be installed. The thickness shall be 1/2" or 3/4" depending on cot litter securing system being used. This PVC material shall meet or exceed 650222these application requirements:

- Chemical and corrosion resistance
- Moisture resistance, low water absorption
- Low flammability (UL-940VO)
- Thermal and sound insulation – absorbs vibrations and oscillations

Bidder Complies YES _____ NO _____

Patient Compartment Testing

The vehicle shall meet or exceed AMD Standard 006, "Sound Level Test Code for Ambulance Compartment Interiors" and AMD Standard 007, "Carbon Monoxide Levels for Ambulance Compartment Interiors".

Bidder Complies YES _____ NO _____

Warranty

The interior cabinet warranty shall be a Lifetime Limited, unlimited miles.

Bidder Complies YES _____ NO _____

One (1)

MODULE BODY HEADLINER

The ambulance module headliner shall be high gloss, two-piece, smooth thermoplastic sheets. One sheet on each side of the center strip in the ceiling. This material shall be fire retardant with significantly higher impact resistance and be resistant to corrosive chemicals and cleaning solutions. It shall meet Fungus resistance testing in accordance with ASTM G-21 and bacteria resistance testing in accordance with ASTM G-22, Procedure B.

Bidder Complies YES _____ NO _____

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One (1)

CABINET OPTION

There shall be quarter inch clear polycarbonate sliding cabinet doors on all interior cabinets. The sliding door handle shall be made from an aluminum extrusion and shall run the full height of the polycarbonate door. The door handle corners shall be cut at forty-five degrees.

Bidder Complies YES _____ NO _____

One (1)

STRYKER FLOOR PLATE

There shall be a Stryker center mounted universal track system installed. This includes floor structure with tapping blocks, pre-wire with 10-gauge power and ground with a 15 Amp circuit breaker that will be powered by shoreline or battery on power. The power and ground are run to inside the track. Will Include Power & Performance Load Floor Plate Kit #6390-700-001 - (Needs to Include Track Cover) and Push Rail Floor Mount Only [Stryker](#) Part# 6360-30-11. Also Includes Hardware Kit F09053.

Bidder Complies YES _____ NO _____

One (1)

CABINET OPTION

There shall be a left rear overhead cabinet with a speed load style, polycarbonate door installed. The bottom of the cabinet is to be sweep-out style. The cabinet door frame shall be secured at the top by a full-length piano hinge. The entire frame shall hinge upward and be held in place by gas piston hold-open devices. The cabinet frame shall be held in the down position by two spring-loaded dead bolt style slide catches. The vertical ends of the speed load framed cabinet will have EPDM rubber foam to protect the handles from damage. All speed load cabinets that are taller than 23" and wider than 32" shall have a 1/8" x 1-1/2" anodized aluminum support.

Bidder Complies YES _____ NO _____

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One (1)

CABINET OPTION

There shall have an additional angled end cabinet installed at the front end of the left rear overhead cabinet. It shall have a side hinged, framed, polycarbonate door. The actual dimensions shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

CABINET OPTION

There shall be a cabinet above the side CPR seat with a top hinged, frameless, 3/8" thick polycarbonate door installed.

Bidder Complies YES _____ NO _____

One (1)

CABINET OPTION

There shall be an overhead cabinet installed above the action area with speed load style polycarbonate doors. The bottom of the cabinet is to be sweep-out style. The cabinet door frame shall be secured at the top by a full-length piano hinge. The entire frame shall hinge upward and be held in place by gas piston hold-open devices. The cabinet frame shall be held in the down position by two spring-loaded dead bolt style slide catches. The vertical ends of the speed load framed cabinet will have EPDM rubber foam to protect the handles from damage. All speed load cabinets that are taller than 23" and wider than 32" shall have a 1/8" x 1-1/2" anodized aluminum support. The actual dimensions shall be decided at the pre-build conference.

Bidder Complies YES _____ NO _____

One (1)

CABINET OPTION

The overhead cabinet above the action area shall have an additional angled end cabinet installed to the rear side of it. It shall have a side hinged, framed polycarbonate door.

Bidder Complies YES _____ NO _____

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One (1)

CABINET OPTION

A storage cabinet shall be installed on the left side of the interior module, below the overhead cabinet. This cabinet shall be to the rear of the telemetry area with framed, sliding polycarbonate doors installed. The sliding door handle shall be made from an aluminum extrusion and shall run the full height of the polycarbonate door. The door handle corners shall be cut at forty-five degrees. The vertical ends of the framed cabinet will have EPDM rubber foam to protect the handles from damage. The cabinet shall include (2) adjustable shelves.

Bidder Complies YES _____ NO _____

One (1)

CABINET OPTION

The attendant's action area shall have a slanted panel to accommodate the switches and the radio. The actual dimensions shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

CABINET OPTION

There shall be a cabinet, with polycarbonate sliding doors, installed below the primary action area. Included in this option is a notch in the exterior compartment to allow for this cabinet. The actual dimensions shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

CPR SEAT OPTION

A seat approximately 21" wide with rear hinged lid, allowing for storage under the seat, shall be recessed into the street side cabinet wall directly rearward of the main action area. A structurally reinforced steel frame encompassed 7" torso form fitted backrest providing user stability, support, proper ergonomics, and safety in the event of an impact in a side facing seat. The design will assist in positioning an individual to better absorb an impact, whether it be a frontal, side, or rear. The Contoured Lumbar Backrest has been tested to meet SAE Safety Standards. There will be left and right thigh protection cushions. All cushions shall be covered with heavy-duty vinyl. There shall be no piping on the cushions to accumulate contaminated material. All seams shall be sealed to repel contaminants. An IMMI 4-Point seat belt

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appropriately secured to the side wall shall be provided. Upper cabinets shall have left and right head protector cushions to match the seat cushion.

Bidder Complies YES _____ NO _____

One (1)

ATTENDANT'S SEAT OPTION

There shall be a high back, Valor Vac, captain's chair-type, attendant seat with integrated child safety seat at the front of the patient compartment. This seat shall be covered with color coordinated heavy-duty vinyl covering with minimal seams for ease of cleaning. The seat shall include a 4-Point seat belt. The seat shall have a fore and aft adjustment on heavy duty sliding tracks and shall be mounted on a pedestal/swivel base. This seat shall meet all FMVSS requirements.

Bidder Complies YES _____ NO _____

One (1)

CABINET OPTION

A storage cabinet shall be installed on the left front wall behind the rear facing attendant seat. Access shall be gained from behind the attendant seat. This cabinet shall be for storage of the module electrical components.

Bidder Complies YES _____ NO _____

One (1)

RIGHT FRONT CABINET OPTION

A storage cabinet shall be installed on the right front wall consisting of equally sized upper and lower sections. The upper section shall be designed so that equipment can be accessed from either the patient compartment, through two, side hinged, 3/8", unframed, heavy polycarbonate doors or through an exterior compartment door.

Bidder Complies YES _____ NO _____

One (1)

RIGHT FRONT CABINET OPTION

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A storage cabinet shall be installed on the right front wall consisting of equally sized upper and lower sections. The lower section shall be designed so that equipment can be accessed from either the patient compartment, through two, side hinged, 3/8", unframed, heavy polycarbonate doors or through an exterior compartment door.

Bidder Complies YES_____ NO_____

One (1)

RIGHT FRONT CABINET OPTION

There shall be a cabinet mounted above upper right front stack cabinet. The cabinet shall have a top hinged, laminated, wood door installed. The actual dimensions shall be determined at the pre-construction conference.

Bidder Complies YES_____ NO_____

One (1)

RIGHT FRONT CABINET OPTION

There shall be a cabinet mounted above upper right front stack cabinet. The cabinet shall have a top hinged, laminated, wood door installed. The actual dimensions shall be determined at the pre-construction conference.

Bidder Complies YES_____ NO_____

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One (1)

SQUAD BENCH OPTION

The ambulance shall be equipped with a squad bench approximately 73" long by 22" wide. The squad bench lid shall have a 2" foam cushion. Three, structurally reinforced, steel frame encompassed, 7" form fitted backrests, providing proper ergonomics and safety in the event of an impact shall be supplied. They shall be located in the right-side wall, facing to the side along the length of the squad bench. The design will assist in positioning an individual to better absorb an impact, whether it be a frontal, side or rear. This contoured lumbar backrest system shall be tested to meet SAE Safety Standards.

All cushions to be covered with heavy-duty vinyl and shall be installed with industrial grade, plastic hook and loop Velcro for easy removal and cleaning. There shall be no piping on the cushions to accumulate contaminated material. All seams shall be sealed to repel contaminants. A total of three IMMI 4-Point seat belts appropriately secured to the side wall shall be provided. The squad bench lid shall be two piece, with a divider, and have two heavy-duty, gas piston hold-open devices. The lids shall be attached to the bench with a continuous hinge. The lids shall have a self-latching, stainless steel, paddle style-latching device.

Three sets of encased restraints shall be installed on the squad bench to be used to secure a patient on a backboard to the bench. Retractors shall be installed against the outer wall.

Bidder Complies YES_____ NO_____

One (1)

SQUAD BENCH OPTION

The head end of the squad bench shall have a full height, net style restraint installed. The net shall be mounted using a minimum of four points.

Bidder Complies YES_____ NO_____

One (1)

SQUAD BENCH OPTION

There shall be a headrest covering the wall directly behind the squad bench, above the restraint system for the seating positions. This headrest shall be a minimum of 2" thick, have PVC bases and shall be constructed of high-density foam and heavy-duty automotive grade vinyl. There shall be no piping and all seams shall be sealed to help prevent contamination.

Bidder Complies YES_____ NO_____

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One (1)

SQUAD BENCH CABINET

There shall be a two-section cabinet located over the squad bench. Each section shall have a top hinged, 3/8", heavy polycarbonate door. There shall be a pad under the cabinet for head protection. The actual layout shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

GLOVE BOX OPTION

The side door head pad shall include a recessed area for a three glove boxes. The glove box holder shall be made from ABS plastic and include a clear, top hinged, Polycarbonate door.

Bidder Complies YES _____ NO _____

One (1)

GLOVE BOX OPTION

There shall be a cabinet to hold glove box(es). There shall be a top hinged Polycarbonate door over the cabinet area. The Polycarbonate door shall include a cut out for each box in the cabinet. The exact location and number of boxes shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

GRAB RAIL

There shall be a formed, 2" diameter, aluminum, overhead assist rail. It shall be located over the main patient care area. This grab rail shall be 100" in length. The exact location shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

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One (1)

GRAB RAIL

There shall be a formed, 2" diameter, aluminum, overhead assist rail. It shall be located over the squad bench. This grab rail shall be 100" in length. The exact location shall be determined at the pre-construction conference.

Bidder Complies YES_____ NO_____

One (1)

ASSIST RAIL

There shall be "L" shaped, 2" diameter, aluminum entrance door assist rails installed on the side and both rear entry doors. The "L" shall start horizontally under the door window and turn at a 90-degree angle down alongside the hinge side of the window to provide safe entry from the street level and safe exit from the patient floor.

Bidder Complies YES_____ NO_____

One (1)

ASSIST RAIL

There shall be a formed, 2" diameter, brushed stainless steel assist rail. It shall be located at the right rear wall.

Bidder Complies YES_____ NO_____

One (1)

IV OPTION

There shall be two CPI Model IV2008 recessed rubber, non-swinging type IV hangers, that fold flat when not in use, mounted in the ceiling over the lower portion of the patient area. They shall be bolted to the roof framing structure. The exact location and quantity shall be determined at the pre-construction conference.

Bidder Complies YES_____ NO_____

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One (1)

CABINET OPTION

There shall be stainless Southco M1 cabinet latches installed on all interior cabinet doors.

Bidder Complies YES _____ NO _____

Two (2)

CABINET DRAWER

There shall be an interior cabinet drawer installed. The drawer shall be made from .125 aluminum and have a wood face. The actual dimensions and location shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

CABINET OPTION

There shall be a laptop computer drawer installed below the action area. The drawer shall be made from .125 aluminum and include a wood face. It shall include a Poly, flip up cover for protection. The actual dimensions shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

CLOCK OPTION

There shall be a BRG brand, LED Digital clock mounted in the rear head cushion. It shall include the following features:

- 2" High numbers, including hours, minutes, and seconds
- 12/24-hour programmable display
- 12-Volt operation

Bidder Complies YES _____ NO _____

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One (1)

SHARPS / WASTE OPTION

There shall be bottom hinged door that trash and sharps containers shall be attached to. The actual location and types of containers shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

SUCTION OPTION

There shall be a slide out drawer for the suction container. The drawer front is to be clear polycarbonate, with corners cut out for hose accessibility. This drawer is to be located below the primary action area.

Bidder Complies YES _____ NO _____

One (1)

INTERIOR LAMINATE OPTION

The interior laminate color shall be Folkstone Celesta Matte 692-58.

Bidder Complies YES _____ NO _____

One (1)

CUSHION OPTION

The seating cushions shall be seam sealed, use high density foam for the cushion material and shall have a PVC base. The cushion shall be installed with heavy duty hook & loop for easy removal for cleaning. The vinyl color shall be Oxen Maroon OX-4568.

Bidder Complies YES _____ NO _____

One (1)

CABINET WELTING

There shall be color matched, automotive grade welting placed between cabinet sections and along the top of the cabinets where they meet the body headliner. The color is to be Maroon.

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

COUNTER TOP OPTION

The counter top is to be of a solid surface material, Corian brand preferred.

Solid polymer components

- Solid surface is defined as nonporous, homogeneous material maintaining the same composition throughout the part with a composition of acrylic polymer, aluminum tri-hydrate filler and pigment.
- Cast, nonporous, filled polymer, not coated, laminated or of composite construction with through body colors meeting ANSI Z124.3 or ANSI Z124.6, having minimum physical and performance properties specified.
- Thickness of Material to be ½", 3 pieces to create the 1-1/2" thick top with 1" Lip, giving the option of an accent stripe.
- Superficial damage to a depth of 0.010 inch (.25 mm) shall be repairable by sanding and/or polishing.
- Form joints between components using manufacturer's standard joint adhesive without conspicuous joints.
- Does not support microbial growth.

Bidder Complies YES _____ NO _____

One (1)

COUNTER TOP OPTION

The counter top is to include an accent stripe, made up of the solid surface material. The accent stripe color shall be Dove.

Bidder Complies YES _____ NO _____

One (1)

FLOORING OPTION

The flooring shall be Lonseal brand. The style and color of the flooring shall be Loncoin II Flecks #150 Onyx.

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

CABINET OPTION

An angled style cabinet for the second rear control panel shall be installed. Actual location and layout shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

LOCKING DOOR TOP RFS

The top RFS door above the ALS cabinet shall have a locking latch.

Bidder Complies YES _____ NO _____

*****PATIENT COMPARTMENT ENVIRONMENTAL SYSTEMS*****

One (1)

EXHAUST FAN

A power exhaust vent fan shall be installed in the rear upper corner of the street side cabinet wall. The fan shall be controlled from the rear control switch panel. The exterior vent shall be filtered and located on the streetside exterior wall of the modular body, in the rear upper corner, below the drip rail. The combination of the front fresh air intake vent and the rear powered exhaust vent shall provide efficient cross through patient compartment ventilation.

Bidder Complies YES _____ NO _____

One (1)

ENVIRONMENTAL OPTION

A Pro Air brand, Model 940, HVAC system (or equivalent) shall be used. The unit shall have as a minimum 32,000 BTU cooling, and 35,000 BTU heating with a 650 CFM fan.

There shall be a digital thermostat to select interior temperature. The heat or air conditioner mode shall be selected automatically by the temperature setting of the thermostat.

An electrically controlled valve shall automatically turn on the flow of hot water to the rear heater whenever the thermostat is adjusted to call for heat, and off whenever the thermostat is adjusted to call for air conditioning. All clamps shall be of a type approved by the HVAC manufacturer. All hoses are to meet the Ford QVM regulations. The HVAC exhaust shall be

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

ducted down the center ceiling strip. There shall be a **minimum** of six round adjustable ducts, arranged in pairs, evenly spaced along the ceiling center strip. The internal ducting shall be engineered to allow for an evenly distributed flow of air to all of the vents.

Bidder Complies YES _____ NO _____

One (1)

ENVIRONMENTAL OPTION

A 12-volt, centrifugal, liquid pump shall be installed in the module heater supply hose. The pump shall boost the flow capacity of the engine coolant.

Bidder Complies YES _____ NO _____

One (1)

ENVIRONMENTAL OPTION

The vehicle shall have a Pro-Air Model 106 auxiliary AC condenser installed under the module body.

Bidder Complies YES _____ NO _____

One (1)

INSULATION PACKAGE

There shall be two-inch thick, non-deteriorating, high density, "Yellow Certifoam" plank used as insulation. The thermal resistance of the insulation shall hold a five-year aged value of 11.2 R at 25 degrees F mean temperature. The importance of using the aged value, as it relates to the initial "R" values, is that over a five-year period, the initial R value will deteriorate and overestimate the long-term insulating ability.

This Insulation shall be placed between all framing to include the module body walls, floor, ceiling, and patient doors. There shall also be a 4-mil vapor barrier placed in the module walls, ceiling, and patient doors. This vapor barrier shall serve a moisture barrier for the changing outside environment.

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

An acoustic dampening material shall be installed on all (4) sides of the side entry step well and both wheel wells. This material shall include the follow characteristics:

- * Vinyl wear surface with 1/2 lb./sf PVC barrier
- * 1/4-inch Nitrile/PVC decoupler
- * Flammability MVSS-302
- * Service Temperature -40 F to 220 F
- * Chemical Resistance Excellent for most acids, mild alkalis, oils, and grease

Bidder Complies YES _____ NO _____

A thermal heat & sound insulation product featuring 100% synthetic fiber felt that provides sound and comfort control as well as a high-tech foil heat barrier that blocks 70% of radiant heat up to 1500° F. shall be installed on the underside of the aluminum .050 flooring. The material shall include the following characteristics:

- * Lightweight, durable shield
- * Reduces sound
- * Absorbs vibration
- * Protects from radiant heat
- * Provide an extra layer of insulating padding.
- * Flame retardant
- * Minimum of 3/8 of an inch thick

Bidder Complies YES _____ NO _____

A non-permeable sound dampening material that is moisture resistant for additional insulation shall be installed in addition to the four mil. vapor barrier. This insulating material shall be installed in all walls. The closed cell neoprene shall include the following characteristics.

- * Soft, expanded, closed cell foam rubber
- * Flame resistant - FMVSS 301 self - extinguishing
- * Service temperature of -40 to 250 degrees F

Bidder Complies YES _____ NO _____

One (1)

UNDERCOATING

The ambulance module shall be undercoated with automotive grade under-coating. All chassis manufacturer recommendations shall be followed.

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

REFRIGERATOR OPTION

The Dometic Model CD-030 refrigerator drawer with locking system shall be provided and installed. The location and installation requirements shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

OXYGEN SYSTEM

The oxygen system shall be capable of storing and supplying a minimum of 3000 liters of oxygen. A suitable high-pressure hose shall be provided. The hose shall be certified to meet 250 psi and have a 1000-pound burst rating.

Bidder Complies YES _____ NO _____

The entire oxygen system shall be subjected to a 200-psi leak test for a minimum two hours. A certification label shall be located in the oxygen compartment.

Bidder Complies YES _____ NO _____

One (1)

OXYGEN SYSTEM OPTION

There shall be one Ohio style oxygen outlet located on the back wall of the primary action area.

Bidder Complies YES _____ NO _____

One (1)

OXYGEN SYSTEM OPTION

There shall be one Ohio style oxygen outlet located in the ceiling of the module, in the area above the patient's head.

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

OXYGEN SYSTEM OPTION

There shall be one Ohio style oxygen outlet located on the right interior wall at head of squad bench midway between the squad bench and the ceiling.

Bidder Complies YES _____ NO _____

One (1)

OXYGEN SYSTEM OPTION

Access to the oxygen cylinder gauge shall be provided through a hinged, 7" x 16", Lexan door with a passive latch mechanism. The door shall be located on the inside of the patient compartment opposite the exterior oxygen compartment.

Bidder Complies YES _____ NO _____

One (1)

OXYGEN SYSTEM OPTION 1

An "M" size, oxygen cylinder storage cradle shall be mounted in the streetside front compartment. The oxygen cradle shall have three web style restraining straps with ratchet attachments and a front retaining yoke. The bracket shall be securely bolted to a five-inch aluminum channel which shall be welded to the compartment wall allowing for added strength and safety.

The oxygen cylinder storage cradle installation must meet or exceed AMD Standard 003, Oxygen Tank Retention System.

Bidder Complies YES _____ NO _____

One (1)

OXYGEN SYSTEM OPTION 2

Oxygen bottle lift assist system shall be installed in D1 compartment

Cost _____

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

SUCTION SYSTEM

One (1)

SUCTION OPTION

A permanent on-board suction system shall be installed. The system shall include a quick disconnect outlet mounted on the back wall of the primary action area and a 12-volt GAST suction pump to be mounted in the power distribution cabinet. The system shall be controlled from the primary action area switch panel.

Bidder Complies YES _____ NO _____

One (1)

SUCTION OPTION

An Ohio style suction outlet shall be mounted on the back wall of the recessed suction area.

Bidder Complies YES _____ NO _____

One (1)

SUCTION OPTION

A permanent on-board suction system shall be installed. The system shall include a quick disconnect outlet mounted on the back wall of the primary action area and an electric suction pump. The system shall be controlled from the action area switch panel. The suction regulator and adjustment valve shall be a wall mounted SSCOR 22000 brand. The collection bottle shall be a wall mounted disposable Bemis (or equivalent) collection bottle. Both units shall be mounted on the back wall of the primary action area.

Bidder Complies YES _____ NO _____

One (1)

SUCTION OPTION

The suction canister and bracket shall be mounted in a recessed compartment below the action area.

Bidder Complies YES _____ NO _____

PAINT

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

PAINT PROCESS

The ambulance manufacturer shall use an Epoxy Primer and Polyurethane Topcoat paint system. All paint contains a film forming component, a solvent thinner, and a pigment.

One (1)

PAINT OPTION 1

The chassis standard color shall be OEM white.

Bidder Complies YES _____ NO _____

One (1)

PAINT OPTION 1

The module body shall be painted to match the chassis OEM STD white color.

Bidder Complies YES _____ NO _____

PAINT OPTION 2

The chassis and module standard color shall be Two-Tone (Pierce Red #90 /White #10 or equivalent)

Cost: _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

CUSTOM STAR OF LIFE AND BODY WRAP

There shall be a customer Black and Red Star of Life Scotchlite wrap with striping on the side of the body and chassis. Pictures available upon request. Or simply add \$4000 allowance for this option on your bid.

Bidder Complies YES _____ NO _____

One (1)

PAINT OPTION

The Nader pins for the compartment and entry doors on the modular body shall not be painted. They shall be installed after the paint process is completed.

Bidder Complies YES _____ NO _____

Three (3)

STRIPING

There shall be two color, Scotchlite reflective chevron striping applied to the inner panel of each of the modular body doors. Each stripe in the chevron shall be 4" wide. The actual number of doors, design and colors shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

EMBLEMS AND DECALS

One (1)

DECALS

Manufacturer shall install the Custom Department identifier consisting of the following.

40 characters Each side 6" minimum gold ¼ turned vinyl

15 characters front of module

40 characters rear of module

4-digit unit numbers front, bac and both sides of module

All gold ¼ turned vinyl

16" Black Reflective Vinyl

FAFD plus 4-digit unit number on roof of module

Bidder Complies YES _____ NO _____

Type I Ambulance Specifications

Fort Atkinson Fire Department 04/12/2022

One (1)

DECALS

No smoking and Fasten seat belt decals shall be installed. The exact location where the decals are to be installed shall be determined at the pre-construction conference.

Bidder Complies YES _____ NO _____

One (1)

DISINFECTION SYSTEM

Installed on the ceiling shall be a ceiling mounted disinfection light system

Bidder Complies YES _____ NO _____

PATIENT COT OPTION (INCLUDE IN THE COST OF THE AMBULANCE)

A Stryker Power Load Cot Fastener System, model 6390, shall be included and installed.

Bidder Complies YES _____ NO _____

PATIENT COT OPTION (LIST THIS PRICE SEPERATELY AS AN OPTION)

There shall be a Stryker Power-PRO XT 6506 (HI CONFIG) included and shipped with the completed ambulance

Bidder Complies YES _____ NO _____

Price: \$ _____

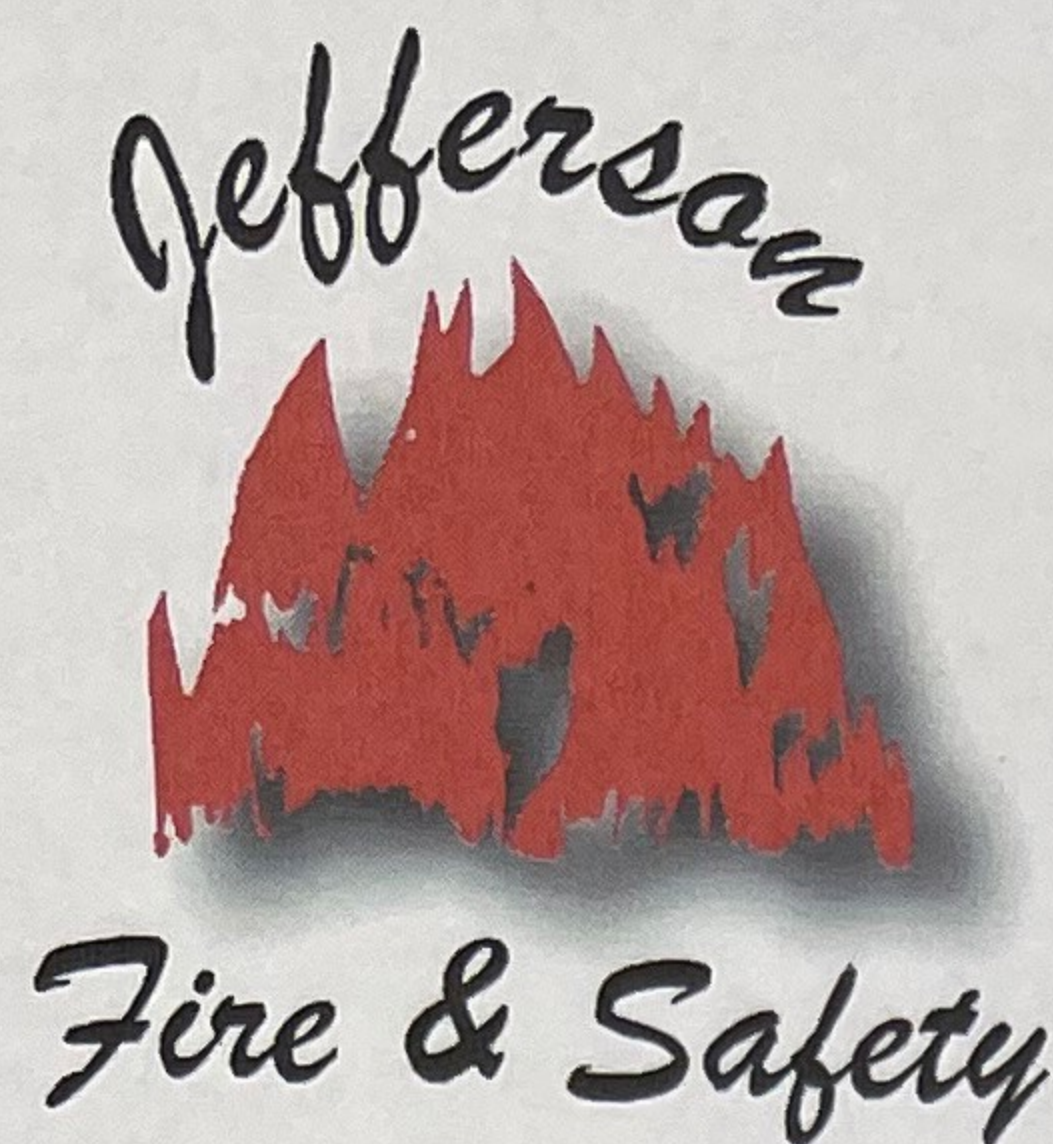
One (1)

DELIVERY

Finished Ambulance to be delivered directly to Fort Atkinson Fire Dept.

Please note estimated delivery date of completed unit _____

Bidder Complies YES _____ NO _____



Serving First Responders and their Communities Since 1948

Fort Atkinson Fire Department
101 N Main Street
Fort Atkinson, WI 53538

04/15/2022

ORIGINAL

Chief Rausch,

Thank you very much for allowing Jefferson Fire & Safety this opportunity to submit our Proposal on a demo ambulance. Our proposal, based on the information provided includes:

(One) 2022 Life Line Superliner Type I – 2022 Ford F450 Gas 4x4 Chassis (Demo Unit) \$263,448.00

Price includes Stryker Power Load and Ford GPC Deducted. Ambulance will be available December 1st and should be approx. 10k miles give or take, (actual is not known). Price will be discounted \$1 per mile for any miles over the 10k prior to delivery.

OPTIONAL PRICING NOT INCLUDED IN THE ABOVE PROPOSAL:

Zico O2 Tank Lift Installed - \$6000 (Estimate Only) See Page 60 on Bidder Comply Spec.

Repaint Red - \$22,000 (Estimate Only) See Page 62 on Bidder Comply Spec.

Stryker Power Pro Cot - \$20,984.00 – See Page 64 on Bidder Comply Spec.

I would like to thank you for your interest in Life Line Emergency Vehicles and Jefferson Fire & Safety Inc. Feel free to contact me if you have any further questions or concerns, (608)723-9126.

Sincerely,

Rob Little,
Ambulance Sales
Jefferson Fire & Safety Inc.

Daryl Rausch

From: Daryl Rausch <daryl.rausch@yahoo.com>
Sent: Thursday, April 21, 2022 5:03 PM
To: Daryl Rausch
Subject: Fwd: Ambulance package

From: Shawn Foster <shawn@fostercoach.com>
Date: April 21, 2022 at 16:34:30 CDT
To: daryl.rausch@yahoo.com
Subject: RE: Ambulance package

Chief,

I received this and we do not have adequate chassis availability to respond to this.

Thank you for your consideration.

Shawn Foster
Regional Sales Manager
Cell: 815-323-8102
Fax: 815-625-7222
Email: shawn@fostercoach.com
Website: www.fostercoach.com



Begin forwarded message:

From: Daryl Rausch <daryl.rausch@yahoo.com>
Date: April 12, 2022 at 4:29:44 PM CDT
To: Andrew Foster <andrew@fostercoach.com>
Subject: Ambulance package

See the attached RFP AND SPEC DOCUMENTS

https://cms8.revize.com/revize/fortatkinson/FAFD%20Ambulance%20Purchase%20RFP_FINAL%2004112022.pdf



MEMORANDUM

DATE: May 3, 2022

TO: Fort Atkinson City Council

FROM: Brooke Franseen, Parks and Recreation Director

RE: Review and possible action relating to proposals from consultants for the development of a Municipal Building Facility Assessment

BACKGROUND

A facility assessment looks at each part of a building's infrastructure and records information regarding system condition, code deficiencies, and functional effectiveness. The goal of the Municipal Building Facility Assessment is to keep spaces, structures, and infrastructure in proper operating condition in a routine fashion to prevent failure or degradation. The assessment serves as a "road map" showing what needs to be done and the associated costs.

The assessment will detail needed interior and exterior repairs of the current building with cost estimates; include life expectancy of materials and systems; and provide recommendations for maintenance, continued code compliance, and improvements necessary for continued operations. The following has been requested to be included in the evaluation: building exterior, building interior, electrical, HVAC, plumbing, documentation of code violations, and ADA recommendations for improvement.

Staff released the Request for Proposals (RFP) on April 1st and received five proposals by the deadline of April 20th from Plunkett Raysich Architects, The Sigma Group, Dimension IV, Engberg Anderson, and Smith Rosenfeld.

DISCUSSION

Using the criteria established in the matrix, the top two scoring consultants were Plunkett Raysich Architects and The Sigma Group. Staff checked references for these two firms, and all returned were exceptional. Additionally, consultants were asked specific questions for further clarification.

The example reports provided by The Sigma Group and Plunkett Raysich Architects were informative and highly detailed. However, Plunkett Raysich Architects examples provided more in-depth observations and recommendations for improvements. The examples from Plunkett Raysich Architects also included minor repairs and realistic costs, where The Sigma Group focuses on bigger picture projects or bundling projects.

Plunkett Raysich Architects has proved to be a highly recommended consultant by completing over 50 projects combined for the Fort Atkinson School District, Madison College, Fort HealthCare, and several corporate clients all in Fort Atkinson.

FINANCIAL ANALYSIS

The RFP included the project budget of \$9,000, which was included in the Municipal Building Capital Improvements Plan budget for 2022.

Plunkett Raysich Architects*	The Sigma Group
\$8,800	\$8,100

*Plunkett Raysich Architects proposed a lump sum fee of \$8,500 plus reimbursable expenses. Staff further asked for a not to exceed amount and Plunkett Raysich Architects explained it's nonstandard in the industry to include reimbursable expenses as they aren't always certain what the expenses would be in advance. Plunkett Raysich Architects confirmed to add \$300 to their proposed fee of \$8,500 for the reimbursable expenses.

RECOMMENDATION

Staff recommends that the City Council accept the proposal from Plunkett Raysich Architects to serve as the Municipal Building Facility Assessment consultant for a total of \$8,800. Staff further recommends that the City Council authorize the City Manager to execute a contract for services.

ATTACHMENTS

Municipal Building Facility Needs Assessment Evaluation Matrix; PRA Proposal; PRA Fee & Timeline; Sigma Proposal

City of Fort Atkinson Proposal Evaluation

Evaluator: _____

Municipal Building Facility Needs Assessment	Maximum Points	Dimension IV	Engberg Anderson	Plunkett Raysich Architects	The Sigma Group	Smith Rosenfeld			
1. Firm Highlights - experience creating Facility Assessments	10	8	8	10	8	8			
2. Staff strength/experience	5	4	2	5	5	1			
3. Project timeline	5	5	5	5	5	3			
4. References and similarities of past projects	10	5	4	10	8	4			
5. Scope of service/objectives	10	9	8	9	8	5			
TOTAL:	40	31	27	39	34	21			

COST PROPOSALS

	Dimension IV	Engberg	Plunkett	Sigma	Smith				
Cost of Services	\$ 9,000	\$ 9,000	\$ 8,800	\$ 8,100	\$ 6,840				
TOTAL:	\$ 9,000	\$ 9,000	\$ 8,800	\$ 8,100	\$ 6,840	\$ -	\$ -	\$ -	\$ -

Plunkett's proposal did not include reimbursable expenses. Brooke confirmed to add \$300 to their proposed fee for a not to exceed cost of \$8,800



Proposal for Architectural Design Services for the
CITY OF FORT ATKINSON

Proposal #210201-00

PLUNKETT RAYSICH ARCHITECTS, LLP
209 S Water Street, Milwaukee, WI 53024
Jason Puestow | jpuestow@prarch.com | (414) 410-2992



April 19, 2022

Brooke Franseen, CPRP
Director of Parks & Recreation
City of Fort Atkinson
30 North Water Street W.
Fort Atkinson, WI 53538

Hello Brooke,

I am pleased to submit our proposal to assess the Municipal Building. This is the type of project we truly excel at – supporting local communities.

The Plunkett Raysich Architects, LLP team is:

Experienced – I lead our Civic Design Studio, and we are currently working for a variety of municipalities including a new PD for Pleasant Prairie, Beer Garden for Oak Creek, Fire Station for Mount Pleasant, Recreational building for Park Falls, renovating or replacing the library in Port Washington, and other work for Elkhart Lake, Mukwonago, Marathon County, and Walworth County. We have previously completed work through most of the communities in SE Wisconsin.

I also lead PRA’s construction administration activities and review contractor work on more than \$350,000,000 of construction every year. I see a lot of construction issues. I am adept at understanding what is happening “behind the wall” and understand the important conditions typically hidden from easy view. The combination of these skills is unique in our market.

Pragmatic – We understand the importance of life-cycle evaluations, and the need to balance “Needs” vs “Wants” when evaluating replacement systems – it is very easy to drive up cost by bundling other projects into, say, a window replacement. My entire team takes a no-nonsense approach that minimizes frills.

Local – PRA has completed over 50 projects combined for the School District, Madison College, your hospital, and several corporate clients in Fort Atkinson. We have been supporting your community with our professional services since 2001! We feel truly connected to Fort Atkinson.

Trusted - We believe working on publicly funded projects requires a heightened level of responsibility. Our goal is to proactively lead the process, to bring the information necessary for you to make fully informed decisions, and ensure that decisions are made so that the design and construction process move forward. We believe this extra level of responsibility is the right way to work when tax funds are involved.

I am excited that we may be able to join your team and start work reviewing your interesting building!

Sincerely,

Jason Puestow AIA, NCARB, CSI, CCCA
Partner in Charge

209 south water street milwaukee, wisconsin 53204 414 359 3060
2310 crossroads drive suite 2000 madison, wisconsin 53718 608 240 9900
1900 main street suite 309 sarasota, florida 34236 941 444 8845

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Partners: Kevin M. Branch, Michael P. Brub, Gregg R. Golden, John J. Holz, Nicholas D. Kant, Steven A. Kackhafer, Scott A. Kramer, Jason W. Puestow, Larry A. Schneider, Michael J. Sobczak

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3	Experience	6	Fee & Timeline



Platteville Downtown Library



1

FIRM BACKGROUND

The following page consists of a one page brief overview of who we are at Plunkett Raysich Architects, LLP.

OUR PROMISE

At Plunkett Raysich Architects, LLP, we don't merely design buildings; we create spaces for people, that inspire people.

OUR PASSION IS GREAT DESIGN.

We take pride in bringing together physical elements with pure imagination to compose a facility brand that opens minds. We create spaces that invite people in and inspire all who occupy them. We believe practical can complement innovative. We know that environments are made for the people who use them, and we believe that our vision is matched only by our client's aspirations. Great design is our passion – it's what we bring to our clients every day.

FIRM HISTORY

Plunkett Raysich Architects, LLP, was established in 1935 by founder Henry Plunkett. Through a series of acquisitions we are able to trace our roots back to 1890. Today, PRA is a multi-faceted firm specializing in creating and reimagining a variety of community environments.

PRA LEADERSHIP

The partner leaders at PRA are Michael Bahr, Kevin Broich, Michael Brush, Gregg Golden, John Holz, Devin Kack, Nicholas Kent, Steven Kieckhafer, Scott Kramer, Jason Puestow, Larry Schneider and Michael Sobczak.

LOCATIONS

Milwaukee, WI 209 South Water Street Milwaukee, WI 53204 414.359.3060	Austin, TX 311 Canyon Wren Dr. Buda, TX 78610 737.252.0900
Madison, WI 2310 Crossroads Drive Suite 2000 Madison, WI 53718 608.240.9900	Sarasota, FL 1970 Main Street Suite 201 Sarasota, FL 34236 941.348.3618

STAFF EXPERTISE

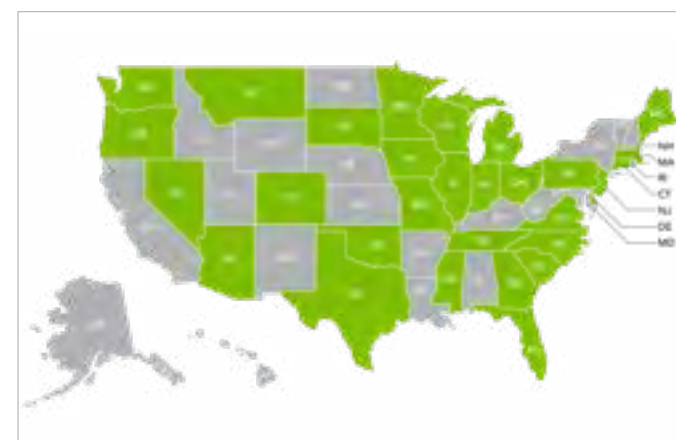
Plunkett Raysich Architects, LLP, is a full service architectural and interior design firm employing over 70 professionals.

CIRCLE OF EXCELLENCE

PSMJ Resources, Inc.'s exclusive Circle of Excellence highlights firms that demonstrate outstanding business achievement in the architecture and engineering industry. Selection is based on key metrics such as successful management, outstanding achievements in profitability, overhead management, cash flow, productivity, business development, staff growth, and turnover. PRA has been awarded this distinction in 2016, 2018, and again in 2020.



PROJECTS IN



Kenosha County Courthouse



2

PERSONNEL

Listed is each personnel's resume of experience.

JASON PUESTOW - AIA, NCARB, CSI, CCCA

Partner in Charge



In 2005, Jason joined the PRA team and today is a Partner. He oversees the firm's Construction Administration Studio and many other technical areas including our Quality Assurance Review process and is the leader of the Religious Studio. He is passionate about developing projects that improve the environment and lives of the people. Jason is inspired when he can visualize a space, foresee how each element will fit, and then be constructed. To him, it is powerful to take something imaginary and see it become reality.

As a partner, Jason listens to those he is working with to develop solutions that are meaningful, long lasting, and logical. He will work with the team to verify proximity relationships as well as program and budget goals during the schematic design and design development phases of your project. He will ensure your project is completed on time and within your budget.



RELEVANT EXPERIENCE

- Beaver Dam Unified School District
- Boys and Girls Club of Dane County
- City of Racine Parking Decks
- Hamilton School District
- High School Indoor Practice Facility
- Jack Russell Memorial Library
- Jefferson Fire Department EMS Station
- John Wall Family Pavilion at Tenney Park
- Milwaukee Catholic Home
- Health Center & Rehabilitation
- Northwestern Medicine Kishwaukee Health & Fitness Center
- Oconomowoc Fire Station No. 2 Pabst Farms
- Platteville Downtown Library & Hotel Block
- Pleasant Prairie Police and Village Hall
- Portage Public Library Addition & Renovation
- Rennes Weston Rehabilitation and Therapy Suite Addition
- South Shore Fire New EMS Building
- SSM Health Care
- St. Mary's Care Center Rehab Therapy Addition
- St. Michael's Catholic Church Dane, WI
- Three Pillars Rehabilitation Addition
- West Allis Fire Station No. 2
- Wisconsin National Guard 128th Fire Station - LEED Certification Assistance
- Wisconsin Rapids Public Schools
- WJ Niederkorn Library

EDUCATION
 Bachelor of Science, Architectural Studies
 Certificate in Urban Planning
 University of Wisconsin Milwaukee, 1992

REGISTRATIONS
 Wisconsin Architect - 10915-5
 NCARB - 91061
 CSI, CCCA, CDT

EMILY GIRDAUSKAS - AIA

Project Architect



Emily, a project architect for the Civic and Religious Design Studio, began her career at Plunkett Raysich Architects in 2017.

As a project architect, Emily will work with the project manager and team to develop a complete set of construction documents for the project. On every project, she takes on one goal: make

sure you achieve your dream. She does this by establishing an open channel of communication with you throughout the project process, ensuring the details are correct, continually revising the construction documents, and collaborating with contractors to build the project within the budget and on time.



RELEVANT EXPERIENCE

- City of Park Falls – Park Pavilion
- Heartland Farm Sanctuary
- Elm Grove Lutheran Church & School
- City of Racine Parking Decks
- Faithbridge Church
- Hales Corners Lutheran Church & School
- Immaculate Heart of Mary Catholic School
- Janesville City Hall
- Meadowbrook Church
- Milton School District
- Nativity Jesuit Academy
- Pleasant Prairie Village Hall and Police Department
- St. Clare of Assisi Parish
- St. Dominic Catholic Church
- St. Gabriel Catholic Parish & School
- St. John XXIII Catholic Parish & School
- St. John Lutheran Church
- St. Mary of the Immaculate Conception
- St. Peter Catholic Church
- St. Pius X
- Unitarian Universalist Church - West
- Walworth County Government Center
- Wisconsin Rapids Public Schools
- WJ Niederkorn Library

EDUCATION
 Bachelor of Science in Architecture, 2014
 University of Wisconsin - Milwaukee

REGISTRATIONS
 Wisconsin Architect - 13483-5



MSA PROFESSIONAL SERVICES, INC. | FIRM PROFILE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of 380+ professionals across 17 offices.

We work closely with institutions, governments and private clients on both new buildings and renovation projects to develop plans, anticipate and circumnavigate challenges, expedite the permitting process and see each building project through, every step of the way. Our experience also extends to historic preservation for housing and office buildings, bringing new life to time-honored facilities. We're proud of the reputation we have earned through professional performance and caliber of our employees.

Building Services We Provide

- Electrical Engineering (Low-voltage, Fire Alarm, Security, CCTV, Data & Sound Systems)
- Plumbing Engineering
- Fire Protection Engineering
- HVAC Engineering
- Structural Engineering
- Site Civil Engineering
- Landscape Architecture
- Master Planning

MEP Project Types

- Schools/Universities
- Fire, EMS & Police
- Libraries
- Municipal Buildings
- Public Works/Water/Wastewater
- Aviation
- Park, Pool & Recreation
- Commercial & Retail
- Multi-Family & Mixed-Use
- Mercantile Facilities
- Care Facilities
- Industrial Facilities
- Financial Institutions
- Churches
- Theaters & Auditoriums
- Water Theme Parks
- Hotel & Conference Halls
- Restaurants
- Amusement Arcades
- Telecommunications Design



Curt Krupp, DES

MEP TEAM LEADER & SENIOR PROJECT MANAGER

Curt is a project manager for educational, commercial and municipal facility projects and specializes in lighting, power distribution, and special systems design. Curt frequently leads multi-disciplinary efforts at MSA related to K-12 school projects to provide project continuity and support to the core designers. He has completed 1,000+ Wisconsin school projects over the course of his 30-year career, including facility studies for districts across the state.

He is knowledgeable in the areas of computer networking, phone systems, data distribution, CATV distribution, fire alarms, CCTV, and security. Curt has provided design services for building power distribution, building lighting, emergency power systems, uninterruptible power systems (UPS), building alarm systems, building intercom, telephone and public address systems, telecommunication systems and data cable distribution, process control systems, motor controls, lightning and surge suppression.

EDUCATION

- Milwaukee School of Engineering - Electrical Program
- Moraine Park Technical College, WI Civil/Structural Engineering
- Hughes Institute, Alexandria, Virginia
- University of Wisconsin-Madison - Electrical system design
- Illuminating Engineering Society of America (IES)
- Commercial and Industrial Lighting Certificate

REGISTRATIONS & AFFILIATIONS

Registered Designer of Engineering Systems (Electrical), WI
Institute of Electrical and Electronics Engineers (IEEE)
Illuminating Engineering Society of North America (IES)
Instrument Society of America (ISA)

SELECTED PROJECT EXPERTISE

- County Jail, Walworth County, WI
- Lakeland Skilled Nursing Facility, Walworth County, WI
- Courthouse Demo, Walworth County, WI
- Utility Loop, Walworth County, WI
- Judicial Study, Walworth County, WI
- Government Center Downtown, Walworth County, WI
- IT Relocate, Walworth County, WI
- Lakeland School, Walworth County, WI
- County Site Plan Demolition, Walworth County, WI
- Memorial Library, Walworth County, WI
- Judicial Facility Floor Investigation, Walworth County, WI
- Walworth County Government Downtown 2nd Floor Remodel, Walworth County, WI
- County Cold Storage, Walworth County, WI
- County Judicial Center, Walworth County, WI
- County Government Center, Walworth County, WI
- County Shooting Range, Walworth County, WI
- Government Center Office Remodel, Walworth County, WI
- Fire Alarm System Upgrades, University of Wisconsin-Green Bay
- Grand Court Fire Alarm, Fond du Lac Housing Authority, WI
- Whitefish Bay Village Hall and Police Station, Whitefish Bay, WI
- 2020 Public Works and Utilities Garage - Final Design, Pardeeville, WI
- 2020 Public Works Garage Site Study, Lake Delton, WI
- Public Works Garage Final Design, Lake Delton, WI
- WRRF Boiler Upgrades, Platteville, WI
- Pritchard Park Racine County, WI
- Waupaca County Highway Garage, Waupaca, WI
- Sheboygan City Hall, Sheboygan, WI
- Mount Horeb Public Safety Building, Mount Horeb, WI
- City Hall Renovations, Pine City, MN



Ben Nerat, PE

SENIOR PLUMBING & FIRE PROTECTION ENGINEER

Since 2005, Ben has been working in the industry designing and developing fire protection, piping, and plumbing systems. Ben's experience has included all stages of project design from interpreting and following specifications, following building codes and standards, coordinating with customers and vendors, ordering build materials, creating, maintaining, and updating construction documents, and supporting construction efforts. Ben designs plumbing and fire protection systems and collaborates with the stakeholders to implement high-quality designs and solutions for his clients.

SELECTED PROJECT EXPERTISE

- Waupaca County Highway Garage, Waupaca, WI
- Sauk Prairie Police Station, Prairie du Sac, WI
- North Freedom WWTF Phosphorus Upgrade 2021, North Freedom, WI
- Bangor WWTF Phosphorus Upgrade 2021, Bangor, WI
- O'Dell's Bay WWTF Upgrade 2021 Design, New Lisbon, WI
- UMN Future of Animal Agricultural Research in MN (FAARM), Minneapolis, WI
- The Plaza Neenah Ice Rink Lighting, Neenah, WI
- Wisconsin Rapids Aquatic Park & Splash Park, Wisconsin Rapids, WI
- Schmeeckle Reserve UW Stevens Point Redesign, Stevens Point, WI
- Arbor Haven Park Building, Plover, WI
- Clayton Sanitary Sewer and WW Storage, Clayton, WI
- Phase 2 Construction of New Public Works and Electric Utility Facility, Kiel, WI
- International Crane Foundation Visitor Center and Exhibits, Baraboo, WI
- Baraboo Public Library Expansion and Remodel, Baraboo, WI
- Blackhawk Toilet Shower Building, Janesville, WI
- Marshfield Utilities Building MEP, Marshfield, WI
- Van Zealand Park Pavilion and Site Lighting, Combined Locks, WI
- Wauwatosa Longfellow HVAC and Office Secure Entry, Wauwatosa, WI
- Wisconsin Dells New High School, Wisconsin Dells, WI
- Germantown Amy Belle Elementary, Germantown, WI
- Poynette Middle School Renovations, Poynette, WI
- Sauk Prairie Merrimac Community Charter School Addition, Merrimac, WI
- Sauk Prairie High School Concessions Building, Prairie du Sac, WI
- Wauwatosa East High School Tech Ed Renovation, Wauwatosa, WI
- Reedsburg High School Fitness Center, Reedsburg, WI
- Wisconsin Dells High School Concessions Building, Wisconsin Dells, WI

EDUCATION

B.S., Mechanical Engineering
Michigan Technological
University

Fire Protection Engineering
Worcester Polytechnic Institute,
Worcester, MA

REGISTRATIONS & AFFILIATIONS

- Professional Engineer, WI



Ken Sorensen, DES

SENIOR HVAC DESIGNER

Ken has expertise in schematic design, equipment sizing and selection, construction estimates, shop drawing review, site investigation, technical writing, heat loss/heat gain calculations, project manual specifications, and code compliance review. Project experience includes university buildings, schools, banks, libraries, office buildings, hotels, restaurants, churches, municipal, retail, casinos and medical facilities.

SELECTED PROJECT EXPERTISE

- De Pere City Hall HVAC Upgrades, De Pere, WI
- Kewaunee City Hall HVAC Upgrades, Kewaunee, WI
- White Lake - Fire Station, White Lake, WI
- Jackson Public Safety Building, Jackson, WI (Cedar Corporation WI)
- Library HVAC Evaluation, Edgerton, WI
- Phase 2 Construction of New Public Works and Electric Utility Facility, Kiel, WI
- Champaign Urbana Public Health District New Basement Clinic HVAC Design, Champaign, IL
- International Crane Foundation Visitor Center and Exhibits, Baraboo, WI
- Baraboo Public Library Expansion and Remodel, Baraboo, WI
- NWTC Boiler Plant, Green Bay, WI
- Dunne County Municipal Building, Dunne County, WI
- Bank First National Oshkosh Branch, Oshkosh, WI
- Manitowoc County Park Shelters Cato-WallaHi, Manitowoc, WI
- City Hall Fire Alarm Upgrades and 3rd floor Office/Work Room, Janesville, WI
- Sauk Prairie Police Station, Prairie du Sac, WI
- UMN Future of Animal Agricultural Research in MN (FAARM), Minneapolis, MN
- WWTF Upgrade Design & CRS, Lomira, WI
- Rocky Knoll Garden View Dining Room RTU, Plymouth, WI
- Resch Aquatic Center, Green Bay, WI
- New Holstein Aquatic Center, New Holstein, WI
- Erb Park and Pool, Appleton, WI
- Wisconsin Rapids Recreation Complex, Wisconsin Rapids, WI
- Splash Park at Mead Field, Wisconsin Rapids, WI
- Bakken Park, Cottage Grove, WI
- Sauk Prairie Merrimac Community Charter School Addition, Sauk City, WI
- Sauk Prairie High School Concessions Building, Sauk City, WI

EDUCATION

B.S., HVAC Engineering
Ferris State University

A.S., HVAC Technology
Ferris State University

REGISTRATIONS & AFFILIATIONS

- HVAC Designer of
Engineering Systems, WI
- Advanced Training for
International Energy
Conservation Code (IECC)
- Mechanical Code (IMC)
and Fuel Gas Code (IFGC)
- American Society of
Heating, Refrigeration, and
Air-Conditions Engineers,
Inc. (ASHRAE)



3

EXPERIENCE

The following pages contain PRA's civic experience followed by two reports of similar projects that have been completed within the last three years.

RELATED EXPERIENCE

PRA is uniquely qualified to provide architectural services for your project. We have a seasoned team of professionals, many successfully completed projects with similar scope, and a sincere interest in your success.

PRA has been recognized by our clients as having open communication, a high level of professionalism, and creative ideas. Our team will work diligently to analyze your situation and develop solutions that are feasible, innovative, and cost effective.

Below is a list of relevant projects including projects libraries, fire departments, police departments, and courts. In the following sections there is an in-depth look at xx separate relevant municipal projects.

Agape Community Center
American Cancer Society Hope Lodges
American Legion Post 375 Renovation
Angie W. Cox Public Library Master Plan
Barrett Memorial Library Study
Bayside Fire And Police Station, Facilities Expansion Study
Bayside Firehouse Addition
Beaver Dam Police Station and Municipal Court
Beloit Safety & Weight Enforcement Facility
Boys & Girls Club of Dane County

Boys & Girls Club of Washington County
Brookfield Town Hall Study
Brown Deer Municipal Complex
Calumet County Courthouse
Cedarburg Police Department Study and New Building
Cedarburg Public Library Study
City of Madison Fire Station No. 11
City of Madison Fire Station No.12 Renovation and LEED Services
Clinton Police Department - Reprogramming
Cottage Grove Library Master Plan
Cottage Grove Municipal Facilities Study
Crex Meadows Wildlife Center Master Plan
Delafield - Fire, Police, Library, Admin, DPW Study
Drexel Town Square Master Plan
East Troy Village Hall Study and Police Department
Elm Grove Public Library Renovations



RELATED EXPERIENCE

Federal Courthouse Milwaukee
Fox Brook Beach House
Franklin Fire Station
General Mitchell International Airport - Multiple Renovations
General Mitchell International Airport Concourse D Addition
Germantown Community Library
Germantown Police Department Study
Glendale City Hall
Glendale Department of Public Works
Glendale Police Headquarters
Grafton DPW Building Study
Grafton Police Department Addition and Renovation
Greenfield Police Department Study
Hales Corners Veteran's Memorial Planning
Heartland Farm Sanctuary Master Plan
Heartland Farm Sanctuary New Animal Building
Historic Ca'D'Zan Sarasota Roof Renovation
Humane Society of Sarasota
Ishpeming Police Department & Fire Hall Pre-Schematic Design
Jack Russell Memorial Library
Janesville City Hall Renovations
Jefferson Police Dept and Utility Building Renovations
Kenosha County Courthouse
Kewaskum Public Library
La Casa de Esperanza
Lac Lawrann Nature Center Study
Lincoln County Courthouse
Madison Central Library Master Plan
Marathon County Master Plan
Matheson Memorial Libr



Mc Henry County Courthouse
Menomonee Falls Community Center
Menomonee Falls Village Hall
Mequon City Hall - Addition and Renovation
Mequon Fire Station
Milwaukee County Children's Court Study
Milwaukee County Courthouse Programming
Milwaukee County Jail
Milwaukee County Juvenile Detention Facility Study
Milwaukee County Safety Building
Milwaukee East Library Master Plan
Milwaukee Fire Department
Milwaukee Homeland Security Building
Milwaukee River Greenway Master Plan

RELATED EXPERIENCE

Mineral Point Library & City Hall Study
Monroe Public Library Master Plan
Mukwonago Fire Station No. 1
Mukwonago Police Department Master Plan
Mukwonago Village Hall Program
National Republican History Museum Master Plan
New Berlin City Hall Study
New Berlin Public Library
New Glarus Village Hall and Library Master Planning
North Hills Country Club
North Lake Town Hall Library Planning
North Port Fire Station No. 86
North Point Wellen Park Building Department Facility
Oak Creek Abendschein Park Pavilion
Oak Creek Civic Center Master Plan



Oak Creek Fire Fire Station No. 3 Renovation
Oconomowoc City Hall
Oconomowoc Fire Station No. 2 at Pabst Farms
Park Falls Wisconsin Park Pavilion & Stage
Platteville Public Library
Pleasant Prairie Fire Department No. 1 New Station & Renovation
Pleasant Prairie Police Department Master Plan
Pleasant Prairie Police Department & Village Hall
Portage Public Library Addition and Renovation
Racine County Courthouse
Racine Parking Garage Renovations
River Hills Village Hall Renovation
Riveredge Nature Center
Ronald McDonald House
Saukville Police Department and Village Hall Study
South Shore Fire Department New EMS Building Study
South Shore Fire Station #8 Addition
South Shore YMCA
Sun Prairie City Hall
Sun Prairie Community Service Building
Sun Prairie EMS Master Plan
Sun Prairie Fire Station Remodel
Sun Prairie Police Department Programming
Sun Prairie Public Safety New Building
Sun Prairie Safety Building No 2 New Building Program
Sussex Village Hall Basement Renovation
Sussex Village Hall Study
Tenney Park Pavilion
The Ridges Sanctuary Master Plan
Thiensville Fire House
Thiensville Municipal Center
Thiensville Post Office

RELATED EXPERIENCE

Town of Brookfield- Hwy Garage & Police Renovation
Union Grove Yorkville Fire Department Study
Verona Athletic Complex
Verona Public Library Study
Village of Cleveland Facilities Study
Village of Germantown Master Plan
Village of Mukwonago Park Pav Renovation Study
Walworth County Courthouse
Walworth County DPW Building Renovations
Walworth County Government Building Renovation
Walworth County Judicial Building Study
Walworth County Judicial Library
Walworth County Sheriff's Office Renovation
Washington County Facilities Master Plan
Washington County Juvenile Shelter
Waterford Fire Department Station No. 2
Watertown Social Innovation Club
Waukesha County Courthouse Master Plan
Waukesha County Juvenile Center
Waukesha Fire Station No. 1
Waunakee Public Library Study
West Allis City Hall
West Allis Fire Station Administration Building Renovation
West Allis Fire Station No. 1
West Allis Fire Station No. 2 Addition & Renovation
West Allis Fire Station No. 3 Addition & Renovation
Whitefish Bay Police Station Renovation
WJ Niederkorn Library Facilities Assessment

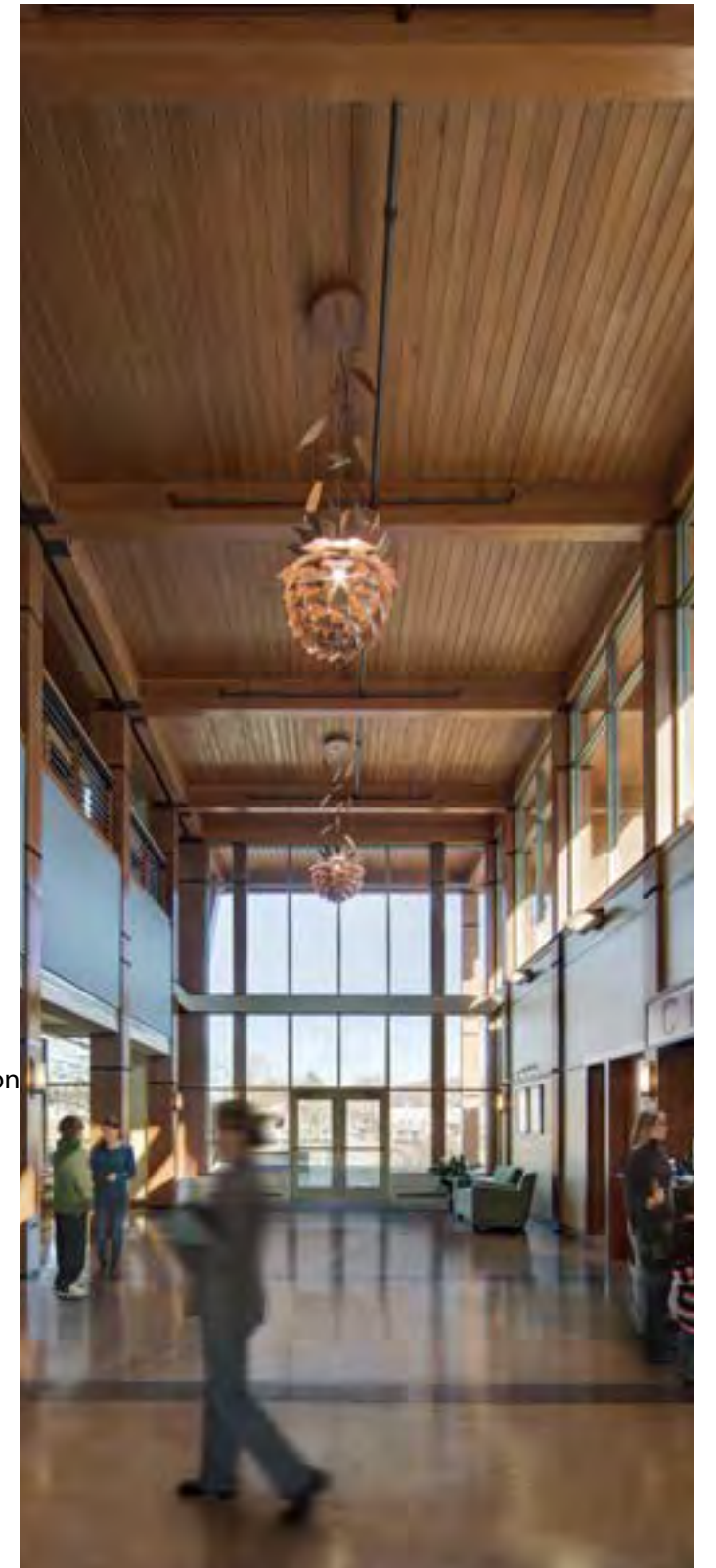


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PRA Project # 200113-01

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W.J. NIEDERKORN LIBRARY STUDY

PORT WASHINGTON, WISCONSIN
PRA Project #200113-01 | March 2021



Executive Summary



EXECUTIVE SUMMARY

The W.J. Niederkorn Library is located in Port Washington, Wisconsin. As the only public library in the city, it serves all of the 11,800 residents within the 6 square mile area.

The current library was constructed in 1961 and a major addition was completed in 2001. The building has a wood siding and cut stone façade with an asphalt shingle roof. Considering its age, the library is in good condition and has been well cared for over the years.

This facilities assessment is being conducted to help the Library Board, City Council and community determine the future of the building. There are certain repairs and upgrades that need to be done immediately, but space constraints and current library trends point to the need for an addition or entirely new building. This study will outline our professional recommendations from an architectural and infrastructure standpoint. Our goal is to help identify the items that should be discussed for immediate attention and other items that can be considered in the long-term planning for the library.

The full architectural facility review is based upon the current building code and energy code as enforced by the State of Wisconsin. The 2015 International Building Code (IBC) and 2015 International Energy Conservation Code (IECC) are the current editions. The term ADA is used throughout this report as a reference to Federal Americans with Disabilities Act as adopted by the State of Wisconsin.

Existing Site & Structures - Conditions

The building and immediate surrounding grounds of the W.J. Niederkorn Library were reviewed by representatives from Plunkett Raysich Architects (PRA) on January 21, 2021. These observations, discussions with the staff and professional opinions form the basis for the recommendations presented in this facilities assessment report.

The library is located approximately 3 miles east of I-43 and about a half mile from the Port Washington Marina. Grand Avenue borders the site to the south and Webster Street is to the west. The Judge Eghart House Museum is to the east on the same parcel of land owned by the city. An access road is on the north side of the property. The neighborhoods to the north, west and east of the library are residential. Grand Avenue is a mix of residential and business.

Angled parking is available off the access road behind the building. Some of these spaces are reserved for staff and handicapped visitors. There is street parking available on Webster Street, Grand Avenue and Montgomery Street.

It appears the site was excavated to allow the south side of the library to be at street level. From Grand Avenue, the perpendicular streets and the site slope up. There is an accessible entrance from the sidewalk along Grand Avenue and another one near the parking on the access road. There is a stairway to the main entrance from Webster Street.

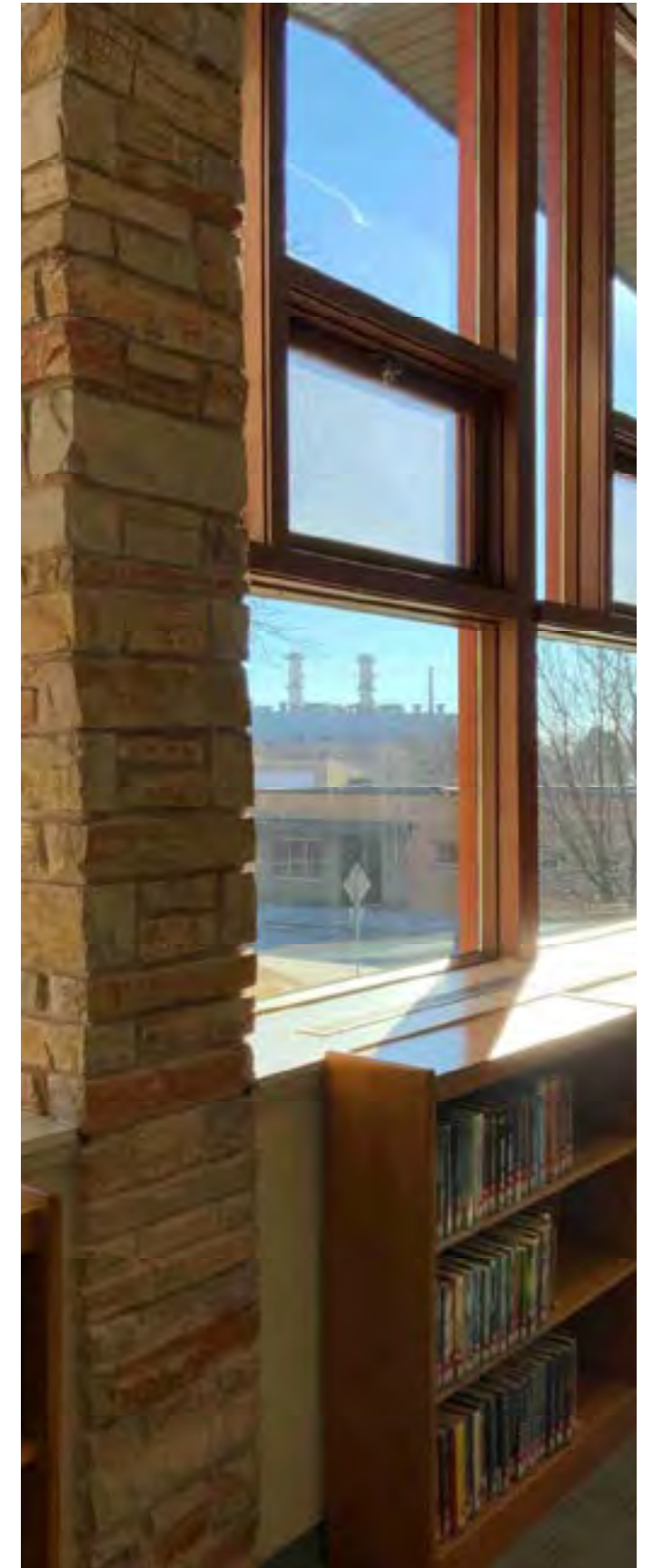
Site Recommendations

1. Repair or rebuild retaining walls on the

west side of the building.

2. Fix heaving concrete slab at the top of the stairs at the west entry.
3. Install exterior lighting for book drop.
4. More parking is needed and desired. Potentially look to buy parcels to the east and/or north of the building.

Architectural Report

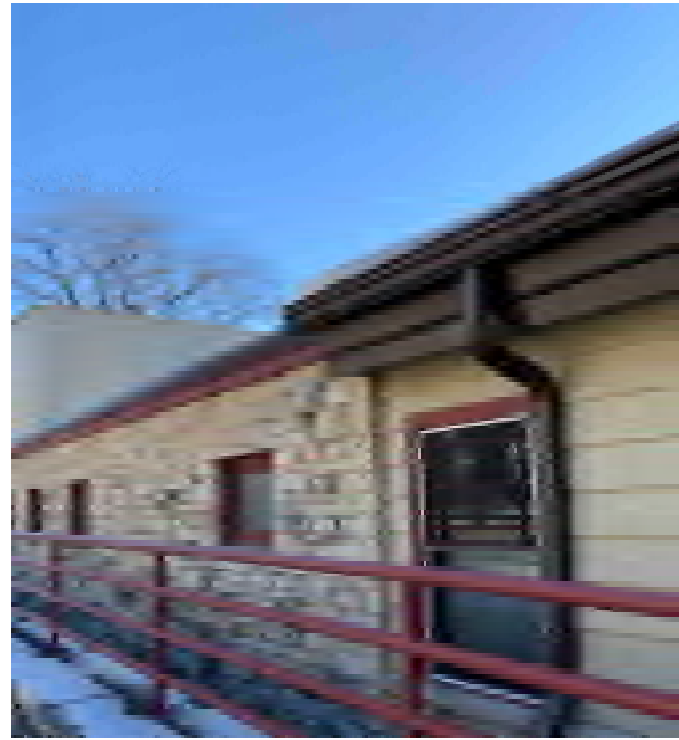


ARCHITECTURAL REPORT
EXTERIOR:

Exterior 03: Exterior windows are not energy efficient. Replacement of all windows is recommended.



Exterior 04: Siding and wood trim damaged from pressure washer during recent exterior repainting.



Exterior 01 & 02: Ice damming occurs at book drop and by director's office.



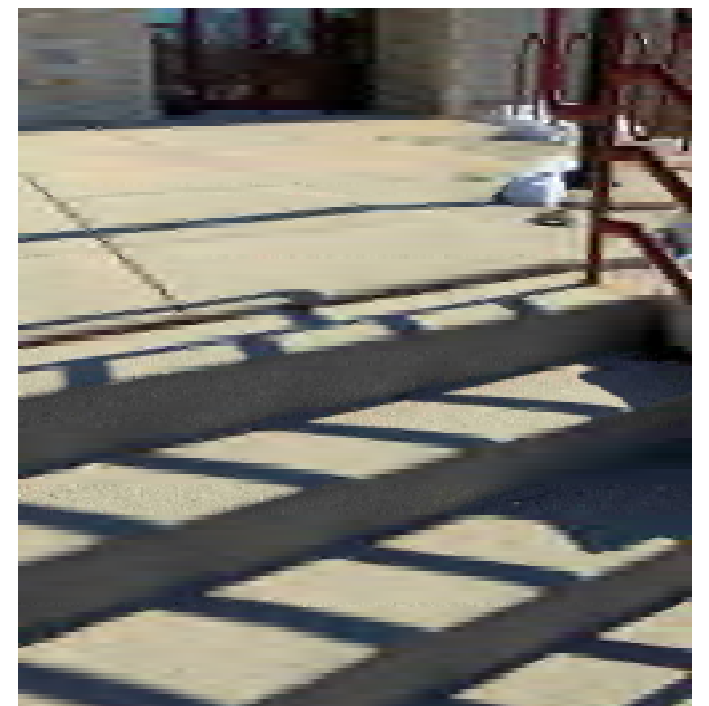
Exterior 05: Replace entire shingle roof and re-flash around chimney and other roof penetrations.



Exterior 06 & 07: Stone retaining walls at the west entry are not stable. According to staff they have been repaired multiple times, but continue to fail.

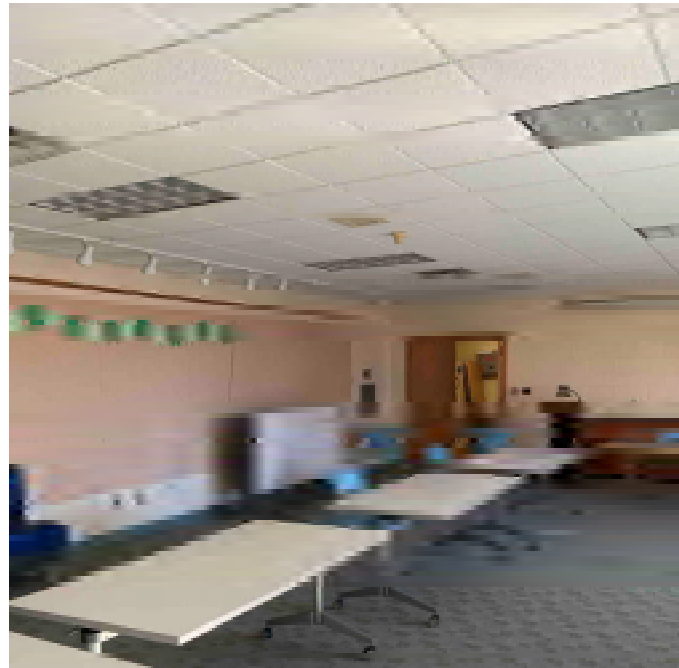


Exterior 08: Concrete slab is heaving and creates a trip hazard.

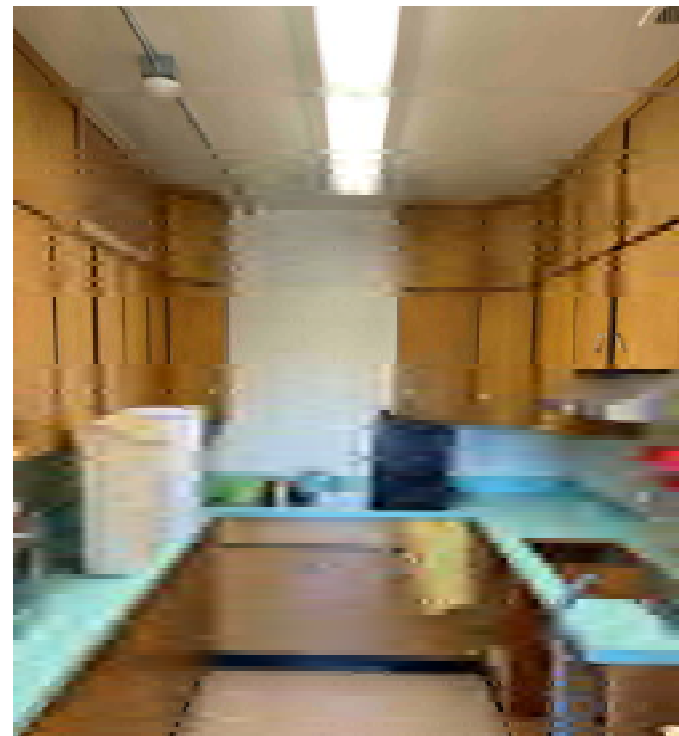


INTERIOR:

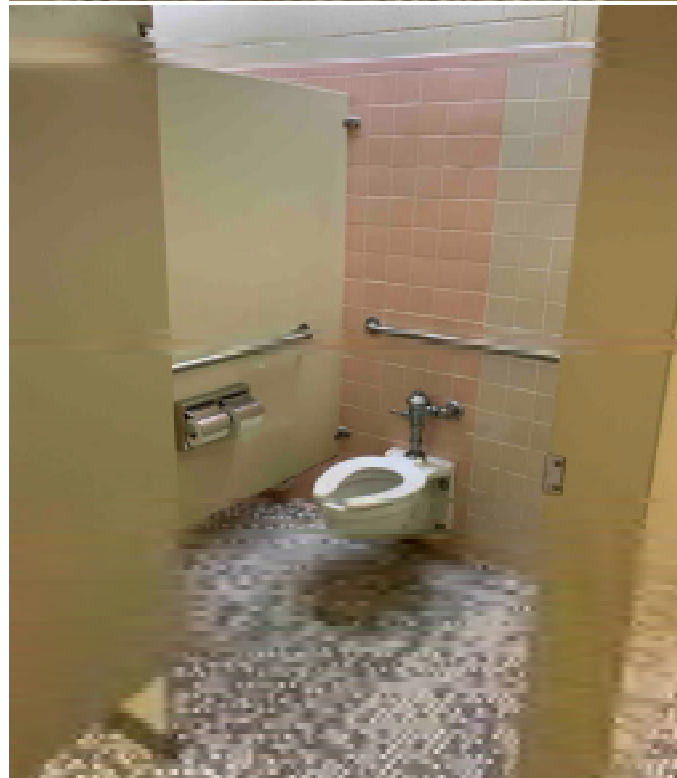
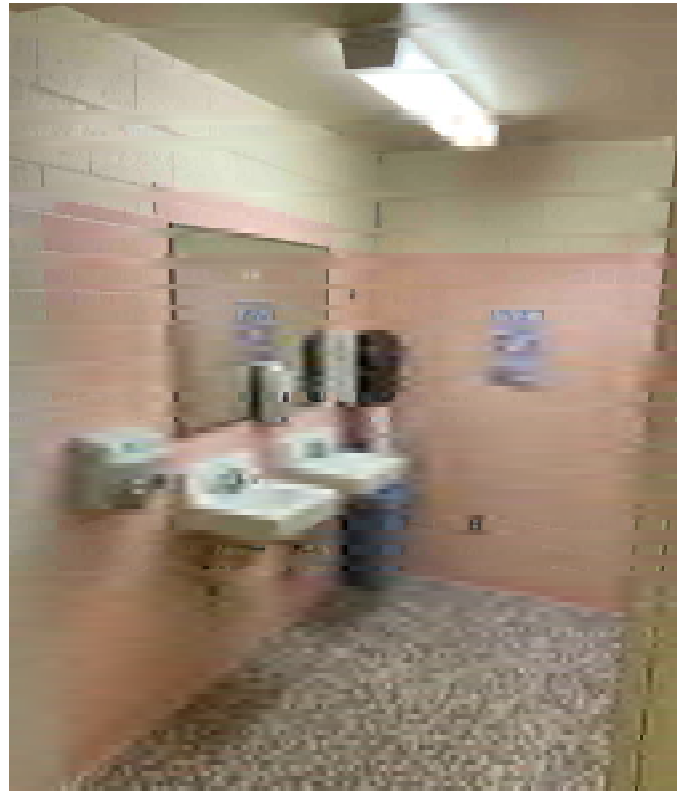
Interior 01: Community Room finishes and technology are dated



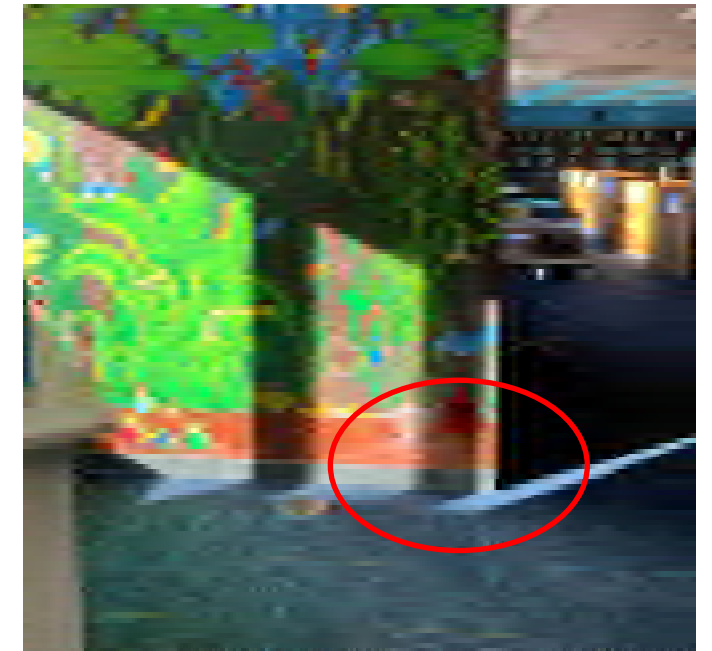
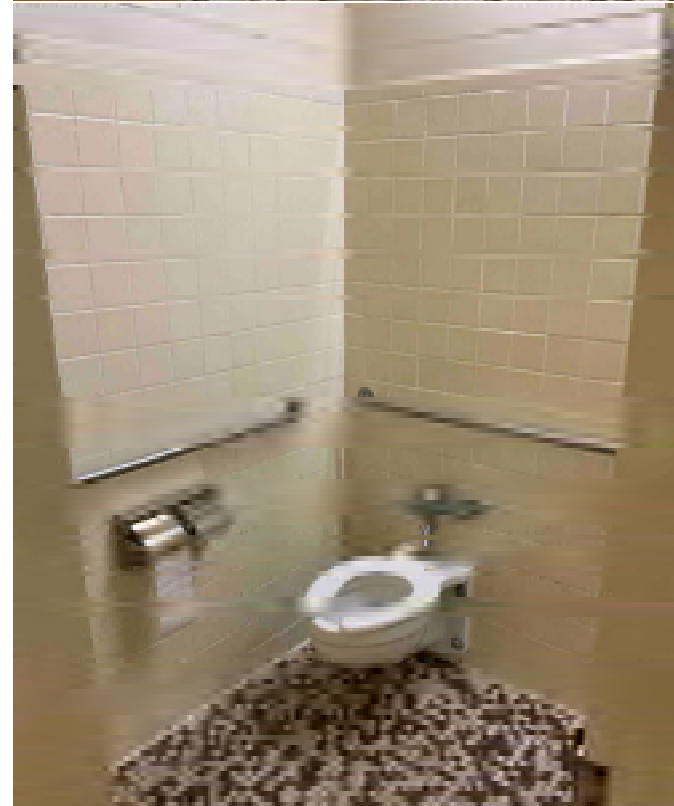
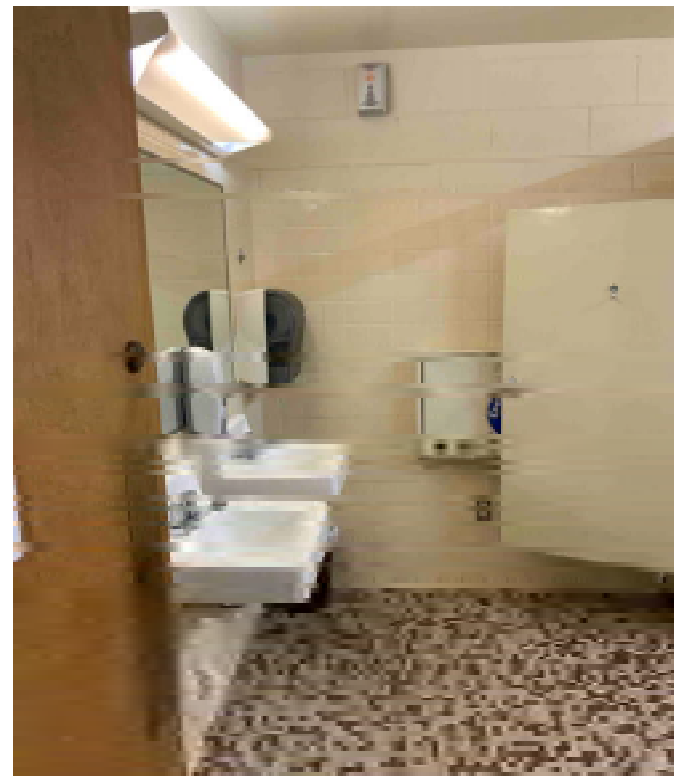
Interior 02: Community Room Kitchenette is dated and should be updated for code compliance.



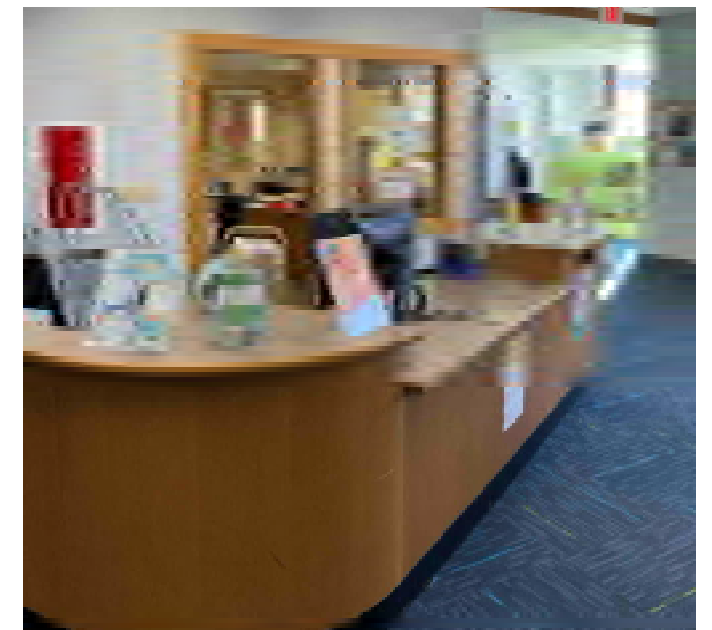
Interior 03 & 04: Lower-level women's bathroom is dated. ADA stall needs a vertical grab bar.



Interior 05 & 06: Lower-level men's bathroom is dated. ADA stall needs a vertical grab bar.



Interior 07: Staff members indicated that after heavy rains, the carpet in the area noted is wet. This is in the Children's Room on the lower-level.

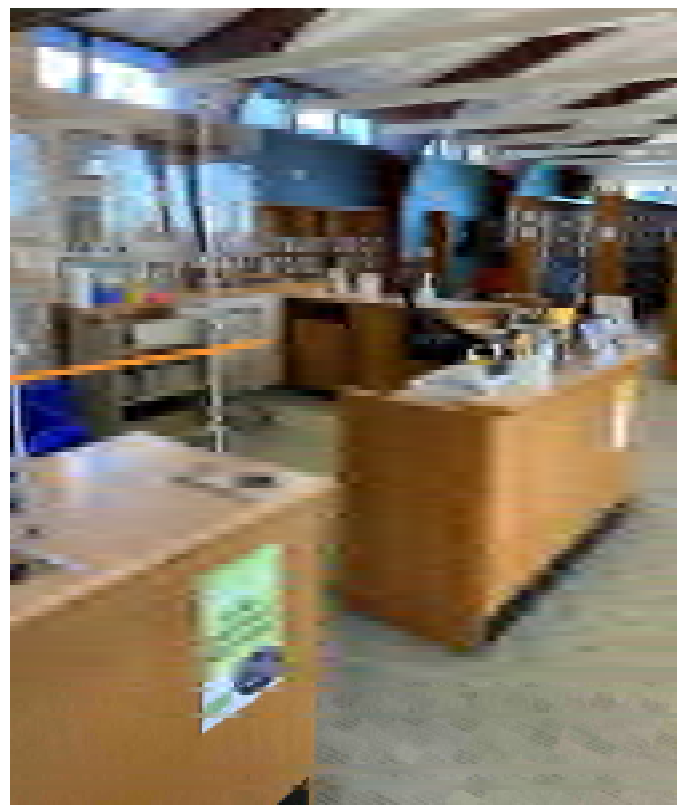
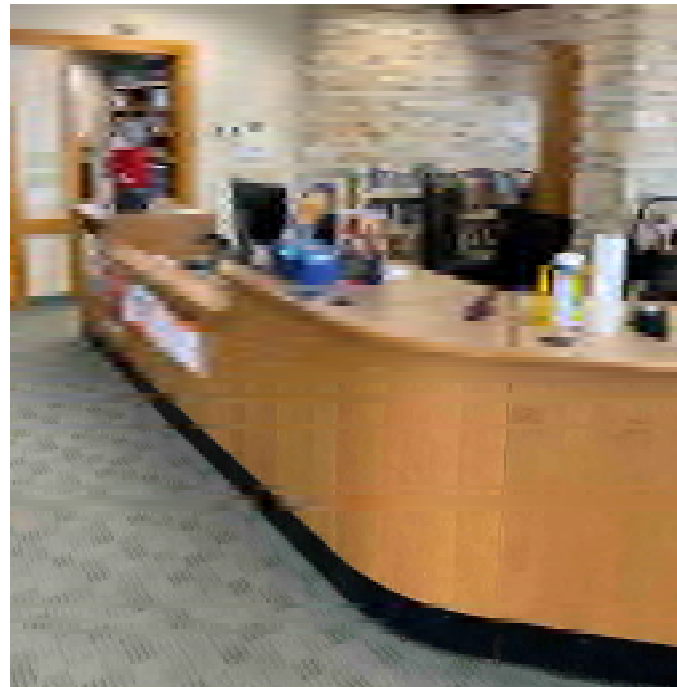


Interior 08: Staff would prefer a smaller, mobile circulation desk in the Children's Room

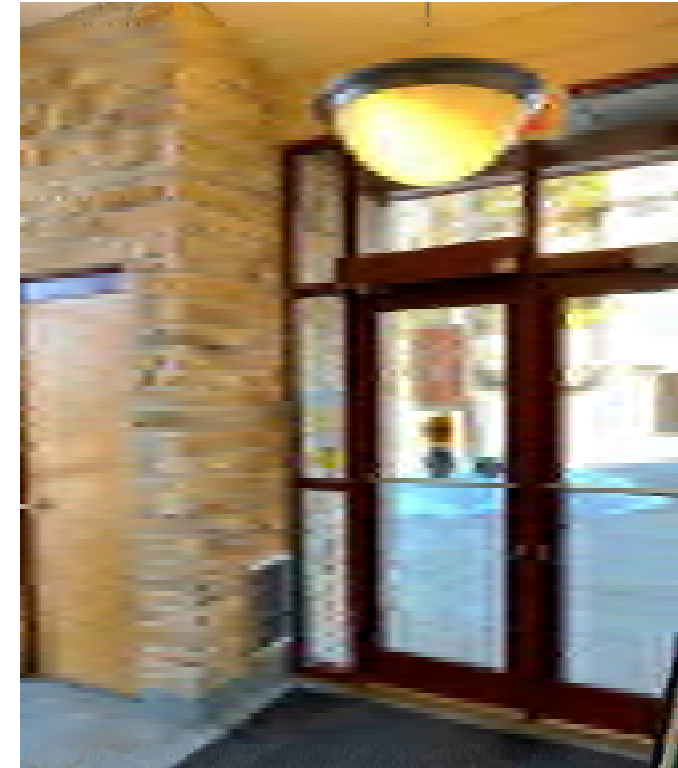
Interior 09: Staff indicated that a small puddle forms at the base of these stairs when it rains. This is near Janitor 117.



Interior 10: Paint touch up at north wall. Stair treads and nosings are worn out and could use replacement.

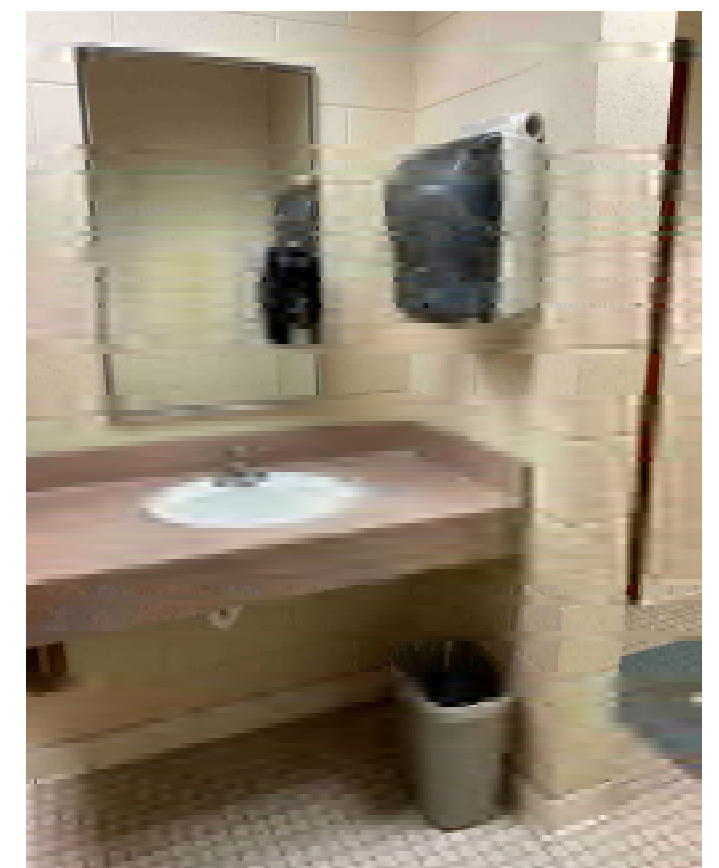
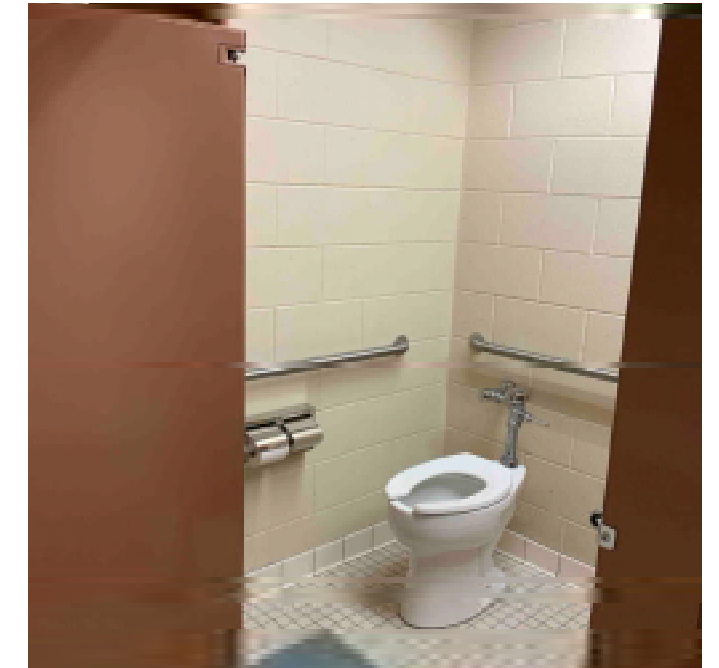


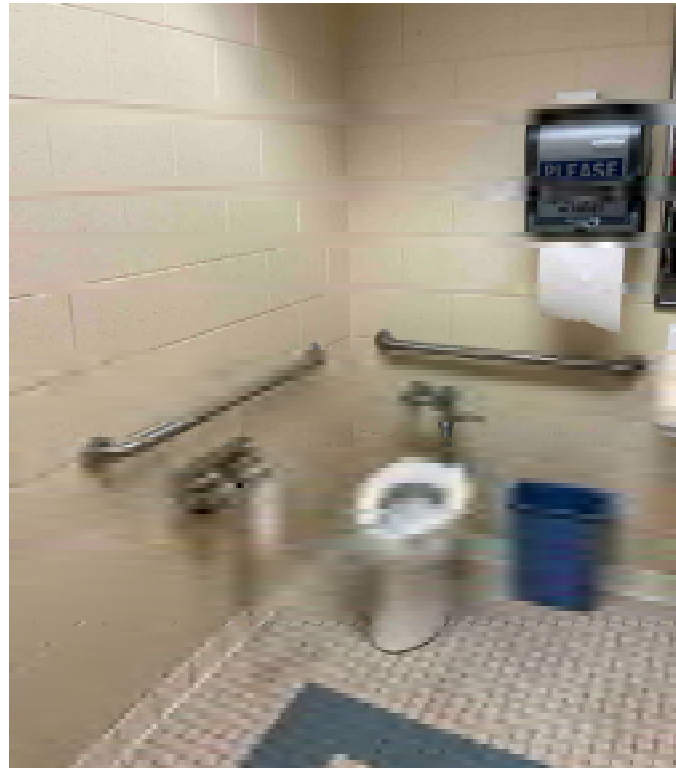
Interior 11 & 12: Staff indicated that the upper level circulation desk is too large. More cart storage preferred, but less desk space



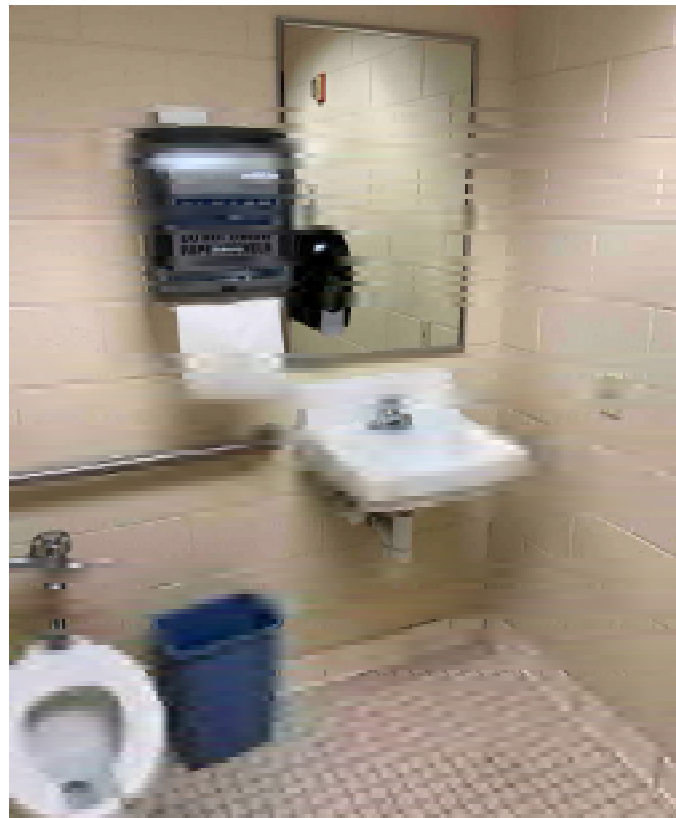
Interior 13: Staff indicated that the automatic door operator at the north entrance needs replacing. Replace 2 operators on the upper level and 2 operators on lower level due to age and amount of use.

Interior 14 & 15: Upper level women's bathroom is slightly dated. ADA stall needs a vertical grab bar.





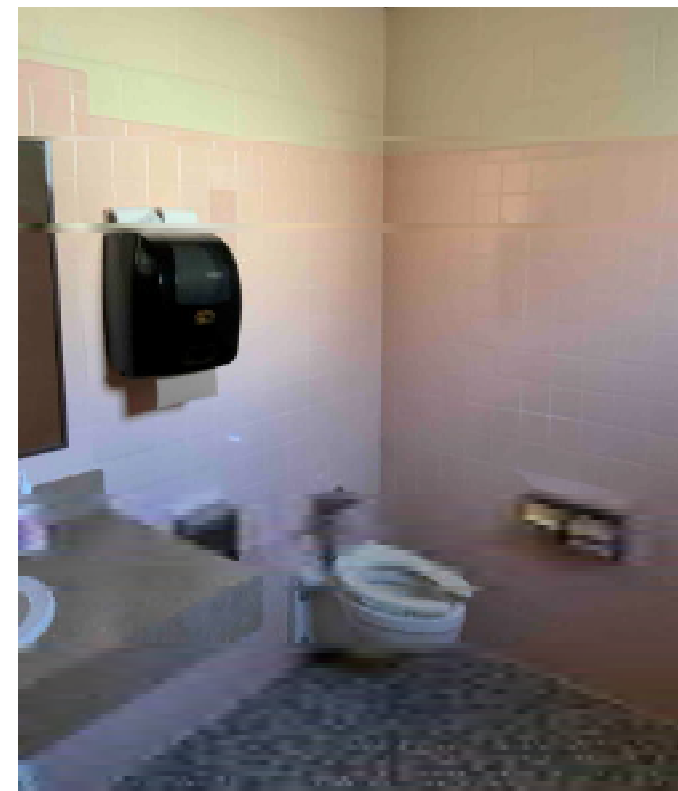
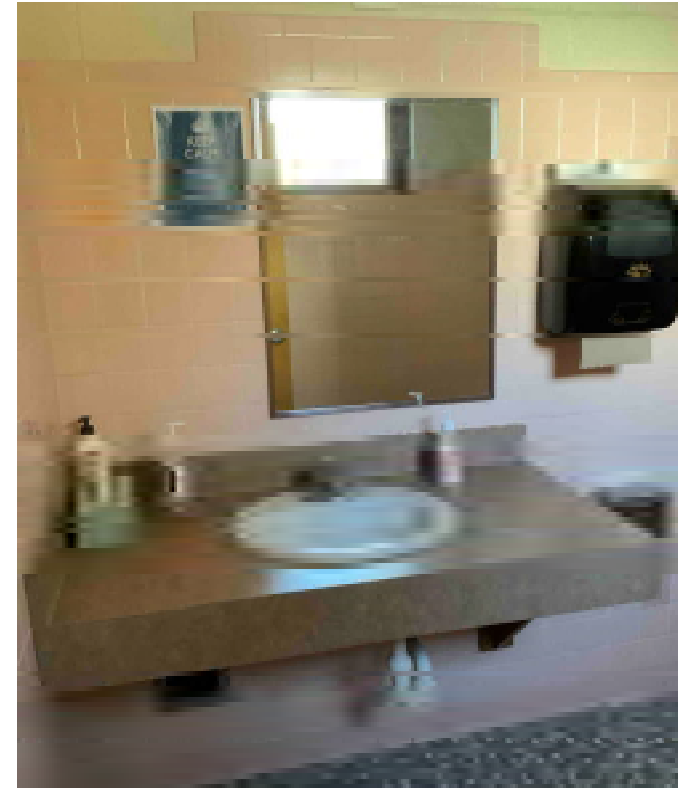
Interior 18 & 19: Upper level men's bathroom is slightly dated. ADA stall needs a vertical grab bar. The urinal is cracked.



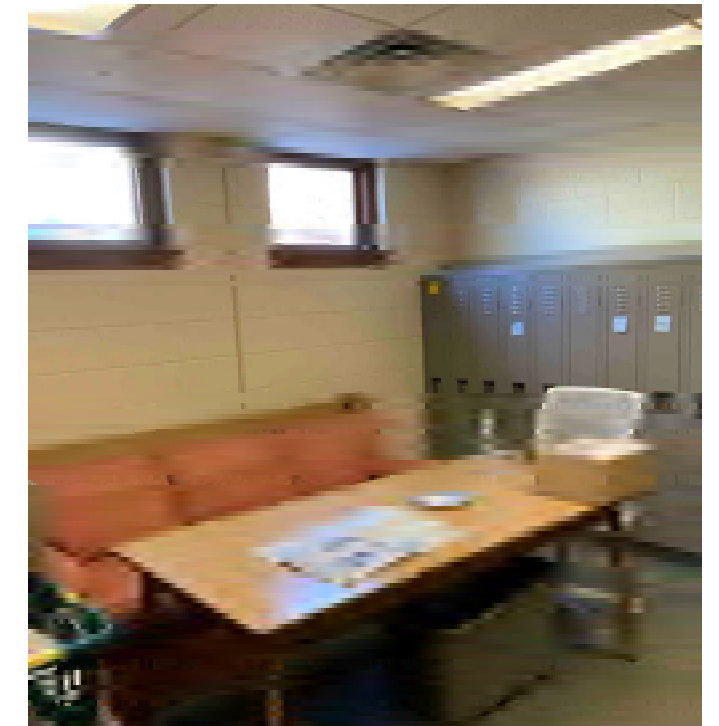
Interior 16 & 17: Upper level family restroom is dated. Install vertical grab bar.



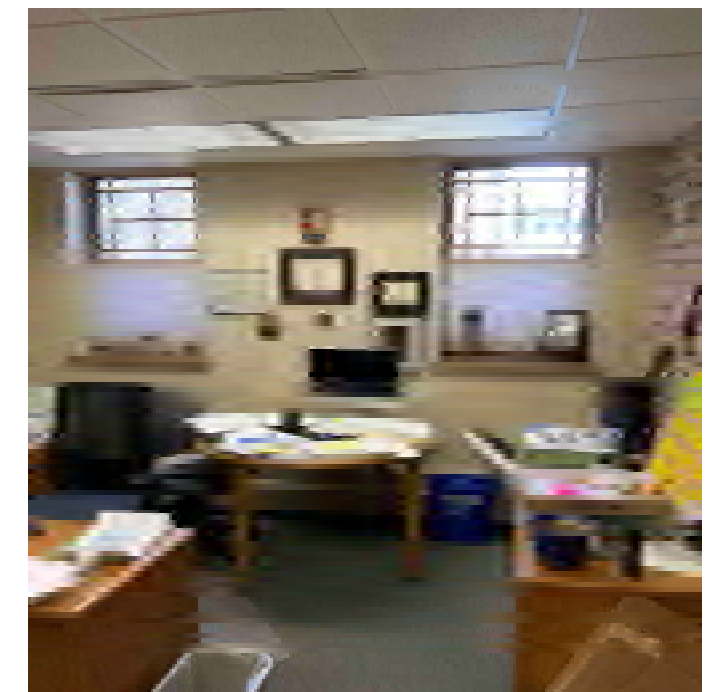
Interior 20 & 21: Upper level staff bathroom is dated. Grab bars are required.



Interior 22: Staff collaboration area is small and not ideal. A larger, more comfortable space is desired.



Interior 23: Library Director's office is small. More space for a meeting table is desired.



Building

The original library was constructed in 1961 and was 13,250 square feet between two floors. It was situated on the east side of the existing site. The building was extended in 2001 with an approximate 9,050 square foot, 2-story addition to the west. The project in 2001 also included the renovation of certain areas within the original building. The library has masonry exterior walls with a cut stone veneer and redwood siding façade. The lower level is slab on grade while the upper level floor structure is precast plank bearing on the masonry walls. There are wood windows at the perimeter of the building. Some moisture damage was observed, but not all windows were inspected. All the exterior doors, with the exception of one hollow metal service door, are aluminum storefront and they are new as of 2001. The main roof is made of wood trusses, sloped at a 3/12 pitch, with asphalt shingles. There is a small portion above the offices on the north side of the building that is a flat roof with EPDM. This roof has mechanical equipment on it.

In general, the exterior of the building appeared to be well maintained and clean. The large clock at the west entry does not work properly and should be repaired. The library staff did mention that the exterior had been painted recently and the job was not done well. A pressure washer was used to remove the old paint and it left gouges in the redwood siding around the entire exterior. Unfortunately, there is no feasible solution for fixing this mistake. If repairs are desired, an entire replacement of the damaged wood is required.

The interior of the building was also well maintained and clean. Most of the rooms in

the 1961 portion of the building are clearly dated and could use some upgrades if the library is to remain. The portion of the building from 2001 is in better shape, but it is still 20 years old at this point, and could use some finish upgrades as well.

Currently, the library is open to the public from 10:00 A.M. - 6:00 P.M., Monday through Friday. The adult books and resources are located on the upper level, with the children's room and a large community room on the lower level. The community room is used for the library programs, meetings and it is available to rent, if needed. According to staff, the tables and chairs within this space were purchased 2 years ago. Besides being dated, the room appeared to be well maintained. The staff indicated that they would like the A/V equipment upgraded to be more efficient for meetings and presentations. The finishes around the room deserve an update to create a more modern space. Adjacent to the community room is a kitchenette. The staff indicated that the kitchenette does get used regularly. Again, this is a very dated space that needs to be demolished and redesigned to comply with current codes if the space is to remain in use.

Currently, there are 11 staff that help keep the library functioning. Due to COVID-19, the daily use of the library is at about 50 people. Programs for children, teens and adults are all virtual at this time. The community room is closed except for blood drives that the library has been hosting.

However, pre-COVID, there were around 300 daily users of the library. The programs included three story times per week in the children's room, teen and adult programs, Teen Café twice per week after school, Friday

movie nights, free tax services with AARP volunteers and other miscellaneous events.

Building Recommendations

1. Repair the exterior clock
2. Replace the shingle roof and re-flash around all roof penetrations to fix leaks. Consider installing solar panels (rebate programs should be considered to minimize initial installation cost.)
3. Replace worn out treads and nosing's on the open stair between the lower level and first floor
4. Replace the auto-operators on all doors (4 total)
5. Perform minor repairs in all bathrooms to make them fully ADA compliant (installing vertical grab bars). However, renovations of each bathroom should be considered. Plumbing fixtures, toilet partitions, lighting and finishes are all outdated.
6. Update community room to include modern A/V equipment, finishes and room layout
7. Update kitchenette with new worksurfaces, cabinets, sink, handwashing sink, residential dishwasher, coiling serving door, flooring, and paint
8. Reconfigure staff offices. More general storage space and an appropriate area for collaboration are desired
9. Incorporate private study rooms for library patrons
10. New children's restroom on lower level
11. Incorporate kiosks for patron self-check-in and check-out
12. Replace all exterior windows to achieve

better energy efficiency, which will allow for a savings in utility costs. Moisture damage was observed at some locations.

13. Add more electrical outlets and make them easily accessible

Additional Recommendations

Besides the previous recommendations noted, we also suggest considering the following items associated with energy and water efficiency, energy savings and the COVID-19 pandemic. Energy and water efficiency and savings items could include:

- Replace existing plumbing fixtures with low-flow plumbing fixtures
- Rainwater use and management
- Porous paving in the new parking lot
- Solar panels on the south facing roof
- Electric car charging stations at the new parking areas

Due to the current COVID-19 pandemic, many public buildings are having to adjust their operations to provide safer practices for clients and visitors. It would be in the library's best interest to consider some modifications for preventing the spread of diseases. Some options include;

- Bipolar ionization within the HVAC system(s) to provide cleaner air
- Higher rated filters on the HVAC units
- Touch-less controls (faucets, doors, elevator, etc.)
- Non-porous and/or anti-microbial surfaces
- Mobile furniture for flexible layouts and spacing

Plumbing Report



Plumbing System Review:

The following report is the result of a site visit by Curt Krupp of MSA Professional Service, Inc. that occurred on January 21, 2021. Site observations, existing drawing review and interviews with facility staff were used in preparing this report.

The original building was constructed in 1961 with a building addition in 2001.

Domestic Water System

Observations

Water Service(s) include(s) the following:

2" Copper water service supplied by the local municipal water utility with 1.5" water meter with bypass piping.

Piping system material is majority copper with small remaining areas of galvanized piping.

Domestic cold water piping system is in fair condition.

Domestic hot water supply piping system is in fair condition. Hot water delivery wait time to fixture is over 90 seconds.

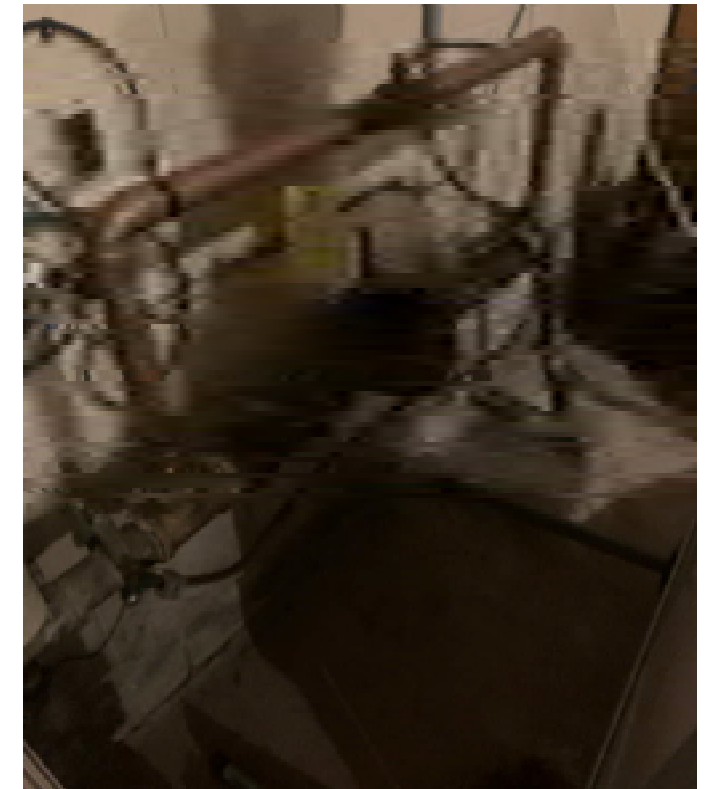
Domestic hot water return piping system is in fair condition.

Water pressure is fair. Actual pressure TBD.

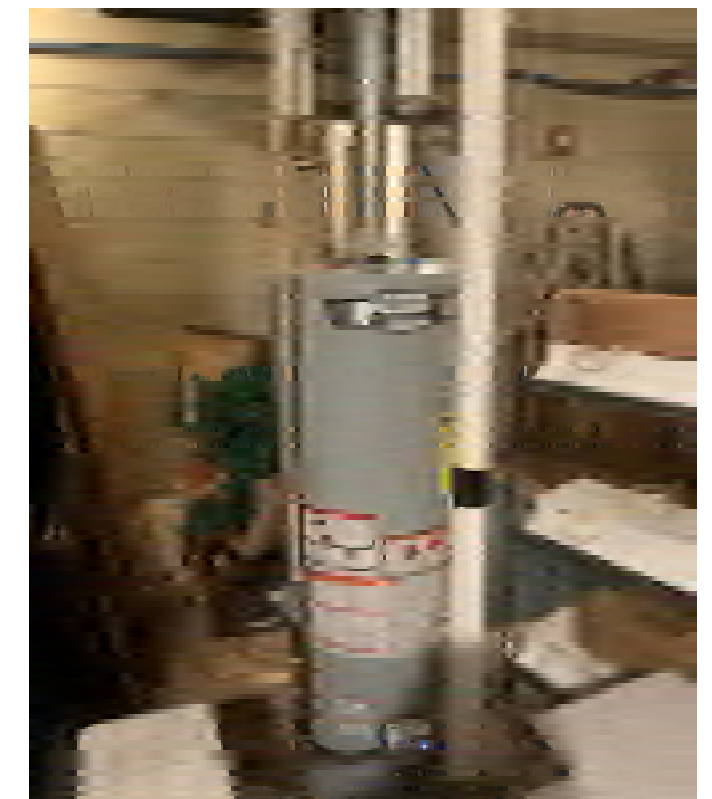
There is no water softening in the building.

There are gate valves that are hard to operate.

Backflow preventers are in fair condition.



Water Meter



Electric Water Heater & Backflow Preventer

Recommendations

1. Backflow preventer shall be maintained / repaired as required and tested once a year.
2. Replace all existing galvanized piping with new copper or approved piping material.
3. Repair all leaks on piping as required with new copper or approved piping material.
4. Provide new pipe insulation as required on exposed and damaged piping areas and sections.
5. Provide complete new properly sized domestic water piping system with new copper or approved piping material.
6. Rebalance domestic hot water distribution system or extend hot water return and supply piping to fixtures to improve hot water delivery wait time.
7. Provide accessible isolation ball valves for each room and all plumbing equipment.

Fire Sprinkler System**Observations**

There is no automatic fire sprinkler system in the building.

Existing water service is not capable of supporting a whole building automatic fire sprinkler system.

Recommendations

1. If automatic fire sprinklers are required for an addition or renovations, a new 6" water

service will be required.

Sanitary Drain, Waste and Vent System**Observations**

Sewer(s) includes the following:

Sewer lateral discharging to the local municipal sewage utility.

There is not a backwater valve on the sewer lateral.

Piping system material is Cast Iron, Galvanized & PVC. PVC located in 2001 renovations areas.

Sanitary piping system is in fair condition.

No Sanitary piping issues has been reported by staff.

Recommendations

1. Repair all leaks on piping as required with new PVC or approved piping material.
2. Camera video inspection of all underground piping shall be acquired to determine system quality and proper flow. Replace any problem areas with PVC piping.
3. Provide entire drain and waste system with auger and/or jetting cleaning maintenance once a year.
4. All the existing cast iron and galvanized above floor piping shall be replaced with new PVC or approved piping material.

Storm and Clear Water Drain, Waste and Vent System**Observations**

Sewer(s) include the following:

Sewer lateral discharging to the local

Recommendations

1. Backflow preventer shall be maintained / repaired as required and tested once a year.
2. Replace all existing galvanized piping with new copper or approved piping material.
3. Repair all leaks on piping as required with new copper or approved piping material.
4. Provide new pipe insulation as required on exposed and damaged piping areas and sections.
5. Provide complete new properly sized domestic water piping system with new copper or approved piping material.
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4. All the existing cast iron and galvanized above floor piping shall be replaced with new PVC or approved piping material.

Storm and Clear Water Drain, Waste and Vent System**Observations**

Sewer(s) include the following:

Sewer lateral discharging to the local

municipal storm piping.

There is not a backwater valve on the sewer lateral.

Piping system material is Cast Iron, Galvanized & PVC. PVC located in 2001 renovations areas.

Storm piping system is in fair condition.

Interior roof drain and conductor piping system discharges to storm drainage system.

There are no secondary overflow roof drains severing the primary roof drains.

Exterior rain gutters discharge to storm drainage system.

Sump pump in the lower level serves the building's drain tile. It is in good condition.



Sump Pump

Recommendations

1. Repair all leaks on piping as required with new PVC or approved piping material.
2. Camera video inspection of all underground piping shall be acquired to determine system quality and proper flow. Replace any problem areas with PVC piping.
3. Provide entire drain and waste system with auger and or jetting cleaning maintenance once a year.
4. All the existing cast iron and galvanized above floor piping shall be replaced with new PVC or approved piping material.

Other Plumbing Systems

Observations

Natural gas system supplying plumbing equipment pressure is 1/2 pound without the need of regulators at each piece of equipment.

Recommendations

Not Applicable.

Plumbing Equipment

Observations

Gas Water Heater(s)

1qty. 40-gal.

120 degree storage temperature.

It is in fair condition.

Electric Water Heater(s)

1qty. 30-gal.

120 degree storage temperature.

It is in fair condition.

Electric Water Heater(s)

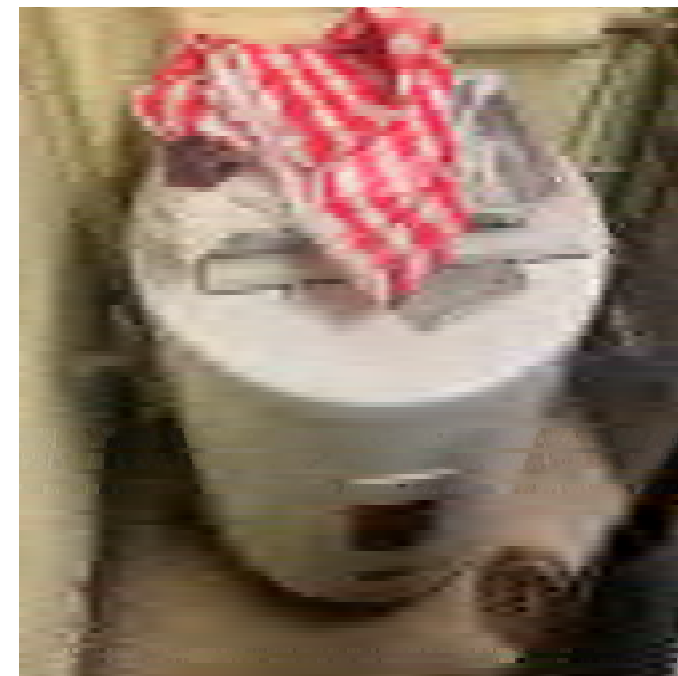
1qty. 20-gal.

120 degree storage temperature.

It is in poor condition.



Gas Water Heater



Old Electric Water Heater

Recommendations

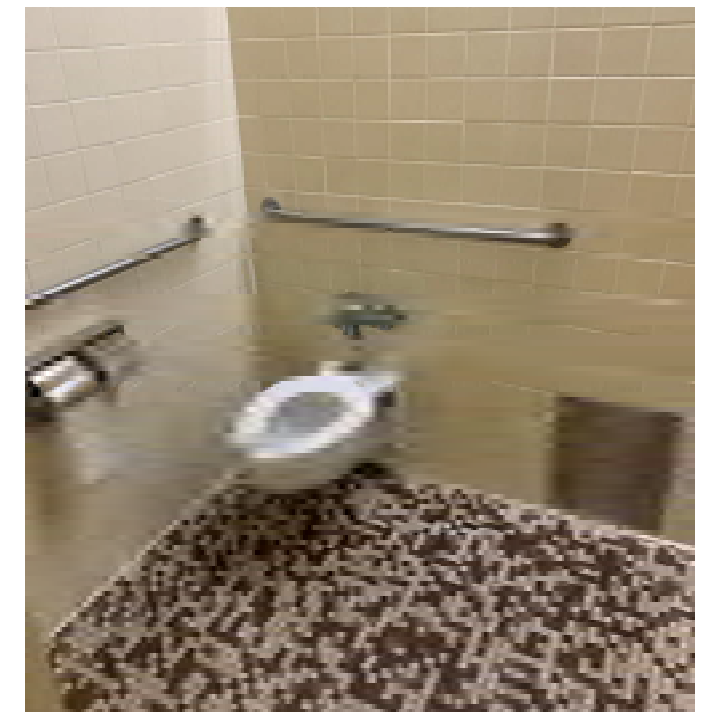
1. Provide complete new domestic hot water circulating pump to improve hot water delivery time.
2. Replace 20 gallon electric water heater with new or extend existing hot water piping system from other water heaters to serve plumbing fixtures on this water heater.

Plumbing Fixtures

Observations

Water Closets are mixture of floor mount with flush valve and wall mount with flush valve. Flush valves are manual lever.

1. The wall mounted fixtures are in poor conditions.
2. The floor mounted fixtures are in fair condition.
3. Most of the fixtures are not ADA compliant.



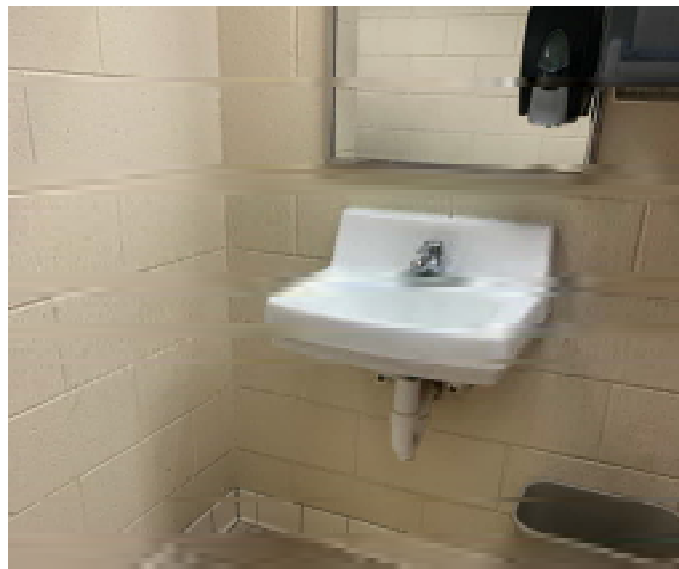
Water Closet – Wall Mount



Water Closet – Floor Mount

Lavatories are mixture of wall mount and drop in countertop. Faucets are manual lever.

1. The wall mounted fixtures are in fair condition.
2. The drop in fixtures are in poor condition.
3. Most of the fixtures are not ADA compliant.



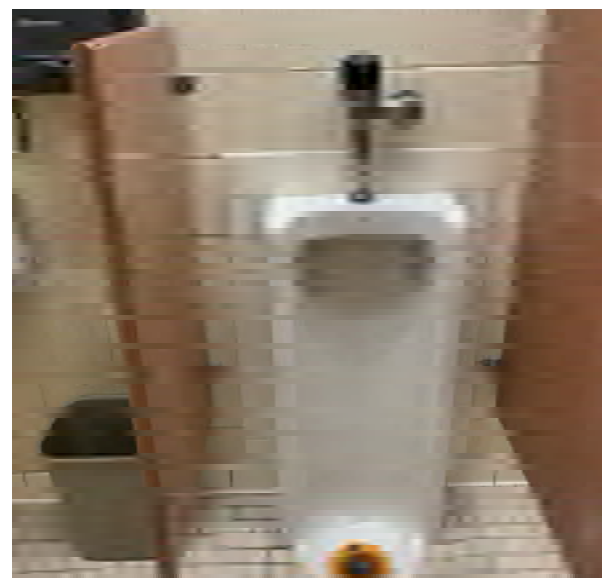
Lavatory



Lavatories

Urinals are floor mount with some with a common flush valve, floor mount with flush valve and wall mount with flush valve. Flush valves are manual lever.

1. The majority of the fixtures are in poor condition.
2. One urinal bottom basin is cracked.
3. Most of the fixtures are not ADA compliant.



Urinal



Urinals

Electrical Water Coolers and without bottle filling stations.

1. Most of the fixtures are in fair condition.
2. Most of the fixtures are ADA compliant.

Sinks – General

1. Most of the fixtures are in poor condition.
2. Most of the fixtures are not ADA compliant.

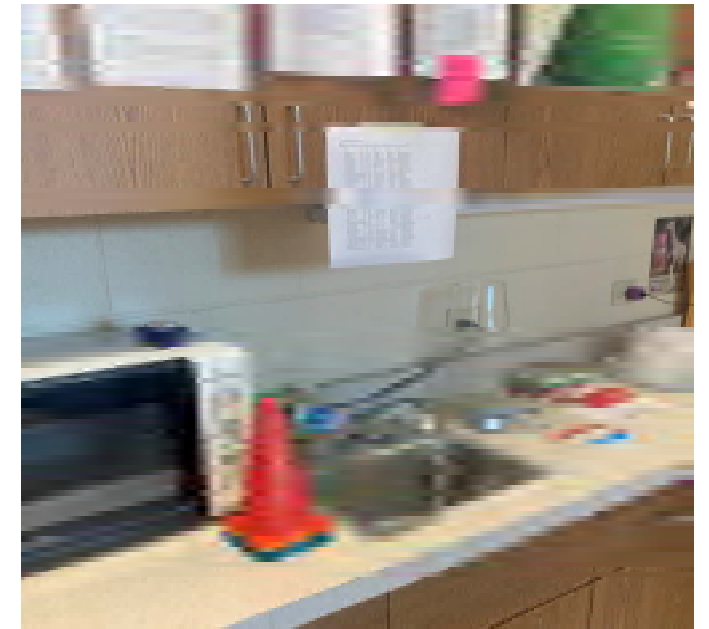
Recommendations

Provide sensor operated flush valves and faucets in toilet rooms.

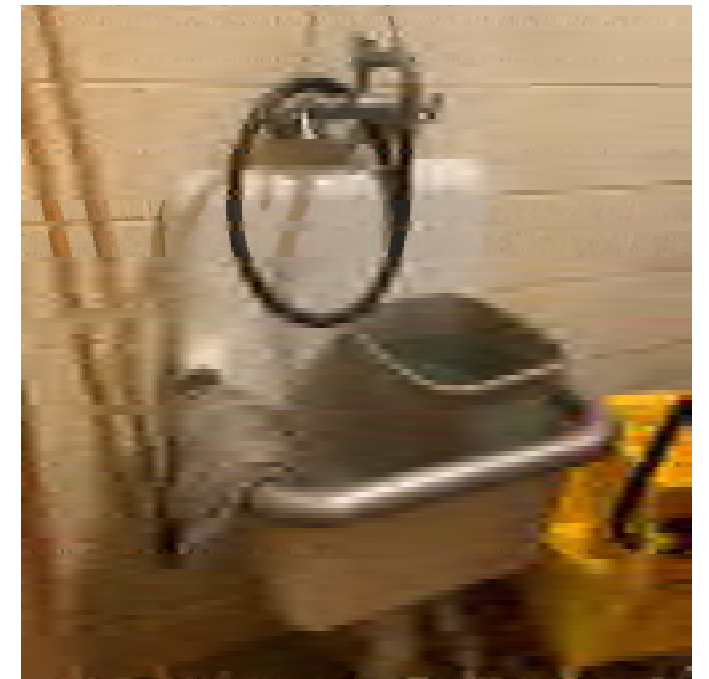
Provide all new plumbing fixtures and trim accessories.

Provide wall mounted fixtures where possible in toilet rooms.

Replace non-ADA compliant fixtures with ADA compliant fixtures.



Sink



Old Service Sink

Electrical Report



Electrical System Review

The following report is the result of a site visit by Curt Krupp of MSA Professional Service, Inc. that occurred on January 21, 2021. Site observations, existing drawing review and interviews with facility staff were used in preparing this report.

The original building was constructed in 1961 with a building addition in 2001.

Main Electrical Service

Observations

This facility is provided with an electrical service panel installed as part of the last building addition. The SQ D service panel is an 800 amp 120/208 volt. This 208 volt panel



Main Electrical Service Panel

feeds the new and existing portions of the facility.

Recommendations

1. This service is adequate and will support upgrades but not additions. This facility will

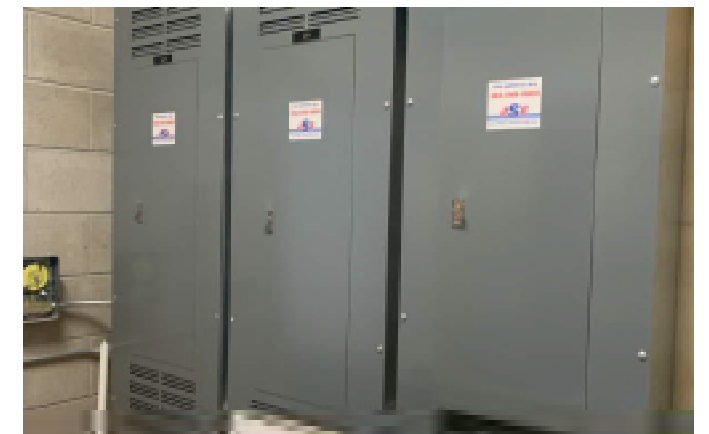
require an update to the main service if additions are provided. We would recommend a new 1200-amp service be installed.

Panelboards

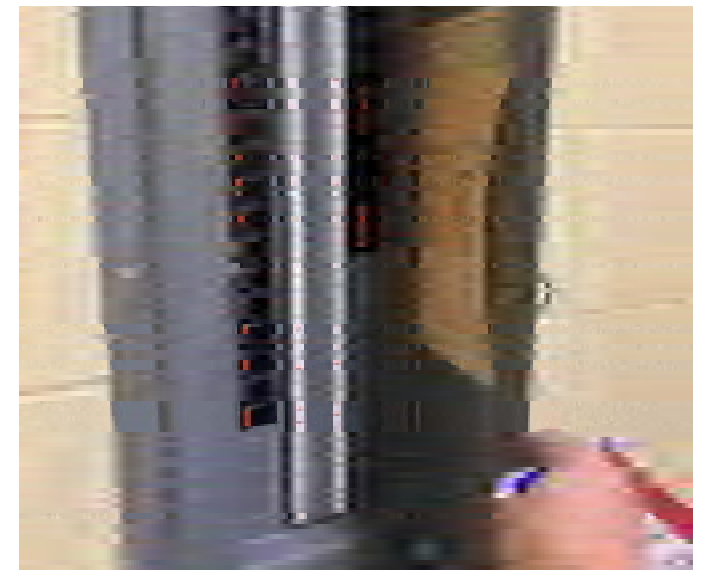
Observations

Panels located in the new addition are in good condition and can remain. Space is available for minor additions in each.

There are approximately 3 old style panels in the existing original part of the facility that are dated to the original construction of the facility.



Newer Panels



Old Style Panel

Recommendations

1. Replace the existing older style panels in same location with new interiors and breakers. This will allow for space for additions and new updated equipment.

Generator

Observations

The facility has no generator.

Recommendations

1. Continue the use of Battery backed-up exit lights and general Egress lighting units.

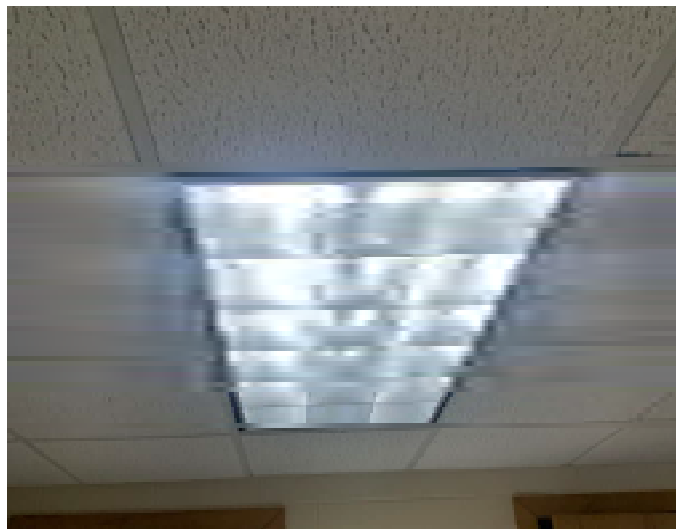
Interior Lighting and Control

Observations

The offices contain 2'x4' recessed troffer fixtures. All fixtures appear to have been upgraded to LED lamps but the existing ballasts remain.

We did note some older incandescent fixtures still in operation.

The main book area has indirect large fixtures also LED converted. They take up a lot of space and impact the overall outside light entering the space.



Old Recessed Troffer



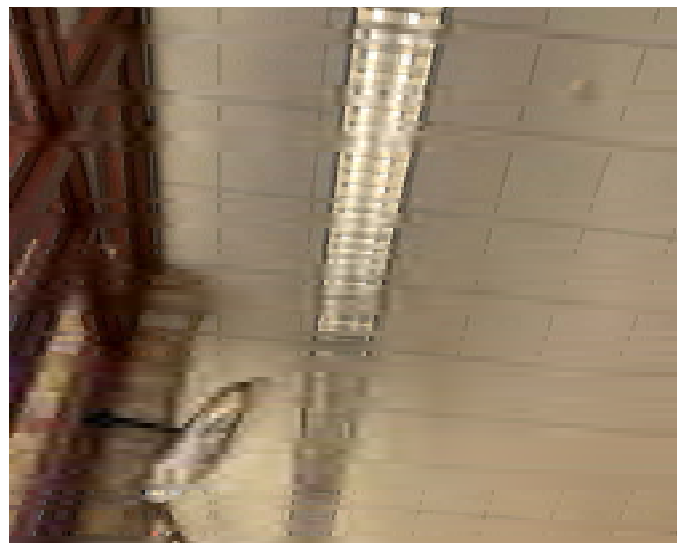
Old Incandescent light fixture

Back of house areas such as storage rooms, mechanical and electrical rooms utilize LED fluorescent lamped fixtures.

Recommendations

1. A possible upgrade to all LED interior lighting should be considered with all new motion controls and dimmer switches.

2. New LED fixtures to replace indirect in main book area.



Suspended linear in book area

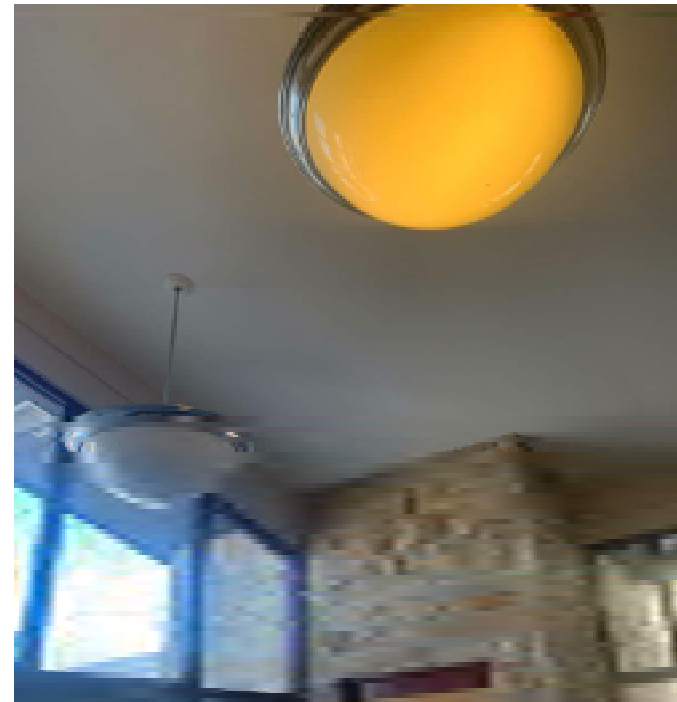
Exterior Lighting

Observations

Building outdoor light fixtures are HID. The fixtures are controlled with a time clock.



Old HID Fixture



Indirect Large HID Fixtures Lobby

3. Replace fixtures with true LED style. Currently the existing ballasts remain in the existing fixtures



Exterior Light Pole

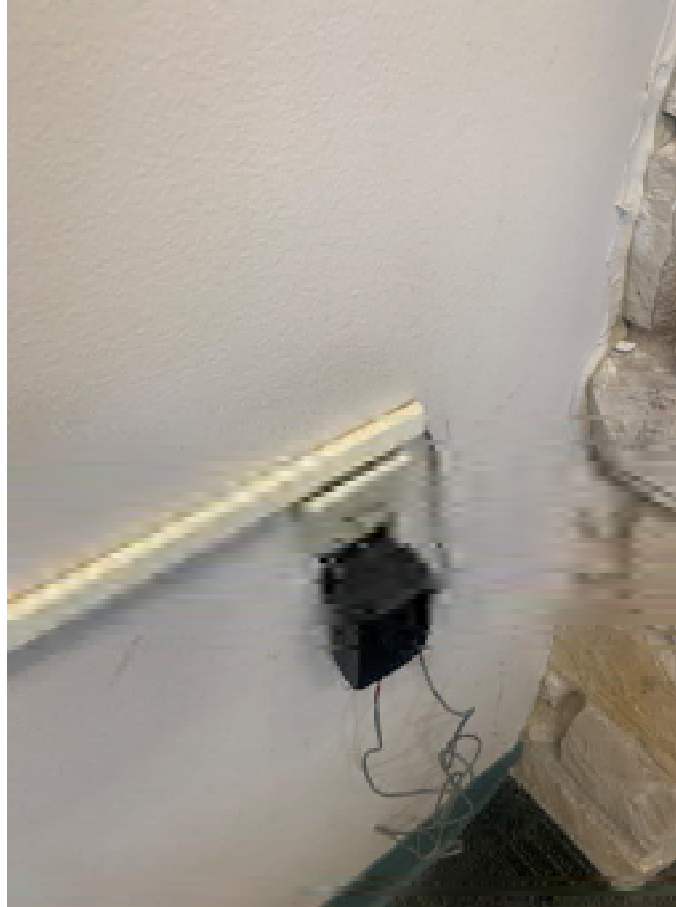
Recommendations

1. Replace all with new LED.

Wiring Devices

Observations

The receptacles and toggle switches are commercial grade 15A. Existing building devices are aged and some broken.



Broken Receptacle

Recommendations

1. Replace existing damaged devices with new.

Fire Alarm System

Observations

A new system was installed with the building addition.



Fire Alarm Control Panel

Recommendations

1. If any new additions are provided, remove the entire system and install new fully code compliant voice addressable system. Bring the system up to current code.

Clock System

Observations

The existing clock tower system does not work.



Clock Tower



Clock Tower Control

Recommendations

1. Provide new master clock.

Sound System

Observations

A dated sound system exists in the lower level community room. We did not test this at time of walk-through.



Old Sound System

Recommendations

1. Provide new system with hearing assist to accommodate public use.

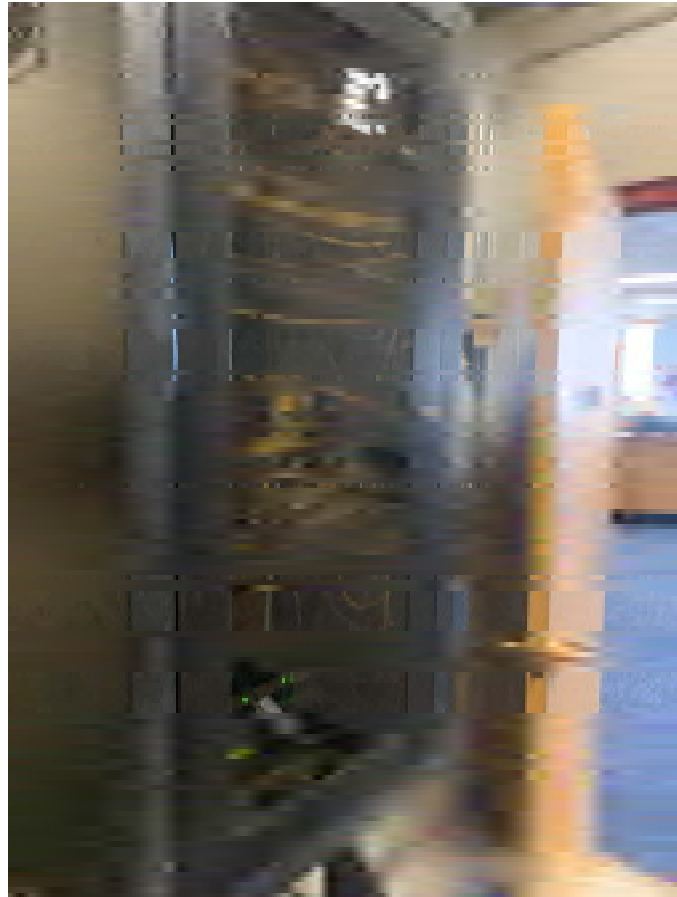
Data, Telephone

Observations

The MDF data rack provides data to new and existing locations.

All data cable is routed to patch panels in the data racks.

The building has wireless access points.



Data Rack

Recommendations

Add to or modify this system as required to accommodate remodeling.



Security Panel

CCTV and Security System

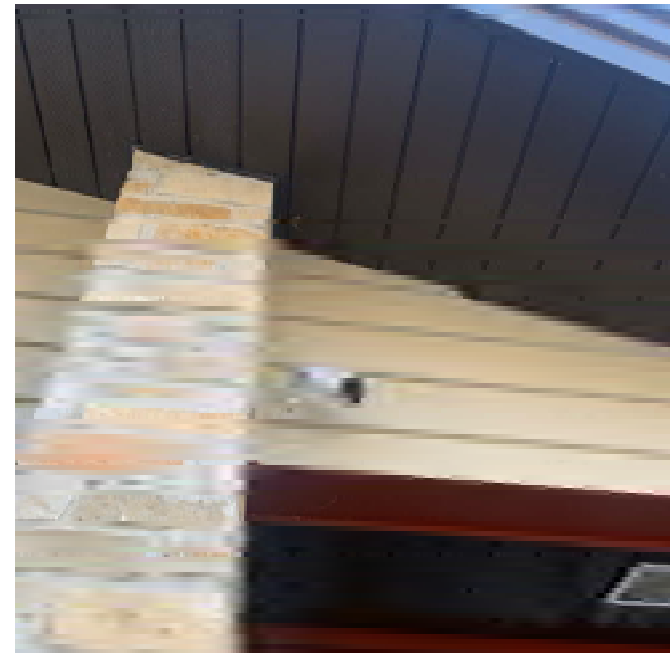
Observations

The facility has a small motion detection security system.

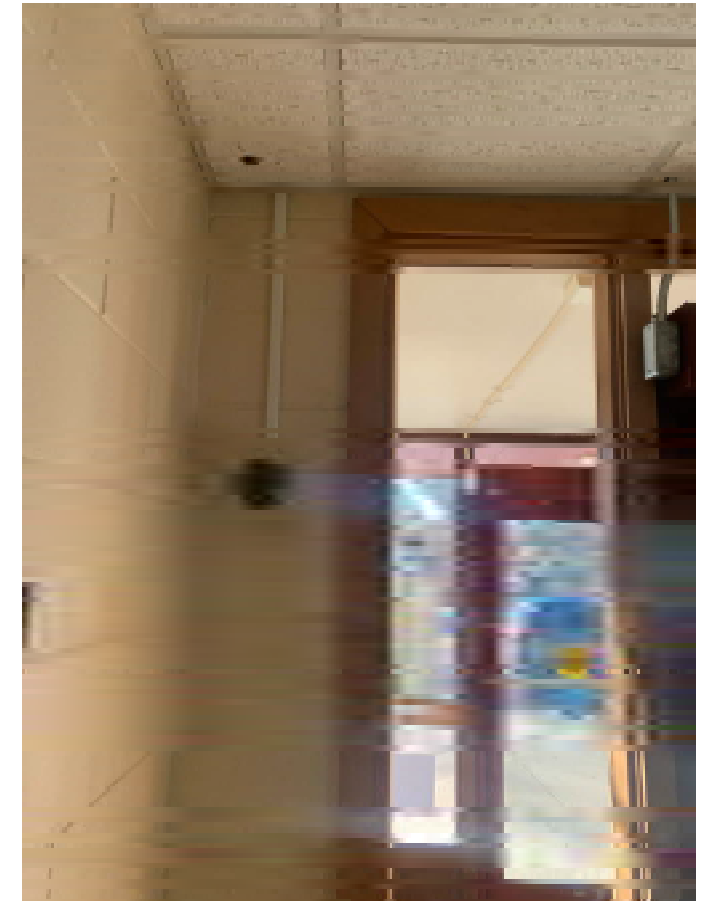
There is an existing CCTV system with cameras located at the interior and exterior of the building.



Motion Sensor



Exterior Camera



Interior Camera

Recommendations

This system appears to be dated and new IP technology may be considered as an upgrade. Further discussion with staff is required to determine exact intent of a new system.

Access Control System

Observations

None

Recommendations

1. *Possibly add a new IP keyless entry system to allow for removal of keys to employee and allow better management of entry.*

Mechanical Report



HVAC System Review

The following report is the result of a site visit by Ken Sorensen of MSA Professional Services, Inc. that occurred on Thursday, January 21, 2021. Site observations, existing drawing review and interviews with facility staff were used in preparing this report.

The original building was constructed in 1961 with a building addition in 2001.

Heating

Observations

The presently installed boiler plant consists of (3) IBC Boilers. These separated combustion boilers are rated at 95% thermal efficiency while burning natural gas. Each boiler has a modulating input capacity of 40 - 399 MBH. The current boiler plant was installed in 2017.

The piping and pumping arrangement for this boiler plant is installed in a Primary / Secondary arrangement with a dedicated In-line circulating pump (GRUNDFOS) for each boiler.

Heating water supply and return piping is in good condition.

Hot water supply and return piping insulation is in good condition.

Existing valves and other hot water specialties installed as part of the 2017 boiler plant replacement project are in good operating condition.



Boiler Plant

Recommendations

1. The existing boiler plant is in good operating condition.
2. The Library operating staff indicated that

excessive service and maintenance is not presently required.

3. Provide regular testing of the hot water distribution system. Add chemical treatment and corrosion inhibitors as required to maintain recommended water quality standards for: pH, Conductivity, Hardness, chlorides, etc.

4. Continue scheduled and preventative maintenance.

Ventilation and Air Conditioning

Observations

The original 1961 building construction project included an indoor air handling unit complete with built-in furnace section for primary heating, air conditioning and ventilation. This air handling unit is still in operation, while the built-in furnace section has been de-commissioned and abandoned in place.

The 2001 building addition project added (1) additional indoor air handling unit. This Variable air volume indoor air handling unit includes (11) VAV boxes for zone control throughout the building addition.

Air conditioning was updated for the entire facility as part of the 2001 building expansion and renovation project by installation

of (2) roof mounted air-cooled compressor condensing units. Equipment manufactured by: TRANE.

The (2) roof mounted, air cooled compressor condensing units utilize a refrigerant type (R-22) that is no longer in production.

The library operating staff has indicated that compressor replacement at one of these machines was completed in 2019.

These units should be considered in fair to

poor operating condition.



1961 Air Handling Unit



2001 Air Cooled Condensers

Recommendations

1. The original 1961 Indoor air handling unit and the abandoned furnace section have exceeded their anticipated service life and should be removed and replaced as part of a future remodel or renovation project.

2. The (2) roof mounted air-cooled compressor condensing units are approaching their anticipated service life. These units should be removed and replaced with equipment utilizing refrigerant type R-410A and increased operating efficiency.

3. The VAV air handling unit installed as part of the 2001 building addition and renovation project is in good operating condition.

Continue all scheduled service and maintenance items.

4. Consider filter efficiency upgrades at all ventilation air handling equipment to MERV 13 filter media.

5. Consider implementation of Bi-Polar Ionization cold plasma technology for further particle reduction, defense against air borne pathogens and volatile organic compounds (VOCs).

General Building Exhaust

Observations

The library operating staff has indicated that building exhaust is very poor at many locations and completely not functioning at many other locations.

Through site observation it was discovered that (1) roof mounted exhaust fan had been removed. A weather-proof cap was installed across the remaining roof curb.



Capped Roof Curb & Removed Roof Exhauster

Temperature Controls

Observations

The building automation and control system is comprised of Johnson Controls METASYS field controllers and sensors that are controlled by Tridium based FX80 Supervisory controller.

Service, maintenance, technology, graphics and software are managed through HVA Products, Inc. – Controls Division, of Mequon, WI.

A temperature controls system upgrade was recently completed adding the FX80 Supervisory controller. This web-based controller provides on-site scheduling of equipment, alarming, temperature monitoring and adjustment as well as many other building automation features.

The current building automation system is up to date and in good operating condition.



Temperature Controls

Recommendations

1. Continue to provide software, graphics and system component updates such as field controllers as building support systems and equipment are upgraded, removed and replaced.



Temperature Sensor

Civil Report



Site Civil Review

The following report is the result of a site visit by Curt Krupp and Ken Sorensen of MSA Professional Services, Inc. that occurred on January 21, 2021. Curt completed the site observations and photos. Brian Kehrl reviewed Curt’s report, photos, and other available information for the site to complete the report.

The original building was constructed in 1961 with a building addition in 2001.

Retaining Wall

Observations

There are anywhere from four to six sets of retaining walls on the west side of the building (depending on how you count them). The retaining wall appears to be flat more/less natural looking stone that matches the stonework on the building itself.

Many sections of the wall are failing.

Some sections of the wall are stained.



Recommendations

1. Consider replacing all sections of wall with new block/stone. The wall system should be

interlocking to prevent overturning and should attempt to match the existing building stonework.

Parking Lot and Parking Layout (General)

Observations

There is parking on the north side of the building, angle parking off the alley. Sixteen (16) total parking stalls with one accessible stall and one (1) short term parking stall.

The dedicated number of stalls for the library is low for the size and use of the building.

There are 20-30 other on street parking stalls around the building. However, these are not dedicated to the library and not always available or convenient for library patrons.



Recommendations

1. Consider constructing additional off-road/on-site parking stalls.

Option 1 – Demolish building to the east (Judge Eghart House). Unfortunately, there are few pros and many cons to this including demolishing a historical and important building to the area. That may make this

option stop there.

Option 2 – Demolish one or multiple of the buildings north of the library property. These properties are actively used/occupied and therefore may be difficult to purchase for a parking lot project.

Space Needs Program



In our discussions with the library staff, three space needs items were identified at present time. The first is a need for a children's restroom on the lower level. Our initial thoughts indicate that this restroom could be constructed in the children's reading room, opposite the west wall of the women's restroom. This location would allow the restroom to be dedicated for children only and it would offer the opportunity to utilize the existing plumbing piping from the adjacent restroom. If this location were to be acceptable, the circulation desk would need to be reconfigured or removed. As noted previously, the staff would prefer a smaller, mobile desk.

The second need expressed was more storage space for carts, books and other materials on the upper level. Our initial idea is to create a small storage room to the north of the circulation desk. This would include infilling the half wall between this existing alcove and the stair. From discussions with staff, it was made apparent that the circulation desk gets cluttered with carts and bins, so this storage room could alleviate some of the untidiness.

The last area discussed was the staff offices on the upper level. It appears that there is enough workspace for everyone, but the layout of that area is a bit disjointed and the collaboration space is not ideal. Our thoughts are to reconfigure that entire area and work with the staff to determine their exact space needs for workstations, offices, storage, a break room, a restroom, and meeting/collaboration space.

In our professional opinion, the repairs and updates mentioned previously in this report will keep the current library functioning for

years to come. However, it was evident during our visit that the library has reached its maximum capacity. To keep up with current library trends and offerings to the community, an addition or entirely new building is needed.

As you can imagine, technology has become a huge part of the industry and that trend looks to only grow into the future. With greater uses of technology comes increased power demands. The existing building is masonry and precast construction, which does not offer much flexibility to incorporate more equipment to handle this power demand.

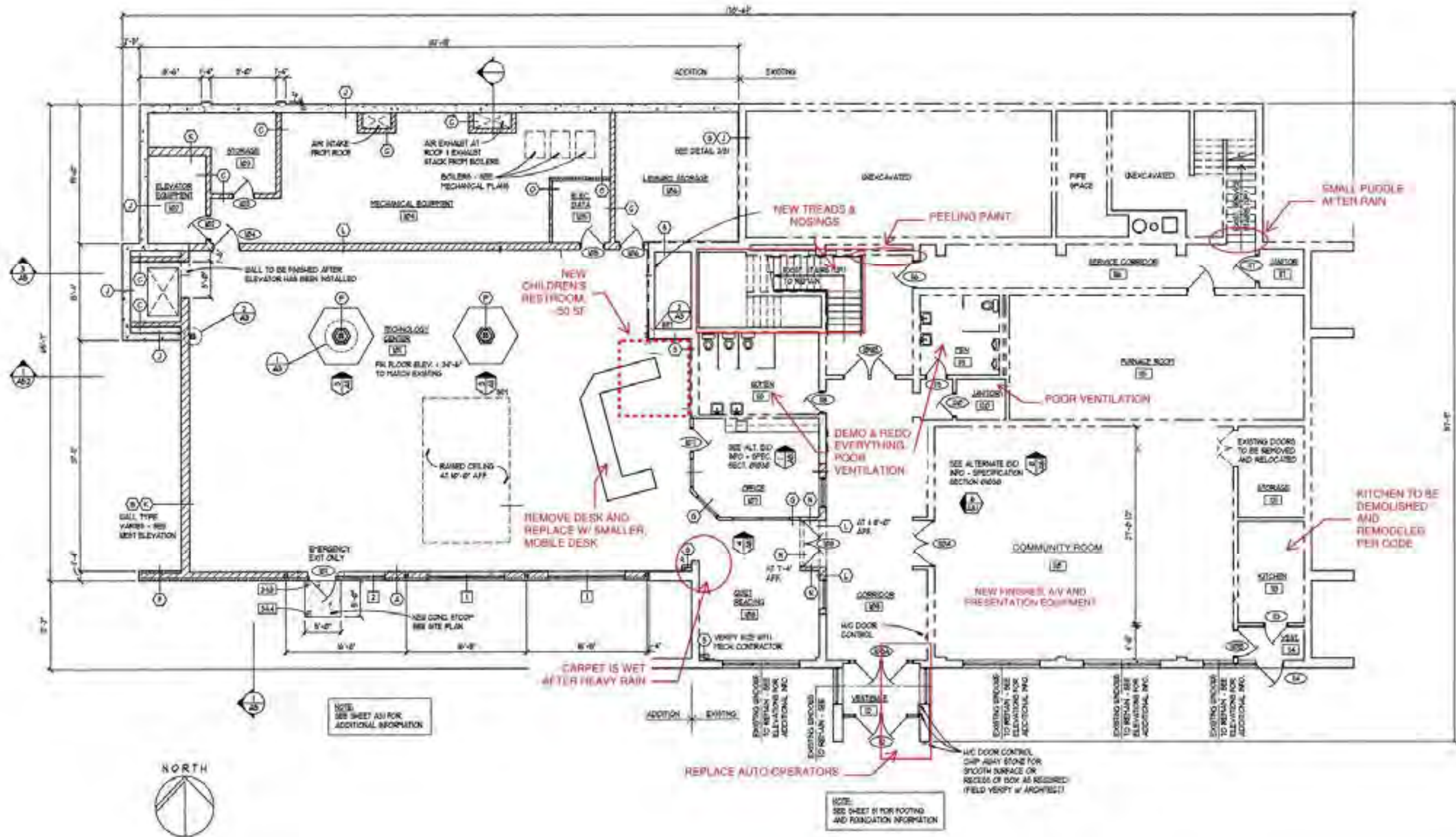
Private or semi-private study rooms are trending in library design and the existing building does not offer space for these to be configured. These types of spaces tend to be acoustically separate, so the user is not distracted by outside noise. Or the opposite, other library patrons are not disturbed by a group using the study space.

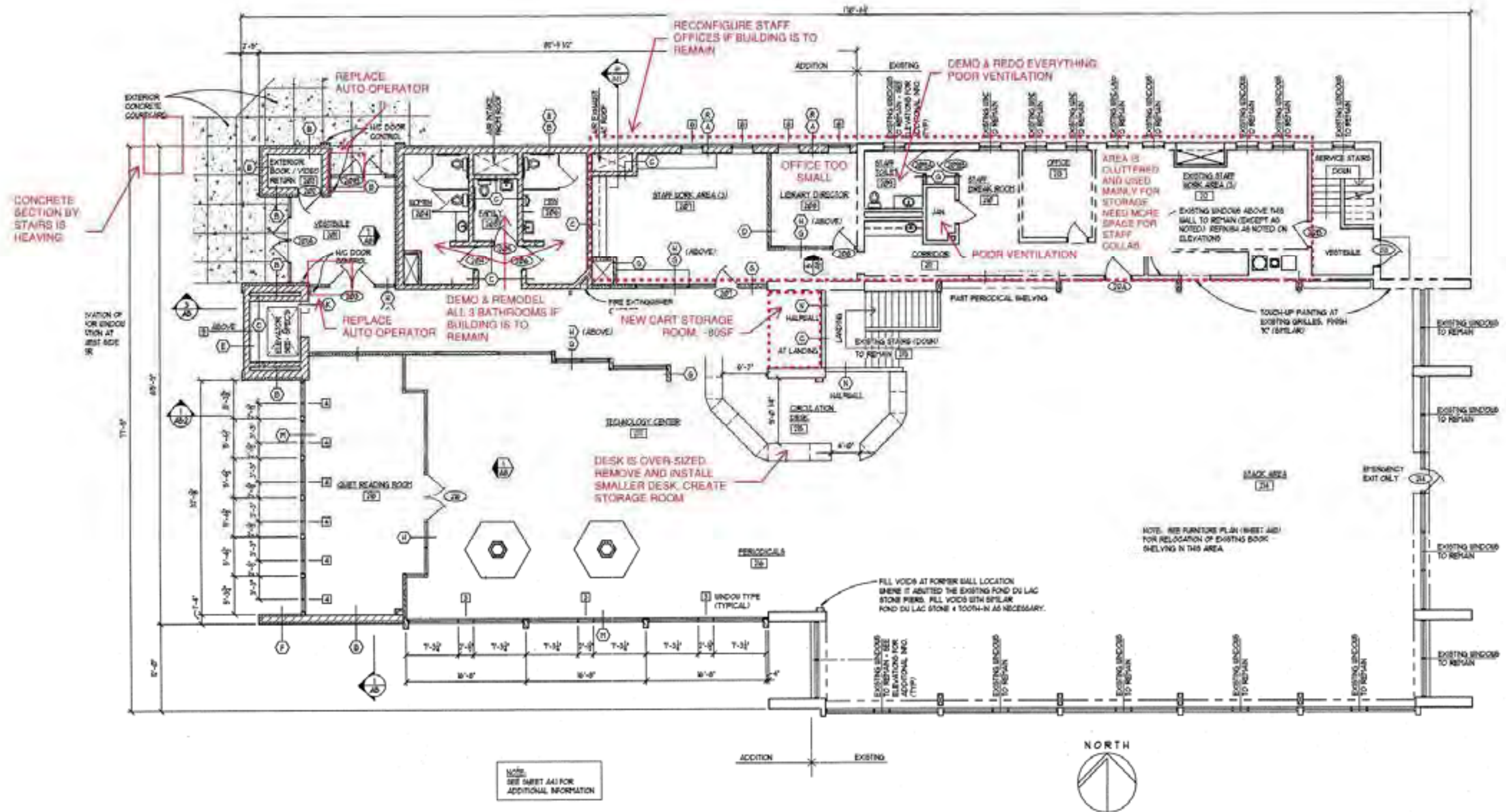
Along the same lines, flexible furniture is popular in current library design strategies. These furniture options help to combat the ever-evolving library layout. Mobile circulation desks, mobile bookshelves, powered study tables, and soft seating areas are all expectations in a current library setting.

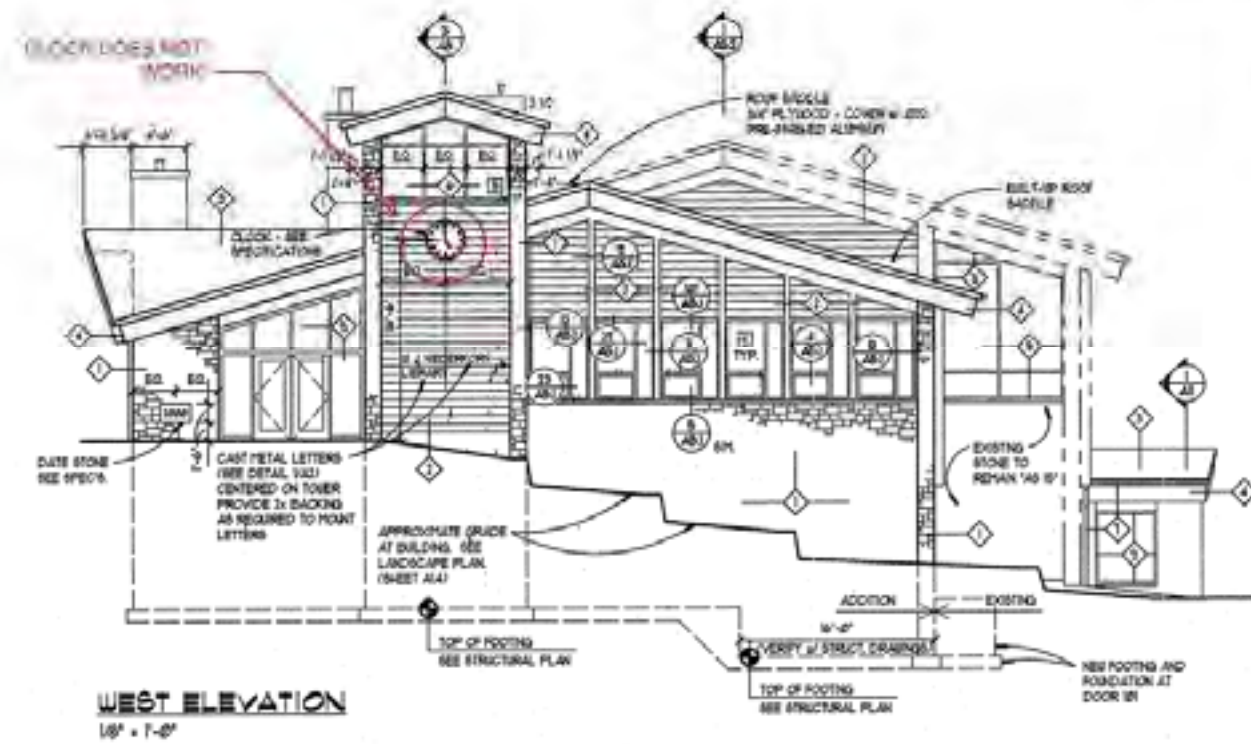
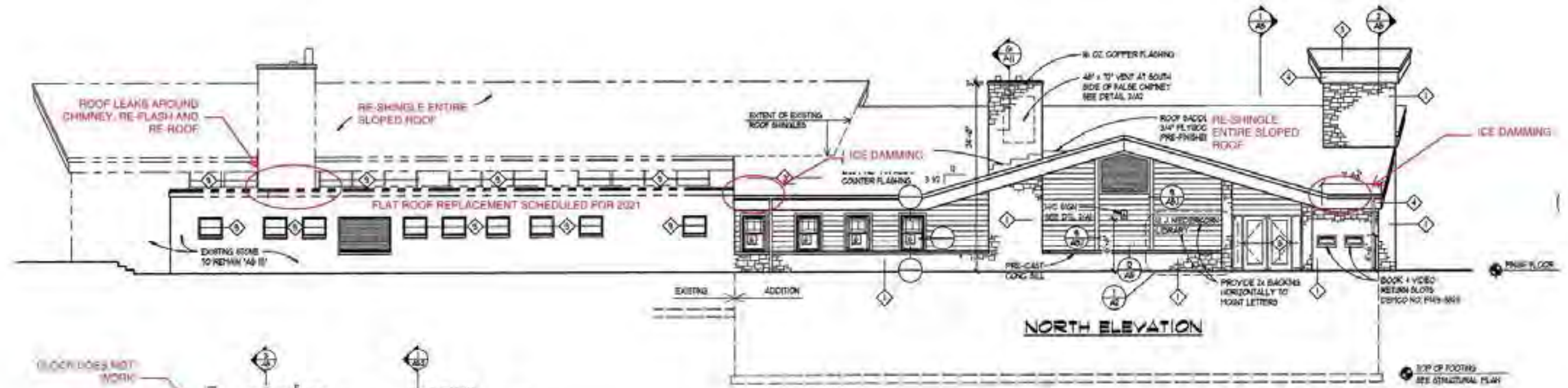
If the community decides to move forward with exploring the potential for a new library, extensive planning and design will be required. This facilities assessment is meant to be a starting point for discussing that possibility.

Existing Floor Plans









Cost Estimate with Priority Rankings



**W.J. NIEDERKORN LIBRARY
FACILITIES ASSESSMENT
PRA PROJECT NUMBER: 200113-01**

Photos	Description	Priority 1 Cost	Priority 2 Cost	Notes
	Priority 1: Immediate - 1 year Priority 2: Recommended within 3-5 years			
	Exterior			
EXT 1	Ice damming at roof by book drop - <i>Investigate exact cause and correct. Replace roof</i>	\$ 710,000.00		Entire roof replacement, install ice & water shield and heat tape. There may be ways to address this issue without replacing the roof, but further investigation, outside of this study would be needed.
EXT 2	Ice damming by director's office - <i>Investigate exact cause and correct. Replace roof</i>			Roof replacement. Cost in item 1 above.
EXT 3	Windows are not energy efficient - <i>Replace all windows in their entirety.</i>		\$ 219,160.00	
EXT 4	Siding and trim was damaged from pressure washer during exterior repainting - <i>Replace all siding and trim</i>		\$ 81,500.00	Cost could potentially be reduced with selective locations identified.
EXT 5	Roof leaks at old chimney - <i>Remove entire shingled roof and re-flash around chimneys and roof penetrations</i>			Cost is approx. \$12,000, but would be included with entire roof replacement.
	Flat roof on north side of building is scheduled for replacement in 2021 - <i>No improvements necessary</i>			N/A
	Exterior Total	\$ 118,000.00	\$ 300,660.00	
	Site Cost			
	Low quantity of dedicated parking for library patrons - <i>Buy property on site with another north abutment that structurally and prepare the site for a paved lot.</i>		\$ 101,160.00	No costs associated for property purchases.
EXT 6.4.7	Stone retaining walls are failing - <i>Replace all sections with new, interlocking block or stone to match the existing building.</i>	\$ 64,720.00		Cost includes complete replacement. Potential cost reduction if only repairing existing walls.
EXT 8	Concrete slab at top of stair is heaving - <i>Repair to create a level surface</i>	\$ 1,875.00		
	Site - Total	\$ 65,795.00	\$ 101,160.00	

Photos	Description	Priority 1 Cost	Priority 2 Cost	Notes
		Cost		Notes
INT 1	Dated finishes in community room - new paint, flooring and window treatments		\$ 14,000.00	
INT 2	Dated kitchenette in community room - Dirty equipment, install new tilework, countertop, sink, handwashing sink, residential dishwasher, under counter fridge, ceiling serving door, and flooring. New paint	\$ 35,000.00		Cost does not include commercial hood
INT 3	Dated lower level women's restroom - New flooring, wall tile, toilet partitions, plumbing fixtures, lighting, HVAC and paint		\$ 32,900.00	
INT 4	Missing vertical grab bar in women's ADA stall - install vertical grab bar, at a minimum, if restroom is not renovated	\$ 400.00		Cost could be reduced if performed with other work
INT 5	Dated lower level men's restroom - new flooring, wall tile, toilet partitions, plumbing fixtures, lighting, HVAC and paint		\$ 27,140.00	
INT 6	Missing vertical grab bar in men's ADA stall - install vertical grab bar, at a minimum, if restroom is not renovated	\$ 400.00		Cost could be reduced if performed with other work
INT 7	Carpet in children's room is wet after heavy rains - City and library staff are investigating the issue now - possibly blocked gutters or drain tile. Roof replacement would help.			Figured in roof replacement cost. Could be a waterproofing issue, potentially \$100,000
INT 8	Lower level circulation desk is too large - Remove and install a smaller, mobile desk		\$ 9,700.00	
INT 9	Small puddle forms at base of stairs during rain events - investigate the issue. Waterproofing may be required			Figure with potential \$100,000 waterproofing
INT 10	Paint peeling at north wall - Repaint	\$ 275.00		
INT 10	Stair treads and nosings are worn - Replace all from lower level to upper level (24 treads and 3 landing nosings)	\$ 6,540.00		
INT 11 & 12	Upper level circulation desk is too large - Remove and install smaller, mobile desk		\$ 9,835.00	
INT 13	Auto-operators do not function properly due to age and use - Replace all 4 units (2 at upper level and 2 at lower level)	\$ 9,000.00		

Photos	Description	Priority 1 Cost	Priority 2 Cost	Notes
INT 14	Missing vertical grab bar in women's ADA stall - install vertical grab bar, at a minimum, if restroom is not renovated	\$ 400.00		Cost could be reduced if performed with other work
INT 15	Dated upper level women's restroom - new flooring, toilet partitions, plumbing fixtures, lighting and paint		\$ 23,800.00	
INT 16	Missing vertical grab bar in family restroom - install vertical grab bar, at a minimum, if restroom is not renovated	\$ 400.00		Cost could be reduced if performed with other work
INT 17	Upper level family restroom is dated - new flooring, paint, plumbing fixtures and lighting		\$ 27,000.00	
INT 18	Dated upper level men's restroom - new flooring, toilet partitions, plumbing fixtures, lighting and paint		\$ 33,700.00	
INT 19	Missing vertical grab bar in men's ADA stall - install vertical grab bar, at a minimum, if restroom is not renovated	\$ 150.00		
INT 20	Upper level staff restroom is dated - new flooring, wall tile, plumbing fixtures, lighting, HVAC and paint		\$ 27,000.00	
INT 21	Missing grab bars in staff restroom - install all grab bars, at a minimum, if restroom is not renovated	\$ 600.00		Cost could be reduced if performed with other work
INT 22	Staff collaboration area is too small - Reconfigure staff area layout		\$ 100,000.00	
INT 23	Director's office is too small - Reconfigure office and staff area layout		\$ 2,500.00	
	Construct cart storage near upper level circulation desk, approx. 80 SF - walls, flooring, paint, ceiling and lighting		\$ 11,600.00	
	New children's restroom on lower level, approx. 50 SF - walls, flooring, ceiling, paint, plumbing fixtures, lighting, HVAC		\$ 17,800.00	
	Interior Total	\$ 33,265.00	\$ 336,975.00	

Photos	Description	Priority 1 Cost	Priority 2 Cost	Notes
	Plumbing			
	Three dated panels in the original part of the building - Replace in same locations with new electrical and breakers		\$ 15,000.00	
	Some interior 2'x4' lights have LED lamps, but existing ballasts - Upgrade all interior lighting to LED style with motion controls and dimmer switches	\$	50,000.00	
	Indirect lighting in main book area is LED converted and also impacts the outside light entering the space - Replace with some smaller LED fixtures	\$	50,000.00	
	Outdoor building light fixtures are HID - Replace all building lights with new LED	\$	8,500.00	
	Book drop area is too dark at night - Install exterior lighting	\$	3,000.00	
	Some receptacles and toggle switches are broken - Replace damaged devices	\$	1,800.00	
	Existing exterior clock on tower does not work - Install new marble clock	\$	8,000.00	
	Dated sound system in lower level community room - Install new system with hearing areas	\$	20,000.00	
	Data rack is sufficient for now - Add to or modify the system to accommodate remodeling (NETWORK SWITCH BY OTHERS)	\$	12,000.00	
	CCTV system is dated - Upgrade to new IP technology	\$	45,000.00	
	Currently no access control system - Install new IP card entry system	\$	30,000.00	
	Fire alarm system was installed with 2001 building addition - Remove entire system and install code compliant system with new Audible	\$	55,000.00	
	Electrical - Total	\$ 12,800.00	\$ 285,500.00	
	Mech			
	General exhaust for toilet rooms and janitor closets was removed but not replaced - Install proper exhaust fans in toilet rooms and janitor closets	\$	15,000.00	
	HVAC - Total	\$ 15,000.00	\$ -	

Photos	Description	Priority 1 Cost	Priority 2 Cost	Notes
	Plumbing			
	Domestic water piping is in fair condition - Repair all leaks with new copper or other approved piping material and install pipe insulation, as required	\$ 5,000.00		
	A small amount of galvanized piping remains - Replace with new copper or other approved piping material		\$ 7,000.00	
	Backflow preventers are in fair condition - Repair/maintain as required		\$ 1,500.00	
	Gate valves are hard to operate - Install acceptable rotation ball valves for each room and all plumbing equipment		\$ 2,000.00	
	Sanitary piping system is cast iron, galvanized and PVC - Replace all existing cast iron and galvanized above floor piping with PVC or other approved piping material		\$ 7,500.00	
	Sanitary piping system is in fair condition - Repair all leaks with new PVC or other approved piping material. Camera video inspection of all underground piping to be performed to determine system quality and proper flow	\$ 2,500.00		
	Storm piping system is cast iron, galvanized and PVC - Replace all existing cast iron and galvanized above floor piping with PVC or other approved piping material		\$ 10,000.00	
	Storm piping system is in fair condition - Repair all leaks with new PVC or other approved piping material. Camera video inspection of all underground piping to be performed to determine system quality and proper flow	\$ 2,500.00		
	Pipede entire sanitary and storm (drain and waste) system with jetter and/or jetting cleaning maintenance	\$ 4,000.00		
	Hot water delivery time is over 90 seconds - Provide new domestic hot water recirculating pump, rebalance domestic hot water distribution system or extend hot water return and supply piping to fixtures to improve hot water delivery time	\$ 2,500.00		
	20 gallon electric water heater is in poor condition - Replace with new or extend existing hot water piping system from other water heaters to serve fixtures currently using this water heater	\$ 5,500.00		
	Plumbing Total	\$ 22,000.00	\$ 28,000.00	

Photos	Description	Priority 1 Cost	Priority 2 Cost	Notes
	General Contract Fees			
	General Conditions / Safety / Permits Etc.	\$ 13,679.00	\$ 27,357.00	
	Project Management / Personal Costs	\$ 15,560.00	\$ 31,119.00	
	Project Management Fees and Insurance Fees (8%)	\$ 34,639.84	\$ 68,645.68	
	Total Construction Costs	\$ 332,637.84	\$ 1,199,416.88	
	Estimated Design Fees (8%)	\$ 26,611.03	\$ 95,951.33	
	CONTINGENCY (10%)	\$ 33,263.78	\$ 119,941.67	
	Total Potential Expenditure	\$ 392,512.65	\$ 1,415,311.88	

This estimate was prepared with the help of a local construction manager. All costs are estimated and do not take into account inflation that might occur. It is reasonable to conclude that the Priority 1 items could be in the range of \$380,000-\$410,000 and Priority 2 items could be in the range of \$1,375,000-\$1,500,000.

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PRA Project # 180335-01

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Facility Assessment

St. Mary of the Immaculate Conception
Milton, WI
PRA Project #180335-01 | January 2020



Executive Summary



Executive Summary

The review of St. Mary of the Immaculate Conception parish was undertaken with the goals to determine:

- Condition of the **Existing Parish Buildings**. Review the architecture and building envelope for immediate and future needs. The Parish Offices, entire lower level and the Parish Center were evaluated.
- Determine the **Parish Needs** both short-term and long-term. The primary goal of this effort is to help the parish continue to serve it's members in safe and inviting spaces, but also plan for potential membership increases.
- Determine **Design Alternatives** for the parish. The building planning options indicate alternatives for both replacement and renovation of aging facilities and options for future growth.
- The aged and failing below slab heating system will be abandoned in place and the rooftop units serving the Parish Center will be upgraded.
- The existing sanctuary will be maintained as is. No major updates to this area are anticipated.

Existing Parish Buildings



Existing Parish Buildings

St. Mary of the Immaculate Conception (St. Mary's) essentially consists of three buildings; the Parish Offices, the Church and the Parish Center. Currently, the main church functions well and does not present any significant issues.

The Parish Center supports many large and small events throughout the year. There are existing dividers that are used to close off separate areas for meetings and classroom space. These dividers are not soundproof so the Parish Center gets fairly loud when multiple groups are using the space at one time. Other than some cosmetic and functional concerns, the Parish Center has been well maintained for the last 52 years.

The Parish Offices (formerly the Rectory), do not function well. The parish has done their best to convert the house into useable office space, but the layout and structure of the house do not suit their needs. Given the date of the original construction and the aging condition of the building, it may not be feasible to save the building and renovate to accompany the needs of the office staff. An investment into a new building for the Parish Offices could be the best option.

Parish Needs

The main goal of this facilities assessment is to determine the needs of the parish and to then set up a plan for accomplishing these goals within the next 1-5+ years. Ultimately, St. Mary's will be a safe, welcoming and functional church campus for all staff, parishioners and guests. The main goals

identified include:

- Creating a more functional office space with secure storage and a secure entry
- Creating a better environment for all Parish Center activities
- Making improvements to the kitchen so it is code compliant
- Demolishing the existing Parish Office space
- Replacing the air handling units at the Parish Center
- Establishing a hierarchy of multiple long-term service needs of all campus buildings

Design Alternatives

With the existing buildings being built between 1952 and 1977, it is safe to say that the infrastructure of St. Mary's is aging. The design alternatives provide ideas on how we can address the immediate needs of the parish.

Existing Parish Buildings - Conditions Report: Architectural



Existing Parish Buildings – Conditions Report

The buildings and immediate surrounding grounds of St. Mary's were reviewed by representatives from Plunkett Raysich Architects (PRA) and the Building Envelope Professionals Group (BEPG). An initial visit occurred in February of 2019, with a kickoff and further investigation happening on November 5th, 2019 to create this Conditions Report. These observations and professional opinions form the basis for the recommendations on the condition and replacement of equipment, systems and materials.

Site

The mostly rectangular site of St. Mary's is bounded by St Mary Street to the north and Parkview Drive to the east. A parking lot, owned by the parish, forms the southern edge of the property. Another parking lot and large hill create the western edge of the property. The Church campus consists of three buildings; the Parish Offices, the Church and the Parish Center. There is an outbuilding on the north western corner of the property. We did not investigate this building.

Parking is available on Parkview Drive (not sure about St Mary Street), the lot to the south and there is a large lot on the northern half of the property with accessible parking stalls. There is not currently a covered drop off area. It appears that the parking lots to the south and west need resurfacing and restriping. There are numerous sealed cracks. The exterior stair and adjacent sidewalk on the

east side of the Parish Center are in tough shape. Over time, the corners of the last step have chipped and the anchors of the railing embedded in the concrete are visible. The sidewalk surrounding this stair is level, but there are a few significant cracks.



There is minimal landscaping around the property. A few shrubs and bushes exist at scattered locations around the site. All this vegetation appears to be in good condition and well-maintained. There are many mature coniferous and deciduous trees around the entire property. Drainage from all the roofs run to gutters and then to downspouts directed away from the buildings. Behind the Parish Offices, there is a culvert at the base of the hill to collect stormwater and move it away from the buildings.



An overview of the site conditions shows a mature and well-developed site. The list of site improvements is minimal.

Site Condition Issues for Consideration:

- New covered drop off and pick up area
- Repair or replacement of asphalt parking lots and hard surface areas
- New exterior stair and railing on east side of Parish Center
- Update exterior building and parking lot lighting

Parish Office Structure - Architectural

The 2015 International Building Code (IBC) as adopted by the State of Wisconsin is the current code enforced and used for this review. The Parish Office (formally the rectory) was built in 1952, the same time as the church. The Rectory is no longer used as the Father's residence. The Parish Offices have moved into the space and are operational. There has recently been an issue with mold within the Parish Offices. We could see signs of remediation at the lower level. Further investigation of the foundation needs to be completed to help determine solutions. It was also mentioned that the sump pump should be checked to make sure it is functioning properly and not contributing to the mold problem.

The building consists of a waiting area and reception inside the main entry, a small sacristy, three (3) offices with adjacent bathrooms, a large office for Father David, a work room, two storage rooms, a sunroom and a garage on the ground level. On the lower level, there is space for meetings, storage and men's and women's restrooms.

Since the structure was originally used as a house, it is not conducive for functioning as the Parish Offices. Everything is very closed off and not as inviting as it could and should be. There are also accessibility issues within the offices. Drawings of the original rectory were prepared by John J. Flad & Associates. The building is approximately 90' long from north-south by 33' wide from east-west.

The Parish Offices are clad with wood siding. The roof is pitched with asphalt shingles. The shingles are in good condition. Most of the structure, except for the more recent sunroom and garage addition, have unvented soffits. This creates a problem of not allowing airflow into the attic space. All of the windows in the Parish Offices appear to be original. Because of the age of the building, these windows are no longer efficient. For review of the building envelope, refer to page 19 of this report.

The Parish Offices have direct access to the church on the first floor through a rated door behind the altar. There is also access from the lower level of the offices to the lower level of the church. However, the lower level of both buildings is accessed by stairs. There is no ramp, elevator or lift available.



Parish Office Issues for Consideration:

- The space is not accessible for all staff, parish members and guests
- The recent issues with mold need to be solved
- Overall age and function of the building
- Possible asbestos tile in the lower level
- Inefficient windows
- Issues with venting
- Better office layout for the staff
- More organized and useful storage
- Secure entry

Recommendations:

- It is clear that the Parish Office is dated and not a practical use for office space. With more investigation and design considerations, the space could potentially be reconfigured to house the future Parish Offices. A structural evaluation would need to occur to determine the possibility of removing any walls.
- The offices would be much better suited if they were reconfigured to be more open and welcoming. Accessibility throughout would be the main goal. Also, each staff member needs an appropriately sized office with ample storage. A meeting room, small kitchenette, updated restrooms and secure storage all seem necessary if we

were to create a new floor plan.

- A secure entry is needed at the front of the offices to control the flow of people into the offices and through the church. A new camera system has been installed. Training of staff to operate the system is necessary.
- If the current building is to remain, it is recommended that the windows and other openings be updated for efficiency.

Parish Center Structure - Architectural

The Parish Center wing was added to the north of the church in 1967. The drawings were done by Design Associates. In 1977, the kitchen was expanded and a storage area was added to the southwest side of the Parish Center. Another addition occurred in 1997. This time, more storage was added adjacent to the 1977 addition and two rooms were created on the north end of the wing. One is used for table and chair storage and the other is a library/meeting room.

The Parish Center consists of a large, commercial kitchen, two food storage/supply rooms, multiple closets along the south wall that are used for storage, a room for table and chair storage, a library/meeting room and approximately 6,900 square feet of open area that is used for large events or divided into smaller areas for more private functions. On the lower level, there are two large gathering rooms and another non-functioning kitchen. The lower level is not accessible by ramp, elevator or lift. The building is approximately 162' long from north-south by 54' wide from east-west.

Many functions happen within the Parish Center.

- Religious education classes three times per week.
- Fellowship hall before and after worship
- Funeral luncheons
- Harvest Festival

- Annual indoor rummage sale
- AP testing
- Occasional wedding receptions
- Other meetings (small and large groups)

This structure is clad with Norman size brick. The roof is a wooden truss structure with shingles. The roofs on the southwest additions are failing. These appear to be EPDM and not in good condition. The windows are operable casement windows and appear to be in good condition. However, they do not allow for an inviting or intriguing space. Depending on the future design of the space, they could be removed to allow for larger, more prominent openings.

Parish Center Issues for Consideration:

- Just by glancing, there are a few code violations within the kitchen space. If the parish is going to continue to use the kitchen for large gatherings, it would be worthwhile to correct the issues, make the space more functional and update the finishes and equipment.
- The moveable dividers used to create smaller spaces/classrooms work as intended, but are not the right use for this space. They do not help to mask sound when multiple groups are using the Parish Center at one time. A new system rated for sound attenuation would be more useful. However, installing a system as described would not be easy or cheap.

- The acoustical ceiling is very low and makes the room feel small. When taking a quick look above the ceiling, it was discovered that the bottom of the roof structure is only a few inches from the ceiling tiles. The possibility and feasibility of raising the structure would need to be determined before any decisions are made.
- The lighting within the space is dated and does not provide sufficient light. It should be updated to more efficient and better performing LED fixtures.
- During our walk-through, it was mentioned that the in-floor heating is not working well and they have had issues in the past. Without doing a full evaluation, it is safe to assume that the system is beyond its useful life and should be abandoned.
- It is known that the rooftop A/C units are failing. As seen from the exterior, they appear to be in rough shape. If they are as old as the building addition, they are beyond their useful life and it is time to replace them with new, more efficient units.

Recommendations:

- Remove aging rooftop A/C units and place a new air handler in Storage Room 101 that was added in 1997. The room has a 1 hour rating and could house a new air handler that would heat and cool the space. Kitchen/food storage space could be created

elsewhere within the Parish Center.

- At first glance, there doesn't appear to be any major issues with the windows in the space. If major renovations are to take place, it would be beneficial to explore the possibility of creating new openings. The exterior of the Parish Center could use a new look to help it establish itself as an inviting place of gathering.
- With the help of a food service consultant, the commercial kitchen equipment needs to be assessed for its age and condition. With this assessment, we would be able to address which pieces of equipment are to remain and which need to be replaced. All wooden countertops need to be removed and replaced with new, stainless steel countertops. The wooden cabinets would also need to be removed and replaced. The commercial dishwasher needs to have a hood above it and exhaust out of the space. A fire suppression system is required above the stove and the Modine heaters need to be assessed for code compliance if they are to remain. Overall, the space could use updates to the finishes and a new layout to help it function better and be code compliant.
- Remove the moveable dividers and investigate the installation of operable partitions (Hufcor type system). The structure of the building would need to be evaluated to see what system would work best. New operable partitions

would be rated to handle more sound transmission, which would help to create a quieter environment when needed.

- Regarding the low ceiling, if it is feasible, raising the structure would be desired. This would allow for a higher ceiling, which in turn, would really open the space up and create more of an inviting Parish Center. A new ceiling could also be designed to help reduce sound transmission through the space.
- Whether or not new ceilings are installed, the light fixtures should be replaced. The current fixtures are no longer efficient and they don't produce quality light. LEDs perform much better in terms of energy costs and improved photometrics. It could also be beneficial to work with *Focus on Energy* to see if there are any grants or incentive programs for the church to take advantage of in helping to offset the costs.
- The in-floor heating system should be abandoned in place.
- Overall, the Parish Center is dated. New paint and flooring would be recommended at a minimum.

Parish Needs

1. More functional office space, with more secure file storage and a secure entry.
2. Create a better environment for all Parish Center activities.

3. Make improvements to the kitchen so it is code compliant.
4. A new office layout will be necessary. Along with the new floor plan, the need for more secure storage and the secure entry can be incorporated. Private offices for all full-time staff and Father David would be planned, as well as space for part-time staff and volunteers. PRA will utilize their experience in creating secure entry situations to work with the St. Mary's office staff for planning the new entry that is desired. The work to be completed at the Parish Offices would make them more accessible and inviting to all.

Secondary benefits

- Right-sized offices and work space
 - Proper office building layout
5. The Parish Center acts as a gathering place for many functions throughout the year. As such, it needs to be adaptable for these different activities. The easier, less cost prohibitive fixes would be to replace the ceiling tiles, install new lighting, install new flooring and paint the space.
 6. New air conditioner units will be necessary within the next 5 years. When those are replaced, it may be beneficial to modify the roof structure. With the position of the trusses right now, the ceiling in the space is as high as possible. To help alleviate noise concerns and make the space more inviting, a higher ceiling would be desired. At the same time as this other

roof work, operable partitions could be planned for and installed. These would satisfy the need for smaller spaces and classrooms.

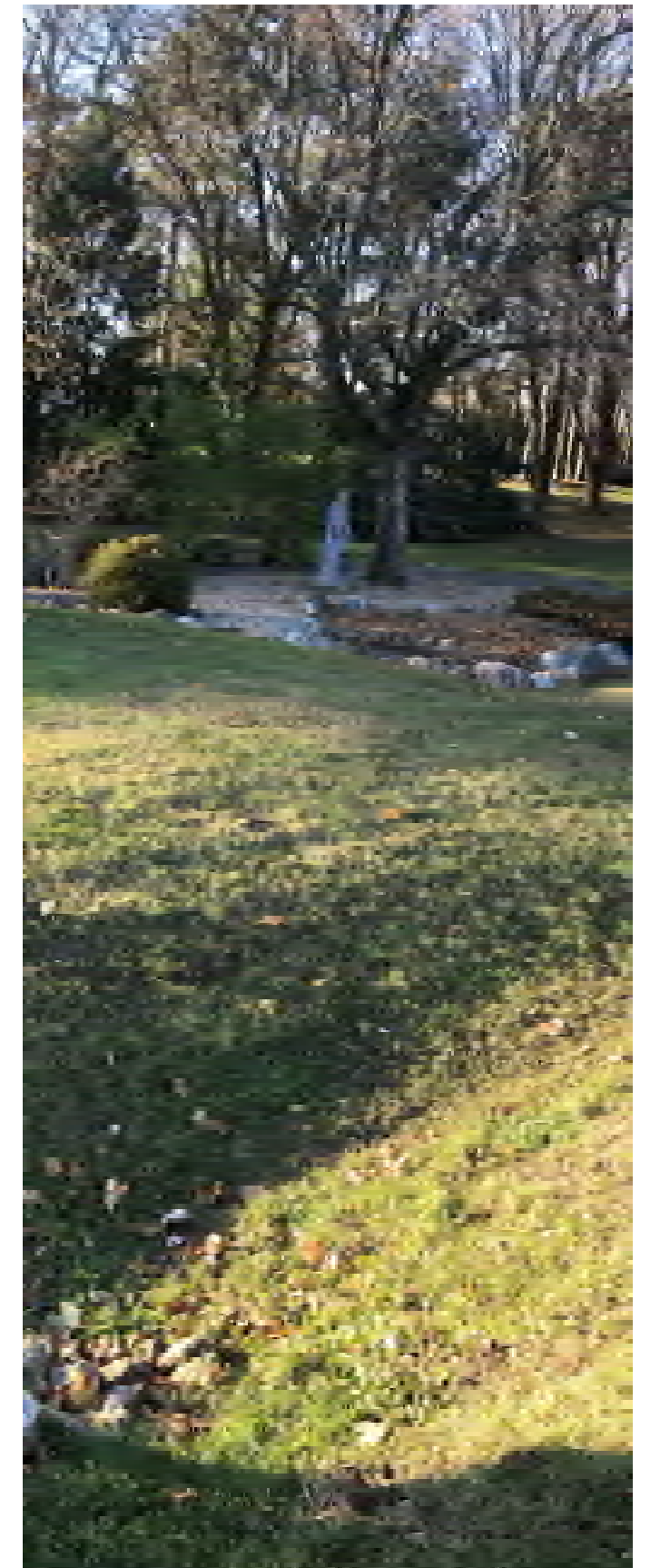
Secondary Benefits

- The Parish Center could be rented or loaned out for other community events/ activities
7. The kitchen within the Parish Center will need to be updated regardless and should be planned for in the budget. The wood cabinets and countertops will need to be removed. There are other code issues that will need to be addressed, such as venting the dishwasher and adding a fire suppression system to the hood above the stove. These issues will need to be updated at a minimum for the kitchen to remain operational. If the deficiencies are not addressed, the health department can intervene and shut down all use of and food preparation within the kitchen space. With the removal of cabinetry, it would be worthwhile to study the layout of the current kitchen and determine if there is a better way to organize the space.

Secondary benefits

- New and orderly kitchen to use for events

Existing Parish Buildings - Condition Report: Building Envelope



Per your request, Building Envelope Professionals Group, LLC (BEPG) visited the St. Mary's Parish on December 3, 2019 and reviewed the conditions associated with moisture intrusion into the building and a condition assessment of the building's enclosure mechanisms. Based on the data obtained, we offer the following report. Select photos are attached for reference.

We arrived on-site at 9:30 AM (CST) and checked in with Vicki Kersten (Vicki). Prior to checking in we walked the exterior of the property to review each elevation and observe frost locations of the roofing which helps determine "hot spots" or lack of adequate insulation or not enough ventilation. These locations can be observed in the attached Select Photographs (See Page 33)

The exterior of the church was observed to assess the condition of the exterior walls and roofing. The exterior consisted of vertical wood panel siding, vinyl siding, metal panel siding, and clad brick masonry. Most of the roofing consisted of steep-slope, asphalt, granulated shingles; two smaller roof sections were covered with low-slope EPDM (rubber) roofing membrane. One roof section was fully adhered, the other was stone ballasted.

Vicki was unaware of the exact dates and ages of the roofing systems. For the most part, the shingle roofing was in good shape and appeared to be approximately 10 to 15 years old. The shingles were architectural shingles, and for the most part laid flat and were well adhered. Starter strips were installed at several, but not all locations. It could not be determined if an ice and water barrier was installed at all the eaves. There

were several shingles observed throughout the field of the steep-slope sections where the shingles were beginning to lift. This is due to inappropriately installed fasteners. The fasteners are installed on an angle and are causing the shingle to appear raised where the fasteners do not lie flat.

The roof over the Parish Offices and Parish Center were reviewed from the roof level and walked to observe for deficiencies. The roof over the church was observed from the lower roof levels due to limited accessibility because of its steep slope. Overall, the shingles on the church appear to be in good condition. All roof-to-dormer transitions appear to be appropriately installed. No known leaks were reported over the church at the time of our investigation.

There are two locations on the west side of the church, on the south elevation and on the west elevation, where water spills out over the gutter and has left organic staining down the masonry cladding. Kick-out flashings should be installed at these locations to divert the water into the gutters, rather than over them.

There were several leaks reported in the Parish Center. The shingles on the roof appear to be in good condition. There is one major concern about the flashing transition installation of the shingles at all the HVAC units on the west slope of the Parish Center. The shingles are butted up against the metal curbs and are not properly integrated with the curb flashing. This allows water to follow along the shingles horizontally and directly into the interior. It could not be determined if self-adhered flashing membrane was installed over the HVAC curb flanges that sit on the

roof deck. Further, the condensation drainpipes for the HVAC units drains out on the side next to where the shingles are improperly flashed. Due to the extent of the leaks inside, most likely no flashing membrane exists. This is a source of moisture infiltration. These have been leaking for a long period of time, most likely since the last time the shingles were replaced.

At the very end of the Parish Center is a small addition. The east and west roof slopes are separated by an alcove area that leads into the Parish Center entrance on the north elevation. The two peaks have been terminated with a face nailed gutter apron. Typically, peaks such as these are terminated with two continuous cleats, and a snap-on type metal fascia to prevent leaks. In addition to this, there is exposed light-gauge galvanized sheet metal step flashings. The step flashings do not appear to be properly counter flashed. However, the upper roof overhang (minimal) does cover the top edge of the step flashings.

The attic space is ventilated via perforated metal soffit panels at the eaves for intake, and static vents and several power vents near the ridge for exhaust. There is also a gable vent at the south and north end of the Parish Center. Ventilation calculations were performed on the Parish Center and were determined to have inadequate intake and exhaust ventilation.

Gutters on the steep-slope roof sections appeared to be in satisfactory condition. Some of the gutter guards have been displaced or popped partially out of place. These should be removed and disposed of or

replaced.

The Rectory/Parish Offices roof was next observed from roof level. No leaks were reported at the time of our assessment. Several small maintenance issues were observed. As with the other roof areas there are several shingle fasteners that are causing some of the shingles to lift. These locations should be repaired to prevent possible wind damage.

The Parish Office roof is ventilated by static roof vents both near the eave and near the ridge. No soffit vents were observed with exception of a small one foot by one foot grated opening on the west side of the Parish Offices. It could not be determined if this was an intake soffit. Ventilation calculations were performed on the Parish Offices and were determined to have inadequate intake and exhaust ventilation.

There is a flange on one of the exhaust vents on the Rectory/Parish Offices that has lifted and requires refastening.

The chimney consists of a decorative heavy gauge sheet metal material. The shingles butt directly into the chimney and are not properly integrated with the chimney. This may be a source for moisture infiltration. This transition flashing should be reviewed.

There are step flashings installed where the garage roof meets the old existing Rectory at the far south end. The step flashings are not properly counter flashed to the backup wall/ exterior cladding. However, the upper roof overhang does cover the top edge of the step flashings. The overhang is preventing any leaks from being observed on the interior.

Next, we reviewed the low-sloped, stone ballasted EPDM roof between the Church and the Parish Center. This roof appears to be in the range of 10-15 years old based on the exposed portions of its flashings and the condition of the stone ballast. The overall condition of the roof is good with several flashings that warrant some minor concerns.

There is some small vegetative growth observed next to a multiple pipe penetration curb near the east side of the roof area. This is due to an abundant presence of moisture and organic growth material. This should be monitored so as not to hinder the roof system.

There is a multiple pipe penetration curb near the east side of the roof area. The sealant around the perimeter of the pipes is in a failed condition and should be replaced.

There is a through-wall scupper on the west parapet wall of the ballasted roof section that appears to buck water. The scupper should be reviewed to provide proper drainage to prevent water from accumulating.

Lastly, we observed the second low-slope EPDM roof on the west elevation of the Parish Center. This roof is a fully-adhered EPDM roof system. This roof system appears to be approximately 10-15 years old based on the condition of the membrane in the field and the condition of the installed flashings. The field of the roof is in good condition. There are several flashing locations that are a concern and should be reviewed by a roofing contractor that is experienced in installing this type of roof system.

There are several flashing concerns that should be addressed on the fully-adhered EPDM roof system:

1. The membrane covering the parapet wall at the north end of the roof system is loose from the substrate and should be re-adhered.
2. The transition from shingles to EPDM membrane at the east end of the parapet wall has been coated with multiple applications of roofing cement and is in a failed condition. This transition requires a suitable sheet metal and EPDM flashing transition that will consider the angles of the steep slope roofing and the low-slope roofing. This location is a source for moisture infiltration.
3. The steep slope roof at the above transition lacks adequate sheet metal counterflashing and sealant along the exterior of the masonry cladding. This should be replaced with a new two-piece sheet metal counter flashing that has a saw cut receiver into the masonry.
4. There are two (2) EPDM-to-masonry cladding transitions that do not have an adequate termination bar or counter flashings. These should be removed and replaced with an appropriate termination and counter flashing system.
5. The gutter flashing is not installed per industry standards. Termination bars are installed and are not along a

continuous elevation to prevent the backup of moisture in the gutters from infiltrating into the interior. The gutters should be removed and reinstalled with a proper flashing detail.

Exterior Wall Observations and Findings

BEPG personnel reviewed the exterior cladding conditions for evidence of moisture issues and deterioration. The exterior of the Parish Center, the Church, and Parish Offices. The Parish Offices were first reviewed.

The Parish Offices are clad with wood panel siding. The siding is in good overall condition and appears to have been maintained regularly with applications of paint. Several windows were reviewed where perimeter sealant is beginning to fail. No other deficiencies were observed.

The exterior of the Church was reviewed next. the Church is clad with Cascade White Rockface brick veneer and are of Norman size (approximately 2-1/4" H x 3-5/8" W x 11-5/8" L). A majority of the brick and mortar joints are in excellent conditions with several small locations requiring repair or cleaning.

1. One location requiring repair is on the east elevation of the Church at two areas.
 - On the south end of the base of the front stairway leading to the Church are some damaged bricks that require replacement.
 - On the south side of the Church entrance, at the base of the brick veneer there are several failed bricks that should be replaced.

2. There are several locations on the west

side of the Church that require cleaning.

- One is on the south elevation of the Church where the steep slope roof spills over the gutter.
- The second is on the west elevation of the Church near the rear entrance canopy to the Church. This is where the steep slope roof spills over the gutter.

All lintels over the window openings of the Church and Parish Center appear to be in good condition. There are some bricks directly under the soffit of the Parish Center that also exhibits some forms of discoloration. Small amounts of moisture staining can also be seen on the exterior wood cladding just above the windows.

Windows on the Parish Center appear to be replacement windows and appear to be approximately 10 - 20 years old. Operability of the windows was not reviewed during our site visit. All windows are Jeld-Wen windows and the perimeter sealant joints are beginning to fail. No broken window units were observed.

The Parish Center roof is ventilated by evenly spaced perforated soffit vent panels. Ventilation concerns were discussed above in the "Roof Observations and Findings" section. Downspouts on the Parish Center are lined with heat cable to prevent them from freezing and backing up. This is most likely due to the inadequate ventilation as previously discussed.

Below the window openings the exterior walls are clad with light gauge sheet metal paneling. Underneath the paneling is a Grade D asphalt saturated exterior grade paper.

1. One location (on the first window to the north of the east entrance to the Parish Center/Narthex) the metal paneling is loose.
2. At this same location there is a limestone windowsill that is loose and requires re-securing.
3. Additionally, there is a control joint where the masonry steps out at this location that is cracked and should be repointed.

The wood windows on the east entrance to the Narthex are beginning to deteriorate due moisture from condensation between the outer single pane glass and the interior stained glass. These windows should be considered for replacement/restoration.

There is a light well along the north elevation of the east side of the Church that has been covered with framing and plywood sheathing. The sheathing is covered with light gauge galvanized sheet metal. The sheet metal is not sealed or properly integrated with the exterior brick masonry. Therefore, moisture leaks into and under the sheet metal. There is no waterproofing under the sheet metal. The plywood does not appear to be in a failed state, but moisture appears to be deteriorating the plywood. The construction of this cover should be reviewed for necessity and sustainability purposes.

Review of the stained glass on the north and south elevations of the church revealed failed sealant joints between the outer single pane window frames and the brick veneer. The window frames appear to be maintained and have a newer coat of paint applied. The sealant joints should be replaced.

Review of the east elevation of the Church revealed some masonry issues previously discussed. However, there are some Art Deco panels installed next to and above the entrance doors where the butt jointed sealant joints are in a failed condition and require attention. The panels themselves appear to be in fair to good condition.

The entrance is a storefront door system by Kawneer. The doors are missing sweeps at the base of the door to prevent moisture and wind driven precipitation from entering the Church. The entrances are outdated and should be considered for replacement.

The soffit overhang at the front entrance is clad with wood veneer panels. There is one panel that has started to become dislodged. The other panels appeared to be secured, however, the panels may be beginning to also come dislodged judging by their warped appearance.

Sealant joints at the transitions between building materials at the front Chapel entrance are in a failed condition and should be replaced.

The Church roof appears to be constructed of a cathedral type ceiling with soffit vents at the eaves. The soffit vents at the eaves appear to

be blocked with dirt and debris, such as, broken baffle vents and insulation, and are preventing air from properly ventilating each joist cavity.

Below Grade Observations and Findings

BEPG personnel reviewed the interior conditions for evidence of moisture issues. The interior of the Parish Center, the Church, and Parish Offices were observed.

We first observed the original Church mechanical room in the basement. Vicki had mentioned that there were previous leaks that occurred along the west wall of the mechanical room but since they had landscaping done on the west side of the Church no leaks have occurred since.

There was evidence of previous moisture staining on the west wall and ceiling just above, but no active moisture was visible.

There was standing water observed on the east wall of the mechanical room which traced around to the back (south) wall. This water is believed to be coming from the holy water purification system.

BEPG reviewed the small mechanical room that houses several small boilers for the hydronic piping into the Parish Center flooring. Vicki mentioned that several leaks in the hydronic system had occurred over the years, but have been repaired during each occurrence. Those locations can be observed in the Parish Center by way of the different color but similar floor tiles.

Next, we observed several classrooms and the kitchen in the basement of the Church. Vicki mentioned that some leaks were noted in the kitchen under the sink. We opened each cabinet below the counter space along

the west wall of the kitchen to observe for evidence of moisture infiltration/damage. The back of the cabinets was lined with similar wood material, therefore, the basement foundation walls were not able to be reviewed. The only cabinet that showed evidence of moisture in the back of it was under the sink. We believe the leaks reported in the basement kitchen are most likely related to the plumbing under the kitchen sink rather than a below grade issue.

Small hairline cracks were observed at several basement windows in the large classroom. These windows are located on the south side of the church (exterior lightwell). These cracks do not appear to be a structural concern, and do not appear to be a source for moisture infiltration.

No active leaks were observed in the stairwell leading up to the Church entrance. There was some evidence that there may be under slab moisture issues evidenced by the staining at the joints of the floor tiles. This should be investigated further if active moisture is observed.

Next, the basement of the Rectory/Parish Office was observed. Vicki reported that there is ongoing moisture mitigation work. Most of the rooms have had the bottom foot of drywall removed and any insulating material. Several walls were lined with a vapor barrier while others weren't. The significance of this was unknown at the time of our visit. There was one room where efflorescence and previous moisture presence was observed on the concrete masonry unit (CMU) foundation walls. This location can be observed in the attached "Select Photos -Below Grade". In

addition to these observations, dehumidifiers were running at the time we reviewed the basement. Vicki mentioned that the dehumidifiers had been running 24/7 for a substantial period of time.

Vicki had mentioned that there was a sump pump installed and it appeared that it ran constantly evidenced by the sound of the pump on at all times. The pump itself could not be reviewed at the time of our visit due to it being buried in some built-in cabinetry and we did not have proper tools available to open the permanent cabinets. The pump however was running evidence by the sound of it.

Evidence of moisture damage/infiltration was observed in the basement washroom/laundry room at the far south end. This consisted of dark colored stains and peeling paint at the base of the foundation walls. This location can be observed in the attached "Select Photos -Below Grade".

We dug out several small areas of soil on the exterior to review if there was any type of below grade waterproofing installed. Two locations were dugout down to approximately two (2) feet below grade. The Rectory/Parish Offices appear to be waterproofed below grade with some type of asphalt-based polyethylene sheet waterproofing membrane. There does not appear to be any type of water proofing on the below grade structure of the Church.

Lastly, we reviewed the exterior landscaping on the back (west) side of the Church. It appears that a natural culvert was installed to help drain stormwater runoff away from the church. This culvert runs from the parking lot

on the south side of the church, along the west side, and swoops around the Church to connect to the maintenance drive on the back (west) side of the Parish Center. It could not be determined if this connects to the storm sewer system.

Parish Interior/Attic Observations and Findings

BEPG personnel reviewed the interior of the Parish Center to observe for evidence of moisture infiltration. Numerous locations were identified with moisture stained ceiling tiles throughout. Those locations were then correlated with observations of the attic and exterior roofing systems.

Access to the Parish Center attic space is via the upstairs storage area of the Church. There was a location in the stairwell of the storage area of the Church where drywall had previously been removed. This location appears to be adjacent to an intersecting roof dormer. Moisture staining and new wood blocking was observed at the roof-to-wall transition. Vicki stated that this leak had occurred and was fixed, however, the drywall had yet to be replaced. Review of the exterior at this location revealed that all flashings appear to be properly installed.

The interior of the attic space was cold, and the temperature appeared to be consistent with the exterior temperature.

On the interior of the attic space it was determined that there are several layers of insulation on the floor (ceiling below). The first layer (closest to ceiling) is an original 6 inch layer of fiberglass batt insulation. Next, there is another 6 inch layer of fiberglass batt insulation, and finally after that was a covering of approximately 6 inches of blow-in cellulose insulation. This equivocates to an R-value of approximately 63.0. The ceiling has more than enough insulation installed.

There were moisture stains located directly adjacent to the where the HVAC ductwork ran up through the roof deck and into the HVAC units. This coupled with the location of moisture stains on the ceiling tiles below is evidence that the shingles at the roof-to-curb transitions are improperly installed and allowing significant moisture infiltration into the building.

No other significant observations were observed.

We departed the site at approximately 1:30 PM (CST).

Discussion

The overall condition of the exterior building enclosure systems on the St. Mary's Parish Church is in a relatively good condition. There are some small, common, deferred maintenance items that were observed during the time of our investigation. We believe that with some budgeting, the items listed in our observations and findings can be affordably addressed.

The steep slope and low slope roofs appear to be in good condition, but as mentioned, require some miscellaneous deferred maintenance items to increase the life of those systems.

The roof over the Parish Center appeared to be one of the Church's number one concerns since they have had ongoing, active leaks. This was observed at the time of our investigation by evidence of moisture staining on the drop ceiling tiles within the interior of the building. Reviewing the locations of these leaks, the interior attic space, and walking the roof led us to conclude that the source of the leaks is the improper flashing detail at the curbs of the HVAC units. Adding to this condition is the fact that the condensate drain lines for the HVAC units discharge directly next to the improper curb flashing. This creates a continuous source for moisture infiltration.

The masonry on the Church is in excellent condition, except for several small locations where cleaning and pointing are required. No serious structural or cosmetic deficiencies were observed.

The below grade structure of the Church appears to be functioning as intended and no serious structural or cosmetic issues were observed. Moisture infiltration was noted by Vicki in the past, and some ongoing moisture mitigation is currently occurring, however, no active evidence of moisture infiltration was observed at the time of our visit. If moisture problems continue to occur in the Rectory/Parish Offices, it is our recommendation to perform further destructive investigation to resolve those concerns.

Overall, ventilation calculations were conducted of the Parish Offices and Parish Center. Those calculations revealed that there is a lack of proper ventilation despite temperatures in the Parish Center appearing to be consistent with the outdoor temperatures. The Parish Offices lack proper intake and exhaust ventilation on the front (east) slope of the roof. There should be proper ventilation in order to reduce interior air conditioning costs and help increase the life expectancy of the shingle roof system.

Recommendations

Based on the data obtained, BEPG recommends the following:

Currently nothing significant appears to require extensive repair. One of the biggest concerns we have is the moisture in the basement living quarters. Due to the fact that the source of the moisture has not yet been determined we recommend further investigation to determine the source. We believe that there may be a sub-surface moisture source due to the culvert that runs through the back (west) side of the Church, which may be contributing to the below grade moisture. Since the sump pump appears to be running constantly along with the dehumidifiers, we recommend further investigation into the below grade moisture issues being experienced in the basement of the Parish Offices.

If the Parish Offices are being considered for demolishing and rebuilding and/or renovating significantly, we recommend excavating around the perimeter of the foundation and reviewing the waterproofing that is installed for deficiencies and/or replacing the waterproofing/dampproofing system with entirely new and sustainable materials.

The roof systems are in fair to good condition. Some minor repairs should be accounted for, which are typical maintenance items. There are some poorly installed details at the HVAC units on the west slope of the Parish Center that are causing the roof leaks. These should be fixed by a roofing contractor who is experienced with this type of shingle roof

system and curb mounted HVAC unit. In the event there are significant changes being considered to the Parish Center, the HVAC units on the roof should be considered for replacement and relocation to prevent future moisture infiltration issues.

Although the temperature in the attic space suggests there is good ventilation, our preliminary calculations based on the 1 sf/300sf of attic floor space, suggest otherwise. Also, there were ventilation baffles observed in every other joist space. However, it could not be determined if the baffles were open and free of debris or insulation to allow air to vent freely. We recommend increasing the intake ventilation by installing continuous perforated soffit vents and smart baffles (DCI Products) in each joist space. We would also recommend installing a ridge vent with an external baffle to increase the exhaust ventilation. If the installation of a ridge vent is considered, it would have to be designed carefully (considering existing exhaust vents) so as not to short circuit the ventilation system.

A majority of the Cascade White Rockface brick masonry is in good condition with the exception of the locations noted in our Exterior Observations. Damaged bricks should be replaced, and all failed mortar joints should be pointed.

The wood soffit panels on the Church entrance should be considered for replacement or at least re-secured. The sealant joints at the butt joints of the Art Deco panels on the Church entrance should be removed and resealed utilizing a band-aid type sealant joint or similar extruded silicone

tape type system. In the event a major aesthetic change to the entrance is being considered, these panels should be replaced. The front storefront entrance doors to the Church are an old Kawneer system. At a minimum all sweeps/gaskets/weatherstripping should be replaced. In the event a major aesthetic change to the entrance is being considered, these doors should be replaced. Regarding the light well cover on the north elevation on the east side of the Church, the sheet metal should be removed, a proper waterproofing membrane installed, and the sheet metal re-installed and properly integrated with the brick masonry veneer.

Finally, the recommendations for the windows on each of the three major portions of the Church are as follows:

The Parish Center:

The windows on the Parish Center are properly functioning, however, the perimeter sealant joints are beginning to fail and should be replaced at the very least. These windows appear to be 10-15 years old based on the approximate age sealant begins to fail. If all windows in the Church are being replaced, these should also be replaced. The siding below the windows is functioning as intended, and there is a weather resistive barrier behind them, however, these areas should be considered for replacement if the windows are going to be replaced to include considering adding insulation within the wall panel assembly.

The Church:

The wood stained glass windows appear to be

causing condensation to form between the outer pane and actual stained glass. The wood appears to have been maintained and painted several times. The sealant joints around the perimeter of all the windows are in a failed condition and require replacement. If significant alterations are being considered, these windows should be considered for replacement/repair.

The Parish Offices:

The windows on the Parish Offices are a mixture of different types, wood/vinyl, etc. These are aged and although appear to be functioning they may want to consider them for replacement if all windows are being contemplated.

ROOFING



Church Sign Identification



Overview of hot spots on garage and south end of Rectory / Parish Offices



East Elevation of Church



Hot spots located near the Church



Southwest elevation of Church. Hot spots observed through the frost on southeast slope of Church



Hot spot locations observed on north slope of the Church



Overview of the east slope on the Parish Center. Some hot spots were observed.



Leak at HVAC unit correlates with stains on interior ceiling tiles



Overview of the east slope on the north end of the Parish Center. Some hot spots were observed.



View of the north slope of the Church



Overview of rear (west) slope of the Parish Center.



View of the west slope on the Rectory/Parish Offices



View of the south slope on the west side of the Church



Masonry wall requires cleaning.



View of the south slope on the west side of the Church



Roof-to-wall transition on south elevation of the Church



Roof-to-wall transition that lacks a kick-out flashing to divert water into the gutter



Overview of west roof slope facing north



Overview of east roof slope facing north



View of east slope of the Parish Center near the Narthex.



View of west roof slope over the Parish Center.



Typical field shingle condition.



Location next to HVAC unit where roof deck is sponging when walked upon.



Leaves are caught on upslope side of HVAC units.



View of lower shed shingle roof.



Condensate drain extension from HVAC unit drains onto lower, EPDM roof system



View of deflection in roof decking at HVAC condensate drain.

Note: This is a typical detail at all of the units and are the source of moisture infiltration.



Typical power vent near ridge on the Parish Center roof area.

Note: It could not be determined if these were operational at the time of our investigation.



Typical static roof vent near ridge on the Parish Center roof area.



Typical ridge shingle condition on the Parish Center roof area. No ridge vent installed.



Self-adhered flashing membrane observed on up slope side of HVAC unit.

Note: No step flashing installed at roof-to-HVAC unit transition.



Overview of lower west roof slope at the far north end of Parish Center.



Gutter apron installed at peak of roof at the far north end of the Parish Center.



Step flashing observed at change in roof elevation transition at north end of the Parish Center.



Overview of east slope of the Parish Center facing south.



Overview of stone ballasted EPDM roof area facing east.

Note: Leaves and organic growth observed.



Overview of stone ballasted EPDM roof area facing east.



Organic growth observed on ballasted EPDM roof system



Failed sealant observed at multiple pipe flashing penetration curb.



Multiple applications of roof mastic observed at skirt flashing on down slope of chimney flashing on Narthex roof.



Overview of low-slope EPDM roof system and west slope of the Parish Center.



Overview of dormers on west slope of the Parish Center.



Roof-to-wall/gutter transition. No counter-flashing or through-wall flashing observed.



Parapet wall at north end of fully adhered EPDM roof system. Membrane is loose.



Low-slope roof edge termination is adhered directly to stone masonry



Steep slope roof-to-wall and low-slope to steep slope roof transition with several applications of roof mastic. This is most likely a source for moisture infiltration.



Steep slope roof-to-wall and low-slope to steep slope roof transition with several applications of roof mastic. This is most likely a source for moisture infiltration.



Leaves and debris in through-wall scupper.



Poor termination bar installation at gutter roof edge.



Poor termination bar installation at low slope, fully-adhered, EPDM roof area.



Gable vent at garage rake edge overhang.



Step flashing under garage addition rake edge overhang. There is no counter-flashing installed over the step flashings.



Roof-to-metal chimney transition. No step flashing installed.



Exhaust stack flange is lifted.



Shingle fastener location.

EXTERIOR PICTURES



East elevation of Rectory/Parish Offices.



Inside corner where Rectory/Parish Offices meets the Church.



South elevation of Rectory/Parish Offices.



Typical base of wall condition. Weep holes observed.



Typical window penetration head condition.



Typical brick veneer condition along south elevation of the Church



West elevation of the Church.



West elevation of the Parish Center.



West elevation of the Parish Center at the Narthex.



Louver penetration through exterior wall.



Roof-to-wall transition requires a kick-out flashing to divert water into gutter.



Typical lintel condition at exterior doors. Lintels are in good shape.



Typical window condition at the Parish Center



Perforated soffit panel vents.

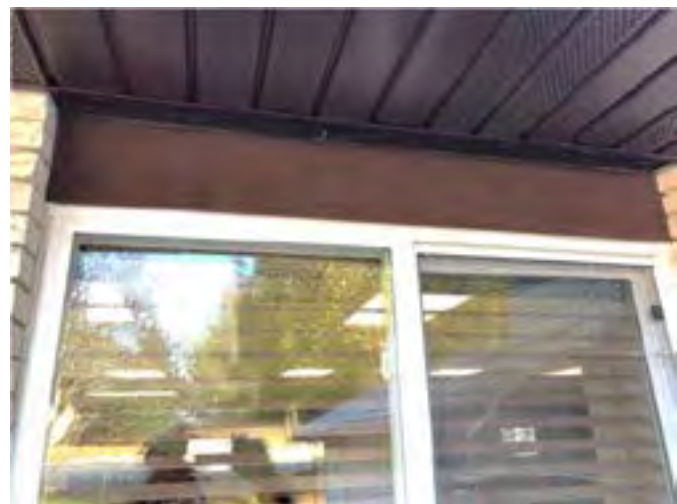


Typical lintel condition at windows. Lintels are in good shape.



Overview of west elevation of the Parish Center.

Note: Downspouts have heat cords installed.



Wood closure piece over window openings has a small amount of visible moisture staining.



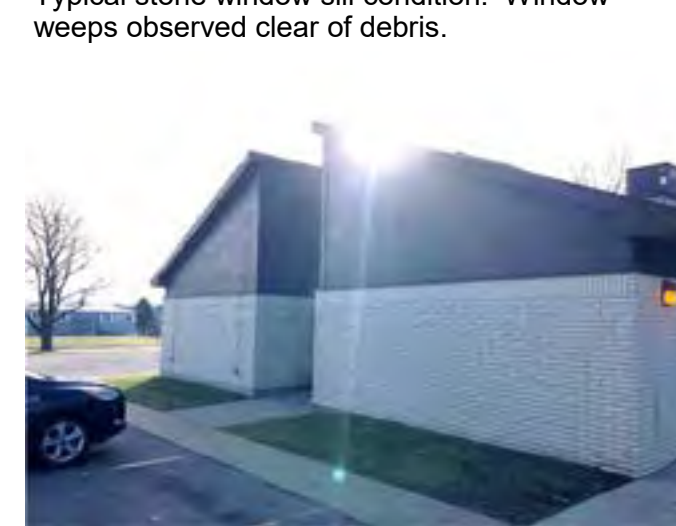
Typical metal panel siding condition at window openings.



Typical stone window sill condition. Window weeps observed clear of debris.



Weeps observed at base of wall.



Overview of north elevation at end of the Parish Center.



Overview of east elevation of the Parish Center facing southwest.



Interior alcove at north end of the Parish Center. Several touch-up applications of paint were observed



Failed sealant was observed at several windows on the Parish Center.



Failed sealant.



Displaced stone sill.



Failed sealant.



Window sill is loose and sealant has failed.



Jeld-Wen window manufacturer identification.



Downspout directs water against metal panel siding.



Weather resistive barrier observed behind metal wall panels.



Wood and stained-glass windows show excessive evidence of condensation.



Mortar joint is cracked where masonry steps out.



Deteriorated roof rake edge board observed above Narthex area.



Overview of the exterior of the Narthex area.



Sheet metal and plywood light well cover on north side of Church is not adequately weatherproofed.



Wood framing observed under sheet metal flashing cover.



Windows on exterior of the Church
Note: Perimeter sealant is in a failed condition.



Plywood is damp and moisture leaks under the metal cover.



Through wall air conditioner unit at the Narthex appears to be in good condition.



There is no watertight seal between the exterior and the sheet metal flashing cover to prevent water from infiltrating.



East elevation of Church. Masonry is in good condition.



Soffits on the chapel appear to be blocked with debris from within the rafter spaces.



Sealant at side wall of Art Deco panels is in a failed condition



More debris observed in soffit vents at the chapel.



Parts of the storefront door system are missing.



Art Deco panel sealant is in a failed condition.



Kawneer manufacturer's identification label.



Small amounts of interior moisture staining observed at the base of the Art Deco panels



Sealant joint at the masonry to wood panel transition is in a failed condition.



Failed sealant on the interior of the Art Deco panels.



Soffit panel is loose near the peak of the Church entrance.



Small amount of deteriorated masonry at the base of the north side of the front Church entrance.



Soffit panels appear to be old and beginning to warp and become dislodged.



Small amount of damaged masonry at base of stairs at the entrance to the Church.



View of east elevation of Rectory/Parish Offices.



Overview of south elevation (east) of Church.



Wood soffit panels were observed.



Soffits on south side of Church are also filled with debris from between the rafter spaces.



A gable vent was observed over the Parish Center from the roof level.

Select Photos – Below Grade



View of mechanical room below the Narthex. Visible water is from water piping and condensation.



Water softener system. No current leaks in foundation observed.



Opening in foundation wall along west side of mechanical room, no active leaks were observed.



PVC pipe penetrations through mechanical room ceiling. No active leaks observed.



Ceiling condition along west wall of mechanical room. Previous moisture staining was observed but no active leaks at the time of this assessment.



View of mechanical room to the north that houses the hydronic heating for the Parish Center.



View of hybrid hollow core structural ceiling.



Hydronic piping going into wall/floor of the Parish Center above.



Hydronic piping going into wall/floor of the Parish Center above.



Visible moisture observed at the base of the east wall of the mechanical room.



Moisture does not appear to be coming into the building from the exterior.

Note: Moisture appears to be coming from holy water filtration system in corner of mechanical room.



HVAC duct through foundation wall on south wall of mechanical room. No active leaks were observed.



Dry condition at southwest corner of foundation.



One leak appears to be plumbing related in the basement kitchen.



Dry floor condition along west wall of mechanical room.



Light well on south side of the Church



Small shrinkage cracks observed at several light well windows. These do not appear to be structurally compromised.



No leaks were observed in the large basement classroom.



Interior view of window at light well. Note: Diagonal crack off corner does not appear to be structurally compromised.



Stairwell leading up to Church. No active leaks observed.



Possible previous moisture observed coming through floor tile seams in stairwell.



No active leaks observed in the classroom.



Location of sump pump that appears to be running 24/7. Note: The panel to view the sump pump was inaccessible at the time of our assessment.



Interior of basement living space has been mitigated for moisture and mold. Note: No active leaks were observed at the time of our assessment.



Noticeable moisture damage was observed.



Two dehumidifiers were running at the time of our assessment.



Vapor barrier observed on several interior walls in the basement living quarters.



Visible evidence of previous moisture infiltration was observed at several locations around the basement living quarters.



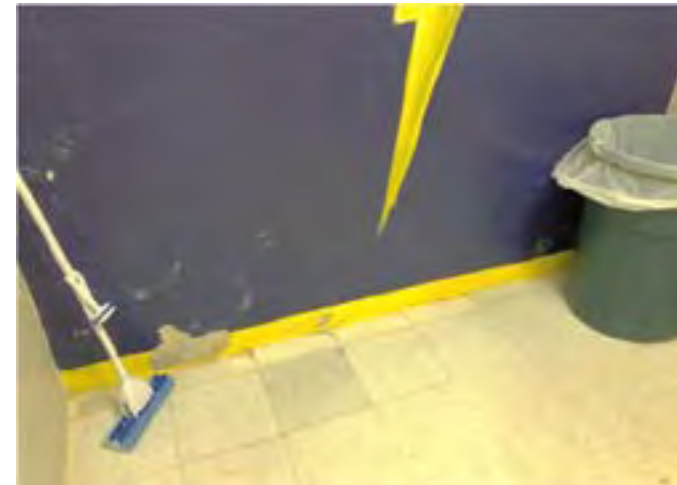
Remediation still underway.



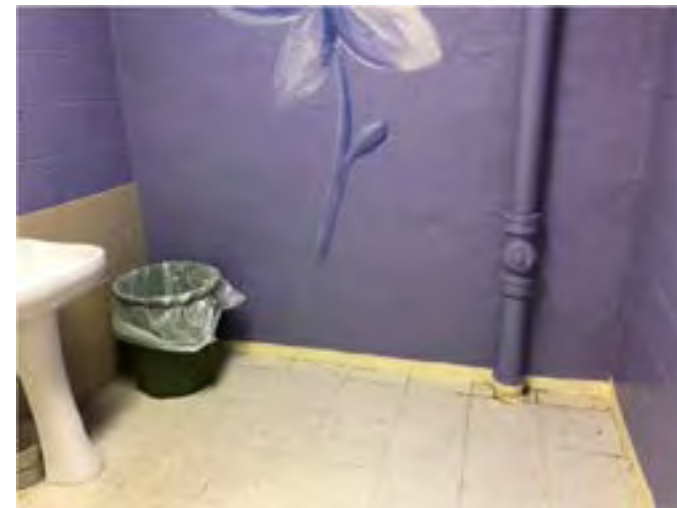
View of efflorescence on the interior surface of the basement living quarters.



Efflorescence and peeled paint at the base of the wall



No evidence of moisture damage observed in the male latrine.



No evidence of moisture damage in the female latrine.



Observation hole next to foundation on west elevation at Rectory/Parish Offices.



Bituminous water/damp proofing observed at the Rectory/Parish Offices basement foundation wall.



Observation next to foundation of the Church.



No water/dampproofing observed on the Church foundation.



Culvert at rear (west side) of Church.



The culvert runs behind the chapel to the back (west side) parking driveway behind the Parish Center.

Select Photos – Interior/Attic



Drop ceiling inside the Parish Center. Note: Moisture stains, and no staining in between.



Moisture stains at approximately the middle of the Parish Center along the west side coincide with rooftop HVAC unit.



Moisture stain along west elevation wall.



Moisture stain along west elevation wall.



Drywall ceiling removed at chapel upstairs storage room. Note: Moisture stains observed at roof-to-wall transition suggests a step flashing issue.



Overview of interior attic space facing northwest.



Interior attic space facing north.



Interior of attic space facing northeast.



Evidence of moisture staining next to HVAC unit ductwork.



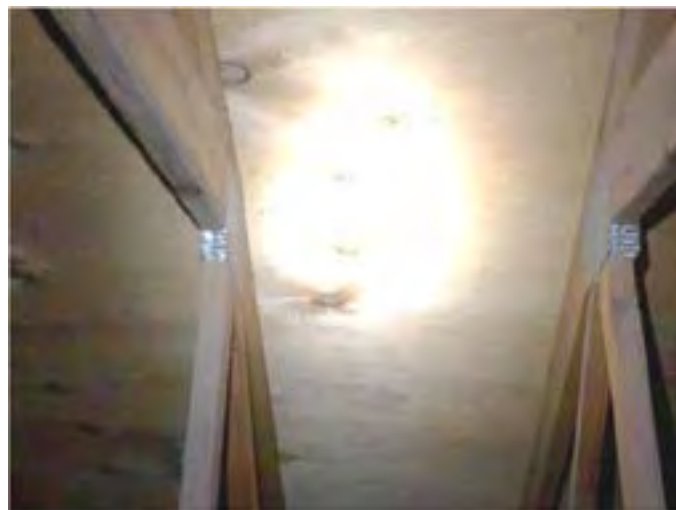
Evidence of moisture staining next to HVAC unit ductwork.



View of east slope of interior attic space, no moisture stains observed.



Moisture staining below side of HVAC ductwork/unit curb.

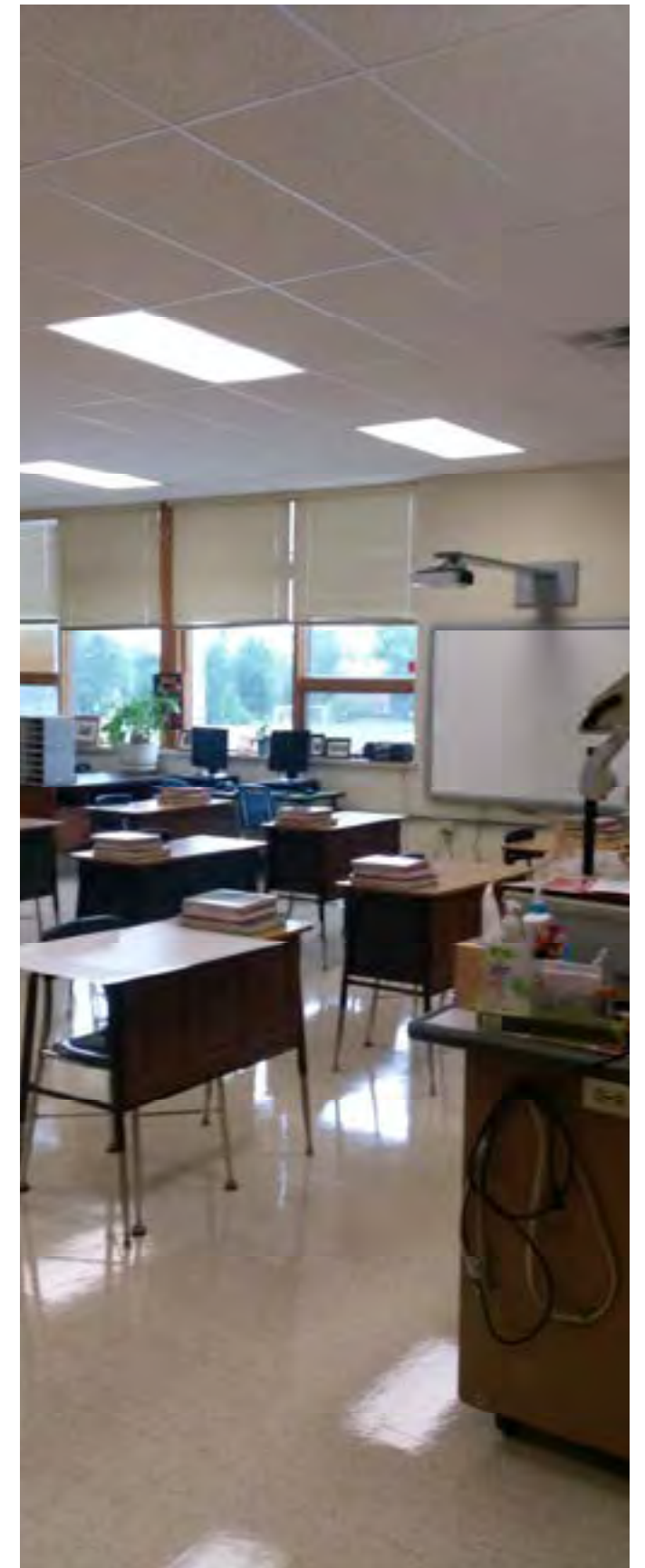


Plywood wood deck on east slope is in good condition.



Displaced insulation and visible light from within Parish Center below.

Design Alternatives



Design Alternatives

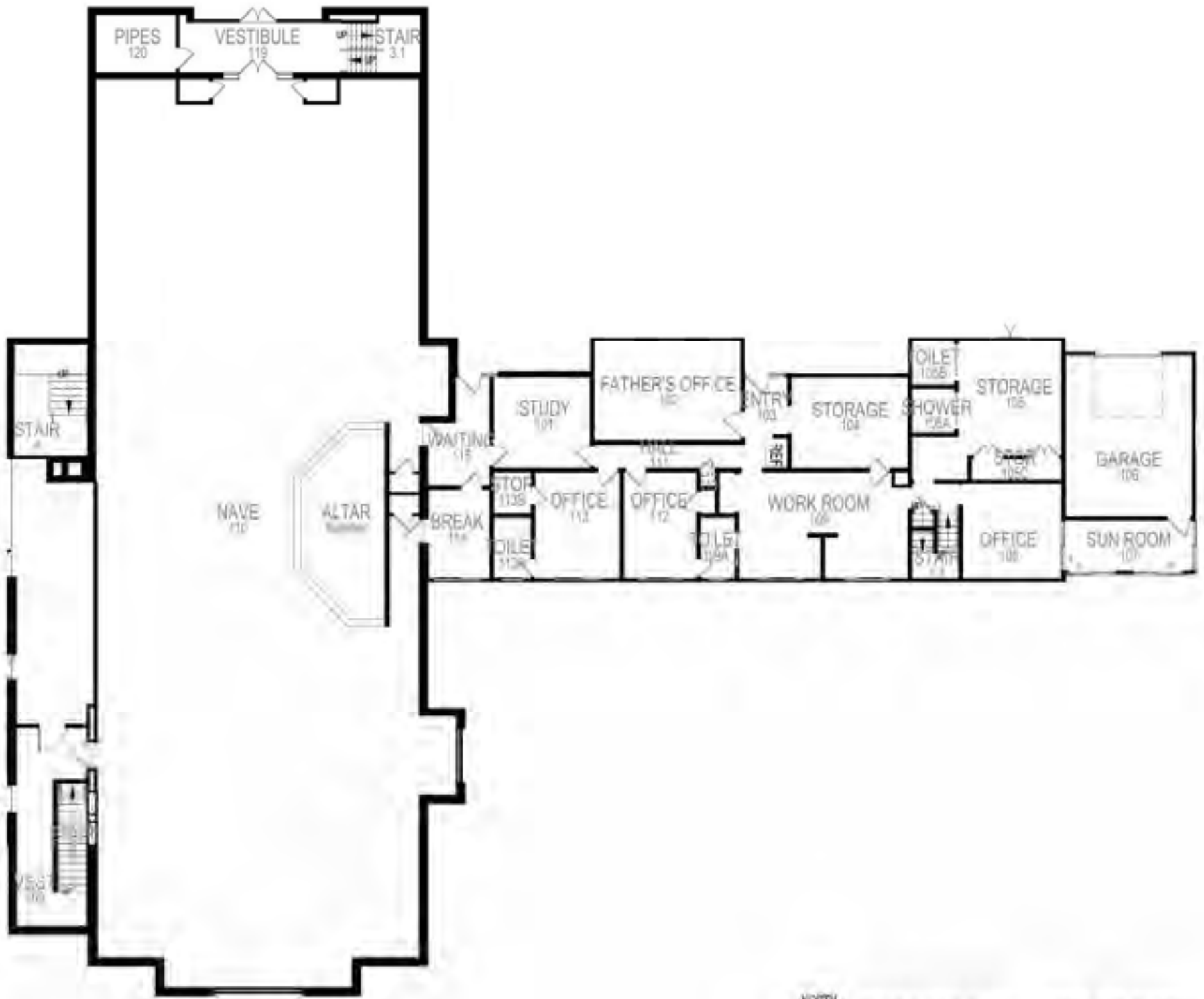
- North & West Additions: this design concept allows for an addition to occur in the northern parking lot, off of the end of the Parish Center. With this concept, we would keep the existing table storage and library rooms and build around those spaces. This would allow for an extra 2,300 square feet of office functions while offering close proximity to the Parish Center. We would create a separate secure entry on the east side into the new addition. Another 4,055 square foot addition would be added to the west side of the Parish Center for religious education classrooms.
- Northeast Infill: this design concept proposes to build a 2,170 square foot addition off the northeast end of the parish center. A new opening would be created to allow access to and from the offices into the Parish Center. A secure entry would be provided on the east side of the addition.
- South Rebuild: this design concept proposes to demolish the existing Parish Offices in their entirety. A new 2,300 square foot building would be constructed in the same location. A new, secure entry would be provided for access to the south side of the nave and also utilized by the new offices.
- One Story Parish Center: this design concept proposes to demolish the existing Parish Center and rebuild a new center, along with Parish Offices and four religious

education classrooms. In total, 13,430 square feet of new space.

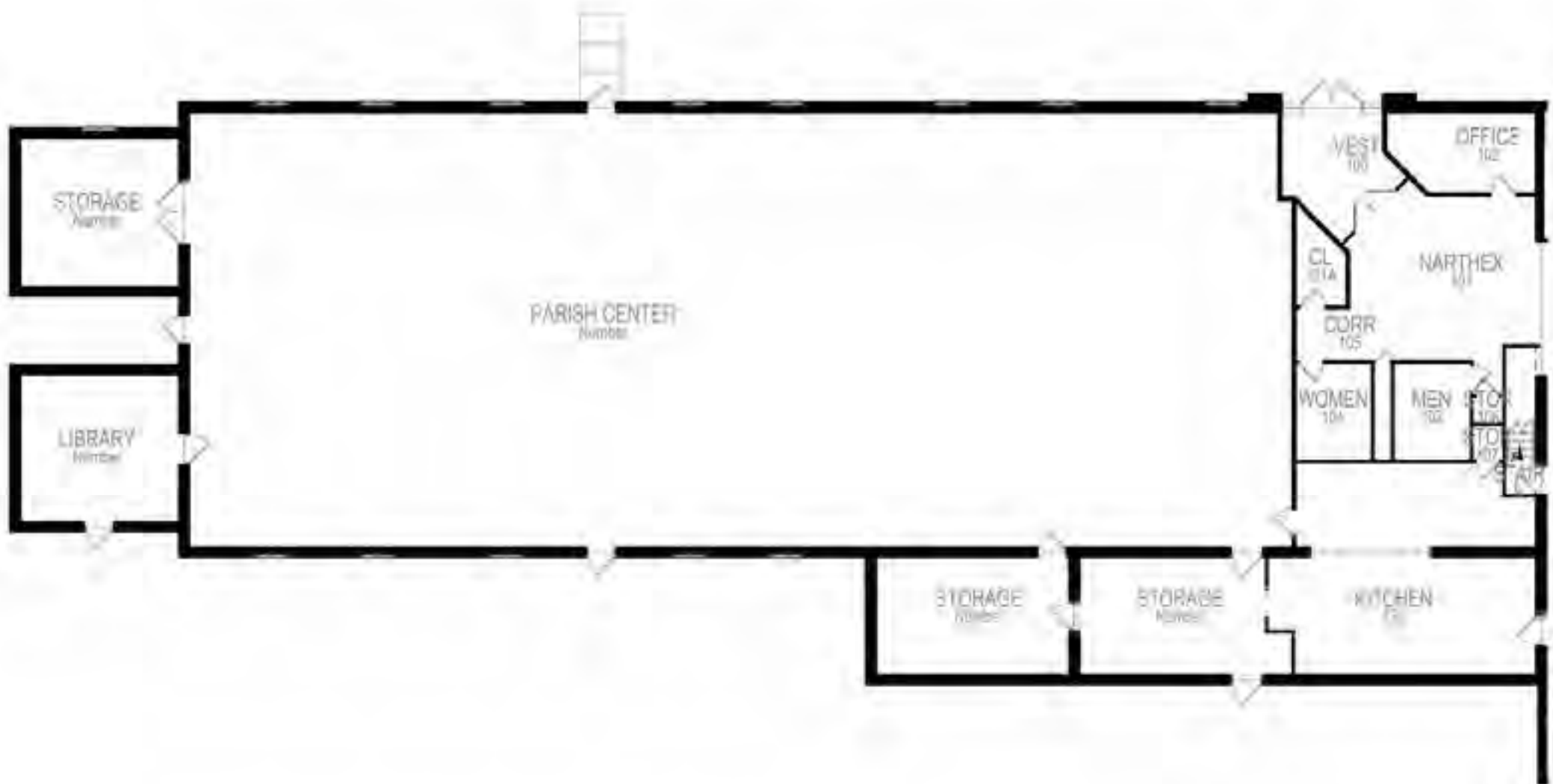
- Two Story Parish Center: this design concept proposes to utilize the first floor for a new Parish Center and religious education classrooms. The first floor would be 12,190 square feet. The second floor would accommodate the Parish Offices, requiring 2,680 square feet of space. With a two story option, an elevator would be required for accessibility and two stairs are needed for exiting purposes.
- All designs propose demolishing the existing office building (first floor and lower level).
- All designs would include kitchen updates and remodeling.
- The first three designs would include converting the existing storage room on the west side to a mechanical room that would house a new air handling unit. The two new Parish Center options would create a new mechanical room on the west side of the Parish Center.
- The first three designs would include cosmetic updates to the Parish Center.



LOWER LEVEL FLOOR PLAN - OFFICES AND CHURCH
1/11/20 1:00



NORTH
FIRST FLOOR PLAN - OFFICES AND CHURCH
1/8" = 1'-0"



NORTH
FIRST FLOOR PLAN - PARISH CENTER
1/16" = 1'-0"



- NEW CONSTRUCTION
- RENOVATION
- CIRCULATION

2,300 SQUARE FOOT ADDITION TO THE NORTH FOR THE OFFICES. BUILD AROUND EXISTING LIBRARY AND TABLE STORAGE SPACE. EXISTING PARISH OFFICE BUILDING TO BE DEMOLISHED. 4,055 SQUARE FOOT CLASSROOM ADDITION TO THE WEST.



FIRST FLOOR PLAN - NORTH AND WEST ADDITIONS

1/16" = 1'-0"



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2,170 SQUARE FOOT ADDITION WITH ENTRY INTO THE PARISH CENTER. EXISTING PARISH OFFICE BUILDING TO BE DEMOLISHED.

FIRST FLOOR PLAN - NORTHEAST INFILL
1/16" = 1'-0"



NEW CONSTRUCTION
 EXISTING

DEMOLISH EXISTING PARISH OFFICE BUILDING AND BUILD A NEW 2,300 SQUARE FOOT ADDITION OFF THE SOUTH SIDE OF THE CHURCH. EXISTING STORAGE ROOM TO BE CONVERTED TO MECHANICAL ROOM AND KITCHEN TO BE RENOVATED.

NORTH
FIRST FLOOR PLAN - SOUTH REBUILD
 1/16" = 1'-0"



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- NEW CONSTRUCTION
- RENOVATION
- CIRCULATION

DEMOLISH EXISTING PARISH CENTER AND BUILD A NEW PARISH CENTER WITH OFFICES AND RELIGIOUS EDUCATION CLASSROOMS. 13,430 SF OF NEW SPACE.



FIRST FLOOR PLAN - PARISH CENTER
1/16" = 1'-0"



NEW CONSTRUCTION
 RENOVATION
 CIRCULATION

DEMOLISH EXISTING PARISH CENTER AND BUILD A NEW PARISH CENTER WITH FELLOWSHIP AND RELIGIOUS EDUCATION CLASSROOMS ON THE FIRST FLOOR. 12,190 SF FOOTPRINT ON THE FIRST FLOOR.

NORTH **FIRST FLOOR PLAN - PARISH CENTER**
 1/16" = 1'-0"

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- NEW CONSTRUCTION
- RENOVATION
- CIRCULATION

THE SECOND FLOOR OF THE NEW PARISH CENTER WILL ACCOMMODATE THE PARISH OFFICES. AN ELEVATOR AND TWO EXIT STAIRS MUST BE INCORPORATED INTO THE DESIGN. 2,680 SF FOOTPRINT ON THE SECOND FLOOR.



SECOND FLOOR PLAN - PARISH CENTER
1/16" = 1'-0"



4 REFERENCES

Three references of similar projects with a completion date within the last three years are listed in the following page.

REFERENCES

Jen Korz, Executive Director at Heartland Farm Sanctuary
608.466.2822
Jen.korz@heartlandfarmsanctuary.org

Tom Carson, Library Director at W.J. Niederkorn Library
262.284.5031
tcarson@monarchlibraries.org

Rod Parsons, Ministry Board Chair at Faithbridge Church
262.497.2566
ministryboard@faithbridgewi.com



Heartland Farm Sanctuary



Heartland Farm Sanctuary



Heartland Farm Sanctuary



W.J. Niederkorn Library



Faithbridge Church



5 APPROACH

The subsequent page details the approach to completing the scope of the facility assessment.

APPROACH

BUILDING EVALUATION

PRA and our consulting engineers will review the condition of both the interior and exterior of the existing building. We will provide a thorough analysis of and evaluate the condition of the building in order to identify materials and systems that are nearing the end of their life cycle and will need repairs and/or replacement in the future. We will provide recommendations on the priority the items identified should be given.

MASTER PLANNING

After evaluating the condition of the building and its systems, we will also provide recommendations on improvements that could be made to the building to meet current codes, provide better accessibility, and better meet the needs of the City.





6

FEE & TIMELINE

The following pages contain the total fee (including staffing requirements, estimated hours, associated costs, and reimbursables while not exceeding the budget) and available project start date and estimated timeline for project completion.

FEE & TIMELINE

FEE

Included with all of our recommendations will be budget cost information for the potential repairs, replacement, or improvements identified. This budget information will also include cost escalation information so that the identified items can be budgeted and addressed over time.

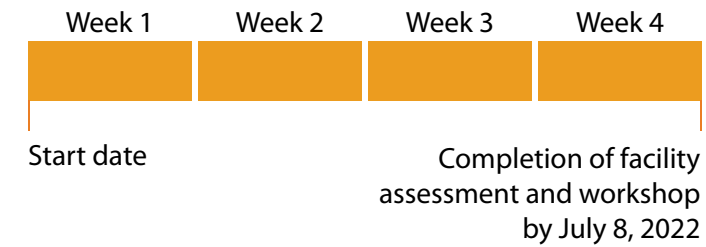
The outcome of our services will be a Report similar to the one we shared that we completed for the Niederkorn Library and City of Jefferson.

We would complete this scope of work for a **lump sum fee of \$8,500.00** plus reimbursable expenses.

If you find the proposed scope of services and fee acceptable, we will develop contract for this work.

TIMELINE

We believe this work may start and end within four weeks. That start of the work will occur following your notice to proceed.





pra

PLUNKETT RAYSICH
ARCHITECTS, LLP

City of Beaver Dam Police Department & Municipal Building

FEE & TIMELINE

FEE & SERVICES

Our Facility Assessment of the Municipal Building will commence with an initial kick off meeting where we would discuss areas of focus, understand future building goals, discuss building shortcomings, and understand staff thoughts on potential improvements to the building. After this meeting, we would also have separate meetings with the Parks and Recreation Department and other building users/ departments to understand specifically how they function in the building.

After our initial meeting, we will spend time at the building to review, study, and analyze:

- The building exterior
- The building interior
- Electrical systems
- HVAC systems
- Plumbing systems
- Accessibility throughout the building including the route into the building

Based on the meetings described above, our in-person analysis of the building systems, and an assessment of current code requirements versus the condition of the building, we will develop a written report providing prioritized recommendations on potential repairs or improvements to the building. The recommended potential repairs or improvements will be identified via floor plan diagrams for architectural changes and written descriptions for system changes/upgrades. Included with all of our recommendations will be budget cost information for the potential repairs or improvements identified. This budget information will also include cost escalation information so that the identified items can be budgeted and addressed over time.

The outcome of our services will be a report similar to the ones provided within. The report can either be provided electronically or, alternatively, we can produce the desired quantity of paper copies. We will present the findings of the assessment, and the corresponding information provided in the report, at the requested workshop.

We would complete this scope of work for a **lump sum fee of \$8,500.00** plus reimbursable expenses. Typical reimbursable expenses for this project would be mileage to and from our Milwaukee office and Fort Atkinson and costs to create printed copies of our final report. The exact cost of the reimbursable expenses is, therefore, to be determined but will not exceed \$300.00.

If you find the proposed scope of services and fee acceptable, we will develop a contract for this work.

TIMELINE

We believe this study would start and end within a four week timeframe. Our work would commence with the kick off meeting and our initial staff meetings. The completed facility assessment study would be the end result of our work delivered no later than four weeks after those initial meetings. We are assuming a completion of the study no later than July 8, 2022.

Request for Proposal
for
Municipal Building Facility Assessment

Wednesday, April 20, 2022, 12:00 PM

Submitted to



Fort Atkinson

Attn: Brooke Franseen, CPRP
Director of Parks and Recreation
bfranseen@fortatkinsonwi.net
30 North Water Street West
Fort Atkinson, WI 53538

Prepared by



The Sigma Group, Inc.
1300 W. Canal Street
Milwaukee, WI 53233
Project Manager: Drew Falkenburg, LEED
dfalkenburg@thesigmagroup.com
Phone: (414) 643-4153

April 19, 2022

Fort Atkinson
Attn: Brooke Franseen, CPRP
Director of Parks and Recreation
bfranseen@fortatkinsonwi.net
30 North Water Street West
Fort Atkinson, WI 53538

RE: Municipal Building Facility Assessment

Dear Ms. Franseen, Fort Atkinson Director of Parks and Recreation:

Thank you for the opportunity to submit for a municipal building facility assessment to assist the City of Fort Atkinson in assessing the existing facility systems for recommendations for deficiency rectification along with cost planning. We understand that the municipal building was constructed in 1929 and consists of two primary floors totaling approximately 35,000 square feet.

The Sigma Group (Sigma), Inc. has served Southeast Wisconsin for over 30 years, aiding building owners to maintain and operate their facilities. Our team has experience performing facility assessments, strategic project planning, capital planning, and ADA/code assessments. We are eager for the opportunity to serve the City of Fort Atkinson in this capacity. Our objective is to provide Fort Atkinson with an understanding of the current needed improvements, prioritization for project implementation, and estimated costs. This involves a site visit meeting with key stakeholders, field assessment, ADA/code verification, rectification planning for identified deficiencies, equipment data gathering, and cost research and inquiries.

Our Project Leader will be Drew Falkenburg. He has assessed numerous similar facilities and has been with The Sigma Group for over 6 years. He will be the primary assessor for the facility. Bob Gosse will complement the facility assessment with ADA and code verification. He has served facility operations oversight as an architect for over 25 years. Any questions can be directed to Drew Falkenburg.

THE SIGMA GROUP, INC.



Drew Falkenburg
Project Engineer
414-643-4153
dfalkenburg@thesigmagroup.com



Nahid Afsari, P.E., LEED AP
Facility Group Manager
414-643-4140
nafsari@thesigmagroup.com

The Sigma Group, Inc.



We are driven by the singular objective to support our clients' success and add value to their organizations. Every day. Every project.

31 YEARS OF SERVICES

We have provided a broad platform of services to our clients including facility assessments, owner's representation, construction engineering, civil/site engineering, environmental compliance, health and safety compliance, process design, surveying, and subsurface soil and groundwater management strategies for over 31 years. We enable success by managing the many challenges and risks facing our clients and their stakeholders.

FOUNDED IN 1991, WE ARE A TEAM OF:

- Professional Engineers
- Professional Geologists
- Professional Hydrogeologists
- Professional Land Surveyors
- Professional Landscape Designers

COMPANY RECOGNITION

- Top 20 Wisconsin Engineering Firms
- Top 10 Milwaukee Area Environmental Consultants

FACILITY MANAGEMENT SERVICES

Property/Building Conditions Assessments

- Evaluation of building components:
 - Site
 - Building envelope
 - Building foundation/structural system
 - Flooring systems
 - Roof systems
 - Mechanical, electrical, plumbing, and fire protection systems
 - Interior finishes
- ADA and code review
- Capital planning

Facility Maintenance Assessments

- Third-party independent evaluation of facility and asset maintenance
- Photo documentation and needs identification
- Determination of useful life remaining, replacement costs, and recommended maintenance schedule
- Integration with customer CMMS database
- Prioritization of findings for use in Capital Planning
- Preventative Maintenance Program recommendations
- Comparison benchmarking

Owner's Representative

- Project goals and objectives consensus/understanding
- Communication process/standardization
- Team Roles/Responsibilities determination
- Project planning/mapping from concept through occupancy
- Budget, schedule, costs, and quality management
- Project implementation

Key Personnel

Drew Falkenburg

Drew will serve as a Project Engineer. Drew has 12 years of experience in facility assessments, operations, maintenance, and construction. His areas of expertise include building systems, renovation, and new construction projects. He is very detailed and process oriented. Drew will serve as the main point of contact for the City of Fort Atkinson project. Major tasks for Drew include evaluating existing conditions of all site and building systems (interior and exterior), recommending capital improvements and corrective actions, cost estimating and capital planning.

Robert J. Gosse, AIA

Bob will serve as a Senior Project Architect. Bob has 26 years of experience with facility management and operations. He supervised internal and external teams for capital improvements, design, construction, budgeting, planning and repairs and maintenance. Major tasks for Bob include ADA compliance and code review for the City of Fort Atkinson project.

Shannon Schwingle

Shannon will serve as a Senior Engineer. She has 8 years of experience providing consulting engineering services, specifically related to building systems, new construction and renovations. Her experience enables her to proactively manage projects by anticipating and avoiding potential risks. Shannon will serve as a resource as needed for capital improvement project review, budgeting, scoping, deficiency corrections, site visits and construction oversight and closeout.



Phone: 414-643-4153
dfalkenburg@thesigmagroup.com

Areas of Expertise

- Owner's Representative
- Construction Monitoring
- Project Management
- Property Condition Assessment
- Geographic Information Systems (GIS)
- Construction Loan Review
- Design Engineering
- Quality Assurance
- Computer-Aided Design (CAD)

Education/Training

- Master of Urban Planning, UW-Milwaukee, 2015
- Bachelor of Science, Architectural Engineering, Milwaukee School of Engineering, 2010

Accreditations

- LEED Green Associate
- FAA Remote Pilot

Professional Profile

Andrew is a project engineer providing expert knowledge for building systems, renovation, and new construction projects. His expertise includes: building system assessment, construction oversight, drawing and specification compliance, maintaining system operations, quality assurance, design engineering, and communication management.

Representative Experience

Owner's Representative

American Transmission Company, Cottage Grove Expansion - Cottage Grove, WI | Responsible for on-site owner's representative and coordination between project construction team and owner for company owning and operating high-voltage electric transmission systems. Monitored day-to-day construction activities to ensure continued existing system operations. Communicated project details between construction team and owner to assure informed decision-making. Issued quality assurance reports leading to verified final product. Noted that specifications and contract documents followed for work performed. Reviewed project close-out documentation for accuracy and completeness.

Hines VA, Boiler Plant Project - Hines, IL | Owner's representative in the field during project construction. Reviewed plans and specifications for adherence during construction. Verified installations met design criteria. Attended progress meetings and communicated with owner for decision making with recommendations. Documented construction progress and testing results. Verified functionality and final walkthrough punch list.

GIS Analyst

Carthage College - Kenosha, WI | Coordinated and managed utility locate/markings across the 100-acre campus. Captured high resolution aerial imagery and GPS data of utilities. Developed data through CAD and GIS applications for utility systems and buildings. Designed and developed online GIS application to access, maintain, and manage utility and asset information. Allowed for user types and permissions. Created functionality through remote app access, increased available information through embedded GIS attributes, and streamlined asset management through single source data.

Project Management

Southeastern Wisconsin Professional Baseball Park District - Milwaukee, WI | Corroborated with the Milwaukee Brewers organization on annually determined Capital Improvement Projects. Prepared bid documents and specifications. Bid and awarded projects coordinating a work schedule around stadium activities. Submittal review. Progress and quality checks leading to punch list verification, substantial completion, and payment review.

Property Condition Assessment

Parkway Center North, Campus Property Condition Assessment - Grove City, OH | Performed building system and facility condition assessment of properties to better position client for informed maintenance and budget decision-making. Assessed interior, exterior, and site conditions for deficiencies capturing photographs. Documented present equipment. Reported deficiencies and severity with recommended remedy, expected equipment life, and order of magnitude budget costs.

Design Engineering

Capital Improvements Project - Milwaukee, WI | Designed LED streetlights along Teutonia Avenue in Milwaukee as a part of a pilot capital improvement project. This effort improved the minimum to maximum light level ratio by a factor of 10 and improved the light quality through color temperature and color rendering index while lowering the operating costs.



Phone: 414-643-4121
rgosse@thesigmagroup.com

Areas of Expertise

- Autocad - CAD drafting software
- Microstation CAD drafting software
- Sketchup 3-d design software
- Office 365 - Proficient in Microsoft software applications
- Sustainable Design

Education/Training

- Master of Architecture (MARCH), Master of Urban Planning (MUP), UW-Milwaukee, 1993
- 1985 to 1989
- Bachelor of Science in Architectural Studies (BSAS) UW Milwaukee-SARUP, 1989

Registrations/Certification

- Wisconsin Architect License WI Registration A-8159
- American Institute of Architects AIA #30113669

Professional Affiliations

- Lake Sherwood Property Owners Association, Board Member, 2017-Present
- Historic Third Ward Board of Directors, Board Member/Officer, 2016-Present
- Friends of Lakeshore State Park, Co-Founder/Vice President/President/Board Member, 1998-Present
- American Institute of Architects, Member, 1996-Present
- Shorewood Architectural Review Board, Member, 2016-2019
- Friends of Wisconsin State Parks, Board Member, 2010-2018

Professional Profile

A uniquely experienced corporate facilities' architect with 35 years working in the architecture and construction industry. This includes 25 years experience in the live music entertainment industry, with oversight of event operations, facility repair and maintenance, and event space capital project design and construction management. An additional 10 years experience working in architecture firms developing building design and construction documents.

Representative Experience

Milwaukee World Festival, Inc. (Summerfest) - Milwaukee, WI | *Director of Design and Construction* - Direct facilities management operations for 80-acre multi-building, multi-stage entertainment venue. Supervise diverse internal and external cross-functional teams, tasked with activities related to capital improvements, design, construction, budgeting, planned maintenance, as well as repairs. Engage in extensive planning throughout strategic coordination of events, as well as oversee successful execution. Oversee recruiting and hiring operations for architectural, as well as construction teams. Drive various design and construction projects, serving as representative to owner. Evaluate construction documents and specifications to ensure achievement of predefined goals. Coordinate facility maintenance and repairs. Verify consistent adherences to health and safety regulations across facility.

- Spearheaded planning, coordination, and set-up of annual Summerfest, 11-day music festival.
- Served as Steward for urban lakefront property, as well as contaminated historic landfill site, ensuring optimal compliance with WI DNR, City of Milwaukee zoning, local and state code compliance.
- Directed multiple major capital infrastructure and building improvement projects, with combined value exceeding \$300M.
- Drove \$52M improvement of American Family Insurance Amphitheatre, oriented towards enhancing customer and artist experience.
- Possessed independent oversight for operational budget of approximately \$1.5M annually, with focus on implementing and maintaining cost-effective measures.
- Oversaw development of most accessible, inclusive playground in Midwest, boasting 54,000 sq ft of grounds, featuring a unique design, bold color statement with an emphasis on accessibility and musical play.
- Received design awards for 12 different construction projects.
- Obtained engineering milestone and award for raising of 24,000 sq ft building roof from 39 feet to 65 feet.
- Coordinated and implemented 75-acre master plan on two separate occasions across 20 years.
- Successful lease negotiating team partner.
- Enabled significant annual cost savings through strategic value engineering management during project planning.
- Rebuilt operations maintenance team to streamline in-house work force.

Newman Architecture, Naperville, IL | *Project Architect* - Co-designer, CAD detailer, and coordinator of a \$4.8 million school addition. Duties focused on schematic design, design development, construction documents and construction management. Coordination of in-house technical and interior design staff. Coordinated structural, mechanical, electrical, and plumbing consultants, and led the development of construction documents. Led the office training on MicroStation CAD software.

Eppstein Uhen Architects, Milwaukee, WI | *Project Architect* - Involved in all aspects of architectural production focusing primarily on the planning and development of new industrial and commercial projects. Produced many commercial and office tenant improvement projects, as well as single family and multi-family housing. Projects demanded exemplary skills in planning, producing, and managing projects from conception to completion. Experience with local and state building regulations. Computer aided drafting production of all work, utilizing AutoCAD for drawings and Windows for specifications and correspondence.



Phone: 414-643-4146
sschwingle@thesigmagroup.com

Areas of Expertise

- Owner's Representative
- Facility Condition Assessments
- Construction Loan Monitoring
- Project Management
- Design Engineering
- EHS Compliance

Education/Training

- Master of Science, Environmental Engineering, Milwaukee School of Engineering, 2017
- Bachelor of Science, Architectural Studies, UW-Milwaukee, 2002

Professional Profile

Shannon is a Project Engineer providing civil and environmental engineering services for a variety of commercial, industrial, and municipal clients. Her experience includes owner's representative, construction and building inspection, design engineering, regulatory compliance, risk management services and completion of reports for clients and regulatory agencies.

Representative Experience

Owner's Representative

La Crosse Plow Building, La Crosse, WI | Project Engineer/Owner's Representative for the Historical La Crosse Plow Building commercial and residential development project in La Crosse. Responsible for coordination between owners group and project team which includes review of RFP packages, project scope, construction management selection, construction document development, bid package issuance, budget, final design and construction reviews, and overall risk management.

American Transmission Company, Cottage Grove Expansion, Cottage Grove, WI | Project Engineer responsible for on-site representation and coordination between owner and project construction team, while providing monthly progress reports to owners and project team.

Facility Condition Assessments

Perform pre-purchase property (building) condition surveys for lenders and investors. Work included budget cost estimates for repair and replacement. Projects included mixed-use commercial buildings, school administrative buildings, large industrial warehouses, high-rise office buildings, apartment buildings, hospitals, and shopping centers.

Construction Loan Monitoring

Provide construction loan cost reviews and perform pay request inspections for numerous multi-unit apartment buildings and commercial buildings located throughout Wisconsin and Illinois. Work includes performing up front drawing and cost review, change order reviews, and site visits to verify construction for payment applications and requests.

Pritzlaff Building, Milwaukee, WI | Project Engineer providing pre-construction building assessment of exterior and interior of existing building being converted from warehouse space to commercial and residential space. Responsibilities included conducting condition assessment of building, review of documents from current owner, and developing report of findings.

Jefferson County, WI | Project Engineer providing services on demolition bid for highway garage facility.

Design Engineering

Designed packaging line layouts using AutoCAD based on customer specifications. Responsibilities included meeting with client to determine needs, conducting site visits to survey area available, working with clients to develop line layout in an ergonomic manner while maintaining facility line production and flow through building. Worked closely with installers and project managers to install and start up line, and conducted site visit upon completion of install to determine final as-built conditions and prepare as-built drawing.

Environmental Engineering

Provided turn-key service to assist an industrial client in Milwaukee with meeting regulatory obligation to perform continuous monitoring of non-contact cooling water effluent. Responsibilities included determining agency requirements and client needs, identifying and presenting potential alternatives, and coordinating procurement and installation of the system.

Developed Facility Response Plan for large volume oil and fuel storage facility in Port of Milwaukee. Responsibilities included reviewing existing operations and documentation, conducting survey of site, creating CAD drawings of site, tanks, and buildings, and preparing Emergency Response Action Plan and Facility Response Plan for USEPA approval.

Project Understanding

The Sigma team understands that the City of Fort Atkinson Parks and Recreation Department is seeking a qualified firm to conduct a Facility Assessment of the Fort Atkinson Municipal Building located at 101 N. Main Street Fort Atkinson, WI 53538. The Assessment will detail interior, exterior, and site repairs/replacements and provide recommended corrective actions with cost estimates along with estimated remaining useful life of mechanical equipment.

Project Approach

Facility Assessment

Sigma will begin our approach by meeting with The City to understand existing concerns and verify objectives of the assessment. We will review what our deliverable will cover and adjust if needed. Our evaluation will assess the building systems against the expected conditions based on building type, construction, and age by walking the building and site visually observing all areas. Stakeholders are welcome to walk with but are not required. Deficiencies from use and/or deferred maintenance will be documented. Sigma will follow up after the site visit with any “red flags” prior to submitting our report. Sigma will perform the Assessment in general accordance with ASTM E2018 and as requested in the City of Fort Atkinson’s RFP. The Assessment will include the following:

1. Building Evaluation

- Pre-evaluation meeting with maintenance staff or other personnel familiar with the property to assist in the assessment of the condition of building materials/systems.
- A visual walk-through evaluation of the property including building interior and exterior and the site. The following systems and components will be observed: structural systems, building exterior finishes, roof, electrical systems, HVAC systems, plumbing systems, interior finishes, fire protection and detection systems and site materials including site lighting, drainage and pavement.
- Sigma will utilize an “ADA Checklist for Existing Facilities,” based on the 2010 ADA Standards for Accessible Design. The checklist follows 4 priorities that are listed in the Department of Justice ADA Title II regulations. These priorities are equally applicable to state and local government facilities. Each priority item has several building components that will be verified in the field.
- Identified code violations will be outlined with recommended corrective actions.

<p>Priority 1- Accessible approach and entrance</p> <ul style="list-style-type: none"> ▪ Parking, identified by size, access aisle, and signage ▪ Exterior Accessible Route ▪ Curb Ramps ▪ Ramps and handrails ▪ Entrances 	<p>Priority 2- Access to goods and services</p> <ul style="list-style-type: none"> ▪ Interior Accessible Route (Ramps, Handrails, Elevators) ▪ Platform Lifts ▪ Signage ▪ Interior Doors and hardware ▪ Rooms and Spaces ▪ Controls ▪ Seating and benches ▪ Sales and Service Counters ▪ Food Service as applicable
<p>Priority 3- Access to public toilets</p> <ul style="list-style-type: none"> ▪ Accessible routes ▪ Signage ▪ Entrances, Doors, and hardware ▪ Toilet rooms and compartments ▪ Lavatories ▪ Soap Dispensers and Hand dryers ▪ Water Closets 	<p>Priority 4- Access to other items such as water fountains</p> <ul style="list-style-type: none"> ▪ Drinking fountains ▪ Telephones and TTY (as applicable) ▪ Fire Alarm System

Any situations encountered and not covered in the checklist, will be referenced back to the 2010 Standards.

2. Capital Improvements and Repair Recommendations

- Documentation of identified deficiencies and observed code violations with recommendations for corrective actions. ADA evaluation with recommendations for corrective actions. Items will be prioritized over a 10-year timeframe.
- Estimated remaining useful life will be provided for mechanical equipment.

3. Cost Estimates

- Determine budget cost opinions for each potential repair, replacement or improvement items.
- Costs will be budgeted over a 10 year period with cost escalation.
- Equipment nearing the end of the estimated useful life will be budgeted for replacement.

Deliverable

The Facility Assessment Report will document the site-specific assessment activities and will include the following:

- Description and condition of materials and systems
- Significant repair or replacement items
- Capital planning budget costs
- Mechanical inventory of equipment
- Photographic documentation

Limitations

Sigma has prepared this proposal with the following limitations.

- Permanent, fixed access to the roofs for inspection of roofs and any roof-mounted equipment will be provided.
- No equipment testing will be performed.
- Areas behind finishes such as carpet or drywall will not be directly observed.
- Exterior observations will be made from the ground level.
- Repair/replacement costs are order of magnitude and meant for budgetary purposes.
- Assessments and report are not all inclusive and should not be taken as a guarantee or warranty.
- Presentation workshop is assumed to virtual and will not include a second site visit.

Cost and Schedule

Sigma proposes to perform the scope of work identified in this document for a cost not to exceed **\$8,100**. The site visit will be performed by May 27, 2022 with the report delivered by June 17, 2022.

Cost Breakdown	Cost
Reimbursable Expenses	\$150
Round trip mileage from office to site	
Sitework	\$3,150
(2) People, 10 hours including travel time	
Report and Presentation	\$4,800
(2) People, 36 total hours, report and presentation	
Total (Not to Exceed)	\$8,100

Project Milestones	May	June
City Council Meeting May 3, 2022	■	
Consultant contract awarded May 13, 2022	■	
Site Visit May 27, 2022	■	
Report and Finalization June 17, 2022		■ ■ ■

Project References

Contact	Services Provided
<p>Ms. Wendy Weckler Hope House of Milwaukee, Inc. wendyw@hopehousemke.org 414-389-3836</p>	<p>Services Provided (June 2021) Assessment of existing condition of the building and associated operations and maintenance costs prior to a property transfer. The building is approximately 64,000 square feet with 164 units. It was built circa 1950 and is located on an approximate 0.35-acre property.</p>
<p>Ms. Wendy Lynch Bedo Brands wendy@bedobrand.com</p>	<p>Services Provided (October 2021) Assessment of existing condition of building prior to purchase of the property. The building is an approximately 23,000 square foot retail building. It was built circa 1930 and is located on an approximate 0.54-acre site.</p>

The following reports are the property of The Sigma Group and associated clients.
The reports shall not be shared publicly.

Property Condition Report

St. Catherine's
1032 E Knapp Street, Milwaukee, WI



PREPARED FOR

Client Company

Client Name

Client Address

PREPARED BY – The Sigma Group, Inc.

PROJECT NUMBER – XXXXX

SITE OBSERVATION DATE – June 15, 2021

REPORT DATE – June 28, 2021



Drew Falkenburg
Project Engineer



Shannon D. Schwingle
Senior Engineer

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PROPERTY PROFILE

St. Catherine's
1032 E Knapp Street

Physical Description

Address 1032 E Knapp Street, Milwaukee, WI	Roofing Flat, TPO Unknown Age
Units 164	Loading Dock None
Gross Square Feet 64,000 SF	Waste System Municipal Sewer
Year Built 1950	Heating Natural Gas
Site Approximately 0.35 Acres	Air Conditioning and Ventilation Cooling Tower
Parking Surface, 12 Spaces	Electrical & Gas We Energies Common Meter
Number of Stories 8	Vertical Transportation Passenger Elevator(s), Stairwell(s)
Construction Block, Poured Concrete	Tenant(s) St Catherine's Women Center

EXECUTIVE SUMMARY

General Description

The subject property is located west of N Franklin Place on E Knapp Street and has 64,000 rentable square feet with 164 units over a 0.35-acre site. It was built circa 1950 and has been renovated from an apartment complex to an affordable and supportive housing to low-income women.

The Sigma Group, Inc. (Sigma) representative Drew Falkenburg, conducted a Property Condition Assessment for the subject property on June 15, 2021 from 10:00 A.M. until 1:00 P.M.

General Physical Condition

The following table shows general overview of the subject property. The building systems are divided into 10 divisions and each division has subsections which are assessed "Good", "Fair" and "Poor".

Good - No immediate remedial work is recommended.

Fair - Deficiency is minor. Proactive measures are likely to prolong life.

Poor - Deficiency is substantial. Replacement as a whole or in part is likely.

The table also displays opinions of costs for immediate, short-term, and long-term work.

Immediate - Deficiency is currently impacting the value/function of the building or may only be cosmetic in nature. Work should be prioritized.

Short Term - Deficiency is expected to impact the value/function of the building in 2-4 years.

Long Term - Deficiency is expected to impact the value/function of the building in 5-10 years.

Basis of Costs

Sigma developed the opinion of costs utilizing a variety of sources that include but are not limited to: RS Means data, experience with historical costs, owner provided estimates/unit costs, or additional information from 3rd party contractors and/or vendors. Actual remedial work cost is subject to change. Only a representative sample of units were observed. Deficiencies for units were taken from sample rooms and extrapolated to the entire building. Opinion of costs does not include items or systems that were inaccessible at the time of our visit.

Major Findings

- Aging mechanical systems
- Mortar deterioration
- Sealant deterioration
- Cosmetic Damage

Mechanical Inventory

Unit	Year Built	Capacity	Operational	Manufacturer	Area Serviced	Comments
Hot Water Heater 3 units	2009	175 Gal	Yes	Unknown	All spaces	
Heat Transfer 2 units	2010	553 MBH	Yes	Mod Con	All spaces	
Air Handler 1 unit	Unknown	Unknown	Yes	Loren Cook	Restroom Fans	
	Unknown	1670 CFM	Yes	Bayley	Basement	
	Unknown	Unknown	Yes	Bayley	Common Areas	
	Unknown	Unknown	No	Bayley	Kitchen	Decommissioned
	(3) Unknown	Unknown	Yes	Zien	1 st – 3 rd Floors	(1) Decommissioned
Boiler 2 units	(1) 2004 (2) 2016	900 MBH 900 MBH	Yes Yes	Power Flame Power Flame	All spaces All spaces	
Cooling Tower 1 unit	2008	4 Tons	Yes	Evapco	1 st – 3 rd Floor Common Areas	
Radiator Numerous	1950	Various	Yes	Unknown	Units, Offices	
Air Conditioner Multiple	Unknown	Unknown	Yes	Comfort Air	Various	Window Units
Condenser 2 units	2006 2002	5 tons 5 tons	Yes Yes	Carrier Trane	Various	

OPINIONS OF COSTS									
		Condition				Action	Immediate 0-1 yrs	Short-term 2-4 yrs	Long-term 5-10 yrs
		Good	Fair	Poor	N/A				
1. Site									
Topography and Drainage		X							
Stormwater Infrastructure		X							
Parking Areas		X							
Flatwork and Curbing			X		Replace	\$2,000.00			
Metal Corrosion			X		Repair	\$2,000.00			
Enclosures/Outbuildings		X							
Landscaping		X							
Catch Basin Debris		X							
Sub-total breakdown:							\$4,000.00	\$0.00	\$0.00
Sub-total:									\$4,000.00
2. Structural Frame and Building Envelope									
Structural Elements									
Framing		X							
Foundation		X							
Floors		X							
Ceilings		X							
Building Envelope									
Façade		X							
Mortar			X		Replace	\$4,000.00			
Bricks			X		Replace	\$3,500.00			
Sealant			X		Replace	\$10,000.00			
Windows		X							
Doors		X							
Window Screens			X		Repair	\$2,500.00			
Sub-total breakdown:							\$20,000.00	\$0.00	\$0.00
Sub-total:									\$20,000.00
3. Roofing									
Decking		X							
Debris			X		Repair	Minor			
Membrane		X							
Material Aging		X							
Seams		X							
Penetrations		X							
Sub-total breakdown:							\$0.00	\$0.00	\$0.00
Sub-total:									\$0.00
4. Plumbing									
Sanitary		X							
Stormwater		X							
Potable Water Supply		X							
Equipment		X							
Fixtures		X							
Sub-total breakdown:							\$0.00	\$0.00	\$0.00
Sub-total:									\$0.00
5. Heating									
Heat generating and distribution system									
Generation Equipment		X							
Distribution Infrastructure			X		Repair	\$3,000.00	\$6,000.00	\$15,000.00	
Distribution Equipment		X							
Sub-total breakdown:							\$3,000.00	\$6,000.00	\$15,000.00
Sub-total:									\$24,000.00

6. Air Conditioning and Ventilation									
Air Conditioning and Ventilation System									
Equipment Aging		X				Repair	\$3,000.00	\$6,000.00	\$80,000.00
Distribution Infrastructure	X								
Distribution Equipment	X								
Sub-total breakdown:							\$3,000.00	\$6,000.00	\$80,000.00
Sub-total:									\$89,000.00
7. Electrical									
Electrical distribution system									
Meter	X								
Transformers	X								
Infrastructure	X								
General Items									
Light Fixtures/Receptacles		X				Replace	Minor		
Communication Equipment	X								
Emergency power	X								
Lightning protection	X								
Sub-total breakdown:							\$0.00	\$0.00	\$0.00
Sub-total:									\$0.00
8. Life Safety/Fire Protection Systems									
Infrastructure									
Standpipe/Valves	X								
Sprinkle Pipes/Heads	X								
Storage Tanks	X								
Fire Hydrant(s)	X								
Devices									
Pull Stations	X								
Detectors	X								
Strobes/Horns	X								
Extinguishers	X								
Sub-total breakdown:							\$0.00	\$0.00	\$0.00
Sub-total:									\$0.00
9. Interior Elements									
Floors									
Carpet		X				Repalce	\$10,000.00		
Tile		X				Replace	Minor		
Concrete Slab	X								
Walls									
Drywall		X				Repair	\$5,000.00		
Doors		X				Repair	\$3,000.00		
Trim	X								
Water Damage	X								
Ceilings									
Ceiling Tiles		X				Replace	Minor		
Vents	X								
Lights	X								
Sub-total breakdown:							\$18,000.00	\$0.00	\$0.00
Sub-total:									\$18,000.00
Total breakdown:							\$48,000.00	\$12,000.00	\$95,000.00
Total:									\$155,000.00

FIGURE 1 – Site Location

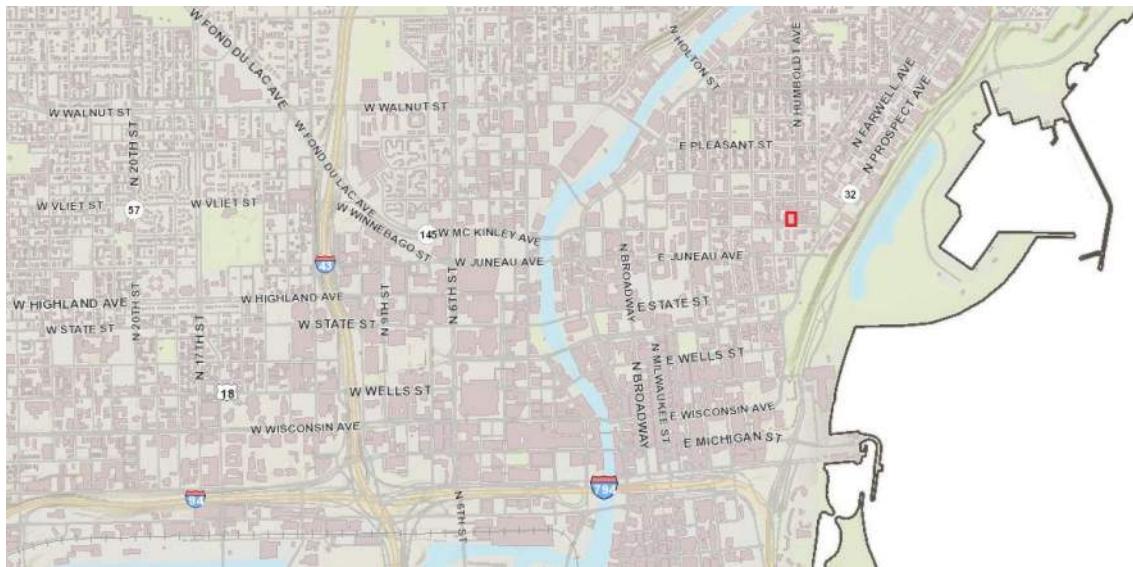


FIGURE 2 – Site Aerial



PURPOSE AND SCOPE

The purpose of this Property Condition Assessment (PCA) is to provide an observation and report on the physical condition and maintenance of the property and its improvements. This allows the buyer to evaluate potential financial risks and/or liabilities. This report addressed items that we believe are significant for the continued operation of this facility in its current usage and occupancy, consistent with comparable properties of similar age.

Not all improvements will be identified during this observation. Unexpected repairs should still be anticipated. The observation should not be considered a guarantee or warranty of any kind. The Limiting Conditions sections of the report examine issues that may arise within the course of the observation which limits the field observer's assessment.

Scope

Sigma performed the assessment in general accordance with ASTM E2018-15, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process and included the following:

- A visual walk-through review of the property including building interior and exterior and the site. The following systems and components were observed: structural systems, building exterior finishes, roof, electrical systems, HVAC systems, plumbing systems, interior finishes, fire protection and detection systems, and site materials including site lighting, drainage and pavement, and landscaping.
- Interview maintenance staff or other personnel familiar with the property to assist in the assessment of the condition of building materials/systems, if available.
- Review available plans, reports, appraisals or other documents as supplied by the client for the purpose of determining types of materials and systems and collecting general information.
- Obtain information from the local Building Inspection and Fire Department relative to outstanding code deficiencies, if available.

Sigma has prepared a comprehensive Property Condition Report (PCR) that includes pertinent information from building(s) present on the subject property. Sigma has provided suggestions for repairs and upgrades of selected maintenance items that are not considered "deferred maintenance." These suggestions have been provided to assist the user in identifying certain maintenance issues that may prolong the life of the respective systems. Suggestions for repairs and upgrades have been provided for selected conditions and should not be considered all-inclusive.

DOCUMENT REVIEW

Documents

Sigma reviewed records and/or documents that were readily available and reasonably ascertainable for review in completion of the assessment. Accuracy and completeness of information varies among information sources. The purpose is to identify public records that may affect the facility use and/or potential financial liability. Sigma made reasonable effort to obtain additional public record information and review relative to provided information obtained in the process of conducting the PCA or otherwise known to the consultant.

Building documents requested from the City of Milwaukee included: certificate of occupancy, outstanding and recorded material building code violations, recorded material fire code violations, pre-survey questionnaire, and other documentation obtained from the owner or owner's representative. Documents were requested from The City of Milwaukee on June 17, 2021.

Conclusions

- No recent occupancy dates
- No reported code violations
- No reported facility issues that could not be identified during the site assessment
- No shared warranty information

WALK-THROUGH SURVEY

1. Site

Summary of Site

Topography:	Generally flat, sloping away from the building.
Storm Water Drainage:	Central Inlets, Graded Drainage
On-site Surface Waters:	None
Ingress and Egress:	Main entrance on the south side of the building.
Paving:	Asphalt
Curbing:	Concrete
Parking:	Surface
Flatwork:	Sidewalk
Landscaping and Appurtenances:	Trees/Shrubs, Signage, Fence, ADA Ramp



Photo 1-North Site



Photo 2-East Site

Observations & Recommendations

Concrete Damaged

Replace: Concrete was observed to be damaged in isolated areas of the site. Remove and replace damaged concrete.



Photo 3-Stairs



Photo 4-Flatwork

Metal Corroding

Repair: Handrails and bollards were observed to be corroded in numerous areas of the site. Prep and paint corroded areas.



Photo 5-Handrail



Photo 6-Bollard

Limitations of Site Observations

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Observations taken from ground level.
- Site areas with restricted physical access were not observed.
- Limited observations due to observer separation distance.

2. Structural Frame and Building Envelope

Summary of Structural Frame and Building Envelope

Primary Buildings and Parking Structures:	Block, Cast Concrete
Substructure and Foundation System:	Unknown/Unconfirmed
Floor Framing System:	Slab on Grade with Poured Concrete Topper
Roof Framing System:	Poured Concrete , Insulated
Windows:	Aluminum framed Double Pane Windows
Doors:	Steel Framed Steel Doors, Steel Framed Wood Doors, Storefront Doors
Façade:	Metal Panels, Brick
Glazing System:	4-Sided
Exterior Sealants:	Unknown
Exterior Balconies:	None
Stairways:	Switchback



Photo 1-Building Facade



Photo 2-Concrete Structure

Observations & Recommendations

Sealant Deteriorating

Replace: Sealant was observed to be deteriorating or missing in numerous areas throughout building envelope. Remove and replace deteriorating or missing sealant.



Photo 3-Window Sealant



Photo 4-Interior Sealant

Mortar Cracking

Repair: Mortar was observed to be cracking in limited areas of building envelope. Tuckpoint cracking mortar.



Photo 5-Mortar Cracking



Photo 6- Mortar Cracking

Window Screen Damage

Replace: Window screens were observed to be damaged in isolated areas of building exterior. Replace damaged window screens.



Photo 7-Screen Torn



Photo 8- Screen Torn

Bricks Damaged

Replace: Bricks were observed to be damaged in isolated areas. Replace damaged bricks.



Photo 9-Damaged Bricks



Photo 10-Damaged Bricks

Limitations of Structural Frame and Building Envelope Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Structural components concealed behind finished surfaces could not be observed.
- Only a representative sampling of visible structural components were observed.
- Furniture and/or storage restricted access to some structural components.
- Engineering or architectural services such as calculation of structural capacities, adequacy, or integrity are not part of a building observation.

3. Roofing

Summary of Roofing System

Roof:	TPO
Decking:	Poured Concrete Slab/Topping
Parapets:	Plain
Design:	Flat
Drainage:	Central Drains



Photo 1-TPO Membrane

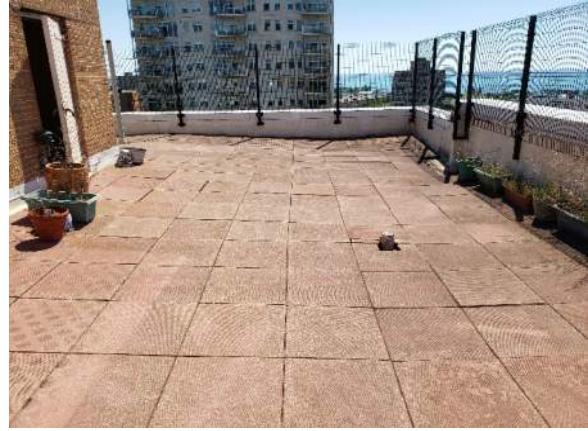


Photo 2-Rooftop Patio

Observations & Recommendations

Debris Build Up

Repair: Debris was observed to be accumulating in limited areas on the roof. Remove accumulated debris.



Photo 3-Debris



Photo 4-Debris

Limitations of Roofing Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Not all of the underside of the roof sheathing is observed for evidence of leaks.
- Evidence of prior leaks may be disguised by interior finishes.
- Estimates of remaining roof life are approximations only and do not preclude the possibility of leakage. Leakage can develop at any time and may depend on rain intensity, wind direction, ice build-up, and other factors.
- Antennae, chimney/flue interiors which are not readily accessible are not inspected and could require repair.
- Roof observation may be limited by access, condition, weather, or other safety concerns.

4. Plumbing

Summary of Plumbing System

Sanitary:	Cast Iron
Storm:	PVC
Supply Water:	Copper
Waste System:	Municipal Sewer
Fixtures:	Drinking Fountain(s), Toilet(s), Shower(s), Bathtub(s), Sink(s)
Domestic Hot Water	Natural Gas
Production:	



Photo 1-Hot Water Heaters



Photo 2-Unit Bathroom

Observations & Recommendations

No Major Deficiency Items Were Observed

Limitations of Plumbing Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Portions of the plumbing system concealed by finishes and/or storage (below sinks, etc.), below the structure, or beneath the ground surface are not inspected.
- Water quantity and water quality are not tested for chemicals or contaminants unless explicitly contracted for and discussed in this or separate report.
- Functionality of water heaters, sump pump and grease traps were not tested.
- Storm water calculations are not a part of property condition assessment.

5. Heating

Summary of Heat Generating and Distribution System

System Type: Forced Air, Radiant

System Energy Source: Natural Gas



Photo 1-Radiators



Photo 2-Boilers

Observations & Recommendations

Boiler Pipe Leaks

Repair: The boiler system was observed to have evidence of previous water leaks. No active leaks were observed. Expect to need future repairs to the boiler piping system.



Photo 3-Previous Leaks



Photo 4- Previous Leaks

Limitations of Heating Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- The adequacy of heat supply or distribution balance is not inspected.
- The functionality of the system was not tested.
- Components hidden behind finishes were not inspected.
- The furnace heat exchanger, humidifier, or dehumidifier, and electronic air filters are not inspected.

6. Air Conditioning and Ventilation

Summary of Air Conditioning and Ventilation System

System Type:	Cooling Tower, Window A/C's
Reported Refrigerant:	Unknown



Photo 1-Window A/C



Photo 2-Cooling Tower

Observations & Recommendations

Aging Equipment

Repair: Mechanical equipment was observed to be at varying stages of their useful lives. Expect higher than average maintenance costs until units are replaced.

Limitations of Air Conditioning and Ventilation Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- The adequacy of heating, cooling, and ventilation supply or distribution balance are not evaluated.
- The furnace heat exchanger, humidifier, or dehumidifier, and electronic air filters are not inspected.
- Components hidden behind finishes were not inspected.
- Window mounted air conditioning units are not observed.
- The cooling supply adequacy or distribution balances were not calculated.

7. Electrical

Summary of Electrical Distribution System

Distribution System:	Circuit Breaker System, (3) 800A Main Disconnect, 240 V/120 V
Transformers:	Dry Type Transformer , Step Down
Meters:	Digital
General Lighting Systems:	Indoor: Linear Fluorescent, Outdoor: Wall Mounted HID
Communication Systems:	None
Emergency Power:	None
Lightning Protection:	None



Photo 1-Switchgear



Photo 2-Typical Lighting

Observations & Recommendations

Covers Missing

Replace: Electrical covers were observed to be damaged or missing in isolated areas of the roof exterior. Replace damaged or missing outlet covers.



Photo 3-Outlet Cover



Photo 4-Junction Box Cover

Limitations of Electrical Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Electrical components concealed behind finished surfaces were not observed.
- Electrical equipment was not inspected.
- Electric outlets and wiring were not inspected.
- Only representative of lighting fixtures were observed.

8. Vertical Transportation

Summary of Vertical Transportation

No. of Escalators:	0	Capacity:	Pounds
No. of Passenger Elevators:	2	Capacity:	2,000 Pounds
No. of Freight Elevators:	0	Capacity:	Pounds



Photo 1-Elevator Lobby



Photo 2-Stairwell

Observations & Recommendations

No Major Deficiency Items Were Observed

Limitations of Vertical Transportation Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Equipment was not tested.

9. Life Safety/Fire Protection

Summary of Life Safety/Fire Protection Systems

Fire Suppression Systems:	Wet Pipe with Hose Reels per Floor
Sprinklers:	None
Standpipes:	Wet Pipe
Fire Hydrants:	Yes
Fire Alarm Systems:	Central Panel, Pull Stations, Strobes and Horns
Fire Extinguishers:	Yes
Emergency Lighting:	Exit Signs with Lights
Stairwell Pressurization:	No
Smoke Evacuation:	No



Photo 1-Emergency Exit



Photo 2-Sprinkler Riser

Observations & Recommendations

No Major Deficiency Items Were Observed

Limitations of Life Safety/Fire Protection Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- No equipment was operated or tested

10. Interior Elements

Summary of Interior Elements

Common Areas: Lobby, Kitchen, Restrooms, Workroom, Conference Room, Sitting Area, Community Room

Flooring: Laminated Tiles, Carpet

Ceilings: Acoustic Ceiling Tile

Walls: Drywall



Photo 1-Typical Unit



Photo 2-Hallway



Photo 3-Chapel



Photo 4-Community Area

Observations & Recommendations

Carpet Worn

Replace: Carpet was observed to be damaged in limited areas. Replace damaged carpet.



Photo 5-Worn Carpet

Drywall Damaged

Repair: Drywall was observed to be damaged in numerous areas. Repair damaged drywall.



Photo 6-Drywall Damage



Photo 7-Drywall Damage

Doors and Frames Damaged

Repair: Doors and frames were observed to be damaged and corroding in limited areas of building. Prep and paint damaged and corroded areas.



Photo 8-Door Damage



Photo 9-Door Corroding

Tile Damaged

Replace: Tile was observed to be cracked in limited areas of apartment units. Replace cracked tile.



Photo 10-Tile Damage



Photo 11- Tile Damage

Ceiling Tile Damaged

Replace: Acoustic ceiling tile was observed to be damaged and stained in isolated areas of chapel.
Replace damaged and stained acoustic ceiling tiles.



Photo 12-Ceiling Tile Damage

Limitations of Interior Elements Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Furniture, storage, appliances and/or wall hangings are not moved to permit observation and may block defects.
- Observers have limited access in occupied tenant space.

Property Condition Report

The Armory
10 S High Street, Janesville, WI



PREPARED FOR

Client Company

Client Name
Client Address

PREPARED BY – The Sigma Group, Inc.

PROJECT NUMBER – XXXXX

SITE OBSERVATION DATE – November 3, 2021

REPORT DATE – November 17, 2021



Drew Falkenburg
Project Engineer



Shannon D. Schwingle
Senior Engineer

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PROPERTY PROFILE

The Armory
10 S High Street

Physical Description

Address 10 S High Street, Janesville, WI	Roofing Flat-EPDM Mechanically Fastened, Sloped-Terracotta Approx. 16 years old
Units N/A	Loading Dock A grade level overhead door is located on the south (side) of the building.
Gross Square Feet Approx. 23,000 SF	Waste System Municipal Sewer
Year Built 1930	Heating Natural Gas
Site Approximately 0.54-Acres	Air Conditioning and Ventilation Central A/C
Parking Street	Electrical & Gas Alliant Energy Common Meter
Number of Stories 2	Vertical Transportation Passenger Elevator(s), Stairwell(s)
Construction Poured Concrete, Brick, Rafter/Truss	Tenant(s) Event Venue

EXECUTIVE SUMMARY

General Description

The subject property is located at the corner of S High Street and Dodge Street and has 23,000 rentable square feet over a 0.54-acre site. It was built circa 1930 and has been extensively renovated and converted. Currently, it serves as an event venue with bar, commercial kitchen, and lounge areas with storage and mechanical systems in the basement.

The Sigma Group, Inc. (Sigma) representative Drew Falkenburg, conducted a Property Condition Assessment for the subject property on November 3, 2021 from 9:30 A.M. until 1:30 P.M. Mr. Falkenburg is a Project Engineer and has been at The Sigma Group for over 5 years specializing in facility assessments and facility O&M. The property owner was on-site and provided access to the building and answered questions.

General Physical Condition

The following table shows general overview of the subject property. The building systems are divided into 10 divisions and each division has subsections which are assessed "Good", "Fair" and "Poor".

Good - No immediate remedial work is recommended.

Fair – Deficiency is minor. Proactive measures are likely to prolong life.

Poor - Deficiency is substantial. Replacement as a whole or in part is likely.

The table also displays opinions of costs for immediate, short-term, and long-term work.

Immediate – Deficiency is currently impacting the value/function of the building or may only be cosmetic in nature. Work should be prioritized.

Short Term – Deficiency is expected to impact the value/function of the building in 2-4 years.

Long Term - Deficiency is expected to impact the value/function of the building in 5-10 years.

Basis of Costs

Sigma developed the opinion of costs utilizing a variety of sources that include but are not limited to: RS Means data, experience with historical costs, owner provided estimates/unit costs, or additional information from 3rd party contractors and/or vendors. Deficiencies with costs under \$1,000 are considered minor and will be labeled as such in the opinion of cost table. Actual remedial work cost is subject to change. Opinion of costs does not include items or systems that were inaccessible at the time of our visit.

Level of Concern

Critical - Health/Life Safety

Necessary - Actively Devaluing or Degrading the Property

Optional - Cosmetic in Nature

Major Findings

- Aging brick and mortar
- Concrete cracking and settling
- Suspect biological growth (basement)

Mechanical Inventory

Unit	Year Built	Capacity	Operational	Manufacturer	Area Serviced	Comments
Hot Water Heater 2 units	2005	130 Gal	Yes	AO Smith	All spaces	One Decommissioned
Water Softener 1 unit	Unknown	N/A	Yes	Unknown	All spaces	
Air Handler 3 units	2005	Various	Yes	Trane	All spaces	
Boiler 2 units	2005	500,000 Btu/hr	Yes	Lochinvar	All spaces	
Pump 2 units	2005	70 Gal/Min	Yes	Bell & Gossett	All Areas	Pump for Boilers
Chiller 1 unit	2005	50 Tons	Yes	Trane	Main Areas	
Condenser 3 units	2011	Unknown	Yes	Manitowoc	Ice	
	2005	Unknown	Yes	Ice, Inc, Mitsubishi	Machine Server Room	
	2005	Unknown	Yes	Master Bilt	Bar Area	
Unit Heater 3 units	2005	Various	Yes	Rittling	Attic and Basement	

OPINIONS OF COSTS										
	Condition				Level of Concern	Immediate 0-1 yrs	Short-term 2-4 yrs	Long-term 5-10 yrs		
	Good	Fair	Poor	N/A						
1. Site										
Topography and Drainage	X									
Stormwater Infrastructure	X									
Parking Lot	X									
Concrete Flatwork		X			Critical	\$9,500.00				
Signage	X									
Enclosures/Outbuildings	X									
Landscaping	X									
Metal Rails/Poles/Bollards		X			Necessary		\$2,500.00			
Retaining Walls	X									
Stair Concrete		X			Necessary		\$1,500.00			
Sub-total breakdown:						\$9,500.00	\$4,000.00	\$0.00		
Sub-total:										\$13,500.00
2. Structural Frame and Building Envelope										
Structural Elements										
Framing	X									
Foundation-Concrete		X			Necessary		\$1,500.00			
Floors	X									
Roof	X									
Building Envelope										
Façade	X									
Masonry-Mortar		X			Necessary	\$6,000.00	\$15,500.00	\$25,000.00		
Masonry-Bricks		X			Necessary	\$5,000.00	\$6,500.00	\$4,000.00		
Panels	X									
Sealant		X			Necessary	\$4,000.00				
Paint	X									
Windowpane		X			Necessary	\$1,500.00				
Window Gasket		X			Necessary	Minor				
Trim		X			Necessary	\$1,000.00				
Doors		X			Necessary					
Insulation	X									
Suspect Biological Growth		X			Necessary	Minor				
Sub-total breakdown:						\$17,500.00	\$23,500.00	\$29,000.00		
Sub-total:										\$70,000.00
3. Roofing										
Decking	X									
Membrane	X									
Material-Membrane Seams		X			Necessary	\$2,000.00	\$2,000.00	\$2,500.00		
Material-Terracotta		X			Necessary	\$3,000.00		\$4,000.00		
Seams	X									
Flashing	X									
Vents	X									
Utilities	X									
Debris	X									
Penetrations	X									
Sub-total breakdown:						\$5,000.00	\$2,000.00	\$6,500.00		
Sub-total:										\$13,500.00
4. Plumbing										
Sanitary	X									
Stormwater	X									
Potable Water Supply	X									
Equipment-Aging		X			Necessary		\$6,000.00			
Fixtures	X									
Sub-total breakdown:						\$0.00	\$6,000.00	\$0.00		
Sub-total:										\$6,000.00
5. Heating										
Heat generating and distribution system										
Generation Equipment	X									
Distribution Infrastructure-Insulation		X			Critical	\$2,500.00				
Distribution Equipment	X									
Sub-total breakdown:						\$2,500.00	\$0.00	\$0.00		
Sub-total:										\$2,500.00

6. Air Conditioning and Ventilation									
Air Conditioning and Ventilation System									
Generation Equipment	X								
Distribution Infrastructure	X								
Distribution Equipment	X								
Sub-total breakdown:							\$0.00	\$0.00	\$0.00
Sub-total:									\$0.00
7. Electrical									
Electrical distribution system									
Meter	X								
Transformers	X								
Infrastructure	X								
General Items									
Light Fixtures/Receptacles	X								
Communication Equipment	X								
Emergency power	X								
Lightning protection	X								
Sub-total breakdown:							\$0.00	\$0.00	\$0.00
Sub-total:									\$0.00
8. Vertical Transportation									
Stairs	X								
Elevators - Passenger	X								
Elevators - Freight	X								
Escalators					X				
Sub-total breakdown:							\$0.00	\$0.00	\$0.00
Sub-total:									\$0.00
9. Life Safety/Fire Protection Systems									
Infrastructure									
Standpipe/Valves	X								
Sprinkle Pipes/Heads	X								
Storage Tanks					X				
Fire Hydrant(s)	X								
Devices									
Pull Stations	X								
Detectors	X								
Strobes/Horns	X								
Extinguishers	X								
Sub-total breakdown:							\$0.00	\$0.00	\$0.00
Sub-total:									\$0.00
10. Interior Elements									
Floors									
Carpet		X				Optional		\$2,500.00	
Tile		X				Optional	Minor		
Wood		X				Necessary	\$9,000.00		
Concrete Slab	X								
Walls									
Drywall		X				Optional	Minor		
Doors	X								
Trim	X								
Sealant	X								
Windows	X								
Baseboard	X								
Finishes									
Appliances	X								
Mirrors	X								
Blinds	X								
Mirrors		X				Optional	\$1,400.00		
Cabinets	X								
Countertops	X								
Fire Extinguisher Cabinet		X				Optional	Minor		
Ceilings									
Decking		X				Optional	\$8,000.00		
Ceiling Tiles		X				Necessary	Minor		
Vents	X								
Lights	X								
Sub-total breakdown:							\$18,400.00	\$2,500.00	\$0.00
Sub-total:									\$20,900.00
Total breakdown:							\$52,900.00	\$38,000.00	\$35,500.00
Total:									\$126,400.00

FIGURE 1 – Site Location

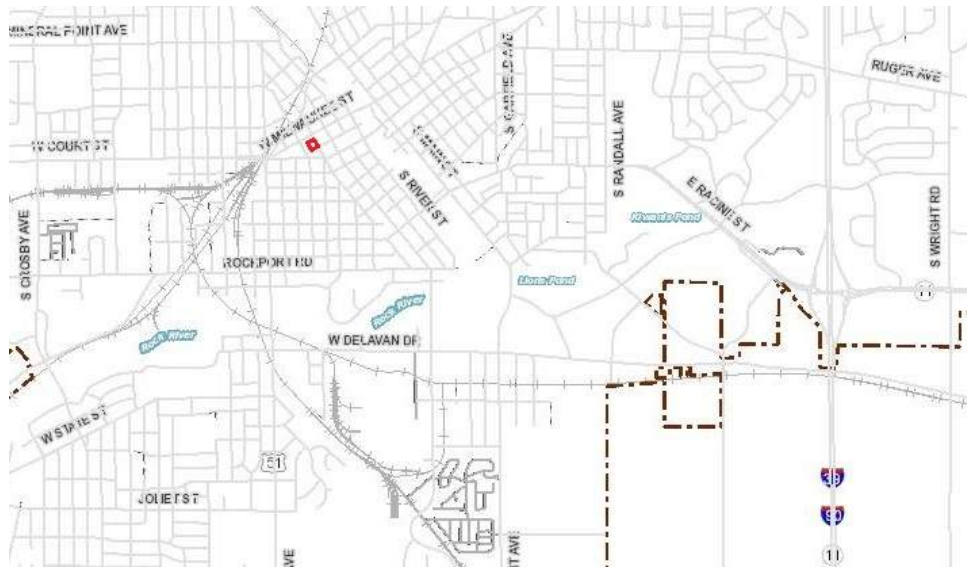


FIGURE 2 – Site Aerial



PURPOSE AND SCOPE

The purpose of this Property Condition Assessment (PCA) is to provide an observation and report on the physical condition and maintenance of the property and its improvements. This allows the buyer to evaluate potential financial risks and/or liabilities. This report addressed items that we believe are significant for the continued operation of this facility in its current usage and occupancy, consistent with comparable properties of similar age.

Not all improvements will be identified during this observation. Unexpected repairs should still be anticipated. The observation should not be considered a guarantee or warranty of any kind. The Limiting Conditions sections of the report examine issues that may arise within the course of the observation which limits the field observer's assessment.

Scope

Sigma performed the assessment in general accordance with ASTM E2018-15, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process and included the following:

- A visual walk-through review of the property including building interior and exterior and the site. The following systems and components were observed: structural systems, building exterior finishes, roof, electrical systems, HVAC systems, plumbing systems, interior finishes, fire protection and detection systems, and site materials including site lighting, drainage and pavement, and landscaping.
- Interview maintenance staff or other personnel familiar with the property to assist in the assessment of the condition of building materials/systems, if available.
- Review available plans, reports, appraisals or other documents as supplied by the client for the purpose of determining types of materials and systems and collecting general information.
- Obtain information from the local Building Inspection and Fire Department relative to outstanding code deficiencies, if available.

Sigma has prepared a comprehensive Property Condition Report (PCR) that includes pertinent information from building(s) present on the subject property. Sigma has provided suggestions for repairs and upgrades of selected maintenance items that are not considered "deferred maintenance." These suggestions have been provided to assist the user in identifying certain maintenance issues that may prolong the life of the respective systems. Suggestions for repairs and upgrades have been provided for selected conditions and should not be considered all-inclusive.

DOCUMENT REVIEW

Documents

Sigma reviewed records and/or documents that were readily available and reasonably ascertainable for review in completion of the assessment. Accuracy and completeness of information varies among information sources. The purpose is to identify public records that may affect the facility use and/or potential financial liability. Sigma made reasonable effort to obtain additional public record information and review relative to provided information obtained in the process of conducting the PCA or otherwise known to the consultant.

Building documents requested from the City of Janesville included: certificate of occupancy, outstanding and recorded material building code violations, recorded material fire code violations, pre-survey questionnaire, and other documentation obtained from the owner or owner's representative. Documents were received from The City of Janesville on November 9, 2021.

Conclusions

- No recent occupancy dates
- No reported code violations
- No reported facility issues that could not be identified during the site assessment
- No shared warranty information

WALK-THROUGH SURVEY

1. Site

Summary of Site

Topography:	Flat surrounding building, sloping eastward at main entrance.
Storm Water Drainage:	Graded Drainage
On-site Surface Waters:	None
Ingress and Egress:	Main entrance on east face of building. Side exits on north and south sides of building.
Paving:	None
Curbing:	Concrete
Parking:	Street
Flatwork:	Sidewalk, Patio
Landscaping and Appurtenances:	Trees/Shrubs, Fence, Retaining Wall, Signage
Special Utility Systems:	None



Photo 1-Outdoor Patio



Photo 2-Green Space

Observations & Recommendations

Metal Corroding

Repair: Railings, stairs, and window lintels were observed to be corroding at isolated areas at main entrance, patio, and side entrance. Prep and paint corroding areas.



Photo 3-Railing Corroding



Photo 4-Lintel Corroding

Concrete Cracked/Settled

Replace: Concrete was observed to have cracked or settled in limited areas of main entrance, side patio, and loading area. Several cracks presented potential trip hazards. Patio settling is increased by concrete base washout from downspouts. Cut and remove settled or cracked concrete. Extend downspouts beyond patio area. Repair stone base as needed. Replace concrete.



Photo 5-Patio Concrete



Photo 6-Trip Hazard

Stairs Spalling

Repair: Stair concrete was observed to be spalling at side entrance. Remove loose concrete, prep surfaces, and patch with thin coat concrete.



Photo 7-Stairs Spalling



Photo 8- Stairs Spalling

Limitations of Site Observations

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Observations were visual and taken from ground level.
- Site areas with restricted physical access were not observed.
- Limited observations due to observer separation distance.
- Grades and slopes were not measured.

2. Structural Frame and Building Envelope

Summary of Structural Frame and Building Envelope

Primary Buildings and Parking Structures:	Poured Concrete, Brick
Substructure and Foundation System:	Unknown/Unconfirmed
Floor Framing System:	Structural Steel, Slab on Grade with Concrete Topped Metal Decking
Roof Framing System:	Wood Rafters with Wood Sheathing, Insulated
Windows:	Wood framed Double Pane Windows
Doors:	Wood Framed Wood Doors, Steel Framed Steel Doors
Façade:	Brick
Glazing System:	4-Sided
Exterior Sealants:	Silicone
Exterior Balconies:	Faux
Stairways:	Switchback



Photo 1-Roof Framing



Photo 2-Facade

Observations & Recommendations

Brick Damage

Replace: Bricks were observed to be cracking in isolated areas throughout building envelope and raveling heavily at the chimneys on the roof. Replace heavily cracking or raveling bricks.



Photo 3-Substantial Brick Damage



Photo 4- Brick Damage

Mortar Deteriorating

Repair: Mortar was observed to be deteriorating in various areas throughout building envelope. Tuckpoint deteriorating mortar.



Photo 5-Mortar Deterioration



Photo 6- Mortar Deterioration

Sealant Deteriorating

Replace: Sealant was observed to be deteriorating at isolated areas around exterior doors and windows. Sealant was also observed to have failed where terracotta shingles have shifted relative to aluminum flashing. Adjust or replace flashing and replace deteriorated or failed sealant.



Photo 7-Sealant Deteriorating



Photo 8- Sealant Deteriorating

Windowpane Broken

Replace: Windowpane was observed to be broken at an isolated window in main hall. Replace damaged windowpane.



Photo 9-Broken Window Frame

Doors and Frames Corroding

Repair: Doors and frames were observed to be corroding in limited areas of building exterior. Prep and paint corroding areas.



Photo 10-Door and Frame Corroding



Photo 11- Door Frame Corroding

Windowpane Gasket Broken

Replace: Windowpane gasket was observed to be broken at an isolated window on the second floor. Replace windowpane gasket.



Photo 12-Broken Window Gasket

Trim Peeling

Repair: Wood trim was observed to be peeling at isolated areas of building envelope. Prep and paint wood trim.



Photo 13-Trim Peeling



Photo 14-Trim Peeling

Suspect Biological Growth

Replace: Suspect biological growth was observed at an isolated area to the north of the main entrance on the exterior of the building. Remove biological growth without damaged brick or mortar.



Photo 15-Suspect Biological Growth

Concrete Cracked

Repair: Concrete was observed to be cracked in isolated areas of building foundation wall. Router and seal concrete cracks.



Photo 16-Cracked Concrete



Photo 17- Cracked Concrete

Limitations of Structural Frame and Building Envelope Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Structural components concealed behind finished surfaces could not be observed.
- Observations were made from ground level.
- Only a representative sampling of visible structural components were observed.
- Furniture and/or storage restricted access to some structural components.
- Engineering or architectural services such as calculation of structural capacities, adequacy, or integrity of structural systems are not part of a building observation/property condition assessment.

3. Roofing

Summary of Roofing System

Roof:	EPDM Adhered, Terracotta Shingles
Decking:	Wood Sheathing
Parapets:	Plain
Design:	Hip, Flat
Drainage:	Central Drains, Scuppers, Gutters with Downspouts



Photo 1-EPDM



Photo 2-Terracotta Shingles

Observations & Recommendations

Seams Deteriorating

Repair: Roof membrane seams were observed to be deteriorating at isolated areas of the flat roof. Prep and patch roof membrane seams.



Photo 3-Seam Deterioration



Photo 4- Seam Deterioration

Shingles Damaged

Replace: Terracotta shingles were observed to be damaged at isolated areas of the sloped roof.
Replace damaged terracotta shingles.



Photo 5-Shingles Damaged



Photo 6- Shingles Damaged

Limitations of Roofing Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Not all of the underside of the roof sheathing is observed for evidence of leaks.
- Evidence of prior leaks may be disguised by interior finishes.
- Estimates of remaining roof life are approximations only and do not preclude the possibility of leakage. Leakage can develop at any time and may depend on rain intensity, wind direction, ice build-up, and other factors.
- Antennae, chimney/flue interiors which are not readily accessible are not inspected and could require repair.
- Roof observation may be limited by access, condition, weather, or other safety concerns.

4. Plumbing

Summary of Plumbing System

Sanitary:	Cast Iron
Storm:	PVC
Supply Water:	Copper
Waste System:	Municipal Sewer
Fixtures:	Drinking Fountain(s), Toilet(s), Urinal(s), Sink(s)
Domestic Hot Water Production:	Natural Gas



Photo 1-Hot Water Heater



Photo 2-Water Softener

Observations & Recommendations

Aging Equipment

Repair: Hot water heater was observed to be nearing the end of its useful life. Expect higher than average maintenance costs until unit is replaced.

Limitations of Plumbing Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Portions of the plumbing system concealed by finishes and/or storage (below sinks, etc.), below the structure, or beneath the ground surface are not inspected.
- Water quantity and water quality are not tested for chemicals or contaminants unless explicitly contracted for and discussed in this or separate report.
- Functionality of water heaters, sump pump and grease traps were not tested.
- Typical useful life of equipment is estimated. Quality of installation and maintenance affect useful life.
- Storm water calculations are not a part of property condition assessment.

5. Heating

Summary of Heat Generating and Distribution System

System Type:	Forced Air, Radiant, Unit Heaters
System Energy Source:	Natural Gas



Photo 1-Boilers



Photo 2-Unit Heater

Observations & Recommendations

Insulation Damage

Replace: Insulation was observed to be damaged or missing in isolated areas of mechanical room and basement hallway. Basement pipe insulation appeared to have suspect biological growth. Remove and replace damaged insulation. Properly handle and dispose of suspect biological growth material. Add saddle plates where missing for pipe insulation.



Photo 3-Damaged Insulation



Photo 4-Suspect Biological Growth

Limitations of Heating Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- The adequacy of heat supply or distribution balance is not inspected.
- The functionality of the system was not tested.
- Typical useful life of equipment is estimated. Quality of installation and maintenance affect useful life.
- Components hidden behind finishes were not inspected.
- The furnace heat exchanger, humidifier, or dehumidifier, and electronic air filters are not inspected.

6. Air Conditioning and Ventilation

Summary of Air Conditioning and Ventilation System

System Type:	Chiller, Remote Condenser
Reported Refrigerant:	R410A (Puron)



Photo 1-Chiller



Photo 2-Air Handler

Observations & Recommendations

No Major Deficiency Items Were Observed

Limitations of Air Conditioning and Ventilation Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- The adequacy of heating, cooling, and ventilation supply or distribution balance are not evaluated.
- The furnace heat exchanger, humidifier, or dehumidifier, and electronic air filters are not inspected.
- Components hidden behind finishes were not inspected.
- Typical useful life of equipment is estimated. Quality of installation and maintenance affect useful life.
- Window mounted air conditioning units are not observed.
- The cooling supply adequacy or distribution balances were not calculated.

7. Electrical

Summary of Electrical Distribution System

Distribution System:	Circuit Breaker System, 1,600A Main Disconnect, 208 V/120 V
Transformers:	Step Down, Sealed Transformer
Meters:	Digital
General Lighting Systems:	Indoor: Linear Fluorescent, Compact Fluorescent, HID, Outdoor: Wall Mounted HID
Communication Systems:	Internal Phone System, None
Emergency Power:	None
Lightning Protection:	None



Photo 1-Electrical Switchgear

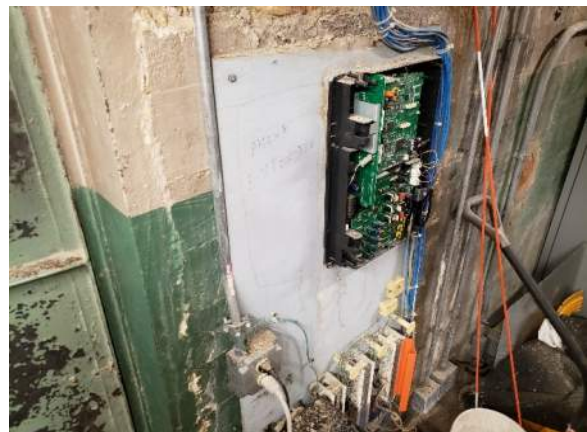


Photo 2-Telephone

Observations & Recommendations

No Major Deficiency Items Were Observed

Limitations of Electrical Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Electrical components concealed behind finished surfaces were not observed.
- Electrical equipment was not inspected.
- Electric outlets and wiring were not inspected.
- Only representative of lighting fixtures were observed.

8. Vertical Transportation

Summary of Vertical Transportation

No. of Escalators:	0	Capacity:	Pounds
No. of Passenger Elevators:	1	Capacity:	2,500 Pounds
No. of Freight Elevators:	1 (Dumbwaiter)	Capacity:	Unknown



Photo 1-Elevator



Photo 2-Elevator Equipment

Observations & Recommendations

No Major Deficiency Items Were Observed

Limitations of Vertical Transportation Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Equipment was not tested.
- Access to pits or equipment rooms may be limited.

9. Life Safety/Fire Protection

Summary of Life Safety/Fire Protection Systems

Fire Suppression Systems:	Wet Pipe
Sprinklers:	Wet Type
Standpipes:	Wet Pipe
Fire Hydrants:	Yes
Fire Alarm Systems:	Central Panel, Smoke/Heat Detector, Pull Stations, Strobes and Horns
Fire Extinguishers:	Yes
Emergency Lighting:	Exit Signs, Emergency Lighting
Stairwell Pressurization:	No
Smoke Evacuation:	No



Photo 1-Sprinkler Riser



Photo 2-Emergency

Observations & Recommendations

No Major Deficiency Items Were Observed

Limitations of Life Safety/Fire Protection Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- No equipment was operated or tested
- Design adequacy was not verified.

10. Interior Elements

Summary of Interior Elements

Common Areas:	Lobby, Corridor, Kitchen, Restrooms, Workroom, Lounge, Sitting Area
Amenities/Special Features:	
Flooring:	Wood, Concrete, Ceramic Tiles, Carpet
Ceilings:	Plaster
Walls:	Plaster



Photo 1-Main Hall



Photo 2-Bar Lounge

Observations & Recommendations

Extinguisher Cabinet Damaged

Replace: Fire extinguisher cabinet was observed to be damaged at isolated area in the corner of the main hall. Replace damaged fire extinguisher cabinet.



Photo 3-Damaged Cabinet

Paint Peeling

Repair: Underside of roof decking was observed to be peeling throughout main hall. Prep and paint peeling areas.



Photo 4-Peeling Paint



Photo 5- Peeling Paint

Floor Damage

Replace: Wood floor was observed to be damaged at isolated areas of main hall. Replace damaged planks and seal to match existing.



Photo 6-Floor Damage



Photo 7- Floor Damage

Tile Damaged

Replace: Ceramic tile was observed to be damaged at isolated areas of main kitchen. Replace damaged tile.



Photo 8-Tile Damage



Photo 9- Tile Damage

Carpet Damaged

Replace: Carpet was observed to be damaged in limited areas of basement. Replace damaged carpet.



Photo 10-Carpet Damage



Photo 11- Carpet Damage

Ceiling Tile Stained

Replace: Ceiling tiles were observed to be stained in isolated areas of basement. Staining appears to be from condensation. Repair pipe insulation if necessary. Replace ceiling tiles.



Photo 12-Stained Ceiling Tile



Photo 13- Stained Ceiling Tile

Mirror Damaged

Replace: Mirrors were observed to be damaged in limited areas of downstairs restrooms. Replace damaged mirrors.



Photo 14-Mirror Damage

Drywall Damaged

Repair: Drywall walls and ceilings were observed to be damaged in isolated areas of main entrance and upper storage area. Patch drywall, prep, and paint.



Photo 15-Drywall Damage



Photo 16- Drywall Damage

Limitations of Interior Elements Observation

This is a visual observation limited in scope by (but not restricted to) the following conditions:

- Furniture, storage, appliances and/or wall hangings are not moved to permit observation and may block defects.
- Observers have limited access in occupied tenant space.

EXHIBITS – OWNER SUBMITTED DOCUMENTS AND INFORMATION

- Records indicating the age of material building systems
- Leasing literature and listings
- Marketing/Promotional literature