



**AGENDA  
CITY COUNCIL MEETING  
MUNICIPAL BUILDING COUNCIL CHAMBERS  
101 N. MAIN STREET, FORT ATKINSON, WISCONSIN  
OCTOBER 3, 2017 ~ 7:00 P.M.**

1. Call meeting to order.
2. Roll call.
3. Approval of minutes of September 19, 2017 regular Council meeting and September 27, 2017 Capital Improvement Program Workshop.
4. Public Hearings  
None.
5. Public Comment
6. Petitions, Requests and Communications  
None.
7. Resolutions and Ordinances
  - a. Resolution requesting exemption from County Library Tax.  
Action – Reject—Approve and adopt Resolution.
8. Reports of Officers, Boards and Committees
  - a. Minutes of Historic Preservation Commission meeting held September 11, 2017.  
Action – Accept and file.
  - b. Minutes of License Committee meeting held September 19, 2017.  
Action – Accept and file.
  - c. Minutes of Police & Fire Commission meeting held September 20, 2017.  
Action – Accept and file.

9. Unfinished Business

- a. Recommendation from License Committee to approve “Class B” Intoxicating Liquor and Class “B” Fermented Malt Beverage License for Creamery 201 LLC, for use at 201 North Main Street.

Action – Reject—Approve.

10. New Business

None.

11. Miscellaneous

- a. Temporary Class B Retailer’s License for Taste of Fort Atkinson Hops Fest to be held at Hoard Museum on October 28, 2017.

Action – Reject—Approve.

- b. Granting operator licenses.

Action – Reject—Approve licenses.

12. Claims, Appropriations and Contract Payments

- a. Verified claims.

Action – Motion to approve list of verified claims presented by the Director of Finance and to authorize payment.

13. Adjournment

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.

**CITY OF FORT ATKINSON**  
**City Council Minutes ~ September 19, 2017**

CALL MEETING TO ORDER.

Pres. Becker called the meeting to order at 7:00 pm.

ROLL CALL.

Present: Cm. Kotz, Cwmn. Gehred, Cm. Lescohier, Cm. Hartwick and Pres. Becker. Also present: City Manager, City Clerk/Treasurer and City Attorney.

APPROVAL OF MINUTES OF SEPTEMBER 5, 2017 REGULAR COUNCIL MEETING.

Cm. Kotz moved, seconded by Cm. Hartwick to approve the minutes of the September 5, 2017 regular Council meeting.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

None.

RESOLUTIONS AND ORDINANCES

*a. Revisions to Chronic Nuisance Properties Ordinance.*

Manager Trebatoski stated this is the third and final reading. No comments or concerns were received by Staff. Approval is recommended.

Cm. Hartwick moved, seconded by Cm. Lescohier to approve and adopt revisions to chronic nuisance properties ordinance. Motion carried on a roll call vote.

*b. Revisions to Abuse of 911 System Ordinance.*

Manager Trebatoski stated this is the third and final reading. No comments or concerns were received by Staff. Approval is recommended.

Cm. Kotz moved, seconded by Cm. Hartwick to approve and adopt revisions to abuse of 911 system ordinance. Motion carried on a roll call vote.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

*a. Minutes of License Committee meeting held September 5, 2017.*

*b. Minutes of Economic Development Commission meeting held September 7, 2017.*

*c. Minutes of Historic Preservation Commission meeting held August 14, 2017.*

*d. Minutes of Planning Commission meeting held September 12, 2017.*

Cm. Lescohier moved, seconded by Cm. Kotz to accept and file the reports of officers, boards and committees as presented. Motion carried.

UNFINISHED BUSINESS

a. *Recommendation from License Committee to approve "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage License for Fort Investments, LLC, d/b/a The Rustic at 855 Lexington Boulevard.*

Clerk Ebbert stated that the License Committee reviewed and recommended for approval the license for The Rustic at 855 Lexington Blvd. This license became available upon the surrendering of the license following the closing of Capn's Steakhouse.

Cm. Kotz moved, seconded by Cwmn. Gehred to approve the recommendation from License Committee to approve "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage License for Fort Investments, LLC, d/b/a The Rustic at 855 Lexington Boulevard. Motion carried.

b. *Recommendation from Economic Development Commission to engage Vandewalle & Associates to conduct a TIF District and Redevelopment District Feasibility Analysis for the northeast area of the City.*

Manager Trebatoski reviewed the recommendation by the EDC. The cost of an analysis is \$7,500. The cost would be funded using economic development supplies account budget of \$2,000 and the remaining \$5,000 would come from the City contingency account. The cost of the study would be reimbursable to the general fund from the TIF district, should a TIF district be created. Two anticipated parcels for inclusion are the Kmart property and Smith Motors property, a combined 12 acres in size. Additional neighboring properties could be included in the final analysis. It would be developed as a pay-as-you-go development, limiting financial exposure along the way.

Cwmn. Gehred asked if the area is served by City services. Trebatoski confirmed water and sewer exist to the locations.

Cm. Hartwick inquired on the feasibility of existing streets and structures. Trebatoski stated they could provide estimates if a street realignment was necessary. Additionally, they could recommend residential development, review surrounding property and capabilities of the existing structures.

Cwmn. Gehred asked on the prioritizing of this project as it relates to the comprehensive plan. Trebatoski stated the ordinance for the commission included exploring development capabilities. There has been much interest in this area from Council and public communication. This is not in the comprehensive plan, as the properties were not vacant at the time the plan was finalized.

Cwmn. Gehred asked on the limited financial exposure, how this relates to staff time necessary for providing attention to an additional TIF. Trebatoski stated this will not create a burden on Staff. He added that during the project planning stage is when the suggestions and recommendations arise for what is requested to be done in the area.

Cm. Kotz moved, seconded by Cm. Hartwick to approve the recommendation from Economic Development Commission to engage Vandewalle & Associates to conduct a TIF District and

Redevelopment District Feasibility Analysis for the northeast area of the City not to exceed \$7,500. Motion carried on a roll call vote.

#### NEW BUSINESS

*a. Discuss proposal for additional EMS ambulance response capability.*

Chief Rausch was present to review the proposal. Chief stated that the Fire Department is called to respond when Ryan Brothers Ambulance is not available, this year they have exceeded the number from 2016 of requests to provide service. Chief referenced his memorandum that provided details on the proposal. Chief added they have a great relationship with Ryan Brothers however the need for services has increased drastically and Chief is seeking ways to provide services to the community. The estimated initial start-up is \$90,000 which includes a used ambulance and supplies. Additional expenses are estimated at \$8,000. Revenue discussion could provide a net of \$10,000 per year as a conservative estimate.

Cm. Lescohier added this is a way to augment a vital service within our community. He confirmed this would not add a burden to our current response but provide additional tools to render aid and transport patients when necessary.

Cwmn. Gehred asked Manager Trebatoski on his conversation with Ryan Brothers. Trebatoski confirmed the relationship has dramatically improved over time and the existing contract will not be altered. It was a positive and productive communication.

Chief confirmed additional training will be provided and the cost was provided in the financial analysis of his memo. Seventeen of 21 rescue members have training in emergency response already.

Cm. Lescohier moved, seconded by Cm. Hartwick to approve proposal and authorize City staff to seek alternative funding through public/private partnerships to provide additional EMS response capabilities in the community. Motion carried on a roll call vote.

*b. Approval of Facility Plan Update for Wastewater Utility.*

Supervisor Christensen reviewed the facility plan update. The utility is under the process of planning upgrades to the facility to meet future total phosphorus effluent limits. These limits were placed into the utility's permit when it was issued in July 2014. The next step is the Study of Feasible Alternatives (SFA). The facility plan would include: long term strategic goals; existing and projected conditions at the utility, the collection system and the lift stations; evaluate and provide cost estimates for all major equipment including the collection system; evaluate multiple nutrient removal alternatives; evaluate biosolids stabilization alternatives; review of evaluation items for alignment with goals using non-economic factors such as energy neutrality, environmental neutrality, operations and resilience; develop a risk of failure registry for equipment and processes to aid in setting project priority levels; assist utility with the development of capital equipment plan for 2018 and beyond; and develop template to revise replacement fund equipment schedule. The 2018 CIP includes \$48,000 for additional cost. Most of the utility structures date back to 1991-1993 and have passed the original 20 year lifecycle.

Cwmn. Gehred moved, seconded by Cm. Hartwick to approve the amendment of Engineering Services Agreement to include the full facility plan for the additional cost of \$47,998 and a total cost of \$102,078. Motion carried on a roll call vote.

MISCELLANEOUS

*a. Granting operator licenses.*

Cm. Hartwick moved, seconded by Cm. Lescohier to approve the granting of operator licenses. Motion carried.

*b. City, Sewer, Water and Stormwater Utility Financial Statements as of August 31, 2017.*

Cm. Lescohier moved, seconded by Cm. Kotz to accept and file the City, Sewer, Water and Stormwater Utility Financial Statements as of August 31, 2017. Motion carried.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

*a. Verified claims.*

Cm. Kotz moved to approve the list of verified claims submitted by the Director of Finance and authorize payment. Motion seconded by Cm. Hartwick and carried on a roll call vote.

ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Kotz to adjourn the September 19, 2017 Council meeting at 7:49 pm. Meeting adjourned.

Respectfully submitted  
Michelle Ebbert  
City Clerk/Treasurer

**CITY OF FORT ATKINSON**  
Capital Improvement Plan Workshop ~ September 27, 2017

CALL TO ORDER

Pres. Becker called the meeting to order at 6:02 pm.

PRESENT

Cm. Kotz, Cm. Lescohier, Cm. Hartwick and Pres. Becker. Also present City Manager and City Clerk/Treasurer. Cwmn. Gehred arrived at 6:04 pm.

PRESENTATIONS

The following Department Supervisors provided their CIP Plan: Police Department, Fire Department, Building Department, Water Utility, Sewer Utility, Museum, Library, Parks & Recreation, Public Works, Engineering/Street Program/Airport, Stormwater, City Clerk and City Manager.

The Municipal Court and Electrical Department did not have items to present.

ADJOURNMENT

Cm. Hartwick moved to adjourn the meeting at 8:39 pm. Motion seconded by Cm. Lescohier and meeting adjourned.

Respectfully submitted

Michelle Ebbert  
City Clerk/Treasurer

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

Resolution Requesting Exemption from County Library Tax

WHEREAS, the Jefferson County Board has established a county library service and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS, Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city is exempt from the county library tax if it levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county library tax rate in the prior year multiplied by the equalized valuation of the property in the city or village for the current year, and

WHEREAS, the City of Fort Atkinson will, in 2018, appropriate and expend an amount in excess of that calculated above,

NOW THEREFORE, BE IT RESOLVED that the City of Fort Atkinson hereby requests of the Jefferson County Board of Supervisors that the City of Fort Atkinson be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that copies of this Resolution be forwarded by the city/village clerk to the following parties:

ADMINISTRATOR  
Jefferson County Library Council  
Dwight Foster Public Library  
209 Merchants Avenue  
Fort Atkinson, WI 53538

COUNTY CLERK  
311 S. Center Ave, Room 109  
Jefferson, WI 53549

Fiscal Note:

Estimated Municipal 2018 Library Appropriation: \$529,578

Date Passed: October 3, 2017

Vote: \_\_\_\_\_

\_\_\_\_\_  
Matt Trebatoski, City Manager

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## Jefferson County Library Exemption Minimum

Prior year rate for Library Levy = 0.000343770  
(2016 equalized value, 2017 budget) (2018 Budget Year)

	<u>2017 EQUALIZED VALUE</u>		<u>MINIMUM TO EXEMPT 2017</u>
Village of Cambridge**	5,970,900	\$	2,053
Village of Johnson Creek	215,326,500	\$	74,023
Village of Palmyra	116,844,300	\$	40,168
City of Fort Atkinson	871,366,000	\$	299,549
City of Jefferson	494,774,400	\$	170,089
City of Lake Mills	504,216,200	\$	173,334
City of Waterloo	201,242,900	\$	69,181
City of Watertown **	819,515,900	\$	281,725
City of Whitewater **	51,262,300	\$	17,622
	<u>3,280,519,400</u>		

\*\* These municipalities have residents in multiple Counties, therefore there are additional aggregate full values that need to be added to their municipal values to determine their needed appropriations.



**Jefferson County**  
**Finance Department**  
311 S. Center Ave. Room 109  
Jefferson, WI 53549  
Telephone (920) 674-7434  
Fax (920) 674-7368

Marc A. DeVries, CPA  
Finance Director

Cindy Diestelmann  
Jayne Hintzmann  
Donna Miller  
Tamara L. Worzalla, CPA

September 1, 2017

Municipal Libraries in Jefferson County:

This letter is a reminder to all municipal libraries in Jefferson County that your village or city must tax and appropriate a minimum amount to your library fund for 2018 expenditures in order to qualify for an exemption from the Jefferson County library tax. I have enclosed a spreadsheet that lists the **MINIMUM APPROPRIATION** for each of you to qualify for this exemption. *Note that if your municipality is situated in two counties, you must also coordinate this calculation with that other county.*

I have also summarized below how this calculation is made:

From Wisconsin Statutes 43.64

1. Divide the amount of tax levied by the county for public library service in the prior year by the equalized valuation of property in that area of the county that was subject to the county property tax levy for public library services in the prior year.
2. Multiply the amount determined above by the equalized valuation of property in the city, village, town, or school district for the current year.

Your municipal governing body must also pass a resolution annually requesting an exemption from the county library tax. Section 43.64 of the Wisconsin Statutes requires this procedure to avoid double taxation of your municipality for library purposes.

The County Clerk's office calculates the tax assessment in the middle of November. Please have your resolution acted upon and mailed to arrive by November 1<sup>st</sup>. If it is not on file when the tax assessment is calculated, your municipality will be taxed as required by Wisconsin Statutes.

An electronic copy of the sample resolution is available if you would like to receive it.

If you have any problems or questions concerning this issue, please feel free to contact me at 920-674-7142.

Sincerely,

Marc A. DeVries, CPA  
Finance Director  
Jefferson County

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**HPC Meeting Monday, September 11, 2017 6:30 p.m.**

Dwight Foster Library, Fort Atkinson

**Present:** Tammy Doellstedt, Julia Ince, and Jim Jorgenson

**Absent:** Julia Chady

1. Motion by Jorgenson to accept August minutes, 2<sup>nd</sup> Ince, passed unanimously. No corrections. Minutes are to be published at [www.fortpreserves.org](http://www.fortpreserves.org).

2. Treasurer's Report -**City Account** current balance \$785.84 (pending \$709.60 invoice for bronze landmark plaques and \$15.11 for 2 complete sets of keys).

**Fort Community Foundation** - Water Tower Fund New Balance \$7,284.49. -Includes \$49 in donations in August (Pending Sept. Tour Donations of \$20.00)

**Old Business**

3. Local Landmarks- Fort Atkinson Club Local Landmark plaque has been ordered. The Club paid \$229 for an additional plaque noting State and Federal Listings. Their funds have been received. Plaques due in 4 weeks. Also ordered a State Register listing for the Water Tower.

4. Water Tower

a. Tour Report-September 2 tours hosted by Steve Tesmer, Vern Zech, and Jim Jorgenson. Approximately 25 visitors. Chamber received calls about the tour, as well as Doellstedt received several calls, so the word is spreading. Next tour will be October 6<sup>th</sup>, hosted by Phil Niemeyer and Vern Zech. A display shadow box is featured at the Hoard Museum, advertising the upcoming tour.

b. Tower improvements: Phil Niemeyer and Rich Doellstedt used the current supply of Sherwin Williams epoxy paint to paint all the stairs. They suggest we do touch up every year to keep on top of it. Big thanks to them!

c. Bench reference plates-Doellstedt will order, including Phil's name as maker of benches.

5. Website/Computer/ Social Media- Tabled

6. HPC Files-Doellstedt continues to work on these.

7. Walking Tour Brochure updates to reflect new additions: Julia showed a second version, we looked at another brochure from Evansville for inspiration. Still considering spring publication. Jim provided one quote for brochure, but it needs fine-tuning. Approx. \$1.00 per brochure. Chamber likes the idea of a free brochure, and a slim vertical one to go in brochure racks.

8. Helmut Ajango Talk, Sunday, Nov. 12, at Hoard Museum. Tammy has been in contact with Tanya, Jim Draeger's Admin personnel to firm up details. Need name of talk to proceed with posters and publicity. Work that needs to be done includes publicity: Press Release, radio, posters; Room Set up, contacting other HPC's, arrange artifact display with Merrilee, using things from their collection, additional contact with the family.

1 of 2

9. Historic District Signage – Jorgenson willing to talk with Chamber, as they have a banner initiative underway. We could do some sort of partnership. Julia met with Rudy Bushcott for fact finding about banner riggings.

10. City Ordinance review-tabled

11. Local Landmark Nomination. Tabled

12. Commission Vacancy.... City will repost and place 2<sup>nd</sup> ad in newspaper. The position runs through 2021, to fulfill Zech vacancy.

**New Business**

1. A Brochure rack containing preservation related information has been installed at the Hoard Museum in the Knox archive. Most publications are from the Wisconsin Historical Society. Thanks to Merrilee and the museum staff.

Adjournment at 7:15 p.m.

Next meeting

Monday, October 9, 2017 6:30 at the DF Public Library

Minutes typed:

Tammy Doellstedt

Chair

9-15-2017

**CITY OF FORT ATKINSON**  
**License Committee ~ September 19, 2017**

CALL MEETING TO ORDER.

Pres. Becker called the meeting to order at 6:30 pm.

ROLL CALL.

Present: Cm. Hartwick, Cm. Lescohier and Pres. Becker. Also present City Clerk/Treasurer.

REVIEW APPLICATION AND MAKE RECOMMENDATION FOR "CLASS B" INTOXICATING LIQUOR AND CLASS "B" FERMENTED MALT BEVERAGE LICENSE FOR CREAMERY 201 LLC, FOR USE AT 201 N. MAIN STREET

Clerk Ebbert reviewed the application and materials submitted for the license. All requirements set forth by State Statute have been met. This license became available when a previously licensed facility chose to close their business at the end of the previous license period of June 30, 2017. Approval is recommended pending background check.

Cm. Hartwick made a motion to recommend approval to the Council of a "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license for Creamery 201 LLC, 201 N. Main Street. Motion seconded by Cm. Lescohier and passed unanimously.

ADJOURNMENT.

Cm. Hartwick moved to adjourn the meeting at 6:36 pm. Cm. Lescohier seconded the motion and adjourned.

Respectfully submitted

Michelle Ebbert  
City Clerk/Treasurer

8-C

**POLICE & FIRE COMMISSION MINUTES  
CITY OF FORT ATKINSON  
Wednesday, September 20, 2017 at 4:00 p.m.  
Conference Room, Municipal Building**

The meeting was called to order by Vice Chairman Johnson at 4:00 p.m.

Members present: Johnson, Kulczewski and Schultz

Members absent: Frame and Jones

Others present: City Manager Trebatoski, City Attorney Westrick and Fire Chief Rausch

- 1. *Approval of Minutes:* On a Kulczewski/Schultz motion, the Minutes of the June 28, 2017 meeting were unanimously approved by a voice vote.
- 2. *Approve list of candidates for paid-on-call firefighters at Fire Department:*

Chief Rausch requested the following appointments be made for paid-on-call firefighters:

- |                 |                   |
|-----------------|-------------------|
| Michaela Banker | Christopher Barr  |
| Jason Fiege     | Drake Haywood     |
| Michael Nichols | Skyler Schmuck    |
| Luke Steffen    | Kimberley Stevens |

On a Kulczewski/Schultz motion, the above appointments were approved contingent on a probationary 12-month period and successful completion of a drug screen and physical. The motion passed unanimously on a voice vote.

- 4. *Adjournment:*

On a Schultz/Kulczewski motion, the Commission adjourned at 4:14 p.m. The motion passed unanimously on a voice vote.

Respectfully submitted,

Richard Schultz, Secretary

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**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** September 19, 2017

**TO:** City Council

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

**SUBJECT:** "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage

**Background:**

A Class B license allows the sale of products to be consumed on-site (restaurant, bar, tavern). Current quotas exist that limit the number of combination "Class B" Intoxicating Liquor and Class "B" Fermented Malt beverage licenses. Quotas exist for this type of combination license.

**Discussion:**

Creamery 201, LLC is applying for a Class B license to sell intoxicating liquor and fermented malt at 201 N. Main Street. This business is located on the second floor of the building that houses several other businesses.

This license became available following the surrendering of such license from C & J Pub and Diner. Cindy Weber closed her business which operated at 130 N. Main Street. This is not a Reserve license.

**Financial Analysis:**

The publication fee to cover the cost of the publication was paid.

**Staff Recommendation:**

To recommend approval of the application from Creamery 201, LLC for use at 201 N. Main Street, second floor for a "Class B" Intoxicating Liquor and Class "B" Fermented Malt beverage license.

1 of 2

**ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION**

Submit to municipal clerk.

For the license period beginning 20 \_\_\_\_\_ ending June 30 20 18

TO THE GOVERNING BODY of the:  Town of Fort Atkinson  
 Village of  
 City of

County of Jefferson Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

1. The named  INDIVIDUAL  PARTNERSHIP  LIMITED LIABILITY COMPANY  
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name):

Adel Salameh Creamery 201, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

	Title	Name	Home Address	Post Office & Zip Code
<input checked="" type="checkbox"/> President/Member	<u>President</u>	<u>Adel Salameh</u>	<u>871 Pinnculdr</u>	<u>Lake Mills 53551</u>
<input type="checkbox"/> Vice President/Member				
<input type="checkbox"/> Secretary/Member				
<input type="checkbox"/> Treasurer/Member				
<input checked="" type="checkbox"/> Agent	<u>Event Coordinator</u>	<u>Katie Stahl</u>	<u>N3173 Willing Rd</u>	<u>Jefferson 53546</u>
<input type="checkbox"/> Directors/Managers				

3. Trade Name Creamery 201

Business Phone Number 920-723-7125

4. Address of Premises 201 N. Main

Post Office & Zip Code Fort Atkinson 53538

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 1/30/17 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No
- (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 2nd floor of 201 N. Main.

10. Legal description (omit if street address is given above):

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No
- (b) If yes, under what name was license issued?

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No

13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776].  Yes  No

14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

**SUBSCRIBED AND SWORN TO BEFORE ME**

this 1 day of Sept, 2017

M. Schubert  
 (Clerk/Notary Public)

Adel Salameh  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

My commission expires July 29, 2021

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>9-1-17</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Applicant's WI Seller's Permit No. / FEIN Number: CO96522

LICENSE REQUESTED	TYPE	FEE
<input type="checkbox"/>	Class A beer	\$
<input checked="" type="checkbox"/>	Class B beer	\$
<input type="checkbox"/>	Class C wine	\$
<input type="checkbox"/>	Class A liquor	\$
<input type="checkbox"/>	Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/>	Class B liquor	\$
<input type="checkbox"/>	Reserve Class B liquor	\$
<input type="checkbox"/>	Class B (wine only) winery	\$
	Publication fee	<u>225.00</u>
<b>TOTAL FEE</b>		<b>\$</b>





11-a

**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** September 22, 2017

**TO:** City Council  
**FROM:** Michelle Ebbert, City Clerk/Treasurer  
**SUBJECT:** Application for a Temporary Class B Retailer's License

**Background:**

An application for a Temporary Class B Retailer's License for Fort Atkinson Historical Society was submitted for an event scheduled for Saturday October 28, 2017. They have requested a Class "B" license to sell fermented malt beverages and a "Class B" license to sell wine.

**Discussion:**

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

**Organization:** Lodge/Society

**Name:** Hoard Historical Museum/Fort Atkinson Historical Society

**Street Location:** 401 Whitewater Ave, Fort Atkinson WI

**Manager of affair:** Merrilee Lee

**Premises:** Hoard Historical Museum

**Name of Event:** Taste of Fort Atkinson Hops Fest

**Date of Event:** October 28, 2017

**Financial Analysis:**

The license fee of \$10.00 was paid at time of application.

**Staff Recommendation:**

I would recommend approval of the Temporary Class B Retailer's License for Fort Atkinson Historical Society dba Hoard Historical Museum to sell fermented malt beverages and wine for an event scheduled for October 28, 2017 contingent upon having licensed operators and purchasing products from a beverage distributor.

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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 \$ 10.00

Application Date: 9-22-17

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 10/28/17 6pm and ending 10/28/17 8pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

- (a) Name Fort Atkinson Historical Society
(b) Address 401 Whitewater Ave, Fort Atkinson, WI 53538
(c) Date organized 1939
(d) If corporation, give date of incorporation 1939
(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 Bob Cheek, 826 Riverside Dr. Fort Atkinson, WI 53538
Vice President Bonnie Ceyer, W 7580 Koshkonong Mds Rd, Fort Atkinson, WI 53538
Secretary Denise Jones, 404 W. Milwaukee Ave, Fort Atkinson, WI 53538
Treasurer Loren Gray, 702 Rogers St. Fort Atkinson, WI 53538
(g) Name and address of manager or person in charge of affair: Merrilee Lee, 1310 Adrian Blvd, Fort Atkinson, WI 53538

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

- (a) Street number 401 Whitewater Ave, Fort Atkinson, WI 53538
(b) Lot Block
(c) Do premises occupy all or part of building? all
(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 Taste of Fort & Hops Fest
(b) Dates of event Sat. Oct 28, 2017

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 Robert E. Cheek (Signature/date)
Officer Denise Jones (Signature/date)
Officer (Signature/date)
Date Filed with Clerk 9-22-17
Date Reported to Council or Board 10-3-2017
Date Granted by Council
License No.

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11-b

**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date:** Sept 28, 2017

**TO:** City Council  
**FROM:** Michelle Ebbert City Clerk/Treasurer  
**SUBJECT:** Granting Operator Licenses

**Background:**

The following are applicants for operator licenses. The applications have been reviewed and approved for accuracy by the Police Department. The following licenses are recommended for approval by the City Council.

**Discussion:**

REGULAR FOR THE TERM OF 2016-2018:

- |    |                    |                  |
|----|--------------------|------------------|
| 1. | Christian Baker    | Stop-N-Go        |
| 2. | Emily A Cartwright | Rock River Lanes |
| 3. | Stephanie M Heiz   | Open             |
| 4. | Brianna L Klocek   | Shopko           |
| 5. | Rebecca B Martin   | bp               |
| 6. | Raquel K Sauby     | Nomadic          |
| 7. | Katie J Stahl      | Creamery 201     |

**Financial Analysis:**

None.

**Staff Recommendation:**

To recommend the approval of operator licenses for the above noted applicants upon completion of successful background checks.

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