



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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JULY 16, 2024 – 7:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Cm. Becker, Cm. Jaeckel, Cm. Johnson, Cm. Schultz and President Lescohier. Also present: City Manager, City Attorney, City Clerk/Treasurer, City Engineer, Building Inspector, Park & Recreation Director, Park & Recreation Maintenance Supervisor, Fire Chief, Division Chief and Library Director.

3. Public Hearings

None.

4. Public Comment

None.

5. Consent Agenda

Cm. Becker moved, seconded by Cm. Jaeckel to approve the consent agenda items 5.a. through 5. j. as presented. Motion carried.

- a. *Review and possible action relating to the minutes of the **regular July 2, 2024 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the July 8, 2024 License Committee** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the minutes of the **regular July 9, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action relating to the **minutes of the July 9, 2024 Finance Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action relating to the **minutes of the July 11, 2024 Police and Fire Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Review and possible action relating to the **minutes of the July 11, 2024 Sex Offender***

Residence Board meeting (Ebbert, Clerk/Treasurer/Finance Director)

- g. Review and possible action relating to **building, plumbing, and electrical permit report for June 2024** (Draeger, Building Inspector/Zoning Administrator)*
- h. Review and possible action relating to the City Clerk-issued **License and Permit Report for June 2024** (Ebbert, Clerk/Treasurer/Finance Director)*
- i. Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of June 30, 2024 (Ebbert, Clerk/Treasurer/Finance Director)*
- j. Review and possible action on a **Special Event: Fort Fall Fiesta**, September 14, 2024 from 12:00 - 4:00 p.m. at Jones Park (Ebbert, Clerk/Treasurer/Finance Director)*

6. Petitions, Requests, and Communications

None.

7. Resolutions and Ordinances

None.

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

None.

10. New Business

- a. Review and possible action relating to the **purchase of a rear load minivan** for the City's Shared Ride Taxi Program (Selle, City Engineer/Director of Public Works)*
Engineer Selle stated as part of the taxi program and the approved contract with Running, Inc., the City's contracted service provider, the City purchases the handicapped accessible mini-vans used in the program and retains ownership thereof. The vehicles are then leased to Running, Inc., (doing business as Brown Cab) to be used for the City's taxi program. The total cost of the vehicle is \$72,373.00. The City received a grant from the Wisconsin Department of Transportation in 2024 of \$82,000 to purchase a new taxi. However, that grant will reimburse the City after the vehicle is purchased and procured. The City's share of the vehicle will be \$14,452.40 The City has placed \$20,000 in the 2024 budget to cover taxi-related expenses. Note that the source of funding is ARPA.

Cm. Becker moved, seconded by Cm. Johnson to authorize the City Manager to order a new rear-load minivan at a cost not to exceed \$72,373 from Transportation Equipment Sales Corp. Note that \$57,809.60 will be reimbursed from the Wisconsin DOT grant, and

the remaining \$14,452.40 to be funded through the Taxi Fund with ARPA funds. Motion carried.

b. *Review and possible action on a **Public Monument Review - World War II Memorial at McCoy Park, 1202 Madison Avenue** (Dayton, Director of Parks and Recreation)*

Director Dayton stated that his Department has been working with a donor to install a proposed World War II monument located in McCoy Park. The donor, who has previously donated towards other monuments within the park, has worked closely with staff on the site plan. At the forefront of the design was to ensure continuity between the existing monuments at McCoy Park. The World War II memorial will consist of a statue which is set on a stone base. At the entrance to the space there will be 2 benches that are to include the names of two Medal of Honor recipients and a short quote. A 25' diameter concrete pad will be installed, using tan-colored decorative concrete. The monument will be funded through the Schumacher Field of Interest Fund with the Fort Atkinson Community Foundation. Staff will work directly with the Community Foundation for reimbursement after the completion of the project. Additional funds will remain in this account with the intention of having a funding source available for any future maintenance expenses that come up.

Cm. Jaeckel moved, seconded by Cm. Schultz to approve the Public Monument Review for the World War II monument at McCoy Park. Motion carried.

c. *Review and possible action **Public Monument Review - Batting Cage Project at Jones Park, 615 Janesville Avenue** (Dayton, Parks and Recreation)*

Director Dayton and Supervisor Yanke stated that staff in the Parks Department has been working with the Fort Atkinson Generals on a proposed new batting cage located in Jones Park. This type of request requires Plan Commission and City Council review and approval through the Public Monument/Building Review process. Currently, Jones Park does not have a permanent batting cage on site. The Fort Atkinson High School team installs a temporary batting cage each season with the expectation that it will only be used and maintained by their staff. The temporary system is not aesthetically pleasing and loses tension often, requiring it to be set back up. There are four user groups in the City that utilize the Jones Park baseball diamond. There is unanimous support from the user groups for the installation of a permanent structure that can be utilized by all parties, and the greater community overall.

Cm. Becker moved, seconded by Cm. Jaeckel to approve this request for a Public Monument/Building Review allowing the installation of the batting cages at Jones Park. Motion carried.

d. *Review and possible action relating to a three-lot **Certified Survey Map** for the unaddressed property located on the 1400 block of Lakeview Drive* (Draeger, Building/Zoning Administrator)

Inspector Draeger reviewed the proposed CSM that will use the combined square footage of the existing two lots and equally divide the space to create three lots of the same SR-5 Zoning designation as the existing two lots, requiring no Zoning Map Amendment. At the

meeting on July 9, 2024, the Plan Commission reviewed this matter and recommended that the City Council approve the Preliminary Survey Map with the following condition of approving the preliminary Certified Survey Map creating 3, SR-5 lots from the original 2 lots. After the Plan Commission reviewed this item, Staff further reviewed the Land Division and Development Ordinance (LDDO - Chapter 70) and found that sidewalks are required for new and infill land divisions and development. Staff has communicated the requirement for sidewalk to the property owner, and sidewalk will be installed prior to final occupancy of the structures. The location and specifications of the sidewalk will be reviewed through the building permit process and does not have to be shown on this CSM.

Cm. Jaeckel moved, seconded by Cm. Schultz to approve the preliminary Certified Survey Map as proposed contingent on the required 8' side setback required for the SR-5 Zoning District being shown on the Final Certified Survey Map. Motion carried.

- e. *Review and possible action relating to **Renewal Alcohol Beverage License** applications for the licensing period of July 17, 2024 through June 30, 2025. (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk/Treasurer Ebbert provided the submission from Family Dollar to renew their Class "A" Fermented Malt Beverage License for use at 1517 Madison Avenue. This license allows for off-site consumption.

Cm. Schultz moved, seconded by Cm. Johnson to approve the Family Dollar Store #26250 Alcohol License Application for the licensing period of July 17, 2024 to June 30, 2025.

- f. *Review and possible action relating to **Cigarette and Tobacco Product Applications** for the licensing period of July 17, 2024 through June 30, 2025. (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk/Treasurer Ebbert reviewed the submitted application for Family Dollar to sell cigarettes, tobacco and electronic vaping devices. This is an annual license with a fee of \$100.

Cm. Schultz moved, seconded by Cm. Jaeckel to approve the Cigarette, Tobacco and Electronic Vaping Retail License application for Family Dollar #26250 for use at 1517 Madison Avenue for the licensing period July 17, 2024 to June 30, 2025. Motion carried.

- g. *Review and possible action relating to the **purchase of Harris portable radios and Kenwood mobile radios from Gencomm** at a cost not to exceed \$319,194.59 (Peterson, Fire Chief)*

Chief Peterson stated that the Fort Atkinson Fire Department uses portable (handheld) and mobile (vehicle-installed) radios for emergency communications at incident scenes and with our two dispatch centers: the Jefferson County Sheriff's Office and the Fort Atkinson Police Department. Currently, the department's portable radios, purchased in 2011, are no longer supported by Motorola for parts or firmware upgrades and have reached the end of their 15-year service life. Most departments in the county have already upgraded their radio equipment to align with the new Jefferson County system. Our

department has aimed to be fiscally responsible by using existing equipment for as long as possible. The replacement of portable and mobile radios was included in the 2024 CIP budget at a total cost of \$303,200. The lowest bid from Gencomm for a combination of 47 Harris portable radios (with associated batteries, charging stations, and programming) and 14 Kenwood mobile radios (with associated installation, programming and remote radio heads) came in at \$319,194.59. This is roughly \$16,000 over the CIP budgeted amount. However, the City has flexibility in using excess borrowed funds from another project to supplement this project.

Cm. Schultz moved, seconded by Cm. Becker to authorize the City Manager to accept the proposal from Gencom for the purchase of new portable radios and mobile radios with the associated support equipment and programming for a cost not to exceed \$319,194.59, as budgeted in the 2024 CIP using funds borrowed for that purpose. Motion carried.

11. Miscellaneous

None.

12. Claims, Appropriations and Contract Payments

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

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

13. Adjournment

Cm. Schultz moved, seconded by Cm. Jaeckel to adjourn. Meeting adjourned at 7:39 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director