



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, AUGUST 6, 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. Jaeckel, Cm. Johnson, Cm. Schultz and President Lescohier. Also present: City Manager, City Clerk/Treasurer, City Engineer, Public Works Superintendent, City Attorney, Police Chief and Water Superintendent.

Excused absence: Cm. Becker.

3. Public Hearings

None.

4. Public Comment

David Frigo, 409 Milo Street - spoke on sidewalk near the river covered with goose droppings. He spoke to young ladies that were near the sidewalk today, who may have been part-time City employees, and they stated they would relay to their supervisor of the mess on the sidewalk. Mr. Frigo shared appreciation for their conversation and pleasant nature.

Laurie Wohlgemuth, 307 E Milwaukee Ave - spoke on the pledge of the allegiance during council meetings and requested a .

John Hausz, 104 Jefferson Street - asked if the School Board is under the discretion of the City Council. President Lescohier stated this cannot be discussed, however he provided a short answer of no. Mr. Hausz went on to state names of veterans and wanted to recite the pledge of allegiance. President Lescohier cited the City Ordinance that restricts public comment. Mr. Hausz continued and asked how much money was spent on Banker Road.

5. Consent Agenda

Schultz moved, seconded by Johnson to approve the Consent Agenda as presented. Motion

carried.

- a. *Review and possible action relating to the **minutes of the July 16, 2024 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the July 16, 2024 Ordinance Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the **minutes of the July 30, 2024 Loan Review Committee** (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action relating to the **minutes of the August 1, 2024 Joint Review Board meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action relating to **Citizen Appointments** to Committees, Commissions, and Boards (Houseman, City Manager)*
- f. *Review and possible action on a **Special Event: Tour de Fort**, August 24, 2024 from 6:30 a.m. - 4:00 p.m. at Jones Park, Lions Pavillion, and 3 bike routes (Ebbert, Clerk/Treasurer/Finance Director)*

6. Petitions, Requests, and Communications

- a. *Review and possible action on a proclamation recognizing **National Water Quality Month** (Houseman, City Manager)*
Schultz moved, seconded by Johnson to adopt the proclamation recognizing August as the National Water Quality Month in the City of Fort Atkinson. Motion carried.

7. Resolutions and Ordinances

- a. *First reading of an Ordinance creating section 94-5 of the City of Fort Atkinson Municipal Code relating to the authority of Crossing Guards (Bump, Police Chief)*
Chief Bump reviewed the purpose of this memo as it serves as background on the draft ordinance for Adult Crossing Guards. Wisconsin State Law provides authority to municipalities to appoint Adult School Crossing Guards to protect persons crossing crosswalks in the vicinity of schools. The authority offered to municipalities to appoint these crossing guards through State Statutes is only given if the municipality adopts an ordinance. The City currently has no such ordinance. The attached draft ordinance references both sections of State Statutes, which would allow the City or the School District to employ adult crossing guards with the authority to stop traffic for pedestrians. The draft ordinance also makes it unlawful to disobey an adult crossing guard, which would allow the Police Department to take enforcement action if a situation occurred where such action was necessary or in the public interest. Currently, the City employs adult crossing guards. However, adopting this ordinance which references both sections of Wisconsin Statutes would allow for the possibility of the School District taking on the employment of adult crossing guards in the future if mutually agreed upon between the City and the School District, without requiring a change in the ordinance.

Schultz moved, seconded by Jaeckel to direct the City Manager to prepare the Ordinance for its second and possible third/final reading on August 20, 2024. Motion carried.

- b. *First reading of an Ordinance to amend Section 66-38 of the City of Fort Atkinson Code of General Ordinances relating to members of the Plan Commission (Houseman, City Manager)*

Manager Houseman stated that for many years, the City Engineer position and the Public Works Director position were combined into one position. Earlier in 2024, the City Manager upgraded the Assistant City Engineer position, which has not been filled, to a City Engineer position with a new job description and responsibilities. The Public Works Director will oversee the Engineering Division of the Public Works Department, as led by the City Engineer. Staff proposes to amend Section 66-38 to allow the City Manager to appoint either the City Engineer or the Public Works Director to serve as the Secretary of the Plan Commission. Currently, City Engineer/Public Works Director Andy Selle serves as the Secretary of the Plan Commission. Mr. Selle is a Professional Engineer and prepares or reviews the preparation of the staff reports, information, and analysis presented to the Plan Commission for review and action. However, when the City hires a new City Engineer, this person would serve on the Plan Commission if the ordinance is not amended. Providing the City Manager the discretion over which position serves on the Plan Commission will allow the person best suited for the role the opportunity to serve.

Jaeckel moved, seconded by Johnson to direct the City Manager to prepare the Ordinance for a second reading on August 20, 2024. Motion carried.

8. Reports of Officers, Boards, and Committees

- a. *City Manager's Report (Houseman, City Manager)*
No action was taken.
- b. *Public Works and Parks Operation Facility - Project Update Q2 (Williamson, Public Works Superintendent)*
No action was taken.

9. Unfinished Business

None.

10. New Business

- a. *Review and possible action relating to an Intergovernmental Agreement between the City of Fort Atkinson and the Fort Atkinson School District **Police School Resource Officer (PSRO) Program 2024-2027** (Bump, Police Chief)*
Chief Bump provided history that the City of Fort Atkinson and the School District of Fort Atkinson have partnered for many years on the Police School Resource Officer program.

The attached agreement represents an extension of this partnership through 2027. The PSRO is an employee of the City and is paid by the City. However, this Agreement provides for cost-sharing between the City and the School District for this position. The parties split the cost of the position (salary and benefits), with the City funding the worker compensation and police professional liability premiums for the position. The cost to the school district for the 2024-2025 school year will be approximately \$62,174. The cost of the position for the remaining years of the contract will be determined on an annual basis and communicated to the school district in advance of the first bi-annual invoice. The School District of Fort Atkinson School Board approved this Intergovernmental Agreement at the July meeting.

Schultz moved, seconded by Jaeckel to approve the Intergovernmental Agreement between the City of Fort Atkinson and the School District of Fort Atkinson for the extension of the Police School Resource Officer program for the 2024-2025 to 2026-2027 school years (2024-2027). Motion carried.

- b. *Review and possible action relating to the proposal from August Winters & Sons, Inc. for \$10,125 to perform an **emergency replacement** of a 12-inch pipe serving the Water Utility Main Station Reservoir (Armstrong, Water Utility Superintendent)*
- Water Superintendent Armstrong informed the Council that a 12-inch piece of ductile iron pipe that feeds into the City's downtown Main Station Reservoir developed a crack and is leaking. Staff from the Water Utility have applied a temporary repair clamp on top of the crack to stop the leak. This 33-year-old pipe is the main supply line from both wells 3 and 4 that supplies water to the 300,000 gallon downtown storage reservoir and will need to be replaced. Upon diagnosing the issue, staff reached out to two contractors to review and work and provide cost estimates: August Winters & Sons, Inc. and Municipal Well & Pump. The proposal from Municipal Well & Pump was \$16,370. The proposal from August Winters & Sons, Inc. was \$10,125. The City has worked with both contractors before. They are both reputable and have performed satisfactorily in the past.
- Due to the emergency nature of the repair and the length of time needed to manufacture and receive the pipe, staff needed to choose a contractor and start the process prior to City Council approval in line with the City's Financial Stability Guidebook. Staff chose August Winter & Sons, Inc. to perform the work based on their proposal of \$10,125.

Jaeckel moved, seconded by Schultz to accept the proposal from August Winters & Sons, Inc. for \$10,125.00 to replace the 12-inch pipe feeding the main station reservoir. 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)

Schultz moved, seconded by Jaeckel to approve the list of Verified Claims. Motion carried.

13. Adjournment

Schultz moved, seconded by Jaeckel to adjourn. Meeting adjourned at 7:41 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director