



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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
THURSDAY, NOVEMBER 7, 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 and President Lescohier. Cm. Schultz arrived at 8:02 pm. Also present: City Manager, City Attorney, City Clerk/Treasurer, Director of Public Works, Police Chief, Fire Chief, Public Works Superintendent, Building Inspector, Park & Recreation Director and Library Director.

3. Public Hearings

a. Public Hearing relating to the City of Fort Atkinson 2025 Operating Budget, 2025 Capital Improvements Budget; and the 2026-2030 Capital Improvements Plan (Houseman, City Manager)

Manager Houseman presented the 2025 Operating Budget, 2025 Capital Improvement Budget and the 2026-2030 Capital Improvement Budget.

President Lescohier opened the Public Hearing at 7:23 pm.

John Donohue, 1550 Raveen Street - encouraged more public input on the budget earlier in the year. Encourage more cross-reference between the budget and comprehensive plan.

Ron Martin, 409 Nadig Drive - commented on the general fund levy supported debt for 2025.

President Lescohier closed the public hearing at 7:29 pm.

Cm. Becker shared appreciation for all of the Staff work on the budget and the expansion of the narrative.

4. Public Comment

John Donohue, 1550 Raveen Street - spoke highly of Richard (Dick) Schultz, past Council member who had passed in October.

5. Consent Agenda

Cm. Jaeckel moved, seconded by Cm. Johnson to approve the Consent Agenda as presented. Motion carried.

- a. *Review and possible action relating to the **minutes of the October 15, 2024 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the October 17, 2024 Police and Fire Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the **minutes of the October 31, 2024 Economic Development Commission** (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action on a **Special Event: Fort Atkinson Drift Skippers Snowmobile Club request to use snowmobile trails through the Klement Business Park** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action on a **Special Event: Fort Atkinson WWII Memorial Committee, WWII Memorial Unveiling** Sunday, November 10, 2024 1:00-2:30 PM (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Review and possible action on a **Special Event: Badger Bank, Santa is Coming to Town**, Saturday, December 7, 2024, 10:00 AM - 1:00 PM. (Ebbert, Clerk/Treasurer/Finance Director)*

6. Petitions, Requests, and Communications

- a. *ATV/UTV Ordinance Six-month Review per Section 95-160 of the Municipal Code (Bump, Police Chief)*

Chief Bump presented data upon the passing of the ATV/UTV ordinance by the Fort Atkinson City Council, enforcement data must be reviewed by the City Council every after six (6) months. The data below reflects enforcement action by Fort Atkinson Police Officers initiated within the city limits of Fort Atkinson. Data provided reflects calls for service related to ATV/UTV enforcement and complaints from January 1 – March 31, 2024. This is a snapshot of enforcement action taken by officers before the ordinance allowing ATV/UTVs to legally travel city streets as a mode of transportation was enacted. Accidents - 0, Warnings - 0, Citations - 0, Other - 0.

Chief then shared data from April 1 - October 27, 2024 - Accidents - 0, Warnings - 21, Citations - 3, Other - 3. Calls for service resulting in enforcement action by police officers within the City of Fort Atkinson from April – October was a combination of complaints called in and officer self-initiated activity. This ordinance has created a new area of focus that requires officers to dedicate enforcement and education time. Fortunately, within the

initial 6 months, we have seen no accidents or injuries to citizens. However, we know based on WI DNR statistics, accidents, specifically injury and fatal ATV/UTV accidents are at an all time high for 2023 and now again in 2024 for Wisconsin. As one compares the 2024 data, one can see that officers now have additional enforcement responsibilities that were not previously present. Officers also now require additional training and understanding of DNR related law violations and safety concerns not previously required within the City jurisdiction. Ongoing training and enforcement requirements will be necessary for all officers in the agency as we move forward. Competing training funds and available training time may become a financial strain on already low resources.

No action was taken.

*b. UW-Whitewater Enactus Presentation relating to **Boost Fort Atkinson: A Business Competition***

UW-Whitewater Enactus group, social entrepreneurs provided a presentation on Boost Fort Atkinson, City Pitch Competition to revitalize communities and downtowns. Manager Houseman stated that the Fort Atkinson Community Foundation has approved a matching grant up to \$16,000 along with funds in Fund 8, the City Scape/Tourism/Street Scaping/Lodging Room Tax.

No action was taken.

7. Resolutions and Ordinances

None.

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

None.

10. New Business

*a. Review and possible action relating to the **purchase of a new 2024 Ford F250 4X4 Pickup Truck** for the Public Works Department at a cost not to exceed \$47,031 (Williamson, Superintendent of Public Works)*

Superintendent Williamson discussed that in November of 2023, the City Council approved the City's 2024 Capital Improvement Budget that included a new 2024 Ford F250 4X4 Pickup Truck for the Public Works Department. This truck is a planned replacement of a 22-year-old Chevy 2500 (Fleet No. 15). The proposed new F250 will be inserted into the Public Works Fleet as a field supply truck and the Chevy being replaced will move into

part-time summer service, replacing a very worn out 26-year-old Chevy 2500 field truck from 1998. The Department has accounted for the shift in pricing for future budgeting. However, the funds in the 2024 CIP borrowing were planned significantly lower than the available purchase price accounted for in the State of WI Purchasing Contract. Funding for this purchase is available in the 2024/2025 Capital Borrowing as a result of existing savings in planned 2024 purchases and earned interest income on current unspent borrowed funds. Staff has confirmed that there are funds available to offset the unanticipated increased contact purchase cost of \$8,531.00.

Cm. Becker moved, seconded by Jaeckel to approve the purchase of a new 2024 Ford F250 4X4 pickup truck for the Public Works Department at a cost not to exceed \$47,031.00 from Ewald Hartford Ford. Motion carried.

*b. Review and possible action on the purchase of a **Tire Changer** for Public Works Operations (Williamson, Superintendent of Public Works)*

The Public Works Department services and maintains all the city-owned fleet vehicles. This includes all departments, such as the Water Utility, Wastewater Utility, Public Works, Parks, Electrical, Engineering, Building Inspection, and all Public Safety vehicles. The fleet numbers more than 100 vehicles and the department performs all regular maintenance and emergency repairs. Part of this process requires regular and frequent tire changes. Our existing tire changer is 17 years old and has reached the end of its lifespan. It is no longer safe to operate as a portion of the air pressure operating system has failed and randomly continues rotating after the operator attempts to stop the equipment. This presents a serious safety concern for anyone using the equipment. The Department had planned to replace this machine with the completion of the new Public Works and Parks Operations Facility in the spring of 2025. However, with the recent failure, and the fact that the current piece of equipment is vital to the service operation of the Public Works Department, we determined an immediate replacement is necessary.

Cm. Becker moved, seconded by Cm. Jaeckel to approve the purchase of a Snap-On Shop Essentials Express HD Tilt Back Tire Changer for an amount not to exceed \$8,618.40. Motion carried.

*c. Review and possible action relating to the request to purchase a Eventide Nextlog **digital 911, phone and radio recording system** at a cost not to exceed \$24,801 from GenComm (Bump, Police Chief)*

Chief Bump discussed the primary answering point for 911 and all other emergency issues for the City as the 911 Dispatch Center, who records all phone calls and radio transmissions that come through the facility. The current recording system was installed in 2017 and was an upgrade from the previously used recording system. The current system is an analog only recording device that allows for a remote computer interface where dispatchers have immediate access to recorded transmissions and phone calls that can be reviewed while resources are still active on calls or deployed for events. In 2023 the current system became unsupported by the company as the technology was outdated and being phased out to make room for more modern operations. The upgrade of the phone system across City Departments also resulted in the loss of recording operations on all agency phone lines. The phone upgrade brought the phones from an analog system to an internet-based digital system. In June 2024, ATT began its 911 transition, going from an analog based system to a digital system. With this transition, the department will see the

911 lines go to a digital platform. This transition is set to occur sometime between January 2025 and March 2025. The exact date is unknown as the department is on a waiting list with all other 911 centers across the State. When this transition occurs, the recording system will be non-compliant with 911 recording. The ATT 911 transition also brought with it notifications that the 911 system is no longer supported and is being phased out. After all of these upgrades are active, the current recording system will only function as a recording device for radio transmissions. As the system is no longer supported and obsolete, the department must replace/upgrade the system to maintain the required functionality that aligns with national best practices and with the value a recording system provides to the public safety platform.

Bump continued, within the 2024 Police Department Operating Budget, \$14,200.00 was budgeted in Account 5211-0900 for the annual maintenance and support of the 911 system. These annual maintenance expense has been in the budget since 2018 when the department upgraded the current 911 system. Because ATT is phasing out the current platform and not supporting the 911 operating system, those funds have not yet been spent in 2024. Staff proposes to use these funds to support the upgrade of the recording system. Budget Line 5211-0900 can absorb an additional expenditure of \$536.58 toward purchase. When ATT notified the agency of the phase-out of other current 911 equipment, the agency had funds obtained through a private donation that were then set aside to additionally support the recording system upgrade. Additionally, the agency received a \$300.00 donation from another private donor in September 2024. The sum of these two donations is: \$10,064.42.

Cm. Schultz moved, seconded by Cm. Becker to approve the purchase of the Eventide Nextlog recording system for upgrades to 911, phone and radio recording systems at a cost not to exceed \$24,801 from GenComm. Motion carried.

11. 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. Jaeckel moved, seconded by Cm. Becker to approve the list of Verified Claims as presented. Motion carried on a roll call vote.

12. Closed Session

- a. *The City Council may consider a motion to convene in closed session pursuant to State Stat. Section 19.85(1)(e) to conduct other specified business where competitive or bargaining reasons require a closed session [Refuse and Recycling Service Contract Review] (Houseman, City Manager)*
Cm. Becker moved, seconded by Cm. Johnson to convene into closed session pursuant to State Stat. Section 19.85(1)(e) to conduct other specified business where competitive or

bargaining reasons and stay in closed session to deliberate or negotiate the purchasing of public properties, where competitive or bargaining reasons require a closed session.
Motion carried on a roll call vote.

Cm. Becker moved, seconded by Cm. Schultz to reconvene in open session at 9:04 pm.

- b. *The City Council may remain in closed session pursuant to State Stat. §19.85(1)(e) to **deliberate or negotiate the purchasing of public properties**, where competitive or bargaining reasons require a closed session (Houseman, City Manager)*
- c. *The City Council may reconvene in open session to take action on item(s) reviewed in closed session [offer and/or option to purchase property] (Houseman, City Manager)*

Cm. Becker moved, seconded by Cm. Schultz to approve the Offer to Purchase Lots 12 and 13 in the Klement Business Park from Wisconsin Development Partners LLC for \$323,700.
Motion carried on a voice vote.

Cm. Jaeckel moved, seconded by Cm. Schultz to approve the Option to Purchase Lot 1 in the Klement Business Park from Wisconsin Development Partners LLC for \$5,000 and \$335,700 if exercised by October 31, 2025. Motion carried on a voice vote.

13. Adjournment

Cm. Jaeckel moved, seconded by Cm. Schultz to adjourn. Meeting adjourned at 9:08 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director