



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, DECEMBER 3, 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, Jaeckel, Johnson, Schultz and President Lescohier. Also present: City Manager, City Attorney, City Clerk/Treasurer, Director of Public Works, Building Inspector, Police Chief, Fire Chief and Park & Recreation Director.

3. Public Hearings

None.

4. Public Comment

None.

5. Consent Agenda

Cm. Schultz moved, seconded by Cm. Johnson to approve the Consent Agenda as presented with a minor correction to the Council Minutes of the November 19, 2024 meeting. Motion carried.

- a. Review and possible action relating to the **minutes of the November 19, 2024 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. Review and possible action relating to the **minutes of the November 26, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. Review and possible action relating to the **minutes of the November 20, 2024 Police and Fire Commission meeting** (Clerk/Treasurer/Finance Director)*

6. Petitions, Requests, and Communications

None.

7. Resolutions and Ordinances

- a. *First reading of an ordinance relating to a **Zoning Map Amendment** to change the zoning district for the property located at 211 Memorial Drive (parcel number 226-0514-0312-050), from Single Family Residential (SR-5) to Institutional (I) (ZMA-2024-02) (Draeger, Building Inspector/Zoning Administrator)*

Building Inspector Draeger discussed the proposed rezoning that includes one parcel located at the corner of Sherman Avenue and Memorial Drive. The 0.68-acre property is currently developed with an 8,000 square foot, single-story, commercial-style building with the remainder of the site devoted to surface parking. This was the former location of the Fort Family Dental Clinic prior to that use moving out to Madison Avenue. The applicant is proposing to rezone the property to Institutional to enable the current and future use of the property. This is consistent with how the property has been developed, is currently oriented, and was used when it was a dental practice just a few years ago. The proposed rezoning aims to provide additional land use opportunities for the property that mirrors the neighborhood characteristics of intermixed Institutionally-zoned properties throughout this area and the existing development patterns of the site. Overall, the proposed rezoning meets the requirements of the City's ordinances, is in alignment with adopted City plans, and can provide activation of an existing vacant building and site. A Public Hearing was held at the Plan Commission meeting on November 26, 2024. Also, at that meeting, the Plan Commission recommended the City Council perform three readings and adopt the ordinance, amending the Official Zoning Map.

Cm. Becker moved, seconded by Cm. Johnson to approve the first reading of the ordinance, amending the Official Zoning map for the property located at 211 Memorial Drive from (SR-5) Single Family to (I) Institutional, and direct the City Manager to prepare it for a second and possible third/final reading on December 17th. Motion carried.

- b. *Review and possible action relating to a **Resolution Adopting the 2025 Stormwater Utility Rate** (Selle, City Engineer/Director of Public Works)*

Director Selle referenced the presentation on November 19th from Trilogy Inc., who aids in evaluating the current financial picture of the City's three utilities as well as look at forecasting future expenses and revenues. During the 2025 budget process that Council has reviewed over several recent meetings and workshops, the need for an increase in utility rates to meet anticipated expenses was noted. Past rates and revenues: Increased by 25% in 2024, to \$65.63/ERU/Year. Rate increases are needed to fund: Debt service for Public Works and Parks Facility, Ongoing maintenance and infrastructure replacement of the collection system, Re-establish depleted reserves and TMDL projects.

Cm. Becker moved, seconded by Schultz to adopt the Resolution authorizing the 2025 Stormwater Utility Rate. Motion carried.

- c. *Review and possible action relating to a **Resolution Adopting the 2024 Wastewater Utility Rates** (Selle, City Engineer/Director of Public Works)*

Director Selle provided the recommended increase for wastewater rates. The last full rate study was completed in 2020 with an increase of 6% that was implemented in 2021, 2022,

and 2023. Rates were increased 3% in 2024 and now recommended 3% for 2025.

Cm. Johnson moved, seconded by Cm. Johnson to adopt the Resolution authorizing the 2025 Wastewater Utility Rates. Motion carried.

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 a **Public Monument Review - Eagle Scout Project to install bike repair stand** located at the Rotary Train Depot (Dayton, Director of Parks and Recreation)*

Park & Recreation Director Dayton introduced Scout Landon Stachel as he is requesting to install an outdoor bike repair station for his final Eagle Scout Project. At the September 11, 2024 Park and Recreation Advisory Board meeting, Landon presented his project and received feedback regarding the installation location along the Glacial River Bike Trail. Board members and staff recommended the site north of the Rotary Train Depot shelter, near the existing bike racks. Staff presented the monument to the Plan Commission at the November 26, 2024, meeting the requirements of the Public Monument/Building Review application. The Plan Commission reviewed this item and recommended that the City Council approve the bike repair station through this process. Staff will continue to work with the applicant to bring this project to completion.

Cm. Jaeckel moved, seconded by Cm. Schultz to approve this request for a Public Monument/Building review allowing the installation of the Bike Repair Station along the Glacial River Trail adjacent to the Rotary Train Depot shelter. Motion carried.

- b. *Review and possible action relating to a contract for **Construction Engineering Services** from Quam Engineering (Selle, Director of Public Works)*

Director Selle reminded the Council of the Banker Rd development project design that was awarded to Quam Engineering for \$95,985, nearly \$100,000 below the next lowest design bid. The City then was awarded a \$1.4M grant for Banker Road specifically, and thus shifted the design scope with Quam Engineering away from Banker Road and instead added two additional streets and a full grading plan for the lots that we have called Phase 1. The added costs associated with that change in the design were captured in an Addendum for \$107,335, that staff mistakenly presented to the Council as a contract addendum to design Banker Road under the WisDOT grant award. So to summarize, our

total design contract for the infrastructure and roads in Phase 1 with Quam Engineering is \$203,320, of which we have about \$18,000 remaining. Our current design effort is completed, except for some interactions with WE Energies. A contract was awarded by Council at their meeting on 11/19/24 for the construction of the infrastructure by Forest Landscaping and Construction, which has already commenced. The design contract with Quam Engineering took us through the bidding phase, completed on October 24, 2024. As with past practice, the City has asked for a proposal from the design engineer, Quam Engineering, to provide construction period services which is before the Council tonight for consideration.

Cm. Jaeckel moved, seconded by Cm. Becker to approve the contract for Construction Engineering Services for the Banker Road infrastructure project from Quam Engineering in an amount not to exceed \$178,000. Motion carried.

- c. *Review and possible action relating to an Amendment to the Rural Fire Contract and Rural Ambulance Agreement between the City of Fort Atkinson and the Town of Oakland to **expand Fire/EMS services** (Peterson, Fire Chief)*

Chief Peterson provided that the Fort Atkinson Fire Department (FAFD) currently serves the City of Fort Atkinson and portions of five surrounding towns: Koshkonong, Hebron, Jefferson, Oakland, and Sumner. In the Town of Oakland, the Department currently serves sections 14 (portion), 23, 24, 25, 26, 27 (portion), 34, 35, and 36. Other sections and portions thereof of the Town of Oakland have been served by Jefferson, Lake Mills, and Cambridge. The Town of Oakland recently took action to remove the Town from the contracts with Cambridge EMS and the Cambridge Fire Department. This decision left the Town of Oakland without emergency service coverage effective January 1, 2025. Officials from the Town of Oakland have asked the Fort Atkinson Fire Department, as well as Jefferson and Lake Mills, to expand coverage areas further into Oakland to provide public safety services to residents. FAFD agreed to potentially extend coverage to these areas with Council approval, coordinated through discussions between Chief Peterson of Fort Atkinson, Chief Wegner of the Jefferson Fire Department, and Chief Russ of the Lake Mills Fire Department. This collective approach was designed to address the need based on each department's response capabilities and proximity to the affected areas. The cost for service in 2025 is not yet known, but per the current contract, it will be between 2% and 6% over the 2024 contract cost, subject to the CPI calculation. The 2024 cost for fire service is \$32,015.49. The Amendment outlines the cost for one year of Fire and EMS service for the additional portion of the Town of Oakland. The cost for fire service in 2025 for this additional area will be \$23,500 for fire protection and \$8,750 for fire equipment for a total of \$32,250. The cost for EMS service will be \$42.00 per capita for approximately 680 additional people, for a total of \$28,560. The City will invoice the Town of Oakland quarterly in 2025 for both service areas.

Cm. Schultz moved, seconded by Cm. Jaeckel to approve the Amendment to the rural fire contract and rural ambulance contract between the City of Fort Atkinson and the Town of Oakland for 2025. Motion carried.

- d. *Review and possible action relating to the purchase of **Electronic Control Devices** under the Police Department 2025 CIP (Bump, Police Chief)*

Chief Bump shared that the police department is set to purchase new electronic control devices (ECDs, also known as tasers) from Axon to replace the current units that have exceeded end of life estimates. The replacement of the ECDs was planned and budgeted under the 2025 Capital Outlay Budget for the Police Department in the amount of \$15,000.00. This total quote will cover purchase and deployment of the replacement ECDs. The replacement of the ECDs are on a 5 year rotation within the Capital Improvement Budget. There are no competitive or comparison quotes. Axon is the sole proprietor for their products and there are no authorized dealers or secondary sale options/vendors. Ordering in December 2024 will lock in the 2024 prices with delivery and payment in 2025.

Cm. Becker moved, seconded by Cm. Jaeckel to authorize staff to purchase replacement electronic control devices from Axon for \$14,985.80 as budgeted in the Police Department 2025 CIP. Motion carried.

- e. *Review and possible action relating to the **purchase of two squad cars** under the Police Department 2025 CIP (Bump, Police Chief)*

Chief Bump noted the department is set to replace two (2) police vehicles in 2025. Funds are established in the 2025 Budget under the Police Outlay Account in the amount of \$138,000.00, which includes the vehicles and the equipment and change-over costs. The Police Department requested bids for the 2025 Ford Interceptor SUV. Through the bid process, staff received proposals from Ewald Ford and Griffin Ford. After the purchase of the vehicles, there will be roughly \$47,000 in costs associated with squad specific equipment and change over costs. When those costs have been determined, staff will bring the purchases back to the City Council for approval. The vehicles will arrive in or around March 2025.

Cm. Schultz moved, seconded by Cm. Jaeckel to authorize the purchase of two new police squad cars from Griffin Ford for \$90,989.52 as budgeted in the 2025 Police Department CIP. Motion carried.

- f. *Review and possible action relating to a **Contract for City Engineer services** with Ruekert & Mielke, Inc. (Houseman, City Manager)*

Manager Houseman stated that with the departure of Public Works Director Andy Selle, who also served as the City Engineer, the City will be in need of the services of a licensed Professional Engineer. In 2022, the City entered into a Master Services Agreement with Ruekert & Mielke for municipal engineering services. The City Engineer position remains vacant, and the City has a well-established relationship with Andy Burt of Ruekert & Mielke. Staff wishes to continue this relationship through the attached Professional Services Agreement for interim City Engineer services.

Cm. Schultz moved, seconded by Cm. Johnson to approve the contract for interim City Engineering services with Ruekert & Mielke and authorize the City Manager to execute on

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

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 [**Review of Draft Development Agreement for Ridge View Estates**] (Houseman, City Manager)*
Cm. Becker moved, seconded by Cm. Johnson to convene into closed session pursuant to State Statute 19,85(1)(e) to conduct other specific business where competitive or bargaining reasons require a closed session - review of draft development agreement for Ridge View Estates. Motion carried unanimously.

13. Adjournment

Cm. Jaeckel moved, seconded by Cm. Becker to adjourn. Meeting adjourned at 9:01 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer/Finance Director