



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, JANUARY 21, 2025 – 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 Clerk/Treasurer/Finance Director, City Attorney, Public Works Superintendent, Building Inspector, Water Supervisor, Fire Chief and Interim City Engineer.

3. Public Hearings

None.

4. Public Comment

None.

5. Consent Agenda

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

- a. *Review and possible action relating to the **minutes of the January 7, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the January 14, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of December 2024 (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action relating to **building, plumbing, and electrical permit report for December 2024** (Draeger, Building Inspector/Zoning Administrator)*
- e. *Review and possible action relating to the **2024 Year-end building, plumbing, and electrical permit** report (Draeger, Building Inspector/Zoning Administrator)*
- f. *Review and possible action relating to the City Clerk-issued **License and Permit Report for December 16, 2024, through January 17, 2025** (Ebbert, Clerk/Treasurer/Finance Director)*

- g. *Discussion and possible action relating to a **Temporary Retailer's License** for St. Joseph Catholic Church, Knights of Columbus Chili Cook Off on February 15, 2025 (Ebbert, 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 a portion of the property located at 401 Madison Ave. (parcel number 226-0514-0412-006), from Urban Mixed Use (UMU) to Single Family Residential (SR-7) (Draeger, Building and Zoning Administrator)*

Inspector Draeger presented the recommendation from Plan Commission to rezone property located at 401 Madison Avenue from UMU to SR-7. The proposed project involves splitting an existing parcel into two parcels and rezoning the new southern parcel (Lot 2 - facing Lincoln Street) from the UMU zoning district to the SR-7 zoning district. The new northern parcel (Lot 1 - facing Madison Avenue) is proposed to remain in the UMU zoning district. The existing parcel takes access from an alley that runs from Madison Avenue to Barrie Street. A detached garage structure is currently located near the alley and is proposed to remain as part of Lot 1 facing Madison Avenue, creating a slightly odd configuration in the northwest corner of the new Lot 2. All existing structures on the parcel today will remain with Lot 1. The applicant has expressed interest in developing the new Lot 2 into a new single-family home that would take access from Lincoln Street. This would be a permitted by right land use in the SR-7 zoning district, if the rezoning and CSM are completed. The newly created lot would be able to construct a garage.

Schultz moved, seconded by Johnson to direct the City Manager to prepare the Ordinance for a second reading at the February 4, 2025 City Council meeting. Motion carried.

8. Reports of Officers, Boards, and Committees

- a. *City Manager's Report (Houseman, City Manager)*
No action taken.
- b. *Interim City Engineer's Report relating to Ridge View Estates (Banker Road property) (Burt, Interim City Engineer)*

Interim City Engineer Burt reviewed the least cost alternative for any site development regarding earthwork is a balanced site, meaning no materials are required to be exported from or imported to the site. The initial design of BRD was balanced, including anticipated basement excavations. The design was based upon 25 test pits conducted by CGC, Inc. which were generally "described by the following strata (in descending order): About 5 to 24 in of topsoil, underlain by 0 to 7.5+/- ft of

sandy lean clay, lean clay and/or silt, followed by sand deposits with variable amounts of silt and gravel to the maximum depths explored.” Only CGC, Inc. test pit #11 at the rear corner of Lots 10/11 indicated “Fill: Brown to Gray to Black Fine Sand, Clay and Silt with Wood and Metal Portions.” Initial grading of the site revealed very poor non-structural (organic) fill material along the west side of the site (under Merigold Drive and Lots 2-14 and 52-56). This material is unacceptable for road and building construction so additional test pits were conducted to map the depths and extents. Discovery of this poor material also created two challenges for site grading. All stakeholders have collaborated to identify least cost solutions for the excess non-structural material. These include the following: Identify additional locations within the project area to place and/or stockpile material, Redesign components of project to require the use of additional non-structural material, Explore interest from third parties in removal of excess topsoil at no cost and Explore specific approaches to the excavation, grading and restoration of each lot that is mutually beneficial to the development team. The discovery of differing soils within the site has presented some challenges but collectively we have explored and/or implemented a number of measures to minimize the overall cost.

No action was taken.

9. Unfinished Business

None.

10. New Business

- a. *Review and possible action on a design contract for the City's **2026 water main replacement and street improvements** (Armstrong, Water Utility Superintendent)*
Supervisor Armstrong stated that in 2026, the City's water main replacement and road construction will focus on Jefferson St., White St., Clover Ln., and Oak St. The project will include sidewalk as a bid alternate to infill missing areas. Sanitary and storm main and manholes will be evaluated by the City staff and point repairs will be added to the project design as needed. The City will begin design early in 2025 for the project with the anticipation of putting out bids for the work in the 4th quarter of 2025, again pushing for the advantages provided with an early bid date for construction in 2026. Twelve firms were solicited for the work. A total of four proposals were received. This work is uncomplicated in both the project design and the schedule required. Differentiation of the proposals really focuses on the cost proposal and the stated ability to meet the schedule for bid documents. To that end, the bids ranged from a high of \$98,000 to a low of \$61,000. The summary of the proposal review is attached. Ruekert-Mielke provided the lowest bid on their design proposal. All proposals are included with this memo, and all four companies have worked in the City previously. This work involves aspects of stormwater, water, wastewater, and road design and is assigned a percentage of the design fees to each of these four accounts within the three utilities and Fund 5 of the general fund.

Jaeckel moved, seconded by Schultz to award the design contract for the City's 2026 water main replacement and street improvements to Ruekert & Mielke in an amount not to exceed \$61,644.00 and authorizing the City Manager to execute the contract for these services. Motion carried.

- b. *Review and possible action relating to a **Master Services Agreement** with Ruekert and Mielke, Inc. for Engineering Services through December 31, 2025 (Houseman, City Manager)*

Manager Houseman reminded the council of an approved a Master Services Agreement with Ruekert & Mielke, Inc. in 2022 for professional engineering services. That agreement ran through the end of 2023 and was necessary because the City had been unable to fill the Assistant City Engineer position. In December 2024, the City Council approved an Agreement with Ruekert & Mielke, Inc. to serve as the Interim City Engineer until such time that a City Engineer is hired due to the departure of City Engineer/Public Works Director Andy Selle. Andrew Burt, P.E. has been serving as the Interim City Engineer since that Agreement was approved in December. The attached letter dated January 15, 2025 extends the Master Services Agreement through December 31, 2025. The work of Mr. Burt as Interim City Engineer will fall under a Task Order through this MSA. This extension of the MSA will not require additional funding by the City, unless or until additional Task Orders are approved for specific projects. The attached 2025 rate schedule outlines the rates for services and was approved as part of the Interim City Engineer agreement from December 2024. If there are Task Orders outside Mr. Burt's services as Interim City Engineer, they will most likely come before the City Council for action.

Becker moved, seconded by Schultz to approve the Master Services Agreement with Ruekert and Mielke, Inc. for engineering services through December 31, 2025, and authorize the City Manager to execute the agreement. Motion carried.

- c. *Review and possible action relating to a **Certified Survey Map** for the property located at 401 Madison Avenue (Draeger, Building and Zoning Administrator)*

Inspector Draeger reviewed the CSM for property located at 401 Madison Avenue. The proposed project involves splitting an existing parcel into two parcels and rezoning the new southern parcel (Lot 2 - facing Lincoln Street) from the UMU zoning district to the SR-7 zoning district. The new northern parcel (Lot 1 - facing Madison Avenue) is proposed to remain in the UMU zoning district. The existing parcel takes access from an alley that runs from Madison Avenue to Barrie Street. A detached garage structure is currently located near the alley and is proposed to remain as part of Lot 1 facing Madison Avenue, creating a slightly odd configuration in the northwest corner of the new Lot 2. All existing structures on the parcel today will remain with Lot 1. The applicant has expressed interest in developing the new Lot 2 into a new single-family home that would take access from Lincoln Street. This would be a permitted by right land use in the SR-7 zoning district, if the rezoning and CSM are completed.

Becker moved, seconded by Johnson to approve the Certified Survey Map for the property

located at 401 Madison Ave. Motion carried.

- d. *Review and possible action relating to **rescheduling regular City Council meetings to accommodate 2025 Election Schedules** (Ebbert, City Clerk/Treasurer/Finance Director)*
Clerk/Treasurer Ebbert stated the Council regularly meets on the first and third Tuesday of every month. This year, there are two elections that coincide with Council meeting dates. Staff requests that the Council move the Council meetings to the following Thursday to accommodate the elections. Elections are a key responsibility of the City Clerk, as is taking the minutes at the City Council meeting. Rescheduling the meeting allows the City Clerk to focus entirely on the Election and provides the opportunity for Council and Staff to cast their vote on said date without meeting conflicts.
- Tuesday, February 18th to Thursday, February 20th (due to Spring Primary)
 - Tuesday, April 1st to Thursday, April 3rd (due to Spring General Election).

Jaeckel moved, seconded by Schultz to reschedule the City Council meetings as noted due to elections. 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)
Becker moved, seconded by Jaeckel to approve the list of Verified Claims as presented. Motion carried.

13. Adjournment

Jaeckel moved, seconded by Becker to adjourn. Meeting adjourned at 7:37 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director