



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, FEBRUARY 4, 2025 – 7:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

President Lescohier called the meeting to order at 6:00 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/Zoning Administrator, Public Works Supervisor,

3. Public Hearings

None.

4. Public Comment

John Hausz, 104 Jefferson Street spoke on invasive species in a subdivision near property he owns, stormwater discharge and contaminated soils on Banker Road.

5. Consent Agenda

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

- a. *Review and possible action relating to the **minutes of the January 21, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the January 28, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

6. Petitions, Requests, and Communications

- a. *Public Works and Parks Operations Facility - Q4 Project Update (Williamson, Superintendent)*
Superintendent Williamson provided a quarterly update on the construction progress of the Public Works and Parks Facility Operations. No action was taken.

7. Resolutions and Ordinances

- a. *Second 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 provided the second reading of the 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). 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.

Staff recommends approval with the following conditions: building permit review and approval by City staff prior to any construction on the new southern parcel (Lot 2 in CSM); and any other recommendations of City staff and the Plan Commission.

Schultz moved, seconded by Jaeckel to approve the second reading of this Ordinance and direct the City Manager to bring the ordinance back to council for a third/final reading after the CSM is finalized. Motion carried.

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

- a. *Review and possible reaffirmation relating the **petition to discontinue Trillium Drive and a portion of Banker Road** in the City of Fort Atkinson, Jefferson County, Wisconsin (Draeger, Building Inspector/Zoning Administrator)*

Inspector Draeger spoke on Trillium Dr that was platted in early 2024 using a Certified Survey Map and was approved by Planning Commission and City Council. The boundaries of the right of way reflected a previous design for the development that is no longer

appropriate. The right of way will be re-established in functionally the same area through the upcoming review and possible approval of a preliminary plat or certified survey map in the area. The process for discontinuance of a right of way is covered in state statute 66.1003. The statute indicates that proceedings to consider the discontinuance may be initiated by a petition for such by all adjacent adjoining property owners. The Plan Commission reviewed this request at a meeting on December 10, 2024 and recommended the City Council approve the Resolution to discontinue Trillium Drive. The Council held a public hearing with no participation on December 17, 2024, and adopted the attached resolution. Since that time, City staff has been working with the contracted design engineer and surveyor from Quam Engineering on the preliminary plat for the subdivision. The surveyor suggested staff bring this item back to the council because there was an erroneous Exhibit included for this item previously which referenced James Way; and staff would like the correct exhibit to be reflected on the public record. Staff has also added, "and a portion of Banker Road" to the title of the item so that it is clear that the instrument vacates both the previously platted Trillium Drive and the portion of Banker Road that is shown in Exhibit A.

Jaeckel moved, seconded by Schultz to reaffirm the petition to discontinue Trillium Drive and a portion of Banker Road in the City of Fort Atkinson, Jefferson County, Wisconsin. Motion carried.

- b. *Review and possible action relating to a **Certified Survey Map** dedicating Hawthorne Drive as a public right-of-way (Draeger, Building Inspector/Zoning Administrator)*
- Inspector Draeger spoke on Hawthorne Drive, which was platted and dedicated to the public in 2023 using a Certified Survey Map, approved by Planning Commission and City Council. The property is owned by the Fort Atkinson School District and currently functions as a driveway to access the High School building, parking lots, and athletic fields. The Plan Commission reviewed the CSM request at a meeting on September 26, 2023 and recommended the City Council approve the Certified Survey Map. The Council approved the CSM on October 3, 2023. The information from 2023 is attached to this memorandum. The document was approved, but not recorded because City staff became aware that adjustments would need to be made to the right-of-way to accommodate a new intersection at Hawthorne Drive and Trillium Drive. The revised Preliminary CSM depicts a small amount of additional public right-of-way to accommodate a roundabout at Hawthorne and Trillium and a minor adjustment on the south end of Hawthorne to accurately document a boundary marker that was incorrectly mapped by 1.5 ft on the previous version. Upon approval by the City Council, the certified survey document will be recorded, and the subject area will be dedicated to the public for road purposes.

Schultz moved, seconded by Becker to approve the Certified Survey Map dedicating the Hawthorne Drive right-of-way to the City of Fort Atkinson for public road purposes. Motion carried.

10. New Business

- a. *Review and possible action relating to **Change Order #4** for the Public Works and Parks Operations facility (Williamson, Superintendent of Public Works)*

Superintendent Williamson stated that at the January 4, 2024, regular meeting of the City Council, the Council awarded Gilbank Construction the contract for construction services to build the new Public Works and Parks Operations Facility. At that meeting City Council provided for a 5% contingency in the amount of \$577,200. This request continues the Change Order process to adjust the contract amount (both increase and decrease) that may affect this contingency. Change Order #4 documents ten (10) items added, changed, or altered to improve the original intended design.

Schultz moved, seconded by Johnson to approve Change Order #4 for the Public Works and Parks Operations Facility project in the amount of \$9,342.00. Motion carried.

- b. *Review and possible action relating to the **Purchase of a Forklift** for the new Public Works and Parks Operations facility (Williamson, Superintendent of Public Works)*

Superintendent Williamson reviewed the borrowing for the project included items to be provided by the City including service shop equipment, facility operations equipment, furnishings, audio and video components, and storage racking and shelving. The Public Works Department released a request for proposals for the purchase of a forklift to facilitate safe loading and unloading of stored items to the new mezzanine storage spaces. Staff received five (3) proposals from qualified firms. The City requested proposals for both new and used forklifts with a minimum lifting capacity of 4000 lbs. to 5000 lbs.

Jaeckel moved, seconded by Becker to approve the purchase of a Forklift from Crown Equipment Corporation, for the Public Works and Parks Operations Facility, in the amount not to exceed \$26,387.30. Motion carried.

- c. *Review and possible action relating to the **Purchase of Audio-Visual Equipment** for the Public Works and Parks Operations facility (Williamson, Superintendent of Public Works)*

Superintendent Williamson noted the new facility is slated for building completion and move in the week of February 10, 2025. As a result, the design architect and staff felt it was necessary to commit to the purchase and contract installation of the necessary audio-visual equipment required to properly outfit the new facility in anticipation of a fast approaching move in date. The two proposals received range from a low bid of \$45,465.00 to a high bid of \$56,841.00. The bids were put together slightly differently, with differing equipment offerings and levels of service and options. As a result of this, staff scrutinized and reached out to the Fort Atkinson School District, and the City's I.T. Professionals (Ignatek) for review assistance. Both groups indicated that each bidder's approach will work for our needs and offer high quality components. Staff requested a list of references for past work products and both bidders submitted a list containing a variety of schools and commercial users. One of those schools is the Fort Atkinson School District which spoke highly of ACS as a service provider for their training room needs.

Schultz moved, seconded by Johnson to award the contract to AC - Advanced

Communications Services for the items included in their proposal for FFE for the Public Works and Parks Operations Facility in the amount not to exceed \$45,465.00. Motion carried.

d. *Review and possible action relating to the **Purchase of a Part Washer** for the Public Works and Parks Operations facility (Williamson, Superintendent of Public Works)*

Superintendent Williamson discussed the next necessary purchase of an automatic parts washer required to properly outfit the new facility service shop in anticipation of a fast approaching move in date. The two proposals received range from a low bid of \$12,595.00 to a high bid of \$15,471.65. The low bidder was Wisconsin Steam Cleaner at \$12,595.00 and can be compared to the other bidders in the attached bid documents.

Schultz moved, seconded by Johnson to award the contract to Wisconsin Steam Cleaner for the purchase of an Automatic Parts Washer in their proposal for FFE for the Public Works and Parks Operations Facility in the amount not to exceed \$12,595.00. Motion carried.

e. *Review and possible action relating to the annual **Public Works Brush Grinding** contract (Williamson, Superintendent of Public Works)*

Superintendent Williamson discussed that the Public Works Department owns, operates, and maintains an 8 acre+/- compost facility that allows for the resident public to drop off standard residential yard waste for composting and tree and woody plant trimmings for proper environmental management. The long-term management plan for all woody materials taken in at the Compost Site is to process grind the brush materials, utilizing a large tub or horizontal grinding machine, to reduce the volume of material to a more manageable size for transport off-site to a properly Wisconsin DNR Permitted end user. This plan requires the need to contract out for grinding services on an annual basis. The low bidder based on the proposal documents submitted was Bucklin's Tree Service (\$16,700.00). They provided the most reasonable rate to grind and a very competitive rate for also hauling material off site. The Department began to consider hauling materials off site in 2022 due to the large amount material, level of staff time, and amount of equipment involved to perform the work. In 2023 the City Council approved the first contract that included hauling costs to remove all of the processed material off site to a licensed facility.

Becker moved, seconded by Jaeckel to award the annual brush grinding contract to Bucklin's Tree Service in the amount of \$16,700.00. 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 Becker to approve the Verified Claims as presented. Motion carried.

13. Adjournment

Becker moved, seconded by Schultz to adjourn. Meeting adjourned at 8:07 pm.

Respectfully submitted,

Michelle Ebbert

Clerk/Treasurer/Finance Director