



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, MARCH 18, 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. Jaeckel, Cm. Johnson, Cm. Schultz and President Lescohier. Also present: City Manager, City Attorney, Building Inspector, Deputy Clerk, Wastewater Superintendent and Public Works Superintendent.

3. Public Hearings

None.

4. Public Comment

Margaret Schroeder, 501 E Sherman Ave had a question regarding the Monarch Pledge. Manager Houseman addressed her question and directed her to review the 3.4.25 Council Packet for more information.

5. Consent Agenda

Cm Jaeckel moved, seconded by Cm Schultz to approve the Consent Agenda as presented items 5.a. through 5.i. Motion carried.

- a. *Review and possible action relating to the **minutes of the March 4, 2025 City Council meeting** (Thom, Deputy Clerk)*
- b. *Review and possible action relating to the **minutes of the March 11, 2025 Plan Commission meeting** (Thom, Deputy Clerk)*
- c. *Review and possible action relating to **building, plumbing, and electrical permit report for February 2025** (Draeger, Building Inspector/Zoning Administrator)*
- d. *Review and possible action relating to the City Clerk-issued **License and Permit Report for February 2025** (Thom, Deputy Clerk)*
- e. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of February 28, 2025 (Thom, Deputy Clerk)*

- f. *Review and possible action on a **Special Event: Hagerty Scott Spoerl Agency – Client Appreciation Car Show May 31, 2025, 9 a.m. - 3 p.m.** (Thom, Deputy Clerk)*
- g. *Review and possible action on a **Special Event: Fort Fall Fiesta, September 13, 2025 from 12:00 - 4:00 p.m. at Jones Park** (Thom, Deputy Clerk)*
- h. *Review and possible action relating to a **Special Event: FA Summer Charity Concerts June 11, June 25, July 16, July 30, August 13, and August 27, 2025 from 6:30-8:30 p.m. at Barrie Park** (Thom, Deputy Clerk)*
- i. *Review and possible action relating to a **Temporary Alcohol Beverage License for St. Joseph Catholic Church** for their event **Light Up the Night on Saturday April 5, 2025.** (Thom, Deputy Clerk)*

6. Petitions, Requests, and Communications

- a. *Presentation of 2024 Green Recognition Program Award Five Star Antiques and Lava Vintage Clothing (Houseman, City Manager)*
Manager Houseman presented a 2024 Green Recognition Award to Five Start Antiques and Lave Vintage Clothing. No action taken.
- b. *Presentation of 2024 Green Recognition Program Award for Amanda Ebbert (Houseman, City Manager)*
Manager Houseman presented a 2024 Green Recognition Award to Amanda Ebbert. No action taken.

7. Resolutions and Ordinances

- a. *Review and Possible action on a resolution relating to "**Less Mow May,**" a temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code (Houseman, City Manager)*
Cm Schultz moved, seconded by Cm Johnson to adopt Resolution relating to "Less Mow May" a temporary exemption to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code. Motion carried.

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 related to the **replacement of SCBA Confined Space Entry Equipment and Airline Respirator System** (Sweeney, Wastewater Utility Superintendent)*
Superintendent Sweeney stated that the Wastewater Utility has confined space entry self-contained breathing apparatus (SCBA) respirators and airline equipment from 2006. The 2025 Wastewater Utility CIP contains \$19,000 for replacement of this necessary safety equipment. Staff requested proposals from three companies for the following equipment: two five-minute escape tanks, one SCBA backpack, mask and tank, two 4500 psi 60-minute cylinders, and 100 feet of airline and necessary fittings.

Cm Schultz moved, seconded by Cm Jaeckel to accept the proposal from Macqueen for Confined Space Entry SCBA's respirators and Airline System at a cost not to exceed \$15,907, funded through the Wastewater Utility 2025 budget. Motion carried.

- b. *Review and possible action relating to the purchase and installation of a replacement **Thickened Activated Sludge Pump** (Sweeney, Wastewater Utility Superintendent)*
Superintendent Sweeney discussed the 2025 Wastewater Utility budget that includes \$50,000 for the purchase and installation of a replacement Thickened Activated Sludge Pump (TAS). The current pump was installed in 1992 and has exceeded its useful life. This replacement will be the third of a four part plan to replace the pumps in this process. The remaining pump replacement has not yet been scheduled.

Cm Schultz moved, seconded by Cm Johnson to approve the purchase of a thickened activated sludge pump from Borger at a cost not to exceed \$26,555.80; pump installation from Sabel Mechanical LLC at a cost not to exceed \$16,663 and up to \$5,000 for electrical work with a total project cost not to exceed \$48,218.80 Motion carried.

- c. *Review and possible action relating to the release of a request for proposals for a **Classification and Compensation Study** (Houseman, City Manager)*
Manager Houseman discussed that one of the goals outlined in the 2025 adopted budget document was to conduct a classification and compensation study for full-time, non-represented City employees. The last time a similar study was performed was in 2013 with implementation in 2014. The job market has changed dramatically since the last study, and staff is concerned that the City's pay plan is out of date, which can negatively impact employee recruitment and retention. It has been over ten years since the pay plan has been reviewed to ensure internal equity among positions and since any market comparison has occurred. Individual positions have been reviewed and adjusted over the last several years as needed, and staff has updated job descriptions as employees have turned over before advertising the positions. However, reviewing location on the pay plan and job descriptions has not occurred for all positions.

Cm Jaeckel moved, seconded by Cm Johnson to authorize the City Manager release the RFP for a classification and compensation study to known qualified firms and to post on the City's website, the League of Wisconsin Municipalities' website and the Wisconsin City/County Managers Association website. Motion carried.

- d. *Review and possible action relating to the **purchase of a 2025 Ford F250 Pickup Truck** for the Department of Public Works Operations Division (Williamson, Public Works Superintendent)*

Superintendent Williamson stated the City Council approved the 2025 Operating and Capitol Improvement Projects Budget in November 2024. The Public Works Department requested a new 2025 Ford F150 to replace a 23-year-old truck that has outlived its useful life to the department's full-time work in the approved 2025 CIP. The Public Works Department's 2025 CIP request is shown and structured in the City's approved Capitol Improvement Projects (CIP) budget document. Council members will see that this item, as approved, was funded through two methods. The requested \$52,000.00 is funded as \$12,000.00 from the general fund levy and \$40,000.00 through the 2024-2025 capital borrowing process.

Cm Johnson moved, seconded by Cm Schultz to approve the purchase of a 2025 Ford F250 from Griffin Ford of Fort Atkinson at a cost not to exceed \$46,418.50 paid for using designated funds in the 2025 Capital Improvement Project Budget. Motion carried.

- e. *Review and possible action relating to the purchase and installation of an **Analog VHF Band Radio Repeater and Mast Mounted Antenna** (Williamson, Public Works Superintendent)*

Superintendent Williamson stated that over the last several years, the current radio system has slowly deteriorated to a level where it has become more and more difficult to communicate throughout the city from north to south and between individual trucks. To improve the level of communication with staff, the Department committed to improving the system with a new antenna and radio improvements. Staff would also note that this is a one-time fee to set up and install the system and will require only FCC renewal every ten years for the frequency license and minor system maintenance to manage the system. Utilizing Gencomm, the same consultant that services the Police and Fire Departments radio systems, will likely reduce or eliminate any connectivity and service issues and maintain adequate communications through the entire City of Fort Atkinson radio system.

Cm Schultz moved, seconded by Cm Johnson to authorize staff to enter into a contract with GenComm for the purchase and installation of an Analog VHF Radio Repeater and Mast Mounted Antenna for an amount not to exceed \$12,147.75 using funds included in the Public Works and Parks Operations facility FF&E budget. 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 (Houseman, City Manager)*

Cm Jaeckel moved, seconded by Cm Schlutz to approve the list of Verified Claims and

authorize payment. Motion carried.

Councilman Jaeckel
Councilman Johnson
Councilman Schultz
President Lescohier

13. Adjournment

Cm Schultz moved, seconded by Cm Johnson to adjourn. Meeting adjourned at 7:45

Respectfully submitted
Courtney Thom
Deputy Clerk