



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, APRIL 3, 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, Building Inspector, Public Works Superintendent, Park & Recreation Director, Fire Chief, Library Director and several members of the Police Department.

3. Public Hearings

None.

4. Public Comment

John Hausz 104 Jefferson Street - spoke in support of No Mow/Less May.

5. Consent Agenda

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

- a. *Review and possible action relating to the **minutes of the March 12, 2025 Parks and Recreation Board** meeting (Ebbert, Clerk Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the March 18, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the **Citizen Appointment of James Bowers** to the Police and Fire Commission (Houseman, City Manager)*
- d. *Review and possible action on a **Special Event: Chamber of Commerce Fort Farmers Market, Saturdays from May 3, 2025 until October 25, 2025, 8:00 a.m. - 12:00 p.m.** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action on a **Special Event: Mother's Day Classic U9-U14 Baseball Tournament, Saturday, May 10, 2025, from 8 a.m. to 8 p.m. and Sunday, May 11, 2025, from 8 a.m. to 8 p.m.***

- f. *Review and possible action on a **Special Event: June Classic U9-U14 Baseball Tournament**, Saturday, June 7, 2025, from 8 a.m. to 8 p.m. and Sunday, June 8, 2025, from 8 a.m. to 8 p.m.*

6. Petitions, Requests, and Communications

- a. *Review and possible action on a proclamation recognizing **Telecommunicators Week April 13-19, 2025** in the City of Fort Atkinson (Bump, Police Chief)*
Jaeckel moved, seconded by Johnson to approve the proclamation and declare the week of April 13-19, 2025 as Telecommunicators Week in the City of Fort Atkinson. Motion carried.
- b. *Review and possible action on a proclamation recognizing **National Library Week April 6-12, 2025** in the City of Fort Atkinson (Houseman, City Manager)*
Schultz moved, seconded by Becker to approve the proclamation recognizing National Library Week April 6-12, 2025 in the City of Fort Atkinson. Motion carried.
- c. *Review and possible action on a proclamation recognizing April as **Fair Housing Month** in the City of Fort Atkinson (Houseman, City Manager)*
Becker moved, seconded by Schultz to approve the proclamation recognizing April as Fair Housing Month in the City of Fort Atkinson. Motion carried.

7. Resolutions and Ordinances

- a. *Review and possible action related to a **Tax Incremental District (TID) Termination Resolution**, terminating TID #8 in the City of Fort Atkinson, Jefferson County, Wisconsin (Houseman, City Manager)*
Manager Houseman discussed that the City Council created Tax Incremental District (TID) #8 on September 15, 2009, as a mixed-use TID. This TID supported millions of dollars worth of additional value on the City's northwest side. TID #8 was very successful and was amended in 2011 to be a donor TID to TID #6 (Klement Business Park). Since that time, increment from TID #8 has been transferred to TID #6 to pay back debt service for the infrastructure to support development. The City Council held a TID Workshop on August 20, 2024, to discuss a plan for closing the City's three oldest TIDs: #6, #7, and #8. During the workshop, the City Council, staff, and the City's financial advisors from Baird discussed the opportunity to extend the lives of these TIDs to improve the City's housing stock through an affordable housing fund. At the City Council meeting on August 20th, the Council adopted the attached Resolution extending the life of TID #8 for that purpose. Using the 2024 equalized tax rate and the portions to each taxing jurisdiction based on the 2025 adopted budget, the City can expect to see an estimated \$390,265 dollars in additional property tax revenue without increasing the mill rate.

Becker moved, seconded by Jaeckel to approve the resolution Terminating TID #8 in the City of Fort Atkinson, Jefferson County, Wisconsin and direct the Clerk to file the

appropriate paperwork with the Wisconsin Department of Revenue by April 15th. Motion carried.

- b. *Review and possible action relating to a **Zoning Map Amendment** ordinance changing the zoning of the property located at 333 Lincoln Street (parcel number 226-0514-0412-207), from Urban Mixed Use (UMU) to Single Family Residential (SR-7) (Draeger, Building and Zoning Administrator)*

Building Inspector Draeger presented the application for this Zoning Map Amendment includes 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) will remain in the UMU zoning district. The existing parcel has 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 Plan Commission reviewed this matter and recommended that the City Council adopt an Ordinance changing the zoning of the property 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.

The City Council held the first reading of the ordinance on January 21, 2025, and a second reading on February 4, 2025. The CSM for this property was also approved at that meeting on January 21st and has now been recorded with Jefferson County per the attached CSM document.

Jaeckel moved, seconded by Johnson to approve the ordinance changing the zoning of the property located at 333 Lincoln Avenue from UMU, Urban Mixed Use, to SR-7, Single Family Residential-7. 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 **2024 Year-End Financial Information** (Houseman,*

City Manager)

Manager Houseman introduced and reviewed the following goals: provide the actual number and percentage of 2024 property taxes collected; provide a listing of general fund revenue accounts 15 percent over or under the 2024 budgeted amount in accounts with \$5,000 or more; provide a listing of general fund expenditure accounts 15 percent over or under the 2024 budgeted amount in accounts with \$5,000 or more; provide an estimated net increase (or decrease) to the City's General Fund balance, referencing the City's Fund Balance Policy; provide an estimated summary of the ending balance in all funds, along with any necessary explanation of changes and request the City Council authorize the carry-over of outstanding positive balances from certain accounts to 2025.

Becker moved, seconded by Schultz to approve the 2024 funds requested to be carried over to 2025 as listed in Table 5, for a total of \$325,034.73. Motion carried.

- b. *Review and possible action relating to the crack fill, seal and re-stripe of the parking lot and basketball court at **Rock River Park** and basketball court at **Ralph Park** (Dayton, Parks and Recreation Director)*

Director Dayton stated the Rock River Park Basketball Court and Aquatic Center Parking Lot are scheduled for maintenance every five years, including crack filling, seal coating, re-striping, and any necessary repairs. This project was approved as part of the 2025 Capital Improvements Budget in November 2024. Parks staff solicited proposals from three contractors to undertake the entire project. However, two contractors were not equipped to perform work and/or declined to submit a proposal. Midwest Sealcoat has submitted a proposal for \$20,150. The amount budgeted for this project in the 2025 CIP was \$21,000. Midwest Sealcoat has previously completed projects in the City, including seal coating the bike trail, tennis courts, parking lots, and basketball courts over the past years. Staff have consistently been satisfied with the quality and cost-effectiveness of their services. The original proposal, dated August 2, 2024, remains valid for installation in 2025. Due to the fact that the proposal was less than the budgeted amount, staff requested that Midwest Sealcoat provide a proposal to repaint the lines on the basketball court in Ralph Park. The surface of the court is in good condition, but the lines have begun to fade. Staff hoped to achieve some economies of scale given that Midwest Sealcoat would already be mobilized in Fort Atkinson. Midwest Sealcoat provided a proposal of \$1,250 to re-paint the basketball court at Ralph Park in addition to the work at Rock River Park. The total project cost as outlined in the attached proposal from Midwest Sealcoat is \$21,400, which is \$400 over the budget as approved by the City Council. If approved, staff intends to use \$400 from the parks supply account to complete the project. The \$21,000 for the original project was approved using levied funds in the CIP.

Schultz moved, seconded by Johnson to approve Midwest Sealcoat, LLC's proposal for the project as described and funded in the staff report. Motion carried.

- c. *Review and possible action relating to the **purchase and installation of a new circulation pump strainer** at the Fort Atkinson Aquatic Center (Dayton, Parks and Recreation Director)*
Director Dayton discussed that the Aquatic Center mechanical room repairs and shower

replacement project was included in the 2025 Capital Improvements Projects budget, which was approved by the City Council in November 2024. The total estimated cost of the whole project is \$32,000. City staff worked with Carrico to identify an appropriate new circulation pump strainer, an additional strainer basket, and determine the necessary plumbing supplies to complete installation. If approved by the City Council, the installation will occur before the pool systems are started up for the season.

Becker moved, seconded by Jaeckel to authorize staff to accept the proposal from Carrico Aquatics Resources for the purchase and installation of a Circulation Pump Strainer at a cost not to exceed \$7,725. Motion carried.

d. *Review and possible action relating to the **purchase of a large-diameter fire hose for the Fort Atkinson Fire Department** (Peterson, Fort Atkinson Fire Chief)*

Chief Peterson presented the Fire Department's structured hose replacement schedule meant to ensure the reliability and safety of its firefighting hoses and appliances. Engine 8163's current 5-inch large diameter supply hose (LDH) has surpassed its recommended service life, necessitating replacement to maintain operational readiness. According to NFPA 1962 standards, the recommended replacement period for a fire hose is 10 years. The hose being replaced has been in service for 12 years, exceeding this guideline. The replacement of hoses, nozzles, and appliances was included in the 2025 Capital Improvements Project budget for \$17,000, using levied CIP funds. The total cost for the replacement of the hoses outlined in this memo is \$16,168.50, which is \$831.50 less than the budget. This expenditure was anticipated and approved as part of the capital purchases in the 2025 budget, ensuring that funds are allocated for this essential update. The procurement is from MacQueen in Delafield, Wisconsin, the Department's preferred vendor for firefighting hoses and appliances and the exclusive supplier of Snap-Tite hoses utilized by the Fort Atkinson Fire Department.

Johnson moved, seconded by Becker to approve the purchase of a large-diameter fire hose for the Fort Atkinson Fire Department from MacQueen at a cost not to exceed \$16,168.50. Motion carried.

e. *Review and possible action relating to the **2024 Department of Natural Resources annual Recycling Report** (Houseman, City Manager)*

Manager Houseman shared the annual report to the DNR on the recycling activities for the year that included 920.12 tons of recycled materials listed on DNR's Table #1: newspaper, cardboard, magazines, etc. in 2024, compared to 896.73 tons in 2023. The City recycled 147.62 pounds per capita, surpassing the standard of 106.55 pounds. The City has met the collection standard. The City's net eligible recycling costs, excluding yard waste, is \$253,250 which exceeds the Grant amount. The City will receive the full amount of the grant: \$35,201.74.

Becker moved, seconded by Jaeckel to approve the 2024 Department of Natural Resources annual Recycling Report. 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)*
Jaeckel moved, seconded by Becker to approve the list of Verified Claims and authorize payment. Motion carried.

13. Adjournment

Becker moved, seconded by Schultz to adjourn. Meeting adjourned at 8:02 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director