



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, MAY 6, 2025 – 7:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

President Jaeckel called the meeting to order at 7:00 pm.

2. Roll call

Present: Cm. Huckabee, Cm. Johnson, Cm. Lesochier, Cm. Schultz and President Jaeckel. Also present: City Manager, City Attorney, City Clerk/Treasurer/Finance Director, Building Inspector, Fire Chief, Police Chief, Park & Recreation Director, Museum Director, Library Director and Public Works Superintendent.

3. Public Hearings

None.

4. Public Comment

None.

5. Consent Agenda

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

- a. *Review and possible action relating to the **minutes of the April 15, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to **Council Appointments to Boards, Commissions and Committees** (Jaeckel, Council President)*
- c. *Review and possible action relating to **Citizen Appointments to Boards, Commissions and Committees** (Houseman, City Manager)*
- d. *Review and possible action on a **Special Event: Fort Youth Baseball Opening Weekend Invite**, Saturday, May 17, 2025, from 6 a.m. to 8 p.m. and Sunday, May 18, 2025, from 12 to 8 p.m.*

6. Petitions, Requests, and Communications

- a. *Recognition of **Greg and Anna Albert** as winners of the Historic Preservation Commission's 2025 Historic Preservation Award (Lee, Museum Director)*
No action was taken.
- b. *Review and possible action on a proclamation recognizing **EMS Week May 18-24, 2025 and International Firefighters Day May 4, 2025** in the City of Fort Atkinson (Houseman, City Manager)*
Huckabee moved, seconded by Johnson to approve the proclamation and recognizing EMS Week May 18-24, 2025 and International Firefighters Day May 4, 2025 in the City of Fort Atkinson. Motion carried.
- c. *Review and possible action relating to a Proclamation **Recognizing the 56th Annual Professional Municipal Clerks Week** (Houseman, City Manager)*
Lescohier moved, seconded by Schultz to approve the proclamation recognizing the 56th Annual Professional Municipal Clerks Week, May 4-10, 2025. Motion carried.
- d. *Review and possible action relating to a Proclamation **Recognizing National Police Week, May 11-17, 2025 and Peace Officers' Memorial Day, May 15, 2025** (Houseman, City Manager)*
Lescohier moved, seconded by Schultz to approve the proclamation recognizing National Police Week, May 11-17, 2025 and Peace Officers' Memorial Day, May 15, 2025. Motion carried.
- e. *Review and possible action relating to the proclamation declaring the month of **May as Building Safety Month** in the City of Fort Atkinson (Houseman, City Manager)*
Schultz moved, seconded by Johnson to approve the proclamation declaring the month of May as Building Safety Month in the City of Fort Atkinson. Motion carried.
- f. *Recognition of 2024-25 City Council President Davin Lescohier (Houseman, City Manager)*
No action was taken.

7. Resolutions and Ordinances

None.

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 proposal for a **Retail Market Study** from Growth Services Group (Houseman, City Manager)*

Manager Houseman stated while she was in discussions with the City's partners at ThriveED/JCEDC, she was provided the names of a few companies that provide retail market studies for communities to determine actual gaps and then pursue development which may fill those gaps. Staff reviewed the companies' websites and found that Growth Services Group (GSG) seemed to have the best experience providing market studies based on survey data in rural communities. Staff reached out to the company for an introductory discussion. After learning more about the services and methodology used by GSG, staff requested a proposal to conduct a retail market survey. Because the City has not done business with the company in the past, staff reviewed all references whom provided favorable feedback.

Schultz moved, seconded by Lescohier to authorize the City Manager to execute an agreement for services with Growth Services Group at a cost not to exceed \$16,500 to be funded through Fund 8. Motion carried 4-1 with Huckabee opposed.

b. *Review and possible action relating to a **Contract with Artisan Graham** for the sale of the City-owned lots in the Maple Grove Subdivision (Houseman, City Manager)*

Manager Houseman stated that in November 2024, the City Council approved a Preliminary Plat for the Maple Grove Subdivision. This plat consists of eight total parcels, six of which are owned by the City of Fort Atkinson with the remaining two owned by the Fort Atkinson School District. For additional information, the staff report from the November 19, 2024 City Council meeting and the November 12, 2024 Plan Commission meeting were included in the City Council's packet. The subdivision plat has now been recorded, and the City-owned parcels are ready for sale. In November, staff anticipated being able to sell these lots without the assistance of a Realtor. However, due to staffing vacancies and limited capacity, staff is proposing to enter into an agreement with Artisan Graham to represent the City for the sale of the six City-owned parcels. Further, in November staff recommended that the sale price of each parcel be \$55,000. However, upon advice from the professionals at Artisan Graham, the sale price of \$40,000 is more realistic in this market for the size and location of these parcels.

Lescohier moved, seconded by Schultz to approve the contract with Artisan Graham to sell the City-owned parcels in the Maple Grove Subdivision and authorize the City Manager and City Attorney to execute closing contracts for the sale of the lots. Motion carried unanimously.

c. *Review and possible action relating to proposals for a **Classification and Compensation Study** for the City of Fort Atkinson (Houseman, City Manager)*

Manager Houseman stated that at the March 18, 2025 City Council meeting, the Council authorized staff to publish a request for proposals (RFP) for a Classification and Compensation study to be completed in the summer of 2025. The City received 11 proposals from professional consulting firms with experience in the classification and compensation industry. MGT, McGrath Human Resources Group, and Public Administration Associates, LLC have significant experience in Wisconsin. MGT is the least expensive of the group, but the company is proposing a study conducted 100% virtual. The

proposal does not include updated job descriptions, which is something the City will need during or after this process. After reviewing the proposals, methodologies, and qualifications, staff recommends that MGT be awarded the contract for this study. However, staff would like to include at least one in-person meeting as well as updated job descriptions with this study. Those additional services will increase the cost of the initial \$20,475 proposal. In consultation with the project lead at MGT, staff estimates another \$4,000 to \$8,000 is needed for the contract for the additional services, for a total of up to \$28,475. At this cost, MGT is no longer the least expensive option. However, staff has confidence in MGT's experience in the field and in working with similarly-sized cities in Wisconsin.

Schultz moved, seconded by Lescohier to authorize the City Manager to contract with MGT for a classification and compensation study as outlined in their proposal at a cost not to exceed \$28,475. Motion carried unanimously.

d. *Review and possible action relating to **2025 CIP Bathhouse Shower Improvement at the Rock River Park Aquatic Center** (Dayton, Parks and Recreation Director)*

Director Dayton discussed the necessary repairs to the Aquatic Center mechanical room and shower replacement projects that were included in the 2025 Capital Improvements Projects budget. The total estimated cost of the entire project is \$32,000. At the April 3 City Council meeting, the purchase of a new strainer pump was approved as part of this project. This memorandum includes information for phase two of the project, which involves the replacement of the water heater and shower heads at the Aquatic Center Bathhouse. Parks and Recreation staff contacted three local plumbers to request quotes for replacing a water heater and eight shower fixtures. Two proposals were submitted by local contractors, AT Plumbing and Mr. Plumber. Both contractors have previously worked with the Parks and Recreation Department, providing excellent service and quality.

Schultz moved, seconded by Johnson to authorize staff to accept proposals from Mr. Plumber for the purchase and installation of a Bock EX 80-199N Water Heater, 2 Three-Group shower fixtures and 4 single-head shower fixtures at a cost not to exceed \$23,508.84. Motion carried unanimously.

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 Huckabee to approve the list of Verified Claims as presented. Motion carried on a roll call vote.

13. Adjournment

Schultz moved, seconded by Johnson to adjourn. Meeting adjourned at 7:52 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director