



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 20, 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: Councilpersons Huckabee, Johnson, Lescohier, Schultz and President Jaeckel. Also present: City Manager, City Attorney, Clerk/Treasurer/Finance Director, Building Inspector/Zoning Administrator, Park & Recreation Director, Director of Public Works, Public Works Superintendent, Wastewater Foreperson, Library Director, Police Chief and Police Captain.

3. Public Hearings

None.

4. Public Comment

None.

5. Consent Agenda

Schultz moved, seconded by Johnson to approve the Consent Agenda items 5.a. through 5.k. as presented. Motion carried.

- a. *Review and possible action relating to the **minutes of the May 6, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the May 13, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to **building, plumbing, and electrical permit report for April 2025** (Draeger, Building Inspector/Zoning Administrator)*
- d. *Review and possible action relating to the City Clerk-issued **License and Permit Report for April 15- May 20, 2025** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements as of April 30, 2025** (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Review and possible action on a **Special Event: Annual Ice Cream Social, Thursday, July 4,***

2025, from 1 p.m. to 3 p.m. at the Hoard Historical Museum (Ebbert, Clerk, Treasurer, Finance Director)

- g. Review and possible action on a **Special Event: Dairy Day at the MOOseum**, Saturday, June 14, 2025, from 11 a.m. to 2 p.m. (Ebbert, Clerk/Treasurer/Finance Director)
- h. Review and possible action on a **Special Event: City of Fort Atkinson Park & Recreation World of Wheels: Saturday, September 13, 2025, 10:00-11:30 a.m.** (Ebbert, Clerk/Treasurer/Finance Director)
- i. Review and possible action on a **Special Event: Park & Recreation Youth Triathlon, Saturday, July, 26, 2025, 8:00-11:00 a.m.** (Ebbert, Clerk/Treasurer/Finance Director)
- j. Review and possible action on a **Special Event: Chamber of Commerce Cheese Louise, Saturday, June, 14, 2025, 2:00-5:00 p.m.** (Ebbert, Clerk/Treasurer/Finance Director)
- k. Review and possible action on a **Special Event: FACT: On Golden Pond, Tuesday, June 17, 2025 and Wednesday, June 18, 2025, from 5 p.m. to 9 p.m. at the Haumerson's Pond warming house** (Ebbert, Clerk, Treasurer, Finance Director)

6. Petitions, Requests, and Communications

- a. Review and possible action relating to the proclamation for **National Public Works Week May 18-24, 2025** in the City of Fort Atkinson (Houseman, City Manager)
Schultz moved, seconded by Lescohier to approve the Proclamation for National Public Works Week May 18-24, 2025 in the City of Fort Atkinson. Motion carried.
- b. Review and possible action relating to a proclamation declaring **May 22, 2025, as Wastewater Professionals Appreciation Day** (Houseman, City Manager)
Huckabee moved, seconded by Johnson to approve the Proclamation declaring May 22, 2025 as Wastewater Professionals Appreciation Day in the City of Fort Atkinson. Motion carried.
- c. Presentation of the City of Fort Atkinson **Financial Statements and Supplemental Information for the year ending December 31, 2024** (Andrea Jansen, CPA, CFE, Partner, Baker Tilly US, LLP)
Baker Tilly Auditor, Andrea Jansen provided the year ending December 31, 2024 financial statement audit and supplemental information. 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 the **Library server replacement project** with Ignatek at a cost not to exceed \$10,634.50 from the 2025 CIP (Lippert, Library Director)*

Library Director Lippert identified the need to replace the library's server. The library's server is essential to the daily work of library staff and our service to the community. During verbal conversations, Taylor Computer Services recommended replacing the server every 7-10 years and Ignatek recommended replacing the server every 5-7 years. Dwight Foster Public Library's server was last replaced in 2018 by Taylor Computer Services. The library budgeted \$14,000 in the City of Fort Atkinson's 2025 Capital Improvement Plan for a server replacement project. Both project quotes are less than the amount budgeted for this project. The library generally reimburses the City for capital projects with funds from the library's trust managed by Edward Jones. The source of funding for this project identified in the 2025 CIP was "Library Trust".

Huckabee moved, seconded by Johnson to approve the Library server replacement project with Ignatek at a cost not to exceed \$10,634.50 as outlined in the 2025 CIP. Motion carried.

- b. *Review and possible action relating to an **invoice from WE Energies for gas installation at Ridge View Estates** (Houseman, City Manager)*

Manager Houseman discussed the Development Agreement that was approved on December 17, 2024 with Intrepid Investments, for the development 35 acres of the City-owned property along Banker Road. The Agreement outlines the roles, responsibilities, and financial obligations of each party for the public and private infrastructure associated with the Ridge View Estates Subdivision (formerly referred to as the Banker Road property). One of the designated public improvements for which the City is responsible is gas facility installation to serve the subdivision, as outlined in section 1.03.c. of the Development Agreement. On November 19, 2024, the City Council approved the Ridge View Estates road construction budget and awarded the contract to Forest Landscaping in the amount of \$4,013,561.50. The cost of the construction was just one of the project costs outlined in that memo. Other costs included the estimate from WE Energies to provide gas and electric service to the subdivision. The estimate provided by WE Energies at the time for gas installation was \$75,000, with the understanding that the City would receive credits from the service connection fees for each building constructed.

The City intends to use funds from TID #9 to make the initial infrastructure payment, and all customer connection refund payments will be returned to TID #9. As the invoice notes, the total amount of \$71,708.35 may not be completely refunded.

Lescohier moved, seconded by Schultz to approve the invoice from WE Energies for the gas installation at the Ridge View Estates Subdivision in the amount of \$71,708.35 per the

approved Development Agreement. Motion carried.

c. *Review and possible action relating to an **invoice from WE Energies for electric facilities installation** at Ridge View Estates (Houseman, City Manager)*

Manager Houseman referenced the developer's agreement with Intrepid Investments approved by City Council on December 14, 2024 for Ridge View Estates. One of the designated public improvements for which the City is responsible is electric facility installation to serve the subdivision, as outlined in section 1.03.c. of the Development Agreement attached to this memorandum. On November 19, 2024, the City Council approved the Ridge View Estates road construction budget and awarded the contract to Forest Landscaping in the amount of \$4,013,561.50. The cost of the construction was just one of the project costs outlined in that memo. Other costs included the estimated from WE Energies to provide gas and electric service to the subdivision. The estimate provided by WE Energies at the time for electrical facility installation was \$250,000, with the understanding that the City would receive credits from the service connection fees for each building constructed. Refunds may be available for up to five years after the energization date and will not exceed the amount of the original cost. Refunds in the amount of \$1,757.00 may be made for each single-phase residential customer connecting to this extension. Additional refunds for larger services may also be available up to the original cost. The refund amounts vary based on size of the meter set. Refunds will not exceed the amount of the original refundable cost of \$260,603.21. The City intends to use funds from TID #9 to make the initial infrastructure payment, and all customer connection refund payments will be returned to TID #9. As the invoice notes, the total amount of \$260,603.21 may not be completely refunded.

Schultz moved, seconded by Johnson to approve payment of the invoice from WE Energies for the electric facilities installation at the Ridge View Estates Subdivision in the amount of \$260,603.21 per the approved Development Agreement. Motion carried.

d. *Review and possible action relating to the purchase of a **Dispatch Radio Terminal** for the Police Department (Lindsey, Police Captain)*

Captain Lindsey discussed the need for the police department to purchase a new Dispatch Radio Terminal to replace the current machine that has exceeded its end of life estimate (5-7 years). The current station has been in operation since approximately 2009. GenComm conducted an onsite inspection of the system and confirmed it was past its operational life expectancy. The total quote of \$17,041 will cover the purchase and installation of the new terminal. There are no competitive or comparison quotes. This complies with the purchasing policies outlined in the Financial Stability Guidebook, section 1.9(3). GenComm is the sole vendor for the department's communication platform. The items quoted are the current version to replace the outdated radio operating system. Funds to purchase a new Radio Dispatch Terminal are from 2025 budgeted funds for the transition to the off-site cloud-based 911 system hosted by AT&T. This transition was originally supposed to happen in the fall of 2024; however, the department was pushed to spring of 2025 and now early fall of 2025. Due to the change in timeline of this project, these budgeted funds have remained unspent and will be able to cover the cost of the

replacement of the Dispatch Radio Terminal. Budgeted funds to manage the department's 911 system and radio communications are all contained within the same account from the police department budget. Staff intends to use the telephone/radio operating account for this purchase (01-52-5211- 0900).

Lescohier moved, seconded by Schultz to approve the purchase and installation of the Dispatch Radio Terminal from GenComm in an amount not to exceed \$17,041. 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 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 7:40 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director