



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, JUNE 3, 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. Lescohier, Cm. Schultz and President Jaeckel. Also present: City Manager, Clerk/Treasurer/Finance Director, City Attorney, Public Works Director, Building Inspector/Zoning Administrator, Public Works Superintendent, Fire Chief and Wastewater Superintendent.

3. Public Hearings

None.

4. Public Comment

Joan Fitzgerald, 545 Stratford Court spoke on Gun Violence Awareness Day, Friday June 6th and encourage all to wear orange in honor of the date.

5. Consent Agenda

Lescohier moved, seconded by Huckabee to approve the Consent Agenda as presented. Motion carried unanimously.

- a. *Review and possible action relating to the **minutes of the May 8, 2025 Police and Fire Commission Minutes** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the May 20, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the **minutes of the May 27, 2025 License Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action on a **Special Event: Fat Boyz Motorcycle Raffle** (partnership with Fort Atkinson Lions Club), Saturday June 21, 2025, from 4 p.m. to 9 p.m. at Fat Boyz (Ebbert, Clerk, Treasurer, Finance Director)*
- e. *Review and possible action relating to **Citizen Appointments** to Committees, Commissions, and Boards (Houseman, City Manager)*

6. Petitions, Requests, and Communications

- a. **Presentation: Annual Tourism Report** (*Logan McHone, Fort Atkinson Chamber Tourism and Marketing Manager*)
Logan McHone, Fort Atkinson Chamber Tourism and Marketing Manager, presented the annual report on behalf of the Chamber of Commerce. No action was taken.
- b. **Presentation: Main Street and Janesville Avenue Corridor Plans** (*Ben Rohr, Vandewalle*)
Ben Rohr of Vandewalle presented the Corridor plans.

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

- a. *Review and possible action relating to the proposed Main Street Corridor Plan (Draeger, Building Inspector/Zoning Administrator)*
Inspector Draeger provided that the City of Fort Atkinson was awarded a Transportation Alternatives Program (TAP) Grant to develop a Main Street Corridor Plan and a Janesville Avenue Corridor Plan. In the spring of 2024, Vandewalle & Associates and Strand and Associates were hired to perform the work. The process included multiple public input opportunities: • Public Workshop #1 • Corridor-Specific Work Group Meetings with Area Stakeholders (two per corridor) • Plan Commission Review Meeting and Public Workshop #2 • City Council Presentation and Adoption Meeting (today) The Final Draft Corridor Plans were developed and guided by the public input received, in addition to conversations with City staff throughout the process. Each plan is oriented to be a set of recommended improvements that can be implemented over time by the City of Fort Atkinson as funding becomes available.

Staff and consultants held a public workshop on July 22, 2024, to gather feedback on both the Main Street and Janesville Avenue Corridor Plans. Workgroup #1 was held on July 29, 2024, and Workgroup #2 was held on September 23, 2024. Workshop #2 was recently held at the May 13, 2025, Plan Commission meeting. Feedback was gathered at all of the meetings and is reflected in the plan or has been otherwise noted for staff.

Huckabee moved, seconded by Lescohier to approve the proposed Main Street Corridor Plan. Motion carried unanimously.

- b. *Review and possible action relating to the proposed **Janesville Avenue Corridor Plan** (Draeger, Building Inspector/Zoning Administrator)*

Huckabee moved, seconded by Johnson to approve the proposed Janesville Avenue Corridor Plan. Motion carried unanimously.

10. New Business

- a. *Review and possible action relating to a request for proposal for residential garbage and recycling collection services for the City of Fort Atkinson (Houseman, City Manager)*

Manager Houseman stated that the City of Fort Atkinson has an agreement for the collection of solid waste and recyclable materials with GFL Solid Waste Midwest LLC ("GFL"). The original agreement was made in August 1998 with Superior Services, Inc. and has been assigned multiple times to other solid waste and recycling collection companies. In December 2024, the City Council approved an amendment to this agreement with GFL that was the result of negotiation between City staff and GFL. The changes included a 2% cost increase for 2025, changes to the bulk pick up program, and the termination of the original agreement as of December 31, 2025. Due to the fact that the agreement with GFL terminates at the end of this year, staff has prepared a Request for Proposals (RFP) to seek proposals for garbage and recycling collection services for the City of Fort Atkinson. The RFP includes the following elements: • Fully automated curbside weekly garbage collection and disposal • Fully automated curbside every-other-week single-stream recycling collection, and • Bulk item collection provided for residents on a per-call basis curbside at a predetermined price billed directly to the resident.

As alternate bids, the City is seeking a proposal for fully automated curbside weekly single stream recycling collection (Alternate 1), and monthly contractor collection and disposal of bulk items that do not fit in the cart at no charge to the resident (Alternate 2). The City is also seeking garbage and recycling collection at City facilities, parks, and the downtown with this RFP. Residential unit is defined in the RFP to include single-family through four-family residential properties, small businesses, or commercial properties that generate no more than one 96- gallon garbage and one 96-gallon recycling cart per week.

Lescohier moved, seconded by Johnson to authorize the City Manager to issue a request for proposal for residential garbage and recycling collection services for the City of Fort Atkinson. Motion carried unanimously.

- b. *Review and possible action relating to the replacement of old Flygt Submersible Pumps in the Sherman Avenue and Water Street Lift Stations (Sweeney, Wastewater Superintendent)*

Superintendent Sweeney discussed the Sherman Avenue lift station ("Sherman Avenue") that has two 3Hp Flygt submersible pumps, and the Water Street lift station ("Water Street") has two 5Hp Flygt submersible pumps. These pumps are at the end of their useful life and in the 2025 CIP for replacement. In addition to their age, there are inflow and infiltration (I&I) issues, meaning that storm water and ground water enter the sanitary

sewer system and end up being treated at the Wastewater Treatment Facility. When heavy rain falls or the river begins to rise and flood, these lift stations have difficulty keeping up. Staff can put in much older, larger spare pumps when this happens, but they need to be wired differently, and cords run across the ground to the control boxes. This is not a sustainable solution. Replacement of the pumps represents the first step in the process of updating these lift stations. Staff is recommending the purchase of larger pumps, two 5 Hp pumps at Sherman Avenue and two 7.5 Hp pumps at Water Street.

Lescohier moved, seconded by Johnson to approve the purchase of four Flygt Submersible Pumps for the Sherman Avenue and Water Street Lift Stations from Xylem Water Solutions USA, Inc. for a cost not to exceed \$62,402 using Wastewater Utility CIP funds. Motion carried unanimously.

- c. *Review and possible action relating to the replacement of the original roof on the Wastewater Utility Main Building (Sweeney, Wastewater Superintendent)*
Superintendent Sweeney stated the Wastewater Utility Main Building has the original roof from 1992. Many areas of the roof have been patched and more areas are needing attention for cracks in seams, holes and leaks. The 2025 CIP contains \$300,000 for replacement. The existing roof has served the City for over 30 years and is ready for replacement. The Utility examined several types of roofs, but ultimately, a direct replacement is the most functional and economical option. The contractor will furnish a layer of mechanically fastened insulation with another layer of insulation over the top. Then a 60 mil EPDM roofing and flashing system to cover the entire building per the manufacturer's warranty. The work includes a 20-year warranty with at least a 2-year workmanship warranty.

Huckabee moved, seconded by to Johnson accept the proposal from Nieman Central Wisconsin Roofing Company for the replacement of the roof at the Wastewater Utility Main Building at a cost not to exceed \$192,750 using Wastewater Utility CIP funds. Motion carried unanimously.

- d. *Review and possible action relating to **Alcohol Beverage License Applications** for the licensing period of July 1, 2025 through June 30, 2026 (Ebbert, Clerk/Treasurer/Finance Director)*
Clerk/Treasurer Ebbert presented the list of Alcohol applications which included renewals for Class A and Class B licenses. The types and combinations of licenses were reviewed, including quotes and any changes to businesses that would be reflected on their license. This item will return on the June 17th City Council meeting agenda for a few licenses to be approved due to timing of application submission, review and confirming renewal information. The licenses to be reviewed on June 17th will not delay or interrupt business operations.

Lescohier moved, seconded by Huckabee to approve the Alcohol Beverage License Applications for the Licensing period of July 1, 2025 through June 30, 2026, contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk.

Motion carried unanimously.

- e. *Review and possible action relating to **Cigarette, Tobacco and Electronic Vaping Device Retail License Applications** for the licensing period of July 1, 2025 through June 30, 2026. (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk/Treasurer Ebbert reviewed the submitted applications. Cigarette and tobacco license applications are not required to be reviewed by City Council. However, Staff issues licenses to businesses that sell age-restricted items and supports Council being aware.

Huckabee moved, seconded by Johnson approve the Cigarette, Tobacco and Electronic Vaping Device Retail License Applications for the licensing period of July 1, 2025 through June 30, 2026, contingent upon all monies owed to the city are paid prior to license issuance by the City Clerk. 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)*

Lescohier moved, seconded by Johnson to approve the list of Verified Claims as presented. Motion carried unanimously.

13. Adjournment

Johnson moved, seconded by Huckabee to adjourn. Meeting adjourned at 8:20 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director