



**ORDINANCE COMMITTEE MEETING
IN PERSON AND VIA ZOOM
THURSDAY, JUNE 5, 2025 – 5:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

President Jaeckel called the meeting to order at 5:00 pm.

2. Roll call

Present: Cm. Huckabee, Cm. Johnson and President Jaeckel. Also present: City Manager, City Attorney, Building Inspector, Fire Chief and Clerk/Treasurer/Finance Director.

3. Public Comment

- a. The Ordinance Committee will receive public comments relating to matters on the agenda. Speakers must be City residents, property owners, or business representatives. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information.*

Riley Cunningham, 1225 Commonwealth Drive Apt 11 - Spoke on the pledge of allegiance and supports it being on the Council Agenda.

John Callan, 522 Robert Street - Spoke on the pledge of allegiance in relation to the City Council agenda.

Dave Frigo, 409 Milo Street - Had a question regarding a different agenda and did not have comments.

Ron Martin, 409 Nadig Drive - Spoke on the pledge of allegiance and supports it being on a Council Agenda.

Elliott Larson, 415 McMillen Street - Spoke on the pledge of allegiance and supports it being on a Council Agenda.

Laurie Wohlgemuth, 306 E Milwaukee Avenue - Spoke on the pledge of allegiance and supports it being on a Council Agenda.

4. New Business

- a. *Review and possible recommendation to the City Council relating to a proposed amendment to Section 2-53 of the City of Fort Atkinson Code of General Ordinances relating to the Order of Business for City Council Meetings (Houseman, City Manager)*
Manager Houseman stated that several members of the City Council have requested to review an amendment to Section 2-53 of the City's code of general ordinances relating to the Order of Business for City Council meetings to include the Pledge of Allegiance. The proposed ordinance amendment makes two changes to the order of business for City Council meetings. The first change is to add the pledge of allegiance. The second change is to codify the use of a consent agenda. On May 4, 2021, the City Council approved the use of a consent agenda with the process and rules set forth in the attached memo. However, this change was not codified in Section 2-53 of the City Ordinances. Staff proposes to codify the use of the consent agenda through this ordinance amendment. While these items are included together in one ordinance amendment, any Committee member may make a motion to take separate action on each of the proposed changes. If another Committee member seconds, the items may be split and action on each may be taken separately.

Huckabee moved, seconded by Johnson to recommend the City Council approve the Ordinance to amend Section 2-53 of the City of Fort Atkinson Code of General Ordinances relating to the Order of Business for City Council meetings. Motion carried unanimously.

- b. *Review, discussion, and possible recommendation to the City Council relating to the creation of Section 1-16 (establishment of reinspection fees), the amendment of Section 18-82 (requiring a Certificate of Occupancy for a change in use), and an amendment to Section 34-2 (record keeping and reporting for Fire Inspections) (Draeger, Building Inspector/Zoning Administrator and Peterson, Fire Chief)*
Inspector Draeger and Chief Peterson presented the creation of Section 1-16. This section adds the ability for staff to charge re-inspection fees for re-inspections relating Chapters 15, 18, 30, 38, 42, 66, 70, 78, 90, 98, and 102. Any such re-inspection fees would need to be approved by the City Council through the annual Fee Resolution. The goal of staff is to implement these ordinance changes and establish re-inspection fees starting in 2026. Currently, the only method of cost recovery for some of these code regulations is citations, which revert to the Municipal Court system and may or may not be paid. Adding the ability to charge re-inspection fees for items requiring follow-up and re-inspection would allow City staff to recoup some of the costs associated with these programs through adding them to the property owner's property tax bill.

Staff also presented the proposed amendment to Chapter 18, which creates 18-82 requiring a certificate of occupancy for change in use. This proposed amendment and

intent are included in the attached document for review. Requiring a certificate of occupancy for changes in use will allow the City to ensure that a new use is in compliance with the Zoning Ordinance and the Building Code.

The final amendment for review is to Chapter 34-2, which creates subsection (l) relating to records and reporting. Chapter 34 covers Fire Prevention and Protection, and the new subsection provides property owners and business owners to self-report their required annual inspections. It also provides the Fire Chief with the authority to require the reports be completed electronically, which would create efficiencies and transparency in record-keeping.

The Committee supports the amendments to the Ordinances and their presentation to a future City Council meeting.

5. Adjournment

Johnson moved, seconded by Hucakbee to adjourn. Meeting adjourned at 5:46 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer/Finance Director