



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 17, 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, City Attorney, City Clerk/Treasurer/Finance Director, Building Inspector/Zoning Administrator, Director of Public Works, Public Works Superintendent, Fire Chief, Wastewater Superintendent, Park & Recreation Director.

3. Public Hearings

None.

4. Public Comment

Robert Bell, N1729 S. Main Street - supported the Pledge of Allegiance on the City Council Agenda.

Judy Lyons, 413 S. 5th Street - supported the Pledge of Allegiance on the City Council Agenda.

Masie Allie, 407 Council Street - supported the Pledge of Allegiance on the City Council Agenda.

John Hausz, 104 Jefferson Street - stated June is invasive species month.

Adam Thompson, 365 Ramesh Avenue - supports the Pledge of Allegiance as a Veteran. However, he does not support it appearing on the City Council Agenda.

Jerry Tanguay, 324 Rogers Street - supported the Pledge of Allegiance on the City Council Agenda.

Laurie Wohlgemuth, 307 E. Milwaukee Avenue - supported the Pledge of Allegiance on the City Council Agenda.

Ron Martin, 409 Nadig Drive - supported the Pledge of Allegiance on the City Council Agenda.

5. Consent Agenda

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

- a. Review and possible action relating to the **minutes of the June 3, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to the **minutes of the June 5, 2025 Finance Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **minutes of the June 5, 2025, Ordinance Committee meeting** (Ebbert, Clerk/Treasurer/Finance/Director)
- d. Review and possible action relating to the **minutes of the June 10, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action relating to **building, plumbing, and electrical permit report for May 2025** (Draeger, Building Inspector/Zoning Administrator)
- f. Review and possible action relating to the City Clerk-issued **License and Permit Report for June 2025** (Ebbert, Clerk/Treasurer/Finance Director)
- g. Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of May 31, 2025 (Ebbert, Clerk/Treasurer/Finance Director)
- h. Review and possible action on a **Special Event: Jazz in the Park**, Friday, June 27, 2025, from 7 p.m. to 9 p.m. at Barrie Park (Ebbert, Clerk, Treasurer, Finance Director)
- i. Review and possible action on a **Special Event: Praise in the Park**, Sunday, July 27, 2025, from 8 a.m. to 1 p.m. at Barrie Park (Ebbert, Clerk, Treasurer, Finance Director)
- j. Review and possible action on a **Special Event: Tour de Fort**, August 23, 2025 from 6:30 a.m. - 3:00 p.m. at Jones Park, Lions Pavilion, and 3 bike routes (Ebbert, Clerk/Treasurer/Finance Director)
- k. Review and possible action on a **Special Event: Rhythm on the River**, August 23, 2025 from 4:00 - 9:00 p.m. at the Water Street/Milwaukee Avenue parking lot (Ebbert, Clerk/Treasurer/Finance Director)
- l. Review and possible action relating to a **Temporary Retailer's License** for Rock River Heritage dba Fort Atkinson Club, Americana on the Rock, Friday, July 25, 2025 (Ebbert, Clerk/Treasurer/Finance Director)
- m. Review and possible action relating to a **Temporary Retailer's License** for Fort Atkinson Lions Club, Tour de Fort on Saturday, August 23, 2025 (Ebbert, Clerk/Treasurer/Finance Director)
- n. Review and possible action relating to a **Temporary Retailer's License** for Fort Atkinson Lions Club, Rhythm on the River on Saturday, August 23, 2025 (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

- a. *Presentation relating to City of Fort Atkinson Fire Department ISO Rating (Peterson, Fire Chief)*
No action was taken.
- b. *Public Works and Parks Operations Facility - Final Project Update (Williamson, Public Works Superintendent)*
No action was taken.

7. Resolutions and Ordinances

- a. *Review and possible action relating to a Resolution approving the **2024 Compliance Maintenance Annual Report** for the City of Fort Atkinson Wastewater Utility (Sweeney, Wastewater Superintendent)*

Wastewater Superintendent Sweeney reviewed the overall grade point average for 2024 is 3.92 (2023 = 4.0; 2022 = 4.00) and indicates that overall, the plant is in good condition and is operating at a high level. There were 17 points deducted for the 2024 report year. The facility received point deductions for the influent flow "the wastewater entering the plant" exceeding the 90% threshold in March and 100% in April, May, June, July and August. This was due to precipitation, accumulated snow melt and the water level of the Rock River. It was an above-average year for precipitation. No plant processes were adversely affected by the higher influent flows. The City continues to address infiltration and inflow issues in the collection system. In March of 2025 a re-rate request was finalized from the WDNR that will take the Maximum Monthly Design Flow from 2.7 MGD to 3.8 MGD. This should help the facility to not exceed that 90 and 100% as often as it increases our Maximum Monthly Design Flow by 29%.

Lescohier moved, seconded by Johnson to adopt the Resolution approving the 2024 Compliance Maintenance Annual Report for the City of Fort Atkinson Wastewater Utility and authorize staff to submit to the Wisconsin DNR as required by Ch. NR208, Wisconsin Administrative Code. Motion carried unanimously.

- b. *First reading of a proposed Ordinance amending 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 discussed 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. Council members shared sentiment and discussion on their viewpoints.

Huckabee moved, seconded by Johnson to direct the City Manager to prepare the ordinance for a second and possible third/final reading at the meeting on July 1, 2025. Motion carried, Lescohier and Schultz opposed. .

- c. *First reading of an Ordinance relating to a Zoning Map Amendment to change the zoning district for a portion of the properties located west of Banker Road and east of Fort Atkinson High School (parcel number 226-0614-3322-000), from Single Family Residential (SR-2) to Multi-Family Residential (MRM-12), (SR-5) Single Family Residential, and (CON) Conservancy (Draeger, Building Inspector/Zoning Administrator)*

Inspector Draeger stated this request is for a Zoning Map Amendment for a portion of the parcel located West of Banker Road and East of Fort Atkinson High School. This amendment would change the zoning designation from Single-Family Residential (SR-2) to Multi-Family Residential (MRM-12), Single-Family Residential (SR-5) and Conservancy (CON). The requested change aims to support future development in the area and the planned storm water management areas. The Plan Commission held a public hearing at the meeting on June 10, 2025. There was no participation in the public hearing. At that meeting, the Plan Commission recommended the City council adopt the proposed Zoning Map Amendment.

Huckabee moved, seconded by Johnson to direct the City Manager to prepare the ordinance for a second and possible third/final reading at the meeting on July 1, 2025. Motion carried unanimously.

- d. *First reading of an Ordinance relating to a Zoning Map Amendment to change the zoning district for the properties located at **1349, 1347 and 1345 Marigold Dr.** (parcel numbers 226-0614-3322-002, 226-0614-3322-003, 226-0614-3322-004), from Single Family Residential (SR-2) to Single Family Residential (SR-5) (Draeger, Building Inspector/Zoning Administrator)*

Inspector Draeger reviewed the Zoning Map Amendment proposes to change the zoning classification of the properties located at 1349, 1347 and 1345 Marigold Dr., from Single Family Residential (SR-2) to Single-Family Residential (SR-5). A zoning change is being requested to accommodate the future development of the parcels with single-family dwellings per the approved Development Agreement between the City of Fort Atkinson and Intrepid Investments in the Ridge View Estates Subdivision.

Lecsohier moved, seconded by Johnson to direct the City Manager to prepare the ordinance for a second and possible third/final reading at the meeting on July 1, 2025. Motion carried unanimously.

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 **Ridge View Estates Preliminary Plat** (Draeger, Building/Zoning Administrator) (PPR-2025-02)*

Inspector Draeger reviewed the Plan Commission recommended approval of the Ridge View Estates Preliminary Plat at the meeting on January 28, 2025 and again on May 13, 2025. The plat supports the Ridge View Estates residential development, which includes the land division of an existing 35-acre property and previously subdivided 12-acres that make up Lots 1-5 and Outlot 1, for a total of 77 new parcels, 3 outlots, and rights-of-way to be dedicated to the public. This includes:

- Phase 1: Lots 1-5, Outlot 1, and portions of Banker Road, Trillium Drive, and Marigold Drive.
- Phase 2: Lots 6-61, Outlot 2, and portions of Marigold Drive, Peony Place, and Banker Road.
- Phase 3: Lots 62-77, Outlot 3, and completion of the new Banker Road configuration.

The old portion of the Banker Road right-of-way would be vacated at this time. The following were previously approved and established through a Certified Survey Map:

- Lot 1 and Outlot 1
- Lots 2-5
- Hawthorne Drive right-of-way
- Trillium Drive was previously vacated and then approved and established through a Certified Survey Map with a slightly different configuration. Utility easements within the rear yard of the future parcels are not currently shown on the Preliminary Plat, but are recommended to be added prior to the adoption of the Final Plat. As noted on the Preliminary Plat, the proposed zoning for the various new parcels being created includes:
- MRM-12: Lots 2, 51, 62, and 71
- MRH-30 and PUD: Lot 1
- SR-5: Lots 3-50, 52-61, 63-70, and 72-77.

Huckabee moved, seconded by Schultz to approve the Ridge View Estates Preliminary Plat as submitted. Motion carried unanimously.

- b. *Review and possible action relating to a **Request for Proposal for Financial Auditing Services** for the fiscal years ending 2025, 2026 and 2027 (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk/Treasurer Ebbert stated independent financial audits performed by a certified public accountant is crucial for local government as they provide objective assessments of the management of public funds. Staffs intention for providing an RFP aids in selection for fair presentation in conformity with generally accepted accounting principles. Firms that submit quotes will be evaluated by Staff focusing on the scope of the audit, goals and timelines. Baker Tilly has served the City for the past 15 years providing audits of the general fund, utility funds and assisting in preparation of the State Municipal Financial Report and the Public Service Commission annual report of the Water Utility. Requesting proposals for auditing services does not have a financial impact in the City. It is anticipated that responding firms will offer annual costs for auditing services between \$30,000 and \$60,000. The cost of the audit will be split between multiple funds. Staff budgets the

general fund audit expenses in the independent Auditing account. The Utility Funds also contribute to the expense.

Lescohier moved, seconded by Schultz to authorize staff to publish the request for proposals for financial auditing services for the City of Fort Atkinson for the fiscal years ending 2025, 2026 and 2027. Motion carried unanimously.

- c. *Review and possible action relating to the **purchase and installation of Streetlights** for the Ridge View Estates Subdivision - Northern Phase (Houseman, City Manager)*

Manager Houseman noted that the City of Fort Atkinson is currently the owner of most of the property known as the Ridge View Estates Subdivision. The City Council has authorized the installation of the gas and electrical infrastructure within the subdivision in order to develop the land for a residential subdivision. In the Development Agreement for Ridge View Estates, the City committed to funding the purchase and installation of the streetlights required per the City's ordinances. The City Council will see two requests on the agenda for the purchase and installation of said lights from WE Energies. The first request is for 9 streetlights to be located on the northern portion of the Ridge View Estates subdivision, including the lights on Marigold Drive and Peony Place. The cost of the streetlight project as described above and in the attached documents is \$27,020.83. Staff proposes to use funds from Tax Increment District #9 to pay for the streetlights and other infrastructure required as part of the Development Agreement.

Schultz moved, seconded by Johnson to approve the payment of \$27,020.83 to WE Energies for the streetlights in the northern phase of the Ridge View Estates Subdivision using TID #9 funds. Motion carried unanimously.

- d. *Review and possible action relating to the **purchase and installation of Streetlights** in the Ridge View Estates Subdivision - Hawthorne Drive (Houseman, City Manager)*

Manager Houseman noted the second request is for 5 streetlights to be located along Hawthorne Drive. Staff proposes to use funds from Tax Increment District #9 to pay for the streetlights and other infrastructure required as part of the Development Agreement.

Huckabee moved, seconded by Johnson to approve the payment of \$18,444.16 to WE Energies for the streetlights along Hawthorn Drive in the Ridge View Estates Subdivision using TID #9 funds. Motion carried unanimously.

- e. *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 stated the licensing period is annually from July 1st through June 30th with the renewal process beginning in March. Staff is flexible on deadlines to allow for inspection by the Police Department and confirmation of licensing data. Businesses for renewal on this agenda will not face any delays of operations.

Lescohier moved, seconded by Hucakbee to approve the licenses outlined in the staff report, contingent upon all monies owed to the City are paid prior to issuance. Motion

carried unanimously.

- f. *Review and possible action relating to the purchase of office furniture included in the 2025 CIP Project **to reconfigure the City Manager's office area and remodel the Recreation Office at the Municipal Building** (Dayton, Parks and Recreation Director)*

Director Dayton discussed that reconfiguring the City Manager's office area and remodeling the Recreation Office at the Municipal Building are included in the 2025 Capital Improvements Projects budget, which the City Council approved in November 2024. The total estimated cost of the entire project is \$28,000, and the source of funds was the 2024-2025 borrowing. The latest renovation of the Municipal Building took place in 1995. Interior renovations modified rooms and incorporated finishes that reflected the era at the time. Office spaces in both the City Manager's office area and the Park and Recreation offices still have the built-in desks and cabinets from this renovation. Staff desk areas still feature large cutouts that were needed for tube monitors and desktop computers. Built-in computer spaces are no longer necessary, and such spaces have limited staff use of the space. In addition to workspace limitations, both offices lack ADA-compliant countertop space in the reception areas.

Lescohier moved, seconded by Schultz to authorize staff to accept proposals from BSI for the purchase of office furniture for the staff area outside the City Manager's office area and the Parks and Recreation office at a cost not to exceed \$17,738.86. Motion carried unanimously.

11. 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 Lescohier to approve the list of Verified Claims as presented. Motion carried unanimously.

12. Miscellaneous

- a. *The City Council may consider a motion to convene in closed session pursuant to State Stat. Section 19.85(1)(e) to conduct other specified business where competitive or bargaining purposes require a closed session [Review of possible terms of a Development Agreement] (Houseman, City Manager)*

Huckabee moved, seconded by Johnson to convene in closed session pursuant to State Stat. Section 19.85(1)(e) to conduct other specified business where competitive or bargaining purposes require a closed session [Review of possible terms of a Development Agreement]. Motion carried unanimously.

13. Adjournment

Schultz moved, seconded by Johnson to adjourn. Meeting adjourned at 9:23 pm.

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