



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, AUGUST 19, 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: Councilman Huckabee, Lescohier, Schultz and President Jaeckel. Also present: City Manager, City Attorney, Clerk/Treasurer/Finance Director, Director of Public Works, Wastewater Superintendent, Library Director and Public Works Superintendent.

Excused absence: Councilman Johnson.

3. Pledge of Allegiance

President Jaeckel led the Pledge of Allegiance.

4. Consent Agenda

Huckabee moved, seconded by Lescohier to approve the Consent Agenda items 4.a through 4.j. Motion carried.

- a. *Review and possible action relating to the **minutes of the August 5, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the August 12, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to **building, plumbing, and electrical permit report for July 2025** (Draeger, Building Inspector/Zoning Administrator)*
- d. *Review and possible action relating to the City Clerk-issued **License and Permit Report for July 2025** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of July 31, 2025 (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Review and possible action relating to the Police Chief's recommendations for **Trick or Treat hours** (10/26/25 1–4 p.m.) and Trunk or Treat hours (10/31/24 6–8:30 p.m. at Jones Park) (Bump, Police Chief)*
- g. *Review and possible action on a Special Event: **Park & Recreation Adult Recess, Friday,***

September 12, 2025, 6-9 p.m. at Jones Park (Ebbert, Clerk/Treasurer/Finance Director)

- h. *Review and possible action on a **Special Event: The Chapel: Night of Worship**, Sunday, September 14, 2025, from 6:30 to 8:00 p.m. at Barrie Park (Ebbert, Clerk, Treasurer, Finance Director)*
- i. *Review and possible action on a **Special Event: Chamber of Commerce, Holiday Parade**, Sunday, December 7, 2025, 4:00 p.m. - 6:00 p.m. (Ebbert, Clerk/Treasurer/Finance Director)*
- j. *Discussion and possible action relating to a **Temporary Retailer's License** for St. Joseph Catholic Church, St. Teresa of Calcutta Fall Festival on September 7, 2025 (Ebbert, Clerk/Treasurer/Finance Director)*

5. Public Hearings

None.

6. Public Comment for Matters on the Agenda

John Hausz, 104 Jefferson Street - inquired on item #11.a regarding a generator purchase on the agenda for Wastewater.

7. Petitions, Requests, and Communications

None.

8. Resolutions and Ordinances

- a. *Review and possible action relating to a Resolution Extending the life of **Tax Incremental District #6 for one year to fund Affordable Housing Programs and Projects** within the City of Fort Atkinson, Wisconsin (Houseman, City Manager)*
Manager Houseman stated the City held a TID workshop on August 20, 2024. The City's financial advisors from Baird presented a long-term plan for the City's TIDs, including the closure of TID 8 in April 2025 and the planned closure of TIDs 6 and 7 in 2026. Note that the City Council approved a resolution extending the life of TID 8 in 2024 to start the affordable housing fund. Wisconsin statutes (66.1105(6)(g)) allows the extension of a TID up to one year, using the last year of tax increment to improve the City's housing stock. At least 75% of the increment must benefit affordable housing with the remaining portion used to improve housing stock. In order to extend the life of the TID, the City Council must adopt a Resolution declaring such by September 1st. Per the timeline included with the background information, the Council would then adopt a resolution terminating TIDs 6 and 7 in April 2026. City staff plans to start the process of creating new TIDs in the undeveloped and underdeveloped areas from TIDs 6 and 7 in 2026. The act of extending the life of TID 6 for an affordable housing program will provide approximately \$160,171.82 for affordable housing efforts in 2026. The act of extending the life of TID 7 will provide approximately \$460,106.39 for affordable housing efforts in 2026.

Lescohier moved, seconded by Huckabee to adopt the Resolution extending the life of Tax Increment District No. 6 for one year to fund affordable housing programs and projects within the City of Fort Atkinson, Wisconsin. Motion carried.

- b. *Review and possible action relating to a Resolution Extending the life of **Tax Incremental District #7 for one year to fund Affordable Housing Programs and Projects** within the City of Fort Atkinson, Wisconsin (Houseman, City Manager)*

Huckabee moved, seconded by Schultz to adopt the Resolution extending the life of Tax Increment District No. 7 for one year to fund affordable housing programs and projects within the City of Fort Atkinson, Wisconsin. Motion carried.

9. Reports of Officers, Boards, and Committees

- a. *City Manager's Report (Houseman, City Manager)*
No action was taken.

10. Unfinished Business

None.

11. New Business

- a. *Review and possible action related to the **purchase and installation of the on-site generators** at the Sherman Avenue and Water Street Lift Stations (Sweeney, Wastewater Superintendent)*

Superintendent Sweeney referenced the Sherman Avenue and Water Street Lift Stations were constructed in 1982. They are designed to pump wastewater from the downtown area to the Gravity Main Sewer. Currently, during a power outage at the Sherman Avenue and Water Street Lift Stations, staff must manually transport pull-behind generators to the sites and connect them so that the lift stations continue to function properly. This project was included in the 2025 Capital Improvements Projects budget at \$150,000. The planned project included the additional generators outlined above and the replacement of two pumps. The City Council approved the replacement of the Flygt submersible pumps at these lift stations at the meeting on June 3, 2025 at a cost of \$62,402, leaving \$87,598 for the generators portion of the project. After the pumps and the generators, there will be approximately \$11,657.20 remaining. Staff intends to use a portion of those funds to enhance the site around the Water Street Lift Station, including installing privacy fencing around the new generator and electrical panel to improve safety and appearance. Additionally, some overgrown trees will be removed to accommodate the installation of the generators. To restore and improve the appearance of the area, new landscaping will be added following the tree removal. Staff has had to provide backup generators to lift stations on average 2-3 times per year.

Lescohier moved, seconded by Huckabee to approve the purchase and installation of two

onsite Generac Generators from Home Backup Systems, LLC of Fort Atkinson for a cost not to exceed \$74,059.20 to provide permanent back-up electricity for the Sherman Avenue and Water Street lift stations. Motion carried.

- b. *Review and possible action related to **Solar Project Study Engineering Services** (Sweeney, Wastewater Superintendent)*

Superintendent Sweeney provided that Treatment Plant is evaluating the feasibility of installing a solar field to offset a portion of its energy expenses. The City borrowed funds in 2024 to pursue such a solar project. Staff has procured the services of Donahue Engineering to conduct a comprehensive solar evaluation for the Wastewater Treatment Plant. This assessment will include an analysis of the plant's electrical usage and the development of a solar production model. Donahue will also explore battery storage options and coordinate with We Energies to address the necessary interconnection requirements for both solar and battery systems.

Lescohier moved, seconded by Huckabee to approve the proposal for a Solar Study from Donohue & Associates at a cost not to exceed \$14,800 to be paid for using the funds borrowed for that purpose. Motion carried.

- c. *Review and possible action relating to the **emergency replacement of the library's rooftop condenser** (Lippert, Library Director)*

Director Lippert stated that on June 26th, library staff noticed that the air conditioning for the south half of the building was not working. Two technicians from Klecker's came on June 27th and found that the center condenser fan motor bracket had broken on the rooftop condenser, causing the fan motor and blade to fall into and severely damage the condenser coil. The library's current rooftop condenser is a 60-ton Trane unit that was installed in 2010. Klecker's technicians were able to get stages one and two of the rooftop unit working on June 27th, but reported that the rest of the unit needed serious repairs. By Monday, June 30th, the temporary repair had failed. While visiting on July 3rd to provide a quote for repairs or replacement, technicians from Ahern repaired one stage of the rooftop unit. Thankfully, this fix has maintained more comfortable temperatures inside the library, though these repairs are only intended to be temporary. Staff reached out to seven contractors with four response that were reviewed by Staff and the Library Board. Per Wis. Stat. § 43.58(1) the library board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. On Monday, August 11, 2025, the Library Board approved the rooftop condenser replacement project with Total Mechanical and to reimburse this cost with funds from the library's trust.

Huckabee moved, seconded by Schultz to approve the proposal from Total Mechanical to replace the library's rooftop condenser at a cost not to exceed \$87,550 (\$85,000 initial estimated cost plus \$2,550 as a 3% contingency reflecting the uncertainty of the market) with funding from the library's trust at Edward Jones. Motion carried.

- d. *Review and possible action relating to the library's **2025 CIP furniture replacement project** (Lippert, Library Director)*

Director Lippert discussed the 2025 CIP that included \$7,000 to replace furniture in the library. The Library Board agreed to reimburse library CIP costs with funds from the library's trust held with Edward Jones for the teen room as it is the most in need of furniture updates. Library staff originally underestimated the cost of furniture and flooring replacement as they created the 2025 CIP. The CIP included \$7,000 to replace furniture and \$4,000 to replace flooring. Based on quotes, Staff has decided to dedicate all CIP funds to the furniture and forgo new flooring. On Monday, August 11, 2025, the Library Board approved the teen room furniture replacement project with CJ & Associates and to reimburse this cost with funds from the library's trust.

Lescohier moved, seconded by Huckabee to approve working with CJ & Associates to update the library's teen room furniture at a cost not to exceed \$11,241.54 with funding from the library's trust at Edward Jones. Motion carried.

- e. *Review and possible action relating to a 5-year contract with **Associated Appraisal for Full-Value Assessment Services.** (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert referenced Wisconsin Statute 70.05 that governs the assessment of general property for taxation across towns, cities, and villages in the state. To maintain equity, each taxation district must assess property at full value at least once every five years. The City's contracted assessor, Associated Appraisal, conducted an Interim Market Update (IMU) in 2023 following the 3rd consecutive year of assessment level non-compliance. An IMU is advantageous when a full inspection or exterior-only revaluation has been completed within the last several years. The city last experienced a full revaluation in 2017. The City has had simple maintenance contracts for assessment services for many years with Associated Appraisal. Full Value Maintenance is a proactive approach that offers an alternative to traditional valuation methods. Annual full value maintenance assessment services ensure the municipalities' assessments remain in compliance with Wis Stats. 70.05(5) throughout the contract term. The level of assessment will be maintained within 100% of the prior year's equalized value for all major property classes. Associated Appraisal has offered a new five-year contract for Full Value Maintenance assessment services, which means that the City would remain in compliance with statutes relating to assessment ratio for the next five years. The City is currently in year 4 of a five-year contract with Associated for maintenance services only at a cost of \$35,000 per year. The new contract cost is \$63,000 per year for 2026-2030. The new contract would supersede the current contract.

Lescohier moved, seconded by Huckabee to authorize the City Manager to execute the 5-year contract with Associated Appraisal for full-value assessment services not to exceed \$63,000 per year for assessment years 2026-2030. Motion carried.

- f. *Review and possible action relating to an **invoice for the new Public Works and Parks Facility HVAC system annual service maintenance work** from Total Mechanical (Williamson, Superintendent of Public Works)*

Director Navin stated now that the Public Works and Parks Operations facility construction is complete, the HVAC system installed requires regular maintenance and upkeep. Staff

reached out to the design and installation company for the new facility, Total Mechanical of Janesville, to establish an appropriate budget for the new system contract maintenance. Staff felt that the design and installation contractor for this new system would be most familiar and efficient in assisting with the annual maintenance budget to achieve a quality long life for the new system. Total Mechanical provided an initial proposal for the annual maintenance budget contract of \$13,126.00.

Huckabee moved, seconded by Lescohier to approve the invoice from Total Mechanical in an amount not to exceed \$9,500.00 using funds from the PW Operations - Building Maintenance Account. Motion carried.

*g. Review and possible action relating to the **Public Works and Parks Operations Facility HVAC service maintenance contract** (Williamson, Public Works Superintendent)*

Director Navin stated that Staff has budgeted funds in the PW Operations - Building Maintenance account to actively maintain the new HVAC system. Staff have committed to including the required funds within this account in future budgets to continue to maximize the useful life of the system and support the city's new facility investment in the long run. The cost of the maintenance contract is \$9,500 for the first year. The contract auto-renews annually with an increase of 4%. The first payment on this contract will be in 2026 in the amount of \$9,880. Total Mechanical agreed to perform the first full service on a time and materials basis to better establish the required amount of labor and all materials costs in hopes of reducing the city's investment needs. As a result of this initial service, Total Mechanical provided a revised proposal in July 2025 that better reflects the budgetary requirement for these annual service needs.

Huckabee moved, seconded by Lescohier to approve the commercial heating and air conditioning planned maintenance proposal from Total Mechanical and authorize the City Manager to execute the contract. Motion carried.

12. Miscellaneous

None.

13. Public Comment for Matters Not on the Agenda

John Hausz, 104 Jefferson Street - spoke on weed control and distributed a copy of a notice in the Daily Union regarding the DNR treating invasive plants.

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

15. Adjournment

Huckabee moved, seconded by Schultz to adjourn. Meeting adjourned at 7:51 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director