



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, SEPTEMBER 16, 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, Lescohier, Schultz and President Jaeckel. Also present: City Manager, City Attorney, City Clerk/Treasurer/Finance Director, Director of Public Works, Fire Chief, Park & Recreation Director, Director of Neighborhood Services, Senior Center Director and Public Works Superintendent.

Excused absence: Cm. Johnson.

3. Pledge of Allegiance

President Jaeckel led the Pledge of Allegiance.

4. Consent Agenda

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

- a. *Review and possible action relating to the **minutes of the September 2, 2025, City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the September 9, 2025, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the **minutes of the September 9, 2025, Finance Committee** (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action relating to the **minutes of the September 10, 2025, Sex Offender Residence Board meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action relating to the **minutes of the September 11, 2025, Transportation and Traffic Review Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Review and possible action relating to **building, plumbing, and electrical permit report for August 2025** (Draeger, Building Inspector/Zoning Administrator)*

- g. *Review and possible action relating to the City Clerk-issued **License and Permit Report for August 2025** (Ebbert, Clerk/Treasurer/Finance Director)*
- h. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of August 31, 2025 (Ebbert, Clerk/Treasurer/Finance Director)*
- i. *Review and possible action on a **Special Event: Fort Polar Path - Fort Atkinson Animated Holiday Light Display, October 25, 2025 - January 12, 2026** (Ebbert, Clerk/Treasurer/Finance Director)*
- j. *Review and possible action on a **Special Event: Magic on Janesville Avenue, Friday, December 5, 2025, 4:00- 6:30 pm** (Ebbert, Clerk/Treasurer/Finance Director)*
- k. *Review and possible action relating to a **Temporary Retailer's License** for Rotary Club of Fort Atkinson Wine Walk, on October 10, 2025. (Ebbert, Clerk/Treasurer/Finance Director)*
- l. *Review and possible action on a **Special Event: Rotary Wine Walk Friday, Oct. 10, 2025, from 4:30-8:30 pm in downtown Fort Atkinson** (Ebbert, Clerk/Treasurer/Finance Director)*
- m. *Review and possible action on a **Special Event: Haunted Hike Friday, Oct. 17, 2025 and Saturday, Oct. 18, 2025 from 6 to 9 pm at Haumerson's Pond** (Ebbert, Clerk/Treasurer/Finance Director)*
- n. *Review and possible action on a **Special Event: Kiwanis Trunk or Treat, Friday, October 31, 2025, 6:00 - 8:00 pm at Jones Park** (Ebbert, Clerk/Treasurer/Finance Director)*

5. Public Hearings

None.

6. Public Comment for Matters on the Agenda

John Hausz, 104 Jefferson Street - commented on the Senior Center Proclamation.

7. Petitions, Requests, and Communications

- a. *Review and possible action relating to a proclamation recognizing **September as National Senior Center Month** in the City of Fort Atkinson (Houseman, City Manager)*
Huckabee moved, seconded by Schultz to approve the Proclamation recognizing September as National Senior Center Month in Fort Atkinson. Motion carried.

8. Resolutions and Ordinances

- a. *Review and possible action relating to a Resolution **requesting exemption from the County Library Tax** for the City of Fort Atkinson (Houseman, City Manager)*
Manager Houseman stated that the Jefferson County Board has established a County Library Service and levies a County Library Tax. State Statutes provide that a municipality is exempt from this County Library Tax if the municipality levies a minimum amount for public library services. Annually in September, the County calculates the minimum levy for

municipalities to qualify for this exemption. In August, the City received the attached letter from the Jefferson County Finance Department reminding the City of the minimum appropriation to the Dwight Foster Public Library in order to be exempt from paying the County Library Tax. Per the attached documentation and statutory calculation, the City is required to appropriate at least \$331,699 to the Dwight Foster Public Library to be exempt from the tax. The City is proposing to levy \$637,000 in property taxes to fund Library operations in 2026. This amount exceeds the minimum appropriation for exemption from the County Library Tax. The proposed amount to be levied (\$637,000) represents an increase of \$13,000 over the 2025 levied amount of \$624,000, or just over 2%.

Schultz moved, seconded by Lescohier to approve the Resolution requesting exemption from the County Library Tax for the City of Fort Atkinson. Motion carried.

- b. *Second and possible third/final reading of an Ordinance to create Section 98-59 of the City of Fort Atkinson Code of General Ordinances relating to **Lead Lateral Service Line Replacement** (Navin, Director of Public Works)*

Director Navin stated the City of Fort Atkinson is required to complete a WIDNR approved Lead Service Line Replacement Plan. A requirement of that plan is a lead service replacement ordinance. The addition of this ordinance will allow the City to apply for funding to help offset some of the costs associated with Lead Service Laterals as well as provide an opportunity for low-interest loans for private side replacements. There will be no costs associated until the City's Lead Service Line Program is approved and construction begins. The Ordinance Committee reviewed this ordinance at the meeting on August 19, 2025 and recommend that staff present the ordinance to the City Council at a future meeting. The first reading was done at the council meeting on September 2, 2025.

Lescohier moved, seconded by Schultz to suspend the rules and offer a third/final reading of the Ordinance. Motion carried unanimously.

Lescohier moved, seconded by Huckabee to approve the Ordinance to create section 98-59 of the City of Fort Atkinson Municipal Code of Ordinances relating to Lead Lateral Service Line Replacement. 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 relating to the rental agreement for **agricultural land at the Fort Atkinson Municipal Airport** (Navin, Director of Public Works)*

Director Navin provided the parcel numbers of 226-0614-2332-000, 226-0614-2711-002 near the Airport where the City has leased the land for agricultural. Staff sought bids for the agricultural land rental at the Municipal Airport for the term of January 1, 2026 through December 1, 2028. The lease is for 42.3 acres of land.

BIDDER - PRICE/ACRE/YEAR

Broedlow Farms LLC \$165/acre/2026, \$210/acre/2027, \$215/acre/2028

Kutz Farms \$201/acre/2026, \$203/acre/2027, \$205/acre/2028

Huckabee moved, seconded by Schultz to authorize the City Manager to execute the agricultural land lease for the Fort Atkinson Municipal Airport with Kutz Farms LLC for \$25,760.70 or \$201 per acre in 2026, \$203 per acre in 2027 and \$205 per acre in 2028 for the 2026-2028 term. Motion carried.

- b. *Review and possible action relating to a **rental agreement for hunting land on City-owned property near the Wastewater Treatment Facility** (Navin, Director of Public Works)*

Director Navin stated the City owns the land adjacent to the Wastewater Treatment Facility in the Town of Koshkonong. A portion of these lands totaling approximately 70 acres is available for hunting use. The Parcel Identification Number of said lands are 0842-000, 0843-000, 0844-002. All legal hunting is allowed with rights exclusive to the signatory of this lease or their designee. All persons on the property must carry written signed permission of the signatory and present to any City representative if requested. Subleasing is prohibited. Restrictions on the land include: no permanent structures, no earthmoving, no tree removal greater than 6", mowing only to establish trails of less than six feet, no planting and no other use of the property. Land use will only allow archery and shotgun hunting. No rifle use will be allowed.

BIDDER - PRICE/ACRE/YEAR

Mathew Thompson - \$31/acre

Matt Christiansen/Briar Cummings - \$27.50/acre/2026, \$30/acre/2027, \$32.50/acre/2028

Austin Jacobson - \$14.30/acre/2026, \$17.85/acre/2027, \$21.45/acre/2028

Schultz moved, seconded by Lescohier to authorize the City Manager to execute the hunting land lease for the City-owned property adjacent to the Wastewater Treatment Facility with Mathew Thompson for \$6,510 or \$31 per acre in 2026-2028. Motion carried.

- c. *Review and possible action relating to a **rental agreement for agricultural land on City-owned property in the Klement Business Park** (Navin, Director of Public Works)*

Director Navin discussed the land owned by the City in the Klement Business Park, parcels 226-0514-1633-000 and 226-0514-1632-001. The City has traditionally rented the agricultural land in the Klement Business Park that is undeveloped, and the current lease ends on December 1, 2025.

BIDDER - PRICE/ACRE

Wilharm Hay Sales \$250/acre

Andrew Luebke \$210/acre

Huckabee moved, seconded by Lescohier to authorize the City Manager to execute the agricultural land lease for the lands in the Klement Business Park with Wilharm Hay Sales for \$19,875 or \$250 per acre for the 2026-28 term. Motion carried.

d. *Review and possible action relating to a **rental agreement for agricultural hay land on City-owned property in the Klement Business Park (Navin, Director of Public Works)***

Director Navin referenced Klement Business Park that can be used for haying only. The Parcel Identification Number of the lands are 226-0514-1741-001 (11.2), 226-0514-1744-000 (16.4), 226-0514-1744-001 (13.8). The City has traditionally rented this land for haying, and the current lease ends on December 1, 2025. The available acreage for haying is less than the total parcel size; however, bids were solicited based on the full 41.2-acre parcel. Two bids were received for the hay land rental at City-owned property in the Klement Business Park. The bids were identical, and both parties were invited to submit a best and final offer, but each declined. Staff then notified the bidders that, absent new offers, the decision would be made by coin toss. The toss was conducted, and Andrew Luebke was declared the winner.

BIDDER - PRICE/ACRE

Wilharm Hay Sales \$100/acre

Andrew Luebke \$100/acre

Lescohier moved, seconded by Schultz to authorize the City Manager to execute the agricultural hay land lease for the lands in the Klement Business Park with Andrew Luebke for \$24,318 or \$100 per acre for the 2026-2028 term. Motion carried.

e. *Review and possible action relating to the **replacement of the Senior Center Roof (Dayton, Director of Parks and Recreation)***

Director Dayton discussed the roof of the Senior Center that was last replaced in 2004 through the Parks and Recreation Capital Improvement Plan. In 2013, repairs were made following damage caused by a fallen tree limb. Following a heavy rain event in late July of 2025, staff observed a considerable leak coming from the roof, prompting an inspection by multiple professional roofing contractors. Each contractor concluded that the roof could not be patched and recommended complete replacement before the winter season. This is an unplanned repair and will require the use of contingency funds from the 2025 operating budget. Contractors noted the presence of several dips across the roof surface, indicating that additional repairs to the roof decking will likely be necessary and require replacement. Based on the square footage of the roof, approximately 255+ sheets of plywood or OSB are needed to cover the full roof. Based on the contractor's assessments, it is recommended to budget for the replacement of at least 50% of the decking. Based on the proposed cost of \$75 per sheet of plywood, the staff recommends including an additional \$9,750 contingency for decking replacement.

Riedl and Son - \$42,956.46. 20 yr workmanship warranty and 50 yr materials warranty.
Reliable Roofing - \$39,100.00. 5 yr workmanship warranty and 40 yr materials warranty.
Serenity Concepts - \$54,520.98. 5 yr workmanship warranty and 40 yr materials warranty.

Lescohier moved, seconded by Schultz to accept the proposal from Riedl and Sons Inc. for the replacement of the roof at the Senior Center at a cost not to exceed \$52,706.46, using contingency funds included in the 2025 budget. Motion carried.

- f. Review and possible action relating to the purchase of bleachers, soccer goals, and concrete work included in the **Kiwanis Field Facility Improvement Project at Rock River Park** (Dayton, Parks and Recreation Director)*

Director Dayton presented that the Kiwanis Field Facility Improvements project completed the public monument and review process and was approved at the September 2, 2025, City Council meeting. Phase one of the project includes installing concrete walking paths, bleacher pads, and an extended patio area near the concessions stand at Rock River Park Kiwanis Fields. Additional features include two sets of five-row, 15-foot bleachers to replace the existing units and a new pair of 24-foot-wide soccer goals. The cost of the project will be reimbursed by donations and grants. No taxpayer funding will be used beyond staff time in facilitating and supervising the project. The project is scheduled for completion this fall, with concrete work, bleacher installation, and goal assembly all required within that timeframe. While JW Schultz submitted the lowest bid, they are unable to meet the necessary timeline. A-1 Concrete, the next lowest bidder, has confirmed availability to complete the work this fall and has offered a 12% discount, making them the most viable option for the concrete portion of the project. For the bleachers, BSN provided a more competitive quote than ULINE and included an additional \$1,650 in discounts, resulting in additional cost savings. Lastly, Keeper Goals, based in Butler, Wisconsin, provided a quote for soccer goals.

Schultz moved, seconded by Lescohier to approve the purchase of bleachers from BSN for \$11,150.00, Soccer Goals from Keeper Goals for \$6,431.75, and accept the proposal from A-1 Concrete at a cost not to exceed \$30,336.02 for Kiwanis Field Facility Improvement Project at Rock River Park. Motion carried.

- g. Review and possible action relating to the Agreement between the City of Fort Atkinson and **Fort Atkinson Firefighters - Local 580 for 2026-2029** (Peterson, Fire Chief)*
No action was taken.
- h. Review and possible action relating to the **2026 S. Main St. Pedestrian Path Construction Bid Award** (Navin, Director of Public Works)*
Director Navin referenced the Safe Routes to School (SRTS) study, completed in 2016, indicated the need for a number of improvements within the City for safer pedestrian access. The completion of this study qualifies the City to pursue grant funding to implement certain elements of the plan. The City submitted a grant application in March 2022 under the Transportation Alternatives Program (TAP) and was awarded \$961K, or 80% of the costs of the \$1.2M project extending a path along S Main St. The project area,

beginning at Rockwell and moving south to the City limit encompasses about 4600 LF with only 1400 LF of sidewalk on one side. An additional 700 LF is in the Town of Koshkonong just before the Hackbarth Rd intersection. The total cost of the City's portion of this construction project comes out to \$2,515,418.98. After eligible grant funding is applied and contingency and construction oversight costs are added, the City's portion comes out to \$1,563,494.13. Road construction costs come to \$747,077.19. Staff intends to pay for this project using funds levied from Fund 5, borrowed funds, and funds attributed to the Water (\$678,139.39), Wastewater (\$39,589.77), and Stormwater (\$98,687.78) Utilities. Construction is expected to begin in 2026.

Lescohier moved, seconded by Huckabee to award the 2026 S. Main St. Pedestrian Path work, to Rock Road Companies, Inc. in an amount not to exceed \$2,723,030.53, and authorize the City Manager to execute the contract. Motion carried.

i. *Review and possible action relating to a contract with **KL Engineering for Banker Road realignment design** (Navin, Director of Public Works)*

Director Navin reiterated that this contract was originally awarded to Quam Engineering on February 6, 2024, as a part of the design of the Banker Road Development public infrastructure project. After this original contract was awarded, the City was notified of the \$1.4 million STP Urban construction grant to realign and reconstruct Banker Road with urban cross sections. An addendum was made to the original Quam Engineering contract for the Banker Road Development design contract following the WisDOT process on September 3, 2024. Quam Engineering approached City staff about ending the contract for the associated work and asked City staff if there would be interest in securing a contract with KL Engineering to take over the project, as Quam had already subcontracted with KL Engineering for portions of the project. Additionally, KL Engineering was familiar with the project and has the experience required to successfully complete the project.

Huckabee moved, seconded by Schultz to approve the design contract for the Banker Road realignment project to KL Engineering in an amount not to exceed \$237,500.00 using funds from TID #9, and authorize the City Manager to execute. Motion carried.

j. *Review and possible action relating to an Agreement between the City of Fort Atkinson and the **Town of Koshkonong for Fire/EMS Services** (Peterson, Fire Chief)*

Chief Peterson stated that the Fort Atkinson Fire Department provides fire protection and emergency medical services to the City and parts of the surrounding townships of Hebron, Koshkonong, Sumner, Oakland, and Jefferson. Current agreements include an EMS contract expiring December 31, 2025, and a fire protection contract expiring December 31, 2029. The intent of the new contract was to combine both services into a single long-term agreement with equitable cost sharing. Negotiations began in April 2025 and concluded in August 2025. As of the date of this memo, all Towns except Sumner have approved this agreement, resulting in five separate but identical contracts now before the City Council. The Town of Sumner is scheduled to review this matter at a meeting on September 14, 2025. The new agreement establishes a fair and equitable distribution of operating and capital equipment costs for each township and the City. Costs are divided

into five areas: Fire Operations, EMS Operations, Shared Fire Capital Equipment, EMS Capital Equipment, and Township-Specific Capital Equipment and Repairs.

Huckabee moved, seconded by Schultz to approve the agreement with the Town of Koshkonong for Fire/EMS Services and authorize the City Manager to execute the agreement. Motion carried.

- k. *Review and possible action relating to an Agreement between the City of Fort Atkinson and the **Town of Hebron for Fire/EMS Services** (Peterson, Fire Chief)*

Schultz moved, seconded by Lescohier to approve the agreement with the Town of Hebron for Fire/EMS Services and authorize the City Manager to execute the agreement. Motion carried.

- l. *Review and possible action relating to an Agreement between the City of Fort Atkinson and the **Town of Oakland for Fire/EMS Services** (Peterson, Fire Chief)*

Schultz moved, seconded by Huckabee to approve the agreement with the Town of Oakland for Fire/EMS Services and authorize the City Manager to execute the agreement. Motion carried.

- m. *Review and possible action relating to an Agreement between the City of Fort Atkinson and the **Town of Jefferson for Fire/EMS Services** (Peterson, Fire Chief)*

Schultz moved, seconded by Lescohier to approve the agreement with the Town of Jefferson for Fire/EMS Services and authorize the City Manager to execute the agreement. Motion carried.

- n. *Review and possible action relating to an Agreement between the City of Fort Atkinson and the **Town of Sumner for Fire/EMS Services** (Peterson, Fire Chief)*

Schultz moved, seconded by Huckabee to approve the agreement with the Town of Sumner for Fire/EMS Services and authorize the City Manager to execute the agreement. Motion carried.

- o. *Review and possible action relating to a Condominium Plat for **Habitat for Humanity** located at 700 Schumacher Way (Draeger, Director of Neighborhood and Building Services)*
Director Draeger stated the Plan Commission reviewed the attached Condominium Plat for Habitat for Humanity located at 700 Schumacher Way at its meeting on September 9, 2025, and recommended that the City Council approve the Plat. The proposed project involves splitting an existing parcel to create a condominium, allowing each unit in the structure to be separately owned. At the same time, the balance of the site remains commonly owned. The property is zoned DR-8, which permits two-family land uses. A two-unit residential building is already under construction on the property, featuring a detached garage and a shared driveway that will serve both homes. The applicant is pursuing a Condominium Plat to make individual ownership possible for each unit.

Lescohier moved, seconded by Schultz to approve the Condominium Plat for Habitat for Humanity located at 700 Schumacher Way as submitted. Motion carried.

12. Miscellaneous

None.

13. Public Comment for Matters Not on the Agenda

John Hausz, 104 Jefferson Street - commented on mowing that took place near Ramesh Avenue.

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)*

Huckabee moved, seconded by Schultz to approve the list of Verified Claims and authorize payment. Motion carried.

15. Adjournment

Schultz moved, seconded by Huckabee to adjourn. Meeting adjourned at 7:55 pm.

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