



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, OCTOBER 21, 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, Johnson, Lescohier, Schultz and President Jaeckel. Also present: City Manager, City Clerk/Treasurer/Finance Director, City Attorney, Director of Public Works, Director of Neighborhood Services, Public Works Superintendent, Fire Chief, Police Chief, Park & Recreation Director and Library Director.

3. Pledge of Allegiance

President Jaeckel led the Pledge of Allegiance.

4. Consent Agenda

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

- a. Review and possible action relating to the **minutes of the October 7, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to the **minutes of the October 14, 2025, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to **building, plumbing, and electrical permit report for September 2025** (Draeger, Building Inspector/Zoning Administrator)
- d. Review and possible action relating to the City Clerk-issued **License and Permit Report for October** (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of September 30, 2025 (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action on a **Special Event: Frosty Rock Challenge**, November 8, 2025, 7 a.m. - 11 a.m. (Ebbert, Clerk/Treasurer/Finance Director)

5. Public Hearings

None.

6. Public Comment for Matters on the Agenda

None.

7. Petitions, Requests, and Communications

- a. *Presentation of the **MGT Classification and Compensation Study** for the City of Fort Atkinson (Rachel Skaggs, MGT)*

Rachel Skaggs of MGT presented the findings of the Classification and Compensation Study that was completed in 2025.

- b. *ATV/UTV Ordinance Six-month Review per Section 95-160 of the Municipal Code (Bump, Police Chief)*

Chief Bump provided a six-month review upon passing of the ATV/UTV ordinance by the Fort Atkinson City Council. Data captured and provided is from police calls for service and was captured and recorded at the time of the event. All data was recorded within the police department's record management system. This ordinance has created a new area of focus that requires officers to dedicate enforcement and education. This year brought the first traffic accident involving a UTV. Fortunately, there were no serious injuries in the accident. However, staff know based on WI DNR statistics, accidents, specifically injury and fatal ATV/UTV accidents, are at an all-time high in Wisconsin. As of October 15th, there were 38 ATV/UTV related fatalities in Wisconsin in 2025. Officers now have additional enforcement responsibilities that were not previously present. Officers also now require additional training and understanding of DNR-related law violations and safety concerns not previously required within the city jurisdiction. Ongoing training and enforcement requirements are necessary for all officers in the agency as the department moves forward. Since the Spring of 2024, the agency has hosted an initial ATV/UTV enforcement class as well as a refresher course. The Department will also provide all new officers with ATV/UTV enforcement training during the initial onboarding process. Competing training funds and available training time will continue to be a financial strain on our already low resources.

No action was taken.

8. Resolutions and Ordinances

- a. *Review and possible action relating to a **Resolution Adopting the 2026 Stormwater Utility Rate** (Navin, Director of Public Works)*

Director Navin stated that in 2024, the City Council authorized staff to work with Trilogy Inc. to aid in evaluating the current financial picture of the City's three utilities as well as look at forecasting future expenses and revenues. Overall, the City's Stormwater Utility is in an acceptable financial position. However, emergency repairs like the Milwaukee Avenue West storm sewer project can quickly change that. Continued rate increases are a sustainable way to keep the utility in a healthy financial position while completing

necessary maintenance and infrastructure replacement and plan for future projects.

Lescohier moved, seconded by Huckabee to authorize the Resolution establishing the 2026 Stormwater Utility Rate of \$90.60/ERU effective on January 1, 2026. Motion carried.

*b. Review and possible action relating to a **Resolution Adopting the 2026 Wastewater Utility Rate** (Navin, Director of Public Works)*

Director Navin discussed that in 2024, the City Council authorized staff to work with Trilogy Inc. to aid in evaluating the current financial picture of the City's three utilities as well as look at forecasting future expenses and revenues. Navin pointed out, the last full rate study was completed in 2020. Overall, increases of 6% per year were implemented in 2021, 2022, and 2023; the 2020 rate study projected 3% per year increase for 2024 and future years. Recommended continuing with moderate annual rate increases based on updated revenues and expenses. Rates were increased 3% in 2025, recommending another 3% increase for 2026. The utility is projected to draw down reserves over the next few years through capital spending, but maintain a healthy fund balance.

Schultz moved, seconded by Johnson to authorize the Resolution establishing the 2026 Wastewater Utility Rates as presented in the Resolution. 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 a **Memorandum of Understanding** between the City of Fort Atkinson and the Fort Atkinson Historical Society relating to a 2026 payment in support of Hoard Historical Museum Operations (Houseman, City Manager)*

Manager Houseman discussed the City and the Historical Society currently have a Memorandum of Understanding (MOU) relating to a payment from the Historical Society to offset the City's personnel costs for full time staff. The MOU is for the term 2023-2025 and provides a payment of \$11,000 annually to the City. City staff requested that the Historical Society increase the payment from \$11,000 to \$18,000 annually and extend the term of the MOU for three additional years (2026-2028). After discussion at several Historical Society Board meetings, the Board requested to simply extend the current agreement for an additional year (2026). The Board also expressed an interest in renegotiating the terms of the financial and operational agreements between the City, the Historical Society, and the Dairy Shrine. These discussions are planned to begin in 2026.

The one year MOU provides an annual payment of \$11,000, no change from the prior year MOU.

Huckabee moved, seconded by Johnson to approve the attached MOU for the fiscal year 2026 and direct the City Manager and the Museum Director to begin discussions among the City, the Historical Society, and the Dairy Shrine relating to a new agreement between the entities that split the costs associated with building operations, capital improvements, and staffing more equitably. Motion carried.

*b. Review and possible action relating to **Mechanic Street Repair Proposal** from Forest Landscaping (Navin, Director of Public Works)*

Director Navin shared that on Friday, October 3, 2025, a significant water main break occurred on Mechanic Street, resulting in substantial buckling and damage to approximately 180 feet of asphalt. The extent of the damage exceeds that of a typical water main break and requires full removal of the affected pavement, regrading of the roadway, and repaving to restore safe and functional conditions. Staff contacted Forest Landscaping, LLC for a proposal, as they are currently mobilized in the City for the 2025 water main replacement and Ridge View Estates infrastructure projects. Their availability and existing schedule allow them to offer competitive pricing and timely service, as staff anticipates that asphalt plants are closing next month.

Schultz moved, seconded by Johnson to direct staff to publish the Class 1 notice of this public works project in the Daily Jefferson County Union and approve the proposal from Forest Landscaping, LLC for regrading and repaving Mechanic Street at a cost not to exceed \$20,525.00, pending completion of the required notice. Motion carried.

*c. Review and possible action relating to the purchase of a **Pierce PUC Pumper Rescue fire engine** through Reliant Fire Apparatus (Peterson, Fire Chief)*

Chief Peterson reviewed Engine 8163, a 2000 Pierce Dash, that was identified for replacement in the City's Capital Improvement Plan for several years and is scheduled for replacement in 2028. The Engine Committee recommends purchasing a Pierce PUC Pumper Rescue through Reliant Fire Apparatus, the sole vendor for Pierce vehicles. This dual-function apparatus combines a traditional engine's fire suppression capabilities with a rescue squad's storage, lighting, and equipment features, allowing the department to maintain full operational readiness while reducing overall fleet size. The final cost of the Pierce PUC Pumper Rescue is \$1,246,833. To reduce costs, \$65,000 worth of equipment and optional features were removed from the recommended specification. The previously planned extrication equipment purchase of \$100,000 will be deferred and sought through grant opportunities. Pierce will accept Engine 8163 as a \$40,000 trade-in, significantly above its market value. Approximately \$50,000 in reusable equipment and fittings from Engine 8163 will be incorporated into the new vehicle. Staff also intends to seek out grant opportunities in 2027 and 2028 to assist in defraying the total cost to the City.

Lescohier moved, seconded by Huckabee to approve the purchase of a Pierce PUC Pumper Rescue in 2028 to replace Engine 8163 at a total cost of \$1,246,833 and authorize the City

Manager to execute a contract with Reliant Fire Apparatus for the same. Motion carried.

- d. *Review and possible action related to approval of the **Maintenance Plan and Agreement** between the City of Fort Atkinson and Margaret Schroeder and Paul Smyth for the Dwight Foster Public Library Native Wildflower and Prairie Restoration Project (Lippert, Library Director)*

Director Lippert shared that Fort Atkinson community members Margaret Schroeder and Paul Smyth would like to donate time and resources to create a native Wisconsin wildflower garden next to the Dwight Foster Public Library. The proposed 15' by 8' garden would be located behind the library off of Milwaukee Avenue East. This property is owned by the City of Fort Atkinson and currently hosts open green space next to a driveway leading to a garage used for storage. The proposed garden would be located in a similar place to where the Fort Atkinson Farmers Market's kids' garden was previously situated. At the October 13, 2025 Library Board meeting, the Library Board of Trustees voted to recommend that the Fort Atkinson City Council authorize the City Manager to execute the agreement between the City of Fort Atkinson and Schroeder/Smyth in order to begin the Dwight Foster Public Library Native Wisconsin Wildflower and Prairie Restoration Project.

Huckabee moved, seconded by Schultz to approve the Maintenance Plan and Agreement between the City of Fort Atkinson and Margaret Schroeder and Paul Smyth for the Dwight Foster Public Library Native Wildflower and Prairie Restoration Project. Motion carried.

- e. *Review and possible action relating to the **reconfiguration of the City Manager's office area and remodel of the Recreation Office at the Municipal Building** (Dayton, Parks and Recreation Director)*

Director Dayton stated that this proposal represents the final phase of the 2025 Capital Improvement Plan (CIP) project related to the reconfiguration of the City Manager's Office Suite and the remodel of the Recreation Office at the Municipal Building. These two office areas are the last remaining workspaces in the building that still has the original built-in desks from the 1995 renovation. The proposed improvements are based on recommendations from the City of Fort Atkinson Municipal Facility Assessment, completed in August 2022. Reception counters in both offices are not ADA-compliant, and the layout of the City Manager's office area lacks privacy for the Municipal Court Clerk, whose transaction window opens directly into the public lobby. The City Council previously approved the purchase of office furniture at the June 17, 2025 council meeting.

Lescohier moved, seconded by Schultz to approve the proposal from Mueller and Son's at a cost not to exceed \$15,000 to complete the remodeling of the City Manager's office area and the Recreation office area. Motion carried.

- f. *Review and possible action relating to a **Certified Survey Map** for the property located at 1200 Janesville Ave. (Draeger, Director of Neighborhood and Building Services)*

Director Draeger presented the certified survey map recommended for approval by the Plan Commission for property located at 1200 Janesville Ave. at a meeting on October 14, 2025. The Plan Commission recommended that the City Council approve this Certified Survey Map, facilitating the sale of 3,379 square feet of City-owned property adjacent to

the existing car wash site, with the following conditions: apply an area inset map to the Final Certified Survey Map, and any other comments from the Plan Commission.

Huckabee moved, seconded by Johnson to approve the Certified Survey Map facilitating the sale of 3,379 square feet of City-owned property adjacent to the existing car wash site located at 1200 Janesville Ave., subject to the conditions outlined in the staff report. Motion carried.

- g. *Review and possible action relating to an **offer to purchase** 3,379 square feet of City-owned property along the Glacial River Bike Trail, adjacent to 1200 Janesville Ave. (Draeger, Director of Neighborhood and Building Services)*

Director Draeger discussed that the former Fort Carwash property has been vacant for over a year. The new owner, ADAD Car Wash, met with city staff to discuss potential parking lot improvements and to determine whether permits or site plan review would be required. During that meeting, it was discovered that an existing queuing lane leading to the auto wash bay extended across the property line and encroached onto city-owned land. The proposed sale involves a small, undevelopable parcel of City-owned land totaling approximately 3,379 square feet. At a rate of \$1.50 per square foot, the total sale price is \$5,068.50. The land in question has limited development potential. Its sale would generate minimal one-time revenue for the City and remove any future maintenance or liability costs associated with holding the property.

Huckabee moved, seconded by Schultz to approve the offer to purchase 3,379 square feet of City-owned property along the Glacial River Bike Trail, adjacent to 1200 Janesville Ave. Motion carried.

12. Miscellaneous

None.

13. Public Comment for Matters Not on the Agenda

John Hauz, 104 Jefferson Street - referenced the improvement at the Rotary Park Football Field and mentioned he has seen more trespassing on his property since the work has begun. He thanked the Parks for storing the picnic tables. Shared appreciation for crack filling on Sherman Avenue. He referenced cracks and patches needed on other streets.

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)*

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

15. Adjournment

Schultz moved, seconded by Huckabee to adjourn. Meeting adjourned at 8:23 pm.

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