



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, MARCH 19, 2024 – 7:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

President Johnson called the meeting to order at 7:00 pm.

2. Roll call

Present: Cm. Becker, Cm. Jaeckel, Cm. Leschier, Cm. Schultz and President Johnson.
Also present: City Manager, City Clerk/Treasurer, City Attorney, City Engineer, Public Works Superintendent, Fire Chief, Building Inspector and Park & Recreation Director.

3. Public Hearings

4. Public Comment

5. Consent Agenda

Cm. Becker moved, seconded by Cm. Jaeckel to approve the consent agenda items as listed.
Motion carried.

- a. Review and possible action relating to the **minutes of the March 5, 2024 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to the **minutes of the March 12, 2024 regular Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to **building, plumbing, and electrical permit report for February 2024** (Draeger, Building Inspector/Zoning Administrator)
- d. Review and possible action relating to the City Clerk-issued **License and Permit Report for February 2024** (Ebbert, Clerk/Treasurer/Finance Director)
- e. Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of February 29, 2024 (Ebbert, Clerk/Treasurer/Finance Director)
- f. Review and possible action relating to **Temporary Class "B" and "Class B" Retailer's License for St. Joseph's Catholic Church** for Saturday, April 27, 2024. (Ebbert,

Clerk/Treasurer/Finance Director)

- g. Review and possible action on a **Special Event: Parks & Recreation Egg Hunt, Saturday, March 23, 2024, 8-10:45 a.m. at Ralph Park** (Ebbert, Clerk/Treasurer/Finance Director)*

6. Petitions, Requests, and Communications

- a. Review and possible action to proclaim **April 26, 2024, as Arbor Day** in the City of Fort Atkinson (Williamson, Superintendent of Public Works)*

Superintendent Williamson discussed that in order to be acknowledged as a Tree City USA, each year, the City must proclaim and observe Arbor Day in the City of Fort Atkinson. The City of Fort Atkinson has been a Tree City USA for over 30 years.

Cm. Schultz moved, seconded by Cm. Lescohier to declare April 26, 2024 as Arbor Day in the City of Fort Atkinson.

7. Resolutions and Ordinances

8. Reports of Officers, Boards, and Committees

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

9. Unfinished Business

10. New Business

- a. Review and possible action relating to a **Certified Survey Map** for St. Paul's Lutheran Church and School located at 309 Bluff Street (Draeger, Building/Zoning Administrator)*
Inspector Draeger reviewed the Plan Commission recommendation for a CSM for St. Paul's Lutheran Church and School that was approved in 2022 along with a Site Plan for a gym addition for the school. Site plan approvals do not have a period of expiration. However, the CSM approval did expire according to Section 70.05.03(6) of the City's Land Division and Development Ordinance after not having been recorded by the Register of Deeds within 12 months of city approval. This review is to renew the initial recommendation to the City Council by the Plan Commission on November 22, 2022. The property owner would like to combine 3 separate lots into a single lot. The location is on Bluff Street in Fort Atkinson and is used for the school and parsonage of the St Paul's Church community. This proposal would "clean up" old property lines no longer governing the existing use. The only comment is for the applicant to note the proposed stormwater basin as a permanent easement for such on the property. City staff has reviewed the preliminary

CSM and have no concerns about the consolidation.

Cm. Lescohier moved, seconded by Cm. Schultz to approve the Preliminary Certified Survey Map combining three lots into a single lot, with the addition of the stormwater easement noted. Motion carried.

*b. Review and possible action related to the **purchase of a Hot Box Asphalt Patch Trailer System** (Williamson, Superintendent of Public Works)*

Superintendent Williamson stated the Public Works Department utilizes a heated asphalt hot box patching system to perform small roadway asphalt patching and all pothole patching with hot-mix asphalt. The 1972 slide in truck-box system the department has employed for many years has surpassed its useful life. The Department can no longer source parts to keep the unit in working order and seeks to replace the failed unit with a more technologically advanced and safer trailer mounted unit. Two providers responded with bids: Midwest Paving Equipment, Glen Ellyn, IL; and Monroe Truck Equipment, Monroe, WI. Both companies responded with units equipped closely based on our specifications. Midwest Paving Equipment came in with the lowest itemized bid at \$51,770.00 and also took the time to bring out a demo unit for staff to review and inspect. Monroe Truck produced a lump sum nonitemized bid and would not provide an onsite demonstration. Both of the proposed units are manufactured in the United States, in the State of Michigan, and both can be serviced reasonably close to Fort Atkinson.

Cm. Becker moved, seconded by Cm. Jaeckel to approve the purchase of a Falcon Hot Box Asphalt Patch Trailer System from Midwest Paving Equipment, Inc. in an amount not to exceed \$51,770. Motion carried.

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)*

Cm. Jaeckel moved, seconded by Cm. Becker to approve the list of Verified Claims presented by the Director of Finance and authorize payment. Motion carried on a roll call vote.

12. Miscellaneous

*a. The City Council may consider a motion to convene in closed session **pursuant to State Stat. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session** [discussion of strategy for collective bargaining].*

Cm. Becker moved, seconded by Cm. Schultz to convene in closed session pursuant to State Stat. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever

competitive or bargaining reasons require a closed session. Motion carried on a unanimous voice vote.

13. Adjournment

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer