



**CITY COUNCIL MEETING  
IN PERSON AND VIA ZOOM  
TUESDAY, DECEMBER 16, 2025 – 7:00 PM  
CITY HALL – SECOND FLOOR**

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**MINUTES**

**1. Call meeting to order**

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

**2. Roll call**

Present: Cm. Huckabee, Johnson, Leschier, Schultz and President Jaeckel. Also present: City Manager, City Clerk/Treasurer, City Attorney, Director of Public Works, Director of Neighborhood Services, Public Works Superintendent, Fire Chief, Division Chief and Captain.

**3. Pledge of Allegiance**

President Jaeckel led the Pledge of Allegiance.

**4. Consent Agenda**

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

- a. *Review and possible action relating to the **minutes of the December 2, 2025, City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the December 9, 2025, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the **minutes of the December 11, 2025, Transportation and Traffic Review Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action relating to **building, plumbing, and electrical permit report for November 2025** (Draeger, Building Inspector/Zoning Administrator)*
- e. *Review and possible action relating to the City Clerk-issued **License and Permit Report for November 2025** (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of November 30, 2025 (Ebbert, Clerk/Treasurer/Finance Director)*
- g. *Review and possible action relating to a **Special Event: Friends of Haumerson's Pond Winter Ski, Skate and Hike, Saturday, February 7, 2026, from 2 p.m. to 8 p.m.** (Ebbert, Clerk/Treasurer/Finance Director)*

- h. *Review and possible action relating to a **Special Event: Generals Fort Atkinson Cruise Night: May 11, 2026, June 8, 2026, July 13, 2026, August 10, 2026, and September 14, 2026, from 5:30-8:30 pm at Jones Park.** (Ebbert, Clerk/Treasurer/Finance Director)*
- i. *Review and possible action relating to a **Special Event: General's Baseball Fest, June 18, 2026-June 21, 2026, at Jones Park** (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—Jefferson County Financial Empowerment Center (Heather Nunez)*  
Heather Nunuz provided a presentation on the Jefferson County Financial Empowerment Center. No action was taken.

**8. Resolutions and Ordinances**

None.

**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 **Rescheduling of City Council meetings to accommodate 2026 Elections** (Ebbert, Clerk/Treasurer/Finance Director)*  
Clerk Ebbert referenced Section 2-52 of the City of Fort Atkinson Municipal Code governs City Council meetings. Section (a) states that regular meetings of the Council shall meet annually on the Third Tuesday of April for the purpose of organization and regular meetings shall be held on the first and third Tuesdays of every month thereafter. Staff proposes the following:
  - Tuesday, February 17 to Thursday, February 19 (Spring Primary)-If Necessary
  - Tuesday, April 7 to Thursday, April 9 (Spring General Election)
  - Tuesday, November 3 to Thursday, November 5 (General Election)

Lescohier moved, seconded by Johnson to reschedule City Council meetings in 2026 to accommodate Elections, Thursday, February 19th (if necessary), Thursday, April 9th and Thursday, November 5th. Motion carried.

- b. *Review and possible action relating to **Appointment of Election Inspectors** for a two-year cycle (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert stated that an election official is defined as “an individual who is charged with any duties relating to the conduct of an election” per Wis State. 5.02. County and municipal clerks are election officials, as are election inspectors, chief inspectors, greeters and canvas board members. Election officials perform a very important public service by enhancing the high quality and integrity of our elections. Wisconsin Statutes Chapter 7 prescribes the selection, training, and duties for election officials. Election inspectors staff the polling place on Election Day, preserve the order of the process, register electors, record electors, issue ballots, monitor voting equipment and properly complete required forms. Inspectors are required to attend training every two years and must have attended training within two years of any election at which they serve. Staff conducted two training sessions in November, with another to be held in January. Staff also provides training before any election and a brief refresher of procedures during every election.

Huckabee moved, seconded by Schultz to approve the appointment of Election Inspectors for the election cycle beginning January 1, 2026 through December 31, 2027 as provided. Motion carried.

- c. *Review and possible action relating to a one-year Intergovernmental Agreement with the Town of Koshkonong for **Building Inspection Services** (Draeger, Neighborhood and Building Services Director)*

Director Draeger discussed how the City was approached by the Town of Koshkonong to explore the possibility of providing building inspection services. The Town of Koshkonong does not have staff capable of performing its own inspection services, and the volume of permits issued each year does not justify hiring an additional staff member. Under the proposed agreement, the City will provide Building Inspection Services to the Town on an as-needed basis, handling permit reviews and inspections in accordance with the Wisconsin Uniform Dwelling Code and applicable municipal building codes. The City will collect the fees as permits are issued and will then issue a payment to the Town on a monthly basis for its portion of the fees. The Town will continue to manage all other responsibilities and local ordinances not covered by the building code. The City keeps 80% of permit fees, and the Town gets 20%, with a payment to the Town for its portion sent monthly. The Town guarantees at least \$10,000 in collected permit fees to the City by the end of 2026 or the remaining amount will be paid by the Town to the City.

Lescohier moved, seconded by Huckabee to direct the City Manager to enter into a one-year Intergovernmental Agreement with the Town of Koshkonong for building inspection services for 2026. Motion carried.

- d. *Review and possible action relating to an **Extraterritorial Certified Survey Map** for the*

*property located at W6116 Star School Road in the Town of Koshkonong (Draeger, Director of Neighborhood and Building Services)*

Director Draeger reviewed that the property owner would like to break off a 2 acre parcel from the parent parcel along Star School Road in the Town of Koshkonong without road right of way. This is within the 3-mile extraterritorial area of the City of Fort Atkinson and also within the 1.5-mile radius requiring a recommendation from the Plan Commission and approval by the City Council. The owner received approval from Jefferson County on January 1, 2025 to rezone the parcel from A-1 to A3, pending approval of the CSM.

Schultz moved, seconded by Johnson to waive the requirement for the road dedication and approve the Certified Survey Map for the property located at W6116 Star School Road in the Town of Koshkonong. Motion carried.

- e. *Review and possible action relating to a request from the **Wisconsin Economic Development Corporation (WEDC) to return unused Capital Catalyst Revolving Loan funds** (Houseman, City Manager)*

Manager Houseman discussed that the City of Fort Atkinson received a \$300,000 Capital Catalyst Grant on September 17, 2020 from the Wisconsin Economic Development Corporation to capitalize and manage an Investment Seed Fund to make awards to high-growth startups and emerging growth companies in the City of Fort Atkinson. The City matched the grant amount, for a total of \$600,000. The City created the Capital Catalyst Loan Fund (Fund 21) to provide revolving loans to new businesses and those less than five years old of up to \$100,000 with as low as a 2% interest rate. A total of \$447,000 has been awarded to eligible businesses through 8/19/2024, leaving a balance of initial deposits in the Investment Seed Fund of \$153,000. Given that the deadline has passed, and there are no imminent awards to be made, one-half of the balance of the fund, or \$76,500 has been requested to be returned to WEDC.

Huckabee moved, seconded by Johnson to approve the payment of \$76,500 to the WEDC, representing half of the remaining undeployed funds from the City's Capital Catalyst Revolving Loan Fund. Motion carried.

- f. *Review and possible action to authorize the City Manager to execute the **2026 Joint Powers Agreement with Jefferson County for the County 911 Emergency System** (Houseman, City Manager)*

Manager Houseman discussed the annual "Joint Powers Agreement" for the County 911 emergency system. The Agreement states that if an emergency services vehicle is dispatched in response to a 911 call for service through the County's dispatch system, that vehicle and its personnel will render aid to the persons needing such aid or services, regardless of whether the vehicle is operating inside or outside the vehicle's normal jurisdictional boundaries. This Agreement is required per State Statutes when the County has implemented a 911 system, as Jefferson County has done, and is necessary to provide emergency services to those in need, regardless of jurisdictional boundaries.

Schultz moved, seconded by Huckabee to authorize the City Manager to execute the Joint

Powers Agreement for 2026. Motion carried.

g. *Review and possible action relating to the **Proposal for Public Tree Inventory and Urban Forestry Management Plan** (Williamson, Superintendent of Public Works)*

Superintendent Williamson stated the Department of Public Works is, in part, responsible for the health and welfare of several areas of the community. One of these areas is the tree canopy within the city-owned lands. The City's tree canopy is an important natural resource requiring active management and care. From the list of transmitted recipients, staff received one (1) completed submittal. Great Lakes Urban Forestry, Inc. submitted a proposal including two (2) completed plan examples. The total cost of the project proposal submitted by Great Lakes Urban Forestry, Inc. is \$13,040.00. The Operations Division approved budget for 2025 included line item in the amount of \$10,000.00 for this proposed urban forestry plan and the 2026 approved budget included \$2,500.00 for the completion of the proposed urban forestry plan. The remaining \$540.00 will be paid for using other operational funds, such as the operational supplies account.

Schultz moved, seconded by Johnson to approve the contract for the evaluation and preparation of a Public Tree Inventory and Urban Forestry Management Plan with Great Lakes Urban Forestry, Inc. in the amount of \$13,040.00 and authorize the City Manager to execute the contract. Motion carried.

h. *Review and possible action relating to a request to order **GETAC Body Camera Fleet & In-Squad Video Recording System** at a cost not to exceed \$25,847.00 (Lindsey, Police Captain)*

Captain Lindsey discussed how the Police Department is in need of new Body Worn Cameras to replace the current cameras that have exceeded their useful life estimate (4 years). The current cameras have been in operation since approximately 2020. The original purchase of body cameras on the GETAC platform consisted of a quantity of 12. Currently, 5 of the 12 are operational. The proposal from GETAC to purchase, install, and deploy a new fleet of body cameras is \$16,489. The Department is also in need of two in-squad camera recording systems. These items also exist on the GETAC platform and are consistent with the patrol fleet. One of the systems will be utilized in the new squad car that the City Council approved on December 2nd, and the other is to replace an existing aging system. The proposal from GETAC for the purchase and deployment of these two recording systems is \$9,358. The total cost of both systems is \$25,847.00. Staff will not spend the funds until 2026.

Lescohier moved, seconded by Huckabee to approve the purchase order for the GETAC Body Worn Cameras and the in-car recording system at a total cost not to exceed the quoted amount of \$25,847, as included in the 2026 CIP. Motion carried.

i. *Review and possible action relating to **N. Main St. Sanitary Sewer Design Task Order** (Navin, Director of Public Works)*

Director Navin shared that the sanitary sewer on the east side of N. Main Street currently runs through the basements of the businesses on the 100 block of N. Main Street. This sanitary sewer line is an old clay pipe that is well past its useful life and in poor condition.

Staff is only able to clean it with certain equipment due to the risk of damaging the pipe. Staff proposes to work with Ruckert & Mielke to redesign this pipe to come through the parking lots behind the properties on N. Main Street and the proposed lot on N. Water St. E. The task order recommended by staff is for the design of this sanitary sewer, as staff want to be prepared if the proposed Premier Bank parking lot were to move forward.

Schultz moved, seconded by Johnson to approve Task Order 2025-08 from Ruckert & Mielke for the Design and Construction services of the N. Main St. Sanitary Sewer Redesign in an amount not to exceed \$29,360.00. Motion carried.

- j. *Review and possible action relating to **Amendment No. 1 to Task Order 2025-02: 2026 Road Rehabilitation and Water Relay-Design Project** (Navin, Director of Public Works)*  
Director Navin stated that on January 21, 2025, the City Council awarded the bid to Ruckert & Mielke for the 2027 Road Rehabilitation and Water Relay-Design Project and Task Order 2025-02 was approved on February 7, 2025. Staff has since moved the construction of this project to 2027 due to increased costs in the 2026 S. Main St. Pedestrian Path and Water Relay Project. Ruckert & Mielke staff have been working on the design for the approved task order and have addressed several questions and clarifications that have added additional scope to the original task order. This work will be known as the 2027 Road Rehabilitation and Water Relay-Design Project moving forward. As noted, the original task order cost was \$61,644.00 and the proposed amendments cost \$36,912.00 for a new total of \$98,556.00 for the design of the 2027 road rehabilitation and water relay project. The additional \$36,912.00 will be paid for out of the storm water, water, and waste water utility funds as well as Fund 5. Each fund is assigned a percentage of the fee based on their overall percentage of the project.

Huckabee moved, seconded by Johnson to approve Amendment #1 of Task Order 2025-02 2027 Road Rehabilitation and Water Relay Project not to exceed \$36,912.00. Motion carried.

- k. *Review and possible action relating to the **purchase and replacement of 10 tires for Fort Atkinson Fire Department Tender 8191** (Peterson, Fire Chief)*  
Division Chief Allard discussed the request for approval to replace ten tires on Unit 8191, the 2002 Sterling tandem axle tender used for rural water supply operations in non-hydranted areas. All current tires are approaching the ten-year replacement threshold that will make the unit noncompliant for the DOT certification in early 2026. Both DOT and NFPA standards treat ten years as the maximum service life for emergency vehicle tires. DOT considers tire age a critical safety factor for commercial vehicles. NFPA 1911 reinforces this by requiring that any tire be removed from service once it reaches ten years from its date of manufacture. Replacing the tires now ensures the tender passes its early 2026 DOT certification and prevents the unit from being taken out of service. This timing also helps avoid potential supply delays often associated with heavy apparatus tires.

Lescohier moved, seconded by Schultz to approve the purchase and install of ten

replacement tires for Tender 8191 from J & L Tire in Johnson Creek at a total cost of \$7,877.90, with funding through the Assigned Fire Replacement Fund. Motion carried.

- l. Review and possible action relating to the **purchase of a Fire Department battalion vehicle**, 2026 Ford F-350 Crew Cab with equipment and modifications at a cost not to exceed \$125,511.91. (Peterson, Fire Chief)*

Chief Peterson shared that this request is for approval to purchase a 2026 Ford F-350 Crew Cab pickup truck and associated equipment and modifications to serve as a dedicated Command Vehicle for the Fire Department on-duty shift commander. A dedicated vehicle, commonly referred to in the fire service as a Battalion or Command Unit, is widely used to allow the incident commander to respond quickly, establish a command post, and manage emergency incidents with the necessary tools and communications capability. At present, the shift commander often manages fires from the cab of the first-arriving engine. This approach is considered outdated, unsafe, and inconsistent with modern best practices. NFPA 1561 on Emergency Services Incident Management states that the incident commander shall establish a fixed, visible, and adequately equipped command post to maintain situational awareness and reduce distractions. Managing a fire from inside an engine cab exposes the commander to noise, radio overload, limited visibility, and restricted workspace, all of which impact decision-making and communication. A dedicated Command Vehicle resolves these limitations and is the reason they are common in all fire departments in Wisconsin. This vehicle will also be able to tow the Department's boat and other trailer required equipment.

Lescohier moved, seconded by Huckabee to approve the purchase the 2026 Ford F-350 Crew Cab from Griffin Ford and to contract with Madison Ziebart, Jesus Artz Productions, Gencom Radio, and 10-33 Vehicle Services for the necessary equipment and modifications at a total estimated cost of \$125,511.91 for the Fire Department Battalion Vehicle. Motion carried.

## **12. Miscellaneous**

None.

## **13. Public Comment for Matters Not on the Agenda**

None.

## **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 Huckabee to approve the list of Verified Claims as presented. Motion carried.

## **15. Adjournment**

Huckabee moved, seconded by Johnson to adjourn. Meeting adjourned at 8:22 pm.

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