



**CITY COUNCIL MEETING  
IN PERSON AND VIA ZOOM  
TUESDAY, FEBRUARY 3, 2026 – 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, Lescohier, Schultz and President Jaeckel. Also present: City Manager, City Attorney, City Clerk/Treasurer, Director of Public Works, Director of Neighborhood Services, Library Director and Wastewater Superintendent.

**3. Pledge of Allegiance**

President Jaeckel led the Pledge of Allegiance.

**4. Consent Agenda**

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

- a. *Review and possible action relating to the **minutes of the January 20, 2026, City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the January 27, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to a Conveyance of an **Easement to TDS Metrocom, LLC** (Navin, Director of Public Works)*

**5. Public Hearings**

None.

**6. Public Comment for Matters on the Agenda**

None.

**7. Petitions, Requests, and Communications**

- a. *Review and possible action relating to a proclamation recognizing January 23, 2026, as **Mayor's Monarch Pledge Day** in the City of Fort Atkinson (Houseman, City Manager)*

Huckabee moved, seconded by Johnson to approve the Proclamation recognizing January 23, 2026 as Mayor's Monarch Pledge Day in the City of Fort Atkinson. Motion carried.

- b. *Dwight Foster Public Library 2025 Year In Review (Lippert, Library Director)*  
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 **Master Service Agreement with Ruckert & Mielke, Inc.** (Navin, Director of Public Works)*

Director Navin discussed how the City has worked with several different engineering firms over the past several years, including MSA Professional Services, KL Engineering, Graef, SEH Inc., Baxter-Woodman, Donahue and Associates, and Ruckert & Mielke for various projects. While the City generally uses the request for proposal (RFP) process for most professional services relating to engineering and specific project management, there are certain efficiencies that can be obtained by designating one firm to serve the City as the interim "City Engineer." As can be seen in the R&M organizational structure attached, R&M has restructured and given the City's contracted engineer, Andy Burt, a team of his own to lead and assist with projects as he and the City see fit. This will help keep City costs under control as Andy, a team leader, will not need to be the one always doing the project work for the City, and he will be able to assign it to staff on his team who are charged back to the City at a lower rate, while also being able to Page 30 of 95 ensure the work quality meets City expectations.

Leschier moved, seconded by Johnson to approve the Master Services Agreement with Ruckert & Mielke, Inc. for a one year term ending December 31, 2026 and authorize the City Manager to execute said Agreement. Motion carried.

- b. *Review and possible action relating to the replacement of **controls and telemetry** at the Main Control Building, and Water Street, Sherman Avenue, and Memorial Lift Stations (Sweeney, Wastewater Superintendent)*

Superintendent Sweeney stated the Sherman Avenue, Water Street, and Memorial Lift Stations, along with the Main Wastewater Control Building, are due for essential upgrades

to telemetry and controls. The last major improvements to these systems were completed between 2001 and 2004. Although the current equipment has operated reliably for more than twenty years, the technology is now outdated, and replacement components have become increasingly difficult or impossible to obtain. The 2026 budget includes \$350,000 to replace the controls and telemetry systems at the City's three wastewater lift stations and the Main Control Building. This project includes the installation of new telemetry equipment that allows each lift station to automatically report operating status and alarm conditions back to the Main Control Building and enable continuous data collection. New control systems will be installed at all three lift stations and the Main Control Building, including new control cabinets at the Sherman Avenue and Water Street Lift Stations. The project also includes installation of variable frequency drives (VFDs) and generator connection points at both stations to support the pumps and generators purchased through the 2025 Capital Improvement Program

Lescohier moved, seconded by Huckabee to approve the purchase of the upgraded controls and telemetry systems from Altronex for a cost not to exceed \$327,765.00, which includes work provided by Electric Designs. Motion carried.

- c. *Review and possible action relating to an **Extraterritorial Certified Survey Map** for the property located at W6347 Briar Lane in the Town of Koshkonong (Draeger, Director of Neighborhood and Building Services)*

Director Draeger stated that the applicant is requesting approval to combine two existing parcels. The subject property is located in the Town of Koshkonong but within the City of Fort Atkinson's three-mile extraterritorial jurisdiction and within the 1.5-mile review area that requires a recommendation from the Plan Commission and final approval by the City Council. The zoning designation of the subject property will remain R-2 under Jefferson County Zoning following the land combination.

City staff has identified a few minor revisions that must be addressed on the final Certified Survey Map (CSM) prior to execution and recording.

Per Ch. 236, Wis. Stats. and Ch. A-E7, Wis. Admin Code: s. 236.34(1m)(a) Each Sheet of the Final CSM must be signed, sealed and dated by the Professional Land Surveyor.

Per Ch. 70 City of Fort Atkinson Land Division and Development Ordinance.

s. 70.06.03 (5) Surveyor's Certificate: Add the statement that the surveyor has also complied with the provisions of the City of Fort Atkinson and Town of Koshkonong Land Division Ordinances.

s. 70.06.01(2)(c) Existing and proposed easements. True relationship between the boundary of property and pedestrian and recreational ways, existing roads, and highways upon which they may border. Identify all recording information. Show all existing easements, if any. s. 70.06.01(2)(g) Setback Lines; All structures are existing and no new structure is proposed. Staff recommend waiving this requirement.

Huckabee moved, seconded by Johnson to approve the Extraterritorial Certified Survey Map for the property located at W6347 Briar Lane with the conditions noted in the Staff memo. Motion carried.

- d. *Review and possible action relating to an **Extraterritorial Certified Survey Map** for the property located at N1873 US Hwy 12 in the Town of Koshkonong (Draeger, Director of Neighborhood and Building Services)*

Director Draeger provided the property owner who is proposing to divide an approximately 1.4-acre parcel containing an existing residence and outbuildings from a larger 7-acre parcel for the purpose of sale. The subject property is located in the Town of Koshkonong and within the City of Fort Atkinson's three-mile extraterritorial jurisdiction and within the 1.5-mile review area that requires a recommendation from the Plan Commission and final approval by the City Council. The zoning designation of the subject property is R-2 and will remain unchanged as part of the proposed land division. The proposed Certified Survey Map creates a developable parcel that could be annexed into the City and zoned for residential use in the future. The existing parcel is subject to a deferred special assessment that becomes due at the time of annexation. This assessment was established in conjunction with the installation of City water and sanitary sewer infrastructure along Whitewater Avenue, which was constructed to serve the Highland Heights Subdivision. The assessment is calculated based on linear street frontage along Whitewater Avenue. Lot 1 would be responsible for the entire assessment as it benefits from the improvements.

City Staff also recognized two minor map adjustments that should be addressed.

s. 70.06.01(2)(c) Existing and proposed easements. True relationship between the boundary of property and pedestrian and recreational ways, existing roads, and highways upon which they may border. Identify all recording information. Show all existing easements, if any.

s. 70.06.01(2)(g) Setback Lines; Staff recommend waiving this requirement until such time that development of the site is proposed.

Huckabee moved, seconded by Johnson to approve the Extraterritorial Certified Survey Map for the property located at N1873 US Hwy 12 with the corrections noted in the Plan Commission memo. part of the proposed land division. 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)*

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

**15. Adjournment**

Johnson moved, seconded by Huckabee to adjourn. Meeting adjourned at

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director