



**CITY COUNCIL MEETING  
IN PERSON AND VIA ZOOM  
TUESDAY, MARCH 3, 2026 – 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: Council members Huckabee, Johnson, Lescohier, Schultz and President Jaeckel. Also present: City Manager, City Attorney, Deputy Clerk, Director of Public Works, Museum Director, Fire Chief, and Police Chief.

**3. Pledge of Allegiance**

President Jaeckel led the Pledge of Allegiance.

**4. Consent Agenda**

*a. Review and possible action relating to the **minutes of the February 17, 2026, City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

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

**5. Public Hearings**

None.

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

None.

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

*a. Police Department 2025 Annual Report (Bump, Police Chief)*

Police Department 2025 Annual Report (Bump, Police Chief)  
No action taken.

*b. Hoard Historical Museum 2025 Year-End Review (Lee, Museum Director)*

Hoard Historical Museum 2025 Year-End Review (Lee, Museum Director)

No action was taken.

- c. *Review and possible action relating to the proclamation declaring May 30, 2026 as **Intersectional Peony Day** in the City of Fort Atkinson (Lee, Museum Director)*  
Schultz moved, seconded by Lescohier to approve the Proclamation recognizing May 30, 2026 as Intersectional Peony Day in the City of Fort Atkinson. Motion carried.

## 8. Resolutions and Ordinances

- a. *Second and possible Third/Final reading of an Ordinance to repeal and recreate Article III of Chapter 86 of the City of Fort Atkinson Code of General Ordinances relating to **Recycling** (Navin, Director of Public Works)*

Director of Public Works Navin presented the Ordinance Committee's recommendation to repeal and recreate the City's recycling ordinance. This update is necessary to align City code with new Wisconsin Department of Natural Resources (DNR) administrative rules that went into effect on July 1, 2025. The City's existing recycling ordinance was originally adopted in 1994 to comply with state solid waste recovery laws. However, in May 2024, the Governor approved new administrative rules (specifically affecting Chapter NR 544) to update effective recycling program criteria. To be recognized by the DNR as having an "effective recycling program" under §287.11, Wis. Stats., the City is mandated to adopt these updated rules. Adopting this ordinance ensures the City continues to receive state recycling grant funding, which helps offset the costs of our local recycling program. Failure to update the ordinance would jeopardize these funds and potentially put the City out of compliance with state law.

The proposed recreation of Article III includes several technical and administrative updates required by the DNR:

- Updated Definitions: The ordinance provides clearer definitions for terms such as "multiple-family dwelling" (structures with 5 or more units), "non-residential facilities," and specific resin codes for plastic containers.
- Updates to acceptable materials: Plastics #3-#7 were not previously required to be recycled, but may be recycled with the City's contract with John's Disposal.
- Enhanced Education: The City must now review educational materials for accuracy and distribute them annually. These materials must include information on electronics, batteries, and food waste/composting.
- Multi-Family and Non-Residential Standards: Owners of multi-family dwellings must meet specific container volume ratios (e.g., at least 20 gallons of recycling space per week per unit) and provide written recycling instructions to tenants at least semiannually.
- Collection Standards: For urban municipalities like Fort Atkinson, the rules specify that curbside collection must occur at least monthly, or a drop-off site must be used by at least 80% of residents.
- Enforcement and Penalties: The update establishes a tiered forfeiture schedule for violations, ranging from \$50 for a first violation to \$2,000 for a third or subsequent

violation.

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

Lescohier moved, seconded by Huckabee to approve the ordinance to repeal and recreate Article III of Chapter 86 of the City of Fort Atkinson Code of General Ordinances relating to Recycling. Motion carried.

- b. *Second and possible third/final reading of an Ordinance to repeal Section 95-160 of the City of Fort Atkinson Municipal Code relating to sunset and reporting requirements of the **ATV/UTV Ordinance** (Houseman, City Manager)*

Manager Houseman stated that the Ordinance Committee reviewed the current ordinance and recommend that the 6-month reporting requirement in Section 95-160 be eliminated. After three, 6-month reports, staff does not feel it is necessary to provide data relating to violations of one specific ordinance. If staff starts to see issues or dangerous patterns of behavior relating to ATV/UTV use, then staff will present a report and recommendations for a possible solution. Removing Section 95-160 from the ordinance, would eliminate both the reporting requirement and the sunset after two years. If, at any time in the future, the City Council as a whole wishes to amend or eliminate this ordinance, the Council may do so, regardless of whether a sunset provision exists.

Huckabee moved, seconded by Johnson to suspend the rules and offer a third/final reading of this Ordinance. Motion carried.

Schultz moved, seconded by Johnson to approve the ordinance to repeal Section 95-160 of the City of Fort Atkinson Municipal Code relating to sunset and reporting requirements of the ATV/UTV Ordinance.

## **9. Reports of Officers, Boards, and Committees**

- a. *City Manager's Report (Houseman, City Manager)*  
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 proposals for the City of Fort Atkinson Affordable Housing Fund Programs and Policies (Houseman, City Manager)*  
Manager Houseman reported that all three proposals met the requirements of the

request for proposals. Staff checked references provided in the proposals and found them all to be positive. All clients would work with these firms again. Staff recommends that the City Council approve the contract with Redevelopment Resources due to the experience of the firms and the proposed cost. Note that the principal at Redevelopment Resources has indicated that they have never billed a client for additional hours needed beyond the amount included in the proposal. Within the Affordable Housing Fund (Fund 9), \$25,000 was included in the 2026 adopted budget to facilitate the development of the program. Any unused funds from the development of the programs and policies would be used for the programs developed. All three proposals are within the \$25,000 budget.

Schultz moved, seconded by Huckabee to approve the proposal from Redevelopment Resources for the Affordable Housing Fund Programs at a cost not to exceed \$10,500 and authorize the City Manager to execute the contract and start the program development process. Motion carried.

*b. Review and possible action relating to the relocation of streetlights impacted by the 2026 South Main St. road project (Navin, Director of Public Works)*

Director Navin stated that part of the 2026 S. Main Street construction project, adjustments and installations related to the streetlights are required. WE Energies issued the attached authorization letter detailing the scope of work and the necessary financial commitments from the City to proceed.

The proposal from WE Energies outlines the following terms for the project as well as the attached plan to accommodate the new pedestrian path:

- **Upfront Cost:** The City is required to pay an initial charge of \$7,815.00. This quote is valid for 90 days from the date of the letter.
- **Monthly Rate Reduction:** The net monthly charges for these lighting facilities are expected to initially decrease by \$37.94, providing a recurring savings for the City's utility budget.
- **City Responsibilities:** The upfront charge does not include site restoration, which will be coordinated by staff as part of the broader pedestrian path project. Furthermore, the City is responsible for locating any private underground facilities and ensuring all necessary permissions and easements are granted without expense to WE Energies.

The upfront cost of \$7,815.00 will be funded through Fund 5 allocated for the S. Main Street Pedestrian Path project. The subsequent decrease in monthly utility charges will provide a long term benefit to the City's operating budget.

Huckabee moved, seconded by Johnson to approve the WE Energies authorization and the associated payment of \$7,815 for the relocation of streetlights impacted by the 2026 South Main St. road project. 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, Johnson seconded to approve the list of Verified Claims as presented.  
Motion carried.

### **15. Closed Session**

- a. *The City Council may consider a motion to convene in closed session pursuant to State Stat. §19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [annual performance review of the City Manager]*  
Huckabee moved, seconded by Johnson to convene in closed session pursuant to State Stat. Section 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [annual performance review of the City Manager]. Motion carried.

Entered closed session at 7:47 pm

### **16. Adjournment**

Schultz moved, seconded by Huckabee to adjourn. Meeting adjourned at 8:14 pm

Respectfully submitted,  
Courtney Thom  
Deputy Clerk