



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 17, 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: Cm. Huckabee, Johnson, Leschier, Schultz and President Jaeckel. Also present: City Manager, City Clerk/Treasurer, Director of Public Works, Director of Neighborhood Services, City Attorney, Park & Recreation Director

3. Pledge of Allegiance

President Jaeckel led the Pledge of Allegiance.

4. Consent Agenda

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

- a. *Review and possible action relating to the **minutes of the February 3, 2026, Ordinance Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the March 3, 2026 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the **minutes of the March 9, 2026, License Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action relating to the **minutes of the March 10, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action relating to **building, plumbing, and electrical permit report for February 2026** (Draeger, Building Inspector/Zoning Administrator)*
- f. *Review and possible action relating to the City Clerk-issued **License and Permit Report for March** (Ebbert, Clerk/Treasurer/Finance Director)*
- g. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of December 31, 2025 (Ebbert, Clerk/Treasurer/Finance Director)*
- h. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of February 28, 2026 (Ebbert, Clerk/Treasurer/Finance Director)*

- i. *Review and possible action relating to a **Special Event: FA Summer Charity Concerts on June 10, June 24, July 15, July 29, August 12, and August 26, 2026, from 6:30-8:30 p.m. at Barrie Park** (Ebbert, Clerk/Treasurer/Finance Director)*
- j. *Review and possible action on a **Special Event: Parks & Recreation Egg Hunt, Saturday, April 4, 2026, 8:00 - 11:00 a.m. at Ralph Park** (Ebbert, Clerk/Treasurer/Finance Director)*
- k. *Review and possible action on a **Special Event: Park & Recreation Youth Triathlon, Saturday, July, 25, 2026, 8:00 - 1:00 a.m.** (Ebbert, Clerk/Treasurer/Finance Director)*
- l. *Review and Possible action on a **Special Event: Wings & Wheels Fly-In Breakfast, Sunday, May 31, 2026, 8 a.m.-12 p.m. at the Fort Atkinson Municipal Airport** (Ebbert, Clerk/Treasurer/Finance Director)*
- m. *Review and possible action on a **Special Event: Rhythm on the River, August 29, 2026 from 5:00 - 9:00 p.m. at the Merchant Ave./N Water Street W./Municipal Lot/Boat Launch** (Ebbert, Clerk/Treasurer/Finance Director)*
- n. *Review and possible action relating to **Cigarette, Tobacco and Electronic Vaping Device Retail License Applications** for Speedy 3 LLC dba Location 2 - 303 S. Main Street for the licensing period of March 18, 2026 through June 30, 2026 (Ebbert, Clerk/Treasurer)*
- o. *Review and possible action relating to **Alcohol Beverage License Application** for Speedy 3 LLC dba Location 2 - 303 S. Main Street for use at 303 S. Main Street for the licensing period of March 18, 2026 through June 30, 2026 (Ebbert, Clerk/Treasurer)*

5. Public Hearings

None.

6. Public Comment for Matters on the Agenda

John Hausz, 104 Jefferson Street - inquired on bids for the Senior Center HVAC replacement, he asked the Council to consider seeking additional bids.

7. Petitions, Requests, and Communications

- a. *Review and possible action on a proclamation recognizing April as **Fair Housing Month** in the City of Fort Atkinson (Houseman, City Manager)*
 Manager Houseman stated the month of April is celebrated as National Fair Housing Month. This year, the United States Department of Housing and Urban Development (HUD) is celebrating the 58th anniversary of the Fair Housing Act. This landmark law was signed into law on April 11, 1968, by President Lyndon B. Johnson. The Fair Housing Act prohibits housing discrimination because of race, color, religion, national origin, sex, disability, and family status. The Act furthers the beliefs advocated by Dr. Martin Luther King, Jr., and the other heroes of the Civil Right Movement.

Huckabee moved, seconded by Johnson to adopt Proclamation recognizing April as Fair Housing Month in the City of Fort Atkinson. Motion carried.

8. Resolutions and Ordinances

- a. *Review and possible action relating to a **Resolution Terminating Tax Incremental District #6 in the City of Fort Atkinson, Jefferson County, Wisconsin (Houseman, City Manager)***
Manager Houseman noted that the City Council created Tax Increment District (TID) #6 on January 18, 2000, as an industrial TID that covered the Klement Business Park. The TID was declared distressed in 2011, which allowed for successful TIDs #7 and #8 to donate their increment to pay down the debt in TID #6. Through focused efforts and patience, sufficient increment was collected from the 2024 tax roll to pay off the project costs and other obligations. The City has received the attached reminder letter from the Wisconsin Department of Revenue (DOR) to close TIDs #6 and #7 by the April 15, 2026 deadline. The Resolution attached to this memo terminates the TID. The termination of TID #6 will have a positive financial impact on all of the taxing jurisdictions within the City, especially the City of Fort Atkinson and the Fort Atkinson School District

Lescohier moved, seconded by Huckabee to adopt Resolution Terminating Tax Incremental District #6 in the City of Fort Atkinson, Jefferson County and direct the Clerk to file the appropriate paperwork with the Wisconsin Department of Revenue by April 15, 2026. Motion carried.

- b. *Review and possible action relating to a **Resolution Terminating Tax Incremental District #7 in the City of Fort Atkinson, Jefferson County, Wisconsin (Houseman, City Manager)***
Manager Houseman presented Tax Increment District (TID) #7 that was created as a blight elimination TID on January 18, 2000. 2022 was the last year to incur TID-related costs. Since 2011, TID #7 has been donating increment to TID #6 to pay off obligations. Through focused efforts and patience, TID #6 became solvent, which allows for both TIDs #6 and #7 to close. The termination of TID #7 will have a positive impact on all of the taxing jurisdictions within the City, especially the City of Fort Atkinson and the Fort Atkinson School District.

Schultz moved, seconded by Johnson to adopt Resolution Terminating Tax Incremental District #7 in the City of Fort Atkinson, Jefferson County and direct the Clerk to file the appropriate paperwork with the Wisconsin Department of Revenue by April 15, 2026. Motion carried.

- c. *First reading of an ordinance relating to a **Zoning Map Amendment to change the zoning district for the property located on Mehta Lane (parcels 226-0614-3231-000 and 226-0614-3242-001) from Suburban Mixed Use (SMU) to Multi-Family Residential-12 (MRM-12) (Draeger, Director of Neighborhood and Building Services)***
Director Draeger discussed how the applicant is proposing a Zoning Map Amendment (ZMA) to rezone two vacant parcels in Fort Atkinson from Suburban Mixed Use (SMU) to Multi-Family Residential (MRM-12) to allow development of six apartment buildings with 12 units each (72 total units). If the ZMA is approved, the applicant plans to combine the parcels through a Certified Survey Map (CSM), apply for a Conditional Use Permit for a

group development to allow multiple principal buildings on one lot, and complete site plan review for the project details. At the meeting on March 10, 2026, the Plan Commission reviewed this matter and recommended that the City Council adopt an Ordinance changing the zoning of the properties to MRM-12 to support the proposed project. A concept plan for the project was presented at the February 10th Plan Commission meeting and received support. The proposed rezoning would allow development of six multifamily apartment buildings totaling 72 units on currently vacant land. The project would convert undeveloped land that currently generates minimal tax revenue into a higher-value residential property, increasing the overall property tax base. The project may also produce one-time revenues through building permits, plan review fees, and utility connection charges. Overall, the proposed Zoning Map Amendment meets the requirements of the City's ordinances, is in alignment with adopted City plans, and will provide additional tax base and housing units when the project is complete and is located within Tax Increment District (#9).

Huckabee moved, seconded by Johnson to perform the first reading of the Ordinance amending the Zoning Map for the properties located on Mehta Lane and direct the City Manager to prepare the Ordinance for a second and possible third/final reading at the meeting on April 9, 2026. Motion carried.

- d. *First reading of an ordinance relating to a **Zoning Map Amendment for the property located at 23 N. Water St. E. and the westerly adjacent vacant lot (parcels 226-0514-0322-008 and 226-0514-0322-009), to change the zoning from Downtown Historic Mixed Use (DHMU) to Downtown Historic Mixed Use with a Planned Unit Development Overlay (Draeger, Director of Neighborhood and Building Services)***

Director Draeger presented the request from Premier Bank who owns two parcels between Main Street and Edward Street with frontage on N. Water Street East in the City of Fort Atkinson. One parcel is a gravel parking lot, and the other contains a vacant former auto alignment shop. The applicant proposes demolishing the existing building and combining the parcels to develop a paved, 15-stall off-site parking lot to support Premier Bank staff and customers. At the meeting on March 10, 2026, the Plan Commission reviewed this matter and recommended that the City Council adopt an Ordinance changing the zoning of the property. Council members shared support of the removal of the building and improvement to the sites.

Huckabee moved, seconded by Schultz to perform the first reading of the Ordinance amending the Zoning Map for the properties located on N. Water Street East and direct the City Manager to prepare the Ordinance for a second and possible third/final reading on April 9, 2026. Motion carried.

- e. *First reading of an ordinance relating to amendments to various sections of the **Zoning Ordinance, Chapter 15** of the City of Fort Atkinson Code of General Ordinances, relating to the review and approval of Signs (Draeger, Director of Neighborhood and Building Services)*
Director Draeger presented the Zoning Ordinance Section 15.10.30 outlines the process for Zoning Text Amendments that reflects Wisconsin State Statutes Section 62.23(7)(d).

Initiation of the request for amendments can come from a member of the public, Plan Commission, City Council, or City staff. This process requires an application (the proposed amendments), a public hearing before the Plan Commission, and action by both the Plan Commission and City Council. The Ordinance Committee met on February 3rd and recommended the City Council approve the proposed Zoning Text Amendments. A Public Hearing relating to the ordinance amendments was held at the Plan Commission meeting on March 10th without participation. City staff and the Plan Commission recommend that the City Council hold the first reading of the ordinance and direct the City Manager to prepare the ordinance for a second reading at the meeting on April 9, 2026.

Schultz moved, seconded by Johnson to perform the first reading of the Ordinance amending the Zoning Code relating to approval of signs and direct the City Manager to prepare the Ordinance for a second and possible third/final reading at the meeting on April 9, 2026. 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 on a **Planned Unit Development-General Development Plan** for the property located at 23 N. Water St. E. and the westerly adjacent vacant lot (parcels 226-0514-0322-008 and 226-0514-0322-009), to allow removal of a vacant building and development of a 15-stall parking lot at the site (PUD-2025-03) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger stated the applicant proposes to establish a Planned Unit Development (PUD) — General Development Plan for 23 N. Water St. and the adjacent lot to the west. This phase of the PUD process is intended to identify and establish the specific flexibilities from the Zoning Ordinance being requested by the applicant.

City staff recommends approval of the General Development Plan, with the following

1. All other applicable standards and requirements of the underlying DHMU zoning district shall continue to be in effect within this established PUD overlay, outside of those flexibilities noted below in item 2.
2. Nine proposed flexibilities from the DHMU zoning district standards:
 - a. Proposed flexibility to allow a permitted by-right principal land use of Off-Site Parking Lots in the DHMU zoning district is granted as proposed in the GDP submittal.
 - b. Proposed flexibility to allow a minimum pavement setback along the street, side, and

rear property lines of 0 feet in the DHMU zoning district is granted as proposed in the GDP submittal.

c. Proposed flexibility to allow the maximum number of access points to be exceeded up to two on a parcel less than 200 feet in width is granted as proposed in the GDP submittal.

d. Proposed flexibility to allow the minimum number of bicycle and pedestrian connections to be less than one is granted as proposed in the GDP submittal.

e. Proposed flexibility to allow the minimum vision triangle standards to be less than 10 feet of visual clearance between the driveways and the public right of way is granted as proposed in the GDP submittal.

f. Proposed flexibility to allow the minimum green space areas for parking lots to be 0 feet along all property lines and between adjacent, neighboring property surface parking lots is granted as proposed in the GDP submittal.

g. Proposed flexibility to allow the minimum permitted throat length to be 4 feet is granted as proposed in the GDP submittal.

h. Proposed flexibility to allow the minimum aisle width for two-way traffic flow to be 6 feet on along the western property line is granted as proposed in the GDP submittal.

i. Proposed flexibility to allow the maximum foot candles at the property line to be exceeded up a maximum as defined within the SIP approval step.

3. Review and approval of a CSM providing cross-access easements with neighboring properties to the west and north and provide a utility easement to the City for replacement of an existing sanitary line, prior to approval of the Specific Implementation Plan.

4. The applicant is required to improve private storm sewer upgrades needed on the parcel and in the surrounding areas in coordination with City staff and adjoining property owners.

5. Any other recommendations of the City Council.

Lescohier moved, seconded by Schultz to approve the Planned Unit Development-General Development Plan for the property located at 23 N. Water Street and the westerly adjacent vacant lot to allow removal of a vacant building and development of a 15-stall parking lot at the site, subject to the conditions outlined in the staff report. Motion carried.

b. *Review and possible action relating to a **Certified Survey Map** for the property located at 1310 Campus Dr. (Draeger, Director of Neighborhood and Building Services)*

Director Draeger provided that the property owner Tip of the Spear LLC has requested approval of a two-lot Certified Survey Map (CSM) for the parcel located at 1310 Campus Drive. The purpose of the CSM is to divide the existing 5.39-acre property into two separate developable lots. Proposed Lot 1 will have frontage along Campus Drive and Hawthorne Drive and will contain approximately 3.587 acres. Proposed Lot 2 will have frontage along Banker Road and will contain approximately 1.7995 acres. The Plan Commission reviewed the request and recommended that the City Council approve the Certified Survey Map at its March 10, 2026 meeting, subject to the conditions outlined in the staff recommendation. The property is currently zoned Planned Mixed Use (PUD) with

an underlying zoning designation of Multifamily Residential-30 (MRH-30). The PUD zoning designation would remain in place for both newly created parcels. If the CSM is approved, the previously approved development proposal and any future development proposals for the site would require review and approval through the PUD process.

Schultz moved, seconded by Huckabee to approve the two-lot Certified Survey Map for the property located at 1310 Campus Drive, subject to the following conditions:

- Adjust the final CSM to reflect City Council President Kyle Jaeckel under the City of Fort Atkinson Approval Certificate.
- Remove access easements from the Final CSM, noted as 7 and 8 in the Easement Notes of the submitted CSM.

Motion carried.

- c. *Review and possible action relating to a General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated for the **creation of Tax Increment District #11** (Houseman, City Manager)*

Manager Houseman discussed how the Council just approved the Resolution to close Tax Increment District (TID) #6 on March 17th prior to the April 15, 2026 deadline set by the Wisconsin Department of Revenue (DOR). For several years, the City has intended to create a new TID over the undeveloped and underdeveloped land within the Klement Business Park. The general consulting services agreement with Baird will facilitate the creation of TID #11. The fee included in the proposal from Baird is \$12,500. The last time the City entered into an agreement to create a TID was in May 2022 to create TIDs 9 and 10. At that time, the fee was \$8,750. Staff was able to work with Baird on a discount on the fees for the creation of TIDs #12 and #13, provided all three remain on the same schedule. The fee will be paid for by TID #11 when it is created later in 2026. Revenues and expenditures related to TID #11 will be tracked independently from the City's general fund through Fund 25.

Schultz moved, seconded by Johnson to approve the General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated for the creation of Tax Increment District #11 and authorize the City Manager to execute. Motion carried.

- d. *Review and possible action relating to a General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated for the **creation of Tax Increment District #12** (Houseman, City Manager)*

Manager Houseman discussed the Council action to close Tax Increment District (TID) #7 on March 17th prior to the April 15, 2026 deadline set by the Wisconsin Department of Revenue (DOR). For several years, the City has intended to create one or two new TIDs in the City's downtown with the goal of encouraging development or redevelopment of those parcels. This general consulting services agreement with Baird will facilitate the creation of TID #12, which will be located in the City's downtown on the north side of the Rock River. The fee included in the proposal from Baird is \$9,500, which represents a discount if creating this TID alongside TID #11. The fee will be paid for by TID #12 when it

is created later in 2026. TID #12 revenues and expenditures will be tracked independently from the City's general fund in Fund 26.

Huckabee moved, seconded by Johnson to approve the General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated for the creation of Tax Increment District #12 and authorize the City Manager to execute. Motion carried.

- e. *Review and possible action relating to a General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated for the **creation of Tax Increment District #13** (Houseman, City Manager)*

Manager Houseman continued on the action the Council took to close Tax Increment District (TID) #7 on March 17th prior to the April 15, 2026 deadline set by the Wisconsin Department of Revenue (DOR). For several years, the City has intended to create one or two new TIDs in the City's downtown with the goal of encouraging development or redevelopment of those parcels. The general consulting services agreement with Baird will facilitate the creation of TID #13, which will be located in the City's downtown on the south side of the Rock River. The fee included in the proposal from Baird is \$9,500, which represents a discount if creating this TID alongside TID #11. The fee will be paid for by TID #13 when it is created later in 2026. TID #13 revenues and expenditures will be tracked independently from the City's general fund in Fund 27.

Lescohier moved, seconded by Schultz to approve the General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated for the creation of Tax Increment District #13 and authorize the City Manager to execute. Motion carried.

- f. *Review and possible action relating to an Agreement for General Consulting Services with Robert W. Baird & Co. Incorporated to amend the **Tax Increment District #9** project plan and boundaries (Houseman, City Manager)*

Manager Houseman referenced the created Tax Increment District (TID) #9 in the fall of 2022 as a mixed-use TID on the northwest side of the City to support private development and public infrastructure. Both the boundaries and the project plan associated with the TID can be amended during its life. Staff is proposing to work with Baird to amend both the boundaries and project plan of TID #9 to support the potential improvements or investment in the Koshkonong Estates Subdivision. The fee included in the proposal from Baird is \$9,500. The fee will be paid for by TID #9.

Huckabee moved, seconded by Johnson to approve the General Consulting Services Agreement between the City of Fort Atkinson and Robert W. Baird & Co. Incorporated to amend Tax Increment District #9 and authorize City Manager to execute. Motion carried.

- g. *Review and possible action relating to the award of professional services related to the **Lead Service Lateral Replacement Plan** (Navin, Director of Public Works)*

Director Navin stated that on July 1, 2025, the City of Fort Atkinson was mandated by the Wisconsin Department of Natural Resources (WDNR) to complete an approved Lead

Service Line (LSL) Replacement Plan. A critical component of this mandate was the adoption of a formal ordinance to provide the legal authority for the full replacement of lead service lines on both public and private property. In August 2025, the City Council adopted Ordinance 98-59, which ensures the City meets federal Lead and Copper Rule Improvements (LCRI) standards. This ordinance is vital to public health, as it aims to reduce lead contamination to zero and ensure water quality at every tap. Furthermore, the ordinance authorizes the City to apply for state and federal funding and provides a mechanism to discontinue service to property owners who fail to comply with mandatory replacement requirements. On October 31, 2025, City staff submitted the Intent To Apply (ITA) for the Safe Drinking Water Loan Fund (SDWLF). The ITA makes the City eligible to apply for the SDWLP by June 30, 2026. With the legal framework in place and application initiation started, the City sought proposals from qualified engineering firms to develop a comprehensive LSL Capital Plan. This plan must include funding opportunities, a replacement schedule, a detailed financing strategy, and a robust resident communication program to manage our approximately 4,818 active water services. There are 255 private side laterals needing replacement and 329 public side laterals needing replacement.

Lescohier moved, seconded by Schultz to award a professional services contract to the Lead Service Lateral Replacement Plan to Graef and City Water LLC to complete tasks 1-5 as outlined in the proposal at a cost not to exceed \$88,836 and authorize the City Manager to execute the contract. Motion carried.

*h. Review and possible action related to the **purchase of a 2026 F-450 Flatbed Truck with Dump Body** (Dayton, Director of Parks and Recreation)*

Director Dayton discussed the proposed 2026 Ford F-450 will replace the current 1999 Ford F-350 flat bed. Upgrading to the F-450 reduces the risk of overloading, improves operator safety, and increases versatility for potential cross-departmental use. The specifications align with those of the Department of Public Works Operations fleet, allowing the Parks unit to function as a temporary vehicle if another department's vehicle is out of service. Griffin Ford has offered a guaranteed \$1,000 trade-in value for the 1999 F-350, resulting in a net project cost of \$78,554.50. Of this amount, \$70,000 will be funded through the general levy allocation, with the remaining \$8,554.50 covered by interest earned in Fund 16 (capital improvements fund).

Lescohier moved, seconded by Schultz to authorize the purchase of a 2026 Ford F-450 flatbed truck with a dump body installed by Madison Truck Equipment, from Griffin Ford, in an amount not to exceed \$78,554.50, including a guaranteed \$1,000 trade-in for the existing 1999 F-350 flatbed truck. Motion carried.

*i. Review and possible action related to the purchase and replacement of **two Air Conditioning Units at the Fort Atkinson Senior Center** (Dayton, Parks and Recreation Director)*

Director Dayton stated that the Senior Center's air conditioning units were last replaced in 1991 and have significantly exceeded their expected service life. Funding for their replacement was approved in the 2026 Capital Improvement Plan through levied dollars

(Section R, Page 207). It is important to note that the Senior Center functions as a designated public cooling site during extreme heat warnings and advisories. Making this critical update will enhance the center's reliability in serving this purpose. The 2026 CIP includes \$12,000 in levied funds for the replacement of these air conditioners at the Senior Center. The total cost to replace both AC units is \$11,450, plus an additional \$440 for two new thermostats, for a total of \$11,890. Council discussed residential versus commercial units used within city facilities and being able to obtain an affordable quote from a local vendor.

Lescohier moved, seconded by Huckabee to approve the purchase and replacement of two air conditioning units at the Fort Atkinson Senior Center from Armstrong Heating & Cooling at a cost not to exceed \$11,890. Motion carried.

12. Miscellaneous

None.

13. Public Comment for Matters Not on the Agenda

Jean Brooks, 1113 Elsie Street - spoke on data centers she has heard about in media and non-disclosure agreements. She requested the Council consider an agreement on not signing non-disclosure agreements.

John Hausz, 104 Jefferson Street - spoke on fires in the City. He commented on a resident burning leaves and asked if he can burn brush or leaves. He stated on March 19th there is a candidate forum at the Dwight Foster Public Library.

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 and authorize payment. Motion carried.

15. Adjournment

Huckabee moved, seconded by Johnson to adjourn. Meeting adjourned at 8:20 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director