



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
THURSDAY, APRIL 4, 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. Lescohier, 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

None.

4. Public Comment

Shannon Hough, 712 Frederick Avenue spoke on recent dog attacks in their neighborhood. She would like a dog euthanized that had attacked a person. She requested a permit be revoked for the dog owner.

Shad Janke, 717 Zaffke Street spoke on a dog issue in his neighborhood. He stated he personally had contact with a dog that had attacked a person and noticed some behavior. He recommends training of the subject dog.

Robin Lehmann, 727 Messmer Street expressed sorrow for the trouble her dog has created. She has an estimate on fencing with a double gate to eliminate the dog breaking out. She added her kids are not allowed to walk dog(s). She stated she also has a muzzle for the dog(s).

Sandra Free, 810 Messmer Street spoke on a dog issue in her neighborhood. She expressed concern for the dogs behavior to the owner. She referenced the City Ordinance that pertains to a dog attacking a person.

John Donohue, 1550 Raveen Street spoke on the Spring Election held on April 2, 2024. He requested additional designated parking spaces for handicapped vehicles.

5. Consent Agenda

Cm. Jaeckel moved, seconded by Cm. Becker to approve the Consent Agenda as presented.

- a. *Review and possible action relating to the **minutes of the March 19, 2024 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **Citizen Appointment of Ellen Bogner to the Historic Preservation Commission** (Houseman, City Manager)*
- c. *Review and possible action on a **Special Event: Park & Recreation Adult Recess, Friday, September 13, 2024, 6-9 p.m. at Jones Park** (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action on a **Special Event: City of Fort Atkinson Park & Recreation World of Wheels: Saturday, September 14, 2024, 10:00-11:30 a.m.** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action on a **Special Event: Park & Recreation Youth Triathlon, Saturday, July, 27, 2024, 8:00-11:00 a.m.** (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Review and possible action on a **Special Event: Project Lead/Jefferson County Cancer Coalition Cancer Walk, Saturday, June 8, 2024, 10:00 a.m. - 2:00 p.m.** (Ebbert, Clerk/Treasurer/Finance Director)*
- g. *Review and possible action on a **Special Event: Chamber of Commerce Fort Farmers Market, Saturdays from May 4, until October 26, 2024, 8:00 a.m. - 12:00 p.m.** (Ebbert, Clerk/Treasurer/Finance Director)*
- h. *Review and possible action relating to a **Special Event: FA Summer Charity Concerts June 12, June 26, July 10, July 24, August 7, and August 21, 2024 from 6:30-8:30 p.m. at Barrie Park** (Ebbert, Clerk/Treasurer/Finance Director)*

6. Petitions, Requests, and Communications

- a. ***Presentation: Annual Tourism Report** (Shauna Wessely, Fort Atkinson Chamber Director)*
Shauna Wessely of the Fort Atkinson Chamber of Commerce shared the annual report. No action required.
- b. *Review and possible action on a proclamation recognizing **Telecommunicators Week in the City of Fort Atkinson** (Bump, Police Chief)*
Cm. Lescohier moved, seconded by Cm. Schultz to approve the Proclamation recognizing Telecommunicators Week in the City of Fort Atkinson. Motion carried.

7. Resolutions and Ordinances

- a. *First reading of an **Ordinance amending Section 22-262 and 22-263 relating to Direct Sellers** (Ebbert, Clerk/Treasurer/Finance Director)*
Clerk Ebbert presented the Ordinance that was recommended for review by the Ordinance Committee. The following sections were discussed:

Section 22-262(e) - remove the fee from the Ordinance and include it with the annual review and adoption of the Fee Resolution.

Section 22-262(g) - allow the authority for revocation/suspension of permit(s) to the City Manager or his/her designee which may be the Chief of Police or Clerk/Treasurer.

Section 22-262(j) - set a maximum of number of permits per business. Staff recommended a maximum of ten per business and the Ordinance agreed on the recommendation.

Section 22-263(1) - Staff suggested to alter the time of 'calling' for a direct seller on a dwelling. Suggested is to disallow soliciting from 7:00 pm to 9:00 am. The current ordinance disallows from 8:00 pm to 9:00 am.

Cm. Jaeckel moved, seconded by Cm. Schultz to recommend the City Manager prepare the Ordinance for its second reading at the April 16, 2024 meeting. Motion carried.

8. Reports of Officers, Boards, and Committees

a. City Manager's Report (Houseman, City Manager)

No action required.

9. Unfinished Business

None.

10. New Business

*a. Review and possible action relating to the purchase of a **replacement emergency light bar from Rennert's Fire Equipment Service** (Peterson, Fire Chief)*

Chief Peterson discussed the issues with the emergency warning light bar on Engine 8162. Requested is an LED light bar that will enhance visibility during emergency response operations and reduce maintenance requirements and long-term costs. The existing light bar is consistently failing and Staff is experiencing trouble finding replacement parts and light bulbs. A quote was received from Rennert's Fire Equipment Service, a commonly used vendor for our emergency equipment.

Cm. Lescohier moved, seconded by Cm. Becker to approve the purchase of a replacement emergency light bar from Rennert's Fire Equipment Service at a cost not to exceed \$8,722.30. Motion carried.

*b. Review and possible action relating to the **2023 Department of Natural Resources annual Recycling Report** (Selle, Director of Public Works)*

Engineer Selle presented the annual report. The City recycled 896.73 tons of material compared to 762.23 tons in 2022. The City is eligible to receive \$35,150.18, the full amount of the grant as we exceeded the standard.

Cm. Jaeckel moved, seconded by Cm. Becker to approve the 2023 Department of Natural

Resources annual recycling and authorize signature. Motion carried.

- c. *Review and possible action relating to **2023 Year-End Financial Information** (Houseman, City Manager)*

Manager Houseman gave a detailed summary with pre-audited totals for year ending 2023. The audited financial statement will be presented in June by contracted auditing firm, Baker Tilly. Houseman focused on fund balances, expenses and revenues that exceeded the budget and reviewed carry over requests.

Cm. Becker moved, seconded by Cm. Jaeckel to approve the 2023 funds requested to be carried over to 2024 as listed in Table 5, for a total of \$315,012.46. Motion carried.

11. Claims, Appropriations and Contract Payments

This item will be moved to the next Agenda.

12. Miscellaneous

- a. *The City Council may consider a motion to convene in closed session pursuant to State Stat. §19.85(1)(g) **Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.***

Cm. Jaeckel moved, seconded by Cm. Schultz to convene in closed session pursuant to State Stats. Section 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Motion carried on a roll call vote.

13. Adjournment

Cm. Schultz moved, seconded by Cm. Jaeckel to adjourn. Meeting adjourned at 9:07 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer