



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, APRIL 21, 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 Clerk/Treasurer/Finance Director, Director of Public Works, Director of Neighborhood Services, Public Works Superintendent, Police Chief, Park & Recreation Director, Wastewater Superintendent and Library Director.

3. Pledge of Allegiance

President Jaeckel led the Pledge of Allegiance.

4. Recognition of Eric Schultz for four years of dedicated service to the City of Fort Atkinson (Houseman, City Manager)

Eric Schultz was recognized for his two terms on City Council.

5. Unfinished Business

None.

6. Adjournment

a. The 2025-2026 City Council will adjourn — Sine Die

Schultz moved, seconded by Johnson to adjourn Sine Die. Motion carried.

7. Oath of Office

Clerk/Treasurer administered the Oath of Office to Bruce Johnson and Jena Price.

8. Call meeting to order

a. Call to order the first meeting of the 2026-2027 Fort Atkinson City Council (Houseman, City Manager)

Manager Houseman called the meeting to order the first meeting of the 2026-2027 Fort Atkinson City Council.

- b. **Roll Call** (Houseman, City Manager)
Present: Council members: Huckabee, Jaeckel, Johnson, Lescohier and Price.
- c. **Election of the President of the City Council for the term of April 21, 2026 – April 20, 2027** (Houseman, City Manager)
Huckabee moved, seconded by Johnson to nominate Kyle Jaeckel to serve as the Council President for the term of April 21, 2026 to April 20, 2027. Motion carried.
- d. **Election of the President Pro Tem of the City Council for the term of April 21, 2026 – April 20, 2027** (Council President)
Huckabee moved, seconded by Johnson to nominate Davin Lescohier to serve as the President Pro Tem of the City Council for the term of April 21, 2026 to April 20, 2027. Motion carried.
- e. **Review and possible action to designate the Daily Jefferson County Union as the Official City Newspaper for purposes of publishing required legal notices** (Ebbert, Clerk/Treasurer/Finance Director)
Clerk Ebbert recommended the City Council designate the Daily Jefferson County Union as our Official City Newspaper.

Lescohier moved, seconded by Huckabee to designate the Daily Jefferson County Union as the Official Newspaper of the Official City Newspaper for publications of legal notices. Motion carried.

9. Consent Agenda

Johnson moved, seconded by Huckabee to approve the Consent Agenda items 9.a. through 9.h as presented. Motion carried.

- a. **Review and possible action relating to the minutes of the April 8, 2026 Loan Review Committee** (Ebbert, Clerk/Treasurer/Finance Director)
- b. **Review and possible action relating to the minutes of the April 9, 2026 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. **Review and possible action relating to the minutes of the April 14, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- d. **Review and possible action relating to building, plumbing, and electrical permit report for March 2026** (Draeger, Building Inspector/Zoning Administrator)
- e. **Review and possible action relating to the City Clerk-issued License and Permit Report for March** (Ebbert, Clerk/Treasurer/Finance Director)
- f. **Review and possible action relating to City Sewer, Water, and Stormwater Utility Financial Statements as of March 2026** (Ebbert, Clerk/Treasurer/Finance Director)
- g. **Review and possible action relating to a Temporary Alcohol Beverage License for St. Joseph Catholic Church for their event Light Up the Night on Saturday April 25,**

2026.(Thom, Deputy Clerk)

- h. *Review and possible action relating to **Dwight Foster Public Library's Automated Material Handling replacement** project (Lippert, Library Director)*

10. Public Hearings

None.

11. Public Comment for Matters on the Agenda

None.

12. Petitions, Requests, and Communications

- a. *Review and possible action on a proclamation recognizing **National Library Week, April 19-25, 2026**, in the City of Fort Atkinson (Houseman, City Manager)*
Johnson moved, seconded by Huckabee to recognize National Library Week April 19-25, 2026 in the City of Fort Atkinson. Motion carried.
- b. *Review and possible action relating to the proclamation declaring the month of **May as Building Safety Month** in the City of Fort Atkinson (Houseman, City Manager)*
Lescohier moved, seconded by Johnson to approve the Proclamation declaring the month of May as Building Safety Month in the City of Fort Atkinson. Motion carried.
- c. *Review and possible action relating to a proclamation recognizing the **57th Annual Professional Municipal Clerks Week** May 3-May 9, 2026 (Houseman, City Manager)*
Johnson moved, seconded by Lescohier to approve the Proclamation recognizing the 57th Annual Professional Municipal Clerks Week May 3-9, 2026. Motion carried.
- d. *Presentation: **Annual Stormwater Report** (Navin, Director of Public Works)*
Director Navin provided the annual stormwater report. No action was taken.

13. Resolutions and Ordinances

- a. *First reading of a proposed **Annexation Ordinance** relating to the annexation of a portion of the property located at 744 Jones Avenue (parcel number 226-0514-0434-004) to the City of Fort Atkinson from the Town of Koshkonong (PFA-2026-01) (Draeger, Director of Neighborhood and Building Services)*
Director Draeger stated the subject parcel is currently located in the Town of Koshkonong, and the applicants are requesting annexation into the City. A zoning amendment is not required, as the area proposed for annexation will be combined with an existing parcel already zoned Industrial. Upon approval of the annexation, the two land areas will be consolidated into a single parcel through a Certified Survey Map (CSM). The Petition to Annex was submitted to the Wisconsin Department of Administration in accordance with state statute, and the proposed annexation was determined to be in the public interest. Jones Dairy is seeking to annex land it owns within the Town of Koshkonong to facilitate

the construction of a wastewater treatment facility. The Plan Commission reviewed this item at the meeting on April 14, 2026, and recommended that the City Council review and adopt the annexation ordinance.

Huckabee moved, seconded by Johnson to approve the first reading of the annexation ordinance and direct the City Manager to prepare it for the second and possible third/final reading at the meeting on May 5, 2026.

14. Reports of Officers, Boards, and Committees

- a. *City Manager's Report (Houseman, City Manager)*
No action taken.

15. New Business

- a. *Review and possible action related to the repair of the City of Fort Atkinson **Municipal Building Entrance Ramps, Stairs, and Pocket Park** (Dayton, Director of Parks and Recreation)*

Director Dayton stated that the 2022 Fort Atkinson Municipal Building Facility Assessment (2022) identified both the Main St. and Parks and Recreation Office do not meet current accessibility and building standards. The two main entrances need repairs due to uneven, cracked bricks that pose tripping hazards and limit accessibility. Staff obtained proposals from two concrete contractors in the City. Pence Concrete provided a quote of \$17,500.00 for the ramps and \$5,000.00 for the pocket park. D-N-D Concrete submitted a proposal of \$16,100.00 for the ramps and \$11,500.00 for the pocket park. Additional preventive maintenance included in this project will involve repainting each set of handrails, to be paid for out of the Municipal Building Supply budget. The packet includes a quote of \$775.00 from Jake Leiser Painting. This project has a budget of \$22,000.00, using borrowed funds, and was approved in the 2026 Capital Improvement Project Plan Budget. The additional \$500.00 over the budgeted amount will come from the Cityscape budget (Fund 8), which is funded through the city's room tax.

Lescohier moved, seconded by Huckabee to approve Pence Concrete's proposal to repair the Municipal Building exterior ramps, steps, and pocket park at a cost not to exceed \$22,500.00, and the handrail painting quote from Jake Leiser Painting at a cost not to exceed \$775.00. Motion carried.

- b. *Review and possible action relating to **disallowance of a claim** against the City of Fort Atkinson, Burnette (Ebbert, City Clerk/Treasurer/Finance Director)*

Clerk/Treasurer Ebbert provided that the League of Wisconsin Municipalities Mutual Insurance (LWMMI) is the City's insurance carrier for property, liability, and worker's compensation. Statewide Services, Inc administers the claims for LWMMI. When the City receives a claim against the City's insurance, Statewide Services performs an investigation and obtains facts relating to the claim, which can include interviewing employees and

onsite investigation. After the investigation, Statewide Services makes a final determination and recommendation relating to the claim. On April 1, 2026, staff received a notice from an individual who fell on a sidewalk on E. Milwaukee Avenue on February 21, 2026. The notice was submitted to Statewide Services, which manages such claims for the City. Statewide recommended that the City disallow the claim. The disallowance of the claim shortens the statute of limitations period to six months for any future lawsuit relating to this matter.

Lescohier moved, seconded by Huckabee to disallow the claim against the City of Fort Atkinson from the Claimant pursuant to Wisconsin Statutes 893.80(1)(g). Motion carried.

c. *Review and possible action related to the **replacement of the Main Building Chiller and the Solids Handling Building Air Conditioning Unit at the City's Wastewater Treatment Facility (Sweeney, Wastewater Utility Superintendent)***

Superintendent Sweeney stated the Main Building chiller has served the Wastewater Utility since 1991 and is beyond its expected service life. The smaller Solids Handling air conditioner was installed in 2013 and cools the motor control center and PLC equipment for that building. Both units have required numerous repairs in recent years and are now due for replacement to maintain reliable operation and increased efficiency. Staff requested proposals from three companies for this project. Each proposal includes the removal of both units, a 3-Ton Split Unit for the Solids Handling Building and a Daikin 30 Ton Chiller for the Main Building. Helm Group is the lowest responsible bidder for this project. Helm currently provides controls and major maintenance for all wastewater units, and staff has been pleased with their service. There are sufficient funds available in the 2026 Wastewater Utility CIP to cover the additional \$7,290 for the Helm Group proposal.

Huckabee moved, seconded by Johnson to approve the proposal from Helm Group at a cost not to exceed \$147,290 and authorize the City Manager to execute the contract. Motion carried.

d. *Review and possible action relating to a one-lot **Certified Survey Map for the properties known as Lots 12 and 13 in the Klement Business Park (parcel numbers 226-0514-1742-000 and 226-0514-1742-003) (CSM-2026-06) (Draeger, Director of Neighborhood and Building Services)***

Director Draeger presented the proposed Certified Survey Map is planned to combine the existing two parcels along Janesville Ave, in the Klement Business Park, into one parcel to support its development. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission and City Council for consistency with all other ordinances, laws, rules, regulations, and plans. Note that at the meeting on April 14, 2026, the Plan Commission also issued conditional site plan approval for the two industrial flex buildings proposed on the subject parcel. This development will add to the City's property tax base and serve as a visible indicator of the City's current and future growth.

Lescohier moved, seconded by Huckabee to approve the one-lot Certified Survey Map for the properties known as Lots 12 and 13 in the Klement Business Park (parcel numbers 226-

0514-1742-000 and 226-0514-1742-003) subject to the conditions outlined in the staff report. Motion carried.

e. *Review and possible action relating to **Electrical Service upgrades at the Municipal Airport** (Draeger, Director of Neighborhood and Building Services)*

Director Draeger refreshed the City Council that they approved the design of the 61C Airfield Navigation and Electrical Upgrades at their meeting on December 17, 2024. The proposed electrical service upgrade is part of the approved design and is necessary to implement the upgrades. The Fort Atkinson Municipal Airport has been awarded federal funding through the Wisconsin Bureau of Aeronautics to complete airfield navigation lighting and electrical system upgrades. The request is for the City to pay for the installation of the new service until the contract for the lighting project is awarded to a contractor. After the contract is awarded, the City will be reimbursed with federal funds, issued by the BOA. The cost proposal from WE Energies totals \$11,990.29, which includes seasonal construction premiums for work occurring between December 1 and March 31. Because the work is anticipated to occur outside this window, the cost can be reduced by \$948.00, resulting in a revised total of \$11,042.29. After accounting for the City's 2.5% share, the estimated federal reimbursement is \$10,766.23.

Huckabee moved, seconded by Johnson to approve the service installation at the Fort Atkinson Municipal Airport to be installed by WE Energies at a cost not to exceed \$11,042.29. Motion carried.

f. *Review and possible action related to the purchase of a **Single Axle Plow Truck** for the Department of Public Works Operations (Williamson, Superintendent of Public Works Operations)*

Superintendent Williamson stated the Department of Public Works requests to purchase a single-axle plow truck, for a budgeted amount of \$230,000.00, in the Capitol Improvement Expenditures Budget for calendar year 2026. The CIP budget item for the Single Axle Plow Truck was approved at \$230,000.00 for 2026 purchase. The low bidder was Ewald Ford, of Hartford, WI, including the specified up-fit by Monroe Truck, of Janesville, WI, for the total amount of \$225,901.00. This amount falls under the approved CIP budget for the Department of Public Works, which is shown in the snippet of the CIP table below. The revenue source identified is the 2026/2027 borrowing.

Huckabee moved, seconded by Johnson to approve the purchase of the 2027 Ford F750 Plow Truck and Up-fit package from Ewald Ford, of Hartford, and Monroe Truck, of Janesville, respectively, in the amount of \$225,901.00 and authorize the City Manager to execute the contract. Motion carried.

g. *Review and possible action related to the **Purchase of a Wheeled Excavator with Attachments** for the Department of Public Works Operations (Williamson, Superintendent of Public Works Operations)*

Superintendent Williamson stated the City Council approved the Department of Public Works request to purchase a Wheeled Excavator, for a budgeted amount of \$235,000.00, in the Capitol Improvement Expenditures Budget for calendar year 2026. This purchase

request was made by the Department to replace a 19-year-old Case Tractor Backhoe that has served the city well for its useful life and to replace a 1967 Prentice Crane Grapple, with a 1972 Ford F700 Chassis, utilized in forestry work that has long since passed its safe useful life. Staff prepared for this purchase by reaching out to several area vendors to prepare proposals to meet the Department's predetermined performance specifications. The Department received one response that included a competitive proposal for Aring Equipment Company, of Butler, WI, for a Volvo EWR130E Wheeled Excavator in the amount of \$232,831.00.

Lescohier moved, seconded by Johnson to approve the purchase of the Volvo EWR130E Wheeled Excavator, and all specified attachments, from Aring Equipment Company, of Butler, for the amount of \$232,831.00 and authorize the City Manager to execute the contract. Motion carried.

*h. Review and possible action relating to the **purchase of grant-funded Thermal Imaging Devices at a cost not to exceed \$9,570** (Bump, Police Chief)*

Chief Bump presented that the Police Department was recently awarded an investigative focused equipment grant through the State of Wisconsin. Within this approved grant, specific equipment identified for purchase was thermal imaging monoculars. Thermal imaging devices are specialized cameras that detect infrared radiation (heat) emitted by objects, converting it into a visible image called a thermogram, which represents temperature variations. Unlike traditional cameras, they function in total darkness, smoke, or fog, making them essential for surveillance, search and rescue and other dynamic applications. The purchase of the AGM devices allows the department to be under budget and also obtain six units instead of only two

Huckabee moved, seconded by Johnson to approve the purchase of six (6) AGM Thermal Monoculars as approved under the State of Wisconsin Department of Justice Law Enforcement Grant. Expended funds for this specific part of the grant cannot exceed the grant-approved amount of \$9,570 for night vision imaging. Motion carried.

16. Miscellaneous

None.

17. Public Comment for Matters Not on the Agenda

None.

18. 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 presented by the Director of Finance. Motion carried.

19. Adjournment

Johnson moved, seconded by Huckabee to adjourn. Meeting adjourned at 8:19 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director