



**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JUNE 2, 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, Lescohier, Price and President Jaeckel. Also present: City Manager, City Attorney, City Clerk/Treasurer, Director of Public Works, Director of Neighborhood and Building Services, Public Works Superintendent and Park & Recreation Director.

Excused absence: Council member Johnson.

3. Pledge of Allegiance

President Jaeckel led the Pledge of Allegiance.

4. Consent Agenda

Price moved, seconded by Lescohier to approve the Consent Agenda items 4.a. through 4.h. Motion carried.

- a. *Review and possible action relating to the **minutes of the May 19, 2026 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the May 26, 2026 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the **minutes of the May 26, 2026 License Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action relating to **Citizen Appointments to Boards, Commissions and Committees** (Houseman, City Manager)*
- e. *Review and possible action on a **Special Event: Grown Up Book Fair, July 18 and 19, 2026, 9 a.m. - 2 p.m.** (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Review and possible action on a **Special Event: Frosty Rock Challenge, November 7, 2026, 7 a.m. - 11 a.m.** (Ebbert, Clerk/Treasurer/Finance Director)*
- g. *Review and possible recommendation relating to **Renewal Alcohol Beverage License Applications** for the licensing period of July 1, 2026 through June 30, 2027 (Ebbert,*

Clerk/Treasurer/Finance Director)

- h. Review and possible recommendation relating to **Cigarette, Tobacco and Electronic Vaping Device Retail License Applications** for the licensing period of July 1, 2026 through June 30, 2027 (Ebbert, Clerk/Treasurer/Finance Director)*

5. Public Hearings

None.

6. Public Comment for Matters on the Agenda

None.

7. Petitions, Requests, and Communications

- a. Presentation of the City of Fort Atkinson **Financial Statements and Supplemental Information for the year ending December 31, 2025** (Andrea Jansen, CPA, CFE, Partner, Baker Tilly US, LLP)*

Andrea Jansen, Baker Tilly Auditor presented the year-end 2025 Financial Statements. No action was taken.

8. Resolutions and Ordinances

- a. Second reading of an ordinance relating to a **Zoning Map Amendment** for the property located at 550 McMillen St. (parcel numbers 226-0614-3443-018 and 226-0614-3434-045), from Institutional (I) to Multi-Family Residential-30 (MRM-30) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger stated that a Public Hearing was conducted during the Plan Commission meeting on April 28, 2026, where residents from the surrounding neighborhood actively participated and provided thoughtful input regarding traffic circulation, stormwater management, and pedestrian connectivity. In response to these concerns, a detailed comment-and-response document was prepared and included within the packet to comprehensively address neighborhood feedback. In addition to the formal public hearing process, the developer hosted a neighborhood meeting on May 6, 2026, to introduce the project team, provide additional information regarding the proposal, and facilitate an open dialogue with nearby residents. Staff found the meeting to be productive and constructive, resulting in meaningful discussion and community engagement. Following its review of the application materials, public input, and supporting studies, the Plan Commission voted at its May 12, 2026 meeting to recommend that the City Council approve the Page 165 of 347 proposed Zoning Map Amendment. The City Council held the first reading of the ordinance on May 19, 2026.

Lescohier moved, seconded by Price to approve the second reading of this ordinance and direct the City Manager to prepare the Ordinance for a third and final reading at the

meeting on June 16, 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. *Presentation, review, and possible action relating to a **Commercial Composting Agreement between the City of Fort Atkinson and Green Box Compost** (Williamson, Public Works Superintendent; Ben Stanger, Green Box Compost)*

Superintendent Williamson discussed the yard waste composting facility, known as the Compost Site, that has existed for over 30 years. This site consists of resident drop-off areas for yard and garden waste, brush under 6" in diameter, appliances, and eWaste. The Department of Natural Resources-issued (DNR) permit allows for these items to be dropped off by the residents of the City of Fort Atkinson and the Town of Koshkonong. In the spring of 2024, Department staff made contact with Ben Stanger of Green Box Compost in Sun Prairie, Wisconsin, to discuss the possibility of a public/private partnership. This partnership would reduce operational costs for the city, decrease landfill contributions, provide the City with a future revenue source, and offer Green Box Compost an opportunity to serve a larger geographic area by composting commercial and residential food waste. Green Box Compost offers residents, schools, and commercial businesses the opportunity to compost food waste rather than dispose of it in landfills. The proposed agreement presents operational savings due to reduced City staffing requirements to manage and maintain the existing site, without reduced service access to the community.

Lescohier moved, seconded by Huckabee to approve the 3-year Commercial Composting Agreement between the City of Fort Atkinson and Green Box Compost, and authorize the City Manager to execute the contract. Motion carried.

- b. *Review and possible action relating to a **Certified Survey Map** for the property located at 217 Jefferson St. (CSM-2025-08) (Draeger, Director of Neighborhood and Building Services)*
Director Draeger stated that staff received an application from the Kolodzne family, owners of the property at 217 Jefferson Street, requesting approval of a Certified Survey Map (CSM) to adjust the shared lot line with the neighboring parcel to the south. The proposal would transfer approximately five feet of land from the southern property (213 E Sherman Avenue) to 217 Jefferson Street and incorporate it into the existing parcel. The adjustment is intended to address an existing encroachment issue, as the current

residence at 217 Jefferson Street extends into the required side setback area and presently provides little to no setback from the southern property line. The proposed CSM reconfigures the lot boundaries to create a side setback ranging from approximately 6.72 feet to 8.6 feet along the southern property line.

Huckabee moved, seconded by Price to approve this Certified Survey Map for the property located at 217 Jefferson Street, subject to the following conditions:

- Inclusion of the changes identified in the Plan Commission memo in the final CSM, and
- Any other conditions from the City Council.

Motion carried.

- c. *Review and possible action relating to an **Alcohol Beverage License Application for DLM Group, LLC for use at 1245 Whitewater Avenue for a "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license (Ebbert, Clerk/Treasurer/Finance Director)***

Clerk Ebbert discussed that McGrath's Catering has been operating out of the building located at 1245 Whitewater Avenue with a "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license. On May 18, 2026, staff received an application from DLM Group LLC, dba Jennie's Entertainment and Events, for use at 1245 Whitewater Avenue. The alcohol license application, individual questionnaires and appointment of agent were properly completed and submitted for review. Required documentation was confirmed including federal ID number, seller's Permit number and a letter from McGrath's Catering providing they will surrender their license contingent upon approval of the application from DLM Group. The License Committee met on May 26 and reviewed recommendation by the City Council.

Huckabee moved, seconded by Price to approve the Alcohol License Application for a "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage License for DLM Group, LLC dba Jennie's Entertainment and Events, for use at 1245 Whitewater Avenue for the licensing period of July 1, 2026 through June 30, 2027 and payment of licensing fees. Motion carried.

- d. *Review and possible action on a Water Utility **Simplified Rate Case Application to the Public Service Commission (Navin, Director of Public Works)***

Director Navin provided that in November 2023, Council heard a report from Trilogy Inc, tasked with a review of the City's three utility rate structures under the expected future operations and capital expenses. The 2025 year-end financials indicate the Utility is eligible for a simple rate increase through the PSC in 2026. This rate increase was included in the 2026 budget and discussed during the 2026 budget process. The PSC process requires a public notice, which will be posted on June 18, 2026, in the Daily Union and on the City's webpage. Following notice, the increase of 3% can be considered by the PSC with a proposed implementation date of October 1, 2026. The increase will apply to all water utility rates, regardless of the meter size.

Lescohier moved, seconded by Price to approve the simplified rate case application to the PSC for an increase in water utility rates of 3%. 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 Lescohier to approve the Verified Claims as presented and authorize payment. Motion carried.

15. Adjournment

Huckabee moved, seconded by Lescohier to adjourn. Meeting adjourned at 8:03 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer/Finance Director