



City of Fort Atkinson
City Clerk/Treasurer's Office
101 N. Main Street
Fort Atkinson, WI 53538

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, AUGUST 16, 2022 – 7:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

President Scherer called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Cm. Becker, Cm. Hartwick, Cm. Johnson, Cm. Schultz and President Scherer. Also present: City Manager, City Attorney, City Engineer and City Clerk/Treasurer.

3. PUBLIC HEARINGS – NONE

4. PUBLIC COMMENT- NONE

5. CONSENT AGENDA:

- a. *Review and possible action relating to the minutes of the August 2, 2022 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the minutes of the August 1, 2022 Finance Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to the minutes of the August 2, 2022 Finance Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- d. *Review and possible action relating to the minutes of the August 10, 2022 Finance Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action relating to building, plumbing, and electrical permit report for July 2022 (Draeger, Building Inspector/Zoning Administrator)*
- f. *Review and possible action relating to the City Clerk-issued License and Permit Report for July 2022 (Ebbert, Clerk/Treasurer/Finance Director)*
- g. *City Sewer, Water, and Stormwater Utility Financial Statements as of July 31, 2022 (Ebbert, Clerk/Treasurer/Finance Director)*
- h. *Review and possible action relating to the Police Chief's recommendations for Trick or Treat hours (10/30/22 1:00–4:00 p.m.) and Trunk or Treat hours (10/31/21 6:00–8:00 p.m. at Jones Park) (Bump)*
- i. *Review and possible action relating to Special Event: Unity Project Pride Rally, Saturday October 8, 2022 at Main Street Bridge sidewalk (Ebbert, Clerk/Treasurer/Finance Director)*

Cm. Becker moved, seconded by Cm. Johnson to approve the Consent Agenda as listed, items 5.a. through 5.i. Motion carried.

6. PETITIONS, REQUESTS, AND COMMUNICATIONS

a. Review and possible action relating to an Annexation Agreement by and among the City of Fort Atkinson, Wisconsin and Tip of the Spear, LLC (LeMire)

Manager LeMire discussed the Staff review of the special assessments on the parent parcel from which two parcels were split in the early 2000s. the deferred special assessment was for the water, sewer, sidewalk and road improvements to Campus Drive completed in 1999 and totaled \$39,713.05 for parcel number 016-0614-3323-004. Staff has been working with the property owner to negotiate an Annexation Agreement to determine how the special assessment would be addressed. The property owner has agreed to pay for half of the special assessment or \$19,856.53 over ten years upon annexation. The remaining assessment will be associated with parcel 016-6014-3323-004 and be collected or negotiated upon annexation.

Cm. Hartwick moved, seconded by Cm. Schultz to authorize the City Manager to sign the Annexation Agreement by and among the City of Fort Atkinson, Wisconsin and Tip of the Spear, LLC. Motion carried.

7. RESOLUTIONS AND ORDINANCES:

a. Third and final reading of an Ordinance Annexing the territory located at W6490 Campus Drive and W6492 Campus Drive to the City of Fort Atkinson (Selle, City Engineer/Director of Public Works)

Manager Lemire reviewed the third and final reading of the ordinance. Applicant Ryan Quam, on behalf of property owner Tip of the Spear, LLC, has requested the annexation of two properties located on the north side of Campus Drive from the Town of Koshkonong to the City of Fort Atkinson. The parcels (016-0614-3323-014 and 016-0614-3323-015) were purchased by Tip of the Spear in May 2021 with the goal of urban development within the City. The applicant has requested that the property be zoned RS-2, Single-family Residential – 2. In the short term, this district allows the continued use of the single-family dwelling on each parcel. However, in the future, depended on the planned uses, the zoning may be changed to a denser residential or mixed use zoning district.

Cm. Becker moved, seconded by Cm. Schultz to approve the Ordinance Annexing the territory located at W6490 Campus Drive and W6492 Campus Drive to the City of Fort Atkinson. Motion carried.

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

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

No action required.

9. UNFINISHED BUSINESS – NONE

10. NEW BUSINESS:

a. Review and possible action relating to the State Municipal Agreement for the Transportation Alternatives Program Projects (Selle, City Engineer/Director of Public Works)

Engineer Selle presented the agreements for two Planning Grants through the Transportation Alternative Program (TAP). The projects are focused on the Main Street corridor through downtown and the Janesville Ave corridor from Robert St to the south edge of the City. Both planning projects are for the Federal FY 2022 funding cycle and have a tight timeline for the award.

The City's Comprehensive Plan identified the Main Street corridor as a priority area to create a safer, consistent, and more pleasing streetscape. The plan stated elements should include; improved pedestrian access such as lighted crosswalks, curb bump outs for shorter crossings, strategic vegetation placement, lighting improvements, traffic light coordination, public bike rack placement and stormwater treatment infrastructure.

The Janesville Avenue study area is 2.8 miles long and consists of 4 travel lanes. The corridor includes parks, greenway, industrial development, residential development and commercial development. Pedestrian accommodations are present intermittently along the corridor. The 4 lane undivided road creates significant safety issues for pedestrians to cross. One location in particular is between Jones Park and Jones Market. Safety at this location is of concern to City staff

The Main Street project is estimated at \$35,000 with 80% federal funding (\$28,000) and 20% City funding (\$7,000). The Janesville Avenue project is estimated at \$40,000 with 80% federal funding (\$32,000) and 20% City funding (\$8,000). The City budgeted in the 2022 CIP a total of \$45,000 for these two planning studies.

Cm. Hartwick moved, seconded by Cm. Johnson to authorize the City Manager to sign the State Municipal Agreement for the Transportation Alternatives Program Projects. Motion carried.

11. MISCELLANEOUS – NONE

12. 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)

Cm. Becker moved, seconded by Cm. Johnson to approve the Verified Claims presented by the Director of Finance and authorize payment.

13. ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Becker to adjourn. Meeting adjourned at 7:24 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director