



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, SEPTEMBER 20, 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.

3. PUBLIC HEARINGS - NONE

4. PUBLIC COMMENT - NONE

5. CONSENT AGENDA:

- a) *Review and possible action relating to the minutes of the September 6, 2022 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) *Review and possible action relating to the minutes of the September 13, 2022 Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) *Review and possible action relating to the minutes of the September 13, 2022 Finance Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- d) *Review and possible action relating to the minutes of the September 14, 2022 Parks & Recreation Advisory Board meeting (Franseen, Parks and Recreation Director)*
- e) *Review and possible action relating to building, plumbing, and electrical permit report for August 2022 (Draeger, Building Inspector/Zoning Administrator)*
- f) *Review and possible action relating to the City Clerk-issued License and Permit Report for August 2022 (Ebbert, Clerk/Treasurer/Finance Director)*
- g) *City Sewer, Water, and Stormwater Utility Financial Statements as of August 31, 2022 (Ebbert, Clerk/Treasurer/Finance Director)*

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

6. PETITIONS, REQUESTS, AND COMMUNICATIONS:

- a) *Presentation from Hoffman Development Group, LLC & CedarPrise, LLC relating to the Banker Road Development Project (LeMire, City Manager)*

No action required.

b) Review and possible action relating to a Master Development and Professional Services Agreement between the City of Fort Atkinson and Hoffman Development Group, LLC and CedarPrise, LLC relating to the Banker Road Development Project (LeMire, City Manager)
Manager LeMire provided the history that began in 2021 with the City contracting with Vandewalle & Associates to create concept neighborhood plans for the City-owned property along Banker Road. In 2022, staff released the approved neighborhood plan, along with a Request for Interest (RFI), to the public and development community with the goal of finding a partner with which to work on the development of the City-owned land along Banker Road. After reviewing three proposals, the City has determined that the best option will be to engage with Hoffman Development Group/CedarPrise on this development project. The Master Development and Professional Services Agreement (Agreement) that solidifies this relationship for an initial 12-month period is attached to this memorandum for the Council's review and consideration.

Cm. Becker moved, seconded by Cm. Schultz to approve the Master Development and Professional Services Agreement between the City of Fort Atkinson and Hoffman Development Group, LLC and CedarPrise, LLC relating to the Banker Road Development Project; to authorize the City Manager to execute the Agreement; and to authorize up to \$35,000 in professional services to be paid for through the Banker Road borrowing account. Motion carried on a roll call vote.

c) Review and possible action relating to a proclamation recognizing Curt Witynski and Gail Sumi of the Wisconsin League of Municipalities upon their retirement (LeMire, City Manager)
Cm. Hartwick moved, seconded by Cm. Schultz to approve the proclamation recognizing Curt Witynski and Gail Sumi of the Wisconsin League of Municipalities and congratulate them on their retirement. Motion carried.

7. RESOLUTIONS AND ORDINANCES:

a) Second reading and possible third/final reading of an Ordinance Annexing the territory located at W6124 Sunset Avenue to the City of Fort Atkinson (Draeger, Building Inspector/Zoning Administrator)

Inspector Draeger presented the third and final reading of the annexation ordinance. This property is as noted in the City's Comprehensive Plan, is part of the South Neighborhood Planning Area, and the future land use is designated as Single-family Residential - Urban. The Proposed use is in concert with the City Comprehensive Plan. The parcel will continue as a single-family residence. The applicant has requested SR-2, Single-family Residential, zoning within the City

Cm. Schultz moved, seconded by Cm. Johnson to approve the second reading, suspend the rules and waive the third reading to annex property at W6124 Sunset Avenue. Motion carried on a roll call vote.

Cm. Becker moved, seconded by Cm. Hartwick to adopt the Ordinance Annexing the territory located at W6124 Sunset Avenue to the City of Fort Atkinson. Motion carried on a roll call vote.

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 2023 Recycling Grant Application to the Wisconsin Department of Natural Resources (LeMire, City Manager)

Manager LeMire presented the annual grant program through the Wisconsin Department of Natural Resources. The grant award supplements the cost of both recycling and composting for the City. The City's estimated recycling expenditures in 2023 is \$225,262.10, as outlined in the table on page 2 of this memo. The total represents an estimated increase of 2.5% over estimated 2022 recycling expenditures. The WDNR has provided around \$35,000 in grant funds over the last several years. In 2023 WDNR is expected to provide a similar amount.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the 2023 Recycling Grant and authorize staff to sign and submit the application to the Wisconsin Department of Natural Resources. Motion carried.

b) Review and possible action relating to the 2023 Squad Car Bid and related equipment at a cost not to exceed \$56,000 (Bump, Police Chief)

Chief Bump discussed the schedule to replace one (1) police vehicle in 2023. In 2022, the City borrowed for projects in 2022 and 2023. The purchase of one squad car was included in this borrowing. Funds will be established in the 2023 Budget under the Police Outlay Account in the amount of \$56,000.00 for this purchase. The Police Department requested bids for the 2023 Ford Interceptor SUV, and receive two qualified bids from Ewald Ford and Griffin Ford.

Cm. Hartwick moved, seconded by Cm. Becker to authorize the City Manager to execute an order for a 2023 squad car from Griffin Ford for \$38,774 and authorize staff to purchase additional equipment and squad transition items at a total cost not to exceed \$56,000 in 2023. Motion carried.

c) Review and possible action relating to a preliminary Certified Survey Map for the property located on the 800 block of Messmer Street (Draeger, Building Inspector/Zoning Administrator)

Inspector Draeger reviewed the zoning of the property as SR-5, and requires a minimum lot depth of 120', a minimum lot width of 65', and a minimum area of 8,000 SF. The proposal CSM creates a sub-standard lot as the maximum depth on the lot is 93', approximately 27' short of the required minimum. Due to the topography of the area, there is significant separation between the rear yard of the proposed buildable lot and the rear yard neighbor. In the opinion of staff this will accomplish the intent of the required SR-5 lot depth.

Cm. Hartwick moved, seconded by Cm. Schultz to approve the preliminary Certified Survey Map for the property located on the 800 block of Messmer Street subject to the conditions that the property owner of the remainder of parcel 34-049 and parcel 34-048 combine those lots into one lot, containing a single-family dwelling and accessory structure outlined in the staff report. Motion carried.

d) Review and possible action on the rental agreement for agriculture land at the Fort Atkinson Municipal Airport (LeMire, City Manager)

Cm. Becker moved, seconded by Cm. Johnson to authorize the City Manager to execute the agricultural land lease for the Fort Atkinson Municipal Airport with Broedlow Farms LLC for a total of \$26,649 over the 2023-2025 term. Motion carried.

e) Review and possible action on rental agreement for agriculture land on City owned property in the Klement Business Park (LeMire, City Manager)

Cm. Hartwick moved, seconded by Cm. Schultz to authorize the City Manager to execute the agricultural land lease for the City-owned lands in the Klement Business Park with Wilharm Hay Sales for \$20,700 for the 2023-2025 term. Motion carried.

f) Review and possible action on rental agreement for agriculture hay land on City owned property in the Klement Business Park (LeMire, City Manager)

Cm. Becker moved, seconded by Cm. Hartwick to authorize the City Manager to execute the agricultural hay land lease for the City-owned lands in the Klement Business Park with Andrew Luebke for \$24,318 for the 2023-2025 term. Motion carried.

g) Review and possible action on rental agreement for hunting land on City owned property near the Wastewater Utility (LeMire, City Manager)

Cm. Hartwick moved, seconded by Cm. Johnson to authorize the City Manager to execute the hunting land lease for the City-owned property adjacent to the Wastewater Treatment Facility with Matt Christiansen for \$4,200 for the 2022-2024 term. 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. Hartwick to approve the Verified Claims presented and authorize payment. Motion carried on a roll call vote.

13. ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Becker to adjourn. Meeting adjourned at 8:27 pm.

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

