



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, FEBRUARY 20, 2024 – 7:00 PM  
CITY HALL – SECOND FLOOR**

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**1. CALL MEETING TO ORDER**

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

**2. ROLL CALL**

Present: Cm. Jaeckel, Cm. Lescohier, Cm. Schultz and President Johnson. Also present: City Manager, City Engineer, City Clerk/Treasurer, City Attorney, Public Works Superintendent, Building Inspector and Park & Recreation Director.

Cm. Becker arrived via zoom 7:14 pm.

**3. PUBLIC HEARINGS - NONE**

**4. PUBLIC COMMENT - NONE**

**5. CONSENT AGENDA:**

- a. Review and possible action relating to the minutes of the February 6, 2024 License Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b. Review and possible action relating to the minutes of the February 6, 2024 Fort Atkinson City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c. Review and possible action relating to the minutes of the February 13, 2024 regular Fort Atkinson Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- d. Review and possible action relating to building, plumbing, and electrical permit report for January 2024 (Draeger, Building Inspector/Zoning Administrator)*
- e. Review and possible action relating to the City Clerk-issued License and Permit Report for January 2024 (Ebbert, Clerk/Treasurer/Finance Director)*
- f. Review and possible action relating to City Sewer, Water, and Stormwater Utility Financial Statements as of January 31, 2024 (Ebbert, Clerk/Treasurer/Finance Director)*
- g. Review and Possible action on a Special Event: Wings & Wheels Fly-In Breakfast, Sunday, May 19, 2024, 6 a.m.-2 p.m. at Fort Atkinson Municipal Airport (Ebbert, Clerk/Treasurer/Finance Director)*
- h. Review and possible action on a Special Event: American Legion Memorial Day Parade on Monday, May 27, 2024 from 10:30 a.m. to 12 p.m. starting at American*

*Legion and ending at Evergreen Cemetery (Ebbert, Clerk/Treasurer/Finance Director)*

- i. Review and possible action on a Special Event: Baseball Fest, Thursday, June 13-Sunday, June 16, 2024, various times at Jones Park (Ebbert, Clerk/Treasurer/Finance Director)*
- j. Review and Possible action on a Special Event: Duck Race & Day for Kids, Saturday, August 10, 2024, 9 a.m.-2 p.m. at Lorman Bicentennial Park (Ebbert, Clerk/Treasurer/Finance Director)*
- k. Review and possible action relating to Renewal Alcohol Beverage License Application for Fort Atkinson Generals Baseball Team, Class "B" Fermented Malt Beverage (Ebbert, Clerk/Treasurer/Finance Director)*
- l. Review and possible action relating to Renewal Alcohol Beverage License Application for Fort Atkinson Lions Club, Class "B" Fermented Malt Beverage (Ebbert, Clerk/Treasurer/Finance Director)*

Cm. Jaeckel moved, seconded by Cm. Schultz to approve the Consent Agenda items 5.a to 5.l. Motion carried.

## **6. PETITIONS, REQUESTS, AND COMMUNICATIONS**

- a. Review and possible action relating to a proclamation recognizing February 18-24, 2024 as Engineer's Week in the City of Fort Atkinson (Houseman, City Manager)*  
Cm. Lescohier moved, seconded by Cm. Schultz to approve the proclamation recognizing February 18-24, 2024, as Engineer's Week in the City of Fort Atkinson. Motion carried.
- b. Review and possible action relating to a proclamation recognizing February 8, 2024 as Monarch Pledge Day in the City of Fort Atkinson (Houseman, City Manager)*  
Cm. Schultz moved, seconded by Cm. Jaeckel to approve the proclamation recognizing February 8, 2024, as Monarch Pledge Day in the City of Fort Atkinson. Motion carried.

## **7. RESOLUTIONS AND ORDINANCES – NONE**

## **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 an engagement letter with Baker Tilly US, LLP to file an Independent Attestation Report with the Wisconsin Department of*

*Transportation for the City's 2016 Transportation Economic Assistance (TEA) Grant  
(Houseman, City Manager)*

In 2016, the City of Fort Atkinson received a Transportation Economic Assistance (TEA) Grant from the Wisconsin Department of Transportation in support of the Rockwell Avenue reconstruction project. The TEA grant required an agreement between the City and a private company indicating that the company would create and retain a certain number of jobs over a period of time. The City received a TEA grant in the amount of \$1,000,000 to assist with the Rockwell Avenue project. The proposal from Baker Tilly includes an amount not to exceed \$10,000 to create the report, which includes working with Jones Daily Farm to review the number of jobs created and retained, as well as the salaries for those jobs and other pertinent data. The cost of this report was not budgeted in 2024 due to the fact that staff was not aware of the seven-year report requirement. However, the Rockwell Avenue construction project costs were split between the water, sewer, and stormwater utilities and the transportation fund.

Cm. Lescohier moved, seconded by Cm. Jaeckel to approve the proposal from Baker Tilly in an amount not to exceed \$10,000 to prepare an independent attestation report as required by the Wisconsin DOT per the TEA Grant requirements. Motion carried.

- b. *Review and possible action relating to Alcohol Beverage License Agent Change Handyspot 105, LLC 303 S. Main Street (Ebbert, Clerk/Treasurer/Finance Director)*  
Clerk Ebbert discussed that Handyspot 105 LLC, located at 303 S Main Street, has submitted a request for an agent change. Agents for licensed establishments manage many aspects of a business including scheduling, hiring, ordering of product, and managing finances. A background check was performed on the applicant without concerns.

Cm. Schultz moved, seconded by Cm. Jaeckel to approve alcohol beverage license agent change for Handyspot 105, LLC, at 303 S. Main Street. Motion carried.

- c. *Review and possible action relating to the replacement of two portions of the municipal roof and tuck pointing (Draeger, Building/Zoning Administrator)*  
Building Inspector Draeger presented the condition of the municipal building roofs that have been in place for many years and have been repaired several times during the lifespan. Roofs of this nature typically have a life expectancy of 15–20 years. The exact date of installation of the current roof system is unknown. This assessment of the current age of the roof and the expected life of a roof system prompted staff to budget for a partial replacement of the roof in the 2024 CIP. Since 2022, the municipal building has been experiencing leaks in several areas of the building, resulting in visible deterioration of areas in the interior of the building. The deterioration is leading to the need for additional repairs to the building and possible structural failures if left in disrepair. In addition to the failing roofs of the municipal building, there are some areas of the brick facade and

parapet that also require immediate repair to aid in the prevention of leaks and, in some areas, prevent failure of the façade.

Cm. Jaeckel moved, seconded by Cm. Schultz to approve the proposals from Great Lakes Roofing for the replacement of sections 1 and 2 of the municipal building roof and Holton Brothers, Inc. for the repairs of the buildings façade and parapets of the municipal building at a cost not to exceed \$95,785. Motion carried.

d. *Review and possible action on a State Municipal Agreement for Carbon Reduction Grant (Selle, Director of Public Works)*

Engineer Selle provided that the City applied for a Carbon Reduction Grant through WisDOT in April 2023. The grant provided funds for a variety of carbon reduction strategies within municipalities, one of which as the improvement to traffic flow and reduction in idling time within cities. The signals through the City's downtown are all timed without any adjustment available for traffic volumes throughout the day. Adding smart signals at the four controlling intersections of Main Street and Madison Ave, Sherman Ave, Milwaukee St, and S Third St will help reduce idling time in the City and increase traffic efficiency. The grant application was developed and submitted in 2023. In fall of 2023, WisDOT indicated the grant award was awaiting extension into federal fiscal year 2024. Staff just received word that this extension has been granted. The grant award is for a \$184,000 project, of which the City pays 20% (\$36,800). Preliminary bids from October 2023 for the improvements to the signals were just under \$200,000. The signature of this SMA does not bind the City to the project should the updated costs increase well above expectations or the City's budgeted share.

Cm. Schultz moved, seconded by Cm. Lescohier to authorize the City Manager to sign the State Municipal Agreement with the DOT for the Carbon Reduction Grant Award for the Main Street signal project. Motion carried.

e. *Review and possible action on the Design Contract for S Main St pedestrian path and road improvements (Selle, Director of Public Works)*

Engineer Selle reminded the Council of the Safe Routes to School (SRTS) study, completed in 2016, indicated the need for a number of improvements within the City for safer pedestrian access. The completion of this study qualifies the City to pursue grant funding to implement certain elements of the plan. The City submitted a grant application in March 2022 under the Transportation Alternatives Program (TAP) and was awarded \$961K, or 80% of the costs of the \$1.2M project extending a path along S Main St. The project area, beginning at Rockwell and moving south to the City limit encompasses about 4600 LF with only 1400 LF of sidewalk on one side. An additional 700 LF is in the Town of Koshkonong just before the Hackbarth Rd intersection

Cm. Lescohier moved, seconded by Cm. Jaeckel to authorize the City Manager to sign the design contract with MSA in an amount not to exceed \$159,991 for the South Main Street Pedestrian Path and Road Improvements project. Motion carried.

## **11. 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. Jaeckel moved, seconded by Cm. Lescohier to approve the list of Verified Claims presented by the Director of Finance and authorization of payment. Motion carried.

## **12. MISCELLANEOUS**

- a. *The City Council may consider a motion to convene in closed session pursuant to State Stat. §19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [annual performance review of the City Manager]*

Cm. Schultz moved, seconded by Cm. Jaeckel move to adjourn into closed session pursuant to State Stat. §19.85(1)(c) to conduct the annual performance evaluation of the City Manager. Motion carried on a unanimous roll call vote.

## **13. ADJOURNMENT**

Cm. Schultz moved, seconded by Cm. Jaeckel to adjourn. Meeting adjourned at 9:01 pm.

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