



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
THURSDAY, FEBRUARY 23, 2023 – 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 Engineer, City Attorney, City Clerk/Treasurer/Finance Director, Public Works Superintendent, Building Inspector and Park & Recreation Director.

3. PUBLIC HEARINGS – NONE

4. PUBLIC COMMENT - NONE

5. CONSENT AGENDA:

- a) *Review and possible action relating to the minutes of the February 7, 2023 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) *Review and possible action relating to the minutes of the February 14, 2023 regular Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) *Review and possible action relating to building, plumbing, and electrical permit report for January 2023 (Draeger, Building Inspector/Zoning Administrator)*
- d) *Review and possible action relating to the City Clerk-issued License and Permit Report for January 2023 (Ebbert, Clerk/Treasurer/Finance Director)*
- e) *City Sewer, Water, and Stormwater Utility Financial Statements as of January 31, 2023 (Ebbert, Clerk/Treasurer/Finance Director)*
- f) *Review and possible action relating to the Special Event: Fort Atkinson Parks & Recreation Easter Egg Hunt on Saturday, April 1, 9:30-11 a.m. at Ralph Park (Ebbert, Clerk/Treasurer/Finance Director)*
- g) *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)*
- h) *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)*

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

6. PETITIONS, REQUESTS, AND COMMUNICATIONS

- a. *Review and possible action relating to a proclamation recognizing February 7, 2023 as Monarch Pledge Day in the City of Fort Atkinson (LeMire, City Manager)*

Cm. Hartwick moved, seconded by Cm. Schultz to approve the proclamation recognizing February 7, 2023 as Monarch Pledge Day in the City of Fort Atkinson. Motion carried.

- b. *Review and possible action relating to a proclamation recognizing February 19-25, 2023 as National Engineer's Week in the City of Fort Atkinson (LeMire, City Manager)*

Cm. Schultz moved, seconded by Cm. Johnson to approve the proclamation recognizing February 19-25, 2023 as National Engineer's Week in the City of Fort Atkinson. Motion carried.

- c. *Presentation on 2022 Dwight Foster Public Library accomplishments (Robinson, Library Director)*
No action required.

7. RESOLUTIONS AND ORDINANCES – NONE

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 a Proposal from Angus Young Architects for the design of a new Department of Public Works Operations facility (Williamson, Public Works Superintendent)*

Superintendent Williamson reviewed the Council approval on January 3rd, 2023 to request proposals for architectural design and preparation of construction bid documents for a new Public Works Operations facility. This proposal includes the design process, construction bidding process, and final construction contracts within the 2023 calendar year.

Four proposals were received as follows:

Angus Young Architects -	Total Fees (Revised) = \$475,000.00
Engberg Anderson Architects -	Total Fees Proposed = \$577,810.00
Excel Engineering -	Total Fees Proposed = \$987,000.00 (4.7% of Const. Costs)
Bloom Companies -	Total Fees Proposed = \$1,077,000.00

Williamson discussed the project architectural design and plan bid set preparation is budgeted within the 2023 Capital Improvement Plan at \$300,000. \$100,000 of those funds were levied through the 2022 tax bills as part of the levy-funded CIP. The remaining \$200,000 were included in the "Other Funding Sources Table" on page 225 of the Budget, as proceeds from future

borrowing. The City intends to borrow funds for the construction of the Public Works Operations facility in 2024. Within 18 months of that intended borrowing, the City Council can spend funds and reimburse itself from proceeds of that borrowing. If the proposal is approved, staff intends to present a Resolution for Council consideration solidifying this intent.

Williamson noted that Staff recommends that the City Council authorize the City Manager to execute a contract with Angus Young Architects in an amount not to exceed \$475,000.00 for architectural design plans, and construction bidding document and specifications, for a new Public Works Operations Campus Facility, located at 700 James Place, using \$100,000 from the 2023 CIP and \$375,000 from the General Fund fund balance with the intent to reimburse the General Fund through proceeds from the 2024 borrowing.

Cm. Becker moved, seconded by Cm. Johnson to approve the proposal from Angus Young Architects for the design of a new Public Works Operations facility at a cost not to exceed \$475,000. Motion carried.

- b. *Review and possible action relating to Alcohol Beverage License application for AARSAN Fort Plaza, LLC the licensing period of February 24, 2023 to June 30, 2023 (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert presented the application from AARSAN Fort Plaza, LLC for a “Class A” Intoxicating Liquor and Class “A” Fermented Malt Beverage license for use at 1220 Janesville Avenue. This location currently operates as Lions Quick Mart with the same type of alcohol license. A background check was successful with necessary application materials submitted. Additionally, the applicant applied for a Cigarette License.

Cm. Schultz moved, seconded by Cm. Johnson to approve the Alcohol Beverage License application for AARSAN Fort Plaza, LLC for use at 1220 Janesville Avenue for the licensing period of February 24, 2023 to June 30, 2023. Motion carried.

- c. *Review and possible action relating to the State Municipal Agreement (SMA) for S. Main St. Pedestrian Path (Selle, City Engineer/Director of Public Works)*

Engineer Selle refreshed the Council of the Safe Routes to School (SRTS) study completed in 2016. The study 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 cost table in the SMA is shown below. Construction costs are based on 2021 estimates. The estimated expense in 2021 for design was \$87K, with about \$8K apportioned to the Town simply based on the linear feet of project in the Town vs City boundary. Design costs are 100% paid by the City/Town.

Selle continued on construction costs that were estimated at \$1.19M total. Of that, \$252K (20%) is the City’s responsibility, with about \$67K of that apportioned to the Town, again along the S Main St alignment. The City’s intent is to accommodate our portion of the construction

costs within the annual \$720K (2023 dollars) allocated to right of way improvements through the Transportation Fund (Fund 5). Borrowing may provide a secondary option if that option holds an advantage over budgeted funds. These decisions will become clear toward the end of the design phase when the project elements and associated construction costs are better developed. City staff hopes to move ahead with an RFP for design of the project in 2023 or 2024 depending on available budget, but has not discussed this schedule with the Town as of this writing.

Cm. Hartwick moved, seconded by Cm. Becker to approve the State Municipal Agreement (SMA) for S. Main St. Pedestrian Path and authorize the City Manager to execute. Motion carried.

- d. *Review and possible action relating to a Certified Survey Map for CBF Investment Co. LLC., for the property located at 1504, 1520 and 1530 Madison Ave. (Selle, City Engineer/Director of Public Works)*

Engineer Selle discussed the Staff review of the preliminary CSM and required the following additions to conform with the [Land Division and Development Ordinance](#) section 70.06.01, all items are minor and do not affect the overall intent of the land division, which is supported by staff. Additions to the Preliminary CSM include:

- Easement document and CSM reference for private utilities noted on the north side of the parcel
- Setback lines should be drawn on the CSM consistent with the suburban mixed use zoning
- An easement document, including grantee, should be attached and the easement shown on the map for the private utilities shown to the north
- Existing utilities should be shown on the map within the adjacent right of way and those stubbed to the proposed lot(s)

Cm. Becker moved, seconded by Cm. Schultz to approve a Certified Survey Map for CBF Investment Co. LLC., for the property located at 1504, 1520 and 1530 Madison Ave, subject to the conditions included in the staff report and Plan Commission recommendation. Motion carried. 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 as presented. Motion carried.

13. 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. Hartwick moved, seconded by Cm. Becker to adjourn into closed session pursuant to State Stat. §19.85(1)(e) to conduct the annual performance evaluation of the City Manager. Motion carried.

14. ADJOURNMENT

Cm. Hartwick moved to adjourn the meeting. Seconded by Cm. Becker and adjourned at 8:44 pm.

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