



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, MARCH 7, 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. Johnson, Cm. Schultz and President Scherer. Also present: City Manager, City Clerk/Treasurer, City Engineer, City Attorney, Public Works Superintendent, Water Supervisor, Wastewater Supervisor and Park & Recreation Supervisor.

3. PUBLIC HEARING – NONE

4. PUBLIC COMMENT:

5. CONSENT AGENDA:

- a) Review and possible action relating to the minutes of the February 23, 2023 regular Fort Atkinson City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) Review and possible action relating to the minutes of the February 28, 2023 regular Fort Atkinson Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) Review and possible action on Special Event: Memorial Day Parade on Monday, May 29, 2023 from American Legion to Evergreen Cemetery from 10 a.m. to 12 p.m. (Ebbert, Clerk/Treasurer/Finance Director)*
- d) Review and possible action on Special Event: Fort Atkinson Charity concerts on June 14, June 28, July 12, July 26, Aug. 9, Aug. 23, 2023 from 6:30-8:30 p.m. at Barrie Park (Ebbert, Clerk/Treasurer/Finance Director)*

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

6. PETITIONS, REQUESTS, AND COMMUNICATIONS – NONE

7. RESOLUTIONS AND ORDINANCES

- a) Review and Possible action on a resolution relating to “No Mow May,” a temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code (LeMire, City Manager)*
- Manager LeMire presented the proposed exception would allow rear yards of residential properties and designated City owned property to be exempt from enforcement of Section 102-121(b)(1) throughout the month of May 2023.

The designated City-owned properties to be included in this exception are:

- Barrie Park near the playground on the corner
- North Main St. and N Fourth St by the train tracks
- A swatch near the electronic sign at Jones Park
- Wilcox Park section

Cm. Johnson moved, seconded by Cm. Schultz to adopt the resolution allowing for temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code relating to vegetation, also known as “No Mow May.” Motion carried.

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

a) City Manager’s Report (LeMire, City Manager)

Recommended motion: No action required.

9. UNFINISHED BUSINESS – NONE

10. NEW BUSINESS:

a) Review and possible action relating to a Proposal from Bucklin’s Tree Service for bulk brush grinding services, in the amount of \$9,300 (Williamson, Superintendent Public Works)

Superintendent Williamson discussed how the Department of Public Works operates and maintains the Compost Site just east of 520 Riverside Drive (Memorial Park). A large portion of the site is dedicated to the public drop-off and storage of residential brush materials. These materials must be reduced in size yearly to allow for proper hauling and disposal to accommodate the following years collection of brush. In years past, the operation of the site utilized the practice of mass burning these materials, but five (5) years ago the City opted to take a more environmentally friendly approach to reducing (grinding into shreds/chips) the material stockpile down to a manageable size that can utilized by the citizens of Fort Atkinson or hauled off-site. This new model requires the Department to hire a mobile process bulk grinding service company to come in and process these materials using a large scale mobile grinder and excavator.

Williamson stated they received one proposal response, to the RFP, from Bucklin’s Tree Service (BTS) in the amount ranging from \$9,300.00 to 10,650.00, dependent upon the length of time it takes to process the stockpile (proposed at 12 to 14 hours). The company we contracted with last year (DRP Mobile Services) is no longer in business. The company we have utilized in previous years (Oconomowoc Landscape) expressed no interest in bidding this service for us this year and Droprite Tree Service, Kenosha WI, did not respond to the RFP.

Cm. Johnson moved, seconded by Cm. Becker to approve a proposal from Bucklin’s Tree Service for bulk brush grinding services, in the amount of \$9,300. Motion carried.

b) Review and possible authorization relating to Water Utility Department truck, trailer, and accessory purchases at a cost not to exceed \$49,566 (Armstrong, Water Superintendent)

Water Supervisor Armstrong discussed the action taken by Council at their July 5, 2022 meeting where they approved the purchase of a Ford Transit Van for \$51,262.08 from Griffin Ford of Fort Atkinson for the Water Utility based on a request from the former Water Utility Superintendent. This purchase was included in the approved 2022 Capital Improvements Budget, using Water Utility funds. The van was ordered but the delivery date remains unknown. It was scheduled to replace the 2008 Ford truck which has suffered several breakdowns. In order to replace the 2008 truck efficiently, Water Utility staff has determined that a 4-wheel drive pick-up style truck would meet the needs of the Department in both productivity and safety better than a van. Staff also proposes to purchase an enclosed utility trailer. Griffin Ford has allowed the department to cancel the van order without penalty. Armstrong requests the City Council authorize the purchase of the 2022 Ford F150 4-wheel drive pickup from Griffin Ford Fort Atkinson at a cost of \$40,466, a utility trailer from I 90 Enterprise in Newville at a cost of \$5,650, and various accessories, for a total cost of \$49,566 to be paid for using Water Utility funds.

Cm. Becker moved, seconded by Cm. Schultz to authorize the purchase of a truck, trailer, and accessories for the Water Utility Department at a cost not to exceed \$49,566. Motion carried.

c) Review and possible action on Roof Replacement at Water Utility Department Office at a cost not to exceed \$47,500 (Armstrong, Water Superintendent)

Water Superintendent Armstrong relayed the condition of the aging roof at the Water Department Office located at 37 N. Water Street West. The current roof is over 20 years old. The cost of a new roof was estimated at \$55,000 and included in the 2023 Capital Improvements Project Budget adopted by the City Council in November 2022.

Cm. Schultz moved, seconded by Cm. Johnson to approve the proposal from Great Lakes Roofing to replace the roof at the Water Utility Department office at a cost not to exceed \$47,500. Motion carried.

d) Review and possible action relating to selection of Graef for a Traffic Impact Analysis for the area of Banker Road at a cost not to exceed \$20,000 (Selle, City Engineer/Director of Public Works)

Engineer Selle discussed the upcoming developments with the Banker Rd area necessitate the study of traffic in the area to ensure challenges are anticipated and mitigated ahead of their occurrence. A traffic impact analysis, is the term applied to this study, typically conducted by a firm with expertise in these matters.

Selle reviewed the elements of the study as follows: Phase 1 - Evaluate the addition of 216+ housing units along with a new proposed east/west road to the area, in particular the Banker Rd / Madison Ave intersection. Evaluate the need for a north south road along the high school. Phase 2 – Evaluate the Phase 1 condition with the addition of a middle school in the area, the partial closure of Campus Dr, and the potential extension of Reena Ave to the high school campus. Phase 3 – Evaluate Phase 1 and 2 with a full buildout of the proposed Banker Rd Development, with an additional +/- 200 residential units. There is approximately \$110,995.05

remaining in this account (01-60-0066-1700). The cost will be shared among the various beneficiaries including the City, SDFA, and the two developers building in the area.

Cm. Becker moved, seconded by Cm. Schultz to approve the selection of Graef for a Traffic Impact Analysis for the area of Banker Road at a cost not to exceed \$20,000. Motion carried.

e) Review and possible action relating to a Certified Survey Map for RTLE Properties LLC., for the property located at 1531 and 1533 S. Main St. (Selle, City Engineer/Director of Public Works)

Engineer Selle discussed the proposed CSM will break the lot into 3 additional lots from the parent parcel. Two of the lots will be used to construct a twin house using the zero-lot line zoning mechanism. The third lot along Riggert Rd may be platted as a condominium allowing the development of multiple units on the parcel. There are minor elements of the Preliminary Map that should be added to be in concert with the City's Land Development and Division Code. Noted below, these are minor and can be added prior to signature by the City Clerk, but should be noted as a requirement in this approval.

- Property setback lines for the DR-8 zoning
- Easements for existing utilities serving the parent parcel
- Location of existing City sewer/water in Riggert and S Main St
- Location of existing sewer and water laterals serving the existing home
- An inset map showing the location of the parcel relative to the City of Fort Atkinson
- Property corners found and set

Cm. Schultz moved, seconded by Cm. Becker to approve the Certified Survey Map for RTLE Properties LLC., for the property located at 1531 and 1533 S. Main St subject to the conditions included in the staff report. Motion carried.

f) Review and possible action relating to Wastewater Utility – Phase II Improvements Project Change Order 9 Influent Wet Well Concrete Rehabilitation Project Update at a cost not to exceed \$54,682 (Christensen, Wastewater Utility Superintendent)

Wastewater Superintendent Christensen reviewed the Phase II Improvement project at the Wastewater Utility including new process systems, and the replacement and rehabilitation of many of the existing plant processes. Work began March 2021 and is expected to finish November 2023. As work progresses there are change orders required for many reasons including corrections, improvements, changed conditions, and suppliers going bankrupt among others. Some changes are large and addressed immediately with a Change Order, and some are small and accumulated until combined with others to make a Change Order. City staff have committed to keeping Council apprised of progress on this very long project among both the work being completed and the financial implications. Change Order 9 is related to the rehabilitation of the concrete walls and floors in the influent wet well area. The wet well was constructed in 1972-1973. The concrete condition was worse than anticipated and beyond the scope of the contract. The work was completed on a time and material basis.

Cm. Becker moved, seconded by Cm. Johnson to approve the Wastewater Utility-Phase II Improvements Project Change Order 9 Influent Wet Well Concrete Rehabilitation Project Update at a cost not to exceed \$54,682. Motion carried.

g) Review and possible action relating to Interceptor Sewer Cleaning by Northern Pipe, Inc. for up to \$68,884.20 (Christensen, Wastewater Utility Superintendent)

Superintendent Christensen spoke on the 67-mile network that transfers wastewater throughout the City to the Wastewater Treatment Facility via laterals, collector mains, and interceptor sewers. The sanitary sewer collector mains are cleaned on a regular and rotating basis. Most of that system is cleaned every 2 years, with some areas cleaned more often. The exception to this are the large interceptor sewers. These sewers are too large for the sewer cleaning equipment owned by the Utility. When interceptors need cleaning, contractors are hired to provide the service. Sewer cleaning services were contacted to provide pricing to clean, remove and dispose of materials from the interceptor to approximately 2,000 feet North of the wet well. Also included are estimated costs of grouting manhole leaks and televising the interceptor to confirm condition after cleaning. The Utility contacted two companies that have recently completed projects for the City and were capable of cleaning 42" interceptor sewers. Funds for this project will come from the Sewage System Maintenance – Supplies and Expenses account.

Cm. Becker moved, seconded by Cm. Schultz to approve the Interceptor Sewer Cleaning proposal from Northern Pipe, Inc. for up to \$57,419.20 and an additional \$11,465 in reserve for unexpected conditions during the project. 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. Schultz to approve the Verified Claims as presented. Motion carried.

13. ADJOURNMENT

Cm. Schultz moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 7:49 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer