



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, APRIL 6, 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 Attorney, City Clerk/Treasurer, City Engineer, Police Chief, Library Director, Building Inspector, Public Works Superintendent and Park & Recreation Director.

3. PUBLIC HEARING – NONE

4. PUBLIC COMMENT:

Ann Engelman, 428 Sherman Avenue E – Ann shared poetry by Lorine Niedecker.

5. CONSENT AGENDA:

a) Review and possible action relating to the minutes of the March 21, 2023 regular Fort Atkinson City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)

b) Review and possible action relating to Temporary Class "B" and Temporary "Class B" Retailer's Licenses for Fort Atkinson Area Chamber of Commerce, River Rhapsody, Saturday, August 26, 2023 (Ebbert, Clerk/Treasurer/Finance Director)

c) Review and possible action relating to Temporary Class "B" retailer's Licenses for Easton's Cause (Ebbert, Clerk/Treasurer/Finance Director)

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

6. PETITIONS, REQUESTS, AND COMMUNICATIONS:

a) Proclamation recognizing National Public Safety Telecommunicators Week (Bump, Police Chief)

Cm. Becker moved, seconded by Cm. Schultz to approve the proclamation recognizing National Public Safety Telecommunicators Week in the City of Fort Atkinson. Motion carried.

b) Presentation relating to the Police Department K-9 Program (Bump, Police Chief)

Chief Bump shared a presentation on the K-9 program history and benefits of reintroducing the program to the Community. No action required.

c) Annual Stormwater Report and Presentation (Selle, Director of Public Works)

Engineer Selle provided the annual report on activities and accomplishments pertaining to our Phase II MS4 Permit pursuant to the management of stormwater within the municipal boundaries of Fort Atkinson. The Report covers the City's activities in seven critical areas:

- Public Education and Outreach.
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination.
- Construction Site Pollution Control.
- Post-construction Stormwater Management.
- Pollution Prevention.
- Storm Sewer Mapping.

No action required.

7. RESOLUTIONS AND ORDINANCES

a) Review and Possible action on a resolution declaring Official Intent to Reimburse Expenditures relating to the Public Works Operations Facility and Other Road Construction Projects from Proceeds of Borrowing (LeMire, City Manager)

Manager LeMire discussed the Council action at the January 3, 2023 City Council meeting. The Council approved the purchase of parcels adjacent to the current Public Works Operations facility at 700 James Place. The purchase of these parcels will be completed later in April in order to accommodate the construction of a new Public Works Operations facility planned in 2024 on site (with the additional purchased land). At the February 23, 2023 City Council meeting, the Council approved a proposal from Angus Young Architects for the design of the new Public Works Operations facility. Staff recommended that funding from the General Fund fund balance be used for the upfront cost and that the City reimburse itself through proceeds from a future borrowing. LeMire continued, the City intends to borrow funds for the public infrastructure costs associated with the Banker Road development and other infrastructure improvements in the area. Some project costs relating to the infrastructure may need to be expended prior to the receipt of the proceeds of the bonds. The revenue source to pay back the bonds for the infrastructure project will be from Tax Increment District #9 (not the general tax levy).

Cm. Becker moved, seconded by Cm. Johnson to approve a resolution declaring Official Intent to Reimburse Expenditures relating to the Public Works Operations Facility and Other Road Construction Projects from Proceeds of Borrowing. Motion carried.

b) Second Reading of a proposed Ordinance to amend the Official Zoning Map of the City of Fort Atkinson, Wisconsin, for the property located at 1310 and 1320 Campus Drive from RS-2, Single-family Residential District, to PUD, Planned Unit Development District (Selle, City Engineer/Director of Public Works)

Engineer Selle introduced the second reading of the Ordinance for a planned development of 2 large apartment buildings.

Cm. Hartwick moved, seconded by Cm. Schultz to suspend the rules and waive the third reading of the ordinance to amend the Official Zoning Map of the City of Fort Atkinson, Wisconsin. Motion carried.

Cm. Hartwick moved, seconded by Cm. Johnson to adopt the Ordinance amending the Official Zoning Map of the City of Fort Atkinson to change the zoning of the property located at 1310 and 1320 Campus Drive from RS-2, Single-family Residential District, to PUD, Planned Unit Development District. 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 purchase of Police Department Canine, training, and related equipment (Bump, Police Chief)

Chief Bump discussed the fundraising and donations that will fund the K-9 Unit. Along with the donations, additional funds will be available within the Police Department Budget and the Fort Atkinson Community Foundation that will allow for the purchase of another Police Canine and associated equipment. These funds were raised and saved with the purpose of future retention of a canine and K-9 program into the future. Based upon onsite visits, research and recommendations from active handlers and agencies, our agency is still committed to Jessiffany Kennel. Staff feels this K9 service provides the best match for the needs of the department and community. Jessiffany Canine Services LLC. Jessiffany is a Wisconsin based Kennel out of Iron Ridge, WI that specializes in Police Dogs. The Purchase package includes the dog, 4 weeks of training with the handler, Continued Maintenance training and dual certification rating through the kennel and American Police Canine Association. This purchase also brings with it a warranty and guarantee as an added protection on the investment.

Bump added that the purchase price for the canine and handler/dog specific training is quoted at \$15,000. The \$15,000 to cover this purchase is within the Police Department Donations Outlay Account. These funds were made possible by a private citizen donation specific to the purchase of our next canine with the understanding it will be purchased in 2023. The purchase of K-9 specific equipment and the transition and installation of the equipment into an agency squad is quoted at \$10,561.89. These funds would be submitted for reimbursement through the Fort Atkinson Community Foundation with funds requested from the K9 account. This account currently has a balance in excess of \$35,000.00.

Cm. Schultz moved, seconded by Cm. Johnson to approve the purchase of a Police Department canine and training from Jessiffany Canine Services, LLC, for \$15,000, and the necessary and related equipment from 10-33 Vehicle Services, LLC, for \$10,561.89 using donated and Community Foundation funds. Motion carried.

b) Review and possible action to authorize the City Manager to enter into a contract for Surveying Services with Ayers and Associates (Williamson, Superintendent of Public Works)

Superintendent Williamson stated that on March 28, 2023, the City of Fort Atkinson entered into a contract for the design of a new Public Works Facility Campus with Angus Young Architects. The design process to redevelop the existing facility campus, at 700 James Place, will require the need for survey data collection and base map preparation of the existing campus land and the adjacent lands currently under a purchase agreement between Nasco and the City. In addition to the data required to properly redevelop the existing facility campus, the Department will need to provide a Land Title Survey to properly close the sale of the Nasco lands, currently under contract, by the anticipated April 28th deadline.

Williamson stated the Department plans to utilize the existing General Fund, Fund Balance, to pay for the survey contact items and anticipate reimbursement of these funds through the Capital Borrowing required to complete the entire Public Works Campus redevelopment project in 2024. This expenditure will be included as part of the overall building construction expenditures.

Cm. Schultz moved, seconded by Cm. Johnson to authorize the City Manager to enter into a contract for Surveying Services with Ayers and Associates for an amount not to exceed \$9,500 to be reimbursed to the General Fund through proceeds of borrowing. Motion carried.

c) Review and possible action related to the 2023 Citywide network server upgrades (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert refreshed the Council on the upgrade that occurred in December 2014. The City Council approved a server replacement for the then expiring 2003 Small Business Server. At that time, a major improvement was made to the system working with Ignatek, the City's IT Partner, by adding new servers and building a secure, stable network that has existed since project completion in the spring of 2015. Several servers have been added since to accommodate various needs amongst the Departments including enhanced security, migration to Microsoft 365 and maximizing aging equipment to extend its life span. Recently Staff learned that Microsoft will be terminating support on all 2012 servers, our current servers. While this creates a challenge to update the City's network, it creates multiple opportunities to update the entire City's network into a small enterprise network where all assets will be hosted at the Police Department in a secure, locked facility. This project will create a unified network for easier management, more secure and reliable infrastructure in a central location with a consistent, stable backup. The new equipment will allow for more efficient upgrades in the future and aid in consistent budgeting.

Each phase requires persistent time management and planning. Many of the steps will be done in specific order with testing occurring every step along the way. If approved by Council on April 6th, Ignatek will begin scheduling the technicians to start phase 1 in April with focus on completion of Phase 4 by end of September.

The 2022 Adopted Budget included \$6,000 in the CIP for server upgrades within the Clerk/Treasurer Department, \$6,000 in the Water Fund and \$6,000 in the Wastewater Fund. These funds were unspent in 2022 and therefore the funds are in the Unassigned Fund Balance in Fund 16. The 2023 Adopted Budget includes \$10,000 for upgrades to the Police Department servers and equipment. Collectively, this establishes \$28,000 towards the upgrades.

In addition to these budgeted funds, staff recommends that ARPA (American Rescue Plan Act) funds be used for the remaining \$79,815.23. The ARPA fund represents one-time funding from the federal government that must be allocated by the end of 2024 and spent before the end of 2026. Per the 2022 year-end financial statements presented at the March 21st Council meeting, there is \$1,011,726 remaining in this account (unaudited) to date however there are other expenditures that may be funded by ARPA in 2023.

Cm. Schultz moved, seconded by Cm. Becker to approve the four phases of the 2023 Citywide network server upgrade project as proposed by Ignatek for a total of \$107,815.23, using budgeted server replacement funds and American Rescue Plan Act funds as described in the staff report. 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. ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Becker to adjourn. Meeting adjourned at 8:15 pm.

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