



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, DECEMBER 19, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

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

2. ROLL CALL

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

Excused absence: Cm. Schultz.

3. PUBLIC HEARINGS – NONE

4. PUBLIC COMMENT:

Jodie Raddatz, 1245 Janette Street – Thanked the Council for the discussions on the Budget and appreciated the planning done by Council. She has concerns about roads, Park Street and Riverside Drive specifically.

Omar Pennycook, 105 Hilltop Trail – Discussed an issue with a State Trooper and an incident on a work trip out of State that continued to other States. He states his family is mistreated in Fort Atkinson.

5. CONSENT AGENDA:

- a) Review and possible action relating to the minutes of the December 5, 2023 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) Review and possible action relating to the minutes of the December 12, 2023 regular Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) Review and possible action relating to the minutes of the December 13, 2023 Police and Fire Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- d) Review and possible action relating to the Appointment of additional Election Inspectors for a two-year term (Ebbert, Clerk/Treasurer/Finance Director)*
- e) Review and possible action relating to building, plumbing, and electrical permit report for November 2023 (Draeger, Building Inspector/Zoning Administrator)*
- f) Review and possible action relating to the City Clerk-issued License and Permit Report for November 2023 (Ebbert, Clerk/Treasurer/Finance Director)*

- g) City Sewer, Water, and Stormwater Utility Financial Statements as of November 30, 2023 (Ebbert, Clerk/Treasurer/Finance Director)*

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

6. PETITIONS, REQUESTS, AND COMMUNICATIONS: – NONE

7. RESOLUTIONS AND ORDINANCES:

- a) Review and possible action relating to a Resolution Authorizing the Submission of a Transportation Alternatives Program (TAP) Grant Application (Selle, City Engineer/Director of Public Works)*

Engineer Selle discussed the submitted grant applications for the following projects: Infill of sidewalk and paths around schools as a Transportation Alternative Program; N. 4th Street pavement replacement and Blackhawk Drive pavement replacement as Surface Transportation Local Program and finally Surface Transportation Urban Program which would apply to Banker Road. The design estimates for these projects are in line with designs that the City has traditionally accomplished through the annual, local, project funds. These grants, if awarded, require the City to follow a state/federal process with additional tasks that may increase design costs considerably. City staff currently has projects out for design proposals on grant funds awarded in 2022 and will be getting the first glimpse at the difference between a project design administered by Fort Atkinson versus one that follows State/Federal requirements.

Selle continued, even if the Council adopts the Resolution, the City is not committed to any of these projects until the design phase begins. If any or all of the grant applications are successful, the City Council would be appraised of the latest grant developments when the State Municipal Agreements are drafted and again at a final point, when the contract for design comes to Council for approval. The City will attempt to pay for the local portion of these grants through use of Fund 5, Transportation Funds comprised of the levied amount dedicated to roads (\$500K) and the Wheel Tax (\$210K) in future budget years. Shortfalls in these funding mechanisms can be made up through borrowing, if approved in the future by the City Council. The grant applications may not be funded by the DOT at all, nor have the projects been scoped for a schedule, so further budgeting at this point is premature.

Cm. Lescohier moved, seconded by Cm. Becker to approve the Resolution Authorizing the Submission of a Transportation Alternative Program (TAP) Grant Application for sidewalk and pedestrian path infill project. Motion carried unanimously.

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

- a) City Manager's Report (Houseman, City Manager)*

No action taken.

9. UNFINISHED BUSINESS – NONE

10. NEW BUSINESS:

a) Review and possible action relating to moving City Council meeting dates due to holidays and elections (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert reviewed the 2024 Council meeting schedule that coincides with elections and holidays. Ordinance section 2-52 allows the rescheduling of Council meetings from the 2nd or 4th Tuesday to the 2nd or 4th Thursday.

Cm. Jaeckel moved, seconded by Cm. Becker to reschedule City Council meetings as follows: Tuesday, January 2nd to Thursday, January 4th; Tuesday, February 20th to Thursday, February 22nd; Tuesday, April 2nd to Thursday, April 4th and Tuesday, November 5th to Thursday, November 7th. Motion carried unanimously.

b) Review and possible action relating to an Intergovernmental Agreement between Jefferson County and the City of Fort Atkinson regarding Geographic Information System (GIS) Services (Selle, City Engineer/Director of Public Works)

Engineer Selle reviewed how the City developed a GIS (Geographic Information System) Map beginning in 2017. The map overlays City infrastructure, zoning, trees, and other information on an aerial photo of the City including parcel lines. Each point, line, or polygon in the map represents a manhole, water line, or parcel. In 2023 through our current engineering consultant Ruekert and Mielke, staff has been able to establish this expertise and build a relationship that allowed field employees to call someone to fix the maps or make a strategic change to improve the tool for their needs. In parallel to this effort with Ruekert and Mielke, staff has been working with Jefferson County, who houses a suite of on-staff GIS professionals, to develop a position that might provide this expertise to Fort Atkinson as well as Watertown. Selle stated that in the 2024 budget includes \$10,000 in the Water Utility contracted services account (03-33-0092-3000); \$10,000 in the Wastewater Utility contracted services account (02-82-0831-0200); \$5,000 in the Stormwater Utility consultant services account (10-52-5251-0300); and \$5,000 in the Transportation Fund (Fund 5), for a total of \$30,000 to support this goal of additional GIS personnel.

Cm. Lescohier moved, seconded by Cm. Jaeckel to authorize the City Manager to enter into the attached Intergovernmental Agreement with Jefferson County regarding GIS services. An executable copy of this Agreement will be signed by all parties after approval at the County level. Motion carried unanimously.

c) Review and possible action to authorize the City Manager to enter into a contract for asbestos abatement services (Williamson, Superintendent of Public Works)

Superintendent Williamson discussed that on October 3, 2023, the City Council approved the contract with North Star Environmental, LLC, to test 8 buildings slated for removal as part of construction of the new Public Works and Parks Operations facility for lead paint and asbestos materials. After said testing, the report indicated that several buildings contain asbestos building materials. Safe removal of these proposed buildings, within State and Federal guidelines, requires professional abatement of the hazardous materials (asbestos) prior to demolition. Staff prepared and released a request for proposals for contractors licensed in the

State of Wisconsin to perform this work. Staff received 3 proposals for the proposed abatement work.

Cm. Becker moved, seconded by Cm. Lescohier to authorize the City Manager to enter into a contract with Dirty Ducts, LLC, for the abatement of asbestos materials from the City-owned buildings to be demolished for an amount not to exceed \$5,710.00. Motion carried unanimously.

d) Review and possible action to authorize the City Manager to enter into a contract for Electric Relocation Services with We Energies (Williamson, Superintendent of Public Works)

Superintendent Williamson shared that on March 28, 2023, the City of Fort Atkinson Department of Public Works 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, requires the relocation of electric service facilities to the Fireside Dinner Theater and alteration of the electric supply lines to the existing Public Works Office and Shop. In preparation for this need the Department worked closely with the Fireside Theater and We Energies to map out the relocated electric supply, and transformer, to the Fireside Theater and alteration of the overhead supply line to the existing Public Works Office and Shop. This work will facilitate the construction of the proposed new salt shed located on the south end of the new Public Works Facility.

Cm. Becker moved, seconded by Cm. Jaeckel to authorize payment to We Energies for the of the electric service to the Fireside Theater and alterations to the electric supply lines to the existing Public Works Office and Shop not to exceed \$33,402.20. Motion carried unanimously.

e) Review and possible action related to purchase of Replacement Graphic Display Controller for Memorial Park Lift Station (Christensen, Wastewater Superintendent)

Superintendent Christensen discussed the Memorial Park Lift Station, the largest lift station that pumps wastewater collected from the Northwest part of the city to the Wastewater Treatment Facility. There are four pumps in two wet wells and a control building with a backup generator and pump controls at this location. The control of the lift station pumps consists of four pumps starters and breakers with a programmable logic controller and a 10" programmable graphic display. The programmable graphic display allows Utility staff to monitor, make adjustments, change lead and lag pumps, and displays all alarms and warnings. The programmable graphic display has failed and parts are no longer available. A loaner display has been provided by Altronix.

Cm. Becker moved, seconded by Cm. Jaeckel to approve the purchase of the replacement programmable graphic display controller from Altronix of Madison, WI for the cost of \$9,302.00 for the Memorial Park Lift Station. Motion carried unanimously.

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. Lescohier to approve the list of Verified Claims presented by the Director of Finance and authorize payment. Motion carried unanimously.

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 [NOMINATION OF CITY MANAGER FOR MERIT PAY PROGRAM]

Cm. Becker moved, seconded by Cm. Jaeckel 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 re: Nomination of City Manager for Merit Pay program. Motion carried unanimously on a voice vote.

14. THE CITY COUNCIL MAY RETURN TO OPEN SESSION AND MAY TAKE ACTION ON THE MATTER CONSIDERED IN CLOSED SESSION

Cm. Jaeckel moved, seconded by Cm. Becker to reconvene into open session. Motion carried unanimously.

Cm. Jaeckel moved, seconded by Cm. Lescohier to approve the nomination of Merit Pay for the City Manager. Motion carried unanimously.

15. ADJOURNMENT

Cm. Becker moved, seconded by Cm. Jaeckel to adjourn. Meeting adjourned at 8:02 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director