

CITY OF FORT ATKINSON
City Council Minutes ~ March 16, 2021

CALL TO ORDER.

Pres. Becker called the meeting to order at 7:00 pm via Zoom.

ROLL CALL.

Present: Cm. Housley, Cm. Johnson, Cm. Kotz, Cm. Scherer and Pres. Becker. Also present: City Manager, City Attorney, City Clerk/Treasurer, City Engineer, Public Works Superintendent, Wastewater Supervisor, Park & Recreation Director and Museum Director.

APPROVAL OF MINUTES OF MARCH 2, 2021 REGULAR COUNCIL MEETING.

Cm. Housley moved, seconded by Cm. Johnson to approve minutes of March 2, 2021 regular council meeting. Motion carried via zoom.

PUBLIC HEARINGS

a. *Public hearing on Annual Report on Stormwater Permit.*

Action: See item 10-a.

PUBLIC COMMENT

None.

PETITIONS, REQUESTS AND COMMUNICATIONS

a. *Request to pursue Proclamation from State of Wisconsin declaring the City be named Intersectional Peony City of Wisconsin.*

Cm. Scherer moved, seconded by Cm. Johnson to approve request of Proclamation from State of Wisconsin declaring the City be named Intersectional Peony City of Wisconsin. Motion carried via Zoom.

RESOLUTIONS AND ORDINANCES – NONE

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. *City Manager's Report.*

Manager LeMire provided her report. No action was taken.

b. *Building, Plumbing and Electrical Permit Report for February 2021.*

c. *Minutes of Plan Commission meeting held March 9, 2021.*

d. *Minutes of Transportation and Traffic Review Committee meeting held March 11, 2021.*

Cm. Kotz moved, seconded by Cm. Scherer to accept and file Reports of Officers, Boards and Committees. Motion carried via Zoom.

UNFINISHED BUSINESS

a. *Review and possible action relating to a two-lot Certified Survey Map with a zero lot line for the property located at 1509 and 1511 Lena Lane.*

Engineer Selle provided the Plan Commission recommendation. This is the last lot in the Highland Heights Subdivision.

Cm. Kotz moved, seconded by Cm. Scherer to approve two-lot Certified Survey Map with a zero lot line for the property located at 1509 and 1511 Lena Lane. Motion carried via Zoom.

NEW BUSINESS

a. Review and possible action relating to Annual Report on Stormwater Permit, and authorize signature by proper officials.

Engineer Selle reviewed the report that covered the following activities: public education and involvement, illicit discharge detection, construction site erosion control, post-construction stormwater management and pollution control.

Cm. Kotz moved, seconded by Cm. Johnson to accept and file the Annual Report on Stormwater Permit and authorize signature by proper officials. Motion carried via Zoom.

b. Review and possible action relating to award of bid for Phase II construction at Wastewater Treatment Facility.

Supervisor Christensen discussed the completion of Phase 1 of the plant update/phosphorus upgrade construction and presented the design of the second phase of construction that was started February 2020. The design was approved by the WDNR on January 28, 2021. The bid advertisement provided three bids, Staab Construction Corporation, C.D. Smith Construction and Miron Construction Corporation. The low bid came in under budget by Staab Construction at \$13,343,000. Three alternates were included in the bidding documents to be added or deducted from the base bid. Utility staff reviewed the alternates extensively and concluded that alternate #2 (Primary clarifier floor repair/re-grouting) be accepted for the added cost of \$42,000. Alternates #1 and #3 were rejected.

Cm. Scherer moved, seconded by Cm. Johnson to award the bid for Phase II construction at Wastewater Treatment Facility from Staab Construction Corporation of Marshfield, WI for \$13,343,000 and include Alternate #2 at \$42,000 for the total of \$13,385,000. Motion carried on a roll call vote via Zoom.

Cm. Scherer moved, seconded by Cm. Kotz to approve a 5% contingency as required by the State of Wisconsin Clean Water Fund Loan and authorize change order approval by the City Manager and City Engineer up to \$10,000 per order with an aggregate threshold of \$60,000. Motion carried on a roll call vote via Zoom.

c. Review and possible action relating to Construction Related Services (CRS) agreement with Donahue & Associates for Phase II construction at Wastewater Treatment Facility.

Supervisor Christensen discussed the agreement for construction of Phase II. Donohue & Associates provided a proposal for the engineering services to complete Phase II construction.

Cm. Kotz moved, seconded by Cm. Johnson to approve the Construction Related Services Agreement with Donohue & Associates for the cost not to exceed \$1,105,515. Motion carried on a roll call vote via Zoom.

MISCELLANEOUS

a. *City, Sewer, Water and Stormwater Utility Financial Statements as of February 28, 2021.*
Cm. Kotz moved, seconded by Cm. Scherer to accept and file City, Sewer, Water and Stormwater Utility Financial Statements as of February 28, 2021. Motion carried via Zoom.

b. *Review and possible action relating to change to Premise Description of Creamery 201, LLC dba Creamery 201 at 201 N Main St as provided.*

Clerk Ebbert reviewed the submission by Agent Katie Stahl for Creamery 201. They would like to include an outdoor patio area to their premise to allow clients to step outside with their alcoholic beverage obtained from their establishment. This patio is not visible from adjacent businesses and allows an emergency exit.

Cm. Kotz moved, seconded by Cm. Scherer to approve the Alcohol License Premise Description of Creamery 201, LLC d/b/a Creamery 201 at 201 N. Main Street to the following: *The second floor of 201 N. Main Street; the elevator/stairwell and hallway on first floor leading to adjacent private patio; and outdoor the private patio* contingent upon the addition of a stanchion and rope along the northwestern edge of the patio to limit access to the sidewalk during events. Motion carried via Zoom.

c. *Review and possible action relating to Special Event for drive-thru Easter Eggspress at Ralph Park from Jefferson to Hake St.*

Ebbert introduced the process for special event applications. The applications are routed to Departments to provide comment or clarify services needed by their Staff. Director Franseen presented the event to take the place of the Annual Easter Egg hunt for this Spring.

Cm. Kotz moved, seconded by Cm. Johnson to approve the Special Event for drive-thru Easter Eggspress at Ralph Park, Jefferson Street parking lot on Wednesday March 31st from 3 pm to 5 pm. Motion carried via Zoom.

d. *Review and possible action relating to operator licenses.*

Cm. Scherer moved, seconded by Cm. Johnson to approve operator license as presented. Motion carried via Zoom.

CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

a. *Verified claims.*

Cm. Scherer moved, seconded by Cm. Johnson to approve list of verified claims presented by the Director of Finance and to authorize payment. Motion carried on a roll call vote via Zoom.

ADJOURNMENT

Cm. Scherer moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 8:02 pm.

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

Michelle Ebbert, City Clerk/Treasurer

APPROVED:

PRESIDENT OF THE COUNCIL