



City of Fort Atkinson  
City Clerk/Treasurer's Office  
101 N. Main Street  
Fort Atkinson, WI 53538

**CITY COUNCIL MEETING MINUTES  
REMOTE VIA PHONE USING ZOOM  
TUESDAY, APRIL 20, 2021 – 7:00 PM**

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**CALL MEETING 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: Megan Hartwick, City Manager, City Attorney, City Clerk/Treasurer, City Engineer, Public Works Superintendent.

**REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE APRIL 8, 2021 REGULAR CITY COUNCIL MEETING**

Cm. Housley moved, seconded by Cm. Johnson to approve the minutes as presented. Motion carried.

**PUBLIC HEARINGS - NONE.**

**PUBLIC COMMENT:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

a. *Review and possible action relating to proclamation recognizing Fair Housing Month in the City of Fort Atkinson.*

Cm. Kotz moved, seconded by Cm. Johnson for the City Council President to sign the Proclamation and declare the month of April 2021 as Fair Housing Month in the City of Fort Atkinson. Motion carried.

b. *Review and possible action relating to proclamation recognizing April 30, 2021 as Arbor Day in the City of Fort Atkinson.*

Cm. Housley moved, seconded by Cm. Scherer for the City Council President to sign the Proclamation and declare April 30, 2021 as Arbor Day in the City of Fort Atkinson. Motion carried.

**RESOLUTIONS AND ORDINANCES:**

a. *Review and first reading relating to an Ordinance to create Section 10-14 of the City of Fort Atkinson Municipal Code (prohibiting large-scale commercial animal breeding) First reading.*

Manager LeMire reviewed the Ordinance Committee recommendation and support for the first reading of the Ordinance. Council discussed the definitions and clarification that pet stores would not be allowed should the ordinance be passed.

Cm. Kotz moved, seconded by Cm. Johnson to approve the first reading of Ordinance to create Section 10-14 of the City of Fort Atkinson Municipal Code (prohibiting large-scale commercial animal breeding). Motion carried.

*b. Review and first reading relating to an Ordinance to amend section 6-86 of the City of Fort Atkinson Municipal Code (retail Class A liquor license quota) First reading.*

Clerk Ebbert discussed the support to amend the quota for “Class A” Intoxicating Liquor licenses to match the existing quota of Class “A” Fermented Malt Beverage licenses. The quota for both types of licenses would be 1 license per 750 residents. Six additional licenses would be available.

Cm. Kotz moved, seconded by Cm. Johnson to approve the first reading of Ordinance to amend section 6-86 of the City of Fort Atkinson Municipal Code (retail Class A liquor license quota). Motion carried.

*c. Review and first reading relating to an Ordinance to amend Section 6-33 of the City of Fort Atkinson Municipal Code (authority to issue operator’s licenses) First reading.*

Manager LeMire reviewed 2019 Act 166 that allows, by ordinance, a municipal official to issue operator licenses.

Cm. Kotz moved, seconded by Cm. Johnson to approve the first reading of Ordinance to amend Section 6-33 of the City of Fort Atkinson Municipal Code (authority to issue operator’s licenses). Motion carried.

*d. Review and first reading relating to an Ordinance for a Zoning Map Amendment to change the zoning of the property located at 1309 High Street from UMU, Urban Mixed Use, to PUD, Planned Unit Development, to accommodate the U-Haul Storage redevelopment project.*

Inspector Juarez provided the recommendation from the Plan Commission to approve the rezoning request.

Cm. Scherer moved, seconded by Cm. to approve the first reading relating to an Ordinance for a Zoning Map Amendment to change the zoning of the property located at 1309 High Street from UMU, Urban Mixed Use, to PUD, Planned Unit Development, to accommodate the U-Haul Storage redevelopment project, contingent upon upcoming approvals of the General Development Plan and Specific Implementation Plan. Motion carried.

**REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:**

*a. Review and possible action relating to appointment of Mark Bardenwerper to Historic Preservation Commission to fill unexpired term through 2023.*

*b. Review and possible action relating to appointment of Brandon Thornton to Historic Preservation Commission for five year term through 2026.*

Cm. Kotz moved, seconded by Cm. Johnson to approve the appointment of Mark Bardenwerper to fill unexpired term through 2023 and Brandon Thornton for a five year term through 2026 to Historic Preservation Commission. Motion carried.

*c. Minutes of Ordinance Committee meeting held April 8, 2021.*

*d. Minutes of Plan Commission meeting held April 13, 2021.*

*e. Minutes of Historic Preservation Commission meeting held April 12, 2021.*

*f. Building, plumbing, and electrical permit report for March, 2021.*

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

*g. City Manager Report.*

Manager LeMire provided her report. No action was taken.

#### **UNFINISHED BUSINESS:**

#### **CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS:**

*a. Review and possible action relating to verified claims presented by the Director of Finance.*

Cm. Kotz 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 unanimous roll call vote.

#### **THE 2020-2021 CITY COUNCIL WILL ADJOURN – SINE DIE**

Cm. Kotz moved, seconded by Cm. Scherer to adjourn – Sine Die. Motion carried.

The City Clerk administered the Oath of Office to newly elected Council members.

The City Manager called to order the first meeting of the 2021-2022 City Council at 7:50 pm on Tuesday, April 20, 2021.

#### **ROLL CALL**

Cm. Becker, Cm. Hartwick, Cm. Housley, Cm. Johnson, Cm. Scherer.

#### **Election of the President of the City Council**

A unanimous ballot was casted for Cm. Scherer to serve as Council President.

#### **President takes chair and leads the Election of the President Pro Tem**

A unanimous ballot was casted for Cm. Housley to serve as President Pro Tem.

#### **REVIEW AND POSSIBLE CONFIRMATION OF THE CITY MANAGER'S APPOINTMENT OF MASON BECKER AS THE CITY COUNCIL MEMBER ON THE PLAN COMMISSION**

Cm. Johnson moved, seconded by Cm. Hartwick to approve the appointment of Mason Becker as the City Council member on the Plan Commission. Motion carried.

### **REVIEW AND POSSIBLE ACTION TO DESIGNATE AN OFFICIAL CITY NEWSPAPER**

Cm. Becker moved, seconded by Cm. Housley to designate the official City newspaper as the Daily Jefferson County Union. Motion carried.

### **NEW BUSINESS:**

- a. Review and possible action relating to presentation and renew of test plot land rental at Hoard Road for Fort Atkinson FFA.*

Engineer Selle updated the 2020 agreement for the FFA to utilize 20 acres located at W6419 Hoard Road for planning test crops. They would like to continue this agreement again. Their crops harvested them \$9,517.89 with allowed the FFA to offset various costs of the program.

Cm. Becker moved, seconded by Cm. Johnson to renew the test plot land rental at Hoard Road with Fort Atkinson FFA. Motion carried.

- b. Review and possible action relating to authorization and signature of 2020 Recycling Program Annual Report.*

Engineer Selle provided the annual report with 1,061 tons of recycled material in 2020, an increase from 2019. We recycled 171.31 pounds per capita, which surpasses the collection standard.

Cm. Housley moved, seconded by Cm. Johnson to authorization and signature of 2020 Recycling Program Annual Report. Motion carried.

- c. Review and possible action relating to the Banker Road Neighborhood Plan Scope of Services from Vandewalle & Associates.*

Manager LeMire discussed the 75 acres of land owned by the City along Hoard Road. As the demand for a variety of housing types and styles in the City increased, the interest in the residential development of this area has also increased. Staff has been working with Vandewalle to review how the parcels can be developed efficiently, effectively and sustainably in an aesthetically pleasing manner.

Cm. Becker moved, seconded by Cm. Johnson to approve the Banker Road Neighborhood Plan Scope of Services from Vandewalle & Associates not to exceed \$28,870 of contingency funds. Motion carried on a unanimous roll call vote.

- d. Discussion and possible action relating to Board of Review scheduled for Wednesday May 5, 2021 10:00 am to 12:00 pm*

Cm. Housley moved, seconded by Cm. Hartwick to confirm the Board of Review scheduled for Wednesday, May 5, 2021 from 10:00 am to 12:00 pm. Motion carried.

- e. Review and possible action relating to purchase of tandem axle, hook style, roll-on/off truck with dump box and plow equipment for Department of Public Works.*

Superintendent Williamson reviewed the quotes received from Lakeside International and R.N.O.W. Both models quoted are similarly equipped. In March 2021, the Council authorized the borrowing of \$235,000 for the purchase of the truck. The overage of the purchase will be covered by the Public Works supply accounts.

Cm. Hartwick moved, seconded by Cm. Becker to approve the quota from Lakeside International of Janesville not to exceed \$238,543 for the purchase of an International HV507 tandem axle truck with dump box and plow provided by Monroe Truck Equipment. Motion carried on a unanimous roll call vote.

**MISCELLANEOUS:**

*a. Review and possible action relating to Special Event request to hold Fort Atkinson Generals Baseball Fest at Jones Park on June 17 – 20, 2021.*

Cm. Becker moved, seconded by Cm. Johnson to approve the Special Event request to hold Fort Atkinson Generals Baseball Fest at Jones Park on June 17 – 20, 2021. Motion carried.

*b. Review and possible action relating to Special Event request to hold Dairy Day at the MOOseum at Hoard Historical Museum on June 19, 2021.*

Cm. Hartwick moved, seconded by Cm. Housley to approve the Special Event request to hold Dairy Day at the MOOseum at Hoard Historical Museum on June 19, 2021 and approve street closures. Motion carried.

*c. Review and possible action relating to Special Event request to hold Ice Cream Social at Hoard Historical Museum on July 3, 2021.*

Cm. Housley moved, seconded by Cm. Becker to approve the Special Event request to hold Ice Cream Social at Hoard Historical Museum on July 3, 2021 and approve street closures. Motion carried.

*d. Review and possible action relating to Special Event request to hold Fort Atkinson Summer Charity Concerts at Barrie Park on June 30 and July 14, 2021.*

Cm. Becker moved, seconded by Cm. Housley to approve the Special Event request to hold Fort Atkinson Summer Charity Concerts at Barrie Park on June 30 and July 14, 2021. Motion carried with Cm. Hartwick recusing herself.

*e. Review and possible action relating to Special Event request to hold Memorial Day Parade at designated route on May 31, 2021.*

Cm. Becker moved, seconded by Cm. Johnson to approve the Special Event request to hold Memorial Day Parade at designated route on May 31, 2021 and street closures. Motion carried.

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

Cm. Hartwick moved, seconded by Cm. Johnson to approve operator licenses as presented. Motion carried.

*g. City, Sewer, Water and Stormwater Utility Financial Statements as of March 31, 2021.*

Cm. Becker moved, seconded by Cm. Housley to accept and file the City, Sewer, Water and Stormwater Utility Financial Statements as of March 31, 2021. Motion carried.

*h. Consideration of a motion to convene in closed session pursuant to Wisconsin State Statute §19.85(1)(e) to deliberate and conduct other specified public business, when competitive or bargaining reason require a closed session [to discuss strategies relating to an Intergovernmental Agreement between the City and the Town of Koshkonong]. No action will be taken. The City Council will reconvene in open session only to adjourn the meeting.*

Cm. Becker moved, seconded by Cm. Hartwick to convene in closed session pursuant to Wisconsin State Statute §19.85(1)(e) to deliberate and conduct other specified public business, when competitive or bargaining reason require a closed session [to discuss strategies relating to an Intergovernmental Agreement between the City and the Town of Koshkonong]. Motion carried on a unanimous roll call vote.

### **ADJOURNMENT**

Cm. Johnson moved, seconded by Cm. Housley to reconvene into open session. Motion carried on a unanimous roll call vote.

Cm. Johnson moved, seconded by Cm. Housley to adjourn. Meeting adjourned at 9:25 pm.