



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, JUNE 6, 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. THE CITY CLERK WILL ADMINISTER THE OATH OF OFFICE TO NEWLY APPOINTED ELECTED COUNCIL MEMBER LESCOHIER (EBBERT, CLERK/TREASURER/FINANCE DIRECTOR)

3. ROLL CALL

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

4. PUBLIC HEARING – NONE

5. PUBLIC COMMENT:

Nate Friedl, 430 N High Street – Vice President of the Jefferson Half Mile ATV Club. He supports the use of ATV/UTV on City streets.

Dean Trost, 1315 Montclair Place – President of a local group and supports the use of ATV/UTV on City streets.

6. CONSENT AGENDA:

a) Review and possible action relating to the minutes of the May 16, 2023 regular Fort Atkinson City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)

b) Review and possible action relating to the minutes of the May 23, 2023 regular Fort Atkinson Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)

c) Review and possible action relating to the minutes of the May 25, 2023 License Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)

d) Review and possible action relating to the minutes of the June 1, 2023 Police and Fire Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)

e) Review and possible action relating to a Temporary Class B Retailer's Licenses for the Fort Atkinson Historical Society Special Events (Ebbert, Clerk/Treasurer/Finance Director)

f) Review and possible action Special Event: Lemke Legacy 5K on Saturday, July 15, 2023 from 9 a.m. to 11 a.m. at Lion's Park Shelter, Glacier Trail (Ebbert, Clerk/Treasurer/Finance Director)

g) Review and possible action Special Event: Fort Fall Fiesta on Saturday, Sept. 9, 2023 from 9 a.m. to 4 p.m. at Jones Park (Ebbert, Clerk/Treasurer/Finance Director)

h) Review and possible action Special Event: Dwight Foster Food Truck Festival on Sunday, Sept. 10, 2023 from 11 a.m. to 3 p.m. at 200 block of Merchants Avenue (Ebbert, Clerk/Treasurer/Finance Director)

i) Review and possible action relating to Citizen Appointments to Committees, Commissions, and Boards (Houseman, City Manager)

Cm. Becker moved, seconded by Cm. Jaeckel to approve the Consent Agenda as listed, items 6.a. through 6.i. Motion carried.

7. PETITIONS, REQUESTS, AND COMMUNICATIONS – NONE

8. RESOLUTIONS AND ORDINANCES

a) Third and Final reading of an Ordinance to adopt Amendments to the City of Fort Atkinson Comprehensive Plan (Selle, City Engineer/Director of Public Works)

Engineer Selle reviewed the unanimous recommendation that arose from the joint meeting of the City Council and Plan Commission on May 9, 2023 that included the following properties: 426 McMillen Street, 500, 550, 650 and 660 McMillen Street, 601 Handeyside Lane and two parcels bounded by High Street and McMillen Street.

Cm. Becker moved, seconded by Cm. Schultz to enact the ordinance to adopt the amendments to the City of Fort Atkinson Comprehensive Plan. Motion carried.

b) Third and Final reading of an Ordinance relating to a Zoning Map Amendment to change the zoning from Institutional (I) to Single Family Residential (SR-5) and Duplex (DR-8) for the property formerly addressed 426 McMillen St. (Selle, City Engineer/Director of Public Works)

Engineer Selle discussed the process that began with the first reading of the Zoning Map Amendment to rezone the property formerly addressed 426 McMillen Street from Institutional (I) District to Single-family Residential (SR-5) District for Lots 2-5 and from Institutional (I) District to Duplex Residential (DR-8) for Lot 1 at its meeting May 2, 2023. The Plan Commission recommended City Council approval of the proposed Zoning Map Amendments to rezone the property at a Joint meeting of the Plan Commission and City Council on May 9, 2023. The City Council held the second reading of the Zoning Map Amendment at the May 9, 2023 meeting. Cm. Schultz moved, seconded by Cm. Jaeckel to enact the ordinance amending the Official Zoning Map of the City of Fort Atkinson to change the zoning of the subject property from Institutional to Single-Family Residential and Duplex. Motion carried.

c) First reading of an Ordinance relating to a Zoning Map Amendment to change the zoning from Downtown Periphery Mixed Use (DPMU) to Neighborhood Mixed Use (NMU) for the property located at 211 Milwaukee Avenue East and 210 South Water Street East (Selle, City Engineer/Director of Public Works)

Engineer Selle presented the request from the property owner, Rock River Assets, LLC, who had applied for a Zoning Map Amendment for the vacant properties located at 211 Milwaukee Avenue East and 210 South Water Street East. She has requested to change the zoning from Downtown Periphery Mixed Use (DPMU) to Neighborhood Mixed Use (NMU) to facilitate future development. At the meeting on May 23, 2023, the Plan Commission reviewed this matter and

recommended that the City Council adopt an Ordinance changing the zoning of the property with the following conditions: Combining of the 2-lots by CSM, approved by Plan Commission and City Council, Site Plan review and approval by the Plan Commission prior to the issuance of any building permits and any other recommendations of City staff and the Plan Commission.

Cm. Jaeckel moved, seconded by Cm. Schultz to direct the City Manager to prepare this Ordinance for a second Reading at the June 20, 2023 City Council meeting. Motion carried with Cm. Becker abstaining.

9. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

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

No action required.

10. UNFINISHED BUSINESS – NONE

11. NEW BUSINESS:

a) Review and possible action relating to Council Appointments to Committees, Commissions, and Boards by Council President (President Johnson)

Cm. Becker moved, seconded by Cm. Lescohier to approve the council appointments to Committees, Commission and Boards by the Council President. Motion carried.

b) Review and possible action on the 2022 Department of Natural Resources annual Recycling Report (Selle, City Engineer/Director of Public Works)

Engineer Selle reviewed the annual report documents that the city recycled 762.23 tons of materials. This is compared to 1005.91 in 2021. The city recycled 121.15 pounds per capita, which surpasses the standard of 106.55 pounds. The city has met the collection standard. The City's net eligible recycling costs excluding yard waste are \$225,262.10 which exceeds our Grant amount. The city will receive the full amount of the grant, \$35,132.55.

Cm. Becker moved, seconded by Cm. Schultz to approve the 2022 Department of Natural Resources annual Recycling Report. Motion carried.

c) Review and possible action relating to Alcohol Beverage License applications for the licensing period of July 1, 2023 to June 30, 2024 (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert presented the applications for renewal beginning July 1, 2023. License renewal letters are sent to current license holders in March with a due date of April. This allows Staff time to review the applications and follow up with any questions. The Police Department also conducts a premise compliance check which allows positive contact between the Officers and business holders. The Officers provide a report of their inspection and share any concerns. Quotas exist for Class A Intoxicating Liquor, Class A Fermented Malt and Class B Intoxicating Liquor. Of said quotas, there are two licenses available for Class A Fermented Malt Beverages.

Cm. Lescohier moved, seconded by Cm. Schultz to approve the Renewal Alcohol Beverage License applications listed in the staff report for the licensing period of July 1, 2023 to June 30,

2024, contingent upon all monies owned to the City are paid prior to license issuance by the City Clerk. Motion carried.

d) Review and possible action relating to Cigarette and Tobacco Products Retail License applications for the licensing period of July 1, 2023 to June 30, 2024 (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert reviewed the cigarette license applications. No concerns were raised from the applications submitted.

Cm. Schultz moved, seconded by Cm. Becker to approve the Cigarette and Tobacco Products Retail License applications for the licensing period of July 1, 2023 to June 30, 2024, contingent upon all monies owned to the City are paid prior to license issuance by the City Clerk. Motion carried.

e) Review and possible action relating to Alcohol Beverage License application for the licensing period of July 1, 2023 to June 30, 2024 (Ebbert, Clerk/Treasurer/Finance Director)

Clerk Ebbert discussed the license held by Connie Jansen doing business as Remmingtons' LLC at 1245 Whitewater Avenue (Jansen's Banquet Hall). The Jansen's sold the property to Corey and Maren McGrath and they have been operating the space jointly until the license was approved. Jansen has provided a letter surrendering their license upon approval of the application from McGrath.

Cm. Jaeckel moved, seconded by Cm. Schultz to approve the Alcohol Beverage License application for the licensing period of July 1, 2023 to June 30, 2024 for McGrath Catering contingent upon all monies owed are paid prior to license issuance by the City Clerk. Motion carried.

12. MISCELLANEOUS – NONE

13. 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. Lescohier moved, seconded by Cm. Schultz to approve the Verified Claims as presented. Motion carried.

14. ADJOURNMENT

Cm. Becker moved, seconded by Cm. Schultz to adjourn. Meeting adjourned at 7:40 pm.

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