



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 20, 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. Jaeckel, Cm. Lescohier, Cm. Schultz and President Johnson. Also present: City Manager, City Clerk/Treasurer, City Attorney, City Engineer, Public Works Superintendent, Fire Chief, Division Chief, Building Inspector, Wastewater Superintendent and Park & Recreation Director.

Excused absence: Cm. Becker

3. PUBLIC HEARINGS – NONE

4. PUBLIC COMMENT:

Dean Trost, 1315 Montclair Place – President of ATV/UTV Club. Supports the use of ATV/UTV on City streets.

5. CONSENT AGENDA:

- a. Review and possible action relating to the minutes of the June 6, 2023 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
 - b. Review and possible action relating to the minutes of the June 13, 2023 Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
 - c. Review and possible action relating to the minutes of the June 14, 2023 Parks and Recreation Advisory Board (Franseen, Parks and Recreation Director)*
 - d. Review and possible action relating to building, plumbing, and electrical permit report for May 2023 (Draeger, Building Inspector)*
 - e. Review and possible action relating to the City Clerk-issued License and Permit Report for May 2023 (Ebbert, Clerk/Treasurer/Finance Director)*
 - f. Review and possible action relating to City Sewer, Water, and Stormwater Utility Financial Statements as of May 31, 2023 (Ebbert, Clerk/Treasurer/Finance Director)*
 - g. Review and possible action relating to Citizen Appointments to Committees, Commissions, and Boards (Houseman, City Manager)*
- Cm. Schultz moved, seconded by Cm. Jaeckel to approve the Consent Agenda as listed, items 5.a. through 5.g. Motion carried.

6. PETITIONS, REQUESTS, AND COMMUNICATIONS

a. Review and possible action relating to proclamation recognizing July as Parks and Recreation Month in the City of Fort Atkinson (Houseman, City Manager)

Cm. Lescohier moved, seconded by Cm. Schultz to approve the proclamation recognizing the month of July as Parks and Recreation Month in the City of Fort Atkinson. Motion carried.

7. RESOLUTIONS AND ORDINANCES:

a. Second and possible third/final reading and action on 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 properties located at 211 Milwaukee Avenue East and 210 South Water Street East (Selle, City Engineer/Director of Public Works)

Engineer Selle reviewed the submission from Melanie Becker, owner Rock River Assets, LLC, 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.

Cm. Schultz moved, seconded by Cm. Lescohier to suspend the rules and offer a third and final reading of this ordinance. Motion carried.

Cm. Lescohier 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 properties from DPMU to NMU. Motion carried.

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

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

No action required.

9. UNFINISHED BUSINESS – NONE

10. NEW BUSINESS:

a. Review and possible action to authorize the City Manager to sign a contract for agenda management services with CivicPlus (Houseman, City Manager)

Manager Houseman reviewed that City staff had been putting steps in place to improve communication with the City Council and residents, and to increase access to information about City finances and services. By utilizing an agenda management solution, City Council and other board documents will be easier for residents to access and will create efficiencies for City staff. The CivicPlus Agenda and Meeting Management software will allow staff to create agenda items and manage live meetings. The software provides time-saving automation while allowing the balance of conveniences with manual controls and overrides. The system will also allow for internal collaboration and custom workflows, version tracking and approvals.

The 2023 budget includes funds for agenda management software in the amount of \$10,000 in the dues and subscriptions account. The proposal from CivicPlus will cost \$8,157 in the first year and \$5,035.80 in year two. The initial cost includes the annual fee of \$4,796, Premium Configuration \$2,220, Custom Template Design \$420, virtual consulting \$480 and two virtual training sessions of half a day for \$720 each. The year one cost includes a \$1,199 discount due the City having multiple services with the company. The ongoing annual cost of the web-based software is expected to be similar to the cost in year two (\$5,000). If approved, staff intends to continue to budget for this subscription.

Cm. Schultz moved, seconded by Cm. Lescohier to authorize the City Manager to sign a contract for agenda management services with CivicPlus at a cost of \$8,157 with funds from the City Manager dues and subscriptions account. Motion carried.

b. Review and possible action relating to the Wastewater Utility 2022 Compliance Maintenance Annual Report (CMAR) to Wisconsin Department of Natural Resources (Christensen, Wastewater Superintendent)

Superintendent Christensen reviewed the Utility's 2022 grades are as follows:

- Influent flow and loadings = A
- Effluent quality: BOD = A
- Effluent quality: TSS = A
- Effluent Quality: Ammonia = A
- Effluent quality: Phosphorus = A
- Biosolids quality and management = A
- Preventive maintenance and staffing = A
- Operator certification = A
- Financial management = A
- Collection systems = A

The overall grade point average for 2022 is 4.00 (2021 = 4.00; 2020 = 3.84) and indicates that overall the plant is in good condition and is operating at a high level.

Cm. Jaeckel moved, seconded by Cm. Schultz to approve the resolution authorizing the 2022 Compliance Maintenance Annual Report for the City of Fort Atkinson Wastewater Utility. Motion carried.

c. Review and possible action relating to the 2023-2025 Fort Youth Tackle Football Field Use and Concession Stand Agreement (Franseen, Parks and Recreation Director)

Director Franseen discussed how the Fort Youth Tackle Football has made significant contributions at the Kiwanis Football Fields through their fundraising efforts. This includes funding, building, and maintaining the concession stand, press box, storage garage, small storage shed, two scoreboards, and light poles and fixtures. While FYTF is responsible for repair or replacement of all the aforementioned items, they must seek approval from the Parks and Recreation Director or their designee. This approval process is crucial in maintaining consistency of color and facade throughout the parks, as well as ensuring that new buildings or structures are not built without proper City approvals. FYTF holds public

liability insurance and will hold the City harmless from any third party claims which arise from the leased property. The City currently has concession stand lease agreements with the Fort Atkinson Lion's Club at Ralph Park, Fort Youth Baseball at Memorial Park, and the Fort Atkinson Generals Baseball Team, Inc. at Jones Park.

Cm. Schultz moved, seconded by Cm. Jaeckel to approve the 2023-2025 Fort Youth Tackle Football Field Use and Concession Stand Agreement between the City of Fort Atkinson and the Fort Youth Tackle Football Program, Inc. Motion carried.

d. Review and possible action to Upgrade and Improve Neighborhood Storm Warning Sirens (Rausch, Fire Chief)

Chief Rausch shared that in April 2023, Emergency Communication System inspected the City's neighborhood storm warning sirens. There are four such sirens in the City, located on Cloute Hill on the water tower property, at Ralph Park near Wheels Park, on Jamesway at the lift station, and on the roof of the Municipal Building. The inspection found some immediate repair and replacement needs for two of the siren locations. Late summer is the expected timeline for replacement and repairs.

1. Replacement of Jamesway Siren: The Jamesway siren is currently not functioning correctly, and it cannot be fixed due to the unavailability of replacement parts. To rectify this issue, staff proposes replacing the Jamesway siren unit with a new one. Additionally, relocating the siren for improved distribution will be considered. This replacement project will involve the following:
 - Cost of Parts: \$14,113.00
 - Cost of Labor: \$8,675.00
 - Relocation expenses to ensure serviceability from the public right-of-way are included in the cost.
2. Pole Replacement at Ralph Park: The siren at Ralph Park requires a pole replacement due to deterioration. To address this issue, staff recommends replacing the deteriorated pole with a new one. The pole replacement project will incur the following cost:
 - Cost of Pole Replacement: \$6,775.00

Proposed Funding Tables for Neighborhood Storm Warning Siren Project		
Table 1: Project Costs		
Project	Total Cost	
Jamesway Siren Replacement	\$	22,788.00
Ralph Park Pole Replacement	\$	6,775.00
TOTAL:	\$	29,563.00
Table 2: Funding Sources		
Funding Sources	Account Number	Amount Expended
Emergency Management	01-52-5261-0600	\$ 4,000.00
American Rescue Plan Act	22-50-5000-1000	\$ 25,563.00
TOTAL:		\$ 29,563.00

Cm. Lescohier moved, seconded by Cm. Jaeckel to approve the storm warning siren replacement at Jamesway and the pole replacement at Ralph Park for a total cost of \$29,563 to be funded through the emergency management supplies account and the American Rescue Plan Act fund. 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. Schultz moved, seconded by Cm. Jaeckel to approve the Verified Claims as presented. Motion carried.

13. ADJOURNMENT

Cm. Jaeckel moved, seconded by Cm. Schultz to adjourn. Meeting adjourned at 7:44 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer