



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
THURSDAY, JULY 6, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

President Johnson called the meeting to order at 7:05 pm.

2. ROLL CALL

Present: Cm. Becker, Cm. Jaeckel, Cm. Leschier, Cm. Schultz and President Johnson. Also present: City Manager, City Clerk/Treasurer, City Attorney, City Engineer, Building Inspector, Engineer Technician and Management Intern.

3. PUBLIC HEARING – NONE

4. PUBLIC COMMENT:

David Frigo, 409 Milo Street – Sidewalks where sections are broken or in need of repair or replacement. Has spoken with those in wheelchairs who have experienced trouble maneuvering on the broken sidewalks.

John Hausz, 104 Jefferson Street – Would like input regarding Shah Estates subdivision. He added that McCoy Park has dead trees.

Dean Trost, 1315 Montclair Place – Supports ATV/UTV use on the City streets. He stated there is support from local businesses to allow these vehicles on City streets.

Nate Friedl, 430 N High Street – Supports ATV/UTV use on City streets. He commented on tire pressure that make these vehicles safe for City streets. He stated his group has allocated funds to aid in signage costs.

Jodie Raddatz, 1241 Janette Street – Stated she applied to serve on committees and was not appointed. She also stated another resident applied to serve that did not get appointed.

5. CONSENT AGENDA:

a) *Review and possible action relating to the minutes of the June 20, 2023 regular Fort Atkinson City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*

b) *Review and possible action relating to the minutes of the June 27, 2023 regular Fort Atkinson Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*

c) *Review and possible action relating to the minutes of the June 27, 2023 Loan Review Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)*

- d) Review and possible action relating to the minutes of the June 27, 2023 Police and Fire Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
 - e) Review and possible action relating to the minutes of the June 28, 2023 Economic Development Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
 - f) Review and possible action Special Event: Parks and Recreation Youth Triathlon on Saturday, July 29, 2023 from 7 a.m. to 12 p.m. at Rock River Park, Aquatic Center and Montclair Place (Ebbert, Clerk/Treasurer/Finance Director)*
 - g) Review and possible action Special Event: Knight Nation 5K on Saturday, August 19, 2023 from 10 a.m. to 1 p.m. at Crown of Life campus (Ebbert, Clerk/Treasurer/Finance Director)*
 - h) Review and possible action Special Event: Tour De Fort on Saturday, August 26, 2023 from 7 a.m. to 2 p.m. at Jones Park, Lions Pavilion and bike routes (Ebbert, Clerk/Treasurer/Finance Director)*
 - i) Review and possible action Special Event: Making Fort Special on Thursday, September 14, 2023 from 5 to 7 p.m. at Jones Park Shelter (Ebbert, Clerk/Treasurer/Finance Director)*
- Cm. Jaeckel moved, seconded by Cm. Becker to approve the Consent Agenda as listed, items 6.a. through 6.i. Motion carried.

6. PETITIONS, REQUESTS, AND COMMUNICATIONS

- a) Presentation of Tourism Annual Report (Fort Atkinson Chamber of Commerce-Tourism)*
Holly Tierney provided the annual report. No action required.
- b) Presentation of the City of Fort Atkinson Financial Statements and Supplemental Information for the year ending December 31, 2022 (Andrea Jansen, CPA, CFE, Partner, Baker Tilly US, LLP)*
Andrea Jansen reviewed the 2022 Financial Audit. No action required.

7. RESOLUTIONS AND ORDINANCES

- a) Review and possible action relating to a resolution expressing support for Local Government Funding Legislation Resolution Wisconsin Act 12 (Houseman, City Manager)*
Cm. Leschier moved, seconded by Cm. Schultz to adopt the Resolution expressing support for Local Government Funding Legislation Resolution Wisconsin Act 12. Motion carried.
- b) First reading of an Ordinance to adopt Zoning Text Amendments relating to medium industrial land uses, home occupations, off street parking, fencing, building maintenance, landscaping, signage and pools (Draeger, Building/Zoning Administrator)*
Building Inspector Draeger reviewed the amendments that include several minor changes to improve overall consistency of applying the code's standards. Staff worked with Vandewalle & Associates (the consultant who assisted the City in writing the new Zoning Ordinance) to strategically identify the changes needed and how they work best within the framework of the overall ordinance. The bulk of the proposed Zoning Amendments are considered to be corrections for consistent administration of the ordinance and clarification in key areas of the text. They are not considered to be large-scale policy changes. The City's Management Team has reviewed the application and all comments have been included within this document. The

proposed amendments will improve the application of the ordinance and reflect consistency with adopted plans and community goals.

Cm. Becker moved, seconded by Cm. Schultz to direct the City Manager to prepare this Ordinance for a second Reading at the July 18, 2023 City Council meeting. 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 relating to proposals for the Fire Chief Recruitment process (Houseman, City Manager)*

Manager Houseman reviewed the five submitted proposals and recommendations from the Police and Fire Commission. Houseman performed background checks on the firms with favorable comments towards GovHR.

Cm. Becker moved, seconded by Cm. Lescohier authorize the City Manager to execute the contract with GovHR for Fire Chief recruitment services for \$26,000, with funds from the Fire Department salaries account, along with retaining option to add an Assessment Center to the process for an additional \$8,500 if needed as determined by the Hiring Committee. Motion carried.

b) *Review and possible action relating to a Development Agreement between the City of Fort Atkinson and Fort Healthcare (Selle, Director of Public Works)*

Engineer Selle presented the agreement with Fort Healthcare who is proposing to construct a new public street off of McMillen St. The public street will include five platted lots, utilities and road corridor, and a stormwater facility. State statute requires a development agreement to communicate the terms of the public improvements, included here for Council's review. This has been reviewed and recommended to Council by the Economic Development Committee at their meeting on June 28. A surety is in place to protect the City should the public improvements not be completed. The City will have access to these funds to complete the work. The reimbursement schedule is also included at 70% of the proposed increment generated from the three, taxable, residential lots within the development. The reimbursement will be \$365,000 paid over the 27 year life of the TID.

Cm. Becker moved, seconded by Cm. Schultz to approve the Development Agreement between the City of Fort Atkinson and Fort Healthcare and authorize the City Manager to make any minor edits necessary and execute on behalf of the City. Motion carried.

c) *Review and possible action relating to a Certified Survey Map for the property located at 1712 and 1714 Montclair Place (Draeger, Building/Zoning Administrator)*

Building Inspector Draeger discussed the request from the property owner for a Certified Survey Map for the parcel located at 1712 Montclair Pl. The property owner would like to separate the existing DR-8 Duplex Residential lot into two separate lots allowing the construction of a twin house using the zero-lot line zoning mechanism. At the meeting on June 27, 2023, the Plan Commission reviewed this matter and recommended that the City Council approve the Preliminary Survey Map with the following conditions:

- A joint maintenance agreement for the roof and shared wall of the house, to be recorded on each parcel.
- Add the missing information required in Article VI, Section 70.60.03 – CSM Requirements, of the City of Fort Atkinson Land Division Ordinance.
- Any other recommendations of City staff and the Plan Commission.

Cm. Schultz moved, seconded by Cm. Jaeckel to approve the Certified Survey Map for the property located at 1712 and 1714 Montclair Place subject to the conditions outlined in the staff report. Motion carried.

d) Review and possible action relating to a Certified Survey Map for the property located at 624 and 704 Sherman Ave East (Draeger, Building/Zoning Administrator)

Building Inspector presented the request from the property owner who would like to break off a portion of 624 Sherman Ave E and join it with the adjoining property at 704 Sherman Ave E. The lot at 624 Sherman is legal nonconforming with respect to lot width. Approval of this CSM would increase the width of the 624 Sherman Ave E lot creating a legal conforming lot. The lot at 704 Sherman would increase in size, remain a legal lot, and would retain the shoreline access from both current lot configurations. At the meeting on June 27, 2023, the Plan Commission reviewed this matter and recommended that the City Council approve the Preliminary Survey Map with the following conditions:

- Increase the width of the proposed lot at 624 Sherman Ave E. to the 100 ft. required for SR-2 Zoning.
- Add the missing information required in Article VI, Section 70.60.03 – CSM Requirements, of the City of Fort Atkinson Land Division Ordinance.
- Any other recommendations of City staff and the Plan Commission.

Cm. Becker moved, seconded by Cm. Schultz to approve the Certified Survey Map for the property located at 624 and 704 Sherman Ave. East subject to the conditions outlined in the staff report. 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. Leschier moved, seconded by Cm. Jaeckel to approve the list of Verified Claims and authorize payment. Motion carried.

13. ADJOURNMENT

Cm. Becker moved, seconded by Cm. Jaeckel to adjourn. Meeting adjourned at 8:42 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director