



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, SEPTEMBER 19, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

President Johnson called the meeting to order at 7:02 pm.

2. ROLL CALL

Present: Councilmembers Becker, Jaeckel, Leschier, Schultz and President Johnson. Also present: City Manager, City Clerk/Treasurer, City Attorney, Building Inspector, Public Works Superintendent,

3. PUBLIC HEARINGS – NONE

4. PUBLIC COMMENT - NONE

5. CONSENT AGENDA:

- a) Review and possible action relating to the minutes of the September 5, 2023 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) Review and possible action relating to the minutes of the September 5, 2023 Economic Development Commission (Ebbert, Clerk/Treasurer/Finance Director)*
- c) Review and possible action relating to the minutes of the September 12, 2023 Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- d) Review and possible action relating to the minutes of the September 13, 2023 Finance Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- e) Review and possible action relating to building, plumbing, and electrical permit report for August 2023 (Draeger, Building Inspector)*
- f) Review and possible action relating to the City Clerk-issued License and Permit Report for August 2023 (Ebbert, Clerk/Treasurer/Finance Director)*
- g) Review and possible action relating to City Sewer, Water, and Stormwater Utility Financial Statements as of August 31, 2023 (Ebbert, Clerk/Treasurer/Finance Director)*
- h) Review and possible action relating to the appointment of Richelle Rottmann to the Sex Offender Residence Board (Houseman, City Manager)*
- i) Review and possible action relating to Special Event: Haunted Hike, Friday, October 20 and Saturday, October 21 from 6 p.m. to 9 p.m. at Haumerson's Pond Warming House (Ebbert, Clerk/Treasurer/Finance Director)*
- j) Review and possible action relating to Special Event: Fort Atkinson Holiday Light Display- Fort Polar Path November 5, 2023-January 5, 2024 located at Janesville Avenue Bike*

Path in front of Jones Dairy Farm heading north to Rotary Depot Pavilion (Ebbert, Clerk/Treasurer/Finance Director)

- k) Review and possible action relating to Special Event: Magic on Janesville Avenue Friday, December 1, 2023 from 3-6:30 p.m., located at Janesville Avenue Bike Path in front of Jones Dairy Farm heading north to Rotary Depot Pavilion (Ebbert, Clerk/Treasurer/Finance Director)*
 - l) Review and possible action relating to Special Event: Rotary Club Wine Walk Friday, October 13, 2023 from 4:30-8:30 p.m. located downtown at various locations (Ebbert, Clerk/Treasurer/Finance Director)*
 - m) Review and possible action relating to Temporary Class "B" Retailer's Licenses for Rotary Club Wine Walk Friday, October 13, 2023 (Ebbert, Clerk/Treasurer/Finance Director)*
- Becker moved, seconded by Jaeckel to approve the Consent Agenda as listed, items 5.a. through 5.m. Motion carried unanimously.

6. PETITIONS, REQUESTS, AND COMMUNICATIONS: – NONE

7. RESOLUTIONS AND ORDINANCES:

- a) Review and possible action relating to an Existing Employer Option Resolution for Wisconsin Public Employers' Group Health Insurance Program (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert reviewed that the Wisconsin Employee Trust Fund (ETF) provides local governments with the option of health insurance and dental insurance through the Group Health Insurance Program. Currently, the City uses ETF for group health insurance, but a third-party administrator for dental insurance. Partnering with a third-party benefits administrator typically returns a more costly dental insurance premium. The past few years we have seen up to 6% increase in dental premiums. If we were to move to the dental program with the group health insurance program, the City would experience a cost savings of \$40,467.36 across all funds and utilities. The favorably savings will be applied to the 20% increase in health insurance costs for 2024.

Becker moved, seconded by Schultz to adopt the Existing Employer Option Resolution for Wisconsin Public Employers' Group Health Insurance Program, moving dental insurance from an independent contract to the state group health program. Motion carried unanimously.

- b) Review and possible action relating to a Resolution for Inclusion Under the Income Continuation Insurance Plan (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert presented the Income Continuation Insurance (ICI) program as a voluntary income replacement program available to eligible full-time employees through the State of Wisconsin Employee Trust Funds (ETF). The benefit can cover employees with short- and long-term disabilities. Benefits can provide up to 75% of your average monthly earnings based on the previous calendar year earnings. The local ICI program has been under a premium holiday for several years. The premium holiday covers standard and supplement coverage. It is unknown when the premium holiday will expire. During this time, enrollees

have the benefit available upon a qualifying claim without being charged a premium. The holiday applies to the employer also, therefore allowing employee enrollment without employer expense.

Jaeckel moved, seconded by Lescohier to adopt the Resolution for Inclusion under the Income Continuation Insurance Plan under the state group health program. Motion carried unanimously.

c) First reading of an Ordinance to amend Sections 15.03.28, 15.06.06(12), 15.06.06(19), 15.06.06(21), and 15.06.06 (22) of the Zoning Ordinance relating to parking and surface standards (Draeger, Building/Zoning Administrator)

Inspector Draeger stated that over the last several months, staff has proposed changes and corrections to the Zoning Ordinance after about three years of applying it to circumstances within the community. 16 of those amendments were adopted by the City Council and become effective.

Lescohier moved, seconded by Becker to direct the City Manager prepare this ordinance for a second reading at the October 3, 2023 City Council meeting. Motion carried unanimously.

d) First reading of an Ordinance to amend Section 94-432 of the Municipal Code relating to vehicle and trailer parking (Draeger, Building/Zoning Administrator)

Inspector Draeger reviewed the amendments that were prior discussed by Staff and Council over the past few months.

Becker moved, seconded by Schultz to direct the City Manager prepare this ordinance for a second reading at the October 3, 2023 City Council meeting. Motion carried unanimously.

e) First reading of an Ordinance to repeal Section 94-434 of the Municipal Code relating to taxicab parking (Draeger, Building/Zoning Administrator)

Inspector Draeger discussed the repeal that would remove the parking stall located in front of the Municipal Building due to non-taxicab use. This would return to a regular parking stall on Main Street.

Lescohier moved, seconded by Jaeckel to direct the City Manager prepare this ordinance for a second reading at the October 3, 2023 City Council meeting. Motion carried unanimously.

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 the 2024 Recycling Grant Application to the Wisconsin Department of Natural Resources (Houseman, City Manager)

Manager Houseman presented the annual grant program through the Wisconsin Department of Natural Resources. The grant award supplements the cost of both recycling and composting for the City. The City's estimated recycling expenditures in 2024 is \$229,696.80, as outlined in the table on page 2 of this memo. The total represents an estimated increase of 2% over estimated 2023 recycling expenditures. The WDNR has provided around \$35,000 in grant funds over the last several years. In 2024 WDNR is expected to provide a similar amount.

Lescohier moved, seconded by Becker to direct the City Manager to sign and submit the 2024 Recycling Grant Application to the Wisconsin Department of Natural Resources. Motion carried unanimously.

b) Review and possible action relating to the purchase of a Roll-off Leaf Vacuum Collection System from MacQueen Equipment for \$113,790 (Williamson, Superintendent of Public Works)

Public Works Superintendent Williamson shared how the Department of Public Works performs fall leaf collection every year from the end of October to the end of November depending on the weather conditions. Leaf collection is an essential part of meeting the City's stormwater permitting through the WI DNR. Several years ago, staff began the process of researching other options for providing this necessary leaf collection service. The Department understands that this is a major investment for the Stormwater Utility and has provided a table demonstrating the average yearly investment of funds for the collection of leaves for the approximate 4 weeks, every year, in the fall. Table 1 includes the contracted expense and staff investment for seasonal leaf collection at roughly \$28,500 annually as well as the cost with the proposed leaf vacuum and roll-off leave collection system at roughly \$4,000 annually. While the upfront cost to purchase the equipment is great, the City will save money over time by not contracting with GFL for the truck and staff, as well as saving staff time. The proposed system only requires two operations, as opposed to the current staff and contracted service model, which requires 3-5 City staff.

Jaeckel moved, seconded by Becker to approve the purchase of a Roll-off Leaf Vacuum Collection System at a cost not to exceed \$113,790 with Storm Water Utility funds as described in Table 3 in the staff report. Motion carried unanimously.

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)

Becker moved, seconded by Jaeckel to approve the Verified Claims as presented. Motion carried unanimously.

13. THE CITY COUNCIL MAY ADJOURN INTO CLOSED SESSION PER WIS. STAT. §19.85(1)(E) TO DELIBERATE OR NEGOTIATE THE TERMS OF A DRAFT PROJECT DEVELOPMENT AGREEMENT AND/OR THE EXTENSION OF THE MASTER DEVELOPMENT AGREEMENT BETWEEN THE CITY OF FORT ATKINSON, HOFFMAN DEVELOPMENT GROUP, LLC, AND CEDARPRISE, LLC RELATING TO THE CITY-OWNED PROPERTY ALONG BANKER ROAD

Lescohier moved, seconded by Jaeckel to adjourn into closed session pursuant to State Stat. §19.85(1)(e) to deliberate or negotiate the terms of a draft Project Development Agreement and/or the extension of the Master Development Agreement between the City of Fort Atkinson, Hoffman Development Group, LLC, and CedarPrise, LLC relating to the City-owned property along Banker Road. Motion carried unanimously.

Becker moved, seconded by Jaeckel to reconvene in open session. Motion carried unanimously.

14. THE CITY COUNCIL MAY RETURN TO OPEN SESSION AND MAY TAKE ACTION ON AN EXTENSION OF THE MASTER DEVELOPMENT AGREEMENT BETWEEN THE CITY OF FORT ATKINSON, HOFFMAN DEVELOPMENT GROUP, LLC, AND CEDARPRISE, LLC RELATING TO THE CITY-OWNED PROPERTY ALONG BANKER ROAD

Becker moved, seconded by Lescohier to approve the 4 month extension of the Master Development Agreement between the City of Fort Atkinson, Hoffman Development Group, LLC, and CedarPrise, LLC, relating to the City-owned property along Banker Road. Motion carried unanimously.

15. ADJOURNMENT

Jaeckel moved, seconded by Schultz to adjourn. Meeting adjourn at 8:07 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer/Finance Director