**CITY COUNCIL MEETING**

**IN PERSON AND VIA ZOOM**

**TUESDAY, DECEMBER 21, 2021 – 7:00 PM**

**CITY HALL – SECOND FLOOR**

1. **CALL MEETING TO ORDER**

President Scherer called the meeting to order at 7:00 pm.

1. **ROLL CALL**

Present: Cm. Becker, Cm. Hartwick, Cm. Johnson and President Scherer. Also present: City Manager, City Clerk/Treasurer, City Attorney, City Engineer, Public Works Superintendent, Water Supervisor and Parks & Recreation Director.

Excused absence: Cm. Housley.

1. **PUBLIC HEARINGS - NONE**
2. **PUBLIC COMMENT - NONE**
3. **CONSENT AGENDA:**

*a). Review and possible action relating to the minutes of the November 16, 2021 Ordinance Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)*

*b). Review and possible action relating to the minutes of the December 7, 2021 regular City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*

*c). Review and possible action relating to the minutes of the December 14, 2021 Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*

*d). Review and possible action relating to the minutes of the December 16, 2021 Transportation and Traffic Committee meeting (Ebbert, Clerk/Treasurer/Finance Director)*

*e). City Sewer, Water, and Stormwater Utility Financial Statements as of November 30, 2021 (Ebbert, Clerk/Treasurer/Finance Director)*

*f). Review and possible action relating to building, plumbing, and electrical permit report for November 2021 (Juarez, Building Inspector)*

*g). Review and possible action relating to the City Clerk-issued License and Permit Report for November 2021 (Ebbert, Clerk/Treasurer/Finance Director)*

Cm. Becker moved, seconded by Cm. Hartwick to approve the Consent Agenda as listed, items 5.a. through 5.g. Motion carried.

1. **PETITIONS, REQUESTS, AND COMMUNICATIONS – NONE**
2. **RESOLUTIONS AND ORDINANCES:**

*a). Review and possible action relating to a Resolution establishing the 2022 Schedule of Fees for the City of Fort Atkinson, Jefferson County (LeMire, City Manager)*

Manager LeMire stated that for the past several years, staff has made efforts toward removing fees from the Municipal Code of Ordinances and establishing as a resolution. The last resolution was adopted in 2016. The provided resolution does not include Library, Museum or Parks. New fees listed includes: private well permit, vehicle registration fee, operator license increase, engineering, land use and permits related to staff review and public works operation fees.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the Resolution establishing the 2022 Schedule of Fees for the City of Fort Atkinson. Motion carried.

*b). Second Reading of an Ordinance to repeal and recreate Section 98-76 of the City of Fort Atkinson Municipal Code relating to Private Well Abandonment and Well Operation Permit Ordinance (Hayden, Water Supervisor)*

Supervisor Hayden presented the second reading of the ordinance. There has not been any comments, concerns or questions presented following the review by the Ordinance Committee and the City Council’s first reading.

Cm. Becker moved, seconded by Cm. Johnson to direct the City Manager to prepare this Ordinance for a third and final reading at the meeting on January 4, 2022. Motion carried.

*c). First Reading of an Ordinance to amend Winter Time Parking on Rockwell Avenue (Selle, City Engineer/Director of Public Works)*

Engineer Selle reviewed the recommendation from Traffic and Review Committee in regard to Rockwell Avenue. The section of Rockwell Avenue between Main Street and Grove Street presents snow clearing challenges by snow plows when cars are parked. This section of street is being requested to disallow parking between December 1 and March 15th. With approval of the Ordinance, no parking will be allowed on Rockwell Avenue from Janesville Avenue to S. Main Street between December 1 and March 15.

Cm. Hartwick moved, seconded by Cm. Johnson to direct the City Manager to prepare this Ordinance for a second and possible third/final reading at the meeting on January 4, 2022. Motion carried.

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

*a). City Manager’s Report (LeMire, City Manager)*

No action required.

1. **UNFINISHED BUSINESS:**

*a). Review and possible action relating to the Proposal from Ignatek to purchase and install a centralized router at the Police Department to serve City facilities with fiber for $10,578.20 (Ebbert, Clerk/Treasurer/Finance Director and Selle, City Engineer/Director of Public Works)*

Clerk/Treasurer Ebbert discussed the continuation of the fiber project and that upgrades are necessary to existing equipment to meet the needs of the new fiber connections with added security and capabilities. The route will serve as the ‘hub’ for fiber connections amongst city facilities as it is located in a secure setting and a centralized location. Annual protective services will be renewed as scheduled with a life span of 5-7 years for the router.

Cm. Hartwick moved, seconded by Cm. Becker to approve the proposal from Ignatek to purchase and install a centralized router at the Police Department to serve City facilities with fiber for $10,578.20, funded through the American Rescue Plan Act Fund. Motion carried.

*b). Review and possible action relating to proposed design amendments for the CDBG Water Main Replacement project in 2022 (Selle, City Engineer/Director of Public Works)*

Engineer Selle updated the Council on the CDBG-Close grant to replace water mains in the area of Gail, Peterson, Maple and Spry. This work was contracted with Ruekert-Mielke and is on schedule with the release of bid documents in early January with anticipated construction in spring. During construction phase, it is being recommended to add sidewalks to the area. Staff proposed to use Fund 5 – transportation fund to pay for the design fees in the short term as the cost of the project comes into focus. Staff will re-review the project and if necessary, will include additional costs in 2022 borrowing.

Cm. Becker moved, seconded by Cm. Johnson to approve the proposed design amendments for the CDBG Water Main and Road Construction project in 2022 with Ruekert-Mielke for an additional cost of $29,077. Motion carried.

1. **NEW BUSINESS:**

a). *Review and possible action relating to the request to approve Accurate Diving Board Solutions, LLC Quote to Purchase Two New Diving Boards at a cost of $9,296 (Franseen, Parks and Recreation Director)*

Director Franseen provided the history of the current diving boards that were purchased in 2009 and have been maintained well to last twelve years. The 2021 CIP included resurfacing the two boards however upon inspection by the manufacturer, underlying cracks were found that were not evident by staff. The manufacturer, Duraflex noted they will not resurface the boards due to safety. Staff sought and received three proposals for new diving boards. The outlay account will contribute $5,967.30 with the remaining covered by aquatic supplies/maintenance, $3,328.70 for a total of $9,296.

Cm. Becker moved, seconded by Cm. Johson to approve the proposal from Accurate Diving Board Solutions, LLC to purchase two new diving boards at a cost of $9,296. Motion carried.

*b). Review and possible action relating to the proposal from Ignatek for $4,730 for the services and software to migrate the City’s website and email to “fortaktinsonwi.gov” (LeMire, City Manager)*

Manager LeMire presented the transition of the management of .gov domains in 2021, to the Homeland Security Department’s Cybersecurity. Many levels of government have been encouraged to change their domains for added security, privacy and to be identifiable amongst other agencies. The quote of $680 is an ongoing annual cost with $4,770 representing a one-time cost for the transition.

Cm. Johnson moved, seconded by Cm. Becker to approve the proposal from Ignatek for $5,450 for the labor, services, and software to migrate the City’s website and email to “fortatkinson.gov”. Motion carried.

*c). Review and possible action relating to the purchase of a replacement Hot Water Heater at the Police Department from Dunkleberger Plumbing for $12,000 (Bump, Police Chief)*

Chief Bump informed the Council of the failure of the original water heater to the Department. A new water heater was needed to be installed on an emergency basis following Manger LeMire approval. A local vendor provided a comparative quote and was able to repair timely. The building maintenance account will cover the expense as other police department accounts will be unutilized.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the purchase of a replacement Hot Water Heater at the Police Department from Dunkleberger Plumbing for $12,000. Motion carried.

1. **MISCELLANEOUS – NONE**
2. **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. Becker moved, seconded by Cm. Hartwick to approve the Verified Claims presented by the Director of Finance and authorize payment. Motion carried.

1. **ADJOURNMENT**

Cm. Becker moved, seconded by Cm. Hartwick to adjourn. Meeting adjourned at 8:04 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer