

**CITY OF FORT ATKINSON**  
**City Council Minutes ~ May 15, 2018**

CALL MEETING TO ORDER.

Pres. Becker called the meeting to order at 7:00 pm.

ROLL CALL.

Present: Cm. Johnson, Cm. Lescohier, Cm. Hartwick and Pres. Becker. Also present City Manager, City Attorney, City Clerk/Treasurer, City Engineer, Wastewater Supervisor and Fire Chief.

Excused absence: Cm. Kotz

APPROVAL OF MINUTES OF MAY 1, 2018 REGULAR COUNCIL MEETING.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the minutes of May 1, 2018 regular Council meeting. Motion carried.

PUBLIC HEARINGS

None.

PUBLIC COMMENT

Dick Schultz, 913 Whitewater Avenue thanked the Council for the efforts in the Safe Routes to School program. He is pleased the Council was proactive on finding safe routes.

PETITIONS, REQUESTS AND COMMUNICATIONS

*a. Report by Baker Tilly on City's Financial Statements as of December 31, 2017 and Communication to Those Charged with Governance and Management.*

Auditor Andrea Jansen presented to the Council the statements and findings. She reviewed a summary of highlights. Discussion was held in regard to the unassigned fund balance in correlation with the City's bond rating.

Cm. Lescohier moved, seconded by Cm. Hartwick to accept and file the report by Baker Tilly on City's Financial Statements as of December 31, 2017 and Communication to those charged with Governance and Management. Motion carried.

*b. Request by Fort Atkinson Generals to hold Baseball Fest at Jones Park on June 14-17, 2018.*

Manager Trebatoski provided the annual request for the Generals event. They have communicated with all Departments regarding any special requests necessary for the event.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the request by Fort Atkinson Generals to hold Baseball Fest at Jones Park on June 14-17, 2018. Motion carried.

*c. Request by Microlight Flyers to hold fly-in at Airport on June 22-23, 2018.*

Engineer Selle reviewed the request for the annual event. Departments have reviewed the request without comments or concerns.

Cm. Hartwick moved, seconded by Cm. Johnson to approve the request by Microlight Flyers to hold fly-in at the Airport on June 22-23, 2018. Motion carried.

#### RESOLUTIONS AND ORDINANCES

None.

#### REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. *Building, Plumbing and Electrical Permit Report for April, 2018.*

b. *Minutes of Police & Fire Commission meeting held May 3, 2018.*

Cm. Lescohier moved, seconded by Cm. Hartwick to accept and file the reports of Officers, Board and Committees. Motion carried.

#### UNFINISHED BUSINESS

a. *Presentation on Safe Routes to School Program.*

School Board members and Staff were in attendance for the program presentation from Sonia Haeckel of Toole Design Group. She reviewed areas around the schools that can be improved including sidewalks, signage, bike trails, pick up/drop off designed areas, restricted lanes and shared lane markings. Discussion entailed on priority implementations as it relates to cost and timing.

Cm. Lescohier moved, seconded by Cm. Johnson to accept and file the Safe Routes to School Program. Motion carried.

#### NEW BUSINESS

a. *Review and approve transfer of funds for repair and testing of Fire Department equipment.*

(Chief Rausch was excused due to an emergency call) Manager Trebatoski discussed the testing of equipment by Paid-On-Call staff, specifically the fire hoses. The testing process takes six to eight personnel assigned to each of five hoses. Testing is done on weekends during the summer and takes approximately eight hours. Wages compute to over \$4,000 for this task. Several quotes from vendors to contract this task would cost about \$1,000 more. In order to support the contract, Chief requested the transfer of \$5,000 from Salaries-POC and \$1,000 from Truck Maintenance to a new account for Contracted Repair and Maintenance. This account could also be used for pump testing, aerial testing, hose testing and SCBA testing.

Cm. Lescohier moved, seconded by Cm. Hartwick to approve transfer of funds for repair and testing of Fire Department equipment. Motion carried on a roll call vote.

b. *Review and approve quote for purchase of replacement biological phosphorus zone mixers for Wastewater Utility as budgeted.*

Wastewater Supervisor Paul Christensen discussed the replacement of zone mixers. These mixers are used in the unaerated section of the aeration tanks to keep the liquid contents in suspension without oxygen to promote the biological phosphorus removal process. The original mixers were installed in 2003 and were manufactured and supplied by the Xylem/Flygt Corporation. As budgeted, the plan was to purchase two mixers, however Xylem offered a 30%

discount if three mixers were ordered at a time. The purchase of three mixers is still under budget.

Cm. Hartwick moved, seconded by Cm. Lescohier to approve quote for purchase of replacement biological phosphorous zone mixers for Wastewater Utility as budgeted not to exceed \$24,072.60 from Xylem/Flygt Water Solutions. Motion carried on a roll call vote.

*c. Review and approve quote for replacement of aeration basin valve actuator for Wastewater Utility as budgeted.*

Wastewater Supervisor Paul Christensen reviewed the budgeted aeration basin valve actuator replacement. The valve actuators allow remote and automated control to provide the necessary air requirement for each of the six basins in the aeration system. Two quotes were received with Crane Engineering, Kimberly WI being the lowest at \$29,642.42 which includes installation.

Cm. Lescohier moved, seconded by Cm. Johnson to approve quote for replacement of aeration basin valve actuator for Wastewater Utility as budgeted not to exceed \$29,642.42 including installation from Crane Engineering, Kimberly WI. Motion carried on a roll call vote.

#### MISCELLANEOUS

*a. Granting operator licenses.*

Cm. Hartwick moved, seconded by Cm. Johnson to approve the granting of operator licenses. Motion carried.

*b. City, Sewer, Water and Stormwater Utility Financial Statements as of April 30, 2018.*

Cm. Hartwick moved, seconded by Cm. Johnson to approve the City, Sewer, Water and Stormwater Utility Financial Statements as of April 30, 2018. Motion carried.

#### CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS

*a. Verified claims.*

Cm. Lescohier moved to approve the list of verified claims submitted by the Director of Finance and authorize payment. Motion seconded by Cm. Johnson and carried on a roll call vote.

#### ADJOURNMENT

Cm. Hartwick moved, seconded by Cm. Johnson to adjourn the meeting. Meeting adjourned at 8:34 pm.

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Michelle Ebbert, City Clerk/Treasurer

APPROVED:

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PRESIDENT OF THE COUNCIL