

Re-Organization Meeting Minutes of the Fountain City Common Council
Wednesday, April 21, 2026, at 6:00 PM

The meeting was called to order at 6:00 PM by Mayor Ben Adank. Roll call: Christine Williamson, Barb Schmidtknecht, Peter Schaffner, Stephen Qualy, Scott Feraro, and Mike Adank. The Pledge of Allegiance was recited. Citizens Present: Lori Hutter, Judith Ganger, Dylan Adank, Jan Adank, Laura Adank, Rosemary Binkley, John Schlesselman.

Citizen Appearance & Public Comments Summary:

A resident inquired about the absence of storm siren activation during the recent storm and questioned the status and functionality of the city's siren system. Discussion followed regarding the history, ownership, and prior considerations of the siren, including potential costs, location challenges, and technological limitations. It was noted that the siren is city-owned, and past discussions included possible relocation and upgrades. Officials agreed to refer the matter to Public Works and emergency preparedness committees for further review, including evaluating modern technology improvements and potential implementation.

Additional public comment addressed the consideration of hiring a City Administrator-Treasurer. The speaker referenced research, including a University of Wisconsin–Oshkosh report, noting that many municipalities of similar size do not employ professional managers. Concerns were raised about the cost versus benefits, with the speaker expressing that the expense may not be justified. However, support was expressed for having individuals with zoning expertise involved in decision-making processes. The speaker also acknowledged the significant time commitment required for public service roles.

No further public comments were made.

Motion C. Williamson, second P. Schaffner to approve the minutes of April 8, 2026. Motion carried.

Liberty Street Bid Award:

Council reviewed four bids received for the Liberty Street resurfacing project. It was noted that two bids were from related companies, and one bid did not meet specifications. After evaluating pricing, materials, and project scope, Monarch Paving was identified as the lowest responsible bidder at \$15,250.11.

Discussion included clarification of estimated materials, unit-based pricing, and concerns about potential cost overruns based on past project experience. Council emphasized the importance of clear communication with the contractor regarding budget expectations and any changes that could increase costs.

Recommendations were made to proceed with awarding the contract to the lowest bidder.

Motion by S. Qualy, second by B. Schmidtknecht to accept Monarch Paving's bid for resurfacing Liberty Street at \$15, 250.11. Motion carried

Administrator-Treasurer Position:

The committee reported that, due to scheduling constraints, a formal meeting was not held; however, revisions were made to the informational fact sheet. The revised document was shared with council members and the public. Council discussion reflected mixed perspectives on the proposed Administrator-Treasurer position. Some members expressed concern about timing, competing priorities—particularly within Public Works—and overall community sentiment. Others noted growing operational demands and emphasized the need for additional administrative support. Discussion included whether to delay the charter ordinance to allow for more public input and candidate development. Concerns were raised that delaying could create operational challenges, particularly with the upcoming treasurer vacancy and the time required for hiring. It was noted that the hiring process and ordinance adoption timeline could take several months. Before the vote, it was noted that references to the library had been removed from the proposal because questions regarding state statutes and the library board's authority had been clarified. The library board would continue to support library operations independently.

Motion B. Schmidtknecht, second M. Adank, that we move forward with the City Administrator-Treasurer position and start the search. Motion carried 4–2, with B. Schmidtknecht, M. Adank, P. Schaffner, and S. Feraro voting in favor, and C. Williamson and S. Qualy voting nay.

Review/Adopt Charter Ordinance 2026-02, Establish the Office of Administrator-Treasurer in the City of Fountain City: Motion P. Schaffner, second B. Schmidtknecht, to approve the Review and adopt the Charter Ordinance 2026-02, Establishing the Office of Administrator-Treasurer for the City of Fountain City. Motion carried 4-2, with S. Feraro, P. Schaffner, B. Schmidtknecht, and M. Adank voting in favor, and C. Williamson and S. Qualy voting nay.

Current CD rates:

Council reviewed the city's certificate of deposit (CD) accounts, including current rates and renewal options. Although a slightly higher rate was available at another bank, the financial benefit was minimal. Given the short six-month term and value for maintaining local banking relationships, the council agreed to keep the funds in their current account with no action taken.

Library Board Recommendations & Appointments:

An update was provided on library board appointments. Applicants have been contacted and submitted questionnaires, with responses received by May 1. Due to a higher-than-expected number of applicants, additional time is needed to review candidates and conduct interviews. One applicant withdrew, while the remaining candidates expressed strong interest. Final recommendations are expected at the May 13 council meeting.

Internet & Phone Service:

Council discussed and approved transitioning most internet and phone services to a single provider to improve efficiency and reduce equipment and installation costs. While monthly expenses will increase slightly, the upgrade includes necessary enhancements such as elevator emergency lines and expanded connectivity, including for the library. Staff noted that the current provider cannot meet the city's bandwidth and reliability needs, particularly for future service expansion and meeting streaming. Urgency was emphasized due to upcoming elevator inspections, as delays in installing compliant emergency phone lines could result in significant penalties. The transition was supported as a streamlined solution with long-term benefits. Motion S. Feraro, second S. Qualy to move everything over to Spectrum as identified on the status and keep Verizon intact. Motion carried.

Emergency Operating Plan Update:

Council reviewed and discussed updates to the Emergency Operating Plan, including contact information, staff roles, and coordination with the county sheriff's department. Members agreed to continue annual updates and approved submitting the revised plan to the county.

Council Appointments:

Council reviewed and confirmed appointments to boards and committees. Existing memberships for the Board of Appeals and Board of Review were retained. Committee assignments were approved as follows:

- Finance & Administration: Barb (Chair), Scott, Stephen
- Public Works & Utilities: Peter (Chair), Chris, Stephen
- Economic Development, Tourism & Community Assets: Scott (Chair), Mike, Chris
- Planning, Zoning & Community Development: Peter (Chair), Barb, Mike

Historical Preservation membership will remain limited, with current members continuing where possible.

Council discussed committee priorities for the upcoming year, including staffing needs, development of performance evaluation processes, infrastructure planning, economic development initiatives, tourism opportunities, communication improvements, and zoning ordinance updates

Proposed Committee Structure & Responsibilities:

Council began the annual reorganizational meeting, including review and confirmation of council appointments and official designations. Interim assignments were discussed, including designation of a building permit officer until a

permanent staff member is identified. Current roles were reaffirmed, including wastewater operator, health and safety officer, city attorney, official newspaper, depository bank, and regular meeting schedule. The addition of the city assessor to the annual appointment list was proposed.

Committee Structure & Responsibilities:

Council reviewed and approved a revised committee structure, reducing the number of committees and reorganizing responsibilities to improve efficiency and balance workloads. The updated structure includes:

- Finance & Administration
- Public Works & Utilities
- Economic Development, Tourism & Community Assets
- Planning, Zoning & Community Development

Responsibilities for each committee were outlined, with adjustments made to better align workloads and modernize operations. Motion S. Qualy, second C. Williamson proposes to adopt committee structure as submitted, with an amendment to add communication to the title of Economic Development, Tourism & Community Assets, Motion Carried.

Council President Election:

Council conducted the annual election for council president using paper ballots, with brief discussion on responsibilities and procedures. B. Schmidtkecht has been elected Common Council President.

Committee Meeting Dates & Times:

Council discussed coordinating committee meeting schedules to improve efficiency, with consideration given to group meetings on the same evenings. Final schedules will be determined by committees.

It was noted that committee meetings should focus on detailed review and discussion, with council meetings remaining streamlined for decision-making.

The committee then discussed scheduling and timing of committee meetings in relation to Common Council meetings. The intent is to ensure committee work is completed at least one week prior to Council meetings to allow sufficient time for preparation and distribution of Council packets. Staff indicated they will work to align meeting schedules accordingly, and the item will return next month for further coordination and possible formalization.

Review/Update Fee Schedule:

Council reviewed the proposed city fee schedule included in the packet. Rather than reading each item individually, members discussed potential updates and corrections, including removal of outdated references and alignment with statutory requirements.

Several fee adjustments were discussed, including clarification of billing structures, hourly rates, and flat fees for certain services. Members noted that some fees may need to be updated due to increased costs and inflation.

Due to the number of proposed changes, the council agreed not to finalize the fee schedule during this meeting. Instead, the item will be referred to by the committee for further review and refinement. A revised resolution will be brought back for consideration at a future council meeting, with additional adjustments and clarifications incorporated as needed.

Council Policy & Procedure Review:

A reminder was provided regarding compliance with open meeting law requirements. It was emphasized that email communication should not be used in a way that could create discussion among a quorum of council or committee members outside of properly noticed meetings. Staff advised that communications intended for groups should be routed through the deputy-clerk to avoid inadvertent back-and-forth deliberation. Proper posting and notice procedures were also reinforced.

Review/Adopt Resolution 2026-05 Establishing A Temporary Limit on Short-Term Rentals and Bed & Breakfast

Establishments

The committee also discussed potential updates related to short-term rental regulations and possible ordinance language. Legal concerns were raised regarding certain approaches, including limitations or moratorium-style provisions, and it was noted that some options may be subject to legal challenge. Discussion included the idea of focusing on distinctions such as owner-occupied versus non-owner-occupied rentals rather than applying broad restrictions. It was also noted that any meaningful changes may require a structured study period and further legal review, particularly in relation to state-level regulations that may impact enforcement authority. No final action was taken on this item, and it will be brought back for additional review and guidance.

The meeting concluded with directions that all discussed items, including the fee schedule update, committee scheduling alignment, and short-term rental ordinance concepts, will return for further consideration at a future meeting.

Motion P. Schaffner, second S. Qualy to approve the bills as presented. Motion carried.

Motion C. Williamson, second S. Feraro to adjourn at 8:11 PM. Motion carried.

/s/ Mayor Ben Adank

/s/ Deputy Clerk Michele Klein