Regular Meeting Minutes of the Fountain City Common Council
Wednesday, June 10, 2026, at 6:00 PM

The meeting was called to order at 6:00 PM by Mayor Ben Adank. Roll call: Stephen Qualy, Peter Schaffner, Barb Schmidtknecht, Christine Williamson, Mike Adank Present, Scott Feraro Absent. The Pledge of Allegiance was recited. Also present was eight community members.

Citizen Appearance & Public Comments Summary:

- Discussion on pothole and concrete repair on Justin Hill.
- Concerns on the Library progression were raised, and explanations were made as to concerns.

Common Council Meeting Minutes for May 13, 2026

Motion P. Schaffner, second S. Qualy to approve the minutes of May 13, 2026, meeting with a correction noted under the Mayor's Report. The item previously listed as "minor concrete cracking" at the boat landing should be corrected to reflect "minor aluminum cracking" on the docks, which has since been repaired.
Motion by P. Schaffner, second by S. Qualy to approve the minutes with the stated correction. Motion carried 5-0.

Reports:

Report from Public Works Department

- Routine maintenance including mowing, weed spraying, hydrant flushing, and monthly equipment servicing.
- An emergency repair was completed at the cemetery due to a broken pipe associated with the well system. The issue has been resolved.
- Completion of repairs to the lower boat landing dock, including additional preventative edging work.
- Ongoing coordination and miscellaneous work related to the Highway 35 project.
- Additionally, recently installed cameras at the park and boat landing have already proven effective. Footage was used to identify a vehicle responsible for damaging a sign. The company responsible was notified and acknowledged the incident.

Public Works & Utilities Committee

- Discussed the possibility of contracting out lawn services. The item will be considered further under Public Works and Utilities staffing options later in the agenda.
- Placing hiring activities on hold pending further direction regarding staffing.
- There is backflow preventer problem, so Public Works is not to use the sprinkler system at the Ballfield.

Finance & Administration Committee

Reported that the Finance and Administration Committee met on June 3, 2026.

- The committee continued its review of budget and financial matters and was informed that the annual audit will not be delivered until the end of the month.
- Discussion regarding the performance review process and the administrator position was tabled.
- The committee also reviewed budgets and briefly discussed the status of the City's financials.

Economic Development, Tourism & Community Assets

- Working toward an agreement with PYAA regarding an estimated cost of approximately $455 for sunshades for the dugouts at the Ballfield.
- Public Spaces Project signage at docks
- City information kiosk
- Pig Island overlook
- Mapping of the downtown spur
- Fountain placement

Planning, Zoning & Community Development

- The city continues to receive approximately two to three zoning-related inquiries per week.
- update and clarifying the zoning ordinance is ongoing; however, progress has been slow due to the complexity of the issues involved.
- A future meeting will be scheduled once additional information and clear direction are established.

Flexible Facilities Program

- The City has received occupancy approval for the auditorium; the facility is now open for use.
- A state inspection was completed with approval granted.
- Two required EXIT signs must be installed; one is due to prior wall removal; a small change order will be issued.
- Staff received training on facility operations, including:
  - Mini- splits
  - Basketball systems
  - Lighting system:
- Remaining items that need completion include:
  - A small number of doors are still pending installation.
  - Cleaning is expected to begin within the next few days.
  - Carpet installation is pending due to the layout design change in the library flooring; materials are available and installation should occur soon.
- Accessibility & Equipment
  - The chairlift requires a key for operation. A policy must be developed to determine:
    - Key access and control
    - Usage procedures
- Project Delays & Submittals
  - Some project delays were caused by late approval of contractor submittals.
  - In certain cases, submittals were submitted months in advance but not approved in a timely manner, delaying installation timelines (e.g., doors and furnishings).
  - All submittals are now reported to be up to date and approved.

Mayor's Report

- Staffing plans are on hold while waiting for outcome on the city Administrator-Treasurer Position.

Old Business:

City Administrator-Treasurer

- 44 Applicants, seven in process with one scheduled. Search has been paused and we have collapsed advertising.
- The City Administrator-Treasurer referendum is planned to be placed on the November election ballot.

Public Works & Utilities Staffing Options

- An update was provided on Public Works staffing. New position descriptions will be reviewed at the committee level and brought forward to Council.
- Henderson Lawn and Landscaping estimation of $825.00 weekly for mowing services and $600.00 biweekly for trimming banks, ditches, and obstacles.
- Due to a current vacancy, the city evaluated subcontracting services such as mowing, water and wastewater OIC services, and supplemental snow removal. The proposed model includes maintaining a two-person crew with contractor support as needed.
- For snow removal, staff would manage routine events, with contractors assisting during larger storms. A contingency of up to $10,000 annually was discussed.
- This model would reduce annual costs from $133,000 to approximately $64,861, resulting in an estimated savings of over $68,000 and lowering monthly costs from about $11,000 to $5,400.
- The approach also allows staff to focus on key projects, including installation of the SCADA system, which is expected to reduce weekend overtime and improve operational efficiency.

Motion S. Qualy, second P. Schaffner to approve the subcontracted services for mowing at $825 weekly, and $600 bi-weekly as received and snow removal potentially up to $10,00.00 snow hauling. Motion carried 5-0.

New Business:

Petition to submit Charter Ordinance 2026-2 to Referendum Vote

- A petition was received requesting that Charter Ordinance 2026-2 be submitted to a referendum vote. The Council discussed timing, noting the referendum would be placed on the November ballot.
- The Council was advised that options include repealing the ordinance or submitting it to referendum. If submitted, the City Attorney will prepare the ballot question.

Motion B. Schmidtknecht, second P. Schaffner to accept the petition to submit Charter Ordinance 2026-2 to a referendum. Motion carried 5-0.

Purchase of Library equipment through Winding Rivers Library System

- Discussion was held regarding the purchase of library equipment and technology (including computers and tablets) through the Winding Rivers Library System using grant funds. It was noted that Winding Rivers can procure equipment at cost and provide ongoing maintenance at no additional charge.
- To proceed, Council approval of an exception to the City's procurement policy is required, as the purchase would not go through the standard bidding process.

Motion P. Schaffner, second S. Qualy to approve to make exception to our procurement policy to use Winding Rivers to purchase technology equipment for the library system. Motion carried 5-0.

Flexible Facility Program Change Order Request #32 (Auditorium Water Infiltration)

- Discussion was held regarding Change Order #32 in the amount of $26,000 related to water intrusion issues at the auditorium. Work will include investigation and repair of drainage, downspouts, and grading near the building foundation to address moisture infiltration.
- It was noted that the proposal is based on visible conditions and costs may vary depending on findings during excavation. Funding is expected to come from the assigned and unassigned funds. Work is anticipated to begin after the Fourth of July.

Motion B. Schmidtknecht, second S. Qualy to approve the change order request #32 Auditorium Infiltration. Motion carried 5-0.

Duet Resource Group Auditorium Furnishings Quote

- Common Council approved the bid from Duet for the auditorium rehabilitation furnishings.
- The bid exceeds the grant budgeted amount by $3,313.00; The FFP Committee previously approved the Duet Resource Group bid using grant funds. The council approves the $3,313 overage from city funds. Of the three bids received, Duet had the lowest cost and provided the most desirable product.

Motion P. Schaffner, second S. Qualy to approve Duet as the furnishing's vendor and to accept their quoted price of $73,662.02 with the council approving the $3,313 overage from city funds. Motion carried 5-0.

Flexible Facility Program Change Order Request #24 (stage paint, lighting, power, data)

- Discussion was held regarding Change Order #24, which includes stage paint, lighting revisions, and power, data upgrades. Council discussed the importance of planning for future programming costs, including potential theater productions.

Motion P. Schaffner, second B. Schmidtknecht to approve the change order request #24 stage, paint lighting, power, and data. Motion carried 5-0.

Southern Minnesota Inspection Quote for Theatre Curtains and Rigging

- A quote was received from Southern Minnesota Inspection for theater curtains $21,975.00, along with $6,975.00 paid with River Players assigned funds and a $15,000.00 donation.

Motion S. Qualy, second by M. Adank to approve the Southern Minnesota Inspection Quote for Theatre Curtains and Rigging for $21,975.00 with $6,975.00 paid with River Players assigned funds and a $15,000.00 donation. Motion carried 5-0.

Police Pals Assigned Fund – Unassign

- Discussion was held regarding closing the Police PALS assigned fund due to its age and minimal balance. Funds will be moved to the general fund.

Motion P. Schaffner, second B. Schmidtknecht to approve the transfer of the Police Pals Fund to the General Fund of approximately $871.40. Motion carried 5-0.

Town WEB (HeyGov.com) Proposal for Website & Communication Platform

- Discussion was held on a proposal for a new city website and communication platform costing $5190.00. Features include meeting postings, video uploads, online payments, reservations, public notifications, email addresses and management and records management. The system is expected to improve efficiency and reduce overall cost.

Motion S. Qualy, second M. Adank to approve Town WEB Proposal for Website & Communication Platform at the cost of $5,040.00. Motion carried 5-0.

2026-06 CMAR Resolution

Motion S. Qualy, second P. Schaffner to approve Resolution 2606-06, a resolution to approve the Wastewater Treatment Plant (WWTP) Compliance Maintenance Annual Report (CMAR) to the Wisconsin Department of Natural Resources (WDNR). Motion carried 5-0.

2026-2027 Liquor Licenses

- The Council reviewed the annual liquor license renewals valid from July 1, 2026, to June 30, 2027, for Class A Combination: Kwik Trip, Inc.; Lorie Rolbiecki, Agent; 41 South Shore Dr. Class B Combination: Ole Joe's, LLC; Jeff Jandl, Agent; 10 North Shore Drive, Monarch House, LLC; Loretta Ahl, Agent; 19 N. Main St., The Landing LLC, Jeffery Mastin, Agent, 1 N Shore Dr., Golden Ribbit LLC; DBA: Golden Frog LLC; Ross Patzner, Agent; 112 N. Shore Dr., Golden Ribbit LLC; DBA The Lily Pad, Ross Patzner, Agent 115 N. Shore Dr., Shore Dr. Class B Beer and Class C Wine: JP's Kitchen & Pub, Jason Puterbaugh, Agent; 38 N. Shore Dr.

Motion S. Qualy, second P. Schaffner to approve liquor licenses as presented with exception of The Landing until they settle their debt with their distributor. Motion carried 5-0.

2026-2027 Operator Licenses

- The Council also reviewed the annual operator license renewals valid from July 1, 2026 to June 30, 2027 for the following Heather Semling, Patrick Stiehl, Violet Adams, Patrick Sheehy, Loretta Ahl, Laurie Laska, Lola Shuster, Marissa Harnisch, Isabella Weideman, Elizabeth Adank, Anna Comacho, Marydel Carlson, Sandra Davis, Lena Deas, Amanda Isakson, Elliot Kozlowski, Kimberly Pickering, Brittany Prieur, Angel Rojas, Lorie Rolbiecki, Gennafer Schmidtknecht, Erica Severson, Morgan Stafton, Sheila Thoeny, Averie Cash, Loran Wirtala, Jeffrey Mastin, Shanna Feyen, Skyler Bedtka, Tatiana Butt, Morgan Wirtala, Abigail Jones, Madeline Amour.

Motion P. Schaffner, second M. Adank to approve the operator licenses as presented. Motion carried 5-0.

Committee Meeting Dates & Times

- The Council discussed the timing of committee meetings in relation to regular council meetings.
- Concerns were raised that holding committee meetings during the week immediately preceding the council meeting does not provide sufficient time for staff to prepare agendas, complete follow-up items, and finalize materials, particularly when staff are out of the office.
- Council members discussed alternative scheduling options, including:
  - Holding committee meetings during the third or fourth week of the month following the council meeting.
  - There was general agreement that holding committee meetings two to three weeks prior to the Common Council meeting would provide sufficient time for review, follow-up, and preparation, resulting in more efficient and informed decision-making at the Council level.

No formal action was taken, and the matter will be considered further as the Council determines the preferred committee meeting schedule.

Accounts Payable

Motion P. Schaffner, second B. Schmidtknecht to approve the bills as presented. Motion carried 5-0.

Closed Session

Motion S. Qualy, second B. Schmidtknecht, to consider a motion to convene in Closed Session under section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation, data of any public employee over which the governmental body has jurisdiction or exercises responsibility at 7:30 PM. Roll call vote, Stephen Qualy - yes, Peter Schaffner - yes, Barb Schmidtknecht - yes, Christine Williamson - yes, Mike Adank – yes.

Meeting returned to open session at 8:16 pm.

Motion to adjourn by Peter, second Mike. Motion carried 5-0 and the meeting adjourned at 8:16 pm.

/s/ Mayor Ben Adank *   /s/ Deputy Clerk Michele Klein*