

**CITY OF ALTOONA, WI**  
**REGULAR COUNCIL MEETING MINUTES**  
**June 26, 2008**

**(I) Call Meeting to Order**

Mayor Tom Meyer called the meeting to order at 6:00 p.m. held in the Council Chambers at Altoona City Hall.

**(II) Pledge of Allegiance**

Mayor Meyer led the Common Council and others in attendance in the Pledge of Allegiance.

**(III) Roll Call**

The City Clerk called the roll. Council Persons Ray Henning, Brendan Pratt, William Spangler, Dale Stuber and Red Hanks were present. Also present: Mayor Tom Meyer, Attorney Steve Weld, City Administrator Michael Golat, Finance Director Jon Pfeilsticker, Fire Inspector Gary Puljas, and City Clerk Cindy Bauer.

Absent: Council Member Colleen Weber.

**(IV) Citizen Participation Period**

Dave Elvig, 1111 Moonlight Drive commented that he attended the Finance Committee meeting and will give more input after this meeting to the City Administrator and Finance Director. Elvig asked the Council members to look at those financial figures with care.

There being no other Citizen Participation, motion by Spangler/Hanks to close Citizen Participation Period.  
**Motion carried.**

**(V) Approval of minutes.**

Motion by Stuber/Pratt to approve the minutes of the June 12, 2008 Regular Council Meeting. Spangler abstained. **Motion carried.**

**(VI) City Officers/Department Heads Report**

City Administrator Golat commented on the Water Utility Update. Golat indicated that we had a bad sample the end of last week for total coliform. The samples done on Monday and Tuesday of this week were fine, but Golat indicated that the City will continue with a low residual chlorination this entire summer. Golat said it was speculated that one of the causes could be a Biofill issue because of construction activities. Golat also reported on the discussions in the past regarding the unaccounted loss of water. Golat said we had an audit done a couple of weeks ago for leak detection and got the results back. Golat said there are several non-major leaks that could account for one third to one half of loss of water. Golat said we will figure out a plan to get those leaks fixed; this will be an ongoing problem because of old pipes.

**City Committee Reports** – none.

**(VII) Unfinished Business** – none.

**(VIII) New Business**

**(1) Presentation and discussion of 2007 Audit and Financial Statements.**

City Finance Director Pfeilsticker explained that Kevin Krysinski of Johnson Block and Company presented at the Finance Committee meeting prior to the Council Meeting an overview and summary of the 2007 Audit and Financial Statements for the year ended December 31, 2007. Pfeilsticker indicated that Council Members were given a copy of the report in their packets. Council Member Stuber questioned the revenues and expenditures of the Hobbs Sports Center. Finance Director Pfeilsticker responded to Stuber's question.

**(VIII) (2) Consider approval of Resolution 6A-08 – A Resolution to authorize closing of books of account for the year ended December 31, 2007 and to accept the Comprehensive Annual Financial Report for 2007.**

Motion by Henning/Spangler to approve Resolution 6A-08 authorizing the closing of books of account for the year ended December 31, 2007 and to accept the Comprehensive Annual Financial Report for 2007. **Motion carried.**

**(VIII)(3) Consider approval of Economic Development Loan to Curt Manufacturing.**

Finance Director Pfeilsticker explained that Curt Manufacturing has applied to the City for a forgivable Economic Development Loan in the amount of \$64,000.00. The funds will be used to help offset Curt's expenses related to onsite improvements to accommodate hooking up to City water and sewer. This item was discussed at the June 26, 2008 Finance Committee meeting prior to the Council Meeting. The Finance Committee recommended approval of the \$64,000 loan to Curt Manufacturing.

City Administrator Golat commented on the Revolving Loan Fund (RLF). Golat said the taxes owed to the Town of Washington for the next five years will be a TID eligible expense; if TID cash flows, we can put that money back in the RLF. Golat said the tax rate is different from Altoona compared to Town of Washington. The merits of the Curt Manufacturing Project and benefits received from them are well worth it.

Motion by Pratt/Henning to approve the Economic Development Loan to Curt Manufacturing. Roll call vote, 5-ayes, Pratt, Henning, Stuber, Hanks, Spangler, 0-nays. **Motion carried 5-0.**

**(VIII)(4) Consider Financial Projections for River Prairie Development consistent with Chapter 3.01 of Altoona Municipal Code.**

This item was discussed at the June 26, 2008 Finance Committee Meeting prior to the Council Meeting. Golat said the financial projections and analyses related to the current proposals under consideration for River Prairie development have been updated. In particular, general fund operating costs were added, the NPV was considered for 15 years and an overstatement of land sales revenue in 2011 was corrected. The full amount of land sales revenue was also applied as part of the NPV analysis in consideration of the operating costs being included.

Pfeilsticker said he provided to the Finance Committee different scenarios of net present values. Pfeilsticker further explained the different scenarios and said he used very conservative figures for revenues and expenses.

Motion by Spangler/Hanks to approve the Financial Projects for River Prairie Development consistent with Chapter 3.01 of Altoona Municipal Code. **Motion carried.**

**(VIII)(5) Review Fire Inspection Fees.**

City Administrator Golat explained that included in your packet was the City's fire inspection fee schedule. The fee schedule was adopted by Altoona City Council in 2004 to partially cover the cost of the City's fire inspection program, which is state mandated. At that time it was estimated the cost for the fire inspector was approximately \$95,000. The fees adopted recouped approximately 1/3 of the \$95,000. Golat said the City's costs for fire inspection and education is different because we now contract with the City of Eau Claire for the service. The 2007 cost of the contract was \$40,604 and in 2007 the City generated \$30,827 with its fees. Golat explained past changes to the Fire Inspection Fees. Golat said the City recently received complaints regarding the City's fire inspection fees. Golat said he is looking for direction from Council to explore the fees to make them more equitable.

Fire Inspector Gary Puljas was present to explain the structure of Industrial versus Commercial fees. He indicated that there were not a lot of differences between the two types of structure. Puljas said the majority of businesses are office complexes.

Henning felt we should be fair to all businesses. At the time the fees were developed, the concept may have been a good idea but the result has not been good.

Spangler asked why the discrepancies of both structures. He felt we should look into combining commercial and industrial especially if there are really no differences between the two.

Stuber asked if we can do an hourly rate.

City Administrator Golat asked if the Finance Committee could help with the structure and costs; staff would do some research. No action taken at this time. This item will be brought to the Finance Committee for their review.

**(VIII)(6) Consider approval of Resolution 6B-08, a resolution to initiate discontinuance of a public way: A part or portion of Lake Road, pursuant to Wis. Stats §66.1003.**

Golat explained items 6, 7, 8, 9 as a whole. All four resolutions pertain to clearing title to the River Prairie Property prior to sale in preparation for River Prairie Development. Each listed street has a map attached to the resolution. All the resolutions are introductions to initiate the process to discontinue a part or portion of the mentioned streets. Golat said consistent with state statutes we must introduce these resolutions to set the public hearing date; the public hearing date is set for August 14, 2008 at 6:05 p.m. The streets are listed as follows:

Resolution 6B-08 – A part or portion of Lake Road.

Resolution 6C-08 – A part or portion of North Willson Drive.

Resolution 6D-08 – A part or portion of Unnamed Highway Easement #1

Resolution 6E-08 – A part or portion of Unnamed Highway Easement #2

Motion by Spangler/Stuber to approve Resolution 6B-08. **Motion carried.**

**(VIII)(7) Consider Resolution 6C-08, a resolution to initiate discontinuance of a public way: A part or portion of North Willson Drive, pursuant to Wis. Stats §66.1003.**

Motion by Spangler/Henning to approve Resolution 6C-08. **Motion carried.**

**(VIII)(8) Consider Resolution 6D-08, a resolution to initiate discontinuance of a public way: A part or portion of Unnamed Highway Easement #1, pursuant to Wis. Stats §66.1003.**

Motion by Spangler/Henning to approve Resolution 6D-08. **Motion carried.**

**(VIII)(9) Consider Resolution 6E-08, a resolution to initiate discontinuance of a public way: A part or portion of Unnamed Highway Easement #2, pursuant to Wis. Stats §66.1003.**

Motion by Henning/Hanks to approve Resolution 6E-08. **Motion carried.**

**(VIII)(10) Consider conducting a Classification/Compensation Study for City of Altoona Non-Represented Employees.**

City Administrator Golat explained that this item was discussed about a year ago. No action was taken at that time. Golat said there are no consistent methodology determining classifications and compensation packages for new hires. To be fair to everyone, we should complete a study to determine if we have external and internal imparities. Provisions in the Personnel manual and ordinances should be reviewed on a routine basis. Golat would like to get the Personnel Manual updated. Golat explained that included in their packets is a general outline describing the process for a classification and compensation study. The goal of a classification and compensation study is to assure compensation paid for each job makes sense with regard to the positions' responsibilities. The study entails determining the responsibilities of each position and then assigning each position a classification and pay range based on internal and external comparisons. The study would also result development of policies and procedures for the newly created compensation plan. Staff has conducted research to determine what firms specialize in completing such studies. If Council supports pursuing the study, staff will develop a request for proposals and send it to the companies specializing in those studies.

Motion by Spangler/Pratt to direct the City Administrator to examine the Classification/Compensation Study for the City of Altoona non-represented employees and bring it before the Personnel Committee for their review. **Motion carried.**

**(VIII)(11) Consider Re-Appointment of Jerry Hillman of Bowmar Appraisals as the City Assessor. (Two year term - expire May 2010)**

City Administrator Golat referred to Section 2.08.100 of the Altoona Municipal Code Book which requires that the Council appoint an assessor every two years. Staff recommends re-appointing Jerry Hillman of Bowmar Appraisals as the City Assessor for a two-year term ending May 2010. City Administrator Golat recognized Bowmar Appraisal as doing an excellent job during the revaluations a couple of years ago.

Motion by Stuber/Henning to reappoint Jerry Hillman of Bowmar Appraisals as the City Assessor for a two-year term ending May 2010. **Motion carried.**

**(VIII)(12) Consider Re-Appointment of John Behling of Weld, Riley, Prenn, Ricci as the City Attorney. (Two year term - expire May 2010)**

Council Member Spangler and City Attorney Weld stepped out of the meeting during the discussion of the next item.

City Administrator Golat referred to Section 2.08.100 of the Altoona Municipal Code Book which requires that the Council appoint a city attorney every two years. Golat commented that John Behling has done an excellent job for the City and staff recommends that the Council re-appoint John Behling of Weld, Riley, Prenn and Ricci as the City Attorney for a two-year term ending in May 2010.

Motion by Henning/Stuber to reappoint John Behling of Weld, Riley, Prenn, Ricci as the City Attorney for a two-year term ending May 2010. **Motion carried.** Weld and Spangler returned to the meeting.

**(VIII)(13) Consider approval of Refuse Haulers License to the following applicants: Waste Management, Veolia ES Solid Waste Midwest, Inc., Valley Waste, and Tambornino Sanitation.**

City Administrator Golat explained that the annual Garbage License renewals are for the period of July 1, 2008 – June 30, 2009. Tambornino Sanitation is a new applicant. The additional applicant still falls within the city code which limits no more than five garbage hauling licenses for any one license period. Golat commented on the following issues with Valley Waste: A complaint regarding leaky hydraulic fluid from one of the trucks, difficulty of the City receiving proof of bonding, the City receiving the license application late, and not having a good customer service phone number. Golat wasn't suggesting to deny their license, but to let the Council be aware of the issues with Valley Waste. Consensus of Council Members was to write a letter to Valley Waste informing them that certain compliances will factor in future decisions to renew their license.

Motion by Spangler/Hanks to approve the Refuse Haulers License to Waste Management, Veolia ES Solid Waste Midwest, Inc, Valley Waste, and Tambornino Sanitation. **Motion carried.**

**(VIII)(14) Consider approval of bartender license renewals for the period of July 1, 2008 – June 30, 2009.**

Council Member Henning stepped out prior to discussion of renewal of licenses due to his name being on the agenda for license approval.

The Police Department have reviewed the following bartender licenses and recommends approval: Dawn M. Lium, Mathias K. Shefchik, Don E. Kjelstad, Nicole L. Pillar, Brenda J. Ward, Glynis A. Weitz, Kathryn A. O'Connell, Cassandra N. Heintz, Tiffany D. Hahn, Samuel B. Flatland, Kyle J. Dutter, LuAnne M. Asp, Raeann M. Steen, Junalee J. Frank, Susan K. Larson, Ashley A. Nelson, Cuyler H. Brown, Sean R. Hanke, Ryan A. Robert, Joshua P. Larsen, Tracy L. Reidt, Chri B. Setter, Cindy L. Taylor, Jacob C. Waters, Tammy M. Bowe, Roshelle J. Frye, Anne C. Hoffman, Dustin G. Henning, Corey J. White, Michelle R. Hanson, Rebecca M. Sheridan, Katherine J. Hebl, Melody A. Sheehan, Hope L. Berg, Sherry S. Doty, Stacia M. Richmond, Steve W. Squires, Leticia A. Placek, Jason S. Melsness, Bridget M. Mulhern, John K. Draganowski, Kayleigh R. Hanson, Robert L. Heintz, Katie L. Wirsing, Jackie J. Mickelson, Chris W. Crapser, Jenna L. Nichols, Troy D. DeGroot, Melissa M. Harings, Brian A. Henning, Paul A. Johnson, Jeffrey A. Knusalla, Jerome D. Lanners, Ralph W. Lanners, Bonita L. Larson, Jack J. McFadden, Randy L. Nyseth, Martin E. Sell, Nick W. Rineck, Jerrica L. Ottinger, Patrick J. Blodgett, Glenn H. Felix, Dave T. Winkler, Thomas H. Nimmo, Ray L. Henning, Jerry J. Olson, Gordon R. Kelley, Rebecca K. Drum, Victoria M. Hagen, Robert D. Reidt, Clayton A. Wallin, Roberta Meyer, Sara J. Spear, Rebecca L. Nelson, Jerry R. Gordon, Amanda L. Fortney, Dale D. Staves, BillieJo A. Krimpelbein, Karen I. Anderson and Traci Christianson.

Motion by Spangler/Hanks to approve the bartender license renewals as listed above for the period of July 1, 2008 through June 30, 2009. **Motion carried.**

**(VIII)(15) Consider approval of new bartender licenses for the period of July 1, 2008 – June 30, 2009.**

The Police Department have reviewed the following new bartender licenses and recommends approval: Daniel D. Kastel, Teresa R. Lueck, Colleen N. Hollenbeck, Benjamin E. Villeneuve, Anthony J. Jorgenson, Craig M. Mader, Abbie L. Joles, Anna D. Higgins, Samantha R. Brown, Kyle W. Bareis, Jeri A. Morris, Jason I. Noble, Melanie A. Gullerud, Daniel B. Raney Jr, Jared P. Yakesh, Stephanie E. Risler, Sarah R. Barone, Theresa M. Lynch, Cameron G. Cylkowski, and Lauren R. Hosch. (Approved by the Altoona Police Department).

Motion by Spangler/Hanks to approve the new bartender license applications as listed above for the period of July 1, 2008 through June 30, 2009. **Motion carried.**

**(VIII)(16) Consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e).**

Motion by Hanks/Stuber to convene in closed session at 7:10 p.m. pursuant to Wis. Stats 19.85 (1)(e) A. CottageRidge Group Developer's Agreement. B. Collective Bargaining: Public Works and Clerical Union Contracts. Roll call vote 5-ayes, Hanks, Stuber, Spangler, Henning, Pratt, 0-nays. **Motion carried 5-0.**

**(VIII)(17) Motion to reconvene to open session.**

Motion by Hanks/Spangler to reconvene to open session at 7.52 p.m. **Motion carried.**

**(VIII)(18) Consider matters addressed in closed session as directed by Council.**

Nothing reported out. No action taken at this time.

**(IX) Miscellaneous Business and Communications**

None.

**(X) Adjournment.**

Motion by Spangler/Pratt to adjourn at 7:53 p.m. **Motion carried.**

Minutes submitted by  
Cindy Bauer, City Clerk