

AGENDA FOR REGULAR COUNCIL MEETING ON **THURSDAY, MARCH 25, 2010**
6:00 P.M. ALTOONA CITY COUNCIL CHAMBERS

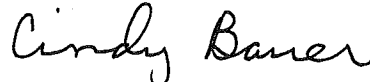
- I. Call Meeting to Order.
- II. Pledge of Allegiance.
- III. Roll Call for Council Persons.
Roll Call for Department Heads.
- IV. Citizens Participation Period. (No more than twenty minutes unless extended by two-thirds vote.)
- V. Discuss/consider approval of minutes of the March 11, 2010 Regular Council Meeting.
- VI. REPORTS
 - A. City Officers/Department Heads
 - B. City Committees
- VII. UNFINISHED BUSINESS
- VIII. NEW BUSINESS
 1. Presentation on the Storm Water Annual Report.
 2. Discuss/consider Memorandum of Understanding between the City of Altoona, City of Eau Claire and Eau Claire County which establishes a partnership to collectively satisfy the obligations, further the purpose and distribute the funds associated with a \$55,000 planning grant received from the Wisconsin Office of Energy Independence
 3. Discuss/consider approval of Ordinance 3A-10, Creation of Chapter 2.82 of the Altoona Municipal Code; Municipal Court.
 4. Discuss/consider Judge Selection Process.
 5. Discuss/consider approval of Bartender License to Jacob Paulson and Kari Falk. (Approved by the Altoona Police Department).
 6. Discuss/consider convening in Closed Session pursuant to Wis. Stats 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - A. River Prairie Southeast Quadrant

7. Motion to reconvene to open session for the purpose of discussion and possible action on the matters entertained in closed session.

A. River Prairie Southeast Quadrant

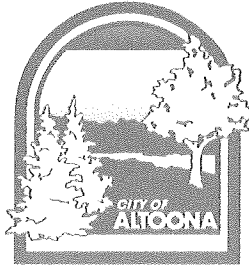
IX. MISCELLANEOUS BUSINESS AND COMMUNICATIONS:

X. ADJOURNMENT.

A handwritten signature in cursive script that reads "Cindy Bauer".

Cindy Bauer
City Clerk

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City Clerk's Office at 839-6092 with as much advance notice as possible.



MEMORANDUM

TO: Altoona City Council

FROM: Michael Golat, City Administrator

DATE: March 18, 2010

SUBJECT: Summary of March 25, 2010 Council Meeting Items

Provided below for your consideration is a summary of the March 25, 2010 Council Meeting agenda items.

NEW BUSINESS

ITEM 1 - Presentation on the Storm Water Annual Report.

The City is a Municipal Separate Storm Sewer System (MS4) permit holder as designated by the Wisconsin Department of Natural Resources. As an MS4 permit holder, the City is required to submit an annual report to the DNR for review. Prior to submittal, the governing body must be apprised of the content of the report. A copy of the report will be available for distribution during the Council meeting and Dave Walter, City Engineer will present a summary of the annual report.

ITEM 2 – Discuss/consider Memorandum of Understanding between the City of Altoona, City of Eau Claire and Eau Claire County which establishes a partnership to collectively satisfy the obligations, further the purpose and distribute the funds associated with a \$55,000 planning grant received from the Wisconsin Office of Energy Independence.

Attached for your consideration is a memorandum of understanding (MOU) between the City of Altoona, City of Eau Claire and Eau Claire County which establishes a partnership to collectively satisfy the obligations, further the purpose and distribute the funds associated with a \$55,000 grant received from the Wisconsin Office of Energy Independence (OEI) to study means to increase use of renewable energy sources in each municipality. This MOU is a requirement of OEI.

The primary deliverable of the project will be a report outlining how each of the community partners might convert to use of 25% renewable energy by 2025 or, alternatively, reduce energy consumption. Much of the project work consists of documenting and analyzing our energy consumption over the past five years.

Upon completion of the project the results will be communicated to local businesses and residents.

Staff recommends approval of the MOU.

Suggested Motion: I move approval of the Memorandum of Understanding between the City of Altoona, City of Eau Claire and Eau Claire County which establishes a partnership to collectively satisfy the obligations, further the purpose and distribute the funds associated with a \$55,000 planning grant received from the Wisconsin Office of Energy Independence.

ITEM 3 - Discuss/consider approval of Ordinance 3A-10, Creation of Chapter 2.82 of the Altoona Municipal Code; Municipal Court.

As you are aware, at the February 25, 2010 Council Meeting, the City Council approved establishing a municipal court system in Altoona and directed the City Administrator to bring forward an ordinance establishing the Court.

Attached for your review is Ordinance 3A-10, which creates Chapter 2.82 of Altoona Municipal Code; Municipal Court. Also attached for your review is a proposed timeline for items that need to be completed for the Court to become operational.

Section 2.82.010 of the ordinance specifies the date the court will become operative and functional is August 2, 2010 and Section 2.82.020 specifies the Court shall have jurisdiction over incidents occurring on or after July 5, 2010. Section 2.82.030 D specifies the term for the judge of will be two years. Staff is recommending the term be two years rather than four in order to provide a reasonable period to evaluate the effectiveness and feasibility of the court, and to provide the option to dissolve the court if deemed in the best interest of the City after two years.

Also attached for your consideration is a memorandum prepared by Ann Lein, Administrative Assistant. The memorandum summarizes findings over the past couple of weeks regarding court operations. In summary, it appears the anticipated time for the court clerk to process citations was previously underestimated. The City of Altoona had budgeted approximately 11 minutes per citation for processing (4 hours per week), while the average of similar-sized communities is about 62 minutes, with the most efficient processing taking 30 minutes and the least efficient processing taking 139 minutes per citation. Based on the research, Administrative Assistant Lein estimates it will take her 60 minutes per citation initially and 45 minutes per citation after she becomes proficient.

Sixty minutes per citation equates to 21 hours per week while 45 minutes per citation equates to 16 hours per week. This will have a very significant impact on Ann's ability to complete her other job duties, thereby requiring support from other staff up to 2 to 2.5 days per week. Clerk Bauer, who is first backup for customer service, has been asked how she feels this could impact her ability to complete her primary duties. Cindy replied there are times when providing additional customer service support would be manageable; however, there are times, such as around elections, when providing the support would not be possible. Accountant Lehnen, who is second backup for customer service, could, therefore, also be impacted and Sheila has a tremendous work load already.

Therefore, in my opinion, to make this work with existing city staff, I believe the only viable option would be to require Deb Goldbach to provide coverage as needed. However, this raises several logistical issues with regard to work stations, location of files and customer service for Parks and Recreation customers who expect Debra to be at the Public Safety Building.

One option to address the logistical issue would be to move Debra's office to City Hall permanently. The only available space would be the old public works office in the basement. And, Debra's workload would certainly be impacted redirecting her efforts away from recreation business.

Based on the findings, Jon also prepared a revised feasibility study (attached) that considered adding a sixteen hour per week position at \$13.00 per hour which includes both salary and benefits (retirement and social security). He also added to the analysis to reflect that 5% of the citations are likely to go to collections and we would only recover 70% of the full amount due to the collection agency fee. Finally, Jon adjusted the anticipated postage fee. The revised analysis suggests the court would generate approximately \$1,500 per year, again based on 1100 citations.

An evaluation of judges' salary from similar-sized communities is also included for your information.

Staff is requesting a discussion on the new information provided along with direction on whether or not to move forward, and if we proceed, how Council would like to handle the staffing issues raised.

Suggested motion: I move approval of Ordinance 3A-10, creating Chapter 2.82 of the Altoona Municipal Code; Municipal Court.

ITEM 4 - Discuss/consider Judge Selection Process.

State Statute 17.245 (attached) specifies the procedure for appointing municipal judges. Specifically, the statute stipulates the judge be appointed by the City's governing body, but allows significant latitude with regard to procedural matters. Staff has discussed the appointment procedure with Mayor Meyer and the Mayor is proposing an ad hoc committee be established consisting of Mayor Meyer, City Administrator Golat, Chief Chaney, Court Clerk Lein and City Attorney Behling to screen and interview prospective candidates and to make a recommendation to Council (please refer to the proposed timeline included with Item 5). The recommendation would be brought forward for a vote by the Council at the April 20, 2010 Regular Council Meeting.

Staff is requesting discussion and direction on the proposed appointment procedure.

ITEM 5- Discuss/consider approval of Bartender License to Jacob Paulson. (Approved by the Altoona Police Department).

The City has received a bartender license application from Jacob Paulson, that, if approved, would expire June 30, 2010. Police Chief Chaney has reviewed and recommends approval of the bartender application.

Suggested motion: I move approval of the bartender license as submitted above.

ITEM 6 - Discuss/consider convening in Closed Session pursuant to Wis. Stats 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

A. River Prairie Southeast Quadrant.

ITEM 7 - Motion to reconvene to open session for the purpose of discussion on the matters entertained in closed session.

A. River Prairie Southeast Quadrant.