

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
May 10, 2018

(I) Call Meeting to Order

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

(II) Pledge of Allegiance

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

(III) Roll Call

City Clerk Cindy Bauer called the roll. Mayor Brendan Pratt, Council Members Andrew Schlafer, Dale Stuber, Red Hanks, Matthew Biren, Tim Sexton, and David Rowe were present. Also Present: Attorney Christopher Gierhart, City Administrator Mike Golat, Police Lieutenant David Livingston, City Planner Joshua Clements, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

Motion by Hanks/Biren to close Citizen Participation Period. **Motion carried.**

(V) Approval of minutes.

Motion by Hanks/Sexton to approve the minutes of the April 26, 2018 Regular Council Meeting as amended. Under Item 3, Council Member Hanks has previously had **safety** concerns with the bike path and has voice his opposition in doing so, and can therefore not support this agreement. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat reported the following:

- P10 Festival got moved to June 16, 2018 due to anticipated poor weather.
- Construction in River Prairie is progressing along with pavers and landscaping.
- With the summer approaching, crews have started mowing City properties this week.

Police Lieutenant Livingston reported the following:

- Police Officer Anthony Helstern and Max have finished their training.
- Police Officers have been attending classes for various training/certifications.
- The STAR program is started in the works again which will be happening this Fall.
- Commented on the Crimestoppers program.

City Planner Joshua Clements commented on all the building projects that have been occurring since last Fall. Clements has been enforcing City nuisances. Clements commented that staff has been busy checking out the housing market and availability of housing. Clements has been working with the Mayor to form a task force on housing to meet 4-6 times per year to collectively understand the market and respond effectively.

City Committee Reports – None.

(VII) Unfinished Business – none.

(VIII) New Business

(1) Public Hearing at 6:00 p.m. (or as soon thereafter as is possible) regarding a Certified Survey Map (CSM) to subdivide parcel #201-2052-10-000 at 1427 Daniels Avenue.

Mayor Pratt opened the public hearing at 6:12 p.m.

City Planner Clements explained that the petitioner, Mr. Aaron Barber, seeks to subdivide a single parcel at the southwest corner of Daniels Avenue and 1st Street West into two parcels. The current parcel is 16,390 sf², 66' x 247' and features an existing single-family house. The proposal would subdivide the parcel into one 6,001 sf² lot with the existing house, and a second 10,389 sf² lot to allow for construction of an additional residential dwelling. The minimum lot size required in the R1 Zoning District is 6,000 sf². Utilities are available to service to proposed lot to be created, and access will be provided off the existing roadway (1st Street W). This proposal meets all requirements in Title 18 "Subdivision and Land Divisions" and Title 19 "Zoning". Clements noted that there were concerns at the Plan Commission regarding the recommended approval of the CSM at its May 7, 2018 meeting. Clements provided pictures of the remodeled house and lot to be subdivided.

The following surrounding property owners spoke regarding the CSM:

Arlene Freseth, 1419 Daniels Avenue, had concerns with the house being too close to her property and the layout of the property.

Barbara Duszyinski, 1420 Daniels Avenue commented that her grandmother owned the whole block and had the understanding that the proposed lot would not be developed.

Arlene Kroll, 812 Division Street is concerned of privacy and taking down some of the trees in the back of the woods. Kroll had concerns with erosion control by the woods and the closeness to the pump house.

Steve Kent, 727 2nd Street West questioned if a house gets built, where will the driveway be? Clements mentioned that the owner planned on putting in a driveway on the south end of the house but might change the driveway to the north side where an existing curb cut is in place.

Curt Freseth, 1419 Daniels Avenue questioned the abandoned well on the property and the closeness to his property.

Motion by Biren/Stuber to close the public hearing at 6:35 p.m. Biren and Hanks against. **Motion carried.**

(VIII)(2) Discuss/consider approval of a Certified Survey Map (CSM) to subdivide parcel #201-2052-10-000 at 1427 Daniels Avenue. (Discussed at the May 7, 2018 Plan Commission Meeting).

Motion by Sexton/Rowe to approve a Certified Survey Map to subdivide parcel #201-2052-10-000 at 1427 Daniels Avenue. Stuber, Biren, Hanks against. Pratt broke the tie with an aye vote. **Motion carried 4-3.**

(VIII)(3) Public Hearing at 6:05 p.m. (or as soon thereafter as is possible) to repeal and replace Chapter 19.52 "Parking and Loading Spaces" to update bicycle and automobile parking requirements and process for review of required parking. (Will be discussed at the May 7, 2018 Plan Commission Meeting).

Mayor Pratt opened the Public Hearing at 6:40 p.m.

City Planner Clements referred to the proposed repeal & replacement of Chapter 19.52 "Parking and Loading Spaces". Clements explained that this item follows ordinance revision discussion from the past year, and specifically discussion at the April 9, 2018 Plan Commission meeting.

This ordinance seeks to accomplish the following:

- Contemporary automobile parking quantities (update minimum, institute maximums)
- Create bicycle parking quantity and design standards
- Provide process for consideration of parking below minimum or above maximum standards
- Maintains requirements regarding paving of parking and driving areas
- Residential driveway design (moved from Chapter 10.21)
- Commercial parking dimensions

This Ordinance *does not* accomplish commercial parking area design or landscaping.

Clements noted the modifications recommended by the Plan Commission at its Monday, May 7, 2018 Plan Commission Meeting. Council Members were given revisions to the ordinance prior to the Council Meeting. Motion by Stuber/Biren to close the public hearing at 6:47 p.m. **Motion carried.**

(VIII)(4) Discuss/consider Ordinance 5A-18, an ordinance to repeal and replace Chapter 19.52 “Parking and Loading Spaces”.

Motion by Stuber/Biren to approve Ordinance 5A-18, an ordinance to repeal and replace Chapter 19.52 “Parking and Loading Spaces”. **Motion carried.**

(VIII)(5) Discuss/consider approval of contractor for construction of treehouses in River Prairie Park and to authorize Mayor Pratt to sign related contract documents.

City Administrator Golat gave some past history regarding discussion of the treehouse in June of 2017. Council Members toured the proposed site(s) prior to the May 10, 2018 Council Meeting. City Administrator Golat explained two proposals for constructing treehouses in River Prairie Park. Each company was asked to provide designs and budget estimates for two treehouses. One of the treehouses is designed as a play structure for children, while the other is designed as an enclosed treehouse with basic amenities, capable of being rented. The two companies proposing are The Treehouse Guys and O2 Treehouse; the Treehouse Guys are from Vermont and O2 Treehouse is based in California but started the business in the Minneapolis area. Proposals from the two companies were requested after City staff conducted research on many treehouse construction companies across the U.S., and some in Europe. The screening criteria included the following:

1. General responsiveness to inquiries
2. Ability to provide an engineered project
3. Ability to provide ADA accessibility to the treehouses
4. Past similar projects

City Administrator Golat noted that both companies visited the site to observe conditions and conceive a design. Golat explained that for the play treehouse, both companies selected a tree on the south west end of the amphitheater, just north of the wall. The Treehouse Guys plans reflect a hexagonal, covered structure with a boardwalk from the amphitheater sidewalk. The O2 design is not covered. It features a climbing net leading up to a cargo net-enclosed platform. The enclosed, rentable treehouses presented by each company are located in two different locations. The O2 treehouse is located off of the southeast corner of the amphitheater stage near the top of the precipice while the Treehouse Guys structure is located almost directly behind the stage near the trail, but at an elevation that could be observed from the amphitheater. Each of the two structure designs is unique. Golat noted that with respect to budget, \$250,000 was allocated to the project. Each of the proposers was informed of the budget.

The preliminary budget proposals are as follows:

Treehouse Guys:	\$220,600 plus lodging (estimated \$3,000)
O2 Treehouse	\$230,000 to \$250,000

City Administrator Golat mentioned that both proposers stressed that these were rough estimates based on the conceptual designs provided and on known site conditions. Both also committed to being able to complete the job within the allocated budget.

Discussion followed. Member Hanks couldn't see the City renting the facility. Hanks was more interested in a playhouse for the kids.

Mayor Pratt had concerns with security and safety and mentioned there are other options.

Member Sexton didn't necessarily support the rental and felt more use for openness and availability for everyone. Sexton suggested a boardwalk/walkway of some sort through the trees. Sexton said to continue exploring the fun feature.

City Planner Clements provided pictures that he had presented at a previous Council Meeting depicting elevated platform structures.

City Administrator said the structure/fort should be fun and interactive for the kids.

Member Rowe said he could see a structure/platform that is more fun for the kids such as the examples shown by City Planner Clements.

Member Schlafer was opposed to the rental, more palatable for the view stands/platforms. We need the structure up high for more visibility.

Consensus of the Council was to further research some sort of boardwalk/platform with a structure that presents a unique view and use.

(VIII)(6) Discuss/consider Resolution 5A-18, a preliminary resolution of the Common Council of the City of Altoona, declaring intent to exercise its police powers pursuant to Section 66.0703 of Wisconsin Statutes to specially assess for the 2018 Street and Utility Reconstruction projects for Country Club Lane Phase 2 and Sherman Highlands Addition Phase 2.

City Administrator Golat explained Resolution 5A-18, a preliminary resolution of the Common Council of the City of Altoona, declaring intent to exercise its police powers pursuant to Section 66.0703 of Wisconsin Statutes to specially assess for the 2018 Street and Utility Reconstruction projects for Country Club Lane Phase 2 and Sherman Highlands Addition Phase 2.

The scope of the project includes reconstruction of Country Club Lane from Altoona Avenue westerly through the cul-de-sac. The project also includes the following segments of the Sherman Highlands Addition.

- Hoover Avenue from Fairfax Street to Harlem Street
- Fenwick Avenue from Fairfax Street to Harlem Street
- Harriet Street from Fenwick Avenue to Hoover Avenue
- Loring from Fenwick Avenue to Hoover Avenue
- Harlem Street from Fenwick Avenue to Hoover Avenue

Items included consist of grading, gravel, asphaltic concrete paving, concrete curb and gutter, driveways, sidewalk (exclusive to Hoover Avenue and Fenwick Avenue), water main, sanitary sewer, water and sanitary sewer services, and lawn restoration. Informational meetings were held on February 23 and April 27, 2017.

Motion by Biren/Sexton to approve Resolution 5A-18, a preliminary resolution of the Common Council of the City of Altoona, declaring intent to exercise its police powers pursuant to Section 66.0703 of Wisconsin Statutes to specially assess for the 2018 Street and Utility Reconstruction projects for Country Club Lane Phase 2 and Sherman Highlands Addition Phase 2 and set the date for public hearing at 6:00 p.m. on May 24, 2018. Stuber/Hanks against. **Motion carried.**

(VIII)(7) Discuss/consider Ordinance 5B-18, an ordinance creating Chapter 8.34 “Composting”.

City Planner Clements explained the proposed Chapter 8.34 “Composting”. He mentioned that Residential or “backyard” composting is a practice of managed recycling of organic material that reduces landfill, reduces climate impacting emissions, and enables local reuse of valuable resources. Utilizing composting best practices significantly reduces the likelihood of nuisance to adjoining properties or to the public, including odor, liquid seepage, and attraction of rodents and pests. Clement said he responds to nuisance complaints each year where the owner of the subject property communicates their intended purpose is to dispose of compostable organic material. In these cases, literature from UW-Extension and other sources are provided. The current nuisance ordinance is vague and identifies “accumulations of decayed animal or vegetable matter” (8.24.020 C) and “any use of property, substances or things within the city emitting or causing any foul, offensive, noisome, nauseous, noxious or disagreeable odors, gases, effluvia” (8.24.020 J) as cause for enforcement.

The proposed ordinance, constructed from best practices and model ordinances, provides parameters for composting to reduce nuisances to ensure minimum best practices are utilized while enabling flexibility to recycle organic materials. This ordinance clearly differentiates between composting best practices and those practices identified as nuisance-creating activities and uses.

Motion by Sexton/Rowe to approve Ordinance 5B-18, an ordinance creating Chapter 8.34 “Composting”. **Motion carried.**

(VIII)(8) Discuss/consider approval of Resolution 5B-18, a resolution recognizing International Migratory Bird Day May 12, 2018.

Management Analyst Atkinson explained that Altoona was recently recognized as a Bird City Wisconsin community. As one of the requirements, a community must meet criteria spread across six categories: habitat creation and protection, community forest management, limiting threats to birds, education, energy and sustainability, and the official recognition and celebration of International Migratory Bird Day. One of the prerequisites for our Bird City designation is passage of this resolution every two years.

Motion by Sexton/Biren to approve Resolution 5B-18, a resolution recognizing International Migratory Bird Day May 12, 2018. **Motion carried.**

(VIII)(9) Proclamation recognizing Creative Economy Week May 12-19, 2018.

Mayor Pratt read the proclamation recognizing Creative Economy Week May 12-19, 2018. Pratt explained that the League of Wisconsin Municipalities and Arts Wisconsin are co-hosting the third annual statewide *Creative Economy Week*, promoting and celebrating the creative economy in Wisconsin's communities, May 12-19, 2018. Creative economy is important to quality of life for our residents and for attracting other economic development in our community. The proclamation recognizes the importance of the arts and creative professions to community vibrancy.

(VIII)(10) Proclamation recognizing Bike Month May, 2018.

Mayor Pratt read the Proclamation recognizing the following:

- May 2018 as "Bike Month" in the City of Altoona; and
- May 18, 2018 as "Bike to Work Day"; and
- June 2 – 9, 2018 as "Wisconsin Bike Week"; and
- Recognize the significant value and role of bicycling to personal and community health and vitality.

(VIII)(11) Proclamation recognizing National Public Works Week May 20-26, 2018.

On behalf of Mayor Pratt, Council President Schlafer read the Proclamation recognizing May 20 through May 26, 2018 as National Public Works Week in the City of Altoona. This week is also being recognized by other communities around the country as public works week; the American Public Works Association is promoting the event. The proclamation reflects the critical role public works employees play in assuring the health, safety, comfort and quality of life of each and every citizen of Altoona. The proclamation also calls upon all citizens of Altoona as well as civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions of the Public Works Department.

(VIII)(12) Proclamation recognizing National Police Week May 13-19, 2018

On behalf of Mayor Pratt, Council President Schlafer read the Proclamation recognizing May 13-19, 2018 as National Police Week in the City of Altoona. This week is also being recognized by other communities around the country as national police week. The proclamation also calls upon all citizens to observe May 15, 2018 as Peace Officers Memorial Day to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

(VIII)(13) 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. Purchase and/or sale of property.

Motion by Hanks/Stuber to convene in closed session at 7:45 p.m. pursuant to Wis. Stats 19.85 (1)(e), A. Purchase and/or sale of property. Roll call vote, 6-ayes, Stuber, Hanks, Sexton, Biren, Rowe, Schlafer, 0-nays. **Motion carried. 6-0.**

ITEM 14 - Motion to reconvene to Open Session for the purpose of discussion and possible consideration on the matter entertained in Closed Session.

A. Discuss/consider purchase and/or sale of property.

Motion by Hanks/Biren to reconvene in open session at 8:10 p.m. Roll call vote, 6-ayes, Schlafer, Hanks, Sexton, Biren, Rowe, Stuber, 0-nays. **Motion carried 6-0.**

City Administrator Golat commented on items that were discussed in closed session.

The following action was reported out:

Motion by Biren/Sexton to accept the WB-40 amendment to offer purchase agreement dated November 22, 2017 and accepted November 28, 2017 from RODAC, LLC, and/or Assigns for the purchase of Lot 4 (Parcel #201-1002-06-120) and Lot 5 (Parcel #201-1002-06-130 located in the Southwest quadrant of River Prairie on Woodman Drive for the purpose of building a medical clinic. The due diligence period is extended/changed from May 27, 2018 to July 1, 2018. All other terms and conditions to remain the same as stated in the Offer to Purchase. **Motion carried.**

(IX) Miscellaneous Business and Communication.

Clements noted that the City of Altoona was not awarded the grant for the CTH KB / Bartlett Avenue Reconstruction Project. Staff will be providing more financial information relating to the budget at a later date.

Mayor Pratt commented on the Rock' N on the River Summer concert series in River Prairie Park – Amphitheater starting June 13, at 6:30 p.m.

Council Member Biren recognized community members, staff, and school regarding the clean up this past weekend in the City Parks.

(X) Adjournment.

Motion by Biren/Rowe to adjourn at 8:17 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk