

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
June 14, 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 Chief Jesse James, City Engineer/Director of Public Works David Walter, Finance Director Tina Nelson, City Planner Joshua Clements, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

Member Rowe commented on the 2018 Altoona School District Graduates. Rowe commended the Altoona Lions Club on a successful Cinder City Days this past weekend. Rowe also commented on the great attendance at the first Summer Music Concert Series taking place on Wednesdays in the Amphitheater in River Prairie Park.

Carroll Waldenberger, 720 Otter Creek Trail, Altoona, commented on back in parking. Waldenberger spoke on his support of the back in parking and stated his reasons why. Waldenberger said to leave the back in parking as is in the River Prairie Development.

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

(V) Approval of minutes.

Motion by Rowe/Sexton to approve the minutes of the May 24, 2018 Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat reiterated the positive reviews of the Diamond Rio Concert in River Prairie Park this past weekend. Golat also announced that Festival Foods will be sponsoring the Altoona 4th of July Celebration this year in place of Woodman's who decided not to sponsor this year's event.

Management Analyst Roy Atkinson reminded Council members of the P10 Festival in River Prairie Park this Saturday, June 16, 2018.

City Planner Josh Clements commented that he has been busy enforcing code violations in the City. Clements also updated the Council regarding a task force on housing that is being formed. Clements announced that the Chippewa Valley Housing Task Force meeting will be held on Friday, June 29 from 7-8:30 a.m. at the River Prairie Center.

Police Chief Jesse James commented that there were very few incidents during Cinder City Days. The Canine Golf Outing held on June 11, 2018 raised over \$6,000 towards the Canine Program.

Finance Director Tina Nelson handed out the 2019 Budget Meeting Schedule.

City Committee Reports – None.

(VII) Unfinished Business – none.

(VIII) New Business

(1) Discuss/consider Extraterritorial Agreement with Jason Griepentrog DBA Grip Holdings LLC regarding terms of the creation of a CSM land division less than ten acres located at 7732 US Highway 12, Town of Washington, pursuant to Chapter 18.20 Altoona Municipal Code.

City Planner Joshua Clements explained that the petitioner holds ownership interest in 27.85 acres in two tax parcels in the Town of Washington, fronting Highway 12, approximately 1.0 mile east of the City municipal boundary. This proposed Certified Survey Map would subdivide the two parcels into four to enable expansion of an existing self-storage business. The property is within the City's 1.5-mile extraterritorial jurisdiction to regulate land divisions. Altoona Municipal Code prohibits creation of parcels less than ten acres within this jurisdiction in order to further orderly and efficient City development.

City Planner Clements noted that the Extraterritorial Agreement is consistent with Altoona Municipal Code that provides for future annexation and utility connections. The CSM has been successfully reviewed by Eau Claire County Planning & Development. The Agreement was approved by the Town of Washington Town Board on May 17th, 2018.

Jason Griepentrog of Grip Holdings LLC was present to further explain his intention of the CSM and plans for development.

Motion by Schlafer/Sexton to approve the Extraterritorial Agreement with Jason Griepentrog regarding the terms of the creation of a CSM land division. **Motion carried.**

(VIII)(2) Public Hearing at 6:05 p.m. regarding consideration of a Certified Survey Map (CSM) within the City of Altoona's Extraterritorial Jurisdiction as submitted by Grip Holdings LLC to subdivide parcels #024-1098-08-000 and #024-1099-04-000 at 7732 US Highway 12

Mayor Pratt opened the public hearing at 6:33 p.m.

City Planner Clements commented that the agreement and CSM has been recommended for approval by the Plan Commission on June 4, 2018.

Motion by Sexton/Stuber to close the public hearing at 6:34 p.m. **Motion carried.**

(VIII)(3) Discuss/consider approval of a Certified Survey Map (CSM) within the City of Altoona's Extraterritorial Jurisdiction to subdivide parcels #024-1098-08-000 and #024-1099-04-000 at 7732 US Highway 12.

Motion by Rowe/Sexton to approve a Certified Survey Map to subdivide parcel #024-1098-08-000 and #024-1099-04-000 at 7732 US Highway 12. **Motion carried.**

(VIII)(4) Discuss/consider approval of the River Prairie Event Center Management and Concession Agreement with King Pin Management of Wisconsin, Inc.

City Administrator Golat explained that the City contracted with King Pin Management last year to manage events and operate the bar at River Prairie Center and within River Prairie Park. King Pin has provided excellent services in promoting, booking, coordinating and successfully executing events on behalf of the City. In 2018, the City has approximately forty-five weddings booked for River Prairie along with numerous private parties, corporate functions and public meetings. King Pin employees have been excellent to work with and communicated very well with City staff, always taking a "can-do" approach to every challenge that arises. Golat said the contract requires a look back to determine whether the bar rental should be raised or lowered in consideration of performance over the past year. Staff met with King Pin staff and have come to a tentative agreement to raise the bar rental from \$1,000/month to \$1,250/month—a 25 % increase.

City Administrator Golat referred to Attachment A which lists financials provided by King Pin Management reflecting financial performance over the past year. Dave Burg, President of King Pin was present at the meeting to further discuss the financials. Golat also referred to Attachment B listing the financials provided by Finance Director Tina Nelson reflecting financial performance of the Management Contract over the past year.

Motion by Stuber/Sexton to approve the River Prairie Event Center Management and Concession Agreement with King Pin Management of Wisconsin, Inc. **Motion carried.**

(VIII)(5) Discuss/consider an agreement for traffic enforcement at Hillcrest Estates Mobile Park.

Police Chief Jesse James explained that the Altoona Police Department was contacted by Howard Huang from the St. Paul Group, owner of the Hillcrest Estates, located at 1028 Oak Drive, Altoona, WI 54720 regarding traffic issues within the Hillcrest Estates to include speeding, running of stop signs, reckless driving, etc. Mr. Huang and Police Chief Jesse James met to discuss these issues. James recalled a previous agreement with Mr. Robert Schoen, the previous manager, which allowed the Altoona Police Department to enforce traffic laws in the trailer park. Mr. Huang would like to enter into the same agreement with the City of Altoona and the Altoona Police Department for the purpose of enforcing traffic regulations on the private roads of the Hillcrest Estates.

Motion by Schlafer/Sexton to approve agreement for traffic enforcement at Hillcrest Estates Mobile Park. **Motion carried.**

(VIII)(6) Discuss/consider Shared Cost Agreement with Hoeft Builders relating to trail construction adjacent to the new oral surgery facility located in the southeast quadrant in River Prairie.

City Planner Clements provided Council with the Cost Sharing Agreement with Hoeft Builders. Clements explained that the Jaws Oral Surgery Center site is in the Southeast Quadrant of River Prairie bounded by Oakleaf Way on the east, Highway 53 to the west, railroad to the South, and Oakleaf Surgical to the North. The Master Plan for River Prairie, as reinforced through the draft Parks Master Plan, illustrates a multi-use trail connecting from Woodman's, under Highway 53, along the railroad through the Jaws site and connecting to the existing mid-block crossing of Oakleaf Way. Hoeft Builders is nearing completion on the Jaws Oral Surgery site on Oakleaf Way and occupancy is expected the first week in June.

City Planner Clements said Hoeft completed initial design and engineering of the site including trail alignment, grading, placement of aggregate base course, and retaining wall to integrate the trail through the site. Following that initial design, City staff determined that completion of two adjacent short sections of trail (under the Hwy53 Bridge; along Oakleaf Surgical Hospital property) would be expedient and cost effective to complete simultaneously with this project. This was a change and expansion of scope of work from initial conversations and verbal agreements with Hoeft. With that investigation came requested changes in initial trail design completed by Hoeft to create a gentler trail curvature and more gradual elevation change through the Jaws site, requiring modifications to plans on which Hoeft had initiated grading and contracting activities. Additionally, Hoeft caused completion of the design of the adjacent trail sections and completed changes to the site design to accomplish these changes. Hoeft is incorporating the initial trail design cost, land shaping, and retaining wall into their assumed cost for Jaws project completion, satisfying the appropriate share as described in the Specific Implementation Plan. Clements said there are two distinct project areas agreed upon by City Staff to compensate Hoeft regarding the trail: (1) design of trail segments on adjacent sites; (2) subsequent site modifications following the initial design. The construction of the trail, including surfacing (10' concrete), landscape restoration on Jaws Site, and all activities within the DOT right-of-way and Oakleaf property, will be completed by Haas & Sons as part of the River Prairie Phase III Contract.

City Planner Clements noted the budget for River Prairie trail construction was approved as a 2018 Capital Project, this being one of three sections identified. The compensation to Hoeft for work completed would draw on that budget. The total project cost is expected to be at or below the projected, budgeted figure for this trail section based upon cost quotations from Haas.

Council Member Schlafer asked Staff that in the future, to please provide the materials to Council at least 24 hours prior to the Council Meeting versus the night of the Council Meeting to allow more time to review the information.

Motion by Schlafer/Biren to approve the Shared Costs Agreement with Hoeft Builders. **Motion carried.**

(VIII)(7) Discuss/consider approval of re-stripping the on-street parking in River Prairie Development to discontinue back in parking.

CE/DPW Walter explained that at the May 24, 2018 Council meeting the topic of existing back-in parking in River Prairie was discussed. Walter gave some background history when the design of back in parking was first discussed. Walter mentioned that Council members expressed that they had received complaints and witnessed several people violating the parking requirement by pulling into stalls in the wrong direction. Police Chief James also stated that numerous citations have been issued but he has not seen a marked improvement in compliance. As a result of discussion, staff was directed to obtain an estimate for the cost to reverse the parking layout. The estimated cost to reverse the layout is approximately \$35,000. The recommended method of completing the work involves use of a manual grinder to remove the existing epoxy lines from the concrete pavement. This method provides the greatest control over grinding depth but will result in a noticeable pattern in the concrete. Alternative methods were explored but were deemed impractical or insufficient.

City Planner Clements updated the Council on the parking spaces that are available in the River Prairie Development.

City Administrator Golat mentioned that staff can install better signage and direction arrows in each direction on the pavement. Staff can also educate the public more on how to back in park.

Police Chief James commented on the continuous complaints or issued citations for back in parking. James would like to have a community services officer dedicated to the River Prairie Development to help enforce the issues.

Council Member Sexton said he was against the back in parking from the start, but doesn't see spending the \$35,000 to change the parking direction. Sexton said to give it another year, as long as staff will install more signage to better educate the public with parking, add lines and arrows, and not enforce the tickets at this time.

Council Member Biren mentioned that during special events list the available public parking in River Prairie and educate the public on back in parking whether it be through Facebook or signs.

Motion by Sexton/Hanks to disapprove proceeding with reversal of the parking layout along the public roadways in River Prairie (not approve to re-stripe, keep the angle backing as is). Sexton said to add yellow lines and directional arrows, re-examine the back in parking signs, state the fine cost on the signs for not backing in, and lastly not to enforce at this time until the public is better educated.

Vote on the motion: 3 ayes, Biren, Hanks, Sexton (leave as is) and 3-nays, Schlafer, Stuber, Rowe (wanted to re-stripe). Pratt broke the tie with an aye vote. **Motion carried 4-3.**

(VIII)(8) Discuss/consider approval of Ordinance 6A-18, an ordinance to repeal and replace Chapter 8.04 Burning Permits.

City Administrator Golat explained that this item was moved to the June 28th Council Meeting at the request of Fire Chief Mark Renderman who could not be present to discuss the proposed ordinance.

(VIII)(9) Discuss/consider mayoral appointment of Matt Michels to the Altoona Parks & Recreation Committee to fill the vacated position for a term ending April 2021.

Mayor Pratt received a letter of interest from Matt Michels to serve on the Altoona Parks and Recreation Committee to fill the vacated position for a term ending April 2021. Mayor Pratt recommends approval of appointment.

Motion by Rowe/Biren to approve Mayoral Appointment of Matt Michels as recommended by Mayor Pratt to the Altoona Parks and Recreation Committee. **Motion carried.**

(VIII)(10) Discuss/consider approval of Combination "Class B" Retailers' Licenses to sell fermented malt beverages and intoxicating liquors in the City of Altoona to the following applicants.

Roman Corporation, D.B.A. Draganetti's; Eau Claire Golf and Country Club, Inc. D.B.A. Eau Claire Golf & Country Club; Roland Knusalla, Individual, D.B.A., Rolly's Coach Club; 400 Club of Altoona, LLC, D.B.A.

400 Club; Mar Hospitalities, LLC. D.B.A. Cowboy Jacks; Altoona VFW Post 10405, Inc, D.B.A. Altoona VFW Post 10405 – Fox Hole Bar; Golden Spike Bar & Grill Inc., D.B.A. Golden Spike Bar & Grill; Happy Hollow Tavern, Inc., D.B.A. Happy Hollow Tavern; ZA 51 Corp, D.B.A. ZA 51; VS Sports Bar Inc, D.B.A. 44 North American Gastro Pub.

Clerk Bauer explained that Liquor licenses are valid from July 1 – June 30th of each year. The City has received nine renewal applications and one new application for “Class B” Retailers Licenses to sell fermented malt beverages and intoxicating liquors; the names of each applicant are listed above. Police Chief James has reviewed and recommends approval of the applications submitted. City Clerk Bauer has checked and found no delinquent real estate taxes, personal property taxes, utility payments or any other delinquent taxes for the subject properties.

Motion by Stuber/Rowe to approve a Combination “Class B” Retailers’ Licenses to sell fermented malt beverages and intoxicating liquors in the City of Altoona to those listed for the period of July 1, 2018 through June 30, 2019. **Motion carried.**

(VIII)(11) Discuss/consider approval of a Class “B” Retailers license to sell fermented malt beverages in the City of Altoona to the following applicants:

The Classic at Hillcrest Greens LLC, D.B.A. The Classic at Hillcrest Greens; Altoona Lodging, LLC. D.B.A. Staybridge Suites; King Pin Management of Wisconsin Inc, D.B.A. River Prairie Center.

Motion by Stuber/Sexton to approve a Retail Class ‘B’ beer license to sell fermented malt beverages in the City of Altoona to those listed for the period of July 1, 2018 through June 30, 2019. **Motion carried.**

(VIII)(12) Discuss/consider approval of a “Class C” Retailers license to sell wine in the City of Altoona to the following applicants:

The Classic at Hillcrest Greens LLC, D.B.A. The Classic at Hillcrest Greens and Altoona Lodging, LLC, D.B.A. Staybridge Suites.

Motion by Stuber/Sexton to approve a “Class C” Retailers License to sell wine in the City of Altoona to those listed for the period of July 1, 2018 through June 30, 2019. **Motion carried.**

(VIII)(13) Discuss/consider approval of a Combination “Class A” Retail license to sell fermented malt beverages and intoxicating liquors to the following applications:

Cenergy LLC, D.B.A. Mega Holiday #3705; Kwik Trip, Inc, D.B.A. Kwik Trip #208; Rump’s Butcher Shoppe LLC, D.B.A. Rump’s Butcher Shoppe; Kwik Trip, Inc, D.B.A. Kwik Trip #828; Woodman’s Food Market, Inc, D.B.A. Woodman’s Food Market; Walgreen Company, D.B.A. Walgreens #03497.

Motion by Stuber/Rowe to approve a Combination “Class A” Retail license to sell fermented malt beverages and intoxicating liquors to those listed above for the period of July 1, 2018 through June 30, 2019. **Motion carried.**

(VIII)(14) Discuss/consider approval of the following applications for a Cigarette License

Cenergy, LLC, DBA Mega Holiday #3705; Happy Hollow Tavern, Inc., DBA Happy Hollow Tavern; Golden Spike Bar & Grill Inc, DBA Golden Spike Bar & Grill; Roland Knusalla, DBA Rolly’s Coach Club; 400 Club of Altoona, LLC, DBA 400 Club; Eau Claire Golf & Country Club, Inc, DBA Eau Claire Golf & Country Club; Kwik Trip, Inc. (Kwik Trip Store #208 and Kwik Trip Store #828); and Woodman’s Food Market, Inc. (Woodman’s Store #41 and Woodman’s Store #41 Gas Station) have all applied for renewal of their annual cigarette sales licenses.

Motion by Hanks/Stuber to approve a Cigarette License to those listed above for the period of July 1, 2018 through June 30, 2019. Rowe and Schlafer against. **Motion carried.**

(VIII)(15) Discuss/consider approval of Bartender Licenses for the 2018-2019 Licensing period as submitted by Clerk Bauer. (List available upon request). Approved by the Altoona Police Department).

City Clerk Bauer explained that the City has received renewal and new bartender license applications for the period of July 1, 2018 through June 30, 2019. (List available upon request) Police Chief Livingston has reviewed and recommends approval of the bartender applications as submitted by Clerk Bauer with the exception of Kylea David, Pierre Dickerson, and Jessica Greenhow.

Motion by Sexton/Biren to approve the renewal and new bartender licenses for the 2018-2019 licensing period as submitted by Clerk Bauer with the exception of Kylea David, Pierre Dickerson, and Jessica Greenhow. Discussion followed. City Administrator Golat commented on previous legal advice from Attorney Behling regarding denying a bartender license applicant. Golat would like to put the process of approving bartender licenses on the next Council meeting for discussion. **Motion carried.**

(VIII)(16) Discuss/consider convening in closed session. A. Purchase and/or sale of property.

Motion by Hanks/Biren to convene in closed session at 8:02 p.m. pursuant to Wis. Stats 19.85 (1)(e), A. Purchase and/or sale of property. Roll call vote, 6-ayes, Biren, Rowe, Stuber, Schlafer, Sexton, Hanks, 0-nays. **Motion carried. 6-0.**

(VIII)(17) Motion to reconvene to Open Session. A. Discuss/consider purchase and/or sale of property.

Motion by Biren/Schlafer to reconvene in open session at 9:10 p.m. Roll call vote, 6-ayes, Schlafer, Sexton, Biren, Hanks, Rowe, Stuber, 0-nays. **Motion carried 6-0.**

No action reported out of closed session:

(IX) Miscellaneous Business and Communication.

None.

(X) Adjournment.

Motion by Sexton/Rowe to adjourn at 9:15 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk