

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
July 14, 2018

(I) Call Meeting to Order

In the absence of Mayor Brendan Pratt and Council President Andrew Schlafer, City Clerk Cindy Bauer called the meeting to order at 6:00 p.m. held in the Council Chambers at Altoona City Hall.

(II) Pledge of Allegiance

Clerk Bauer led the Common Council and others in attendance in the Pledge of Allegiance.

(III) Roll Call

City Clerk Cindy Bauer called the roll. Council Members 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, City Planner Joshua Clements, Fire Chief Mark Renderman, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

Absent: Mayor Brendan Pratt and Council Member Andrew Schlafer.

(IV) Select a Presiding Officer.

Clerk Bauer noted that in the past, in the absence of Mayor Pratt and Council President Andrew Schlafer, the City Clerk has assumed the duty of presiding officer until another presiding officer is appointed. Clerk Bauer will ask for nominations from the floor to appoint one of the Council Members as the Presiding Officer. Once nominated and confirmed by a majority of Council, the Council Member will assume the duty of Presiding Officer for the remainder of the Council Meeting. Clerk Bauer noted that the presiding officer will also be able to vote on matters on the agenda.

Dale Stuber nominated Matthew Biren as Presiding Office, seconded by Tim Sexton. There being no other nominations, Council voted on Matthew Biren as the Presiding Officer for the remainder of the meeting.

Motion carried.

(V) Citizen Participation Period

Carrie Strasburg, 3712 Fenwick Avenue asked for clarification as to how far the sidewalk will go into her property for the road that is being done in her neighborhood. Strasburg also had questions regarding the ordinance and questioned why sidewalks are being put into this Sherman Highlands Street Project. City Administrator explained the ordinance.

Another resident questioned the sidewalks in the Sherman Highland Addition.

Attorney Gierhart responded to Strasburg and explained the special assessment process.

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

(VI) Approval of minutes.

Motion by Sexton/Stuber to approve the minutes of the June 28, 2018 Regular Council Meeting.

Motion carried.

(VII) City Officers/Department Heads Report

DPW/CE Walter reported on the partial watering ban that is taking place until repair of the pump is completed. Another press release will be sent out when the partial watering ban is lifted.

City Administrator Golat mentioned that bids have gone out for the construction of the rest room facility. Staff will review and announce the results.

City Planner Clements mentioned that two weeks ago there was the first meeting of the Chippewa Valley Housing Task Force to discuss the housing market. Clements said there was good representation of people.

Police Chief Jesse James reported on the vandalism that recently occurred in River Prairie. James thanked the support of the community; those being the actively involved parents and children.

City Committee Reports – None.

(VIII) Unfinished Business

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

This item was moved to the July 12th Council meeting for staff to make some changes to the ordinance. Fire Chief Renderman noted the changes as highlighted in green and mentioned that the ordinance matches with the burning permit.

Presiding Officer Biren commented on brush pick up. In the future can there be some additional pick up to get rid of brush. Golat mentioned the possibility of a site where the brush could be dropped off. However, there is not extra staff to pick up the brush. Fire Chief Renderman mentioned that the Fire Department could possibly burn the brush safely if the City did establish a site. City Administrator Golat said if Council determines that it is in the best interest, it can be brought back at a future meeting for consideration.

Motion by Sexton/Rowe to approve Ordinance 6A-18, an ordinance to repeal and replace Chapter 8.04 Burning Permits. Hanks against. **Motion carried.**

(IX) New Business

(1) Informational meeting regarding the 2018 Bartlett Avenue Reconstruction Project.

DPW/CE Walter explained that the purpose of this meeting is to provide an opportunity for residents to learn about the Bartlett Avenue reconstruction project Phase I prior to finalizing the project plans and initiating the special assessment process, and to provide an opportunity for citizen input. The affected property owners were notified by mail of the Public Information Meeting. Director of Public Works/City Engineer David Walter provided an overview. The scope of the project, Phase I includes reconstruction of Bartlett Avenue from 3rd Street East to approximately 100 feet west of Walden Court. This project was reviewed by the Budget Committee and approved by City Council last year for the 2018 budget and has been discussed heavily at previous Council Meetings. Walter mentioned that the tentative schedule of the project will be in August with substantial completion in November and final completion in Spring of 2019.

Debra Humrickhouse, 627 Bartlett Avenue questioned where the project and sidewalk will go on her property.

Ellen Richmond, 703 Bartlett Avenue had questions regarding sewer hookups.

Bob Gale, 603 5th Street East had questions regarding when to move their landscaping and how far back they will need to move their landscaping. Gale asked if they will be notified in advance when the project actually starts.

(IX)(2) Discuss/consider approval of Resolution 7A-18, a resolution authorizing street and utility improvements and levying special assessments against benefited property for the 2018 Bartlett Avenue Reconstruction Project.

DPW/CE Walter explained Resolution 7A-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 Bartlett Avenue Reconstruction project. The scope of the project includes reconstruction of Bartlett Avenue from 3rd Street East to approximately 100 feet west of Walden Court. Items included consist of grading, gravel, asphaltic concrete paving, concrete curb and gutter, driveways, sidewalk, multi-use trail, storm sewer, and lawn restoration. As in the past, Altoona has used the special assessment process to fund a portion of the project. The first step in the special assessment process is for the Council to pass the preliminary resolution declaring intent to exercise its police powers and setting the date of the public hearing on the assessment for July 26, 2018 at 6:00 p.m. The preliminary resolution also directs City staff to prepare a

Preliminary Assessment Report, which includes a schedule of the proposed assessments. Once completed, the report will be placed on file at City Hall for public inspection.

Motion by Sexton/Rowe to approve Resolution 7A-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 Bartlett Avenue Reconstruction project and set the date for public hearing at 6:00 p.m. on July 26, 2018. **Motion carried.**

(IX)(3) Discuss/consider River Prairie Trail Engineering Contract.

DPW/CE Walter explained that the 2018 budget includes funds for several projects within River Prairie, including completion of trail segments. Two segments include the following:

1. The section in the northeast quadrant from the existing trail along USH 53, along City property adjacent to the river, and ending at a connection at the east end of Rivers Edge Drive.
2. The section in the southwest quadrant, connecting the existing end of the trail built in the northwest quadrant with the previous segment constructed by Woodman's.

The contracted work includes engineering design, bidding, and construction administration. The design concept was presented during several public meetings held during the budget process for the current year. Adequate funds were budgeted for engineering services for the project. The deadline for engineering proposals was July 6th. DPW/CE Walter presented the results during the meeting. The City received three bids with Cedar Corporation being the lowest responsible bidder at a cost of \$38,500.

Motion by Sexton/Stuber to approve a contract for engineering services for the River Prairie trail segments with Cedar Corporation. **Motion carried.**

(IX)(4) - Discuss/consider setting Public Hearing date to rezone a portion of 602 N. Hillcrest Parkway (201-1033-02-020) from C Commercial District to R-3 Multiple Family Dwelling District as submitted by Hoss Bros LLC. and to refer the petition to the Plan Commission for its recommendation prior to the Public Hearing.

City Engineer Josh Clements explained that the petitioner Jason Griepentrog, D.B.A. Hoss Bros LLC., has submitted a petition to rezone of part of parcel #201-1033-02-020 from C Commercial to R-3 Multiple Family Dwelling District. The enclosed conceptual site plan illustrates three buildings totaling 36 dwelling units. The territory of the proposed rezoning is not a separate parcel, the rezoning would apply to the southern portion of the lot to a depth of 458', as measured along the eastern property line. A certified survey map would create the new parcel at a future time should the rezoning be approved. Per Altoona City Ordinance 19.68.030, upon receipt of a petition for rezoning, the City Council shall send the petition to the Plan Commission for their recommendation and set a date for a Public Hearing. Staff recommends referral to the July 16 Plan Commission and Public Hearing date of July 26.

Motion by Rowe/Sexton to set the Public Hearing date for the proposed rezoning as 6:00p.m. on July 26, 2018., and refer the petition to the Plan Commission. **Motion carried.**

(IX)(5) Discuss/consider setting Public Hearing date for amendment to the City's Official Map to extend North Hillcrest Parkway from its current eastern terminus to the eastern bounds of Hillcrest Estates Mobile Home Community, inclusive of Oak Drive to the south (Recommended public hearing date, August 9, 2018 at 6:00p.m. and Plan Commission date of July 16, 2018 at 6:00 p.m.).

City Planner Joshua Clements explained that the Altoona Municipal Code 12.02 illustrates the procedure for updating the City's Official Map. Wis. Stats § 62.23(6)(c) requires that the City Council refer action to the Plan Commission for recommendation, and then a public hearing be held before Council. The Public Hearing is recommended to be scheduled for the August 9, Council meeting. Clements said the City has the authority to dedicate and reserve property for future planned public facilities, including roadways, parks, and other features. This dedication prevents private development to take place within the illustrated boundaries, and at such time a land division occurs, that the land for future public use be dedicated to the City, and in some cases provide for

construction of the facility.

Motion by Sexton/Stuber to set the Public Hearing date for the proposed amendment to the City's Official Map as 6:00p.m. on August 9, 2018., or as soon thereafter is as practical. **Motion carried.**

(IX)(6) Discuss/consider amending the premise description on the "Class B" Combination Liquor and Beer License issued to Rolly's Coach Club, located at 2239 Spooner Avenue, to include the parking lot for the following date only: July 28, 2018 for a Swine Feed.

City Administrator Golat explained that Rolly Knusalla, owner of Rolly's Coach Club, 2239 Spooner Avenue, is asking for an amendment to his current "Class B" Liquor and Beer license premise description to include his parking lot for a Swine Feed on July 28, 2018. This time there will not be a tent set up in the parking lot where alcohol will be served. Rolly Knusalla (Rolly's) is aware that alcohol may not leave the premise. Mr. Knusalla has asked for similar amendments in the past to host other events, and the events have not resulted in any problems.

Police Chief James recommends approval of the license amendment; it will be noted on the license that open containers may not be carried off the premise.

Motion by Rowe/Hanks to amend Rolly's Coach Club "Class B" Liquor and Beer License premise description to include the parking lot for the specific dates of July 28, 2018 for a Swine Feed. **Motion carried.**

(IX)(7) Discuss/consider amending the premise description on the "Class B" Combination Liquor and Beer License issued to Rolly's Coach Club, located at 2239 Spooner Avenue, to include the parking lot for the following date only: August 4, 2018 for a benefit.

Rolly Knusalla, owner of Rolly's Coach Club, 2239 Spooner Avenue, is asking for an amendment to his current "Class B" Liquor and Beer license premise description to include his parking lot for a benefit on August 4, 2018. There will be a tent set up in the parking lot where alcohol will be served. Rolly Knusalla (Rolly's) is aware that alcohol may not leave the premise.

Police Chief James recommends approval of the license amendment; it will be noted on the license that open containers may not be carried off the premise.

Motion by Stuber/Sexton to amend Rolly's Coach Club "Class B" Liquor and Beer License premise description to include the parking lot for the specific dates of August 4, 2018 for a benefit. **Motion carried.**

(IX)(8) Discuss/consider convening in closed session.

(IX)(9) Motion to reconvene to Open Session.

The Council did not go in to closed session.

(IX)(10) Discuss/consider submitting a letter to Eau Claire County related to the proposed Local Vehicle Registration Fee.

City Administrator Golat explained the draft letter to Kathryn Schauf, Eau Claire County Administrator, and Eau Claire County Board Commissions regarding the proposed local vehicle registration fee. The letter outlines concerns related to the County's proposal to adopt a \$30 local vehicle registration fee to support maintenance of County-owned roads. Golat is requesting that City Council direct him to send the draft letter to Kathryn Schauf, County Administrator and the County Commissioners. Golat's hope is to work together to craft a solution that offers all jurisdictions in the County as many options as possible to address their deferred roads maintenance issues.

Council Member Rowe was in support of a wheel tax however the proposed \$30 fee is quite high, can it be lowered.

Council Member Hanks said there should be a sunset clause/time limit for example five years.

Motion by Sexton/Stuber to direct staff to finalize the draft letter to the County Administrator and County Commissioners related to the proposed Local Vehicle Registration Fee. **Motion carried.**

(X) Miscellaneous Business and Communication.

None.

(XI) Adjournment.

Motion by Sexton/Stuber to adjourn at 7:50 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk