

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
August 9, 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 Red Hanks, Andrew Schlafer, Matthew Biren, Tim Sexton and David Rowe were present. Also Present: Attorney Christopher Gierhart, City Administrator Mike Golat, Police Chief Jesse James, Fire Chief Mark Renderman, City Engineer/Director of Public Works David Walter, City Planner Joshua Clements, Finance Director Tina Nelson, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

Absent: Council Member Dale Stuber.

(IV) Citizen Participation Period

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 July 26, 2018 Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

Police Chief Jesse James updated the Council regarding the Chief Conference in Green Bay that he recently attended. James commented on the first National Night Out held this past Tuesday at Tenth Street Park. James thanked all the staff, volunteers, Altoona School District, and other people within the community that made the first National Night Out a great success. James also thanked those that donated to this event.

Fire Chief Mark Renderman gave an update on the call volume of EMS/Fire Calls this year; 665 so far for 2018. Renderman commented on a disaster training exercise that will be taking place Monday, August 13, 2018 at the Altoona Emergency Services Building.

City Planner Clements commented on some of the building projects that will be near completion.

Management Analyst Roy Atkinson gave a six month review on the Community Room Usage from March 1 – August 6, 2018.

City Committee Reports – None.

(VII) Unfinished Business – None.

(VIII) New Business

(1) Discuss/consider approval of Resolution 8A-18, a resolution authorizing the closing of books of account for the year ended December 31, 2017 and to accept the Comprehensive Annual Financial Report for 2017.

City Administrator Golat explained that following completion of the Auditor's presentation, given at the August 9, 2018 Finance Committee meeting, staff recommends Council approve a motion to authorize closing the books of account for 2017 and to accept the City's 2017 Comprehensive Annual Financial Report as

presented. Golat summarized the Report.

Council Member Schlafer commented that Johnson Block recommended the City does an audit of the TIF Districts. Schlafer asked if the City could do a RFP for next years Audit as discussed in the last two years by the Finance Committee.

Motion by Schlafer/Biren to approve Resolution 8A-18, a resolution authorizing the closing of books of account for the year ended December 31, 2017 and to accept the Comprehensive Annual Financial Report for 2017. **Motion carried.**

(VIII)(2) Public Hearing at 6:00 p.m. regarding proposed amendment to the Official City Map per Altoona Municipal Code 12.02.

Mayor Pratt opened the public hearing at 6:15 p.m.

City Planner Clements referred to the proposed amendment to Official Map and DOT backage road arrangement. The City has the authority to dedicate and reserve property for future planned public facilities, including roadways, parks, and other features. "The official map is declared to be established to conserve and promote the public health, safety, convenience or general welfare" (Wis. Stats § 62.23(6)(c)). Clements mentioned that the Plan Commission recommended approval of the amendment to the Official Map on July 16, 2018.

City Planner Clements explained that the proposed right-of-way addition includes an extension of North Hillcrest Parkway from its current eastern terminus, curving away (north) from Highway 12, to align with Rosebud Lane in Hillcrest Estates Mobile Home Community, consistent with WI DOT backage road mapping of the area. The right-of-way would be largely consistent with the current arrangement of Rosebud Lane, a private road, in Hillcrest Estates, and provide for future improvement and dedication of a public roadway. The proposed Official Map will ensure that the frontage/backage road (Hillcrest Parkway) is contiguous at some point in the future through the City of Altoona. Additional Official Mapping will need to take place to accomplish this.

This timing of this Official Map is advanced due to the rezoning action (approved by Council on July 26) of part of 602 N. Hillcrest Parkway to allow for development of multi-family dwellings. If that development proposal moves forward, or another development action that requires completion of a Certified Survey Map, the future roadway must then be dedicated through that parcel. The City will need to work with the ownership group of Hillcrest Estates to accomplish the remaining future roadway.

City Planning and City Engineering recommend approval of the amended Official Map to improve circulation and safety, to promote public health, safety, and general welfare. Clements explained that there is only one entrance/exit from Hillcrest Estates, which is onto a State Highway, which creates constrained circulation for vehicles and safety hazard. The only pedestrian or bicycle route into Hillcrest Estates is via an existing bike trail connection through the elementary school site. This future roadway would improve vehicle access while also providing for a future sidewalk or trail connection.

Motion by Rowe/Hanks to close the public hearing at 6:23 p.m. **Motion carried.**

(VIII)(3) Discuss/consider approval of Ordinance 8A-18, an ordinance amending the Official City Map per Altoona Municipal Code 12.02 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.

Motion by Biren/Hanks to approve Ordinance 8A-18, an ordinance to amend the City's Official Map as described by City Planner Clements. **Motion carried.**

(VIII)(4) Discuss/consider request from the League of Wisconsin Municipalities for a monetary contribution to advocate for addressing the Dark Store and Walgreens tax appeal issues.

City Administrator Golat referred to a letter from Jerry Deschane, Executive Director of the Wisconsin League of Municipalities related to their efforts to keep the Dark Store and Walgreens tax shift in front of candidates for Governorship and Legislature this year. The League is requesting support from all member municipalities to sustain their advocacy for legislation that will address the Dark Store and Walgreens tax assessment issues.

Curt Witynski, from the League was present at the meeting to explain the League's request related to their efforts to keep the Dark Store and Walgreens tax shift in front of candidates for Governorship and Legislature this year. Witynski also commented on the Personal Property Tax exemptions.

Motion by Sexton/Rowe to approve a contribution to the League of Wisconsin Municipalities in the amount of \$1,200.00 to sustain their advocacy for legislation that will address the Dark Store and Walgreens tax assessment issues. **Motion carried.**

(VIII)(5) Discuss/consider setting Public Hearing date to rezone parcel #201-1045-02-020 from C Commercial District to R-3 Multiple Family Dwelling District as submitted by Lee Haremza and to refer the petition to the Plan Commission for its recommendation prior to the Public Hearing (Recommended public hearing date, August 23, 2018 at 6:00 p.m. and Plan Commission date of August 13, 2018 at 6:00 p.m).

City Planner Clements explained that the petitioner Lee Haremza has submitted a petition to rezone parcel #201-1045-02-020 from C Commercial to R-3 Multiple Family Dwelling District. The enclosed conceptual site plan illustrates two buildings, each with eight units, plus two freestanding garage structures. The parcel is illustrated in the City's Future Land Use Map (2009 Comprehensive Plan) as "high density residential". The parcel also includes a future public right-of-way reflected on the City of Altoona Official Map. This future roadway is currently a gravel drive and is closed to the public. The petitioner will be required to complete and dedicate the roadway (North Hillcrest Parkway) and related facilities as a condition of Site Plan approval. Clements noted that 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.

Council Members Schlafer and Rowe had concerns with the proposed rezoning from Commercial to R-3.

Motion by Hanks/Sexton to set the Public Hearing date for the proposed rezoning as 6:00 p.m. on August 23, 2018, and refer the petition to the Plan Commission. Schlafer against. **Motion carried.**

(VIII)(6) Discuss/consider amendment to the engineering contract for the CTH KB-Bartlett Avenue project to include construction administration for Phase 1.

CE/DPW Walter explained that the City selected Cedar Corporation to design the above project for the entire length from 3rd Street East to the City Limits past the new elementary school. The scope of services included tasks through the bidding process. Phase 1 of the project was recently awarded to Haas Sons, Inc. Cedar Corporation submitted a proposal for construction engineering services for Phase 1. The budget for this project included the cost of construction engineering and administration services.

Motion by Rowe/Hanks to approve amendment to the engineering contract with Cedar Corporation for the CTH KB-Bartlett Avenue project to include construction administration for Phase 1 at a lump sum cost not to exceed \$44,500. **Motion carried.**

(VIII)(7) Discuss/consider approval of Ordinance 8B-18, an ordinance amending Chapter 5.20 of the Altoona Municipal Code "Mobile and Temporary Food Vendors."

Management Analyst Atkinson explained that this proposed ordinance amendment eases the background check requirements for applicants. Under this amendment, only mobile food vendor owners will be required to submit to a background check examination. This proposed ordinance amendment also adds language establishing a licensing exemption for mobile food vendors operating in conjunction with an approved block party. Council Member Sexton had some concerns when an ice cream truck vendor goes into residential neighborhoods; there should be background checks of the operators, not just the owners.

Jason Tepaske, owns property at the corner of Third Street East and N. Hillcrest Parkway. Tepaske is in favor of the proposed amendment. Tepaske clarified Sexton's question regarding a private party with a mobile food vendor. Tepaske noted the difference between a food truck versus a catered party.

Motion by Schlafer/Biren to approve Ordinance 8B-18, an ordinance amending Chapter 5.20 of the Altoona Municipal Code. Hanks against. **Motion carried.**

(VIII)(8) – Discuss/consider approval of Ordinance 8C-18, an ordinance amending Chapter 5.52 of the Altoona Municipal Code “Block Party Permit”.

Management Analyst Atkinson explained that this proposed ordinance amendment allows mobile food vendors to operate in conjunction with an approved block party. Residents seeking to invite a mobile food vendor at their approved block party will be required to list the participating vendors on their application. This ordinance amendment also exempts mobile food vendors operating in conjunction with an approved block party from licensing procedures set forth in ch. 5.20 of the Altoona Municipal Code.

Motion by Sexton/Biren to approve Ordinance 8C-18, an ordinance amending Chapter 5.52 of the Altoona Municipal Code. Hanks and Rowe against. **Motion carried.**

(VIII)(9) Discuss/consider River Prairie Drive Sign Policy.

Management Analyst Atkinson explained that the City of Altoona recently added a digital marquee sign in the River Prairie Northwest Quadrant near River Prairie Drive. This digital marquee sign provides an outlet for marketing River Prairie Businesses, Parks and Recreation Department programming as well as City and community events that take place in River Prairie other places in Altoona. This sign enhances the City’s mission of furthering public awareness and outreach within the community. The sign also has six, two-sided (23”H x 41.25”W apiece) tenant panels available for rental exclusively by businesses located in the River Prairie Northwest Quadrant.

This policy pertains to the general operational and administrative guidelines of the sign. This policy addresses staff responsibilities, allowable content, rental fee waivers, associated fees and times of operation of the digital marquee.

City Administrator Golat explained that this digital marquee sign will be utilized to enhance city services and communication with citizens and visitors. In pursuit of these goals, this digital marquee can be utilized to:

1. Publish important emergency information.
2. Release non-emergency City of Altoona announcements.
3. Advertise special events/events programming taking place in the River Prairie Northwest Quadrant and at other City facilities.
4. Recognize sponsors of city programs and events.
5. Market businesses located in the River Prairie Northwest Quadrant.
6. Recognize outstanding achievements of individuals, teams and organizations in the community as deemed appropriate in the sole and absolute discretion of the City Administrator or designee.

The River Prairie Northwest Quadrant encompasses the land north of River Prairie Drive and directly to the east of HWY 53. This space contains River Prairie Park and the River Prairie Center

Motion by Schlafer/Sexton to approve the River Prairie Drive Sign Policy. **Motion carried.**

(VIII)(10) Discuss/consider approval of Ordinance 8D-18, an ordinance amending Chapter 3.08, Addendum “A”, the City’s Fee Schedule to amend fees relating to the River Prairie Drive Sign.

City Planner Clements commented on how the fees were determined. Management Analyst Atkinson recommended approval of Ordinance 8D-18, an ordinance amending Chapter 3.08, Addendum A “Fees”, to add fees relating to the River Prairie Drive Sign.

Council Member Schlafer noted that the fee for a custom sign was only \$10. Schlafer felt that when determining fees, take into consideration the staff time.

Motion by Schlafer/Sexton to approve Ordinance 8D-18, an ordinance amending Chapter 3.08 Addendum “A”, to amend fees relating to the River Prairie Drive Sign. Schlafer and Sexton amended their motion to change the custom sign fee to \$20.00 **Motion carried.**

(VIII)(11) 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 noted that the City has received bartender license applications from the following applicants: Erin R. Beyer, Christine K. Burg, Emma C. Wilcox, Jerry L. Smith, Isaac Haats and Linda Gray for the period now through June 30, 2019. Police Lieutenant David Livingston has reviewed and recommends approval of the bartender applications as submitted by Clerk Bauer.

Motion by Biren/Hanks to approve the bartender licenses for the 2018-2019 licensing period as submitted by Clerk Bauer. **Motion carried.**

(VIII)(12) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e)

A. Purchase and/or sale of property.

Motion by Hanks/Biren to convene in closed session at 7:23 p.m. Roll call vote, 5-ayes, Hanks, Schlafer, Sexton, Biren, Rowe, 0-nays. **Motion carried. 5-0.**

(VIII)(13) Motion to reconvene to Open Session.

Motion by Hanks/Rowe to reconvene in open session at 8:31 p.m. Roll call vote, 5-ayes, Biren, Hanks, Rowe, Schlafer, Sexton, 0-nays. **Motion carried.**

City Administrator Golat explained that there matters discussed in closed session relating to sale of property, none which required action at this time.

(IX) Miscellaneous Business and Communication.

None.

(X) Adjournment.

Motion by Biren/Hanks to adjourn at 8:33 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk