

CITY OF ALTOONA, WI  
REGULAR COUNCIL MEETING MINUTES  
November 29, 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 Dale Stuber, Red Hanks, Andrew Schlafer, Matt Biren, Tim Sexton, and David Rowe were present. Also Present: Attorneys Christopher Gierhart and Ben Lane, City Administrator Michael Golat, Police Chief Jesse James, 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.

**(IV) Citizen Participation Period**

Motion by Biren/Schlafer to extend the Citizen Participation Period. Sexton against. **Motion carried.**

The following people spoke regarding the proposed Casey's General Store being developed on St. Andrews Drive/Sawgrass Place.

Anita Norha, 3701 US Hwy 12, owns the Retreat Center next to the proposed lot for Casey's. Norha had questions regarding the storm water pond. Norha asked that it be a condition that the water from the proposed Casey's does not go into the wet detention pond that sits 44 feet uphill from their well.

George Faunce, 2110 St. Andrews Drive had concerns with the safety of the entrance on St. Andrews Drive.

Chuck Slobodnik, 1314 Whistling Straits Court requested that Casey's operation hours be reduced and the light fixtures be the same as the Casey's in Amana, Iowa.

Deb Swan, 2081 St. Andrews Drive had concerns with the exterior design of Casey's and compared the design of the Casey's in Amana, Iowa.

Terry Magnuson, 1316 Cypress Court, referred to dumpster locations at the Bayhome apartment buildings within the Hillcrest Subdivision and asked that Casey's follow compliance with their approved site plan.

Linda Flynn, 1800 St. Andrews Drive, had concerns with health and environmental issues if Casey's was to build their store on St. Andrews Drive.

Vicki Bennett, 2285 St. Andrews Drive had safety and property value concerns.

Dennis Bennett, 2285 St. Andrews Drive had health and safety concerns with a gas station being next to The Classic.

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

**(V) Approval of minutes.**

Motion by Rowe/Hanks to approve the minutes of the November 8, 2018 Regular Council Meeting.

**Motion carried**

**(VI) City Officers/Department Heads Report**

City Administrator Golat welcomed and congratulated Jesse James as the new State Representative Elect Assembly District 68.

Police Chief Jesse James reminded Residents that calendar parking is now in effect starting November 15 until April 15 and to follow the ordinance by shoveling sidewalks within 24 hours following the end of a

snow fall. James also mentioned that they will be enforcing the back in parking in the River Prairie Development. James commented on the Altoona Police Department’s website and mentioned some of the services they provide.

CE/DPW Walter commented on the Emerald Ash Borer Mitigation Program that will be starting now and into 2019.

City Planner Joshua Clements mentioned that the next Chippewa Valley Housing Task Force Meeting will be held on December 14, 2018 at the LE Phillips Memorial Public Library at 8:00 a.m..

**City Committee Reports – None.**

**(VII) Unfinished Business – None.**

**(VIII) New Business**

**(1) Public Hearing and Presentation of the 2019 City of Altoona Budget at 6:00 p.m.**

Mayor Pratt opened the public hearing at 6:35 p.m.

Finance Director Tina Nelson noted that the 2019 budget requires a public hearing prior to action by the Council. Nelson provided a summary related to the budget. Nelson mentioned that the 2019 budget was discussed at several budget committee meetings during August, September, October and November. The Final 2019 Budget was discussed by the Budget Committee prior to the Council on November 29, 2019.

The 2019 budget for governmental purposes (General Fund, Library, Capital Projects and Debt Service) includes over \$11.06 million in expenditures, with approximately \$8.16 million in non-tax revenues, requiring a property tax levy of \$2,905,200.

The proposed **General Fund** budget represents \$5.62 million in general operations, which includes a property tax levy of \$1,873,607 which represents 64.49% of the total levy.

The **Library** budget represents \$547,877 in operations, which includes a property tax levy of \$316,593, representing 10.89% of the levy.

The **Capital Projects Fund** budget is \$1,705,746. Sources of funds for the projects include \$259,000 from Grant Funds and \$26,000 equipment trade-in. This leaves a balance of 1,420,746 in bonding. The City has the capacity to borrow, and the financing will be structured to maintain a leveled debt service to the extent possible.

The allocation of the projects by fund is as follows:

Water	\$ 1,109,714
Sanitary Sewer	\$ 468,073
Storm Water	\$ 130,044
TID #3	\$ 3,842,371
General Fund	\$ 1,705,746

The **Debt Service Fund** requires \$3.18 million in principal and interest payments for 2019. \$2,472,052 is due by the Tax Increment Districts. The remaining \$715,000 will be obtained through the property tax levy; this represents 25.63% of the total levy.

The **Water Utility** budget for 2019 reflects no rate increase.

The budget for the **Sewer Utility** budget reflects the same rates in 2019 as in 2018.

The *Storm Water Utility* budget for 2019 reflects no increase over 2018 rates

Motion by Sexton/Rowe to close the public hearing at 6:39 p.m. **Motion carried.**

**(VIII)(2) Discuss/consider approval of Resolution 11A-18, a resolution approving the 2019 City of Altoona Budget.**

Motion by Stuber/Hanks to approve Resolution 11A-18, a resolution adopting the 2019 budget for the City of Altoona. Schlafer against. **Motion carried.**

**(VIII)(3) Discuss/consider awarding of Audit Services contract for the 2018-2020 annual audits. (Discussed at the November 29, 2018 Finance Committee Meeting).**

City Administrator Golat explained that in November 2018, a request for proposals was sent to five audit firms, soliciting their proposals for audit services for the years of 2018 – 2020. The City received four responses with the total audit services costs disclosed ranging from \$83,325 to \$114,150. The responding firms are all recognized for their expertise and application to audit standards and GASB rules. All disclosed specific pricing for any additional audits, if needed. This item was reviewed by the Finance Committee on November 29, 2018 prior to the City Council Meeting. A summary of the proposals was attached in the meeting materials for Council's consideration. The Finance Committee recommended awarding the 2018-2020 Audit Services contract to CliftonLarsenAllen LLP in the amount of \$83,325.00.

Motion by Sexton/Biren to approve the recommendation of the Finance Committee and award the 2018-2020 Audit Services contract to CliftonLarsenAllen LLP. **Motion carried.**

**(VIII)(4) Discuss/consider approval of the Final Implementation Plan for Casey's General Store in the Hillcrest Greens Planned Community Development.**

Council Member Dale Stuber and City Attorney Christopher Gierhart recused themselves from the meeting for this agenda item.

City Administrator Golat gave a brief summary of the process regarding the General and Final Implementation Plan for Casey's General Store.

City Administrator Golat gave some background information regarding the timelines of Council and Plan Commission meetings regarding the Final Implementation Plan for Casey's General Store. (For a detailed history, refer to the 11/29/18 Council Summary). During the October 8 Plan Commission meeting the Commissioners appointed a subcommittee to engage in detailed negotiations with the petitioner with the intent on preparing a revised proposal. The Commission appointed Mayor Pratt, Commissioners Oas-Holmes and Albrecht, supported by Attorney Lane, Administrator Golat and Planner Clements. That negotiation took place on November 7. The petitioner is currently working on modifications to the Site Plan to address DNR stormwater requirements as well as incorporate the proposed conditions.

City Administrator Golat noted that the recommended conditions are the result of the negotiation of the Plan Commission subcommittee with representatives of Casey's and representative of Jim Rooney that took place on November 7. The Plan Commission voted 5-2 on November 12 to recommend approval with these conditions.

Attorney Ben Lane, Legal Counsel for the City of Altoona referred to the proposed conditions for Final Implementation Plan for Casey's Development and commented on the November 26, 2018 memorandum from Jeffrey Vercauteren, Attorney for Casey's General Stores. Lane's recommendation is to move forward with the conditions as presented.

Amy Costello, Legal Counsel for Casey's General Store commented that during the negotiation process, Casey's voiced several times that there were some conditions they felt were not strictly allowable under the ordinance as written. Costello said Casey's has voluntarily agreed to a number of those restrictions and as drafted Casey's has no objections, and, if approved as submitted, Casey's agree to the recommendations and agreements that were reached during the negotiation process.

Kendra Meyer, Casey's General Store gave a presentation on the history of Casey's General Stores and

commented on the updated Site Plan, Landscape Plan, and Lighting Plan since the November 12 Plan Commission meeting. Casey's also provided a proposed sign plan. The proposed Timeline provided by Casey's General Store is as follows: Anticipated Construction Start: May 2019 and Anticipated Construction Completion/Store Opening: Late September 2019.

Mike Siedsma, Civil Engineer for Casey's was available by phone to answer any questions regarding the site plan, in particular, DNR regulations and the storm water pond.

There was discussion by the Council regarding having two entrances on Sawgrass Place versus one entrance on St. Andrews Drive and the other driveway on Sawgrass Place.

Attorney Lane read the proposed 15 conditions as recommended by the negotiation committee.

Council Members Biren and Schlafer mentioned some of the reasons they voted against at the Plan Commission Meeting. Member Schlafer noted that one of the conditions that Casey's did not come to terms was the hours of operation. Schlafer would like to see the hours of operation from 6:00 a.m. until 11:00 p.m., not 5:00 a.m. to Midnight as written in the proposed conditions.

Motion by Hanks/Rowe to approve the proposed Final Implementation Plan for Casey's General Store in the Hillcrest Greens Planned Community Development with the enclosed negotiated conditions. Discussion followed. Roll call vote, 2-ayes, Hanks, Rowe, 3-nays, Biren, Schlafer, Sexton. **Motion failed 2-3.**

Attorney Lane then clarified that the conditions will be sent back to the Plan Commission for further negotiations.

Amy Costello, Legal Counsel for Casey's asked if the Council would be willing to entertain a vote of the restricted hours and see if they come to the same outcome? Attorney Lane said a motion could be made for reconsideration and raising an additional condition at this time.

Motion by Sexton/Rowe for reconsideration to modify the conditions regarding the hours of operation, changing the hours of operation from 6 a.m. -11 p.m. and approve the Final Implementation Plan. Roll call vote, 3-ayes, Sexton, Rowe, Hanks, 2-nays, Schlafer, Biren. **Motion carried 3-2.**

Council Member Stuber and Attorney Gierhart returned for the remainder of the meeting at 7:55 p.m.

**(VIII)(5) Discuss/consider approval of a Specific Implementation Plan for WNB Financial in the SW Quadrant of River Prairie.**

City Planner Clements explained that the Specific Implementation Plan illustrates architecture and site design elements for WNB Financial to be located on the NW corner of Woodman Drive and Blazing Star Boulevard in the Southwest Quadrant of River Prairie. The property is approximately 1.013 acres and is a prepared "pad ready" site. Vehicle access to the site will be utilized from an existing driveway on Blazing Star. The building will be approximately 5,025, single-story financial services office building. The proposal includes 19 parking spaces, which is one more than would be permitted by the Design Guidelines. Staff recommends approval of the proposal, as the additional space is not anticipated to negatively impact aesthetics or performance of the site, public infrastructure, or nearby property.

City Planner Clements noted that the Plan Commission voted 7-0 to recommend approval with staff recommended conditions at its 2018 November 12<sup>th</sup> meeting. Staff recommends approval of the Specific Implementation Plan as being in substantial conformance with the River Prairie Design Guidelines & Standards with the following recommended modification (conditions):

**A. Access, Circulation & Parking (RPDG IX. 1)**

1. Material layout of the designated pedestrian walkway shall be continuous (concrete) as it crosses through the parking lot and drive isles, with a break in the continuity of the parking area paving and not the pedestrian access way [RPDG IX. 1 (C)(5)b].
2. Bicycle racks shall be "U Stand" or "Rounded A" design, or substantially similar, as described in *Altoona Municipal Code* Chapter 19.52, installed per manufacturer specifications. The "Site Plan C102" sheet suggests that the fixtures will need to be moved a greater distance from the curb to prevent overhang into vehicle circulation areas.

3. The site represents one additional parking space than permitted per the River Prairie Design Guidelines and Standards. The additional space is approved as proposed, as this change does not materially impact function or aesthetics of the site, public infrastructure, or nearby property.
- B. Landscaping [RPDG IX 6]**
1. Final Landscape Vegetation and Layout as prepared by professional landscaper (per submission page C105) shall be prepared and reviewed/approved by City Staff prior to installation. The City Council hereby specifically delegates final review and approval authority to City Staff. The petitioner may appeal staff review decisions/conditions to the Plan Commission and City Council as a “minor amendment to the Specific Implementation Plan” per RPDG VIII 3.
    - i. Whereas: “All developments shall establish groves and belts of trees along all city streets, in and around parking lots, and in all landscape areas that are located within fifty (50) feet of any building or structure in order to establish at least a partial urban tree canopy. The groves and belts may also be combined or interspersed with other landscape areas in remaining portions of the development to accommodate views and functions such as active recreation and storm drainage” [RPDG IX 6 (D)].
    - ii. Whereas: “In approving the required landscape plan, the Council, with the Plan Commission’s input, shall have the authority to determine the optimum placement and interrelationship of required landscape plan elements such as trees, vegetation, turf, irrigation, screening, buffering and fencing [based upon 12 criteria]” [RPDG IX 6 (G)]
  2. Native canopy trees shall be planted in the center of the boulevard between the existing walkway and Woodman Drive at not greater than 25-foot average spacing [RPDG IX 6(D)(2)(a)] approximately as indicated in the enclosed illustration.
  3. Not less than one additional native canopy three shall be added on the southwest corner of the lot, approximately as indicated in the enclosed illustration.
  4. The elements identified in the concept landscape plan shall be native canopy trees, per the River Prairie Design Guidelines: Canopy trees shall only be substituted with ornamental trees “where overhead lines and fixtures prevent normal growth and maturity” [RPDG IX 6 (D) 2(c)]. However, due to placement of one or more of these features, they may reasonably obstruct the proposed sign location. The petitioner shall clarify the placement and species in submittal of final landscape plan for review/approval.
  5. Native canopy trees shall be planted at or near the west property boundary (between proposed site and storm water facility) at not greater than 40-foot spacing [RPDG IX 6 (D)] (see 1.i, above), not less than 6 specimens (~247’ boundary x 40’ avg spacing). Due to proximity of proposed through lane, specimens may be placed on adjoining City property within ten feet of the curb. This condition is referenced upon [RPDG IX 6 (D)] as well as the purpose of shading of pavement and parking areas ([RPDG IX 1(M)]).
  6. Native canopy trees shall be planted between the parking area and Woodman’s Drive at not greater than 25-foot average spacing [RPDG IX 6 (D), (E), (G)].
  7. Tree selection shall be native species with minimum diversity and planting size as illustrated in the RPDG [IX 6 (D)].
  8. Bio-infiltration devices and water quality swales shall be attractively landscaped with horticulturally appropriate rain garden plantings and shall not be predominately turf grasses.
  9. All planting areas, shall be permanently irrigated, except bio-infiltration devices and except those designed as xeriscaping [RPDG IX 6 (I)]. Water conservation strategies are strongly encouraged [RPDG IX 6 (E)(3)].

10. Existing trees shall be preserved to the extent reasonably feasible. Those removed or damaged shall be replaced.
- C. **Building and Architectural Standards** [RPDG IX 7]
1. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
  2. All building and site signs shall be required to acquire sign permits and meet design requirements outlined in the River Prairie Design Guidelines, IX 5. Insufficient information provided in the SIP submittals (dimensions, total area calculations, design, lighting, etc.) for sign review and approval.
  3. All exterior lighting on the site shall be of full cut-off design and be shielded to prevent spillover of direct light onto adjacent properties [*Altoona Municipal Code* 19.59.030 (H)]. Lighting plan shall be submitted for review with construction documents and shall clearly illustrate how this standard is achieved.
  4. The refuse enclosure shall be gated and constructed of materials substantially similar to those of the principal building façade [RPDG IX 7 H] and be screened with vegetation to the maximum degree practicable.
- D. **Utilities**
1. If the building features a sprinkler system, the Fire Department Connection (FDC) shall be 4” STORTZ and shall be located on the east or south face of the building. Final placement shall be reviewed and approved by Altoona Fire Department.
  2. Private utilities, including electric transformers, shall be located such as to minimize impact on landscaping. Private electric service shall be located on private property under softscape, avoiding impacts on trees and major landscaping elements. City of Altoona reserves the right to review and approve location of electrical transformers and other visible fixtures.
  3. Submittal and successful review of final *storm water plan* and *civil site plan* by City Engineer as described in the *Altoona Municipal Code* Chapter 14.

Motion by Sexton/Hanks to approve the proposed Specific Implementation Plan for WNB Financial as being in substantial conformance with the River Prairie Design Guidelines & Standards with staff recommended modifications. **Motion carried.**

**(VIII)(6) Update regarding Windmill Signage Project in the River Prairie Development. Possible action to follow.**

City Administrator Golat explained that the City budgeted \$100,000 for an announcement feature in River Prairie. The intent of the announcement feature is primarily to draw the attention of the traveling public from along the Highway 53 corridor into the development. At the October 23, 2018 City Council meeting, Staff presented several options for the installation of a windmill announcement sign and Council concluded the best option was to erect a static windmill/sign in the space near the flag poles on the Staybridge Suites property.

City Administrator Gojlat noted that a structural engineering analysis was completed on the used tower City Staff had located, and the engineer determined that the tower was not suitable for use as a sign structure; therefore, staff directed the engineer to engineer a structure that could accommodate a sign and windmill. Staff also reached out to a windmill expert to determine some of the details of the design for the tower, and informed them regarding the City’s plan to have a static windmill/sign feature. The windmill expert strongly discouraged keeping the windmill static. The engineer said the windmill is designed to move and needs to move or it will not withstand the wind stress. Therefore, Golat said staff is requesting additional direction from council. Staff’s recommendation is to install a tall vertical sign at the subject location without a windmill attached, and, if budget allows, and Council thinks it is a good idea, install a windmill at another location in the park.

Consensus from the Council was to research more ideas/examples of types of announcement signs and bring back at a future Council Meeting. No action.

**(VIII)(7) Discuss/consider approval of 2019 City of Altoona Work Plan.**

City Administrator Golat explained that as part of the City Administrator's performance appraisal, the City Administrator proposed developing a work plan based on strategic planning initiatives that were developed in 2016 by Council and staff; the work plan was attached for Council review and approval. Golat said the work plan is intended to establish expectations and goals for the City Administrator to complete in 2019. Those expectations and objections will likewise be incorporated into the performance appraisals of the City's leadership team so that it is very clear what is required of each employee. Staff want to make sure that the work plan presented matches the City Council's expectations for 2019.

City Administrator Golat said the work plan will provide the Council and City leadership team with objective criteria upon which to measure our success in 2019. Golat noted that each member of the leadership team has reviewed the work plan and is on board with completing the plan in 2019. There will be routine, scheduled reviews of the work plan with each team member to assure the stated work is being completed in a timely manner.

Motion by Hanks/Rowe to approve the proposed 2019 City of Altoona work plan as presented. **Motion carried.**

**(VIII)(8) 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 8:51 p.m. pursuant to Wis. Stats. 19.85 (1)(e) A. Purchase and/or sale of property, Roll call vote, 6-ayes, Biren, Hanks, Stuber, Rowe, Sexton, Schlafer, 0-nays. **Motion carried 6-0.**

**(VIII)(9) Motion to reconvene to Open Session.**

Motion by Hanks/Rowe reconvene to open session at 9:02 p.m. Roll call vote, 6-ayes, Biren, Rowe, Sexton, Stuber, Schlafer, Hanks, 0-nays. **Motion carried.** Nothing reported out of Closed Session.

**(IX) Miscellaneous Business and Communication**

Council Member Rowe mentioned that at this time Winterfest will not be taking place in 2019 on Lake Altoona.

Mayor Pratt updated the Council regarding the proposed plans for the property on Devney Drive which was previously the Country Terrace Assisted Living facility.

Clerk Bauer noted that concensus of the Council was to have the December Council Meetings on December 13 and December 20, 2018.

**(X) Adjournment.**

Motion by Hanks/Biren to adjourn at 9:10 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk