

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
December 20, 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: Attorney Steve Weld, City Administrator Michael Golat, Police Lieutenant David Livingston, City Planner Joshua Clements, Finance Director Tina Nelson, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

Council Member David Rowe announced that he filed the Notification of Non-Candidacy for the 2019 Spring Election for District 6. Rowe's term ends April 16, 2019.

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

(V) Approval of minutes.

Motion by Stuber/Rowe to approve the minutes of the November 29, 2018 Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

Finance Director Tina Nelson gave an update on the 2018 General Fund Budget as of December 20, 2018. Nelson summarized that the estimated total revenues for 2018 was \$5,477,386.13, estimated expenses \$5,456,845.75; amount of reserves used with this estimate \$200,000.00. Nelson also commented on the amount of Land Sale Revenue that have been put in Fund Balance Accounts.

City Administrator Golat commented on a couple music series events planned for the summer of 2019. One being the Rock'n on the River Series on Wednesdays and the other being a Country Music Series on Mondays during the summer.

City Committee Reports – None.

(VII) Unfinished Business – None.

(VIII) New Business

(1) Discuss/consider Resolution 12A-18, a resolution providing for the sale of \$3,595,000 General Obligation Promissory Notes, Series 2019A.

Finance Director Tina Nelson explained that Ehlers has been working with City staff on the finance plan for the 2018 & 2019 capital projects. By combining the two year projects, this would save on some issuance cost. Upon review of the estimated interest rates, Nelson questioned the cash flow for paying out these projects so Nelson reached out to a local lender asking for their interest rate and was given a good interest rate. Nelson said based on the lower interest rate, it did not make sense to go out with the bonding at this time; Nelson recommended no action at this time on this item.

(VIII)(2) Discuss/consider approval of the Specific Implementation Plan for River Flats Apartments for Lots 15, 16 & 23 in River Prairie Northwest Quadrant as submitted by Mark Held.

City Planner Clements explained that the proposed Specific Implementation Plan for the River Flats Apartments in the River Prairie Planned Community, Northwest Quadrant, comprises the building and site conditions for two buildings on Lots 15, 16 and 23. The building proposed for Lot 15 and 16 has a 14,919 ft² footprint and includes 22 residential units in two stories above 30 stall at-grade automobile parking garage. The building proposed for Lot 23 is 14,285 ft² footprint and include 12 residential units above 22 stall at-grade automobile parking garage. Total vehicle parking spaces is 52 spaces corresponding to 34 residential units, 50 total bedrooms. The design for each building includes a pitched stranding steam steel roof structure with 3- to 6-foot overhang. The narrow ends of each building featuring the 6-foot roof overhangs include exposed support truss accents. The façade materials include cultured stone first story and extending to variable heights and up to the roofline in vertical elements. The predominate upper level façade material is smart board siding (engineered wood fiber). The stormwater generated from this site will be predominately accommodated by existing downstream constructed facilities owned by the City of Altoona as well as on-site rain garden infiltration areas.

City Planner Clements noted that the Plan Commission voted 7-0 to recommend approval of the SIP with staff recommended conditions on 2018 December 10. The petitioner discussed potential solutions to improve façade design in the relatively blank areas and will propose solutions at or prior to acquiring building permits.

Mark Held was present to answer any questions Council Members had regarding his site plan. Discussion followed regarding installing windows instead of blank areas. Mr. Held will present to City Staff a couple façade designs and bring back to Council to review.

Planning Department recommends the Plan Commission recommend to the Council approval of the Specific Implementation Plan as being in substantial conformance with the General Implementation Plan with specified modifications and 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 Lot 15/16 driveway, with a break in the continuity of the parking area paving and not the pedestrian access way [RPDG IX. 1 (C)(5)b].
2. The walkway between the 22-unit building and the parking lot and 12-unit building (matching with the existing public walkway on its west end, traversing the driveway, and extending between the buildings) shall match the width of the existing walkway of 8 feet.
3. Connect the walkway located immediately adjacent to the west façade of Lot 23 to the walkway that passes between the proposed buildings, approximately as shown in the enclosed illustration.
4. The area shown as “50 LF of Mountable Curb” (Pg 3/8) along the shared driveway shall be a full standard curb consistent with the existing parking lot.
5. Ensure placement of appropriate curb ramp corresponding to handicap parking spaces indicated on Outlot 3.

B. Landscaping [RPDG IX 6]

1. Final Landscape Plan 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, provided the River Prairie Design Guidelines and Standards and approval conditions are met. 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.
2. Native canopy trees shall be planted in the setback of Lot 23 between the building and sidewalk approximately as indicated in the enclosed illustration (not less than 5 specimens) [RPDG IX 6(D)].

3. Tree selection shall be native species with minimum diversity and planting size as illustrated in the RPDG [IX 6 (D)].
4. All planting areas, shall be permanently irrigated, except infiltration areas and except those areas designed as xeriscaping [RPDG IX 6 (I)]. Water conservation strategies are strongly encouraged [RPDG IX 6 (E)(3)].
5. Existing trees, landscaping, and hardscape shall be preserved to the extent reasonably feasible. Any damaged or removed plant material or hardscape shall be replaced.

C. Building and Architectural Standards [RPDG IX 7]

1. Areas of “blank” facades along the first level shall be modified to meet the design guidelines [RPDG 7.2 (F); 7.3 (C), (D)].
2. Any/all mechanical equipment, including but not limited to roof-mounted and ground-placed units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
3. 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.
4. 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.
5. Refuse/recycling containers shall be stored within the building.

D. Utilities & Stormwater

1. Storm water infiltration areas shall be provided provide on-site stormwater infiltration to accommodate clean roof water to the maximum extent practical [RPDG IX 2][see provided illustration]. Any feature to be located in the City-owned Outlot 3 that receives stormwater from the proposed development shall be perpetually and appropriately maintained by the petitioner, and memorialized via a Development Agreement or maintenance agreement. Stormwater infiltration basins shall be attractively landscaped and maintained with horticulturally appropriate rain garden plantings and shall not be predominately turf grasses.
2. Building and site shall not be designed to convey stormwater over walkways. Stormwater shall enter the structural conveyance system on private property, by way of existing city-installed service lines to each property.
3. If the building features a sprinkler system, the Fire Department Connection (FDC) shall be 4” STORTZ and shall be located on the street-facing façade of each building. Final placement shall be reviewed and approved by Altoona Fire Department.
4. Add a Fire Hydrant at the terminus at one of the two removed water laterals serving Lot 15/16.
5. Add a Fire Hydrant within the setback of Lot 23 near the existing water lateral.
6. KNOX boxes shall be located by the primary street-facing entrances, nearest to FDC location, for each building. Confirm location prior to installation with Altoona Fire Department.
7. 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.
8. 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.

9. City of Altoona utility staff shall be provided access to utility room(s) for metering purposes.

E. Land Subdivision & Access

1. A Development Agreement shall be completed and agreed to by the City and Petitioner encompassing those duly noted items in the SIP approval conditions prior to issuance of construction permits.
2. The Development Agreement shall memorialize easement access to the parking for each building on the Certified Survey Map. That portion of the adjoining Outlot 3 owned by the City of Altoona that is utilized exclusively for vehicle access to the building (“driveway”) shall be maintained by the adjacent property owner.
3. All walkways leading from the buildings and traversing Outlot 3 shall be maintained by the property owner, further defined as from the point of departure from the through public walkway to the building.
4. Development agreement shall include recognition of the encroachment of balconies into Outlot 3.
5. Easement(s) shall be recorded for any stormwater facility or device that serves or collects water primarily from the proposed Lots, up to the point where this facility connects to the public structure. The construction and satisfactory perpetual maintenance shall be the responsibly of the building owner.

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

(VIII)(3) Discuss/consider approval of Teamsters union contract with the Public Works/Parks Maintenance Department and Clerical employees for the period January 1, 2019 through December 31, 2019.

City Administrator Golat explained the proposed Teamster collective bargaining contracts for the calendar year 2019 for both the clerical and public works/parks union employees. Golat noted that the only negotiable item for the contracts is starting base wage for each employment category. The contracts, as discussed during budget, reflect a 2 % increase.

Golat referred to a letter similar to what the City has provided to the Teamsters since implementation of Act 10 specifying other non-negotiable items the City intends to keep in place including certification premiums and on-call pay. Also, longevity pay remains in place for those that currently have it.

Motion by Sexton/Biren to approve the Teamsters union contracts with the Public Works/Parks Maintenance Department and Clerical employees for the period January 1, 2019 through December 31, 2019. **Motion carried.**

(VIII)(4) Discuss/consider approval of bartender license to Brendan DiJulius. (Approved by the Altoona Police Department).

Police Lieutenant Livingston has reviewed and recommends approval of the bartender application as submitted by Clerk Bauer.

Motion by Hanks/Rowe to approve the bartender license to Brendan DiJulius for the 2018-2019 licensing period. **Motion carried.**

(VIII)(5) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1) (c) and (1)(e):

1. **Proposed Retirement Agreement.**
2. **Employee Compensation.**
3. **WPPA union contract negotiations.**
4. **Purchase and/or sale of property.**

Motion by Hanks/Biren to convene in closed session at 6:33 p.m. pursuant to Wis. Stats. 19.85 (1)(c)

and (1)(e) 1. Proposed Retirement Agreement; 2. Employee Compensation; 3. WPPA union contract negotiations, and 4. Purchase and/or sale of property, Roll call vote, 6-ayes, Stuber, Hanks, Schlafer, Biren, Sexton, Rowe, 0-nays. **Motion carried 6-0.**

(VIII)(6) Motion to reconvene to Open Session.

Motion by Hanks/Rowe to reconvene to open session at 9:04 p.m. Roll call vote, 6-ayes, Biren, Stuber, Schlafer, Rowe, Hanks, Sexton, 0-nays. **Motion carried.**

City Administrator Golat explained that the items discussed in closed session were sale of property and personnel issues. There are two items that require action tonight. First item is the Wisconsin Professional Police Association (WPPA) union contract for the term January 1, 2019 – December 31, 2020.

Motion by Stuber/Sexton to approve the WPPA union contract for the term January 1, 2019-December 31, 2020 as stated by City Administrator Golat. **Motion carried.**

City Administrator Golat said the second item that requires action tonight is the Release and Retirement Agreement between the City of Altoona and a police officer. City Administrator Golat noted the terms as listed in the agreement. Attorney Weld clarified that the agreement did not include payout of sick leave.

Motion by Sexton/Rowe to approve the release and retirement agreement as presented by City Administrator Golat with the exception of payout of sick leave. **Motion carried.**

(IX) Miscellaneous Business and Communication

(X) Adjournment.

Motion by Hanks/Stuber to adjourn at 9:07 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk