

**CITY OF ALTOONA, WI  
REGULAR COUNCIL MEETING MINUTES  
January 24, 2019**

**(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, Andrew Schlafer, Matthew Biren, Tim Sexton, and David Rowe (via phone) were present. Also Present: Attorney Christopher Gierhart, City Administrator Michael Golat, Interim Police Chief David Livingston, City Planner Joshua Clements, Fire Chief Mark Renderman, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

Absent: Council Member Red Hanks.

**(IV) Citizen Participation Period**

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

**(V) Approval of minutes.**

Motion by Biren/Sexton to approve the minutes of the January 10, 2019 Regular Council Meeting. **Motion carried.**

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

City Administrator Golat updated the Council on the Police Chief Interviews which will be taking place on January 31, 2019.

Management Analyst Roy Atkinson updated the Council on the River Prairie Festival (Formally known as P10 Festival) which will be taking place on May 11, 2019. (Rain date Sunday, May 12, 2019).

Fire Chief Mark Renderman reported that they have responded to 92 calls so far for the year 2019.

Mayor Brendan Pratt updated the Council on the Rock'n on the River Series and Kick'n it Country Music Series this summer in River Prairie.

**City Committee Reports – None.**

**(VII) Unfinished Business – None.**

**(VIII) New Business**

**(1) Public Hearing at 6:00 p.m. or as soon thereafter as is possible regarding a Certified Survey Map to subdivide Lot 93 of Hillcrest Greens (parcels #201-2378-01-000 & #201-2378-02-000). (Discussed at the January 14, 2019 Plan Commission).**

Mayor Pratt opened the public hearing at 6:10 p.m.

City Planner Joshua Clements explained that this Certified Survey Map will subdivide the 3.7 acre parcel into two lots to facilitate the proposed development of Casey's General Store. The proposed Casey's lot is 2.30 acres, the remaining Lot would be 1.45 acres. The Final Implementation Plan for Casey's General Store was approved with conditions by the City Council on 2018 November 29. The proposed CSM is consistent with the approved plan.

Motion by Sexton/Stuber to close the public hearing at 6:12 p.m. **Motion carried.**

**(VIII)(2) Discuss/consider approval of a Certified Survey Map to subdivide Lot 93 of Hillcrest Greens.**

City Planner Clements mentioned that the Plan Commission unanimously recommended approval at its January 14, 2019 Plan Commission Meeting with a couple noted corrections.

Motion by Stuber/Sexton to approve the proposed Certified Survey Map for parcels #201-2378-01-000 and #201- 2378-02-000. **Motion carried.**

**(VIII)(3) Discuss/consider approval of an Amendment to a Specific Implementation Plan for WNB Financial as submitted by Everyday Surveying and Engineering LLC. (Discussed at the January 14, 2019 Plan Commission Meeting).**

City Planner Clements explained that the Specific Implementation Plan for WNB Financial was recommended for approval with conditions at the 2018 November 12 Plan Commission meeting, and subsequently approved by the City Council on November 29. The Specific Implementation Plan illustrates architecture and site design elements for a 5,025 sf<sup>2</sup> commercial financial office for WNB Financial to be located on a 1.013 parcel on the NW corner of Woodman Drive and Blazing Star Boulevard in the Southwest Quadrant of River Prairie.

Clements said the approved plan illustrates 19 automobile parking spaces, which is one more than would be permitted by the River Prairie Design Guidelines and Standards based upon the building area. The SIP approval specifically identified and granted the increase. The proposed amendment to the approved plan entails modifying the site that would require a further exception to the parking standard, per River Prairie Design Guidelines IX 1.K.4. to enlarge the parking area from 19 spaces to 30 spaces. Based upon the size of the building, 5,025 sf<sup>2</sup>, a total of 18 spaces would be permitted. The maximum spaces permitted is 3.5 spaces per 1,000 sf<sup>2</sup>. The proposed amendment is 67 percent greater than the maximum standard. The procedure for review and consideration of an exception to the parking standard is illustrated in the enclosed Staff Report with analysis. This proposal is thus a major amendment, requiring review and approval by the Plan Commission and City Council. The Plan Commission recommended approval at its January 14, 2019 Plan Commission Meeting.

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

**(VIII)(4) Discuss/consider approval of Service Agreement between the City of Altoona and Life Line Billing Systems, LLC for Emergency Medical Services (EMS) Billing and Fire Service Fee Recovery.**

Fire Chief Mark Renderman explained that in January of 2018 an ordinance for Fire and Rescue service billing was approved to protect the city of Altoona and its residents from costs incurred responding to incidents involving non-taxpaying entities. In the event the City of Altoona provides fire and rescue services that are of an unusually high cost to nonresident or non-tax paying entities within the city limits, we propose contracting for billing services. Included in Council packets is a billing contract between the City of Altoona and Life Line Billing Systems, LLC (also known as LifeQuest Billing Services). Fire Chief Renderman recommended approval of the contract agreement between Life Line Billing Systems, LLC and the City of Altoona effective 2019 for a five year term and continuing to renew until either party no longer wishes to continue the contract. Renderman said he has had experience working with Life Line Billing Services, LLC and entrust in their billing policy and procedures, and have found them to be very timely and successful in claim filing for reimbursement.

Motion by Sexton/Biren to approve the Service Agreement between the City of Altoona and Life Line Billing Systems, LLC for Emergency Medical Services (EMS) Billing and Fire Service Fee Recovery. **Motion carried.**

**(VIII)(5) Discuss/consider City of Altoona Outgoing Loan Agreement for Museum Objects.**

City Administrator Golat explained that the loan agreement is between the City and Colfax Railroad Museum, Inc. for the City to loan the museum a Chicago Northwestern speeder owned by the City. The City has had the speeder for some time and administrative staff does not know how the speeder was acquired. The speeder

is currently in the small garage behind the parks shop and is taking up valuable storage.

The Colfax Railroad Museum would like to borrow the speeder for display. The exhibit would be outside, but would be under a roof. The term of the agreement is five years beginning on May 1, 2019 and ending April 30, 2024. The eleven conditions governing the loan, which specify, in part that the item shall remain in its same condition, that the museum shall be responsible for any damage, that the museum is responsible for transportation costs and that the museum shall carry insurance on the item.

City Administrator Golat mentioned that the Altoona Historical Society had reached out to him expressing interest in keeping the Chicago Northwestern Speeder in Altoona.

Herb Sakalawske of the Colfax Railroad Museum, Inc. was present to discuss his intentions of the loan agreement. Sakalawske gave some background history of the Colfax Railroad Museum.

Don Winrich, President of the Altoona Historical Society, was also present to discuss his intention. Winrich said the Altoona Historical Society does not have a formal plan at this time but his future goal would be to display the speeder in one of the Altoona parks. Winrich said the Altoona Historical Society would agree to the same terms as the Colfax Railroad Museum.

Council Member Sexton would rather see the Altoona Historical Society utilize the speeder and remain in Altoona and if so, agree to the same terms as the Colfax Railroad Museum.

No action at this time. This item will be on a future meeting for further discussion.

**(VIII)(6) Discuss/consider approval of annual application for Manufactured Homes/Manufactured Home Communities license as submitted by Hillcrest Estates LLC for 2019.**

City Administrator Golat explained the application for Manufactured Homes/Manufactured Home Communities licenses for 2019 submitted by Hillcrest Estates LLC for Hillcrest Estates Mobile Home Park. This is an annual license to operate and maintain a Manufactured Homes Community in the City of Altoona in accordance with Chapter 17 of the Altoona Municipal Code.

Jae Cho, of Hillcrest Estates LLC submitted the 2019 License application. The application provided was based on the number of buildable “spaces” in the park as referred to in Section 17.04.090 of the Altoona Municipal Code. The amount to be paid is \$1,100 (\$100 for each 50 spaces or fraction thereof-524 spaces).

Motion by Sexton/Stuber to approve the Manufactured Homes/Manufactured Home Communities license for 2019 submitted by Hillcrest Estates LLC for Hillcrest Estates. **Motion carried.**

**(VIII)(7) Discuss/consider approval of Ordinance 1B-19, an ordinance amending Chapter 3.06 Fees to establish Fees for 2019.**

City Administrator Golat explained that this is the time of year when staff looks over the schedule of fees and makes adjustments to the fee schedule for the following year. Upon review, staff has determined that there are some fees that need to be adjusted. Council Members were provided with a comprehensive updated schedule of fees to reflect the estimated actual costs for administrative/service fees. Some of the fees are at the maximum allowed value per State Statues. Others are proposed to be modified to reflect estimated actual costs.

As part of these updates, Fire Chief Mark Renderman explained the Fire Inspection Fees and Emergency Response Fees.

City Planner Joshua Clements has requested building permit fee adjustments to accomplish cost recovery of construction permitting and building inspection services.

Motion by Stuber/Sexton to approve Ordinance 1B-19, an ordinance amending Chapter 3.08, Addendum “A”, the City’s Fee Schedule to update fees for 2019. **Motion carried.**

**(VIII)(8) Discuss/consider approval of bartender license.**

The City has received bartender license applications from Alexis Spaeth-Rosendahl, Eduardo Mejia, Madeline Miles, Cassy Fedderly, Erika Kohler, Barbara Krueger, and David Rodgers for the period of now through June 30, 2019. Police Lieutenant Livingston has reviewed and recommends approval of the bartender applications

as submitted by Clerk Bauer.

Motion by Biren/Stuber to approve bartender licenses as listed for the licensing period ending June 30, 2019 as submitted by Clerk Bauer. **Motion carried.**

**(VIII)(9) Discuss/consider convening in closed session pursuant to the following:**

- A. Wis. Stats. 19.85 (1)(g). 1. Woodman's Claim for Excessive Assessment.
- B. Wis. Stats 19.85 (1)(e) 1. Purchase and/or sale of property.

Motion by Stuber/Sexton to convene in closed session at 6:44 p.m. pursuant to Wis. Stats. 19.85 (1)(g) A. 1. Woodman's Claim for Excessive Assessment and B. Wis. Stats 19.85 (1)(e) 1. Purchase and/or sale of property. Roll call vote, 5-ayes, Biren, Stuber, Schlafer, Sexton, Rowe, 0-nays. **Motion carried 5-0.**

**(VIII)(10) Motion to reconvene to Open Session.**

Motion by Biren/Sexton to reconvene to open session at 7:27 p.m. Roll call vote, 5-ayes, Rowe, Sexton, Schlafer, Stuber, Biren, 0-nays. **Motion carried 5-0.**

City Administrator Golat explained there were two items discussed in closed session. The first being a home that had burned at 627 Harriet Street that will be coming up for auction. Council discussed if the City would have an interest in bidding on the property, and if so, at a specified dollar amount to authorize city staff to attend the auction and bid up to that specified amount.

Motion by Stuber/Sexton to authorize the City Administrator to attend the auction and bid up to the specified dollar amount discussed in closed session for the property located at 627 Harriet Street. **Motion carried.**

City Administrator Golat explained that the second item discussed in closed session was Woodman's Claim for Excessive Assessment for 2018 which follows the claim from last year for 2017 Assessments. On the advise of our City Attorney, Gierhart is recommending that a motion be made to disallow the Woodman's Claim for Excessive Assessment for 2018 to allow the claim to move forward through the Court System.

Motion by Biren/Sexton to disallow the Woodman's Claim for Excessive Assessment for 2018 to allow the claim to move forward through the Court System. **Motion carried.**

**(IX) Miscellaneous Business and Communication** – none.

**(X) Adjournment.**

Motion by Stuber/Sexton to adjourn at 7:29 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk