

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
March 14, 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, David Rowe and Red Hanks (via phone) were present. Also Present: Attorney Christopher Gierhart, City Administrator Michael Golat, Finance Director Tina Nelson, Police Chief Kelly Bakken, City Planner Joshua Clements, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

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

(V) Approval of minutes.

Motion by Stuber/Sexton to approve the minutes of the February 28, 2019 Regular Council Meeting. Schlafer abstained. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat reported that there is a meeting next week with Momentum West who is presenting an award to the City of Altoona for the River Prairie Project. Golat commented on street repairs due to the winter conditions this year.

City Planner Clements commented on the next Chippewa Valley Task Force Meeting.

Police Chief Kelly Bakken reported that the Police Department has issued 387 parking tickets from February 1 – March 13, 2019. The Police Department put up temporary signs in certain locations to encourage alternate street parking. Bakken reported that there have been a lot of car crashes in town due to high snow banks at intersections.

City Committee Reports – None.

(VII) Unfinished Business – none.

(VIII) New Business

(1) Discuss/consider Resolution 3A-19, a resolution authorizing the issuance and sale of a \$2,332,000 general obligation promissory note, series 2019B.

Sean Lentz, Municipal Advisor for Ehler Associates was present to give the bid results. Lentz presented the Sale Day Report for the \$2,332,000 General Obligation Promissory Note, Series 2019B. Ehlers received three proposals ranging from 2.6% to 3.14%. The lowest bid of 2.6% was from Citizens Community Federal. Resolution 2B-19 accepts the best bid for the general obligation Promissory Notes, Series 2019B and secures the proposed terms for closing on the notes. The Notes are being issued to provide financing for 2019 capital projects to include general fund, water fund, sewer fund and storm water fund projects.

Motion by Biren/Rowe to approve Resolution 3A-19, a resolution authorizing the issuance and sale of a \$2,332,000 general obligation promissory note, series 2019B to Citizens Community Federal. **Motion carried.**

(VIII)(2) Public Hearing at 6:05 p.m. or as soon thereafter as is possible to rezone parcel #201-1050-08-000 located at 2020 N Hillcrest Parkway from BP Business Park to C Commercial District as submitted by Matt Appel on behalf of Idriz Sabani.

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

City Planner Joshua Clements explained that the petition is to rezone approximately 0.8 acres from BP Business Park to C Commercial District to allow for a mixed commercial and residential use. The parcel lies within the Altoona Business Park and is covered by the Business Park Declaration of Restrictive Covenants (Covenants). The parcel is currently vacant and located on North Hillcrest Parkway. The petitioner, Mr. Sabani, owns and operates Altoona Family Restaurant which lies to the east of the parcel. The current development concept submitted includes a two-story mixed-use building that is approximately 20,400 sf² with 10,206 sf² footprint. The concept includes approximately 4,300 sf² of commercial space with 10 residential units, associated parking, landscaping and storm water. The conceptual Site Plan includes a unified design complementary to proposed changes at Altoona Family Restaurant, specifically, the parcels are to have integrated storm water management facilities and potentially share a refuse enclosure.

City Planner Clements said the Business Park Board met on 2019 March 4 to discuss the appeal for rezoning. By unanimous consent, the Board recommended approval of the appeal provided:

- A. That an employment, business service or retail be the emphasis of the use and site arrangement;
- B. That in the case of a mix-use building, considered through a conditional use in the C Commercial District, that the commercial component comprises a significant and emphasized portion of the site and that commercial components are not subsequently reprogrammed as residential uses.

Motion by Sexton/Stuber to close the public hearing at 6:20 p.m. **Motion carried.**

(VIII)(3) Discuss/consider approval of Ordinance 3A-19, an ordinance rezoning parcel #201-1050-08-000 from BP Business Park to C Commercial District.

Matt Appel of Advanced Engineering was present to answer any questions Council had regarding the intent of the rezoning and proposed building.

Motion by Stuber/Sexton to approve Ordinance 3A-19, an ordinance rezoning parcel #201-1050-08-000 from BP Business Park to C Commercial District with the enclosed condition.

- A. The use and site arrangement shall emphasize an active commercial use of employment, service or retail, consistent with the purpose of the Business Park Declaration of Restrictive Covenants. A mixed-use building may be conditionally approved, provided this statement is met and maintained. **Motion carried.**

(VIII)(4) Public Hearing at 6:10 p.m. or as soon thereafter as is possible regarding a Certified Survey Map (CSM) to reconfigure parcel numbers 201-1028-02-000 and 201-1030-02-000 into two parcels and an outlot in order to accommodate sale of one of the parcels to the City of Altoona, and further to specify locations of access and utility easements as requested by the School District of Altoona.

Mayor Pratt opened the public hearing at 6:24 p.m.

City Planner Clements explained that this item is a clean-up of a CSM that was approved by the City Council on 2015 July 23rd for property now occupied by the Altoona Elementary School on Bartlett Avenue / KB. This CSM is before the City for approval once again as the initial document was not recorded by the School District in a timely manner, and in the intervening time, the technical notation standards for CSMs has changed. The document to be approved bears no substantive changes from the 2015 version.

Motion by Sexton/Rowe to close the Public Hearing at 6:27 p.m. **Motion carried.**

(VIII)(5) Discuss/consider Certified Survey Map (CSM) to reconfigure parcel numbers 201-1028-02-000 and 201-1030-02-000 into two parcels and an outlot in order to accommodate sale of one of the parcels to the City of Altoona, and further to specify locations of access and utility easements as requested by the School District of Altoona.

Attorney Gierhart noticed an error on page 2 of the CSM under Access Note mentioning the Eau Claire School District; the CSM should reflect the Altoona School District.

Motion by Sexton/Biren to approve the proposed Certified Survey Map for parcels #201-1028-02-000 and #201-1030-02-000 with the note of scrivener's error to be corrected as mentioned above. **Motion carried.**

(VIII)(8) Discuss/consider approval of Ordinance 3B-19, an Ordinance amending Section 2.08.045 of the Altoona Municipal Code; Salaries of mayor and city council.

City Administrator Golat explained that Mayor Pratt requested this item be placed on the agenda based on discussions with other Council members. The last time Mayor and Council member compensation was reviewed was in 2009. Golat referred to State Statute 62.09 (6)(b), noting that if increases in Mayor and Council compensation are approved at this meeting, they will not go into effect until after the Spring election in 2020. While normally the increases would go into effect for the next group of elected officials, the subject statute specifies that for compensation increases to take effect in the current year for newly elected officials, the increases need to be approved before the first regularly scheduled meeting in February.

City Administrator Golat provided a comparison of the averages from the study group compared to the compensation that presently exists for elected officials in Altoona. Staff also requested information related to additional compensation for the Mayor and Council members for attending meetings outside of normally scheduled Council meetings. The City currently pays \$25 for the mayor and council members to attend special, not regularly scheduled council meetings. City Administrator Golat suggested an amendment to the ordinance to make this distinction clear. Staff has not made a recommendation for compensation for additional meetings and left that section blank in the draft ordinance pending Council direction. The proposed ordinance also included a provision for reimbursement of mileage applicable to travel outside of a 20-mile radius from City Hall consistent with how other employees are reimbursed as outlined in the City's personnel and policy manual. This is an item that has not been clarified in the past. Council members were provided with a draft ordinance that does not include a suggested compensation increase. Staff hoped that Council will review the data and make a recommendation to increase compensation for the Mayor and Council Members as they determine appropriate.

Council Member David Rowe commented on the proposed increases. Rowe suggested the Mayor's salary should be increased to a total annual salary of \$6,000 and the Council Member's salary should be increased to a total annual salary of \$3,000.

Motion by Rowe/Stuber to approve Ordinance 3B-19, an Ordinance amending Section 2.08.045 of the Altoona Municipal Code; Salaries of mayor and city council. Discussion followed.

Council Members Sexton and Hanks commented that they did not feel the need for any additional compensation.

Council Member Schlafer commented that Rowe's suggested increase would reflect that the Mayor's Salary increase would be 30% and the Council's salary would be 50%; should the mayor's salary also be increased 50%.

Rowe amended his motion, seconded by Stuber to reflect the Mayor's Salary be increased to 50% (bringing it a total annual salary of \$7,200) and keep the special Council meetings to \$25. Hanks against, Rowe abstained. **Motion carried.**

(VIII)(7) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e) 1. Purchase and/or sale of property.

Motion by Biren/Rowe to convene in closed session at 6:50 p.m. pursuant to Wis. Stats. 19.85 (1)(e) 1. Purchase and/or sale of property. Roll call vote, 6-ayes, Schlafer, Stuber, Rowe, Hanks, Sexton, Biren, 0-nays. **Motion carried 6-0.**

(VIII)(8) Motion to reconvene to Open Session.

Motion by Rowe/Stuber to reconvene in open session at 8:00 p.m. Roll call vote, 6-ayes, Sexton, Hanks, Schlafer, Biren, Stuber, Rowe, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that Council discussed three matters in closed session; all pertaining to acquisition or property or sale of city property.

Motion by Sexton/Stuber to amend the Offer to purchase dated October 29, 2018 and accepted November 12, 2018 for Lot 23 River Prairie Development from Mark W. Held and/or Assigns to change the closing date from May 31, 2019 to April 1, 2019. **Motion carried.**

Motion by Sexton/Biren to amend the Offer to purchase dated August 15, 2018 and accepted September 13, 2018 for Lots 15 & 16 River Prairie Development from Mark W. Held and/or Assigns to change the closing date from April 1, 2019 to May 31, 2019. **Motion carried.**

Motion by Biren/Sexton to purchase state-owned land from the Wisconsin DOT (Project ID: 1190-00-22, parcel 41) located on the corner of Fairway Drive and North Willson Drive for \$125,000 plus \$30 recording fee with the intent to get out a request for proposal for development of that property and to amend the budget accordingly. **Motion carried.**

(IX) Miscellaneous Business and Communication

Clerk Bauer noted that the Regular Council Meeting of April 11, 2019 will be combined with the April 16, 2019 Organizational Council Meeting.

(X) Adjournment.

Motion by Sexton/Biren to adjourn at 8:05 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk