

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
April 25, 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, Susan Rowe and Red Hanks were present. Also Present: Attorney Christopher Gierhart, City Administrator Michael Golat, Police Chief Kelly Bakken, City/Engineer/Director of Public Works David Walter, Finance Director Tina Nelson, City Planner Joshua Clements, Fire Chief Mark Renderman, Parks Foreman Ben Coenan and City Clerk Cindy Bauer. Recreation Manager Debra Goldbach arrived at 6:13 p.m.

(IV) Citizen Participation Period

Vicki Bennett, 2285 St. Andrews Drive, spoke on behalf of Jerry Southworth regarding the Hillcrest Greens General Implementation Plan.

Susan Wolfgram, Co-Chair of the JONAH Affordable Housing Program and spoke in support of the C&M Home Builders to rezone and revise the Hillcrest Greens General Implementation Plan.

Deb Swan, 2081 St. Andrews Drive spoke regarding the C&M Home Builders Project in Hillcrest Greens Development; she asked if C&M Home Builders could preserve as many trees as possible in the new plan of Hillcrest Greens Development.

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

(V) Approval of minutes.

Motion by Stuber/Sexton to approve the minutes of the April 16, 2019 Organizational Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat reminded Council of the State of the City Address on April 26.

Mark Renderman reported 377 Fire and EMS calls so far this year. There will be a Pancake Breakfast this Sunday, April 28 at the Emergency Services Building

Police Chief Bakken reported that the Altoona Police Department is doing some pre-screening for part time Police Officers. Bakken reported that they have received 1025 calls for service so far this year.

CE/DPW Walter updated the Council on the ongoing street projects that are occurring in the City so far.

City Committee Reports – None.

(VII) Unfinished Business – none.

(VIII) New Business

(1) Public Hearing at 6:05 p.m. or as soon thereafter as is possible to rezone parcels #201-2377-06-000, 201-2377-10-030 and 201-2377-10-040 from PCD Planned Community Development to PCD, and parcel #201-1045-06-000 from C Commercial District and P Public & Conservancy to PCD as submitted by Sean Bohan

on behalf of C&M Home Builders to revise the Hillcrest Greens General Implementation Plan.

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

City Planner Clements explained the rezoning process of the Planned Community Development as submitted by Sean Bohan on behalf of C&M Home Builders and to revise the Hillcrest Green General Implementation Plan. Clements stated that the General Implementation Plan (GIP) for Hillcrest Greens was approved in 2013. Since that time, C&M Homes acquired development rights for the remaining property as well as acquired 1103 S. Hillcrest Parkway that was not part of the initial plan. C&M is seeking changes to the arrangement of proposed public infrastructure and properties as well as include 1103 in the unified design of the development. Further, the road arrangement at 3rd Street East is revised for consistency with the City Official Map and WI DOT access control.

City Planner Clements noted that the Plan Commission received a staff presentation and discussion item concerning the 3rd Street East extension portion of the proposed plan at the March 11 meeting. Recall that staff has presented this proposed arrangement to the Council on several dates. City staff held a public meeting on March 18 attended by approximately 30 residents.

Cody Filipczak, C&M Home Builders commented on his proposed development and was available to answer any questions Council or those in attendance had regarding his development.

The following people spoke regarding the Hillcrest Greens General Implementation Plan:

Tate Roselius, 1119 Windsor Forest Drive, commented on the proposed road extension on Third Street East to Windsor Forest Drive. Roselius had some safety concerns with the additional traffic that would occur if the road was extended to Windsor Forest Drive. Roselius would prefer a pedestrian trail versus a road extension from St. Andrews Drive to Windsor Forest Drive.

Jess VenRoy, 1120 Windsor Forest Drive, had questions regarding the buffer at the end of VenRoy's property to the Commercial site that is proposed (Lot 144) on St. Andrews Drive.

Sean Bohan, Engineer of the project was available to answer any questions Council Members might have regarding this plan. Bohan commented on the entrance between Lot 178 and 179 to the proposed lift station/storm water pond.

City Planner Clements noted that if approved, the amended GIP would replace the 2013 GIP only for those portions identified in the amendment. Prior to any construction permitting, a Final Implementation Plan (FIP) must be submitted and approved or conditionally approved by the Plan Commission and City Council. It is anticipated that, if the GIP is approved, the developer will proceed immediately to preparing the FIP for the residential portions of the GIP. A timeline is predicated on holding a Plan Commission meeting at a date sufficient to refer approval action to the 2019 May 9 City Council meeting.

3rd Street East

The amended GIP includes the extension of 3rd Street East from Highway 12 to Windsor Forest Drive consistent with the City's Official Map (Res 8A-90). That Official Map was initiated to plan for the extension of Gateway Drive from the City of Eau Claire to Highway 12. The City contributed to a plan and design for Gateway Drive in 1987-88, which is included in the Wisconsin DOT Long Range Transportation Plan. The proposed arrangement of the intersection of 3rd Street East and Highway 12 in the 2013 GIP was not reviewed by the DOT.

The current proposal *does not* include any improvements south of Windsor Forest Drive. The completion of Third Street East as proposed achieves many safety and connectivity purposes as further described in the staff report. The connection is recommended by Public Works, Planning, Fire, and Police.

This proposal and development is occurring synchronously with the award of the WI DOT grant to construct a multi-use trail connection from North Hillcrest Parkway (north of HW12) to Windsor Forest Drive along with associated highway crossing facilities and signals. That design shall be complementarily integrated into the final civil design for that portion of the area and is generally reflected in the proposed GIP.

Questions from the Plan Commission and subsequent correspondence:

- A. Timing. C&M has communicated intent to begin construction of the roads and utilities in 2019. Building foundations may be started and begin construction of some homes in 2019 for 2020 completion. Those roadways east of The Clubhouse, including 3rd Street, would not be completed and open for public use until 2020 under the proposed timeline.
- B. Construction Traffic. City staff has discussed with C&M regarding utilizing 3rd Street as the construction entrance for those areas east of The Clubhouse in order to minimize construction traffic and potential impact of heavy vehicles on existing streets.
- C. Intersection Signalization. City staff has had multiple discussions with WI DOT regarding signals on Highway 12, including but not limited to Nottingham and Winchester Way. Staff has received written correspondence [enclosed] from DOT staff confirming the position of the agency regarding signals.

As outlined in the enclosed Staff Report, Staff has concerns with the arrangement of the proposed public infrastructure. The Report provides analysis and options for the Council to consider. Specifically:

- A. The development of a cul-de-sac and associated long-term impacts to City operations;
- B. Absence of pedestrian facilities (sidewalks) along both sides of all local roads.

Motion by Hanks/Stuber to close the public hearing at 6:50 p.m. **Motion carried.**

(VIII)(2) Discuss/consider approval of Ordinance 4A-19, an ordinance to rezone parcels #201-2377-06-000, 201-2377-10-030 and 201-2377-10-040 from PCD Planned Community Development to PCD, and parcel #201-1045-06-000 from C Commercial District and P Public & Conservancy to PCD; and to revise the Hillcrest Greens General Implementation Plan.

City Administrator Golat responded to the comment made by Bennett regarding the construction phase.

Staff recommends that the Council approve the petition for rezoning and amended GIP for Hillcrest Greens II with the following conditions/modifications:

- (1) All buildings and sites shall be consistent with the Community Design Principles articulated in the City of Altoona 2009 Comprehensive Plan and all subsequent permit applications shall be evaluated per these criteria.
- (2) Existing mature trees shall be maintained whenever possible, be they located in a public right-of-way or private lot.
- (3) The proposed multi-use trails adjacent to single-family lots shall be maintained by the adjacent property owners consistent with AMC 12.04.040, and consistent with preapplication conferences, due to substitution for sidewalks along that frontage.
- (4) The multi-use trail between Lot 193 & 194, 180 & 181 shall be 20 foot-wide all-weather surface and clear of obstructions consistent with NFPA Fire Code. This corridor shall be preserved via easement or dedicated as right-of-way.
- (5) Sidewalk shall be provided in the following areas not reflected in the provided illustrations:

- a) Along the north side of Whistling Straits Drive from the existing trail crossings adjacent to Lot 106 to Lot 117;
 - b) Along the west side of Third Street East from St. Andrews Drive to Windsor Forest Drive.
- (6) Sidewalks may be deferred along frontages not identified for sidewalk or multi-use trail in the provided illustrations or otherwise required per approval condition.
- (7) A pedestrian refuge island of City specifications shall be provided at the multi-use trail crossing of Third Street East at St. Andrews Drive.

Motion by Stuber/Sexton to approve Ordinance 4A-19 to rezone four parcels to PCD Planned Community Development and approve revisions to the Hillcrest Greens General Implementation Plan with above conditions.
Motion carried.

(VIII)(3) Discuss/consider approval of Resolution 4B-19, a Resolution amending the Tax Increment (TID) #2 and TID #3 2019 Budgets to include the April 16, 2019 TID #2 Project Plan Amendment adding the Devney Property (Housing Project), to purchase state-owned land from the Wisconsin Department of Transportation (Project ID 1190-00-22, parcel 41) and amending TID #3 to include the remaining eligible project costs included in the Pro Forma.

Finance Director Tina Nelson reported that the Joint Review Board met prior to tonight's Council Meeting and approved the Project Plan Amendment of TID #2. Nelson explained the specific details related to the proposed budget amendment:

1511 Devney Drive

At the April 4, 2019 City Council meeting, the City Council voted in favor of purchasing property at 1511 Devney Drive (An Affordable Housing Project) and to finance the project with funds from Tax Increment District (TID) #2 recognizing that TID #3 will likely need to be open an additional year in order to finance the project (anticipated closing date shifted from 2023 to 2024). On April 8, 2019 the Joint Review Board and Plan Commission met and reviewed the proposed TID #2 plan amendment, and the Plan Commission adopted Resolution 4A-19PC recommending approval of the Project Plan Amendment. On April 16, 2019 the City Council adopted Resolution 4A-19 approving the amendment to TID #2 Project Plan. The Joint Review Board voted approval on the Project Plan Amendment at their meeting that was scheduled tonight at 5 p.m. Resolution 4B-19 includes the additional project plan costs for TID #2 and revenue sharing with TID #3 that are associated with the TID #2 Project Plan Amendment. In order to accommodate the property purchase, the budget will be need to be amended to transfer funds from general fund reserves (\$765,000) and to adjust TID #2 expenditures including adding the project cost (\$944,661), related administrative costs (\$14,800) and decreasing the amount of transfer from TID #2 to TID #3 by \$179,048.

North Willson Drive DOT Parcel

Also, as you may recall, at the March 14, 2019 Council Meeting, Council approved the purchase of 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 issue a request for proposal for development of that property and to amend the budget accordingly. This amendment amends the TID #3 budget for purchasing the property for \$125,030.

River Prairie Extra Projects

The City Council previously approved River Prairie Extra Projects in the amount of \$2,670,508. These items have been previously budgeted in 2017 and 2018. A detailed summary of the River Prairie Extra Projects, as originally budgeted, is attached. The summary shows the itemized list of all the extra projects, the projects costs

that were paid as of 12/31/18, and the amounts remaining. The complete list shows the status of all the River Prairie Extra Projects; the projects that show the “Remaining 1/1/19 Amount” in blue have been completed. The Treehouse play feature project, highlighted in yellow, will not be completed based on the discussion at the April 16, 2019 council meeting.

Also included is a shortened summary of the remaining extra projects that staff reviewed at the April 16, 2019 as a part of TID #3 Pro Forma, along with the additional projects that were discussed including two parking lots, the DOT land purchase as discussed above and the propose SINC redundancy project (New 2019 TID # 3 Projects). The updated pro forma took into consideration projects that are not being completed and projects that are complete allowing funds to be available for use for the new projects as described. This amendment accounts for all 2019 expenses as part of the updated pro forma.

Motion by Sexton/Biren to approve Resolution 4B-19, a resolution amending the 2019 budgets of TID #2 and TID #3. Hanks against. **Motion carried.**

(VIII)(4) Presentation on renovation or reconstruction of 10th Street Park Recreation Center. Possible action to follow.

City Administrator Golat explained that during previous discussions related to a proposed office building across the plaza from River Prairie Center, staff briefed Council on programming conflicts at the River Prairie Center (RPC). Specifically, because RPC has become so popular as an event venue, there are frequently times when parks and recreation programming preempts paid rentals during week day evenings, or parks programs are moved to another location to accommodate the paid rentals. During the subject discussion, Council considered alternatives for adding space in the proposed office building to help address the scheduling conflicts. Staff was directed at that time to give more consideration to the problem and brief Council on their findings. The conclusion of this analysis is that staff believes the best route for addressing the scheduling conflict is to add on to the 10th Street Recreation Center and make update the existing building. This narrative discusses why staff arrived at that conclusion as follows.

Recreation Manager Debra Goldbach and Parks Foreman Ben Coenen commented on the summer use and maintenance issues of the 10th Street Park Recreation Center.

City Administrator Golat further commented on the following:

Activating an Underutilized City Asset

The primary use of the 10th Street Recreation Center is to serve as a summer recreation center for the parks and recreation department. This is a drop-in program, wherein children stop by and hang out.

Location

Locating quality space for parks programming in 10th Street Park would provide a very central, walkable destination for residents of Altoona distinct from River Prairie where the majority of the City’s quality of life investments have been focused over the past several years. As you may be aware, there has been discussion among some residents of Altoona over the past several years reflecting that the City is only, or primarily, concerned with River Prairie and they aren’t investing in other areas of the City. While the City has been investing in all areas of the City, this project could address some of those perceptions.

Use—Event Center vs. Community Center

As you may recall, there was some discussion when the Council considered approval of the River Prairie Center about ultimate use of the building. Some Council members suggested that the building should be more of a community center with do-it-yourself events, rather than an event center where events are fully catered and staffed. In the end, Council opted for the event center model, largely because many council members recognized the need to finance operations and maintenance at RPC and the park. Several council members expressed concern that the

event center model could preempt rentals for locals due to cost.

City Administrator Golat said rentals at RPC have been strong, so it is not clear whether cost has been a factor in deterring prospective rentals that chose alternative venues. However, anecdotally, there have been some comments related to the cost of renting the facility and the fact that events require catering by our vendor. The addition and improvements to 10th Street recreation center would accommodate more do-it-yourself events and would be cheaper to rent providing more access to our residents for a variety of events.

Exercise Facility

While the RPC works fine for some exercise programs, it was not constructed specifically to accommodate exercise classes. Specifically, the floor surfacing isn't very conducive to exercise with respect to impact to joints (since it is concrete) and there is not sufficient storage for equipment. The flooring installed at the 10th Street Recreation Center would be designed to accommodate exercise and use of weights.

Parks Programming

Expanding the 10th Street Recreation Center will provide an improved space for a variety of parks programming including camps, classes and other activities.

Cost

Two cost estimates were provided related to the project. One estimate is for adding an addition to the facility, and the other is for tearing down the building and reconstructing a new one; the estimate for the addition is \$250,000 and the estimate for reconstruction is \$400,000. The addition option does not include updating the bathrooms or the interior of the existing building; it does, however, include an allowance for improvements to the HVAC system. The advantage of this alternative is cost, while the disadvantage is that a portion of the building would still be old and dated. On the other hand, the advantage of the tear down/rebuild option is that we would have a brand-new energy-efficient building; the disadvantage is cost. Please note, in any case construction costs of building new on this site would likely be less expensive than building in River Prairie due to the River Prairie design standards. The cost estimates and plans were prepared under the direction of Jim Bergh of JW Custom Homes.

Decision

This project was not budgeted in 2019. However, staff, after consulting with Mayor Pratt, is bringing this item forward for your consideration to determine whether there is any interest in pursuing the project either this year after the summer recreation program, or next year. If Council is interested in pursuing the project, staff will bring forward additional financial information to assist in the decision-making process, especially considering there are other space needs within the City that need to be addressed.

City Administrator Golat said there was no suggested motion at this time. However, staff is requesting input from council related to their interest in pursuing the project or not. If so, as noted above, staff can come forward with additional information. Concensus was for Staff to obtain more accurate building cost for a new building and bring back at a future council meeting.

(VIII)(5) Discuss/consider approval of Resolution 4C-19.

CE/DPW Walter explained Resolution 4C-19, a preliminary resolution of the Common Council of the City of Altoona, declaring intent to exercise its police powers pursuant to Section 66.0703 of Wisconsin Statutes to specially assess for the 2019 Bartlett Avenue Reconstruction project. The scope of the project includes reconstruction of Bartlett Avenue from 10th Street West to 7th Street West. Items included in the project consist of grading, gravel, asphaltic concrete paving, concrete curb and gutter, driveways, sidewalk, sanitary sewer and appurtenances, water main and appurtenances, storm sewer, and lawn restoration. As in the past, Altoona has used the special assessment process to fund a portion of the project.

Motion by Sexton/Biren to approve Resolution 4C-19, a preliminary resolution of the Common Council of the City of Altoona, declaring intent to exercise its police powers pursuant to Section 66.0703 of Wisconsin Statutes to specially assess for the 2019 Bartlett Avenue Reconstruction project from 10th Street West to 7th Street West and set the date for public hearing at 6:00 p.m. on May 23, 2019. **Motion carried.**

(VIII)(6) Discuss/consider approval of Resolution 4D-19, a Resolution to adopt the Eau Claire County Multi-Hazard Mitigation Plan.

City Planner Clements explained Resolution 4D-19, a resolution to adopt the Eau Claire County Multi-Hazard Mitigation Plan. Clements said the Eau Claire County Multi-Hazard Mitigation Plan has been prepared as a result of the County's application for, and award of, Pre-Disaster Mitigation (PDM) Grant Program funds. These funds are disbursed by the Federal Emergency Management Agency (FEMA) through Wisconsin Emergency Management (WEM). The primary focus of the plan is to evaluate the County's potential exposure to natural disasters and identify appropriate mitigation strategies.

City Planner Clements noted that development of the plan will help the County and its communities identify its areas of risk, assess the magnitude of the risk and vulnerability, and develop strategies for reducing the risk and vulnerabilities. Completion and approval of the plan will also continue to make Eau Claire County and participating jurisdictions eligible to apply for future hazard mitigation project funds through FEMA. Eau Claire County contracted with West Central Wisconsin Regional Planning Commission (WCWRPC) to update its all hazards mitigation plan previously adopted by Eau Claire County in May 2013 and approved by FEMA in July 2013. This updated plan identifies strategies to mitigate the risks and vulnerabilities associated with hazards in the County, including the City of Altoona.

City Planner Clements mentioned that the City of Altoona staff participated in the development of the plan through consultation and provision of information with Eau Claire County and WCWRPC staff. Chief Mark Renderman served as Altoona's representation on the plan Steering Committee. The Plan was approved 2019 February 20 by the Eau Claire County Board. The Plan does not change any existing policies or ordinances of the City of Altoona.

Motion by Biren/Hanks to approve Resolution 4D-19, a Resolution to adopt the Eau Claire County Multi-Hazard Mitigation Plan. **Motion carried.**

(VIII)(7) Proclamation recognizing Economic Development Week May 6 - 11, 2019.

Council President Schlafer read the Proclamation recognizing 2019 as the 93rd anniversary of the International Economic Development Council professional association. May 6-11, 2019 as Economic Development Week and it is during this time that we recognize the importance of economic development in general and those developers who have partnered with the City to make Altoona a better place to live.

(VIII)(8) Proclamation recognizing Arbor Day on Friday, April 26, 2019.

Mayor Pratt read the Proclamation recognizing Arbor Day in the City of Altoona on Friday, April 26th. Mayor Pratt noted that Arbor Day is a special day to celebrate trees, notably the planting of trees. In the next year, the City of Altoona will attempt to become a Tree City USA. Tree City USA is a program recognizing cities for their excellence in forestry management. This Proclamation is needed to move forward with the application later in the year.

(VIII)(9) Proclamation recognizing Bike Month May, 2019.

Council President Schlafer read the Proclamation recognizing the following:

- May 2019 as "Bike Month" in the City of Altoona; and
- May 17, 2019 as "Bike to Work Day"; and
- June 2 – 9, 2019 as "Wisconsin Bike Week"; and
- Recognize the significant value and role of bicycling to personal and community health and vitality.

(VIII)(10) Discuss/consider approval of Matthew Nesvacil as the New Agent for Kwik Trip Inc. d.b.a. Kwik Trip 828, located at 2367 Spooner Avenue, Altoona, Wisconsin. (Approved by the Altoona Police Department).

City Administrator Golat explained that the City was notified in writing by Kwik Trip Inc. that Matthew Nesvacil has been appointed to take over leadership responsibilities of the Kwik Trip #828 store located at 2367 Spooner Avenue, replacing Katherine Bitney. Kwik Trip Inc. submitted the necessary forms for appointing a new agent and was approved by the Altoona Police Department.

Motion by Hanks/Stuber to approve Matthew Nesvacil as the New Agent for Kwik Trip Inc, d.b.a. Kwik Trip #828, located at 2367 Spooner Avenue, Altoona, Wisconsin. **Motion carried.**

(VIII)(11) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e) 1. Purchase and/or sale of property.

Motion by Biren/Hanks to convene in closed session at 7:40 p.m. pursuant to Wis. Stats. 19.85 (1)(e) . 1. Purchase and/or sale of property. Roll call vote, 6-ayes, Stuber, Schlafer, Rowe, Biren, Sexton, Hanks, 0-nays. **Motion carried 6-0.**

(VIII)(12) Motion to reconvene to Open Session.

Motion by Hanks/Sexton to reconvene in open session at 8:11 p.m. Roll call vote, 6-ayes, Biren, Stuber, Rowe, Sexton, Hanks, Schlafer, 0-nays. **Motion carried 6-0.**

No action reported out of Closed Session.

(IX) Miscellaneous Business and Communication – none.

(X) Adjournment.

Motion by Sexton/Stuber to adjourn at 8:11 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk