

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
May 9, 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, Red Hanks, Andrew Schlafer, Matthew Biren, Tim Sexton, and Susan Rowe were present. Also Present: Attorney Christopher Gierhart, City Administrator Michael Golat, Police Chief Kelly Bakken, City Planner Joshua Clements, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

Jared Carter, 2320 Daniels Avenue, commented that he recently received a code violation regarding a tarp structure and asked for clarification of the code violation. City Planner Clements responded to Carter's violation and gave some past history. Clements referred to the Zoning Board of Appeals relating to tarp structures. Clements said Council could direct staff to examine the zoning code ordinances and make any changes if they see fit. Staff will do some research on the ordinance relating to tarp structure and report back at the next meeting.

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

(V) Approval of minutes.

Motion by Sexton/Rowe to approve the minutes of the April 25, 2019 Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat reminded Council Members of the River Prairie Festival being held on Saturday, May 11, 2019 at River Prairie Park from 11 a.m. – 5 p.m.

City Administrator Golat commented on the City purchase of the 1511 Devney Drive Property and the work involved to get done before operations of the property.

Police Chief Kelly Bakken reported that Staff is working on an Incident Action Plan during Cinder City Days. The Police and Fire Commission met today to conduct interviews for part time Police Officers. The City of Altoona Police Department was just awarded a \$4,000 Box Grant to purchase traffic enforcement equipment.

City Committee Reports – None.

(VII) Unfinished Business – none.

(VIII) New Business

(1) Discuss/consider approval of a Specific Implementation Plan for The Wine Bar in the Northwest Quadrant of River Prairie (Discussed at 2019 April 29 Plan Commission)

City Planner Clements explained that the proposed Specific Implementation Plan (SIP) for the Wine Bar reflects an approximately 4,120 sf², single-story wine café with bar, seating, retail, kitchen, and associated facilities located between the Prairie Event Center and Cowboy Jacks in the NW Quadrant of River Prairie. The property,

identified as Lot 10 of River Prairie, is approximately 0.75 acres and is a prepared “pad ready” site that will be reshaped and subdivided via CSM. A portion of the lot is presently utilized for public parking. Vehicle access to the site will be utilized from an existing shared driveway on Meadowlark Lane. Modifying and expanding the existing parking area on Lot 10 will create 14 net new additional automobile spaces.

Mark Erickson of Everyday Surveying for this project was present and explained the proposed parking lot entrance. Discussion followed regarding the access into the parking lot.

City Planner Clements noted that the Plan Commission recommended approval with staff recommended conditions at its April 29, 2019 Meeting.

Staff recommends that the Altoona City Council **approve** the Specific Implementation Plan as being consistent with the River Prairie Design Guidelines and Standards with the following specified modifications and conditions:

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

1. Automobile parking area shall be fully encircled with curb and gutter, curb flume permitted to enable sheet draining to proposed water quality swale and area drains [19.52.090 D]. Alternative compliance: locate wheel stop devices at each parking stall adjacent to the swale with placement sufficient to prohibit vehicle overhang and pavement edge deterioration.
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. No fewer than 2 fixtures to be provided. Suggested location is in the boulevard between the parking area and existing sidewalk at the temporary unloading zones adjacent to the handicap parking spaces (so as to prevent vehicle overhang into bicycle parking area), with the fixtures oriented parallel to the sidewalk [location not indicated in the submitted materials].

B. Landscaping [RPDG IX 6]

1. Final Landscape Vegetation and Layout 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. The existing oak trees on the site shall be protected throughout construction, maintained free of damage, and in healthy condition.
3. Native canopy trees shall be provided in locations approximately as indicated in the enclosed illustration [RPDG IX 6(D)(2)(a)]. Tree selection shall be native species with minimum diversity and planting size as illustrated in the RPDG [IX 6 (D)].

C. Building and Architectural Standards [RPDG IX 7]

1. The existing concrete curb defining the bounds of the River Prairie Plaza shall be maintained.

2. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
3. All building and site signs shall require 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)].
5. The refuse enclosure shall be gated and constructed of materials substantially similar to those of the principal building façade [RPDG IX 7 H], 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 street-facing or parking lot facing façade 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.

E. Operational

1. The petitioner will be required to obtain a Conditional Use Permit consistent with *Altoona Municipal Code* 19.46.025.
2. The petitioner shall enter into a parking lot use agreement for public access and utilization of the parking area during events occurring in the park, consistent with pre-development discussions.
3. No amplified outdoor sound after 10:00pm without City of Altoona event permit.
 - i. Consistent with Conditional Use Permit requirements for Cowboy Jack's & Za51 Restaurant.
4. The petitioner shall enter into a special events agreement with the City concerning the relationship between egress and visual access from the site to ticketed or otherwise limited access permitted special events taking place in the park.
5. The petitioner / operator shall attempt to coordinate deliveries and refuse collection to take place during off-peak business hours to minimize conflicts with pedestrian and automobile circulation [RPDG, IX 7.1 I]. Refuse collection and deliveries by large trucks are prohibited between 10:00pm and 6:00am [*Altoona Municipal Code* 5.16].

Motion by Stuber/Hanks to approve the Specific Implementation Plan for The Wine Bar with staff recommended conditions. **Motion carried.**

(VIII)(2) Discuss/consider approval of a proposed monument sign and electronic message center for Prevea Health. (Discussed at 2019 April 29 Plan Commission)

City Planner Clements explained that the approved Specific Implementation Plan (SIP) for Prevea Health in the SW Quadrant of River Prairie illustrated a potential location for a monument sign being the southeast corner of the property. That SIP did not include sufficient details to approve a sign at that time. There are three items for

consideration: (1) Height; (2) Area; (3) Electronic Message Center. Clements said the River Prairie Design Guidelines and Standards outline requirements for sign design, size and placement. The Plan Commission and Council have ultimate discretion over applicability of the Design Guidelines and Standards, and in particular how specific sign standards are applied (IX 5 B 2):

The overall objective is to ensure that the intent and spirit of the Sign Guidelines are followed.”

- “Monument signs shall not exceed 8 feet in height including the sign base” (IX 5 C 5 E 12 a)
 - The proposed monument sign is approximately 14’ wide x 9’4” height
- Permitted Sign Area: *The allowable monument sign area per face shall not exceed one-half (1/2) square foot for each lineal foot of street frontage. Lots having more than one street frontage shall count each street frontage separately. Provided, however, the maximum monument sign area permitted shall not be more than 65 square feet per face for any monument sign.* (IX 5 C 5 E 12 c)
 - The principal sign face is approximately 11’ x 4’ (not including the electronic message center) – 44 ft²
 - Electronic message center is approximately 9’ x 1’5” – 13.14 ft²
 - The secondary “Open Urgent Care” sign is 9’ x 1’7” – 14.25 ft²
 - Total: **71.4 ft²** (approx.)
- No electronic reader board signs are allowed except electronic time/temperature signs are permitted with the review of the Plan Commission and approval of the Council (IX 5 C 5 F c)
 - Proposed electronic message center of 9’ x 1’5” – **13.14 ft²**

City Planner Clements noted that as shown in the enclosed approved Site Plan, the sign is proposed to be located in the SW corner of the property next the driveway. The sign would be perpendicular to the street (Woodman Drive). Across the street is the regional storm water pond. The sign will be visible from River Prairie Drive, at least until the existing adolescent trees grow taller. The Plan Commission recommended approval at its April 29, 2019 meeting.

Motion by Stuber/Sexton to approve the proposed monument sign and electronic message center for Prevea Health. **Motion carried.**

(VIII)(14) Presentation on Altoona Promotional Video concept. (Possible Action to Follow).

City Administrator Golat explained that there is monies in the Tourism Promotion and Development Fund. Golat said he met with Volume One this past week and came up with a concept and estimated costs to produce a video. Golat showed the Eau Claire video to the Council and asked to pay particular attention to the content and noted the focus is on the quality of life. The Eau Claire Chamber was recognized from the National Chamber of Commerce on this video. Golat asked the Council if they thought the City would benefit for a video of Altoona; the cost of the video is approximately \$8,000. Council Member Sexton asked how many views have been collected thus far on the Eau Claire video and how is the video being used. Golat commented on the potential video expressing the quality of life, healthy lifestyles, schools. The concept is to visually tell a story. Council Member Sexton would prefer going out for an RFP for this video.

Council Member Schlafer commented that it would have been nice if there could have been a video of the “Chippewa Valley” not just Eau Claire or not just Altoona.

Mayor Pratt said it would be nice to get a video started especially with the events happening in Altoona this summer.

Motion by Rowe/Hanks to move forward with creating a video and working with Volume One at an approximate cost of \$8,000. Sexton against. **Motion carried.**

(VIII)(3) Discuss/consider approval of Resolution 5A-19, a Resolution adopting the Altoona Housing Action Plan.

City Planner Clements explained that this item follows the Plan Commission discussions over the past year regarding housing and housing related policies and the Chippewa Valley Housing Task Force. The Commission discussed the proposed Housing Action Plan on April 8th and April 29th and regarding consideration of a Housing Action Plan, and the enclosed draft is revised based upon that discussion. The changes are highlighted. The proposed plan does not in itself modify or create policy. The purpose of the plan is to create a series of projects and tasks for staff to pursue and to communicate this approach to collaborating partners and to the public. Clements commented on the Chippewa Valley Housing Task Force who have been working since April 2018 to improve the understanding of housing conditions and dynamics in the region, generate consensus recommendations, and to catalyze implementation.

City staff has assembled a draft Housing Action Plan to focus specific policy direction and resources to address housing related constraints and opportunities in Altoona. The Plan is predominately informed by the draft Task Force recommendations (final wordsmithing should be complete within the month) as well as draft policy statements and related work plans of collaborating entities (City of Eau Claire, Eau Claire County and others). The Housing Action Plan is in draft format and structured to provide direction while not identifying precise tactics or programs. City Planner Clements noted that based upon potential discussion regarding the content and consistency of this draft plan with the Plan Commission priorities and vision, the Plan Commission recommended approval at its April 29, 2019 Meeting.

Motion by Stuber/Sexton to approve Resolution 5A-19, a resolution to adopt the Altoona Housing Action Plan. Hanks approved with reservation. **Motion carried.**

(VIII)(4) Discuss/consider approval of Resolution 5B-19, a resolution recognizing International Migratory Bird Day May 11, 2019.

City Administrator Golat noted that Altoona was recently recognized as a Bird City Wisconsin community. As one of the requirements, a community must meet criteria spread across six categories: habitat creation and protection, community forest management, limiting threats to birds, education, energy and sustainability, and the official recognition and celebration of International Migratory Bird Day. One of the prerequisites for our Bird City designation is passage of this resolution annually. Resolution 5B-19, is a resolution recognizing International Migratory Bird Day May 11, 2019.

Motion by Hanks/Biren to approve Resolution 5B-19, a resolution recognizing International Migratory Bird Day May 11, 2019. **Motion carried.**

(VIII)(5) Discuss/consider approval of Resolution 5C-19, a resolution authorizing the discharge of fireworks at the Eau Claire Golf and Country Club on June 1, 2019.

City Administrator Golat noted that Section 9.20.020 of Altoona Municipal Code specifies the City Council may authorize pyrotechnic displays of fireworks in the City of Altoona by approving a resolution. The City has received a request from Luke Doud to display fireworks at the Eau Claire Golf and Country Club at a wedding reception on June 1, 2019. Luke Doud has provided a plan for the fireworks display that addresses critical safety issues, which has been reviewed and approved by Fire Chief Mark Renderman. The fireworks display will be coordinated by J & M Displays Inc., a licensed pyrotechnic company who has provided the City with a copy of their insurance certificate and has named the City of Altoona as an additional insured.

Motion by Sexton/Stuber to approve Resolution 5C-19, a resolution authorizing a pyrotechnic display of fireworks as provided for in Altoona Municipal Code, Chapter 9.20, Section 9.20.020. **Motion carried.**

(VIII)(6) Proclamation recognizing Creative Economy Week May 11-18, 2019.

On behalf of Mayor Pratt, Council Member Biren read the Proclamation recognizing Creative Economy Week May 11-18, 2019. The League of Wisconsin Municipalities and Arts Wisconsin are co-hosting the third annual statewide *Creative Economy Week*, promoting and celebrating the creative economy in Wisconsin's

communities, May 11-18, 2019. The creative economy is important to quality of life for our residents and for attracting other economic development in our community.

(VIII)(7) Proclamation recognizing National Public Works Week May 19-25, 2019.

Mayor Pratt read the Proclamation recognizing May 19 through May 25, 2019 as National Public Works Week in the City of Altoona. This week is also being recognized by other communities around the country as public works week; the American Public Works Association is promoting the event. The proclamation reflects the critical role public works employees play in assuring the health, safety, comfort and quality of life of each and every citizen of Altoona. The proclamation also calls upon all citizens of Altoona as well as civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions of the Public Works Department.

(VIII)(8) Proclamation recognizing National Police Week May 12-17, 2019

On behalf of Mayor Pratt, Council Member Sexton read the Proclamation recognizing May 12-17, 2019 as National Police Week in the City of Altoona. This week is also being recognized by other communities around the country as National Police Week. The proclamation also calls upon all citizens to observe May 15, 2019 as Peace Officers Memorial Day to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty. Police Chief Bakken mentioned that the Peace Officers Memorial Day will take place at the Florian Gardens in Eau Claire on May 15.

(VIII)(9) Proclamation recognizing Municipal Clerks Week May 5-11, 2019.

On behalf of Mayor Pratt, Council Member Schlafer read the Proclamation recognizing Municipal Clerks Week May 5-11, 2019. Each year the Governor of Wisconsin sets aside one week in May to acknowledge Municipal Clerks. This year marks the 50th Anniversary of Municipal Clerks Week. Our City Clerk, Cindy Bauer and Deputy City Clerks, Roy Atkinson and Ann Lein have earned the respect of employees and fellow city clerks. This clerk team has demonstrated the professional attributes necessary to connect with the citizens of Altoona and work diligently with the members of the City Council.

(VIII)(10) Proclamation recognizing Emergency Medical Services (EMS) Week May 19-25, 2019.

On behalf of Mayor Pratt, Council Member Rowe read the Proclamation recognizing May 19-25, 2019 as Emergency Medical Services Week. This week is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week May 19-25, 2019 with the theme EMS Strong; Stronger Together.

(VIII)(11) Discuss/consider approval of bartender licenses for the licensing period ending June 30, 2019 as submitted by Clerk Bauer.

Clerk Bauer mentioned that the City has received bartender license applications for the period of now through June 30, 2019. A report was prepared by Police Chief Bakken recommending approval of all three bartender licenses as stated by Clerk Bauer.

Motion by Hanks/Stuber to approve the bartender licenses as recommended by the Police Department for the licensing period ending June 30, 2019. **Motion carried.**

(VIII)(12) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e) 1. Purchase and/or sale of property.

Motion by Hanks/Biren to convene in closed session at 7:35 p.m. pursuant to Wis. Stats. 19.85 (1)(e) 1. Purchase and/or sale of property. Roll call vote, 6-ayes, Hanks, Biren, Stuber, Rowe, Sexton, Schlafer, 0-nays. **Motion carried 6-0.**

(VIII)(13) Motion to reconvene to Open Session.

Motion by Biren/Hanks to reconvene in open session at 9:30 p.m. Roll call vote, 6-ayes, Biren, Stuber, Rowe, Sexton, Hanks, Schlafer, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that Council discussed in closed session three offers to purchase city property in River Prairie, two of which require action tonight.

First item pertained to a Vacant Land Offer to purchase dated May 7, 2019 from River Prairie Wealth Partners for the purchase of City Lot 19 and a portion of Lot 18, on Front Porch Place in the River Prairie Development for \$161,118.75 subject to adjustment depending on final lot configuration. Golat noted the main terms of the offer as listed in the WB-15 Commercial Offer to purchase dated May 7, 2019. There was much discussion in closed session regarding the retail use and whether the City should market the retail space this summer, in addition, parking and general configuration of the lot relative to the remaining space in the park was also discussed. Concensus was arrived that the terms of the offer were acceptable provided that there are no other binding offers before August 30, 2019.

Motion by Sexton/Stuber to accept the Vacant Land Offer to purchase dated May 7, 2019 from River Prairie Wealth Partners for the purchase of City Lot 19 and a portion of Lot 18, Front Porch Place in the River Prairie Development subject to the terms listed in the WB-15 Commercial offer to purchase with the added condition that the offer will be binding on August 30, 2019 if there are no other accepted offers. The motion also authorizes the Mayor to sign the closing documents. **Motion carried.**

Second item pertained to a Vacant Land Offer to purchase dated May 2, 2019 from Royal Construction and/or Assigns for the purchase of the corner lot of Meadowlark/Blazing Star in the River Prairie Development. Golat noted the terms as listed in the WB-13 Vacant Land Offer to Purchase.

Motion by Sexton/Stuber to accept the Vacant Land Offer to purchase dated May 2, 2019 from Royal Construction and/or Assigns for the purchase of the corner lot on Meadowlark/Blazing Star in the River Prairie Development subject to the terms listed in the WB-13 Vacant Land Offer to Purchases and to authorize the Mayor to sign the closing documents. **Motion carried.**

(IX) Miscellaneous Business and Communication – none.

(X) Adjournment.

Motion by Biren/Hanks to adjourn at 9:40 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk