

**CITY OF ALTOONA, WI**  
**REGULAR COUNCIL MEETING MINUTES**  
**June 13, 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 Daniel Gustafson, City Administrator Michael Golat, City Engineer/Director of Public Works (CE/DPW) David Walter, Finance Director Tina Nelson, City Planner Joshua Clements, Police Chief Kelly Bakken, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

**(IV) Citizen Participation Period**

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

**(V) Approval of minutes.**

Motion by Hanks/Sexton to approve the minutes of the May 23, 2019 Regular Council Meeting and the May 29, 2019 Special Council Meeting. **Motion carried.**

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

City Administrator Golat commented that last night was the first series of the Rock'n the River Concert Series. Golat commented on other projects the City is working on.

Finance Director Tina Nelson gave an updated 2019 Budget to date. Nelson distributed to Council a draft 2020 Budget Meeting Schedule for this year.

City Engineer/Director of Public Works (CE/DPW) Walter reported that the stormwater pond has structurally been restored on South Willson Drive.

Police Chief Bakken reported that there have been 1658 service calls so far for 2019, up from 2018.

**City Committee Reports – None.**

**(VII) Unfinished Business – none.**

**(VIII) New Business**

**(1) Public Hearing at 6:05 p.m. regarding a Certified Survey Map (CSM) to subdivide parcel #201-1045-02-020 and parcel #201-1045-07-000 on North Hillcrest Parkway and dedicate public right-of-way consistent with City of Official Map.**

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

City Planner Clements explained that the proposed CSM submitted by Lee Haremza subdivides the existing parcel #201-0145-02-020 (Lot 4 CSM #3116 V17 pg 287-288) of 1.820 acres to 1.44 acres and dedicates public right-of-way consistent with Altoona Official Map Res 5A-92. To accommodate road curvature, Mr. Haremza is working with Mega-Holiday to reshape that property (#201-1045-07-000, Lot 3 CSM #905 V5 pg 22-

24) of 1.150 acres to 1.08 acres. The Site Plan for Mr. Haremza's project "Ry Estates" was approved on March 11 for a 16-unit residential building.

Motion by Biren/Sexton to close the Public Hearing at 6:12 p.m. **Motion carried.**

**(VIII)(2) Discuss/consider approval of a Certified Survey Map (CSM) to subdivide parcel #201-1045-02-020 and parcel #201-1045-07-000 on North Hillcrest Parkway and dedicate public right-of-way consistent with City of Altoona Official Map.**

Motion by Biren/Sexton to approve the proposed Certified Survey Map. **Motion carried.**

**(VIII)(3) Public Hearing at 6:05 p.m. regarding a Certified Survey Map (CSM) to subdivide parcel #201-2012-06-000 at 428 Division Street into two parcels as requested by Brendan Pratt, Applicant.**

Mayor Pratt recused himself from this agenda item.

Council President Schlafer was acting chairperson. Schlafer opened the public hearing at 6:12 p.m.

City Planner Clements explained that the proposed CSM submitted by Brendan Pratt subdivides the existing parcel #201-2012-06-000 of 0.30 acres and located at 428 Division Street into two parcels (0.15 acres and 0.15 acres). The lot includes an existing house. The proposed lots meet all City of Altoona lot size and dimension requirements. The existing house will meet all proposed lot line setback requirements.

Motion by Biren/Sexton to close the public hearing at 6:15 p.m. **Motion carried.**

**(VIII)(4) Discuss/consider approval of a Certified Survey Map (CSM) to subdivide parcel #201-2012-06-000 at 428 Division Street into two parcels as requested by Brendan Pratt, Applicant.**

Motion by Stuber/Sexton to approve the CSM to subdivide parcel #201-2012-06-000 at 428 Division Street into two parcels as requested by Brendan Pratt, Applicant. **Motion carried.**

Mayor Pratt returned to the meeting.

**(VIII)(5) Discuss/consider approval of the River Prairie Park and Event Center Management Contract and Concession Agreement with King Pin Management of Wisconsin, Inc.**

City Administrator Golat explained that for the past two years the City has contracted with King Pin Management (KPM) to manage events and operate the bar at River Prairie Center and within River Prairie Park. King Pin has provided excellent services in promoting, booking, coordinating and successfully executing events on behalf of the City. In 2019, the City has approximately fifty-six weddings booked for River Prairie along with numerous private parties, corporate functions and public meetings.

King Pin employees have been excellent to work with and have communicated very well with City staff, always taking a "can-do" approach to every challenge that arises. This has led to a very cooperative and productive working relationship as we find new ways to energize the Event Center and Park.

City Administrator Golat said staff met with KPM management staff to discuss any desired changes to the 2019 contract and both parties agree that the following modifications are justified.

1. Increasing the percentage share of revenue for outside rentals going to King Pin from 15% to 30%, the same as rentals inside of RPC.
2. Increasing KPM's share of rental revenue from 30% to 50% for rentals within RPC which do not include catering.
3. For chair rentals beyond what is included in the base fee (100 chairs), KPM would receive 30% of the revenues; currently they do not receive any of the rental revenue from additional chairs even though it takes significant time to set them up.

King Pin Management provided financials reflecting financial performance over the past year. Dave Burg, President of King Pin was present at the meeting to discuss the financials and proposed changes and

answer any questions Council had regarding this contract.

Motion by Stuber/Biren to approve the River Prairie Event Center Management and Concession Agreement with King Pin Management of Wisconsin, Inc. **Motion carried.**

**(VIII)(6) Discuss/consider approval of Ordinance 6A-19, an ordinance amending Chapter 3.08, Addendum “A”, the City’s Fee Schedule to establish new rates relating to the River Prairie Center Rental and Use Policy and Fee Schedule.**

City Administrator Golat explained that as part of the discussions related to the King Pin Management contract, several changes to the City of Altoona River Prairie Center/Outdoor Venues Rental & Use Policy Guidelines (Policy Guidelines) were suggested as follows:

1. Prohibiting non-catered events on Fridays and Saturdays, unless booked inside of 60 days of the rental date.  
Demand for Friday and Saturdays is very high, and scheduling non-catered events on those days results in a significant loss of income.
2. Specifying that all room rentals within River Prairie Center are subject to a three-hour minimum.  
Scheduling room rentals for less than two hours is not practical and frequently results in a loss of income for King Pin Management due to set up, tear down, cleaning and staffing during the event.
3. Specifying that all-day rentals are required for Saturdays during the months of April through October.  
Saturdays are the highest demand rental days, especially during peak season. If short rentals are scheduled on these days, it preempts booking a wedding or other event that would earn significantly more revenue.
4. Adding a \$250 charge for combined wedding ceremony/reception events within River Prairie Center.  
This charge is to cover the cost of the tear down and set up between events.

Motion by Stuber/Sexton to approve Ordinance 6A-19, an ordinance amending Chapter 3.08, Addendum “A”, the City’s Fee Schedule to establish new rates relating to the River Prairie Center Rental and Use Policy and Fee Schedule as listed above. **Motion carried.**

**(VIII)(7) Discuss/consider entering into a consulting contract with Carlson Dettman Consulting to complete a classification and compensation plan in the lump sum amount of \$15,000.**

City Administrator Golat explained that City Council budgeted funds in 2019 to complete a classification and compensation study. The City issued a request for proposals in May and received four proposals. Proposals were submitted by the following firms: Carlson Dettmann Consulting (CDC), McGrath Human Resources Group, Public Administration Associates, and Bakertilly.

Golat said the study is intended to evaluate the responsibilities of each position and establish a compensation and pay schedule based on surveying comparable positions in other jurisdictions; position descriptions will also be updated. In addition, recommendations for implementing the classification plan will be presented. The study will cover approximately 25 positions. All permanent full-time employees are included except police officers covered by a collective bargaining agreement. In addition, the study will include several permanent part-time positions in the library and one in the police department. Golat said a consultant selection committee was assembled that included Mayor Pratt, Betsy Boley, Alyson Jones, Mike Golat and Roy Atkinson. The Committee evaluated the proposals and unanimously agreed to recommend Carlson Dettman Consulting for selection by the Council. The Committee pointed to the vast experience of Carlson Dettman, along with their proposed methodology, as reasons for the recommendation. Golat noted that Carlson Dettman completed a similar study for the City in 2009. The proposed cost of the study is a lump sum of \$15,000.

Motion by Stuber/Rowe to approve the contract with Carlson Dettman Consulting to complete a classification and compensation study for a lump sum of \$15,000. Hanks against. **Motion carried.**

**(VIII)(8) Discuss/consider mayoral appointments to the Devney Street Housing Committee for a three year term ending May 2022.**

City Administrator Golat explained that at the May 23, 2019 Council Meeting, Council approved Ordinance 5A-19, an ordinance creating the formation of the Devney Street Housing Committee. Mayor Pratt is now bringing forth the mayoral appointments for this committee. They are as follows:

Brendan Pratt, Mayor  
Matthew Biren, City Council Member  
Joshua Clements, City Staff  
Susan Wolfram, JONAH Representative  
Paul Savides, Western Dairyland Economic Opportunity Council, Inc. Representative  
Cody Filipczak, Cody and Molly Filipczak Family Foundation Representative  
Jesse James, City of Altoona Community Member at Large  
Sarah Ferber, Ex Officio non-voting member  
Emily Berge, Ex Officio non-voting member, Mental Health Professional Representative  
Brienne Berres, Ex Officio non-voting member, Catholic Charities Representative

Paul Savides, Western Dairyland Representative, gave some background information on other committees he has served on and showed his appreciation to be given the opportunity to serve on this committee.

Emily Berge, Mental Health Professional Representative gave some background information on other committees she has been involved in.

Member Rowe commented that all appointments are for a three year term and suggested staggering appointments.

Member Schlafer asked if there should be an ongoing representative from the County Board? City Administrator Golat mentioned that the City could add a non-voting member to the committee at any time.

Motion by Sexton/Stuber to approve mayoral appointments to the Devney Street Housing Committee for a three-year term ending May 2022 as recommended by Mayor Pratt. Hanks against. **Motion carried.**

**(VIII)(9) Discuss/consider setting Public Hearing date to rezone parcel #201-2090-05-000 at 711 Fairfax Street from C Commercial District to R-3 Multiple Family Dwelling District as submitted by Frank Lechner and to refer the petition to the Plan Commission for its recommendation prior to the Public Hearing**

City Planner Clements explained that the petitioner seeks to rezone the property at 711 Fairfax from C Commercial to R-3 Multiple Family Dwelling District. The most recent use for the property was a car wash. The petitioner is seeking to rezone in order to enable renovation and adding a second story to accommodate 8 dwelling units, possibly fewer units depending on the final plan and parking stalls needed. The entire corridor along Fairfax Avenue is zoned C Commercial, property on the opposite side of the block is zoned R-2. Per Altoona City Ordinance 19.68.030, upon receipt of a petition for rezoning, the City Council shall send the petition to the Plan Commission for their recommendation and set a date for a Public Hearing. Staff recommends referral to the 2019 July 8 Plan Commission and Public Hearing date of July 11 before the City Council.

Motion by Sexton/Stuber to set the Public Hearing date for the proposed rezoning as 6:00p.m. on 2019 July 11, and refer the petition to the Plan Commission. **Motion carried.**

**(VIII)(10) Discuss/consider setting Public Hearing date to rezone lands recently acquired by the City by the Department of Transportation located at the corner of N. Willson and Fairway Drive and to refer the petition to the Plan Commission for its recommendation prior to the Public Hearing (Recommended public hearing date, 2019 July 11 at 6:00 p.m. and Plan Commission date of 2019 July 8 at 5:30 p.m.).**

City Planner Clements explained that the identified Lot 1 and Outlot 1 of the CSM approved by the City Council on May 23, was recently acquired from the WI DOT. Previously, the property was DOT right-of-way, and as such, did not have a zoning classification. Pursuant to Altoona Municipal Code 19.24.030, lands incorporated

into the City shall be subject to R-1 zoning until such time the property is rezoned, within 120 days. While the lands were not incorporated into the City through purchase, Zoning Administrator Clements regards this rezoning action as the applicable procedure. Lot 1 is intended to be marketed for development. The Zoning Administrator recommends the Plan Commission and Council assign RP River Prairie Mixed Use District as the applicable zoning to allow for commercial, residential, and mixed-use development and to follow the River Prairie Design Guidelines and Standards. The recommended zoning for Outlot 1 is P Public and Conservancy, as the Outlot is currently utilized as a stormwater pond. Clements noted that the CSM has been submitted for recording at Eau Claire County, however, CSM recording information was not available at the time of Summary preparation.

Motion by Sexton/Rowe to set the Public Hearing date for the proposed rezoning as 6:05p.m. on 2019 July 11, and refer the petition to the Plan Commission. **Motion carried.**

**(VIII)(11) Discuss/consider awarding bid for the 2019 Bartlett Avenue Reconstruction Project (10<sup>th</sup> Street West to 7<sup>th</sup> Street West).**

City Engineer David Walter explained that this item was removed from the May 23, 2019 Council Agenda because Staff did not have the official materials from WisDOT to award the bid. The above project is federally-funded in part by a grant through the STP-Urban program, and is managed by the Wisconsin Department of Transportation as outlined by the State/Municipal Agreement. WisDOT held a bid opening for the 2019 Bartlett Avenue Reconstruction Project (10<sup>th</sup> Street West to 7<sup>th</sup> Street West) on Monday, May 13<sup>th</sup>. WisDOT has subsequently approved the project and has released the bid tabulation. The project includes grading, gravel, asphaltic concrete paving, concrete curb and gutter, driveways, sidewalks, storm sewer, water main, sanitary sewer, water and sanitary sewer services, and lawn restoration.

The low bid of \$630,906.34 exceeds the budgeted amount of \$505,964.00, the bulk of which would be borne by the general fund. Finance Director Nelson recommends that, due to the fact several projects remain to be completed yet this year, staff return later in the year with a proposed budget amendment should it be necessary.

Motion by Biren/Sexton to award the bid for City-funded items, consistent with the State/Municipal Agreement, to Haas Sons, Inc. for the 2019 Bartlett Avenue Reconstruction Project (10<sup>th</sup> Street West to 7<sup>th</sup> Street West). **Motion carried.**

**(VIII)(12) Discuss/consider awarding bid for the 2019 Pavement Replacement Program.**

City Engineer Walter explained that the entire length of Glades Drive and New Pine Drive was selected for the 2019 Annual Pavement Replacement Program. The PASER rating for both segments is 2 out of 10, or “very poor” and Public Works has received numerous complaints. Public Works has also confirmed that underlying utilities are in good condition. The project will include spot repair of curb and gutter, minor supplemental base course if necessary, replacement of low-volume storm inlets, and removal and replacement of the asphaltic pavement. Walter said that a bid opening was held on Tuesday, June 11<sup>th</sup>, and the results were distributed to Council members prior to the meeting. The City received two bids: Haas Sons and A-1 Excavating. Walter noted that the low bid was from Haas Sons Inc, in the amount of \$156,194.91. Since the city budgeted \$225,000 for this project, Walter recommended modifying the project limits to maximize the available budget and use the full extent of the pavement replacement program. S. glades Drive and/or Glen Drive will be considered.

Motion by Schlafer/Sexton to award the bid to Haas Sons, Inc. for the 2019 Annual Pavement Replacement Program. **Motion carried.**

**(VIII)(13) Discuss/consider approval of Combination “Class B” Retailers’ Licenses to sell fermented malt beverages and intoxicating liquors in the City of Altoona.**

The following applicants applied for a Combination “Class B” Retailers’ License for the period of July 1, 2019 through June 30, 2020: Roman Corporation, Eau Claire Golf and Country Club, Roland Knusalla, 400 Club of Altoona LLC, Mar Hospitalities LLC, Altoona VFW Post 10405 Inc, Golden Spike Bar & Grill Inc, Happy Hollow Tavern Inc, ZA 51 Corp, and VS Sports Bar Inc.

Clerk Bauer explained that Police Chief Bakken has reviewed and recommends approval of the ten applications submitted. City Clerk Bauer has checked and found no delinquent real estate taxes, personal property taxes, utility payments or any other delinquent taxes for the subject properties.

Motion by Stuber/Biren to approve a Combination “Class B” Retailers’ Licenses to sell fermented malt beverages and intoxicating liquors in the City of Altoona to those listed. **Motion carried.**

**(VIII)(14) Discuss/consider approval of a Class “B” Retailers license to sell fermented malt beverages in the City of Altoona.**

The following applicants applied for a Class “B” Retailers license for the period of July 1, 2019 through June 30, 2020: The Classic at Hillcrest Greens LLC, Altoona Lodging LLC, King Pin Management of Wisconsin LLC and Chippewa Valley Cremation Services and Celebration of Life Center LLC. Clerk Bauer noted that King Pin Management applies for a “Class B Liquor License” through the State of Wisconsin for the River Prairie Center. Clerk Bauer said that Police Chief Bakken has reviewed and recommends approval of the applications submitted. Clerk Bauer has checked and found no delinquent real estate taxes, personal property taxes, utility payments or any other delinquent taxes for the subject properties.

Motion by Stuber/Biren to approve a Retail Class ‘B’ beer license to sell fermented malt beverages in the City of Altoona to those listed. **Motion carried.**

**(VIII)(15) Discuss/consider approval of a “Class C” Retailers license to sell wine in the City of Altoona.**

The following applicants applied for a “Class C” Retailers License for the period of July 1, 2019 through June 30, 2020: The Classic at Hillcrest Greens LLC and Altoona Lodging. Clerk Bauer said that Police Chief Bakken has reviewed and recommends approval of the applications submitted. Clerk Bauer has checked and found no delinquent real estate taxes, personal property taxes, utility payments or any other delinquent taxes for the subject properties.

Motion by Rowe/Stuber to approve a “Class C” Retailers License to sell wine in the City of Altoona to those listed. **Motion carried.**

**(VIII)(16) Discuss/consider approval of a Combination “Class A” Retail license to sell fermented malt beverages and intoxicating liquors.**

The following applicants applied for a Combination “Class A” Retail License for the period of July 1, 2019 through June 30, 2020: Cenergy LLC, Kwik Trip Inc (Stores #208 and #828), Rumps’ Butcher Shopper LLC, Woodman’s Food Market Inc, and Walgreen Company. Clerk Bauer said that Police Chief Bakken has reviewed and recommends approval of the applications submitted. Clerk Bauer noted there is one property that is delinquent in water utilities. However, they are sending a check today to the City for the entire amount. So I would recommend approval of all licenses contingent on payment of delinquent utility bill before issuance of license.

Motion by Stuber/Rowe to approve a Combination “Class A” Retail license to sell fermented malt beverages and intoxicating liquors to those listed above contingent on payment of all applicable fees before issuance of licenses. **Motion carried.**

**(VIII)(17) Discuss/consider approval of a Cigarette License to manufacture, sell, exchange, barter, dispose of, give away and keep for sale.**

The following applicants applied for a Cigarette License for the period of July 1, 2019 through June 30, 2020: Cenergy LLC, Golden Spike Bar & Grill Inc, Roland Knusalla, 400 Club of Altoona LLC, Eau Claire Golf & Country Club Inc, Walgreen Company, Kwik Trip, Inc. (Kwik Trip Store #208 and Kwik Trip Store #828); and Woodman’s Food Market, Inc. (Woodman’s Store #41 and Woodman’s Store #41 Gas Station) have all applied for renewal of their annual cigarette sales licenses.

Motion by Hanks/Stuber to approve a Cigarette License to those listed above. Rowe and Sexton against. **Motion carried.**

**(VIII)(18) Discuss/consider approval of Bartender Licenses for the 2019-2020 Licensing period as submitted by Clerk Bauer. (List available upon request and recommendation by the Altoona Police Department).**

City Clerk Bauer explained that the City has received renewal and new bartender license applications for the period of July 1, 2019 through June 30, 2020. The Clerk's office and the Altoona Police Department are continuing to work together on a process to handle Operator (Bartender) Licenses. A report was prepared and distributed to Council with a recommendation by Police Chief Bakken for approval of all applicants submitted.

Motion by Sexton/Biren to approve the renewal and new bartender licenses for the 2019-2020 licensing period as submitted by Clerk Bauer. **Motion carried.**

**(VIII)(19) Discuss/consider approval of Refuse Haulers License.**

The following applicants applied for a Refuse haulers License for the period of July 1, 2019 through June 30, 2020: ProVyro Waste Services LLC, Advance Disposal, Tambornino Sanitation LLC, Boxx Sanitation LLC, Waste Management and Earthbound Environmental Solutions LLC.

Clerk Bauer explained that there have been no significant problems reported in the past year with any of the operators. Iris Lang of the Eau Claire/City County Health Department reported to Clerk Bauer that they have not had any issues on their routine refuse inspections for the above-mentioned applicants. Staff recommends approval of the licenses.

Motion by Biren/Sexton to approve the Refuse Haulers Licenses to those listed on the Agenda. **Motion carried.**

**(VIII)(20) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e) 1. Purchase and/or sale of property.**

**(VIII)(21) Motion to reconvene to Open Session.**

The Council did not convene in closed session.

**(IX) Miscellaneous Business and Communication**

Council Member Stuber requested that the City check its city owned property for tree trimming along the sidewalks.

Council Member Biren commented on the maintenance of poison ivy along Cinder City Park.

**(X) Adjournment.**

Motion by Sexton/Hanks to adjourn at 7:45 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk