

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
August 8, 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, Sue Rowe (via phone) were present. Also Present: Attorney Christopher Gierhart, City Administrator Michael Golat, City Engineer/Director of Public Works (CE/DPW) David Walter, City Planner Joshua Clements, 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 Sexton/Biren to approve the minutes of the July 25, 2019 Regular Council Meeting and the August 1, 2019 Special Council Meeting. Schlafer abstained for the July 25, 2019 Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

CE/DPW Walter mentioned that the Bartlett Avenue Street Reconstruction Project from 7th Street West to 10th Street West is on schedule and targeted to be completed before school starting.

City Administrator Mike Golat commented on the Devney Street Housing remodeling project.

City Planner Joshua Clements commented on construction of Phase II that has started in the Hillcrest Greens Subdivision.

City Committee Reports – None.

(VII) Unfinished Business – None.

(VIII) New Business

(1) Discuss/consider approval of Resolution 8A-19, a resolution authorizing the discharge of fireworks at the Oakleaf Stadium at Altoona High School on August 30, 2019 as requested by the Altoona School District.

City Administrator Golat explained 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 Michael Markgren of the Altoona School District to display fireworks at the new Oakleaf Stadium at Altoona High School after the first football game/ribbon cutting of Oakleaf Stadium on August 30, 2019. Mr. Markgren 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 Above & Beyond Pyrotechnics, LLC, 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 8A-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)(2) Discuss/consider approval of a Property Management Contract between the City of Altoona and Rental Resources of Eau Claire, Inc. for managing the 1511 Devney Drive Affordable Housing Project.

City Administrator Golat explained the property management contract between the City of Altoona and Rental Resources of Eau Claire, Inc.(RREC) for managing the 1511 Devney Drive Affordable Housing Project. City Administrator Golat met with Attorney Gierhart and John DeRosa this afternoon to finalize details of the Property Management Contract. City Administrator Golat further explained that the contract specifies RREC will manage the affordable housing project with respect to leasing, marketing, cleaning and maintenance. The rate for leasing services is 7.5% of gross revenue with no additional fees required for new rentals. Golat noted there will be a \$50 per unit set up fee for each unit. City Administrator Golat mentioned that beyond leasing services, RREC would also perform weekly cleaning services and shoveling and maintenance as needed. The City would be charged on an hourly basis for that work; routine cleaning is estimated at \$60 per week and maintenance would be billed at \$20 per hour. RREC was selected to manage the property based on its extensive experience managing properties with residents facing challenges similar to those of the tenants anticipated at the Devney property.

City Attorney Gierhart commented that the contract form is acceptable, but there might be some final modifications to some of the provisions; so if Council agrees to approve the Property Management Contract, it should be contingent on final approval by the City Attorney.

Motion by Biren/Sexton to approve the Property Management Contract between the City of Altoona and Rental Resources of Eau Claire, Inc. for managing the 1511 Devney Drive Affordable Housing Project contingent on final approval by the City Attorney. Hanks against. **Motion carried.**

(VIII)(3) Discuss/consider setting the Public Hearing date to rezone parcel #201-1053-02-000 from C Commercial to I Industrial, located east on Otter Road as requested by ChoicePoint Holdings, LLC, and to refer the petition to the Plan Commission for its recommendation prior to the Public Hearing (Recommended public hearing date, 2019 August 22 at 6:00 p.m. and Plan Commission date of 2019 August 13 at 5:00 p.m).

City Planner Josh Clements explained that the petitioner seeks to rezone the property east on Otter Road from C Commercial to I Industrial. in order to construct a 6-8 stall warehouse facility to eventually convert to self storage condos. 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 August 13 Plan Commission and Public Hearing date of August 22 before the City Council.

Motion by Sexton/Stuber to set the Public Hearing date for the proposed rezoning at 6:00 p.m. on 2019 August 22 and refer the petition to the Plan Commission. **Motion carried.**

(VIII)(4) Discuss/consider approval of Ordinance 8A-19, an Ordinance amending Chapter 10.24 of the Altoona Municipal Code “Through Streets” to add additional stop signs in the Sherman Highland Addition.

CE/DPW Walter explained that a discussion was held during the July 25th, 2019 on traffic control within the Sherman Highlands Addition neighborhood. Staff was directed to return with a proposed ordinance amendment to create what’s known as a “basket-weave” layout, as well as a proposed budget amendment to account for the additional sign cost. Walter provided the Council with a map of the proposed layout as well as an ordinance amendment. The revised layout includes 35 STOP signs at an approximate cost of \$4,055.00. CE/DPW Walter mentioned that Finance Director Nelson advises that it would be appropriate to include this cost in a future comprehensive amendment, rather than an individual amendment at this time.

Motion by Sexton/Stuber to approve Ordinance 8A-19, an Ordinance amending Chapter 10.24 of the Altoona Municipal Code. Hanks against **Motion carried.**

(VIII)(5) Discuss/consider approval of Bartender Licenses for the 2019-2020 licensing period as submitted by Clerk Bauer.

City Clerk Bauer explained that the City has received bartender license applications for the licensing period of July 1, 2019 through June 30, 2020. A report was prepared and distributed to Council with recommendation by Police Chief Bakken for approval of all applicants submitted.

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

(VIII)(6) Discuss/consider awarding the bid for the CTH KB/Bartlett Avenue Reconstruction - Phase 2 Project.

CE/DPW Walter explained that at the August 1, 2019 Special Council Meeting, Council approved Final Resolution 7C-19 authorizing street and utility improvements and levying special assessments against benefited property for the Bartlett Avenue/CTH KB Reconstruction - Phase 2 project. Walter said the City held a bid opening for the CTH KB/Bartlett Avenue Reconstruction - Phase 2 Project on August 2, 2019. The bid tabulation was distributed to Council members prior to the meeting. The City received three bids; the lowest bidder was from Haas Sons at a cost of \$1,618,246.67. The project includes grading, gravel, asphaltic concrete paving, concrete curb and gutter, water main and appurtenances, sanitary sewer and appurtenances, driveways, multi-use trail, and lawn restoration. Walter mentioned he contacted the School District to see if the time frame of construction works for the school year. The Altoona School District was fine with the time frame of construction.

Motion by Biren/Schlafer to approve awarding the bid for the CTH KB/Bartlett Avenue Reconstruction Phase 2 Project to Haas Sons, Inc. Hanks and Stuber against. **Motion carried.**

(VIII)(7) Discuss/consider awarding the bid for the 2019 Hayden's Addition Street Reconstruction Project.

CE/DPW Walter explained that at the July 25, 2019 Council Meeting, Council approved Final Resolution 7D-19 authorizing street and utility improvements and levying special assessments against benefited property for the 2019 Hayden's Addition Street Reconstruction Project for the reconstruction of the following street segments: a) Hayden Avenue, from 3rd Street East to approximately 479 feet east, b) Garfield Avenue, from 3rd Street East to the easterly end of Garfield Avenue and c) 4th Street East, from Daniels Avenue to Hayden Avenue. The City held a bid opening for the 2019 Hayden's Addition Street Reconstruction Project on Wednesday, August 7, 2019. The bid tabulation was distributed to Council members prior to the meeting. The City received three bids; the lowest bidder was from McCabe Construction, Inc at a total cost of \$919,288.18 plus the engineering cost of \$20,000. The project includes grading, gravel, asphaltic concrete paving, concrete curb and gutter, water main and appurtenances, sanitary sewer and appurtenances, driveways, sidewalk, and lawn restoration.

Motion by Sexton/Stuber to approve awarding the bid for the 2019 Hayden's Addition Street Reconstruction Project to McCabe Construction, Inc. **Motion carried.**

(VIII)(8) Discuss/consider approving contract with Cedar Corporation for construction engineering of CTH/KB Bartlett Avenue Reconstruction -Phase 2 Project.

CE/DPW Walter explained that the City selected Cedar Corporation to design the above project for the entire length from 3rd Street East to the City Limits past the new elementary school, and subsequently selected them for construction engineering of Phase 1 completed in 2018. Cedar Corporation has submitted a proposal for construction engineering services for Phase 2.

Motion by Sexton/Biren to approve amendment to the engineering contract with Cedar Corporation for the CTH KB-Bartlett Avenue project to include construction administration for Phase 2 at a lump sum cost not to

exceed \$138,000. Hanks and Stuber against. **Motion carried.**

(VIII)(11) Discuss/consider approval of a Development Agreement between the City of Altoona and CMJM Properties LLC for Hillcrest Greens Phase II.

City Planner Clements explained the Development Agreement between the City of Altoona and CMJM Properties LLC (C&M Home Builders) for “Hillcrest Greens Phase II”. The Final Implementation Plan for Hillcrest Greens II was approved on 2019 May 23. The agreement sets forth conditions of installation of public infrastructure along with special conditions. The agreement also provides a surety for the improvements in the form of a letter of credit and includes the civil construction plans for public improvements as an attachment. The enclosed development agreement will include a letter of credit. That will be obtained and attached to the Development Agreement.

Motion by Sexton/Biren to approve a Development Agreement between the City of Altoona and CMJM Properties LLC for Hillcrest Greens Phase II. **Motion carried.**

(VIII)(9) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e)

A. Purchase and/or sale of property.

Motion by Hanks/Sexton to convene in closed session at 6:30 p.m. pursuant to Wis. Stats. 19.85 (1)(e). Roll call vote, 6-ayes, Biren, Stuber, Rowe, Schlafer, Sexton, Hanks, 0-nays. **Motion carried 6-0.**

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

Motion by Hanks/Stuber to reconvene to Open Session at 6:54 p.m. Roll call vote 6-ayes, Hanks, Biren, Rowe, Stuber, Schlafer, Sexton, 0-nays. **Motion carried 6-0.**

City Administrator Golat commented that in closed session, Council discussed two matters pertaining to acquisition or leasing of City property. No action reported out in open session.

(IX) Miscellaneous Business and Communication.

None.

(X) Adjournment.

Motion by Hanks/Sexton to adjourn at 6:55 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk