

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
August 22, 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

Deputy Clerk/Management Analyst Roy Atkinson 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, Finance Director Tina Nelson, City Planner Joshua Clements, Police Chief Kelly Bakken, and Management Analyst Roy Atkinson

Absent: City Clerk Cindy Bauer.

(IV) Citizen Participation Period

Lee Haremza, Developer, spoke to the Council regarding his interest in the former Tepaske property located on the northwest corner of N. Hillcrest Parkway and 3rd Street West. He would like to rezone the parcel from C Commercial District to R-3 Multiple Family District. Attorney Gierhart reminded Council that there can be no action by the Council. Haremza would need to submit a rezone application to the City for review by Plan Commission and Council.

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 August 8, 2019 Regular Council Meeting.
Motion carried.

(VI) City Officers/Department Heads Report

Police Chief Bakken updated the Council regarding the School Liason. Bakken noted that Police Officer Tim Peterson will be the new School Resource Officer. Bakken also noted that Lieutenant Livingston retired effective August 1, 2019; this position is currently posted and interviews will be conducted starting September 23, 2019. Police Chief Bakken reported that there have been 2077 service calls so far for 2019; up compared to last year at this time of 2054.

City Planner Joshua Clements updated the Council regarding Housing in the Chippewa Valley.

City Administrator Mike Golat updated the Council on Street Projects.

Management Analyst Roy Atkinson reminded the Council of the Altoona Summer Fiesta this Sunday, August 25, 2019 from 4-7 p.m. and the Back to School Ice Cream Social on Wednesday, August 28, 2019 from 5:30 – 7:00 p.m.

City Committee Reports – None.

(VII) Unfinished Business – None.

(VIII) New Business

(1) Discuss/consider approval of Resolution 8B-19, a resolution authorizing the closing of books of account for the year ended December 31, 2018 and to accept the Comprehensive Annual Financial Report for 2018.

Finance Director Nelson explained that following completion of the Auditor's presentation, given at the August 22, 2019 Finance Committee meeting, the Finance Committee recommended acceptance of the City's 2018 Comprehensive Annual Financial Report as presented. Staff recommended Council approve a motion to authorize closing the books of account for 2018 and to accept the City's 2018 Comprehensive Annual Financial Report as presented.

Motion by Sexton/Stuber to approve Resolution 8B-19, a resolution authorizing the closing of books of account for the year ended December 31, 2018 and to accept the Comprehensive Annual Financial Report for 2018. **Motion carried.**

(VIII)(2) Discuss/consider approval of a commercial lease agreement between the City and APPW Franchising, LLC (APPW) for APPW to locate and operate a pet washing business on City-owned property in River Prairie at the corner of Meadowlark Lane and Front Porch Plaza.

City Administrator Golat explained the commercial lease agreement between the City and APPW for locating and operating a pet washing business on City-owned property in River Prairie at the corner of Meadowlark Lane and Front Porch Plaza. Golat noted that the contract has been reviewed by the City Attorney.

The Contract includes the following key provisions:

1. In consideration of being allowed to locate their building in River Prairie, APPW will pay the City 15% of gross revenue received. Council Members were given a proforma that showed expected revenue from 10% of the revenue and 20% of the revenue assuming ten washes per day or 20 washes per day.
2. APPW will hook up to electric and City utilities and will be responsible for paying the utility bills.
3. APPW will be responsible for maintenance and repair of their building along with snow removal.
4. The term of the lease is two years. The lease will be renewed automatically for up to 5 additional one-year terms, unless nonrenewal notice by either party is provided thirty days before the end of the term.
5. The color of the accents on the primarily white building will be maroon. (please see attached picture).
6. APPW will be required to carry appropriate insurance on their improvements.
7. When APPW vacates the location, they will be required to remove the building but will leave the concrete pads and utility connections.

Motion by Rowe/Hanks to approve a commercial lease agreement between the City and APPW Franchising, LLC (APPW) for APPW to locate and operate a pet washing business on City-owned property in River Prairie at the corner of Meadowlark Lane and Front Porch Plaza. **Motion carried.**

(VIII)(3) Public hearing at 6:00 p.m. or as soon thereafter as is possible regarding a Certified Survey Map (CSM) to subdivide parcel #201234202000 at 620 Bartlett Avenue and parcel #201102003070 at 704 Bartlett Avenue.

Mayor Pratt opened the public hearing at 6:40 p.m.

City Planner Josh Clements explained that the proposed CSM subdivides two parcels, 602 Bartlett Avenue, 1.5 acres, and 704 Bartlett Avenue, 1.45 acres. The resulting lots are 1.07 acres and 1.04 acres respectively, and creates Outlot 1 of 0.41 acres and Outlot 2 of 0.43 acres. The proposed outlots encompasses existing storm water ponds on the affected properties. The area is to be transferred to the City to be utilized as a stormwater facility to accommodate runoff in the Bartlett Avenue corridor. City Planner Clements noted that the Plan Commission recommended approval of the CSM at its August 13, 2019 Plan Commission Meeting.

Motion by Schlafer/Sexton to close the Public Hearing at 6:41 p.m. **Motion carried.**

(VIII)(4) Discuss/consider approval of a Certified Survey Map (CSM) to subdivide parcel #201234202000 at 620 Bartlett Avenue and parcel #201102003070 at 704 Bartlett Avenue (Discussed at the August 13, 2019 Plan Commission Meeting).

Motion by Rowe/Stuber to approve the CSM to subdivide parcels at 620 Bartlett Avenue and 704 Bartlett Avenue. **Motion carried.**

(VIII)(5) Public hearing at 6:05 p.m. or as soon thereafter as is possible to rezone parcel #201105302000 from C Commercial district to I Industrial District, located east on Otter Road as requested by Jason Griepentrog on behalf of ChoicePoint Holdings LLC.

Mayor Pratt opened the public hearing at 6:42 p.m.

City Planner Clements explained that the petitioner seeks to rezone a parcel currently zoned as Commercial to Industrial to allow for construction of self-storage units. Properties to the west and north are zoned industrial and similar in character. Property to the south is commercial (Draganetti's Ristorante). The parcel is constrained by topography and shape, likely limiting use for commercial employment or service beyond a small building. City Planner Clements noted that the Plan Commission recommended approval of the Rezoning at its August 13, 2019 Plan Commission Meeting.

Motion by Sexton/Biren to close the Public Hearing at 6:44 p.m. **Motion carried.**

(VIII)(6) Discuss/consider approval of Ordinance 8B-19, an Ordinance to rezone parcel #201105302000 from C Commercial District to I Industrial District, located east on Otter Road as requested by Jason Griepentrog on behalf of ChoicePoint Holdings LLC. (Discussed at the August 13, 2019 Plan Commission Meeting).

Motion by Sexton/Stuber to approve Ordinance 8B-19, an Ordinance to rezone parcel #201105302000 from C Commercial to I Industrial. **Motion carried.**

(VIII)(7) Discuss/consider approval of Ordinance 8C-19, an Ordinance amending Chapter 10.20 of the Altoona Municipal Code "Stopping, Standing, Parking" specifically Section 10.20.025 regarding vehicle storage on street prohibited in relation to recreational vehicles, off-road utility vehicles, and trailers.

Police Chief Bakken explained that the police department frequently receives complaints regarding recreational vehicles, off-road utility vehicles and trailers, including boats, which have been parked on the city streets for weeks and even months at a time. Parking these vehicles on the streets often times causes inconveniences to neighbors, hinders traffic flow, hinders street maintenance and is overall a nuisance. Police Chief Bakken said currently our ordinance only covers vehicles. Vehicles is defined in Wisconsin State Statute 340.01(74) as device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except railroad trains. A snowmobile, an all-terrain vehicle, a personal delivery device, an electric scooter and an electric personal assistive mobility device shall not be considered a vehicle except for purposes made specifically applicable by statute. The revised ordinance would prohibit storage on streets to include recreational vehicles, off-road utility vehicles, and trailers by limiting the time they may be on the street, without being moved, to forty-eight hours.

Motion by Schlafer/Sexton to approve Ordinance 8C-19, an Ordinance amending Chapter 10.20 of the Altoona Municipal Code "Stopping, Standing, Parking" specifically Section 10.20.025 regarding vehicle storage on street prohibited. **Motion carried.**

(VIII)(8) Discuss/consider approval of Ordinance 8D-19, an Ordinance amending Chapter 9.23 of the Altoona Municipal Code "Public Consumption of Alcoholic Beverages" specifically renaming Chapter 9.23 to "Public Intoxication" and adding Section 9.23.035 "Public Excessive Intoxication".

Police Chief Bakken explained that the Police Department finds that excessive consumption of alcohol, use of illicit drugs or improper use of controlled substances commonly produces secondary effects of reduced safety, unruly conduct, inappropriate behavior, and community disruption. This section is recommended as a means to limit such secondary effects, thereby providing for the health, safety, and welfare of the public and creating a safe and welcoming community.

Motion by Stuber/Sexton to approve Ordinance 8D-19, an Ordinance amending Chapter 9.23 specifically renaming Chapter 9.23 and adding Section 9.23.035. **Motion carried.**

(VIII)(9) Discuss/consider approval of Ordinance 8E-19, an Ordinance amending Chapter 12.12 of the Altoona Municipal Code “Driveway Approaches”, more specifically Section 12.12.020 regarding driveway aprons for attached dwellings, two and three-unit parcels; appeal for second driveways; and alternative compliance procedures.

City Planner Clements explained that the City of Altoona approved amendments to the Zoning Title in 2018 that reduced the minimum building setbacks in residential districts, including garage setback of 24 feet (previously 30). This has resulted in garages being constructed closer to the street than in recent years. The result has been appealed by contractors to modify the permitted driveway apron standards due to reduced driveway length to accommodate driveway tapers, particularly for twin homes and duplexes where the effective garage width is four vehicle stalls.

The current standard residential driveway apron width is 22 feet.

- The proposed ordinance creates a sliding scale for single-family homes with a three vehicle garage where the setback is less than 30 feet, accounting for corresponding lack of distance for tapering (12.12.020 A. 2.)
- The proposed ordinance allows for wider aprons of 30 feet for attached dwellings such as twin homes and duplexes with adjacent garages, and creates a sliding scale to allow for aprons up to 36 feet where setback are less than 30 feet. (12.12.020 A. 3.)
- The proposed ordinance also creates an appeal method for a second driveway where deemed necessary for two and three unit parcels where garages are separate. (12.12.020 A. 4.)
- The proposed ordinance creates an alternative compliance procedure where a property owner may appeal to the City Engineer for deviation to the apron standards provided evidence of need. (12.12.020 C.)
- The proposed ordinance also removes duplicate language regarding apron width measurement definition in relation to the sidewalk, and adds a statement encouraging shared driveways among adjacent lots to reduce total driveway openings and total apron width along a frontage.

Motion by Biren/Stuber to approve Ordinance 8E-19, an Ordinance amending Chapter 12.12 of the Altoona Municipal Code “Driveway Approaches”. **Motion carried.**

(VIII)(10) 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 6:59 p.m. pursuant to Wis. Stats. 19.85 (1)(e). Roll call vote, 6-ayes, Stuber, Hanks, Schlafer, Biren, Sexton, Rowe, 0-nays. **Motion carried 6-0.**

(VIII)(11) Motion to reconvene to Open Session.

Motion by Hanks/Stuber to reconvene to Open Session at 7:39 p.m. Roll call vote 6-ayes, Stuber, Hanks, Schlafer, Biren, Sexton, Rowe, 0-nays. **Motion carried 6-0.**

City Administrator Golat commented that in closed session, Council discussed one land sales related matter regarding RFP for the property at the corner of North Willson Drive and Fairway Drive. No formal action at this time.

(IX) Miscellaneous Business and Communication.

None.

(X) Adjournment.

Motion by Hanks/Sexton to adjourn at 7:40 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk