

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
October 10, 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, Finance Director Tina Nelson, City Engineer/Director of Public Works (CE/DPW) David Walter, Recreation Manager Debra Goldbach, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer. City Planner Joshua Clements arrived at 6:12 p.m.

(IV) Citizen Participation Period

David Rowe, 920 Lake Road, Altoona, member of the School District of Altoona School Board, was present to update the Council regarding the 2020 Budget for the School District of Altoona in regards to the Mill rate for the School District. In summary, Mr. Rowe noted that the portion of taxes for the School District has been decreasing for the last four years.

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

(V) Approval of minutes.

Motion by Biren/Sexton to approve the minutes of the September 26, 2019 Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report - none

City Committee Reports – None.

(VII) Unfinished Business – None.

(VIII) New Business

(1) Public Hearing at 6:00 pm or as soon thereafter as is possible to rezone parcel 201104606000 from C Commercial District to R-3 Multiple Family Dwelling District, located on the corner of 3rd Street East and N. Hillcrest Parkway as requested by Lee Haremza (Discussed at 2019 Oct 8 Plan Commission)

Mayor Pratt opened the public hearing at 6:13 p.m.

City Planner Joshua Clements explained that the petitioner seeks to rezone a parcel located at the corner of North Hillcrest Parkway and 3rd Street East currently zoned as C Commercial to R-3 Multiple Family Dwelling District to allow for construction of one or more multi-family dwelling structures. The concept provided illustrates two structures totaling between 24 – 32 units. The property is vacant, and has some development constraints related to topography, drainage, and presumed fill of unknown condition on the site. The property immediately west is zoned C Commercial and is a mixed-use property with a single-family dwelling as well as a pet boarding business (separate structures). Properties to the north are zoned R-1 and is a single-family dwelling on a large lot (1.35 acres). Properties to the east are R-3 (8-unit multi-family) and C (Citizens State Bank). Clements noted that if approved, the petitioner must acquire Site Plan approval, storm water, and related permits. Staff has not provided

feedback regarding site arrangement or other related elements based upon the provided concept, except to remind the applicant of storm water concerns in the general area. In the application, the petitioner plans to proceed through entitlements to begin construction in Spring 2020. The Plan Commission, at its October 8, 2019 meeting recommended to Council approval of the rezoning, however, the motion failed by a 2-3 vote (2 absent).

Motion by Schlafer/Hanks to close the public hearing at 6:20 p.m. **Motion carried.**

(VIII)(2) Discuss/consider approval of Ordinance 10A-19, an ordinance to rezone parcel 201104606000 from C Commercial District to R-3 Multiple Family Dwelling District.

For the record, Council Member and Plan Commission Member Schlafer commented on two letters that the Plan Commission members received from surrounding property owners. The first property owner to the north of the proposed property had concerns with any potential water run off onto her property. The second property owner to the west had concerns with a residential housing facility being proposed for the lot. The owner to the west has a pet boarding business and is currently licenses for 50 dogs at this property. The owner is concerned with getting noise complaints about his dogs. Schlafer gave some past history regarding the conditional use permit of the pet boarding business.

Lee Haremza, Developer for the proposed property was present to explain the proposed site plan. Since the Plan Commission Meeting on Tuesday, Oct. 8, Haremza has made some suggested changes in regards to a landscaping berm to the west of the property.

Plan Commission Members Matt Biren and Mayor Pratt gave their reasons for support of this rezoning and the proposed plan. Plan Commission Member Schlafer gave his reason for not being in support of the rezoning at this time.

Motion by Sexton/Hanks to approve Ordinance 10A-19, an ordinance to rezone parcel 201104606000 from C to R-3. Schlafer against. **Motion carried 5-1.**

(VIII)(3) Discuss/consider approval of Ordinance 10B-19, an ordinance amending Chapter 3.08, Addendum "A", the City's Fee Schedule to establish new rates for 2021 relating to the River Prairie Center Rental and Use Policy and Fee Schedule.

Recreation Manager Debra Goldbach explained that the River Prairie Center Rental and Use Policy addresses the following: hours of operation, booking timelines, available rooms/fees, cleaning procedures, additional fees and charges, cancellations, alcohol policy, deliveries, parking, insurance, the application process, descriptions of the facilities, rental rules and responsibilities, and the fee structure. At the present time the Event Center is booking out into 2021; therefore, City staff, and the City's vendor, King Pin Management, are suggesting that some rental rates be increased. The recommendation by King Pin Management and City Staff follows a survey of other area event venues with the goal of making the rates be consistent with area comparable facilities. The new fee structure (highlighted in yellow) will be for all future rental contracts, beginning with contracts signed after October 11, 2019. The current rentals already on the books for the remainder of 2019 and 2020 will be at the rates which are stated on renter's contract.

Recreation Manager Goldbach explained the new River Prairie Center and Outdoor Venue Wedding Package. This package includes the River Prairie Center Rental and Use Policy along with the optional wedding services pricing. The wedding services are solely provided by King Pin Management; and therefore, the City will not receive additional revenue from these added services. David Burg, King Pin Management was present to answer any questions Council Members had regarding the Policy and Fee Schedule.

Motion by Sexton/Biren to approve Ordinance 10B-19, an ordinance amending Chapter 3.08, Addendum "A", the City's Fee Schedule to establish new rates for 2021 relating to the River Prairie Center Rental and Use Policy and Fee Schedule. **Motion carried.**

(VIII)(4) Discuss/consider approval of Resolution 10A-19, a Resolution amending the City of Altoona 2019 Capital Projects Budget for the 10th Street Park & Recreation Building.

City Administrator Golat explained that the need for Parks and Recreation Programming Space and a Community Building has become apparent in the last year. The Budget Committee recognizes the timing of this project as important and also that it is a one-time expense that should not be borrowed for and the funds to construct a building in 10th Street Park should come from reserves. Originally this would have been included in the 2020 budget, but Staff felt it was important to have this building ready in the Spring of 2020 and be used for 2020 programs and community functions; therefore, it makes sense to start the project in 2019. At their October 1, 2019 budget meeting the Budget Committee made a recommendation to the City Council to amend the 2019 Capital Projects Budget in order to facilitate the construction in Fall 2019.

Motion by Biren/Sexton to approve Resolution 10A-19, a Resolution amending the City of Altoona 2019 Capital Projects Budget for the 10th Street Park & Recreation Building. **Motion carried.**

(VIII)(5) Discuss/consider awarding Contract for Engineering Services for Well #8.

CE/DPW Walter explained that the City issued a Request for Proposals for consulting engineering services, included in the 2019 budget, for the proposed Well #8. The Scope of Services includes well site investigation, test well construction, regulatory agency permits, and design of the final well and well house for bidding purposes. The City received four responses, which were evaluated by staff. Walter distributed an analysis and technical scoring of the four responses and recommended approval of MSA at the contract price of \$107,000.00.

Motion by Rowe/Stuber to approve awarding Contract for Engineering Services for Well #8 to MSA at the contract price of \$107,000.00. **Motion carried.**

(VIII)(6) Discuss/consider approval of Ordinance 10C-19, an Ordinance amending Chapter 10.20 of the Altoona Municipal Code “Stopping, Standing and Parking”, specifically Section 10.20.057 removing A.6.

CE/DPW Walter explained that the above section, “Twenty-four hour alternative side parking on certain roads during the school year,” was adopted in 2014 in response to ongoing parking concerns expressed both by nearby residents and Student Transit. Parents and school staff were historically parking consistently on nearby residential streets, which hindered resident travel and obstructed bus movements. Since that time, the School District completed building and parking lot renovations which alleviated parking pressure on the neighborhood. Staff periodically receives requests from nearby residents to relax the parking restrictions in response. The Police Department has monitored parking conditions and is of the opinion that restrictions should remain in place on the one block sections of side streets north of Bartlett Avenue, but that it's appropriate to eliminate it on Garfield Avenue. Council Members were provided a copy of the proposed ordinance revision along with a map depicting the aforementioned sections.

Motion by Stuber/Sexton to approve Ordinance 10C-19, an ordinance amending Chapter 10.20 “Stopping, Standing and Parking”, specifically Section 10.20.057 removing A.6. **Motion carried.**

(VIII)(7) Discuss/consider awarding contract for tree supply and planting program services.

Management Analyst explained that a budget item for urban forestry and tree planting was included and approved in the 2019 City Budget in order to replace trees that were impacted by the Emerald Ash Borer mitigation program and to plant tree varieties which will further diversify Altoona’s street tree population. 100 trees will be planted along Lynn Avenue (from S. Willson Dr. to 3rd St. E), surrounding Devney and McCann Drives, and within 10th Street and Cinder City Parks. The budget is \$20,000.

The City prepared and released an RFP for tree supply and planting for responses due on September 20, 2019 and received six total proposals from the following vendors:

Lowes Creek Tree Farm	\$25,903.00 ¹
Hoffman and McNamara	\$24,997.00
SRB’s Trees	\$24,300.00

Premium Lawn Service	\$24,000.00
Tin Roof Garden	\$18,507.20
Green Oasis	\$17,335.82

¹Lowes Creek Tree Farm provided a proposal including 127 trees with a la carte pricing. Planting costs are \$70 per tree. In order to come to a figure for 100 trees, staff removed 27 of the most expensive trees from the proposal and added up the remaining options plus planting cost.

Motion by Hanks/Sexton to approve awarding the tree supply and planting contract to Green Oasis at the submitted price of \$17,335.82. **Motion carried.**

(VIII)(8) Discuss/consider approval of Refuse Haulers License to Express Disposal Inc.

City Clerk Bauer explained that the City received an application for a Refuse Haulers License from Express Disposal Inc., Applicant Kenneth Ness, N14985 Tieman Ave, Thorp, WI for the remainder of the licensing period through June 30, 2020. Bauer noted that Express Disposal bought out Tambornino Sanitation, LLC, and therefore needs to apply for a license in the City of Altoona per City Code. Express Disposal submitted the necessary paperwork which includes the application/fee, Certificate of Liability Insurance and a Refuse Vehicle Inspections Report from the Eau Claire City/County Health Department that passed inspection.

Motion by Biren/Hanks to approve the Refuse Haulers License to Express Disposal for the remainder of the Licensing Period through June 30, 2020. **Motion carried.**

(VIII)(9) Discuss/consider approval of Bartender Licenses for the 2019-2020 licensing period as submitted by Clerk Bauer.

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 by the Police Chief recommending approval of two bartender license(s) submitted prior to the Council Meeting.

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

B. Discuss Wastewater Service Agreement between the City of Altoona and the City of Eau Claire.

Motion by Hanks/Rowe to convene in closed session at 7:10 p.m. pursuant to Wis. Stats. 19.85 (1)(e). Roll call vote, 6-ayes, Sexton, Stuber, Rowe, Hanks, Schlafer, Biren, 0-nays. **Motion carried 6-0.**

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

Motion by Hanks/Biren to reconvene to Open Session at 7:43 p.m. Roll call vote 6-ayes, Hanks, Rowe, Stuber, Biren, Sexton, Schlafer, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that Council discussed two matters in closed session pertaining to acquisition or property sale of city property, one of which requires Council Action.

Motion by Sexton/Hanks to accept the WB-15 Commercial Offer to Purchase dated October 7, 2019 for Lot 12 in River Prairie Development from Compass, LLC subject to the terms set forth in the offer to purchase agreement and to authorize the Mayor to sign the documents on behalf of the City. **Motion carried.**

(IX) Miscellaneous Business and Communication.

Mayor Brendan Pratt commented on the possibility of changing the terms of office Council and Mayor to three year terms.

City Administrator Golat mentioned that Mayor Pratt will be receiving an award at the League of Wisconsin Municipalities Conference next Thursday (October 24, 2019) from the Wisconsin Arts Council in recognition for his work in promoting arts in the community.

(X) Adjournment.

Motion by Hanks/Stuber to adjourn at 7:48 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk