

**CITY OF ALTOONA, WI  
REGULAR COUNCIL MEETING MINUTES  
November 21, 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, City Planner Joshua Clements, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

**(IV) Citizen Participation Period**

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

**(V) Approval of minutes.**

Motion by Stuber/Hanks to approve the minutes of the November 14, 2019 Regular Council Meeting. **Motion carried.**

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

**City Committee Reports – None.**

**(VII) Unfinished Business – None.**

**(VIII) New Business**

**(1) Discuss/consider Extraterritorial Agreement with David Mayer and the Town of Washington regarding terms of the creation of a CSM land division less than ten acres located at 2922 Mayer Road, Town of Washington, pursuant to Chapter 18.20 Altoona Municipal Code.**

City Planner Clements explained that the Extraterritorial Agreement and Certified Survey Map were approved by the City Council on July 26, 2018. The CSM was not recorded within 90 days of approval, therefore requiring reconsideration consistent with Altoona Municipal Code §18.12.055. The petitioner holds ownership interest in two tax parcels, #024-1201-05-000 (19.110 acres) and #024-1202-01-000 (33.038 acres) in the Town of Washington, fronting Mayer Road, adjacent to the City municipal boundary. This proposed Certified Survey Map would create a single surveyed parcel of 8.9 acres from parts of the two parent tax parcels, the new parcel to be not adjacent to the City municipal boundary. The underlying purpose is to enable preparation of a family trust to include the undeveloped farmland, separating the existing farm house and related structures.

City Planner Clements noted that the property is within the City's 1.5-mile extraterritorial jurisdiction to regulate land divisions. Altoona Municipal Code prohibits creation of parcels less than ten acres within this jurisdiction in order to further orderly and efficient City development. **Chapter 18.20.040** provides a procedure for review and approval of land divisions that create smaller lots provided the land use and arrangement is consistent with adopted City Plans, and that the petitioner enter into an agreement with the City and Town to require annexation and provision of utilities when the property becomes contiguous to City limits, or prior to making any improvements to the undeveloped property that would require a building permit. More specifically, section 18.20.040 (g)(2) provides that the Council may consider permitting the creation of lots less than 10 acres in size from parcels adjacent to the City corporate boundary provided the parcel to be created is subsequently not

adjacent to the boundary, and that the land division results in unimproved parcel greater than 10 acres. This proposed land division meets this standard. City Planner Clements mentioned that the Plan Commission recommended **approval** of the CSM on November 12, 2019 (7-0 vote).

Motion by Stuber/Rowe to approve an Extraterritorial Agreement with David Meyer, Mike Hanson, Agent, and the Town of Washington regarding terms of the creation of a CSM land division less than ten acres located at 2922 Meyer Road, Town of Washington, pursuant to Chapter 18.20 Altoona Municipal Code. **Motion carried.**

**(VIII)(2) Public Hearing at 6:00 p.m or as soon thereafter as is possible regarding consideration of a Certified Survey Map (CSM) within the City of Altoona's Extraterritorial Jurisdiction as submitted by David Meyer to subdivide parcels #024 1201 05 000 and #024 1202 01 000 at 2922 Mayer Road.**

Mayor Pratt opened the public hearing at 6:12 p.m.

City Planner Clements referred to a Certified Survey Map that was discussed under item one.

Motion by Stuber/Biren to close the Public Hearing at 6:13 p.m. **Motion carried.**

**(VIII)(3) Discuss/consider approval of a Certified Survey Map (CSM) within the City of Altoona's Extraterritorial Jurisdiction to subdivide parcels #024 1201 05 000 and #024 1202 01 000 at 2922 Mayer Road. (Discussed at the November 12, 2019 Plan Commission Meeting).**

Motion by Rowe/Stuber to approve the Certified Survey Map. **Motion carried.**

**(VIII)(4) Discuss/consider approval of Bartender Licenses for the 2019-2020 licensing period as submitted by Clerk Bauer.**

City Clerk Bauer explained that the City received bartender license applications for the licensing period of July 1, 2019 through June 30, 2020. Council Members were given a report by the Police Chief recommending approval of all submitted bartender license applications.

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

**(VIII)(5) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e)**

**(VIII)(6) Motion to reconvene to Open Session.**

The Council did not convene in closed session.

**(IX) Miscellaneous Business and Communication.**

Clerk Bauer noted the upcoming Council meetings in December as follows:

Tuesday, Dec 3, 2019 – Budget hearing and resolution. (Taking the place of the Dec. 12 Council Meeting).

Thursday, Dec 19, 2019 – Council Meeting (taking the place of Dec 26 Council Meeting).

Mayor Pratt mentioned comments he had received from the tenants at Solis Circle who expressed appreciation to the Council for the Solis Circle Housing Project.

**(X) Adjournment.**

Motion by Hanks/Rowe to adjourn at 6:25 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk