

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
December 19, 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: City Attorney John Behling, City Administrator Michael Golat, Finance Director Tina Nelson, Police Chief Kelly Bakken, Fire Chief Mark Renderman, Management Analyst Roy Atkinson and City Clerk Cindy Bauer. City Planner Joshua Clements arrived at 6:12 p.m. Recreation Manager Debra Goldbach arrived at 6:25 p.m.

(IV) Citizen Participation Period

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

(V) Approval of minutes.

Motion by Stuber/Sexton to approve the minutes of the December 3, 2019 Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

Finance Director Tina Nelson distributed to Council a report of the 2019 Budget, dated December 19, 2019 and summarized the expenses and revenues.

City Administrator Golat mentioned that there was a meet and greet with the residents at Solis Circle this past Wednesday evening.

Council Member Schlafer and Council Member Hanks mentioned that they are not seeking re-election for the April 2020 Spring Election. Schlafer encouraged people to get the word out that there will be two open seats on the Council (Aldermanic Districts 2 & 3) in April 2020.

Fire Chief Renderman updated the Council regarding the call volume for 2019. So far there have been 1092 calls in 2019 (192 were fire calls, 900 were EMS calls.)

Police Chief Bakken updated the Council regarding citations and mentioned that there were approximately 260 more citations issued in 2019 compared to 2018. Overall, case numbers were up 68 in 2019 compared to 2018.

City Committee Reports – None.

(VII) Unfinished Business – None.

(VIII) New Business

(1) Quarterly Tourism Report presented by Visit Eau Claire.

Linda John, Executive Director of Visit Eau Claire, was present at the meeting to discuss the 4th quarter tourism marketing report for Altoona. Visit Eau Claire is Altoona's contracted tourism promotion agency. In order to detail tourism marketing efforts in Altoona, Visit Eau Claire will continue providing quarterly updates to the council. John distributed a River Prairie flyer that Visit Eau Claire has developed for marketing.

City Administrator Golat briefly commented on the Wintermission efforts in Altoona and Eau Claire County.

(VIII)(2) Public Hearing at 6:00 p.m. or as soon thereafter as is possible to rezone parcels #201 1037 03 000, #201 1037 04 000, #201 1036 02 000 (Ordinance 12A-19) located at 5960 US Hwy 12 and as referred to on the Land Use Exhibit Map.

Mayor Pratt opened the public hearing at 6:24 p.m.

City Planner Clements explained that the property held by Finland Holdings Group, LLC (Jerome Lanners, Partner) is approximately 54.3 acres and located east of the Windsor Forest neighborhood and west of Mayer Road, adjacent to Highway 12. C&E Wurzer (developer) has provided a proposed development concept for “C&E Lighthouse” (enclosed) depicting arrangement of land uses and infrastructure. The proposed rezoning application mirrors the proposed land use arrangement and is the first step in the implementation. City Planner Clements noted there are approximately 39.6 of the total 54.3 acres of the development area are included in the rezoning appeal. These areas are currently zoned R-1 One-Family Dwelling District. The enclosed Land Use Exhibit Map illustrates the proposed arrangement of lands to be rezoned R-1, TH Twin Home District; R-3 Multiple Family Dwelling District; and C Commercial District.

The proposed land uses are generally consistent with the Comprehensive Plan and related development policies. The Plan Commission discussed the proposed change of 7.5 acres from “General Commercial” in the Future Land Use Map to be available for multi-family development. The Plan Commission agreed with the proposal and directed staff to prepare amendments to the City’s Future Land Use Map. The Map will be amended in conjunction with revisions to the City’s Comprehensive Plan.

City Planner Clements noted as further described in the Staff Report and petitioner materials, of the 54.41 acre development area, the total would be 44.3% residential districts, 27.2% commercial, 16.8% right-of-way, and 11.6% storm water facilities. The anticipated residential development is to yield 242 dwelling units. The anticipated build-out for the residential portion is 5 years (2025). Clements said if approved, the developer and owner must complete a preliminary plat, development agreement, and civil plan prior to final plat. Once the Plat is approved, the developer may proceed with infrastructure development. The proposed commercial and multi-family uses shall require approved site plans.

Motion by Sexton/Hanks to close the public hearing at 6:29 p.m. **Motion carried.**

(VIII)(3) Discuss/consider approval of Ordinance 12A-19, an Ordinance rezoning parcels #201 1037 03 000, #201 1037 04 000, #201 1036 02 000 located at 5960 US Hwy 12 and as referred to on the Land Use Exhibit Map.

City Planner Clements noted that the Plan Commission voted 8-0 to recommend approval at its December 10, 2019 Plan Commission Meeting.

Motion by Sexton/Biren to approve Ordinance 12A-19, an Ordinance rezoning parcels #201 1037 03 000, #201 1037 04 000, #201 1036 02 000 located at 5960 US Hwy 12 and as referred to on the Land Use Exhibit Map. **Motion carried.**

(VIII)(4) Discuss/consider approval of a Specific Implementation Plan for the Eau Claire Realty Multi-Tenant Building in the Northwest Quadrant of River Prairie (Discussed at the 2019 December 10 Plan Commission meeting)

City Planner Clements explained that the Specific Implementation Plan (SIP) illustrates the architecture and site design elements for a 7,828 sf² one-story multi-tenant building to be located at the corner of Meadowlark Lane and Blazing Star Blvd in River Prairie NW Quadrant. The site is located west of Cabin Coffee, across the existing City-owned parking lot. The proposed development area is 0.37 acres (16,117 sf²) and is a prepared “pad ready” site. Vehicle parking will be accommodated by the existing City parking lot and street parking, with access utilizing existing driveways. Clements referred to the Staff Report for further description and analysis.

Staff recommends that the Council approve the Specific Implementation Plan as being consistent with the River Prairie Design Guidelines and Standards with the following specified modifications and conditions:

- A. **Access, Circulation & Parking** (RPDG IX. 1)
 1. The proposed back-of-curb walkway shall be six feet in width, or a structural treatment proposed to prevent vehicle overhang into the walkway.
 2. Add not less than two bicycle racks at an appropriate location near the public entrances. Bicycle racks shall be “U Stand” or “Rounded A” design, or substantially similar, as described in *Altoona Municipal Code* Chapter 19.52, installed per manufacturer specifications.
- B. **Landscaping** [RPDG IX 6]
 1. The elements identified in the concept landscape plan as “small deciduous tree” shall be native canopy trees, per the River Prairie Design Guidelines: Canopy trees shall only be substituted with ornamental trees “where overhead lines and fixtures prevent normal growth and maturity” [RPDG IX 6 (D) 2(c)]. See “Suggested Trees for Streetside Planting in Western Wisconsin, Hardiness Zone 4”, WI DNR, selected from “*Tall Trees*” and/or “*Medium Trees*”.
 2. Bio-infiltration devices and water quality swales shall be attractively landscaped with horticulturally appropriate rain garden plantings and shall not be predominately turf grasses.
- C. **Building and Architectural Standards** [RPDG IX 7]
 1. The refuse enclosure shall be gated and constructed of materials consistent to those of the principal building façade [RPDG IX 7 H], screened with vegetation to the maximum degree practicable.
 2. All building and site signs shall require sign permits and meet design requirements outlined in the River Prairie Design Guidelines, IX 5. Insufficient information provided in the SIP submittals (dimensions, total area calculations, design, lighting, etc.) for sign review and approval.
 3. All exterior lighting on the site shall be of full cut-off design and be shielded to prevent spillover of direct light onto adjacent properties [*Altoona Municipal Code* 19.59.030 (H)].
 4. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
- D. **Utilities**
 1. If the building features a sprinkler system, the Fire Department Connection (FDC) shall be 4” STORTZ and shall be located on the street-facing or parking lot facing façade of the building. Final placement shall be reviewed and approved by Altoona Fire Department.
 2. Private utilities, including electric transformers, shall be located such as to minimize impact on landscaping. Private electric service shall be located on private property under softscape, avoiding impacts on trees and major landscape elements. City of Altoona reserves the right to review and approve location of electrical transformers and other visible fixtures.
 3. Submittal and successful review of final *storm water plan* and *civil site plan* by City Engineer as described in the *Altoona Municipal Code* Chapter 14.
- E. **Operational**
 1. The petitioner shall enter into an agreement regarding utilization of City property for placement of the refuse enclosure, and related operational considerations.
 2. The petitioner / operator(s) shall attempt to coordinate deliveries and refuse collection to take place during off-peak business hours to minimize conflicts with pedestrian and automobile circulation within the public parking lot and adjoining walkways [RPDG, IX 7.1 I].

City Planner Clements noted that the Plan Commission voted 8-0 to recommend approval at its December 10, 2019 Plan Commission Meeting with staff recommended approval conditions.

Motion by Sexton/Rowe to approve the Specific Implementation Plan with staff-recommended approval conditions. **Motion carried.**

(VIII)(5) Discuss/consider request by owners of 1003 Garfield Avenue for prospective purchaser of home at to assume all or a portion of special assessments pursuant to Altoona Municipal Code 3.24.140 (d) (12), subject to legal counsel approval of any required agreements.

City Administrator Golat explained that Altoona Municipal Code Chapter 3.24.140 (c) notes that any outstanding special assessments shall be paid upon conveyance of a property by deed or recorded land contract and shall not be assumed by the purchaser of the property. However, 3.24.140 (d) (12) provides that an exception may be granted in the following circumstances: *If the city council, upon affirmative recommendation of the finance committee, finds that a specific exception is in the city's best interests, and formally grants an exception.*

City Administrator Golat noted that city staff has received a request from the owners of 1003 Garfield for such an exception. Golat noted that work on Garfield Avenue commenced this fall, but was not completed due to the early onset of cold weather. The home owners at 1003 Garfield have been trying to sell their home, but have found it difficult given the impact of the construction. They have received an offer, wherein the purchaser would be willing to assume all or a portion of the special assessments, which would make the transaction feasible. Therefore, they are asking for an exception to paying the special assessments in full as described above. Golat said that if approved, the unpaid special assessments would remain as a lien against the property with the new owners responsible for paying the assessments. Staff advises that, at closing, the new owner be required to sign an agreement drafted by the City Attorney to assume the outstanding special assessments, noting the special assessments would need to be paid consistent with Chapter 3.24 of Altoona Municipal Code. Further, the City would require the agreement to be recorded.

Motion by Sexton/Stuber to approve the request for an exception to Altoona Municipal Code Chapter 3.24.140 (c) consistent with Chapter 3.24.140 (d) (12) as requested by the owners of 1003 Garfield Avenue subject to final approval by the City Attorney who will provide related agreement(s) for execution by the property owner and Mayor Pratt, which such agreement(s) shall be recorded. **Motion carried.**

(VIII)(6) Discuss/consider approval of Resolution 12B-19, a Resolution updating the Bond Schedule as referenced in Chapter 1.08 of the Altoona Municipal Code.

Police Chief Bakken explained that the Altoona Cash Deposit Schedule has not been updated for a number of years, Police Chief Bakken has reviewed the previous resolution and have made adjustments to the bonds. Altoona City Ordinance 1.08.050 Cash Deposit Schedules; requires the City Council to pass a resolution for violations which do not adopt a state statute covered by uniform deposit schedules. The presented bond schedule reflects current bonds which include a cash deposit and current court costs which are \$114.50.

Motion by Sexton/Biren to approve Resolution 12B-19, a Resolution updating the Bond Schedule as referenced in Chapter 1.08 of the Altoona Municipal Code. **Motion carried.**

(VIII)(7) Discuss/consider the 2020 Field Contract Agreement between the City of Altoona and Altoona Youth Softball and Baseball Association (AYSB). (Discussed at the November 25, 2019 Parks & Rec Meeting).

Recreation Manager Goldbach explained the contract between the City and Altoona Youth Softball and Baseball (AYSB) for priority field use during the 2020 softball and baseball season. AYSB expects the same level of field use as last year. Staff has completed an audit of costs related to the 2019 use of the fields by AYSB and the total direct cost to the City was \$1457.81;

Comparing 2018 to 2019

- The “# of Maintenance Hours” increase was attributed to full-time staff instead of seasonal staffing as in 2018. The High School age staff were not able to work weekdays until mid-June which meant Ben and Dave had to prep the fields in the spring months causing the increase in Maintenance hours.
- AYSB holds 3 tournaments each year which Parks seasonal staff are required to maintain the fields, grounds and restrooms. The 2019 staff increase is due to the way the field breaks are built into the tournament game schedule. The Girls Classic Tournament typically does not have the alternating field breaks

which in turn requires additional staff. Also, the 2019 AYSB Invite was cancelled due to inclement weather after fields had been prepped.

Staff recommends increasing the cost per team from \$25.00 to \$30.00, this will help bring the expense and revenue closer to level.

Recreation Manager Debra Goldbach explained that the 2018 contract provided AYSB would pay \$4,000 in cash and \$750 in kind labor and materials. AYSB was also required to pay the City of Altoona \$150.00 for each tournament held and \$25.00 per each team in said tournament. Staff recommends AYSB be required to provide the same compensation as the 2019 contract with the exception of the \$5.00 increase for teams in tournaments from \$25.00 to \$30.00 per team. If AYSB decides to offer a Fall season, the Association will be billed by the City at the rate of \$8.52 per hour. Recreation Manager Goldbach noted that the Altoona Parks & Recreation Committee recommended approval at its November 25, 2019 meeting.

Motion by Stuber/Rowe to approve the 2020 Field Contract Agreement between the City of Altoona and Altoona Youth Softball and Baseball Association for field use as presented. **Motion carried.**

(VIII)(8) Discuss/consider 2020 Concession Contract between the City of Altoona and Altoona Youth Softball and Baseball (AYSB).

Recreation Manager Goldbach explained the contract between the City of Altoona and Altoona Youth Softball and Baseball, which allows AYSB to run the concessions at 10th Street Park in consideration of payment to the City. At the November 25, 2019 Parks & Recreation meeting the Committee approved to keep the rate of \$300.00 for the 2020 season for use of the 10th Street concessions stand. Goldbach referenced the enclosed Bartlett/10th Street Concessions Stand Electricity charges worksheet which shows the electric charges the City paid for the 10th Street Concessions stand. For the 2019 season the total electric charge was \$365.28 a decrease from 2018. In the Concessions Lease; Item #10 Section K states “The City shall assume and pay the costs of all existing utilities, except telephone, cable and the rental of equipment.”

Recreation Goldbach also mentioned that the Concession Lease also allows the Association the right to provide concessions in the concessions stand at Cinder City Park for a rental fee of \$100.00 per event usage, or the Association may use the pavilion building as concessions at no charge. In order for AYSB to use the concessions stand in Cinder City Park, staff must remove all of the contents Friday morning and then restock the concessions stand on Monday morning for the department’s use on Monday evening. This \$100.00 per event fee will compensate for staff time. The Altoona Parks & Recreation Committee recommended approval at its November 25, 2019 Meeting.

Motion by Biren/Hanks to approve the concession agreement between the City of Altoona and Altoona Youth Softball and Baseball Association for the 2020 season. **Motion carried.**

(VIII)(9) Discuss/consider appointment of election inspectors for a two year term ending December 31, 2021.

City Clerk Bauer recently contacted the Republican and Democratic political parties requesting each party submit a list of names of poll workers for a two-year term beginning January 1, 2020 and ending December 31, 2021. The selected names from those submitted are provided on the materials included in your packet along with the party affiliation of each worker. The unaffiliated selections have been submitted by the City Clerk.

Motion by Sexton/Hanks to appoint the submitted poll workers for a two-year term ending December 31, 2021, as indicated on the list provided by City Clerk Bauer. **Motion carried.**

(VIII)(10) Discuss/consider approval of Ordinance 12B-19, an Ordinance amending Chapter 3.08, Addendum “A”, the City’s Fee Schedule to establish Fees for 2020.

City Planner Clements explained that this is the time of year when staff looks over the schedule of fees and makes adjustments to the fee schedule for the following year. Upon review, staff has determined that there are some fees that need to be adjusted. Therefore, we have attached for your review a comprehensive updated schedule of fees to reflect the estimated actual costs for administrative/service fees. Some of the fees are at the maximum allowed value per State Statutes. Others are proposed to be modified to reflect estimated actual costs. City Planner

Joshua Clements has requested building permit fee adjustments to accomplish cost recovery of construction permitting and building inspection services. Recreation Manager Goldbach summarized the fees relating to the Park & Rec Department.

Motion by Sexton/Stuber to approve Ordinance 12B-19, an ordinance amending Chapter 3.08, Addendum “A”, the City’s Fee Schedule to update fees effective January 1, 2020.

(VIII)(11) Discuss/consider approval of Ordinance 12C-19, an Ordinance amending Chapter 2.82 of the Altoona Municipal Code “Devney Street Housing Committee”, renaming Chapter 2.82 to “Solis Circle Housing Committee” and adding an additional ex officio, non-voting committee member.

City Administrator Golat explained that Chapter 2.82 was adopted earlier this year to establish the Devney Street Housing Committee. Ordinance 12C-19 is proposed to amend Chapter 2.82 for the following reasons:

1. To rename the Chapter to “Solis Circle Housing Committee” from “Devney Street Housing Committee”.
2. To add an additional ex officio non-voting committee member that would be a resident of Solis Circle.

City Administrator Golat noted that this issue was discussed and recommended by the Solis Circle Housing Committee at their last meeting.

Motion by Stuber/Rowe to approve Ordinance 12C-19, an Ordinance amending Chapter 2.82 “Devney Street Housing Committee”, renaming the Chapter and adding an additional ex officio, non-voting committee member. Hanks against. **Motion carried.**

(VIII)(12) Discuss/consider approval of Ordinance 12D-19, an Ordinance amending Chapter 5.50 of the Altoona Municipal Code “Special Events Permit” specifically Section 5.50.090 regarding Penalties to keep consistent with reference to Chapter 1.08.

City Administrator Golat explained that upon review of the bond schedule, Police Chief Bakken noted the discrepancy of the penalty under Chapter 5.50 regarding a Special Events Permit. To keep consistent with other chapters, Bakken recommended amending Section 5.50.090 to have the same language as other chapters.

Motion by Sexton/Biren to approve Ordinance 12D-19, an Ordinance amending Chapter 5.50 of the Altoona Municipal Code “Special Events Permit”. **Motion carried.**

(VIII)(13) Discuss/consider approval of Teamsters Union Contract with the Public Works/Parks Maintenance Department and Clerical employees for the period January 1, 2020 through December 31, 2020.

City Administrator Golat explained the the proposed Teamster collective bargaining contracts for the calendar year 2020 for both the clerical and public works/parks union employees. As you may recall, the only negotiable item for the contracts is starting base wage for each employment category. The attached contracts, as discussed during budget, reflect an increase as recommended by the classification and compensation study completed in 2019. Golat reference the attached letter which is similar to what the City has provided to the Teamsters since implementation of Act 10 specifying other non-negotiable items the City intends to keep in place including certification premiums and on-call pay. Also, longevity pay remains in place for those that currently have it.

Motion by Sexton/Hanks to approve the Teamsters union contracts with the Public Works/Parks Maintenance Department and Clerical employees for the period January 1, 2020 through December 31, 2020. **Motion carried.**

(VIII)(14) 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 by the Police Chief and distributed to Council Members recommending approval of all the bartender license(s).

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

(VIII)(15) - Discuss/consider convening in closed session pursuant to Wis. Stats: 19.85 (1)(e). A. Purchase and/or sale of property.

Motion by Hanks/Biren to convene in closed session at 6:52 p.m. pursuant to Wis. Stats. 19.85 (1)(e). Roll call vote, 6-ayes, Hanks, Biren, Stuber, Rowe, Sexton, Schlafer, 0-nays. **Motion carried 6-0.**

(VIII)(16) Motion to reconvene to Open Session.

A. Purchase and/or sale of property.

Motion by Hanks/Biren to reconvene in open session at 8:35 p.m. Roll call vote, 6-ayes, Schlafer, Sexton, Hanks, Stuber, Biren, Rowe, 0-nays. **Motion carried 6-0**

City Administrator Golat explained that there was one item in Closed Session that required action, that being Lot 2 of CSM #3509 located in the River Prairie Development to change the closing date of purchase from January 3, 2020 to March 31, 2020 as reflected in the WB-40 amendment offer to purchase.

Motion by Biren/Hanks to accept the WB-40 Amendment to Offer to Purchase originally dated September 13, 2018 and accepted October 23, 2019 as amended for the closing date be changed from January 3, 2020 to March 31, 2020 for Lot 2 of CSM #3509 located in the River Prairie Development. **Motion carried.**

(IX) Miscellaneous Business and Communication.

Council Member Biren commented that this past weekend CORBA spent some time tree clearing and cleaning in Otter Creek Park. Biren thanked CORBA for taking the time to clean the park. Biren also reminded residents to clear/shovel the sidewalks in front of their property.

Council Member Rowe commented on the 2020 budget process and asked if the process could be looked over/improved in preparation for next year's budget process.

(X) Adjournment.

Motion by Hanks/Rowe to adjourn at 8:42 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk