
THE CITY of *Altoona*

AGENDA FOR REGULAR COUNCIL MEETING ON THURSDAY, DECEMBER 19, 2019
6:00 P.M. ALTOONA CITY COUNCIL CHAMBERS

- I. Call Meeting to Order.
- II. Pledge of Allegiance.
- III. Roll Call for Council Persons/Roll Call for Department Heads.
- IV. Citizens Participation Period. (No more than twenty minutes unless extended by two-thirds vote.)
- V. Discuss/consider approval of minutes of the December 3, 2019 Regular Council Meeting. [Minutes>>](#)
- VI. REPORTS
 - A. City Officers/Department Heads
 - B. City Committees
- VII. UNFINISHED BUSINESS
- VIII. NEW BUSINESS
 1. Quarterly Tourism Report presented by Visit Eau Claire.
[Summary>>](#) [No Materials](#)
 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, and #201 1036 02 000 (Ordinance 12A-19) located at 5960 US Hwy 12 and as referred to on the Land Use Exhibit map. (Discussed at the December 10, 2019 Plan Commission Meeting).
[Summary + Materials >>>](#)
 3. Discuss/consider approval of Ordinance 12A-19, an Ordinance rezoning parcels #201 1037 03 000, #201 1037 04 000, and #201 1036 02 000 located at 5960 US Hwy 12 and as referred to on the Land Use Exhibit map.
[Summary + Materials >>>](#)
 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 Dec. 10, 2019 Plan Commission Meeting).
[Summary + Materials >>>](#)
 5. Discuss/consider request by owners of 1003 Garfield Avenue for prospective purchaser of home 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.
[Summary + Materials >>>](#)
 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.
[Summary + Materials >>>](#)

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).

[Summary + Materials >>>](#)

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

[Summary + Materials >>>](#)

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

[Summary + Materials >>>](#)

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.

[Summary + Materials >>>](#)

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.

[Summary + Materials >>>](#)

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.

[Summary + Materials >>>](#)

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

[Summary + Materials >>>](#)

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

[Summary >>>](#) [NO Materials](#)

15. Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

A. Purchase and/or sale of property.

16. Motion to reconvene to Open Session for the purpose of discussion and possible consideration on the matter entertained in Closed Session.

A. Purchase and/or sale of property.

IX. MISCELLANEOUS BUSINESS AND COMMUNICATIONS.

X. ADJOURNMENT



Cindy Bauer
City Clerk

Requests from persons with disabilities who need assistance to participate in this meeting/hearing should be made to the City Clerk's Office at 715-839-6092 with as much advance notice as possible.

Speak Your Peace: The Civility Project

The Common Council of the City of Altoona, Wisconsin, recognizes and has adopted by Resolution 3B-15 that the nine tools of civility, drafted by Speak Your Peace: The Civility Project will provide increased opportunities for civil discourse in order to find positive resolutions to the issues that face our city. These tools include the following:

*Pay Attention | Listen | Be Inclusive | Don't Gossip | Show Respect | Be Agreeable
Apologize | Give Constructive Criticism | Take Responsibility*

###

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
December 3, 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 John Behling, City Administrator Michael Golat, Police Chief Kelly Bakken, Director of Public Works/City Engineer (DPW/CE) Dave Walter, Finance Director Tina Nelson, City Planner Joshua Clements, Fire Chief Mark Renderman, Recreation Manager Debra Goldbach, Public Works Superintendent Scott Kwick, Parks Maintenance Supervisor Ben Coenen, and Deputy Clerk/Management Analyst Roy Atkinson.

Absent: City Clerk Cindy Bauer.

(IV) Citizen Participation Period

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

(V) Approval of minutes.

Motion by Stuber/Sexton to approve the minutes of the November 21, 2019 Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat commented on the Public Works Operations regarding the last snow fall.

City Committee Reports – None.

(VII) Unfinished Business – None.

(VIII) New Business

(1) Public Hearing and Presentation of the 2020 City of Altoona Budget at 6:00 p.m.

Mayor Pratt opened the public hearing at 6:04 p.m.

City Administrator Golat had provided Council Members with a memorandum summarizing the 2020 Budget. The 2020 budget was developed based upon strategic planning priorities as established by the Altoona City Council. Of note in the 2020 budget are two priorities: personnel and capital projects.

City Administrator Golat commented on the classification and compensation study completed in 2019 and the establishment of a long-term, sustainable capital improvements plan. Golat explained that the City completed a revaluation in 2019, to assure the City's residents and businesses were being equitably taxed.

Finance Director Tina Nelson referred to the Resolution that will be discussed in Item 2. The 2020 budget for governmental purposes (General Fund, Library, Capital Projects and Debt Service) includes over \$12.68 million in expenditures, with approximately \$9.42 million in non-tax revenues, requiring a property tax levy of \$3,261,800.

The proposed **General Fund** budget represents \$6.17 million in general operations, which includes a property tax levy of \$2,107,820 which represents 64.62% of the total levy.

The **Library** budget represents \$583,743 in operations, which includes a property tax levy of \$351,092, representing 10.76% of the levy.

The **Capital Projects Fund** budget is \$2,674,374, which includes a property tax levy of \$80,044, representing 2.45% of the levy. Other Sources of funds for the projects include \$18,000 equipment trade-in and a \$510,000 transfer from reserves. This leaves a balance of 2,066,330 in bonding. The City has the capacity to borrow, and the financing will be structured to maintain an equalized leveled debt service levy of \$1.56 to the extent possible.

The allocation of the projects by fund is as follows:

Water	\$	674,222
Sanitary Sewer	\$	201,800
Storm Water	\$	209,916
TID #3	\$	1,450,464
General Fund	\$	2,674,374

The **Debt Service Fund** requires \$3.28 million in principal and interest payments for 2020. \$2,534,262 is due by the Tax Increment Districts. The remaining \$722,843 will be obtained through the property tax levy; this represents 22.16% of the total levy.

The **Water Utility** budget for 2020 reflects no rate increase.

The budget for the **Sewer Utility** budget reflects the same rates in 2020 as in 2019.

The **Storm Water Utility** budget for 2020 reflects no increase over 2019 rates

Motion by Biren/Hanks to close the public hearing at 6:30 p.m. **Motion carried.**

(VIII)(2) ITEM 2 - Discuss/consider approval of Resolution 12A-19, a resolution approving the 2020 City of Altoona Budget.

City Administrator Golat explained Resolution 12A-19, a resolution approving the 2020 City of Altoona budget. Discussion followed. Council Member Schlafer expressed his concerns with the budget.

Motion by Biren/Hanks to approve Resolution 12A-19. 3-ayes, Hanks, Biren, Rowe, 3-nayes, Sexton, Schlafer, Stuber. Mayor Pratt broke the tie vote with an aye. **Motion carried. 4-3.**

(VIII)(3) Discuss/consider approval of architectural services contract for 10th Street Park Building Project.

City Administrator Golat explained that the demolition of the existing 10th Street recreation center building along with construction of a new one is included in the 2020 budget. The City solicited proposals from three architectural firms to design the new building. The three firms include: Wendel ADG, LLC, Lien and Peterson Architects, Inc., and Shelter. Council Members were provided copies of the proposals. Golat said the scope of services solicited includes building design, bidding services and construction management. The cost of the services for each proposal was noted: Shelter \$49,350 - \$54,285, Lien & Peterson Architects, Inc. \$15,000, and Wendel ADG, LLC \$17,300.

City Administrator Golat said Staff interviewed Lien & Peterson Architects Inc. and Wendel ADG LLC and is recommending Lien & Peterson Architects, Inc. be selected to complete the described work.

Sara Hinz of Lien & Peterson Architects, Inc. was present to answer any questions Council Members had

regarding the proposal.

Council Member Sexton commented that the Park & Rec Committee has not reviewed the contract. City Administrator Golat noted that this item will be on the next Park & Rec Committee Meeting.

Motion by Sexton/Stuber to approve the contract for architectural services between the City and Lien & Peterson, Inc. in the amount of \$15,000. **Motion carried.**

(VIII)(4) - Discuss/consider convening in closed session pursuant to the following Wis. Stats:

Wis. Stats. 19.85 (1)(g) A. Possible condemnation of property and Wis. Stats. 19.85 (1)(c) B. Police Department Canine Program.

Motion by Hanks/Stuber to convene in closed session at 6:35 p.m. pursuant to Wis. Stats. 19.85 (1)(g) and Wis. Stats 19.85 (1)(c). Roll call vote, 6-ayes, Stuber, Hanks, Schlafer, Biren, Sexton, Rowe, 0-nays. **Motion carried 6-0.**

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

A. Possible condemnation of property and B. Police Department Canine Program.

Motion by Hanks/Stuber to reconvene in open session at 7:35 p.m. Roll call vote, 6-ayes, Stuber, Hanks, Schlafer, Biren, Sexton, Rowe, 0-nays. **Motion carried 6-0**

No action reported out of closed session at this time.

(IX) Miscellaneous Business and Communication.

Mayor Pratt mentioned that there is a Christmas Tree Lighting and other activities in River Prairie Park on Sunday, December 7, 2019 from 5:30-6:30 p.m.

(X) Adjournment.

Motion by Hanks/Biren to adjourn at 7:37 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk

THE CITY of *Altoona*

MEMORANDUM

TO: Altoona City Council

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, DECEMBER 19 2019** Council Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, DECEMBER 19, 2019** Council Meeting agenda items.

(VII) UNFINISHED BUSINESS

(VIII) NEW BUSINESS

ITEM 1 - Quarterly Tourism Report presented by Visit Eau Claire.

As you may be aware, 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.

Linda John, Executive Director of Visit Eau Claire, will be present at the meeting to discuss tourism marketing in Altoona.

ITEM 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. (Discussed at the December 12, 2019 Plan Commission Meeting).

See Enclosed:

- Staff Report (2019-1205)
- Appeal for Rezoning (2019-1107)
- Request to Establish Zoning – C&E Lighthouse
- Request to Establish Zoning – Commercial
- Land Use Exhibit Map (2019-1028)(EX200)
- Rezoning Exhibit Map (2019-1028)(EX201)
- R-1, TH, R-3 Rezoning Description
- Commercial Rezoning Description
- Development Entitlement Timeline and Milestones

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.

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.

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).

Rezoning is the first step in the land entitlement and development process. 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.

See enclosed Staff Report for further analysis.

Suggested motion: I move to close the public hearing.

ITEM 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.

See Enclosed: Ordinance 12A-19

See ITEM 2 for materials and description.

The Plan Commission voted 8-0 to recommend approval on December 10. The Planning Department recommends approval of the appeal for rezoning.

Suggested motion: I move to approve/not 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.

ITEM 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)

See Enclosed:

- Planning Department Staff Report
- Proposed Eau Claire Realty Multi-Tenant Specific Implementation Plan

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.

See enclosed 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].

The Plan Commission voted 8-0 to recommend approval on December 10 with staff recommended approval conditions.

Suggested motion: I move to approve/not approve the Specific Implementation Plan with staff-recommended approval conditions.

ITEM 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.

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 staff has received a request from the owners of 1003 Garfield for such an exception.

As you are aware, 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.

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.

Suggested motion: I move to approve/not 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.

ITEM 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.

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.

Suggested motion: I move to approve/not approve Resolution 12B-19, a Resolution updating the Bond Schedule as referenced in Chapter 1.08 of the Altoona Municipal Code

ITEM 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).

Attached for your consideration is 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.

As you may recall, 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.

At the November 25, 2019 Parks & Recreation Meeting, The Committee approved recommendation to Council the agreement between the City of Altoona and Altoona Youth Softball and Baseball Association for the 2020 Season.

Suggested motion: I move approval of the 2020 Field Contract Agreement between the City of Altoona and Altoona Youth Softball and Baseball Association for field use as presented.

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

Attached for your consideration is 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.

Staff has enclosed the 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.”

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.

At the November 25, 2019 Parks & Recreation Meeting, the Committee approved recommendation to Council the concession agreement between the City of Altoona and Altoona Youth Softball and Baseball for the 2020 season with the rental fees the same as the previous year.

Suggested motion: I move to approve/not approve the concession agreement between the City of Altoona and Altoona Youth Softball and Baseball Association for the 2020 season.

ITEM 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.

Staff recommends Council approve the submitted poll worker names for a two-year term ending December 31, 2021.

Suggested motion: I move to appoint/not appoint the submitted poll workers for a two-year term ending December 31, 2021, as indicated on the list provided by City Clerk Bauer.

ITEM 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.

See enclosed:

- Proposed Ordinance 12B-19
- Planning Department Memo 2019-1210

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. As part of these updates, City Planner Joshua Clements has requested building permit fee adjustments to accomplish cost recovery of construction permitting and building inspection services.

For more information, please refer to the updated Chapter 3.08 “City of Altoona Fees and Licenses Schedule Addendum A”, which is attached for your review.

Suggested motion: I move to approve/not approve Ordinance 12B-19, an ordinance amending Chapter 3.08, Addendum “A”, the City’s Fee Schedule to update fees effective January 1, 2020.

ITEM 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.

As you may recall, Chapter 2.82 was adopted earlier this year to establish the Devney Street Housing Committee. Ordinance 12D-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.

This issue was discussed and recommended by the Solis Circle Housing Committee at their last meeting. Please find the following materials enclosed.

- Proposed Ordinance 12C-19
- Devney Street Housing Committee draft minutes, 2019-1122

Suggested Motion: I move to approve / not 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. .

ITEM 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.

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.

Suggested motion: I move to approve/not approve Ordinance 12D-19, an Ordinance amending Chapter 5.50 of the Altoona Municipal Code “Special Events Permit”.

ITEM 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.

Attached for your consideration are 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.

Also attached for your information is a letter 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.

Suggested motion: I move to approve/not 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.

ITEM 14 - Discuss/consider approval of Bartender Licenses for the 2019-2020 licensing period as submitted by Clerk Bauer.

The City has received bartender license applications for the licensing period of July 1, 2019 through June 30, 2020.

A report will be prepared by the Police Chief recommending approval or possible denial of a bartender license(s) prior to the Council Meeting.

The Council will need to determine which operator licenses to approve and which operator licenses should be denied based on information received by the Altoona Police Department.

Suggested motion: I move to approve/not approve the bartender licenses for the 2019-2020 licensing period as submitted by Clerk Bauer.

ITEM 15 - Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

A. Purchase and/or sale of property.

ITEM 16 - Motion to reconvene to Open Session for the purpose of discussion and possible consideration on the matter entertained in Closed Session.

A. Purchase and/or sale of property.

THE CITY of *Altoona*

ITEM 1 - Quarterly Tourism Report presented by Visit Eau Claire.

As you may be aware, 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.

Linda John, Executive Director of Visit Eau Claire, will be present at the meeting to discuss tourism marketing in Altoona.

[Back to the Agenda>>](#)

THE CITY of *Altoona*

ITEM 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. (Discussed at the December 12, 2019 Plan Commission Meeting).

See Enclosed:

- Staff Report (2019-1205)
- Appeal for Rezoning (2019-1107)
- Request to Establish Zoning – C&E Lighthouse
- Request to Establish Zoning – Commercial
- Land Use Exhibit Map (2019-1028)(EX200)
- Rezoning Exhibit Map (2019-1028)(EX201)
- R-1, TH, R-3 Rezoning Description
- Commercial Rezoning Description
- Development Entitlement Timeline and Milestones

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.

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.

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).

Rezoning is the first step in the land entitlement and development process. 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.

See enclosed Staff Report for further analysis.

Suggested motion: I move to close the public hearing.

THE CITY *of* **Altoona**

ITEM 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.

See Enclosed: Ordinance 12A-19

See ITEM 2 for materials and description.

The Plan Commission voted 8-0 to recommend approval on December 10. The Planning Department recommends approval of the appeal for rezoning.

Suggested motion: I move to approve/not 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.

THE CITY of *Altoona*

1303 Lynn Avenue, Altoona, WI 54720


NOTICE OF PUBLIC HEARING
City of Altoona
Rezoning

NOTICE IS HEREBY GIVEN that on **Thursday, December 19, 2019 at 6:00 p.m.** (or as soon thereafter as is practical) there will be a public hearing before the Altoona Common Council at Altoona City Hall, 1303 Lynn Avenue, Altoona, to rezone parcels #201 1037 03 000, #201 1037 04 000 and #201 1036 02 000 located at 5960 US Highway 12 from R-1 One-Family Dwelling District to R-1 One-Family Dwelling District, R-3 Multiple Family Dwelling District, TH Twin Home District, and C Commercial District as requested by Jerome Lanners.

All interested parties are invited to attend. If unable to attend, submit your comment in writing prior to the public hearing. A map of the proposed rezoning is available upon request from the City Clerk's Office or via e-mail to cityhall@ci.altoona.wi.us.

The Plan Commission will be making a recommendation at its **Tuesday, December 10, 2019** Plan Commission Meeting starting at **5:30 p.m.**

If you have any questions, please call Altoona City Hall at 715/839-6092.


Cindy Bauer
City Clerk

Dated this 22nd day of November, 2019

Published Wednesday, December 4 and Wednesday, December 11, 2019



PLANNING DEPARTMENT STAFF REPORT

2019 Dec 5

ALTOONA PLAN COMMISSION – 2019-1210

APPEAL FOR REZONING – Finland Holdings & C&E Lighthouse

Address 5960 US Highway 12
Parcel ID 201-1037-03-000, 201-103-04-000, 201-1036-02-000
Application **REZONE**
Prepared By Joshua Clements, AICP, City Planner

SUMMARY

Applicant Finland Holding Group, LLC
Owner Finland Holding Group, LLC
Parcel Description Multiple parcels, see attached.
Requested Action Rezone from R-1 One-Family Dwelling District to:
R-1, TH Twin Home District, R-3 Multiple Family Dwelling District, and C Commercial District (see illustration)
Proposal Summary The petitioner, Finland Holding Group, LLC (Jermone Lanners, partner) is appealing to rezone 39.6 of 54.41 contiguous acres under common ownership occupying the general area west of Mayer Road along Highway 12, east of the Windsor Forest subdivision. The rezoning is the first step to enable two concurrent developments to proceed: a 31.2-acre residential portion called “C&E Lighthouse”, 17.1-acre commercial area, and 6.31-acres of shared storm water facilities.

The petitioner has worked with City staff over the past year to arrive at the proposed general arrangement of infrastructure and land uses. The residential portion is under contract by C&E Wurzer for development. The infrastructure and storm water facilities are planned and will be constructed concurrently for the unified development plan. The specific commercial uses are not defined at this time.

The particular considerations include: access, and storm water. Access to the lands are restricted by access-controlled Highway 12 and Mayer Road. The WI DOT has completed a plan for the Highway 12 corridor and will allow access at the point indicated in the plan provided technical standards are met. The proposed connection to Mayer Road will require County approval given deviations from intersection spacing and alignment standards with Pleasant View Street (town road). Future access to existing roads to the west is currently impeded by property ownership.

The lands include an existing natural drainageway that conveys water from the basin that includes developed and undeveloped property north of Highway 12. Some of the existing development north of Highway 12 occurred prior to contemporary storm water regulation, and has resulted in conflict with neighboring property owners to the south. As a partial result, the approach to storm water with this development is to be conservative with regard to the volumes expected to be accommodated.

- Submittals** Appeal for a Rezone, 2019-1107
 Land Use Exhibit Map (2019-1028)(EX200)
 Rezoning Exhibit Map (2019-1028)(EX201)
 Request to Establish Zoning – C&E Lighthouse
 Request to Establish Zoning – Commercial
 R-1, TH, R-3 Rezoning Description
 Commercial Rezoning Description
 City Staff has determined that submittals satisfy requirements illustrated by code.
- Applicable Standards** City of Altoona Comprehensive Plan (2009)
 City of Altoona Code Title 19: Zoning
- Review Required By** Plan Commission, City Council
- Reviewed By** Planning Department, Public Works, Fire Department
- Staff Recommendation** **Approve appeal for Rezone.**

Background Information

Zoning & Land Use The current land use is agricultural

C&E Lighthouse	Zoning	Land Use
Subject Site	R-1	Agricultural
North	N/A	Highway 12 Lands in the Town of Washington (residential and commercial uses)
South	R-1	Agricultural
East	Commercial N/A	Single-family home, primarily undeveloped property (17 acres) Wooded 19.1-acre parcel, Town of Washington
West	R-1 Commercial	Windsor Forest Neighborhood Multi-Tenant Commercial

The proposed residential uses:

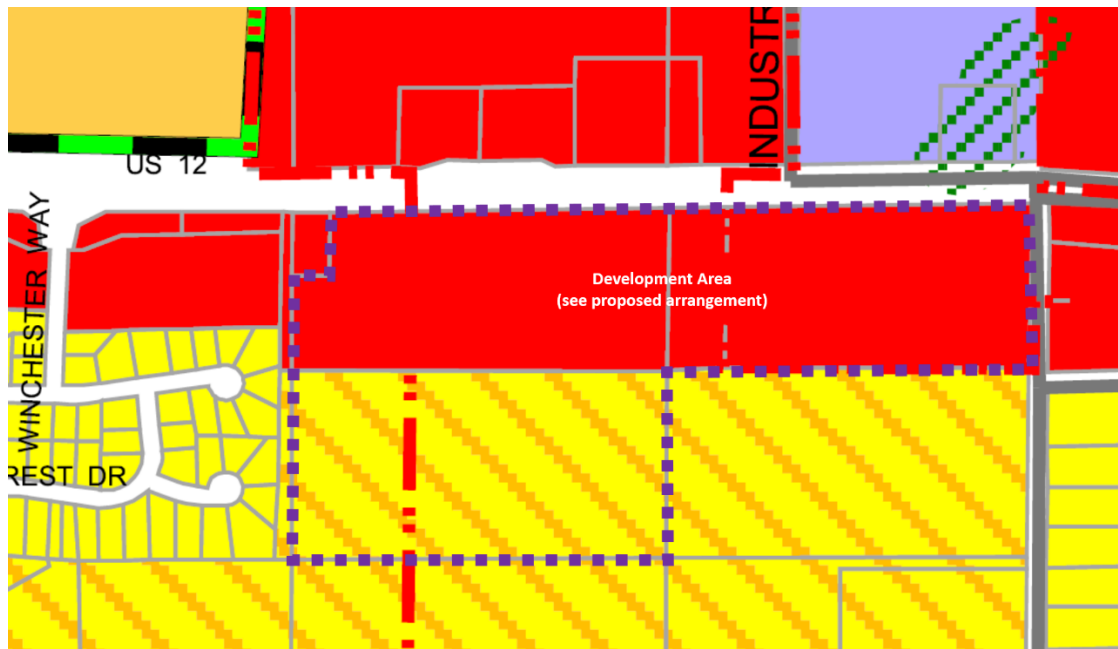
Type	Number	Total Number	Assigned Area	Avg Density*	Avg. Lot Size
Single Family	16	16	3.92 ac	4.08 unit/ac	10,676 sf ²
Twin Home	17	34	3.75 ac	9.07 unit/ac	4,802 sf ²
4-Unit	5	20	16.41 ac	11.7 unit/ac	
8-Unit	8	64			
12-Unit	9	108			
		242	24.08 ac	10.05 unit/ac	

* Density not included roadways, storm water facilities, or other public open space.

The minimum land area required for the proposed mix of multi-family structures is 7.2 acres based on standard lot area requirements (26.7 units/acre). The maximum R-1 density is 8.7 units per acre. The maximum dwelling units as measured by lot area standards is approximately 500 units (the scale is sliding in Altoona, due to minimum lot area requirements for the initial 4 units in any single building).

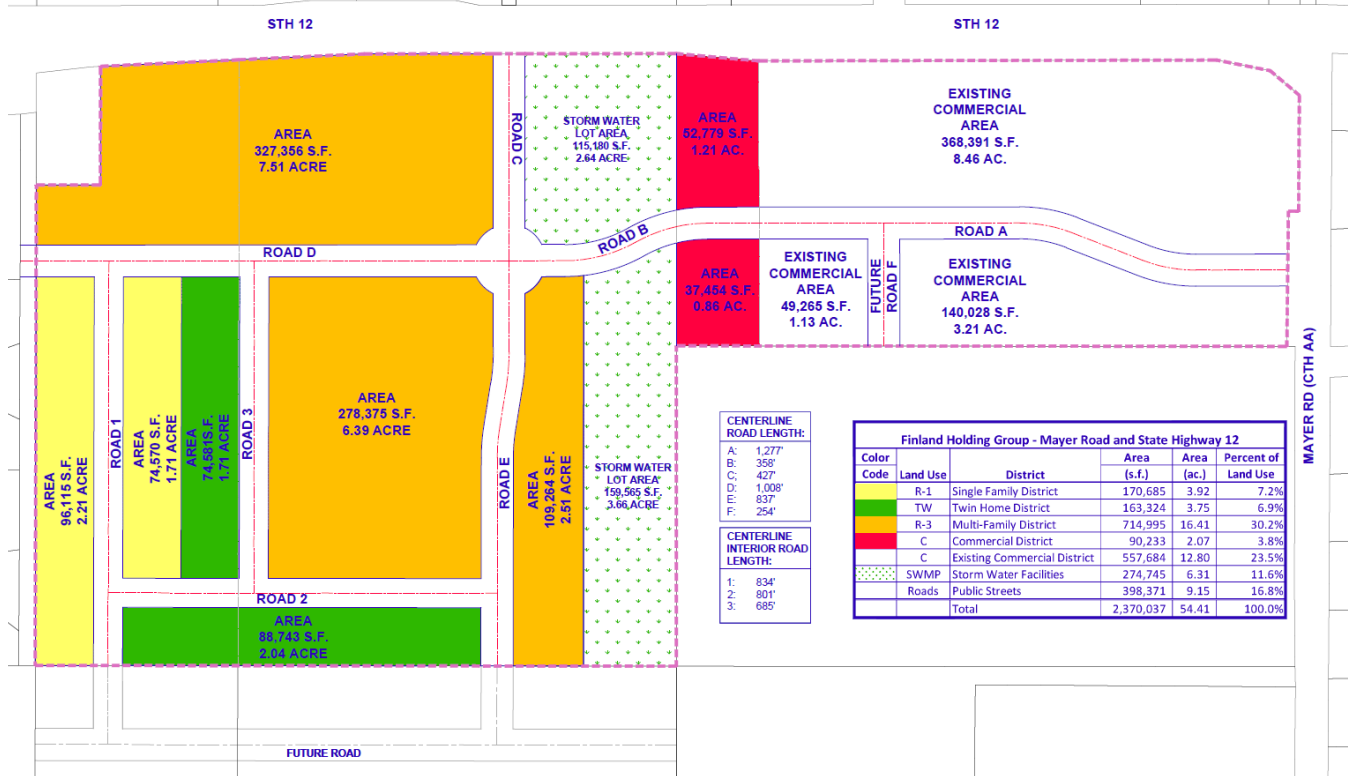


Above: Area Context



ZONING LEGEND	
	R1 ONE FAMILY DWELLING
	R2 ONE FAMILY AND TWO FAMILY DWELLING
	R3 MULTIPLE FAMILY DWELLING
	C COMMERCIAL
	C1 OFFICE
	BP BUSINESS PARK
	I INDUSTRIAL
	P PUBLIC AND CONSERVANCY
	PCD PLANNED COMMUNITY DEVELOPMENT
	LF OPEN DEVELOPMENT - FORMER LANDFILL
	X CHECK WITH DNR PERMITS - LANDFILL RESTRICTIONS
	RPMU RIVER PRAIRIE MIXED-USE DISTRICT

Proposed Land Use See proposed land use arrangement, below:



Conformance with Comprehensive Plan

The 2009 City of Altoona Comprehensive Plan identifies the area as “General Commercial” and “Planned Neighborhood”, more specifically “South Neighborhood”. “Planned Neighborhoods should feature a variety of lot sizes and housing styles, and avoid uncoordinated and monotonous ‘cookie cutter’ subdivisions (...). The proposed arrangement and uses are generally consistent with the Comprehensive Plan. The notable departure is the frontage along Highway 12 is envisioned as commercial, and the proposal is that a portion be multi-family residential.

The Comprehensive Plan section 2.5 Economic Development and 2.7 Land Use regarding strength and diversify the economic base, balance of land uses, and mixed-use employment districts and corridors.

Project Description, Analysis & Conclusion

Criteria for Approval

The most relevant ordinance sections that provide the principal regulatory guidelines and standards are as follows:

- Comprehensive Plan
- Title 18 Subdivisions
 - 18.07 Required Improvements and Design Requirements
 - 18.08 Park and Public Land Dedications
- 19.68 Amendments

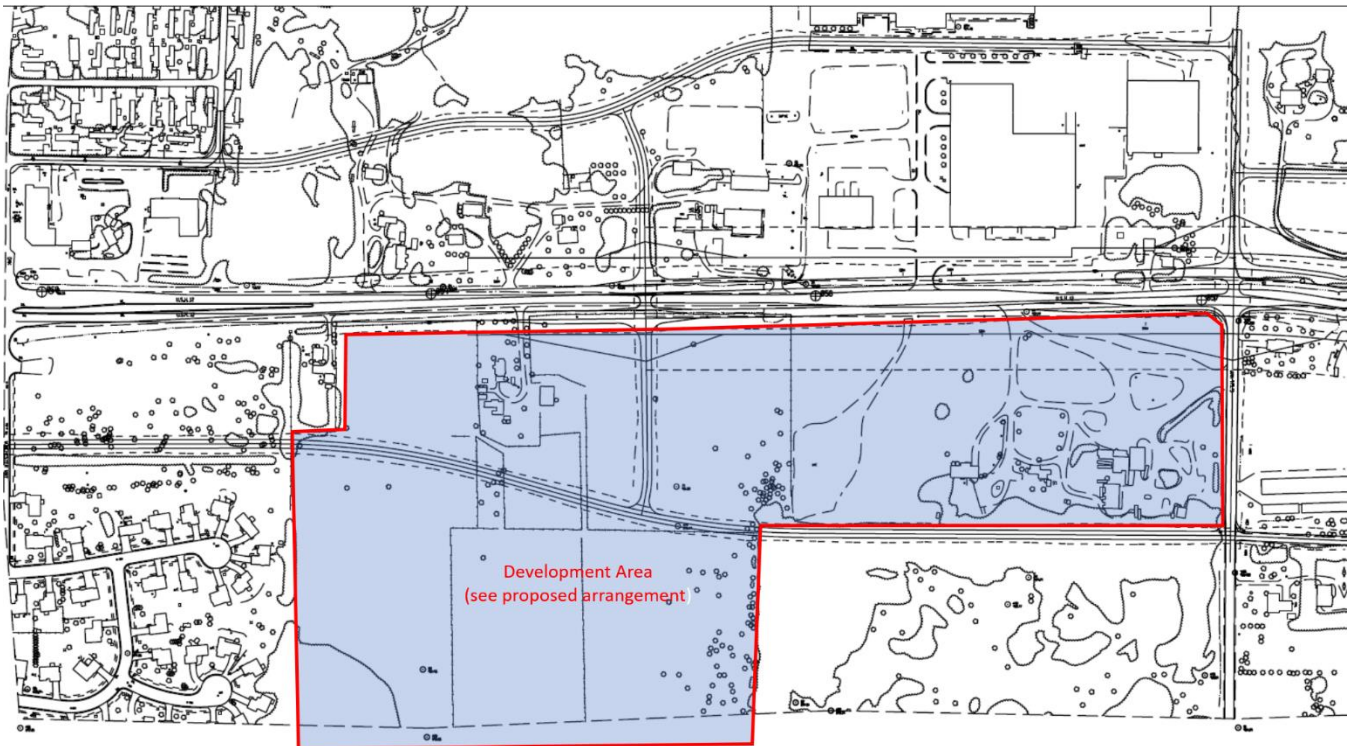
Although the appeal for rezoning pertains only to the zoning aspects of the entitlement process, the land use arrangement is predicated on overall structure of the land as a future development area and subdivision. Therefore, additional policies contained within the Comprehensive Plan and Subdivision Title shall be considered to inform the rezoning appeal.

Details regarding specific roadway characteristics and storm water performance are regulated through Civil Plan and accompanying Storm Water Permit.

Further details regarding site-specific site arrangements and characteristics will be determined through Conditional Use and/or Site Plan review, as applicable.

Title 18 Subdivisions, 18.07 Required Improvements and Design Requirements describes standards and requirements that are enforced as a condition of Final Plan or CSM approval. While rezoning does not trigger those standards, the overall arrangement of the development, of which the uses are entitled through zoning, relate to those standards enforced through land division.

The proposed land use arrangement and future right-of-ways reflected in the proposal are generally consistent with the standards regarding location and continuity of roadways. The proposal incorporates the future backage road system envisioned by the WI DOT for this area.



Above: WI DOT future roadway alignment

The proposed roadway arrangement approximates a general grid design, without use of cul-de-sacs or instances where not less than three vehicle travel ways intersect (no “L” bends, terminations, or discontinuous roadways).

The proposed arrangement provides for dedicating right-of-way for *continuation* of roadways into adjacent lands for future development, consistent with consultation with City Staff.

Title 18 Subdivisions, 18.08 Park and Public Land Dedications outlines the minimum requirements regarding dedication of parkland and similar public features through the land division process. The minimum threshold is five percent (5%) of the land for parkland, a payment in lieu of dedication, or combination thereof. The owner and developer have been notified of this requirement. This would result in a minimum of **2.72 acres**.

The current concept does not identify parkland dedication. Given the anticipate number of residential units, Staff believes that it is important to have some public park feature within this area. However, a small park area of approximately 0.5 – 1.0 acres with a playground may be sufficient to provide a recreational amenity in close proximity to the residents. This may be adjacent to the area dedicated to storm water management. The higher value may be to utilize the payment in lieu of dedication to acquire parkland within and adjacent to the nearby Otter Creek Greenway corridor, as envisioned in the draft Parks Plan.

Parkland dedication will be included in the Development Agreement process.

Section **19.68** “Amendments”, more specifically **19.68.050** “Factors to be considered”: [ordinance text in bold, staff analysis below]

In deciding upon any petition for an amendment or rezoning, factors which a council may consider include, but are not limited to, the following:

A. Whether the requested amendment is justified by a change in conditions since the original title is adopted or by an error in the original text;

The Future Land Use Map (2009) illustrates this development area as “General Commercial” and “Planned Neighborhood”.

Commercial uses are generally anticipated and planned for through the Highway 12 corridor, as reflected in the Future Land Use Map and narrative of the Comprehensive Plan. However, housing supply and affordability is currently recognized as an issue of regional significance, constraining economic and social prosperity. The proposal preserves 17 of the approximately 27.5 acres identified for commercial uses, and a portion of the 10.5 will be dedicated to storm water facilities and right-of-way – 7.5 of the 10.5 acres proposed to be reassigned to multi-family residential.

B. The precedence, and the possible effects of such precedence, which might likely result in approval or denial of the petition;

Approval of the proposed rezoning will not create any issues with regard to policy precedence. The uses enabled and proposed by the requested zoning classification are similar to the uses within the corridor. The proposed uses are generally consistent with the Comprehensive Plan.

C. The ability of the city or other government agencies to provide any services, facilities, and/or programs that might be required if the petition were approved;

All City infrastructure is available to accommodate development resulting from proposed rezoning. The development proposes access points to controlled-access roadways, Highway 12 (State) and Mayer Road (County), and continuance of Baumbach Way (City). Regional sanitary sewer and water utilities are present in the Highway 12 corridor.

D. The possibility of any significant and negative environmental impacts which would reasonably occur if the petition zoning changed or resulting permitted structures were built; including, but not limited to, surface water drainage problems, waste water disposal problems, or the loss of locally valuable natural resources;

The existing land uses are predominately agricultural and undeveloped. The rezoning is largely consistent with those illustrated in the Future Land Use Map. No are no sensitive environmental features, plant or animal communities known to be present.

The existing drainageway will be further managed and reinforced to result in overall improvements to storm water management in the region and downstream. Civil Plan and Storm Water Permits are required.

Most of the land uses enabled by this proposal will need to obtain site plan approvals to address specific characteristics of each site.

E. The compatibility of the proposed uses associated with the petitioned zoning change to existing or planned uses with the immediate area;

The proposed land use arrangement enabled by the appeal for rezoning is largely consistent with the Future Land Use Map. The proposal includes a variety of land uses with transitions between single-family, twin home and multi-family. The commercial area is additionally buffered by the proposed storm water management area. Site-specific characteristics regarding land use transition will also be managed through Site Plan approval process.

The arrangement of infrastructure enables future access to lands to the south in a reasonably cohesive and contiguous manner. The Development Agreement will address oversizing of utilities and other considerations to enable future development.

F. The effective approval of the petition on adopted development policies of the city;

The City of Altoona Comprehensive Plan serves as the principal adopted development policy. Housing Section 2.1.2 Goal 1 includes policies to support infill development and encourage a range of housing types. Goal 2 includes policies to plan for multiple-family developments in areas where streets, sidewalks and infrastructure and accommodate increased use, and in proximity to public facilities.

The Economic Development section (2.5) includes goals and polities to promote balanced and sustained economic development, diversity, and well-planned business districts. Objectives include conflicts between business and non-business uses, and maintain design guidelines.

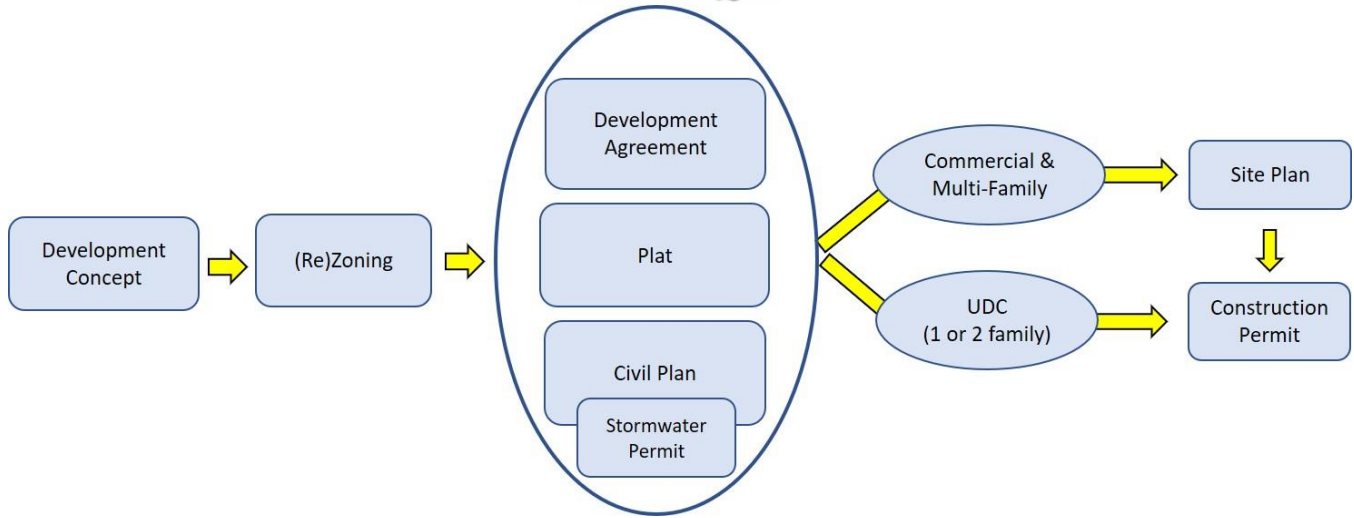
The “Planned Neighborhoods” policies of the Future Land Use Map include: a variety and mix of housing types and densities, consistent with ‘traditional neighborhood design principles’; opportunities for public open spaces or parks; grid or modified grid street design with connectivity within and to surrounding neighborhoods.

This proposal is consistent with adopted development policies as articulated in the 2009 Comprehensive Plan.

However, there are inconsistencies with the Future Land Use Map that would require direction by the Plan Commission and Council, as previously described herein.

G. The compliance of the proposed rezoning with the policies of the comprehensive plan of the city.

See F., above.



Staff Recommendation The Planning Department recommends that the Plan Commission **approve** the Appeal for Rezoning without conditions.



1303 Lynn Avenue
Altoona, Wisconsin 54720
715-839-6092

Office Use (date stamp)
Fee Received: \$ _____
Site Plan attached: Yes No

APPLICATION FOR REZONING

FEE: \$200.00 *\$350 Rezoning Fee*
\$100 Publication Fee

1. Applicant's Name (s) Jerome Lanners (Finland Holding Group)
(First) (Middle) (Last)

Address: 2244 Bradwood Avenue Altoona Wi 54720
(Street) (City) (State/Zip)

Phone Number# (715) 579 - 0374
(Business)

Interest in subject property Property Owner / Developer

2. Property Owner's Name (s) Jerome Lanners (Finland Holding Group)
(First) (Middle) (Last)

Address: : 2244 Bradwood Avenue Altoona Wi 54720
(Street) (City) (State/Zip)

Phone Number (715) 579 - 0374
(Business)

3. Address of property sought to be rezoned: - See Attached Exhibits

4. Legal description of subject property:
Lot (s) _____
Block (s) _____
Addition _____
Parcel No. (s) 1820122709254200003, 200005, 100005, 100004 (4 total parcels)

5. The property sought to be rezoned is located at or on US Highway 12,
between Winchester way and Mayer Road on the South side of
the street; it has a frontage of 2,500 feet and a depth of 1250 / 575 feet.

6. The area (in square feet or acres) of the property sought to be rezoned is 54.4

7. It is desired and requested that the foregoing property be rezoned:
FROM: Not Zoned TO Combination of R1, TW, R3, and C
(Example: from R-1 to Commercial)

8. The reasons for requesting such a rezoning are as follows:
This property was recently annexed to the city. In order to develop it, the owner desires to Zone the West portion as Residential, and the East portion as commercial, as per the attached exhibits.

9. The existing use (s) of the subject property is (are): Agriculture & Rural Residential

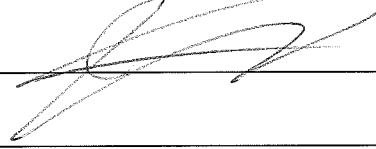
10. The existing use of adjacent properties are:
North Commercial
East Commercial
South Agriculture
West Residential

11. The proposed use of the subject property is: Residential and Commercial Development

12. The proposed timetable for use of the subject property as described above is:
Start of Construction in Spring 2020 – Fall 2025

13. I (we), the undersigned, do hereby respectfully make application and petition to the City Council to amend the Zoning Ordinance and to change the Zoning map of the City of Altoona as requested above, and in support of this application present the above facts along with a full, accurate and current list of the names and addresses of all property owners and tenants within 200 feet of the area proposed to be rezoned. (Not mandatory for current list)

Respectfully submitted this 7th day of NOVEMBER, 2020.

SIGNATURES:  _____

CHECKLIST:

1. Petition to City Council. City Council Meeting Date: _____.
 2. City Council refer petition to Plan Commission and set a date for the Public Hearing before Council.
 3. Plan Commission Meeting Date: _____. (Recommendation).
 4. Public Hearing Date before the Common Council: _____.
 5. Publish notice in newspaper (Class 2 notice, last notice being no less than 8 days before the public hearing). Dates Published: _____ and _____.
 6. Send notice to surrounding property owners within 200 feet. Date Sent: _____.
- (Reference Chapter 19.68)

**Request to Establish Zoning
City of Altoona
Southwest Quadrant of
State Highway 12 & Mayer Road**

C&E Lighthouse Properties, LLC. is proposing to develop 37.3 acres of land located near the southwest corner of State Highway 12 (STH 12) and Mayer Road (aka: County Trunk Highway "AA") into a mixture of single family, residential twin homes, and multi-family lots. Currently the majority of the land is vacant with an aged and vacant single family structure along the northern limits which sits on approximately one (1) acre of land. This structure and its associated amenities will be removed as this project moves forward.

The current "Future Land Use Map" from 2009 has the northern portions of this area identified for "General Commercial" land use and the southern portions are shown as "Planned Neighborhood". We will be keeping all areas on the southern portions of the land as identified by the Future Land Use Map, a mix of residential development.

We are requesting to create a R-3 Multi-Family District along the northern limits, adjacent to STH 12 southern edge.

The whole development of this area will involve the construction of a variety of types of housing from single-family residences, twin homes, 4 plex buildings, six-unit buildings, eight-unit buildings and twelve-unit buildings.

This development will create a community to accommodate the wide range of incomes and lifestyles reflected in the City of Altoona. We feel this will help with the current housing shortage as well as provide more affordable housing to the area. It is anticipated that this development will have a valuation of approximately \$26 Million.

The improvements associated with this project will consist of nearly \$2 million in infrastructure with the creation of approximately 6,200 linear feet of roadway and utilities. The major roadways will provide both a concrete sidewalk and an asphalt bike path on either side. The minor roadways will provide a combination of concrete sidewalks on both sides. The single-family and twin homes will gain their access from the internal / low volume roadways. The majority of the multi-family districts will have internal building access driveways that will connect with the adjacent roadways.

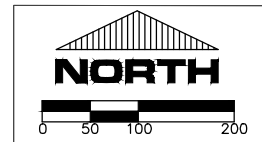
All of the respective residential districts will meet the maximum density requirements and all zoning building setback standards. The development will meet both the Wisconsin Department of Natural Resources and the City's storm water runoff requirements.

This project will most likely result in a multi-year phased build out. The first phase would begin in 2020 with additional phases in the following years with a plan of a 5 year total build out.

**Request to Establish Zoning
City of Altoona
State Highway 12 & Mayer Road**

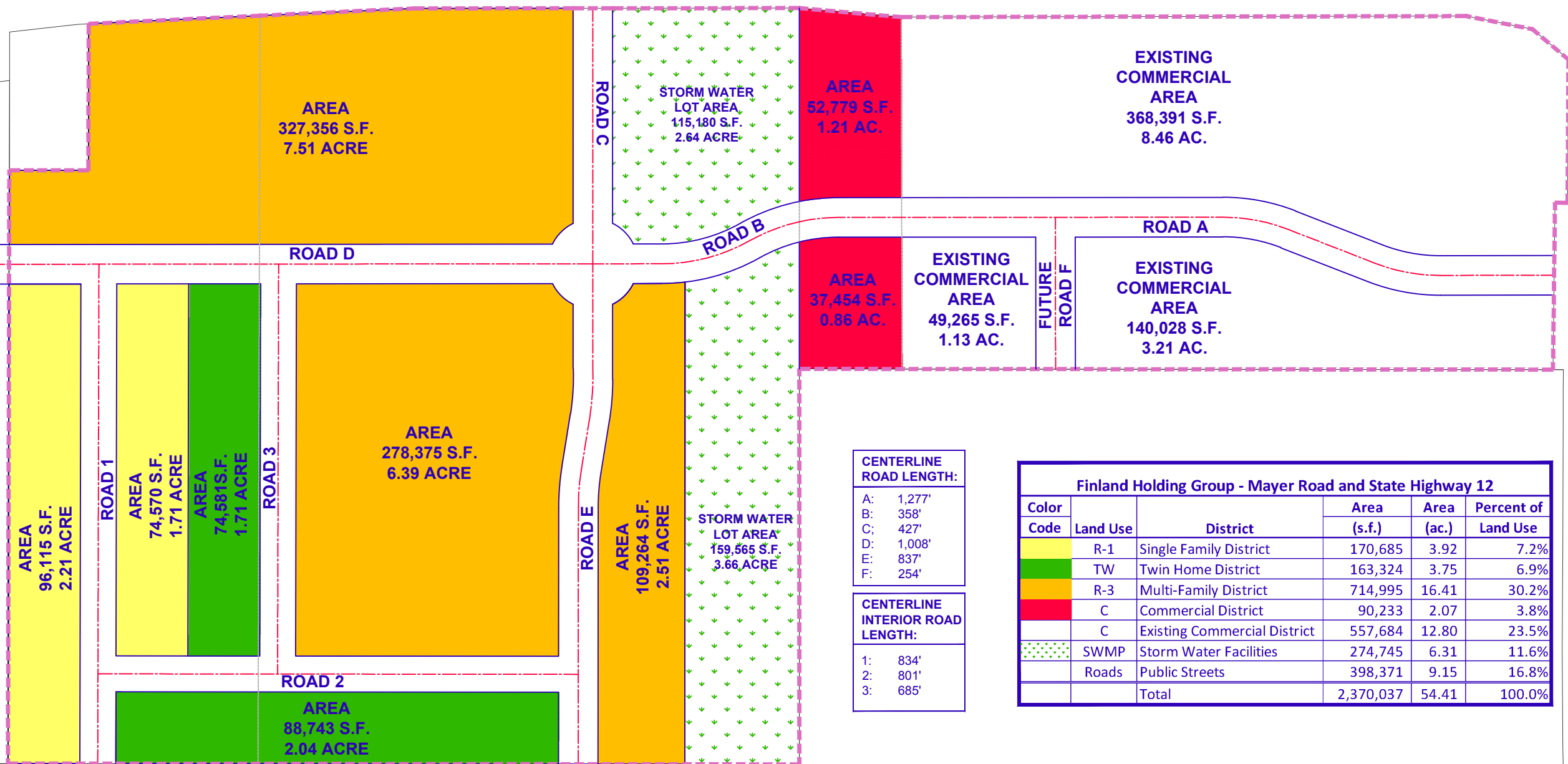
Finland Holding Group is requesting to change the zoning of 2.33 acres to Commercial District. This land is located south of State Highway 12 (STH 12) and approximately 1,145 feet west of Mayer Road (aka: County Trunk Highway "AA"). Currently the land is vacant.

The current "Future Land Use Map" from 2009 this area identified for "General Commercial" land use. The land immediately to the east of this parcel is currently zoned as commercial district. This rezoning will allow the 17 plus acres of land to be all zoned consistently as commercial.



STH 12

STH 12



AREA
327,356 S.F.
7.51 ACRE

STORM WATER
LOT AREA
115,180 S.F.
2.64 ACRE

AREA
52,779 S.F.
1.21 AC.

EXISTING
COMMERCIAL
AREA
368,391 S.F.
8.46 AC.

ROAD D

ROAD B

ROAD A

AREA
37,454 S.F.
0.86 AC.

EXISTING
COMMERCIAL
AREA
49,265 S.F.
1.13 AC.

FUTURE
ROAD F

EXISTING
COMMERCIAL
AREA
140,028 S.F.
3.21 AC.

AREA
96,115 S.F.
2.21 ACRE

ROAD 1

AREA
74,570 S.F.
1.71 ACRE

AREA
74,581 S.F.
1.71 ACRE

ROAD 3

AREA
278,375 S.F.
6.39 ACRE

ROAD E

AREA
109,264 S.F.
2.51 ACRE

STORM WATER
LOT AREA
159,565 S.F.
3.66 ACRE

ROAD 2

AREA
88,743 S.F.
2.04 ACRE

FUTURE ROAD

MAYER RD (CTH AA)

CENTERLINE ROAD LENGTH:

A:	1,277'
B:	358'
C:	427'
D:	1,008'
E:	837'
F:	254'

CENTERLINE INTERIOR ROAD LENGTH:

1:	834'
2:	801'
3:	685'

Finland Holding Group - Mayer Road and State Highway 12

Color Code	Land Use	District	Area (s.f.)	Area (ac.)	Percent of Land Use
Yellow	R-1	Single Family District	170,685	3.92	7.2%
Green	TW	Twin Home District	163,324	3.75	6.9%
Orange	R-3	Multi-Family District	714,995	16.41	30.2%
Red	C	Commercial District	90,233	2.07	3.8%
White	C	Existing Commercial District	557,684	12.80	23.5%
Green Hatched	SWMP	Storm Water Facilities	274,745	6.31	11.6%
Blue Hatched	Roads	Public Streets	398,371	9.15	16.8%
	Total		2,370,037	54.41	100.0%

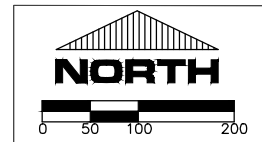


EVERYDAY SURVEYING & ENGINEERING
1818 BRACKETT AVENUE • EAU CLAIRE, WI 54701
PH: (715) 821-0654 • EMAIL: INFO@ESEC.O

JOB NO: 19105
DWG NAME: LAYOUT 108
DATE: 10-28-19
APPV: XX-XX-XX

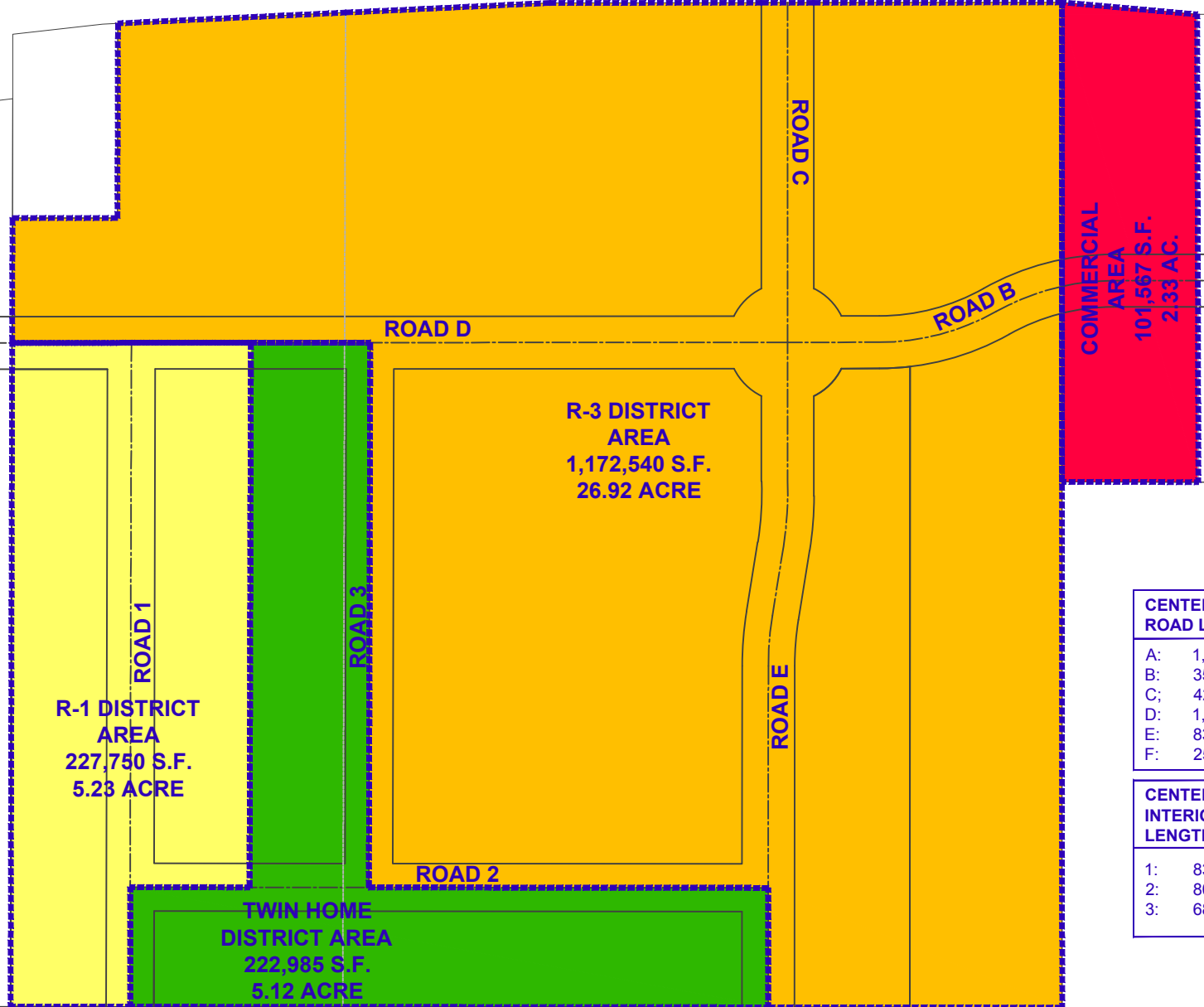
FINLAND HOLDING GROUP
LAND USE EXHIBIT MAP
CITY OF ALTOONA, EAU CLAIRE COUNTY, WI
SHEET NO: EX200

FILE PATH: L:\CIVIL 3D PROJECTS\19105 C&E WURZER - ALTOONA SUBDIVISION\1 BASE DRAWINGS\19105 LAYOUT 108.DWG



STH 12

STH 12



EXISTING COMMERCIAL DISTRICT

ROAD A

EXISTING COMMERCIAL DISTRICT

FUTURE ROAD F

MAYER RD (CTH AA)

CENTERLINE ROAD LENGTH:	
A:	1,277'
B:	358'
C:	427'
D:	1,008'
E:	837'
F:	254'

CENTERLINE INTERIOR ROAD LENGTH:	
1:	834'
2:	801'
3:	685'



EVERYDAY SURVEYING & ENGINEERING
 1818 BRACKETT AVENUE • EAU CLAIRE, WI 54701
 PH: (715) 821-0654 • EMAIL: INFO@ESEC.O

JOB NO:	19105
DR BY:	SRM
CHK BY:	MAE
DWG NAME:	LAYOUT 108
DATE:	10-28-19
APPR:	XX-XX-XX

FINDLAND HOLDING GROUP
 REZONING EXHIBIT MAP
 CITY OF ALTOONA, EAU CLAIRE COUNTY, WI

SHEET NO:
 EX201

REZONE LEGAL DESCRIPTION
TO
R1 DISTRICT

Located in the Northwest Quarter of the Southeast Quarter of Section 25, Township 27 North, Range 9 West, City of Altoona, Eau Claire County, Wisconsin.

Commencing at the Southeast Corner of said Section 25;
Thence N89°56'21"W, 2,650.10 feet along the South line of the Southeast Quarter to the South Quarter Corner of said Section 25;
Thence N00°08'04"E, 1,320.82 feet along the West line of the Southeast Quarter to the point of beginning;
Thence N00°08'05"E, 833.86 feet along said West line;
Thence N89°57'29"E, 300.00 feet;
Thence S00°08'05"W, 684.38 feet;
Thence N89°56'32"W, 150.00 feet;
Thence S00°03'28"W, 150.00 feet;
Thence N89°56'32"W, 150.20 feet to the point of beginning.

Said parcel contains 227,750 square feet or 5.23 total acres, more or less.

REZONE LEGAL DESCRIPTION
TO
TWINHOME DISTRICT

Located in the Northwest Quarter of the Southeast Quarter of Section 25, Township 27 North, Range 9 West, City of Altoona, Eau Claire County, Wisconsin.

Commencing at the Southeast Corner of said Section 25;
Thence N89°56'21"W, 2,650.10 feet along the South line of the Southeast Quarter to the South Quarter Corner of said Section 25;
Thence N00°08'04"E, 1,320.82 feet along the West line of the Southeast Quarter;
Thence S89°56'33"E, 150.28 feet;
Thence N00°03'28"E, 150.00 feet;
Thence S89°56'32"E, 150.00 feet;
Thence N00°08'05"E, 684.38 feet;
Thence N89°57'29"E, 150.00 feet;
Thence S00°08'05"W, 684.64 feet;
Thence S89°56'32"E, 501.99 feet;
Thence S00°02'37"W, 150.02 feet;
Thence N89°56'28"W, 802.02 feet to the point of beginning.

Said parcel contains 222,985 square feet or 5.12 total acres, more or less.

REZONE LEGAL DESCRIPTION
TO
R3 MULTIFAMILY DWELLING DISTRICT

Located in the Northwest Quarter of the Southeast Quarter of Section 25, Township 27 North, Range 9 West, City of Altoona, Eau Claire County, Wisconsin.

Commencing at the Southeast Corner of said Section 25;
Thence N00°09'05"W, 2,641.94 feet along the East line of the Southeast Quarter to the East Quarter Corner of said Section 25;
Thence N89°56'43"W, 1,318.47 feet along the North line of the Southeast Quarter of said Section 25;
Thence S00°05'00"E, 57.90 feet to the south right-of-way line of United States Highway "12" and the point of beginning;
Thence S00°00'31"E, 1,262.99 feet;
Thence N89°56'43"W, 369.53 feet;
Thence N00°02'37"E, 150.02 feet;
Thence N89°56'32"W, 501.99 feet;
Thence N00°08'05"E, 684.64 feet;
Thence S89°57'29"W, 450.00 feet;
Thence N00°08'05"E, 156.97 feet;
Thence S89°56'53"E, 132.00 feet;
Thence N00°08'00"E, 244.67 feet to the south right-of-way line of United States Highway "12";
Thence N87°17'24"E, 544.17 feet along said south right-of-way line;
Thence N89°57'00"E, 643.11 feet along said south right-of-way line to the point of beginning.

Said parcel contains 1,172,540 square feet or 26.92 total acres, more or less.

REZONE LEGAL DESCRIPTION
TO
COMMERCIAL DISTRICT

Located in the Northeast Quarter of the Southeast Quarter of Section 25, Township 27 North, Range 9 West, City of Altoona, Eau Claire County, Wisconsin.

Commencing at the Southeast Corner of said Section 25;
Thence N00°09'05"W, 2,641.94 feet along the East line of the Southeast Quarter to the East Quarter Corner of said Section 25;
Thence N89°56'43"W, 1,318.47 feet along the North line of the Southeast Quarter of said Section 25;
Thence S00°05'00"E, 57.90 feet to the south right-of-way line of United States Highway "12" and the point of beginning;
Thence S84°57'03"E, 170.53 feet along said right-of-way line;
Thence S00°09'04"E, 587.72 feet;
Thence N89°56'34"W, 171.33 feet;
Thence N00°00'31"W, 602.55 feet to the point of beginning.

Said parcel contains 101,567 square feet, or 2.33 total acres, more or less.



PLANNING DEPARTMENT
C&E LIGHTHOUSE
ENTITLEMENT TIMELINE AND MILESTONES

This document illustrates the development entitlement and milestones in order to proceed through implementation of the two conjoined developments totaling 54.41 acres currently under common ownership by Finland Holdings. There are multiple permitting steps that must be completed sequentially in order for construction activities to proceed. This document is intended as a basic and guide for the developer, City Plan Commission and Council, and potentially the public.

Development Summary

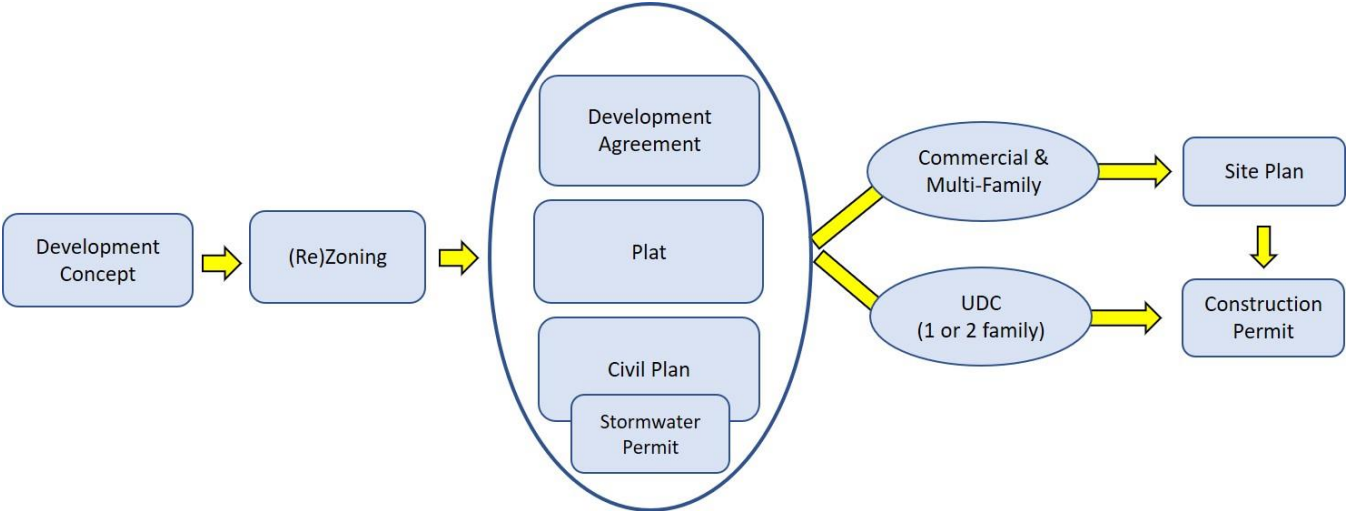
The area called “C&E Lighthouse” (“Development”) is the westerly two land parcels totaling approximately 31.2 acres and conceived as residential uses as well as the stormwater facilities for the combined development area. This area also includes access to Highway 12, as previously envisioned by the WI DOT. This area is currently zoned as R-1 One-Family Dwelling District, although most of this area was recently incorporated into the City in 2018 and this zoning district is temporary.

The easterly portion does not have a given name at this time, but is intended as comprised of commercial uses. This area is comprised of two parcels totaling approximately 17.1 acres. Of this area, the westerly parcel of 2.3 acres was part of the lands incorporated into the City in 2018 and temporarily zoned R-1. The remaining portion is zoned C Commercial.

Between the above two areas is a 6.31-acre portion reserved for shared storm water facilities.

As a combined development area under common ownership the area is intended to feature a common storm water holding and infiltration area in lands currently featuring a natural drainageway. The roadway system is intended to be planned consistent with City code in a cohesive manner for efficient and contiguous public facilities, create access to existing roadways, and enable the efficient future development of adjacent lands.

Process Summary



General Arrangement

Although not a formal or required step in the permitting process, the developer works with City staff to arrive at an overall layout of the development, including general land uses and public infrastructure. This step allows enables the developer to gain feedback from City staff regarding adherence to adopted City plans, codes and policies, as well as any other comments and guidance, prior to investing resources into detailed design or preparing permit applications. This allows the developer to proceed into the permitting process prepared for the formal recommendations from Staff, feedback and approval process through the Plan Commission and City Council.

From a regulatory and permitting perspective, the arrangement of infrastructure is determined through the Plat and Civil Plan. The arrangement of land uses is determined through Zoning. The two are closely linked, therefore having an overall concept or plan is necessary prior to beginning the process or completing details necessary for permitting.

The Developer presented the general concept to the Plan Commission on October 8, 2019.

Rezone

The application for rezoning for the 37.3-acre Development as well as 2.3-acre commercial portion was received in November 2019.

2019-1210	Plan Commission Recommendation
2019-1219	City Council Public Hearing & Potential Action

Plat / Development Agreement / Civil Plan

The next step includes three components: Plat (land division), Development Agreement and Civil Plan. These components are mutually dependent to some degree.

The **Plat** has two steps: Preliminary and Final. Each must be approved by the Plan Commission and City Council. The Plat legally creates the new property boundaries with precision, dedicates public lands including road right-of-ways and parkland, and naming of any new roads. The Plat generally requires that a general Civil Plan has been agree-to, in order to ensure public right-of-ways and other facilities are located correctly.

The **Development Agreement** is a contract mutually agreed-to that outlines the developer's responsibilities with regard to construction of public infrastructure and facilities, and includes a performance guarantee that the infrastructure shall meet these standards. The Agreement may include additional special conditions and agreements relating to the development, potentially including (but not limited to): timing, coordination, or other agreements to be memorialized. The Agreement refers to and includes the Civil Plan, and must be approved by the City Council prior to consideration of the Final Plat.

The **Civil Plan** is a technical document that describes the construction of public infrastructure to ensure consistency with City Standards. This includes roadways, pedestrian and bicycle facilities, sewer and water utilities, and similar elements. The Civil Plan includes the storm water permit, the later of being a distinct permit but integral to the plan. The plan is reviewed and approved administratively by the City Engineer.

Once the Civil Plan has been approved, the Development Agreement may be approved by the City Council and the Final Plat adopted. This allows the development to proceed with infrastructure permitting.



Site Plan(s)

Commercial, multi-family, and industrial property requires a Site Plan to be approved by the Plan Commission prior to pursuing construction permits. Site Plans must meet standards and characteristics for the use of land, such as building location, parking, landscaping, and others.

One- and two-family dwellings covered by the Uniform Dwelling Code do not require a site plan in the City of Altoona and may seek construction permits once utilities and access (roads) are available.

THE CITY of *Altoona*

ORDINANCE 12A-19

**To rezone parcels #201-1037-03-000, #201-1036-02-000 and #201-1036-04-000
from R-1 One-Family Dwelling District to R-1, TH Twin Home District,
R-3 Multiple Family Dwelling District and C Commercial District.**

THE COMMON COUNCIL OF THE CITY OF ALTOONA DOES HEREBY ORDAIN AS FOLLOWS:

Section One:

That portions of Parcel 201-1037-03-000, property description further described as EXHIBIT A, Section One, remain as zoned R-1 One-Family Dwelling District.

Section Two:

That lands described in EXHIBIT A, Section Two, shall be rezoned TH Twin Home District.

Section Three:

That lands described in EXHIBIT A, Section Three, shall be rezoned R3 Multiple Family Dwelling District.

Section Four:

That parcel 201-1036-02-000, described in EXHIBIT A, Section Four, shall be rezoned C Commercial District.

Section Five:

That the Official Zoning Map of the City of Altoona be changed to reflect this amendment, as graphically illustrated in EXHIBIT B.

Section Six:

That this Ordinance need not be codified and shall take effect upon its adoption and publication as required by law.

Dated this 19th day of December, 2019.

CITY OF ALTOONA

By: _____
Brendan Pratt, Mayor

By: _____
Cindy Bauer, City Clerk

Approved: _____
Published: _____
Adopted: _____

This ordinance drafted by City Planner Joshua Clements.

Return to: City of Altoona, 1303 Lynn Avenue, Altoona, WI 54720

EXHIBIT A

Legal Description of Property for Zoning Assignment.
As further graphically illustrated in EXHIBIT B

Section One

Legal Description to R-1 Zoning District

Located in the Northwest Quarter of the Southeast Quarter of Section 25, Township 27 North, Range 9 West, City of Altoona, Eau Claire County, Wisconsin.

Commencing at the Southeast Corner of said Section 25;
Thence N89°56'21"W, 2,650.10 feet along the South line of the Southeast Quarter to the South Quarter Corner of said Section 25;
Thence N00°08'04"E, 1,320.82 feet along the West line of the Southeast Quarter to the point of beginning;
Thence N00°08'05"E, 833.86 feet along said West line;
Thence N89°57'29"E, 300.00 feet;
Thence S00°08'05"W, 684.38 feet;
Thence N89°56'32"W, 150.00 feet;
Thence S00°03'28"W, 150.00 feet;
Thence N89°56'32"W, 150.20 feet to the point of beginning.

Said parcel contains 227,750 square feet or 5.23 total acres, more or less.

Section Two

Legal Description to TH Twin Home District

Located in the Northwest Quarter of the Southeast Quarter of Section 25, Township 27 North, Range 9 West, City of Altoona, Eau Claire County, Wisconsin.

Commencing at the Southeast Corner of said Section 25;
Thence N89°56'21"W, 2,650.10 feet along the South line of the Southeast Quarter to the South Quarter Corner of said Section 25;
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Thence S89°56'32"E, 501.99 feet;
Thence S00°02'37"W, 150.02 feet;
Thence N89°56'28"W, 802.02 feet to the point of beginning.

Said parcel contains 222,985 square feet or 5.12 total acres, more or less.

Section Three

Legal Description to R-3 Multiple Family Dwelling District

Located in the Northwest Quarter of the Southeast Quarter of Section 25, Township 27 North, Range 9 West, City of Altoona, Eau Claire County, Wisconsin.

Commencing at the Southeast Corner of said Section 25;

Thence N00°09'05"W, 2,641.94 feet along the East line of the Southeast Quarter to the East Quarter Corner of said Section 25;

Thence N89°56'43"W, 1,318.47 feet along the North line of the Southeast Quarter of said Section 25;
Thence S00°05'00"E, 57.90 feet to the south right-of-way line of United States Highway "12" and the point of beginning;

Thence S00°00'31"E, 1,262.99 feet;

Thence N89°56'43"W, 369.53 feet;

Thence N00°02'37"E, 150.02 feet;

Thence N89°56'32"W, 501.99 feet;

Thence N00°08'05"E, 684.64 feet;

Thence S89°57'29"W, 450.00 feet;

Thence N00°08'05"E, 156.97 feet;

Thence S89°56'53"E, 132.00 feet;

Thence N00°08'00"E, 244.67 feet to the south right-of-way line of United States Highway "12";

Thence N87°17'24"E, 544.17 feet along said south right-of-way line;

Thence N89°57'00"E, 643.11 feet along said south right-of-way line to the point of beginning.

Said parcel contains 1,172,540 square feet or 26.92 total acres, more or less.

Section Four

Legal Description to C Commercial District

Located in the Northeast Quarter of the Southeast Quarter of Section 25, Township 27 North, Range 9 West, City of Altoona, Eau Claire County, Wisconsin.

Commencing at the Southeast Corner of said Section 25;

Thence N00°09'05"W, 2,641.94 feet along the East line of the Southeast Quarter to the East Quarter Corner of said Section 25;

Thence N89°56'43"W, 1,318.47 feet along the North line of the Southeast Quarter of said Section 25;
Thence S00°05'00"E, 57.90 feet to the south right-of-way line of United States Highway "12" and the point of beginning;

Thence S84°57'03"E, 170.53 feet along said right-of-way line;

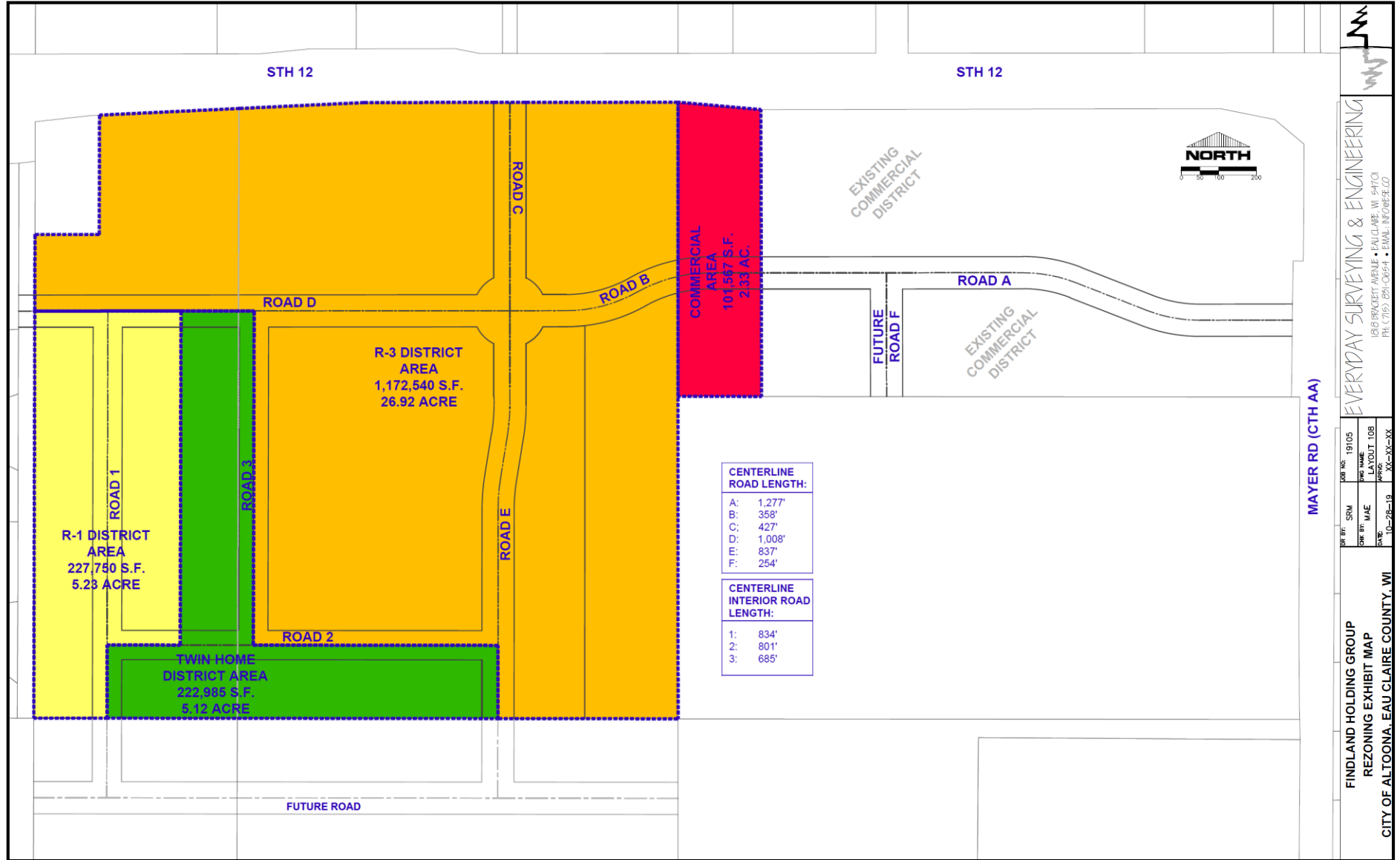
Thence S00°09'04"E, 587.72 feet;

Thence N89°56'34"W, 171.33 feet;

Thence N00°00'31"W, 602.55 feet to the point of beginning.

Said parcel contains 101,567 square feet, or 2.33 total acres, more or less.

EXHIBIT B



CENTERLINE ROAD LENGTH:	
A:	1,277'
B:	358'
C:	427'
D:	1,008'
E:	837'
F:	254'

CENTERLINE INTERIOR ROAD LENGTH:	
1:	834'
2:	801'
3:	685'



EVERYDAY SURVEYING & ENGINEERING
 1808 BRACKET AVENUE • EAU CLAIRE, WI 54601
 PH: (715) 831-0954 • FAX: (715) 831-0953

JOB NO.	19105
DATE	10-28-19
PROJECT	XX-XX-XX
SCALE	AS SHOWN

FINDLAND HOLDING GROUP
 REZONING EXHIBIT MAP
 CITY OF ALTOONA, EAU CLAIRE COUNTY, WI

[Back to the Agenda>>](#)

THE CITY of *Altoona*

ITEM 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)

See Enclosed:

- Planning Department Staff Report
- Proposed Eau Claire Realty Multi-Tenant Specific Implementation Plan

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.

See enclosed 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].

The Plan Commission voted 8-0 to recommend approval on December 10 with staff recommended approval conditions.

Suggested motion: I move to approve/not approve the Specific Implementation Plan with staff-recommended approval conditions.



PLANNING DEPARTMENT STAFF REPORT

SPECIFIC IMPLEMENTATION PLAN – Eau Claire Realty Multi-Tenant

Address	TBD
Parcel ID	TBD Part of 201-1002-01-270
Application	Specific Implementation Plan
Prepared By	Joshua Clements, AICP, City Planner

SUMMARY

Applicant	Advanced Engineering Concepts
Owner	City of Altoona (Property Under Contract w/Eau Claire Realty)
Parcel Description	Lot 3 of CSM 3356 V19 P14 #1157550 (parcel to be modified through CSM)
Requested Action	Approval of Specific Implementation Plan for construction of an approximately 7,828 ft² multi-tenant commercial retail/office building and associated Site Plan.
Proposal Summary	<p>Specific Implementation Plan illustrates 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.</p> <p>The multi-tenant building is designed to face the parking lot with multiple entrances to host up to four businesses. The emergency/secondary entrances will be from the west side of the building. Due to the nature of the site, there is no “back side” of the building. The building exterior features a varied parapet height and stepped frontage. The exterior will be stone veneer with precast stone sills, fiber cement panels (wood in appearance) and EIFS upper. The windows feature trellis projections for shade and building texture.</p> <p>Most of the stormwater at this site will be collected and conveyed to regional facilities located in the west corner of the quadrant, per the River Prairie Master Plan. A small one-site infiltration basin is provided.</p> <p>The refuse enclosure is proposed to be located within the City parking lot. If approved, an agreement shall be required regarding that arrangement.</p>
Submittals	<p>Site drawings and renderings submitted by Advanced Engineering Concepts (AEC) and River Valley Architects on 2019 November 26 are substantially complete as required in Section VIII 2. of the River Prairie Design Standards and Standards. Submission package includes Narrative Summary, Site Plan (numbered SIP1 – SIP8) and building illustrations (A1.1, A2.1, A6.1 – A6.3). Staff requires submission of and successful review of detailed civil site plan incorporating modifications based upon approval conditions prior to construction permitting, should the City Council approve the SIP with recommended conditions.</p>

Enclosed in 2019 December 10 Plan Commission Packet:

- (a) General Location Map: Pg 1.
- (b) A Site Inventory and Analysis: SIP2.
- (c) A Site Plan that includes the following:
 - a. Location of proposed structures and existing structures that will remain, with height and gross floor area included: *“Site Inventory and Analysis”* [SIP2]; A1.0, A6.2, A6.3.
 - b. Location of street and pedestrian lighting, including lamp intensity, design and height: *None provided.*
 - c. Location of proposed open space: *“Landscape Plan”* [SIP3].
 - d. The circulation system indicating pedestrian, bicycle and motor vehicle movement systems: *“Circulation Plan”* [SIP8].
 - e. Location of all trees, shrubs, and ground cover (proposed or existing) to remain on site: *“Landscape Plan”* [SIP3].
- (d) A Stormwater Management Plan: *“Grading Plan”* [SIP5]; **Require City Engineer review of detailed plan prior to issuance of building permit.**
- (e) Detailed Elevations of Buildings: *Architectural Building Plans* A6.1, A6.2, A6.3.
- (f) Utilities Plan: *“Utility Plan”* [SIP6]
- (g) A Written Report: *Provided.*
- (h) Phasing Plans Where Applicable: N/A
- (i) Any other information deemed necessary by the Plan Commission or Common Council: *Sign Measurements – Not reviewed as part of this SIP review, subsequent sign permit will be required.*

Applicable Standards City of Altoona Comprehensive Plan (2009)
River Prairie Design Guidelines and Standards (2007)

Review Required By Plan Commission (2019 December 10) recommendation to City Council (Dec 19).

Reviewed By Planning Department; Public Works; Fire Department

Staff Recommendation **Approve** Specific Implementation Plan subject to Conditions.

Background Information

Zoning & Land Use The current land use of the parcel is Vacant.

River Prairie NW Quadrant	Zoning	Land Use
Subject Site	River Prairie Mixed-Use	Vacant
West	River Prairie Mixed-Use	Physicians Weight Loss
North	River Prairie Mixed-Use	River Prairie Park ZA51
East	River Prairie Mixed-Use	Cabin Coffee
South	River Prairie Mixed Use	Kwik Trip



Above: Proposed site of The Wine Bar highlighted in Blue.

Proposed Land Use

Commercial – Multi-Tenant.

Conformance with Comprehensive Plan

The 2009 City of Altoona Comprehensive Plan identifies the area as the River Prairie Mixed-Use District generally, and this site is illustrated as commercial use in the General Implementation Plan created by the City. Specific Implementation Plan is **consistent** with the Comprehensive Plan.

Conformance with Zoning

Parcel is zoned River Prairie Mixed Use, and the Specific Implementation Plan entails review of proposed use, site and structure. Proposed use, building design and circulation elements are generally **consistent** with use guidelines outlined in the approved River Prairie General Implementation Plan.

Project Description, Analysis & Conclusion

Criteria for Approval

River Prairie Design Standards & Guidelines Section VIII 2 – see *Submittals* on page 2.

Planning Department has reviewed and confirmed submittals generally satisfy the River Prairie Design Standards and Guidelines regarding architectural design and site plan. Recommended of conditions of approval detailed below.

Parking

Automobile parking is provided in the existing City parking lot.

Bicycle parking spaces are not shown. Staff recommends adding not less than 2 “U-Racks” along the west frontage at an appropriate location.

Access & Circulation

The proposed pedestrian walkway proposed as back-of-curb along the parking area is illustrated as five feet in width. This creates vehicle overhang challenges that may impede circulation, ADA accessibility, and safety. The walkway shall be not less than six feet, or utilization of a physical treatment to prevent overhang, to preserve accessibility and avoid person-vehicle conflicts.

Landscape

The landscape plan illustrates “small deciduous trees”. The RPDG require that 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)]. Unless the proximity to existing and proposed underground utilities causes long-term concern, canopy trees should be specified.

Building

The building design and architecture appear to be substantially consistent with the RPDG. The building includes varied horizontal and vertical plane, projections (trellis), and durable materials. The building parapet is so designed as to screen rooftop equipment.

Detail or description of the refuse enclosure is not provided. The enclosure shall be gated and comprised of materials consistent with the building palette.

Staff Recommendation Planning Department recommends the Plan Commission **approve** the Specific Implementation Plan as being in substantial conformance with the General Implementation Plan with specified modifications and conditions:

- A. Letter designates general review category
- 1. Number heading denotes proposed condition
 - a. Small numeral subheading denotes subordinate or referred condition
 - i. (i) indicates staff comment or ordinance reference.

Any changes to civil plan, landscape plan, architecture, or circulation from the SIP submittals shall be reviewed by City of Altoona staff, per River Prairie Design Guidelines & Standards [RPDG] amendment process [VIII]. Major changes will require review by the Plan Commission and Council. Appropriate building permits shall not be issued until City staff successfully reviews and approves of final plans to ensure conformance with River Prairie Design Guidelines & Standards and consistency with the SIP approval conditions herein; and consistent with *Altoona Municipal Code* Chapter 14 “Stormwater”.

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.

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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].

River Prairie Multi-Tenant Altoona, WI

Specific Implementation Plan Submittal Documents



PROJECT DESCRIPTION: River Prairie Multi-Tenant

The proposed Multi-Tenant building will be located in the NE quadrant of the intersection of Meadowlark Lane and Blazing Star Blvd. in the City of Altoona. The total project area is 0.37 acres. The site is bordered by Blazing Star Boulevard to the north and west, Meadowlark Lane to the south, and an existing public parking lot in the east.

Parking for the site is provided by an existing public parking lot (53 general stalls, 5 ADA stalls). This parking lot has driveway access from both Blazing Star Blvd. and Meadowlark Ln. with access for vehicular traffic and emergency vehicles within the adjacent City streets.

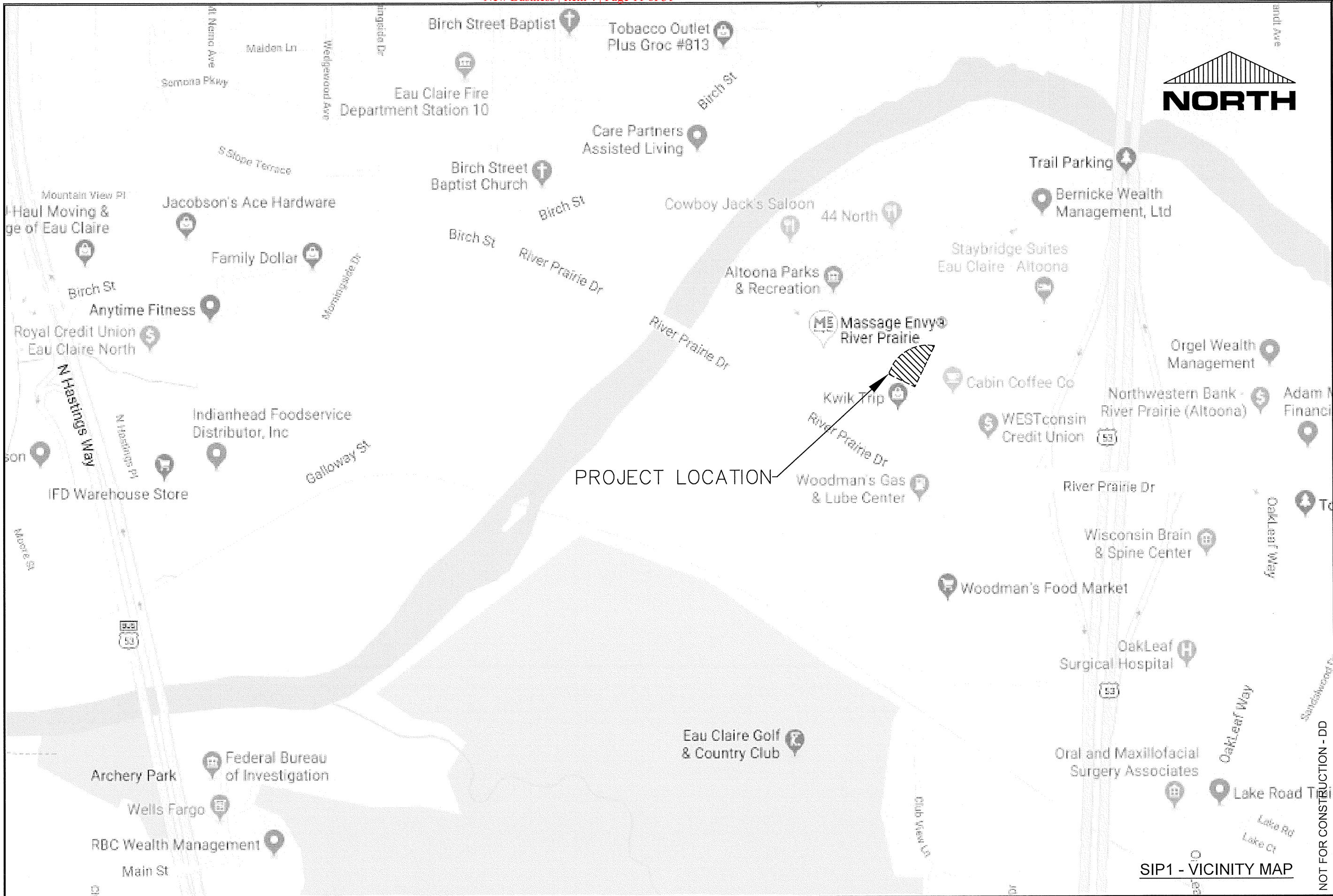
Landscaping will be done in accordance to the City of Altoona standards with a combination of trees, shrubs and grasses planted along the building foundation and around the perimeter of the site. Wall pack lighting will be placed on the proposed building.

Stormwater runoff from the roof drains will be directed to an infiltration basin located at the north end of the site. The infiltration basin will overflow into an existing storm sewer system in the parking lot which directs runoff to the stormwater facilities for the River Prairie development. The greenspace areas and sidewalks will sheet flow away from the building and into the existing storm sewer system. With the proposed infiltration facilities in-place, runoff leaving this development will meet and/or exceed the standards of both the City of Altoona and the WIDNR for water quality and infiltration.

There is a City sanitary sewer line (6") and water main (6") that enters the site at the corner of Meadowlark Ln. and Blazing Star Blvd. The proposed building will tie into these utilities with a 2" water service and 4" sanitary service. It should be noted that all utilities have been designed to accommodate this development. In addition, there is gas, electric, and cable adjacent to the site.

The overall development area for the River Prairie Multi-Tenant is 0.37 acres. The building will be approximately 49% of the site, sidewalks/patios 14%, and open space/lawns 37%. The size, configuration, and style of the buildings fit the intent of the River Prairie Design Standards and Guidelines which will be followed with the maximum extent practicable.

VICINITY MAP



ADVANCED ENGINEERING CONCEPTS
 1360 INTERNATIONAL DR SUITE #1
 EAU CLAIRE, WI 54701
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 info@aecc.com
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EAU CLAIRE REALTY
 RIVER PRAIRIE MULTI-TENANT
 MEADOWLARK LANE

MARK	DATE	DESCRIPTION

NOT FOR CONSTRUCTION - DD
 DRAWN BY: TDS
 PM: SPB
 JOB NO: 19-070
 DATE: DATE

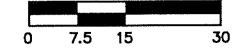
VICINITY MAP
 SIP1

SIP1 - VICINITY MAP

**SITE INVENTORY
AND ANALYSIS PLAN**



Know what's below.
 Call before you dig.



NOTE:
 CONTRACTOR TO FIELD VERIFY EXISTING UTILITY LOCATIONS

LEGEND
 ---(1106)--- EXISTING CONTOURS-MNR
 ---(1105)--- EXISTING CONTOURS-MJR

GENERAL NOTES:
 1. UNDERGROUND UTILITIES ARE SHOWN IN APPROXIMATE LOCATIONS ONLY AND ARE NOT SHOWN IN THEIR ENTIRETY. CONTRACTOR SHALL NOTIFY UTILITIES A MINIMUM OF 3 DAYS PRIOR TO ANY EXCAVATION FOR FIELD VERIFICATION OF LOCATIONS. THE CLIENT, CITY, AND THE ENGINEER ARE NOT RESPONSIBLE OR LIABLE FOR ANY DAMAGE CAUSED TO EXISTING UTILITIES.

SITE CONDITIONS:
 SOIL TYPE: SIMESCREEK SAND (MdB)
 HYDRAULIC SOIL GROUP: A



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EAU CLAIRE REALTY
 RIVER PRAIRIE MULTI-TENANT
 MEADOWLARK LANE

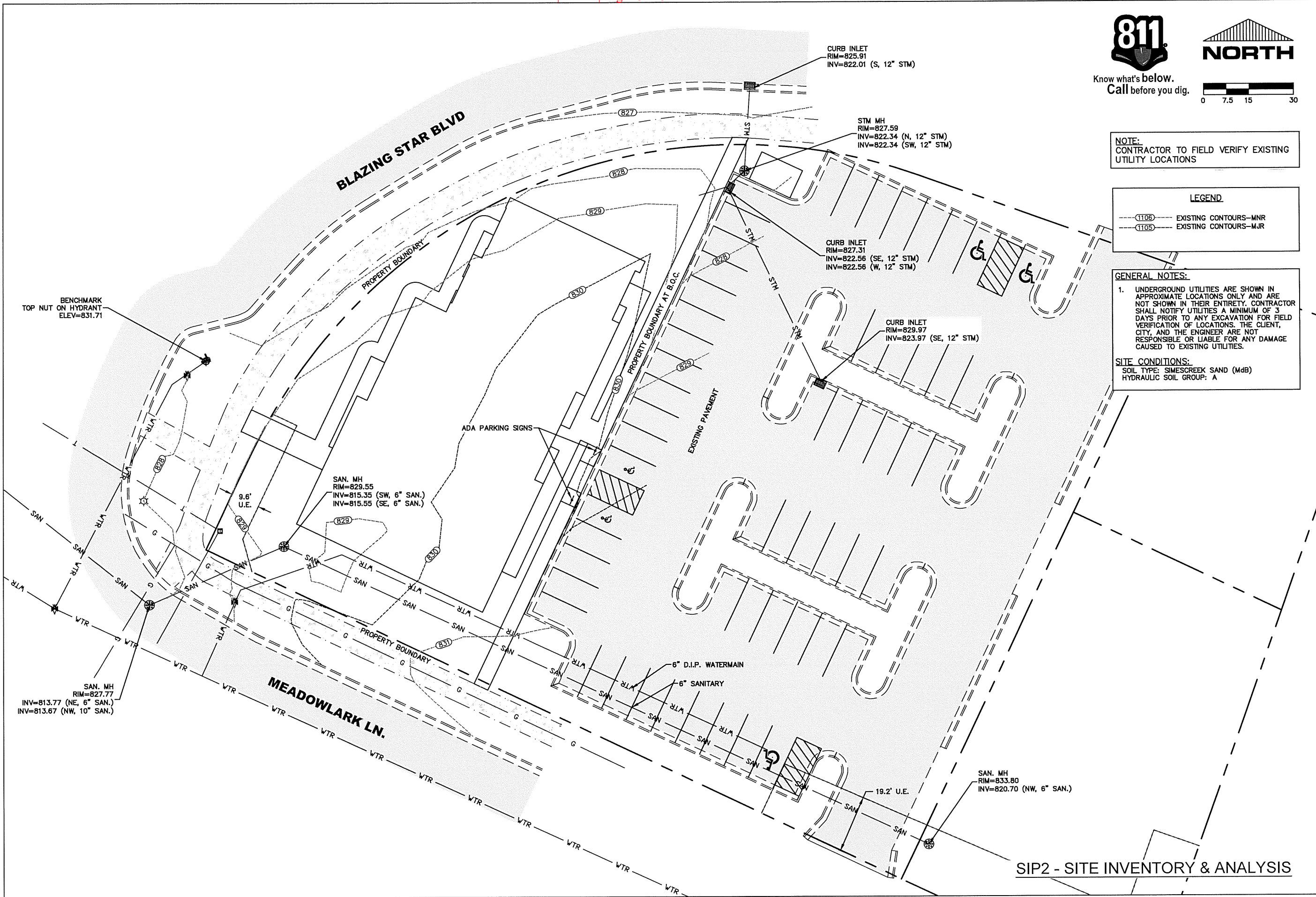
MARK	DATE	DESCRIPTION

NOT FOR CONSTRUCTION - DD

DRAWN BY: TD5
 PM: SPB
 JOB NO: 19-070
 DATE: DATE

SITE INVENTORY # ANALYSIS

SIP2

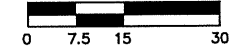


SIP2 - SITE INVENTORY & ANALYSIS

LANDSCAPE PLAN



Know what's below.
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EAU CLAIRE REALTY
 RIVER PRAIRIE MULTI-TENANT
 MEADOWLARK LANE

NOTE:
 CONTRACTOR TO FIELD VERIFY EXISTING
 UTILITY LOCATIONS

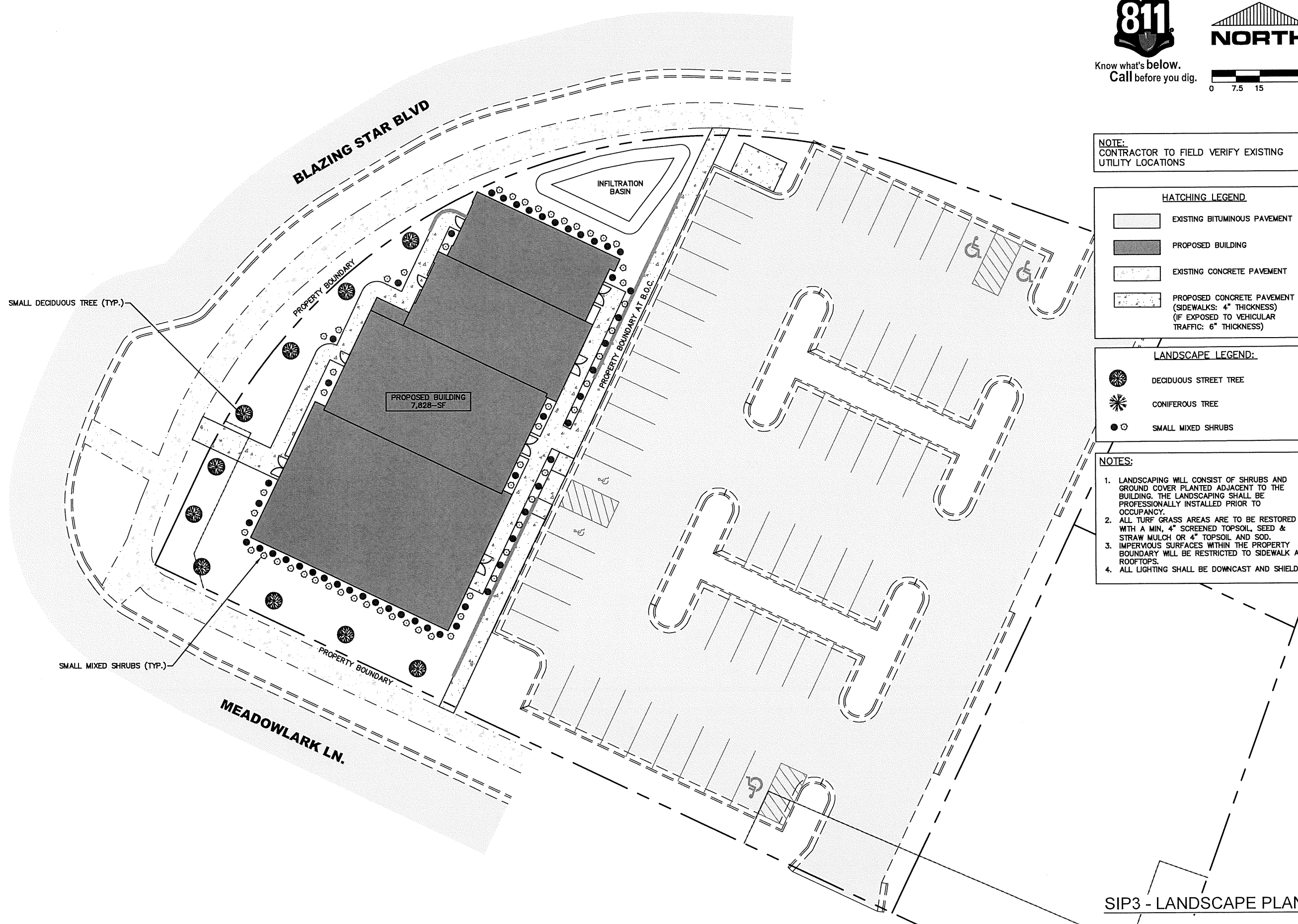
HATCHING LEGEND

	EXISTING BITUMINOUS PAVEMENT
	PROPOSED BUILDING
	EXISTING CONCRETE PAVEMENT
	PROPOSED CONCRETE PAVEMENT (SIDEWALKS: 4" THICKNESS) (IF EXPOSED TO VEHICULAR TRAFFIC: 6" THICKNESS)

LANDSCAPE LEGEND:

	DECIDUOUS STREET TREE
	CONIFEROUS TREE
	SMALL MIXED SHRUBS

- NOTES:**
1. LANDSCAPING WILL CONSIST OF SHRUBS AND GROUND COVER PLANTED ADJACENT TO THE BUILDING. THE LANDSCAPING SHALL BE PROFESSIONALLY INSTALLED PRIOR TO OCCUPANCY.
 2. ALL TURF GRASS AREAS ARE TO BE RESTORED WITH A MIN. 4" SCREENED TOPSOIL, SEED & STRAW MULCH OR 4" TOPSOIL AND SOD.
 3. IMPERVIOUS SURFACES WITHIN THE PROPERTY BOUNDARY WILL BE RESTRICTED TO SIDEWALK AND ROOFTOPS.
 4. ALL LIGHTING SHALL BE DOWNCAST AND SHIELDED.



SIP3 - LANDSCAPE PLAN

NOT FOR CONSTRUCTION - DD

MARK	DATE	DESCRIPTION

DRAWN BY: TDS
 FM: SPB
 JOB NO: 19-070
 DATE: DATE

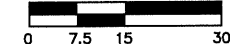
LANDSCAPE PLAN

SIP3

SITE PLAN



Know what's below.
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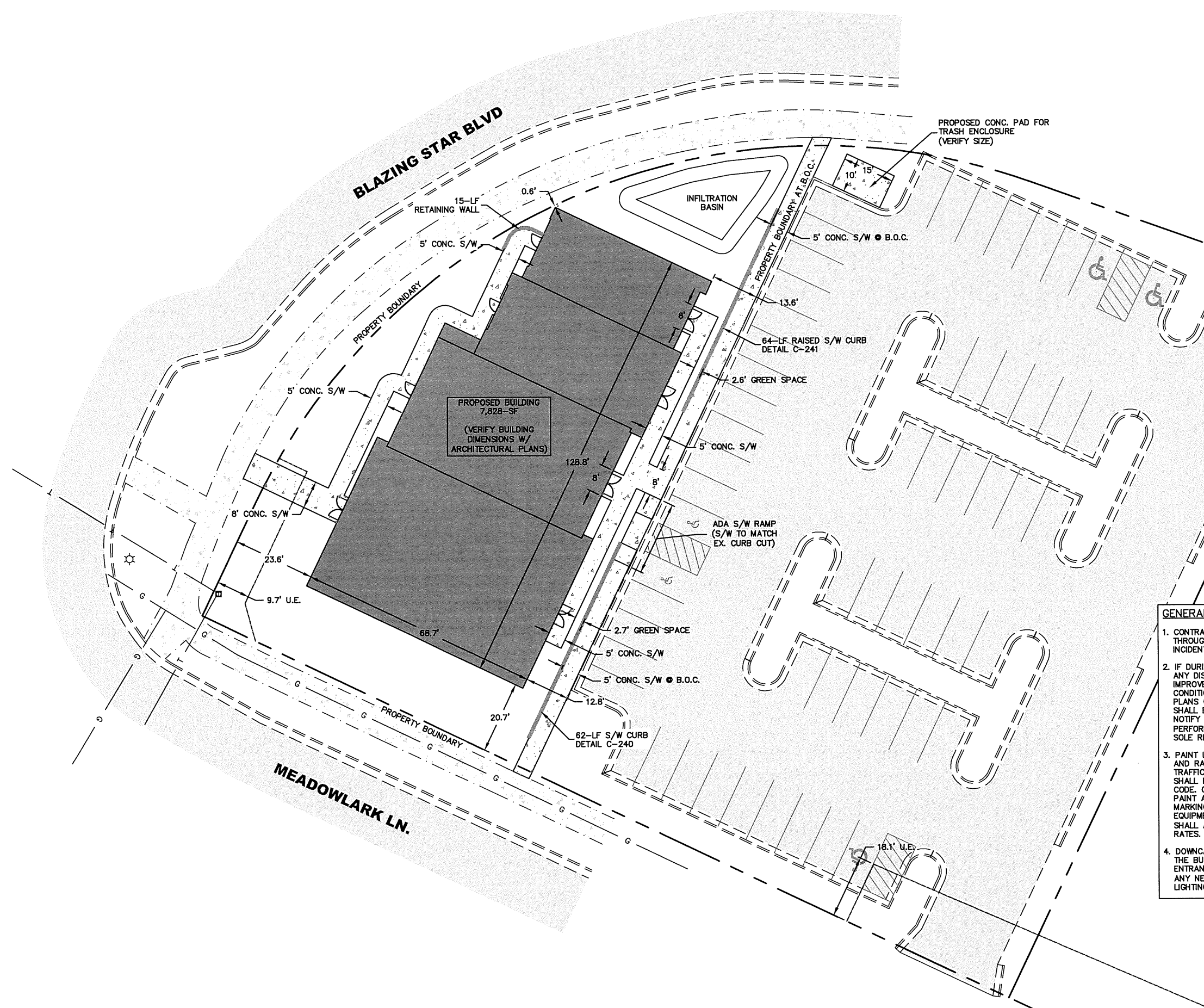
EAU CLAIRE REALTY
 RIVER PRAIRIE MULTI-TENANT
 MEADOWLARK LANE

MARK	DATE	DESCRIPTION

DRAWN BY: TDS
 PM: SPB
 JOB NO: 19-070
 DATE: DATE

SITE PLAN

SIP4



NOTE:
 CONTRACTOR TO FIELD VERIFY EXISTING
 UTILITY LOCATIONS

HATCHING LEGEND

[Hatched pattern]	EXISTING BITUMINOUS PAVEMENT
[Solid grey]	PROPOSED BUILDING
[Dotted pattern]	EXISTING CONCRETE PAVEMENT
[Cross-hatched pattern]	PROPOSED CONCRETE PAVEMENT (SIDEWALKS: 4" THICKNESS) (IF EXPOSED TO VEHICULAR TRAFFIC: 6" THICKNESS)

**RIVER PRAIRIE - MULTI TENANT
 MEADOWLARK LANE**

LOT SIZE:	16,040-SF (0.37 AC.)
EXISTING IMPERVIOUS AREA:	0.0-SF (0.0%)
PROPOSED USE:	MULTI-TENANT
PROPOSED BUILDING:	7,828-SF (48.8%)
PROPOSED SIDEWALK:	2,390-SF (14.9%)
OVERALL IMPERVIOUSNESS:	10,218-SF (63.7%)
GREEN SPACE:	5,977-SF (37.3%)
SETBACKS:	NONE

- GENERAL NOTES:**
- CONTRACTOR IS RESPONSIBLE FOR ALL DUST CONTROL NECESSARY THROUGHOUT THE PROJECT. COSTS FOR DUST CONTROL ARE INCIDENTAL TO PROJECT.
 - IF DURING THE COURSE OF CONSTRUCTION THE CONTRACTOR FINDS ANY DISCREPANCIES OR CONFLICTS BETWEEN THE PROPOSED SITE IMPROVEMENTS INDICATED ON THE PLANS AND THE PHYSICAL CONDITIONS OF THE SITE, OR ANY ERRORS OR OMISSIONS WITHIN THE PLANS OR IN THE SITE LAYOUT AS PROVIDED BY THE ENGINEER, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO IMMEDIATELY NOTIFY THE ENGINEER. UNTIL AUTHORIZED TO PROCEED, ANY WORK PERFORMED AFTER SUCH DISCOVERY WILL BE AT THE CONTRACTOR'S SOLE RISK AND EXPENSE.
 - PAINT LINE WORK ON ASPHALTIC PAVING, CONCRETE CURBS, WALKS, AND RAMPS SHALL BE FACTORY MIXED, QUICK DRYING, NON-BLEEDING TRAFFIC MARKING PAINT COMPLYING WITH AASHTO M248, Type COLOR SHALL BE WHITE, EXCEPT WHERE ANOTHER COLOR IS REQUIRED BY CODE. CONTRACTOR SHALL CLEAN SURFACE IN THE AREAS RECEIVING PAINT AND SHALL PAINT ALL MARKINGS AND SYMBOLS WITH TRAFFIC MARKING PAINT. PAINT SHALL BE APPLIED WITH MECHANICAL EQUIPMENT TO PRODUCE UNIFORM STRAIGHT EDGES. CONTRACTOR SHALL APPLY TWO (2) COATS AT MANUFACTURER'S RECOMMENDED RATES.
 - DOWNCAST LIGHTING WILL BE LOCATED ON THE FRONT AND SIDES OF THE BUILDINGS AND THERE WILL BE WALL PACKS AT SERVICE ENTRANCES. LIGHT POLES WILL BE PLACED AROUND THE PARKING LOT. ANY NEW EXTERIOR LIGHTING MUST MEET THE CITY'S EXTERIOR LIGHTING MANUAL STANDARDS.

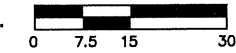
SIP4 - SITE PLAN

NOT FOR CONSTRUCTION - DD

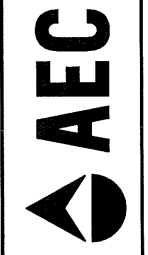
GRADING PLAN



Know what's below.
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EAU CLAIRE REALTY
 RIVER PRAIRIE MULTI-TENANT
 MEADOWLARK LANE

INFILTRATION BASIN:
 TOP=827.00
 4:1 SLOPES
 BOTTOM=825.50

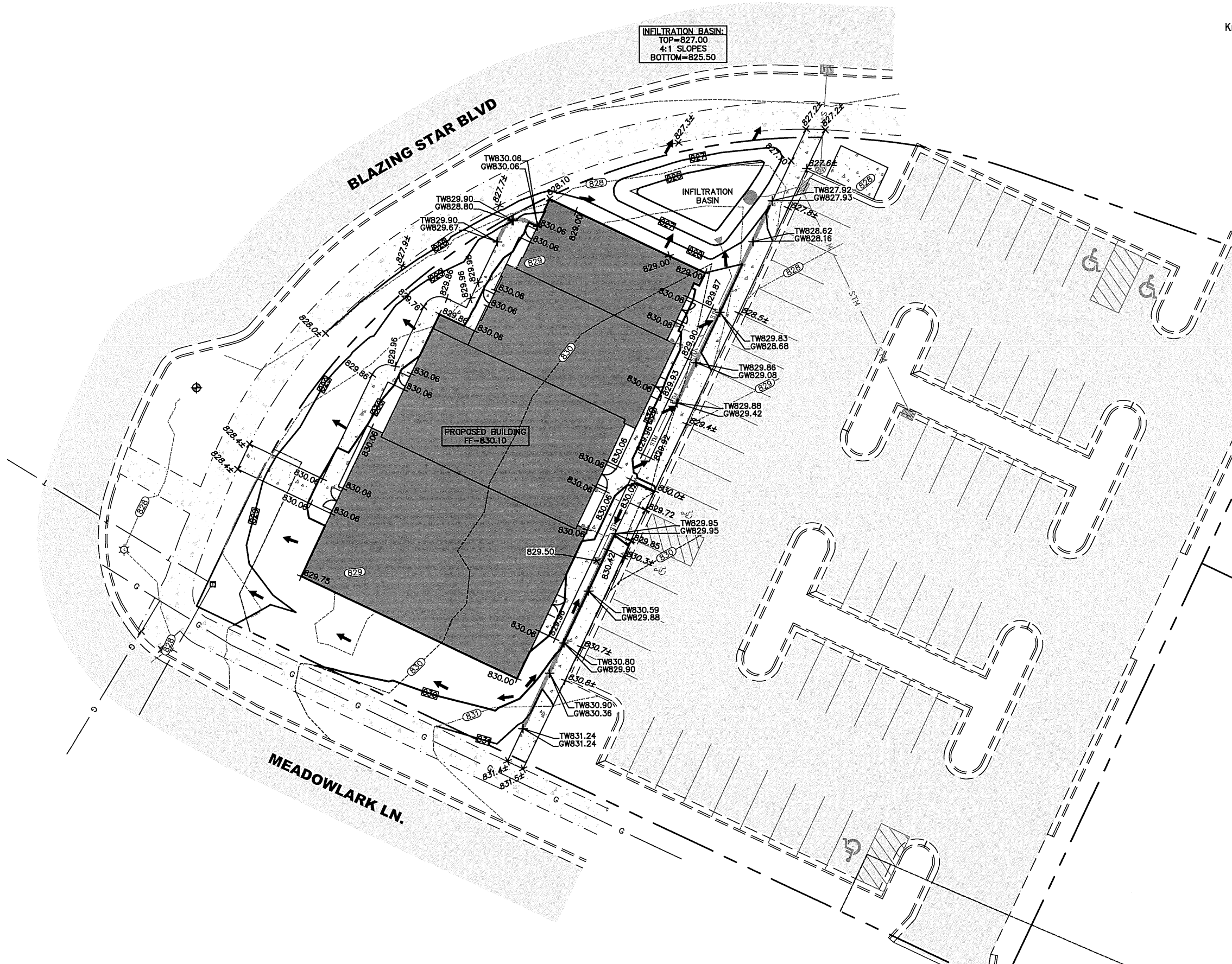
NOTE:
 CONTRACTOR TO FIELD VERIFY EXISTING
 UTILITY LOCATIONS

GRADING LEGEND:

- EXISTING CONTOURS-MNR
- EXISTING CONTOUR-MJR
- FINAL CONTOUR-MJR
- FINAL CONTOUR-MNR
- DRAINAGE PATTERN LINES
- GRADE BREAK LINES
- DRAINAGE ARROW
- PROPOSED SPOT ELEVATION
- EXISTING SPOT ELEVATION
- FINISHED FLOOR ELEVATION
- TOP OF S/W STEP
- TOP OF WALL
- GROUND ELEV. AT WALL

GRADING NOTES:

- ALL CONTOURS ARE COMPUTER GENERATED AND REPRESENT APPROXIMATE LOCATIONS. PROPOSED CONTOURS REPRESENT FINISHED GROUND GRADES AFTER RESTORATION. CONTOURS IN STREET REPRESENT TOP OF PAVEMENT.
- CONTRACTOR SHALL BE RESPONSIBLE FOR INSURING POSITIVE DRAINAGE AWAY FROM STRUCTURES.
- ALL SPOT ELEVATIONS ARE TOP OF ASPHALT/GRAVEL UNLESS OTHERWISE NOTED.
- IF DURING THE COURSE OF CONSTRUCTION OR CONFLICTS BETWEEN THE PROPOSED SITE IMPROVEMENTS INDICATED ON THE PLANS AND THE PHYSICAL CONDITIONS OF THE SITE, OR ANY ERRORS OR OMISSIONS WITHIN THE PLANS OR IN THE SITE LAYOUT AS PROVIDED BY THE ENGINEER, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO IMMEDIATELY NOTIFY THE ENGINEER. UNTIL AUTHORIZED TO PROCEED, ANY WORK PERFORMED AFTER SUCH DISCOVERY WILL BE AT THE CONTRACTOR'S SOLE RISK AND EXPENSE.



SIP5 - GRADING PLAN

NOT FOR CONSTRUCTION - DD

MARK	DATE	DESCRIPTION

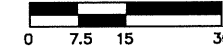
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 JOB NO: 19-070
 DATE: DATE

GRADING PLAN
 SIP5

UTILITY PLAN



Know what's below.
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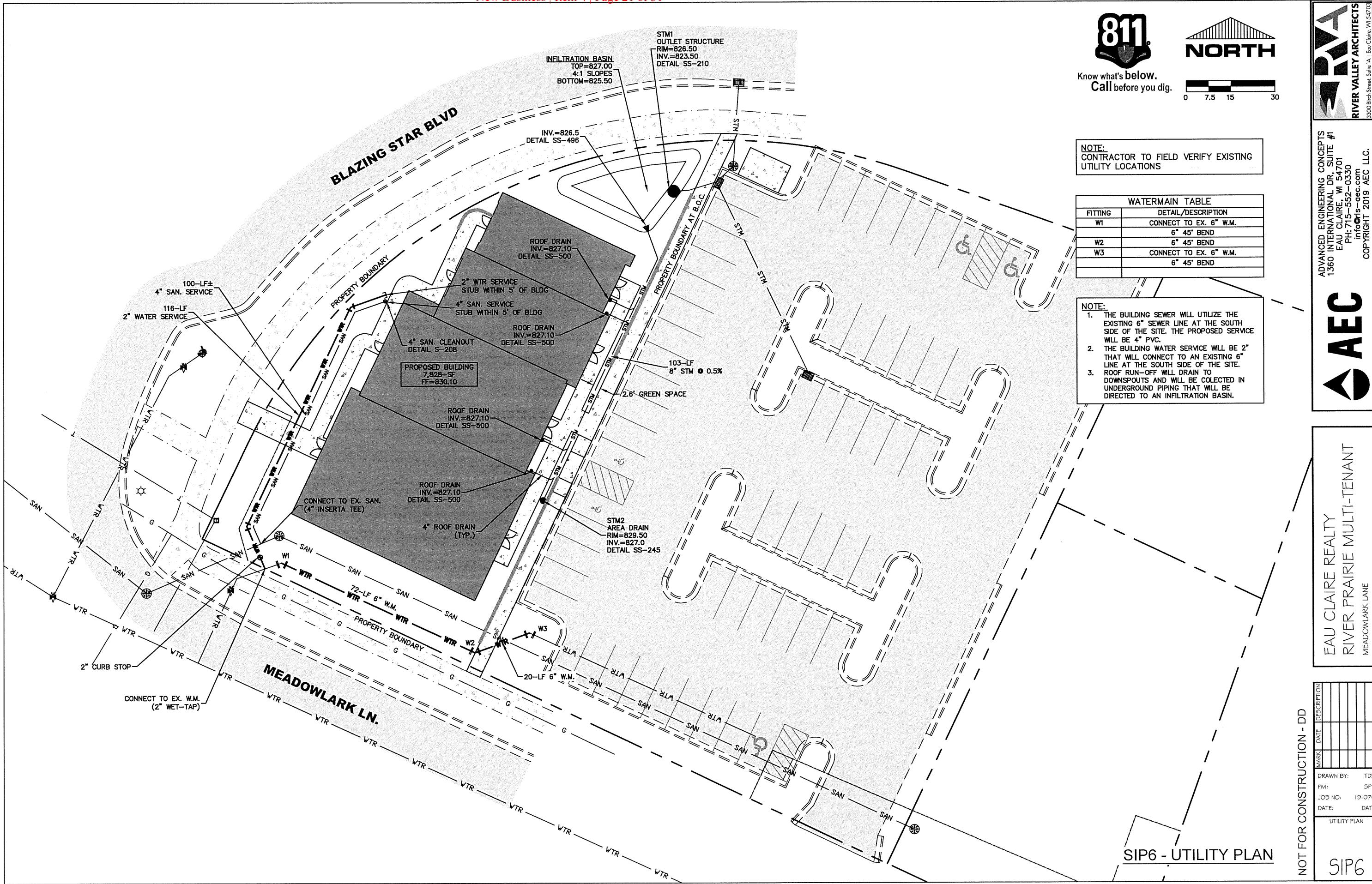


EAU CLAIRE REALTY
 RIVER PRAIRIE MULTI-TENANT
 MEADOWLARK LANE

NOTE:
 CONTRACTOR TO FIELD VERIFY EXISTING
 UTILITY LOCATIONS

WATERMAIN TABLE	
FITTING	DETAIL/DESCRIPTION
W1	CONNECT TO EX. 6" W.M. 6" 45° BEND
W2	6" 45° BEND
W3	CONNECT TO EX. 6" W.M. 6" 45° BEND

NOTE:
 1. THE BUILDING SEWER WILL UTILIZE THE
 EXISTING 6" SEWER LINE AT THE SOUTH
 SIDE OF THE SITE. THE PROPOSED SERVICE
 WILL BE 4" PVC.
 2. THE BUILDING WATER SERVICE WILL BE 2"
 THAT WILL CONNECT TO AN EXISTING 6"
 LINE AT THE SOUTH SIDE OF THE SITE.
 3. ROOF RUN-OFF WILL DRAIN TO
 DOWNSPOUTS AND WILL BE COLLECTED IN
 UNDERGROUND PIPING THAT WILL BE
 DIRECTED TO AN INFILTRATION BASIN.



SIP6 - UTILITY PLAN

NOT FOR CONSTRUCTION - DD

MARK	DATE	DESCRIPTION

DRAWN BY: TDS
 PM: SPB
 JOB NO: 19-070
 DATE: DATE

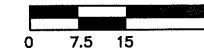
UTILITY PLAN

SIP6

DRAINAGE PLAN



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 info@ais-aec.com
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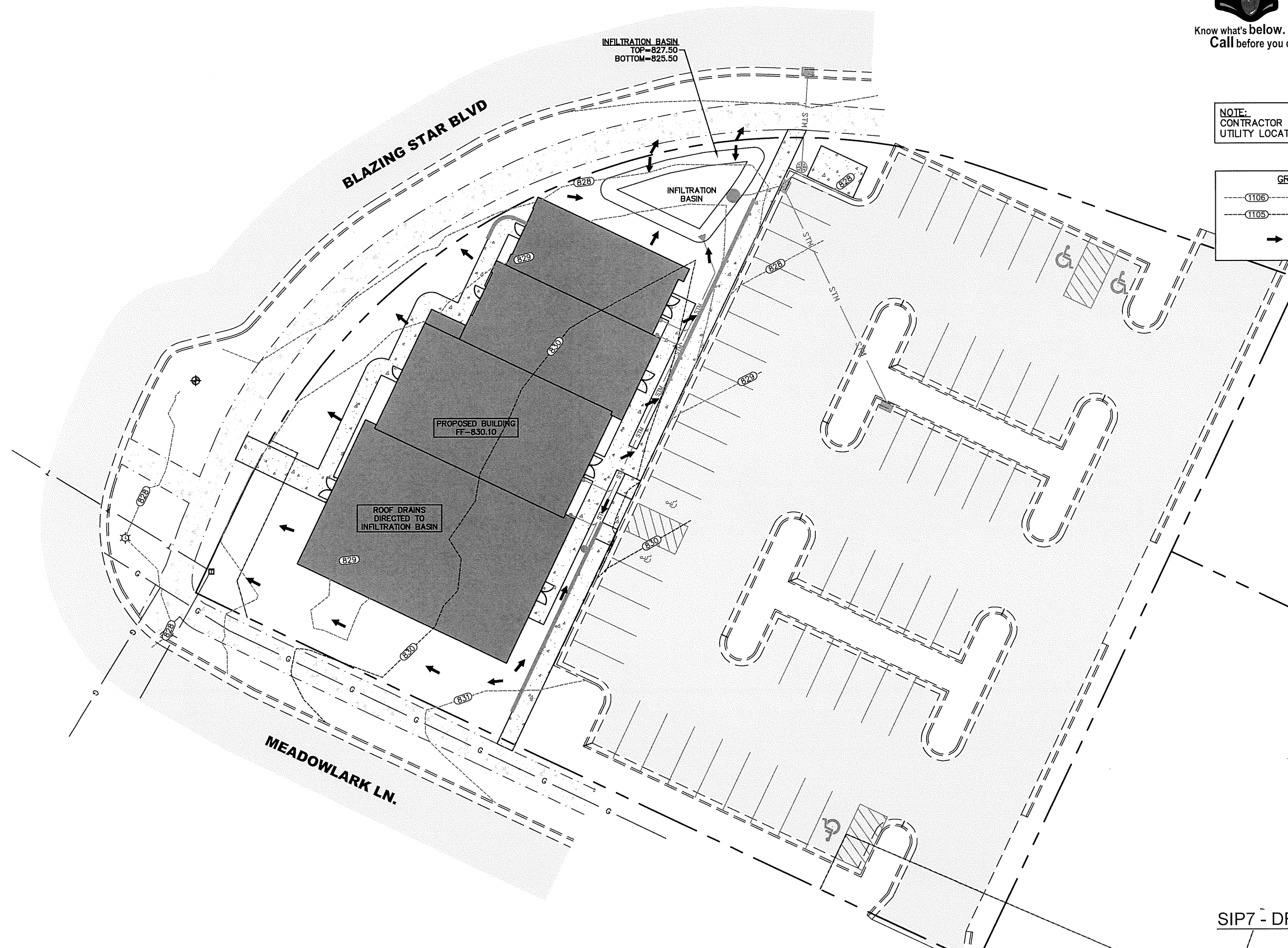


EAU CLAIRE REALTY
 RIVER PRAIRIE MULTI-TENANT
 MEADOWLARK LANE

NOTE:
 CONTRACTOR TO FIELD VERIFY EXISTING
 UTILITY LOCATIONS

GRADING LEGEND:

- (1106)--- EXISTING CONTOURS-MNR
- (1105)--- EXISTING CONTOUR-MJR
- ➔ DRAINAGE ARROW



SIP7 - DRAINAGE PLAN

NOT FOR CONSTRUCTION - DD

MARK	DATE	DESCRIPTION

DRAWN BY: TDS
 PM: SPB
 JOB NO: 19-070
 DATE: DATE

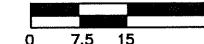
DRAINAGE PLAN

SIP7

CIRCULATION PLAN



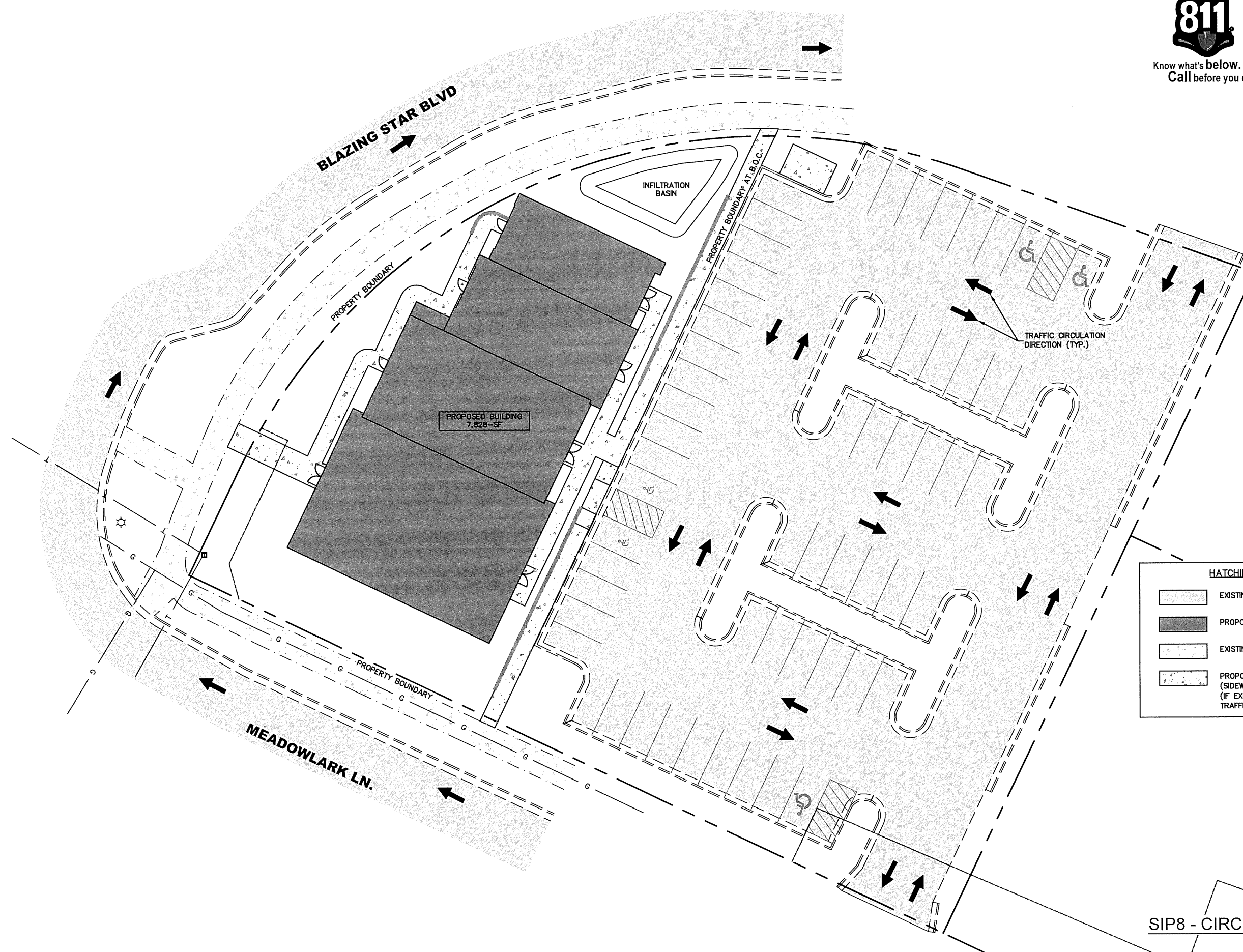
Know what's below.
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EAU CLAIRE REALTY
 RIVER PRAIRIE MULTI-TENANT
 MEADOWLARK LANE



HATCHING LEGEND

- EXISTING BITUMINOUS PAVEMENT
- PROPOSED BUILDING
- EXISTING CONCRETE PAVEMENT
- PROPOSED CONCRETE PAVEMENT
 (SIDEWALKS: 4" THICKNESS)
 (IF EXPOSED TO VEHICULAR TRAFFIC: 6" THICKNESS)

SIP8 - CIRCULATION PLAN

NOT FOR CONSTRUCTION - DD

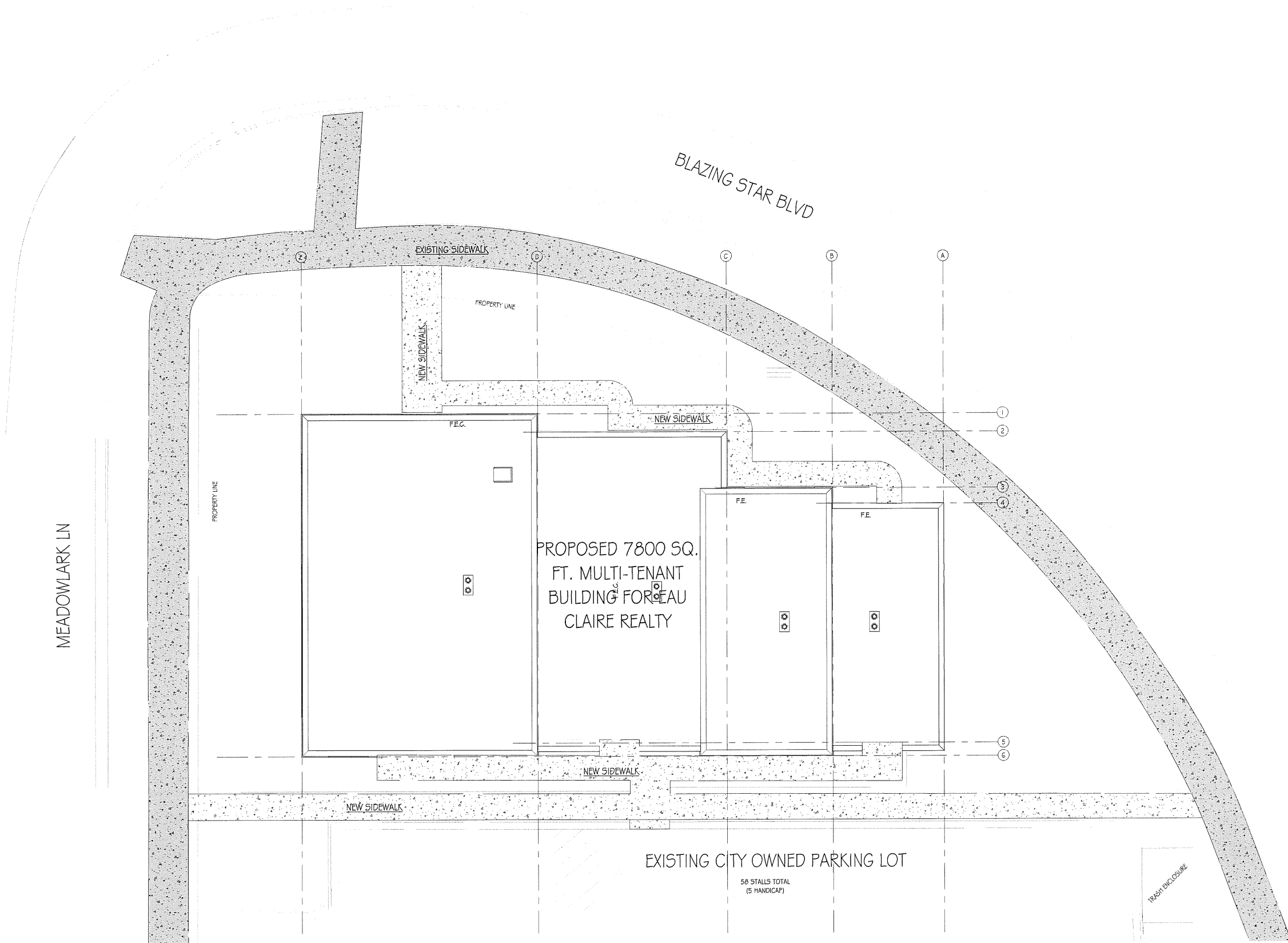
MARK	DATE	DESCRIPTION

DRAWN BY: TDS
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 JOB NO: 19-070
 DATE: DATE

CIRCULATION PLAN

SIP8

ARCHITECTURAL BUILDING PLANS



MEADOWLARK LN

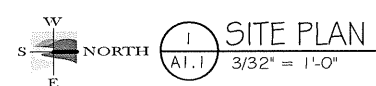
BLAZING STAR BLVD

PROPOSED 7800 SQ.
 FT. MULTI-TENANT
 BUILDING FOR EAU
 CLAIRE REALTY

EXISTING CITY OWNED PARKING LOT

58 STALLS TOTAL
 (5 HANDICAP)

TRASH ENCLOSURE



EAU CLAIRE REALTY
 RIVER PRAIRIE MULTI-TENANT
 ALTOONA, WI

NOT FOR CONSTRUCTION - SIP ISSUE

MARK	DATE	DESCRIPTION
1	11.26.19	(SIP) ISSUE

DRAWN BY: KJG
 PM: JB
 JOB NO: 19-070
 DATE: 11.26.2019

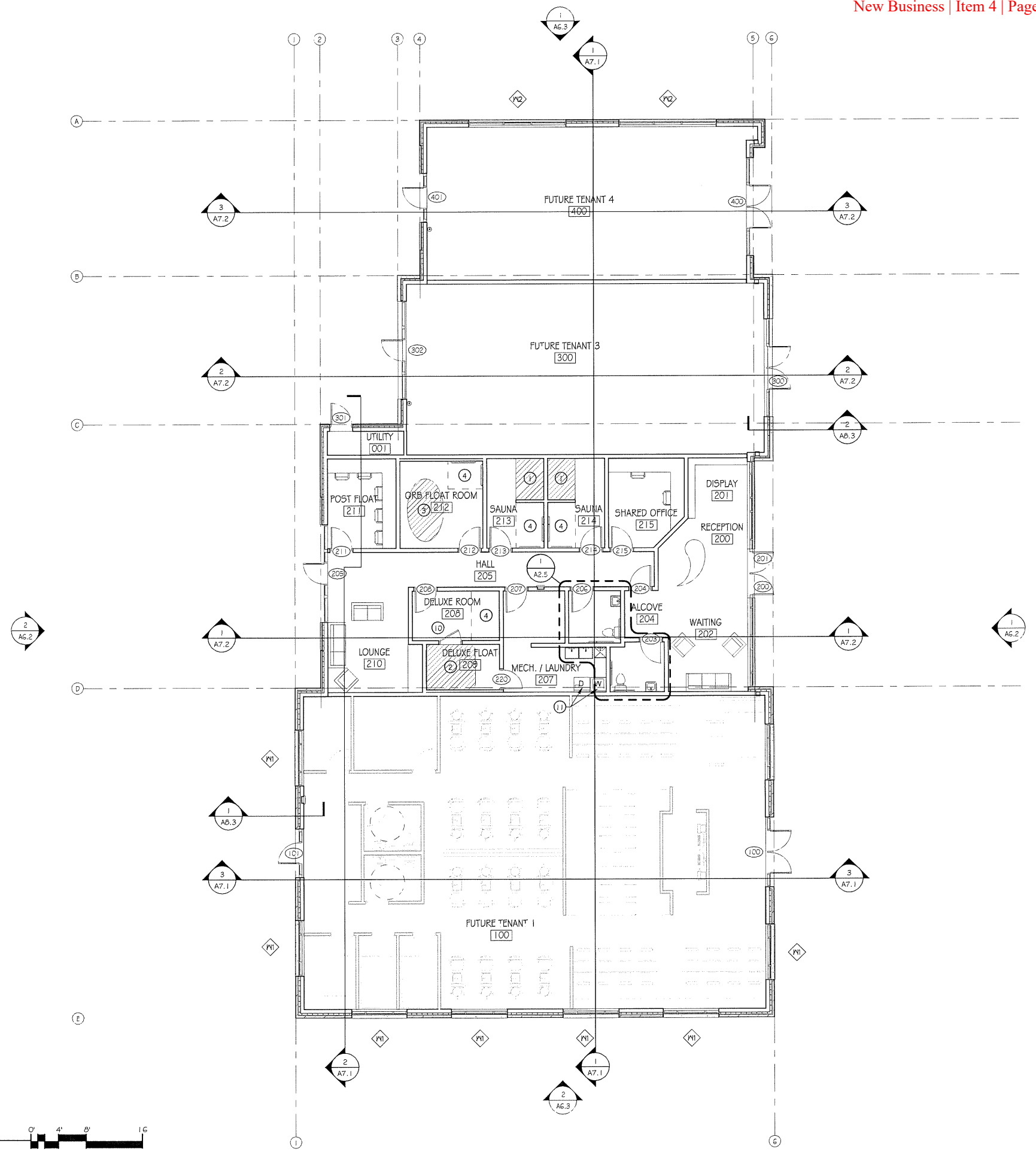
ARCHITECTURAL SITE PLAN

AI.1

11/25/2019 2:56:22 PM C:\Users\Kevin\Documents\19-070_River Prairie Multi-Tenant_Option C_Kevin\AI.1.rvt

- KEY NOTES**
1. HALO-HR SAUNA
 2. DELUXE FLOAT SYSTEM
 3. ORB FLOAT SYSTEM
 4. SHOWER AREA
 5. FLOOR DRAIN
 6. WATER COOLER
 7. SINK (VERIFY STYLE)
 8. WASHER
 9. DRYER
 10. DOOR BY FLOAT SYSTEM PROVIDER (GC TO COORDINATE)
 11. WASHER AND DRYER

- GENERAL NOTES**
- ALL INTERIOR DIMENSIONS ARE FROM FACE OF STUDY MASONRY CONSTRUCTION TO FACE OF STUDY MASONRY CONSTRUCTION, UNLESS NOTED OTHERWISE.
 - "CLEAR DIMENSIONS" ARE DIMENSIONED FROM FACE OF FINISH MATERIAL TO FACE OF FINISH MATERIAL.
 - FOR WALL TYPES SEE SHEET A2.0
 - GENERAL CONTRACTOR SHALL COORDINATE WITH OWNER, BEFORE INSTALLATION OF GYPSUM BOARD, ANY WOOD BLOCKING, BACKING AND MOUNTING BOARDS REQUIRED FOR OWNER PROVIDED ITEMS.
 - ALL WALLS TO GO TIGHT TO STRUCTURE ABOVE, UNLESS NOTED OTHERWISE.



EAU CLAIRE REALTY
 RIVER PRAIRIE MULTI-TENANT
 ALTOONA, WI

NOT FOR CONSTRUCTION - SIP ISSUE

MARK	DATE	DESCRIPTION

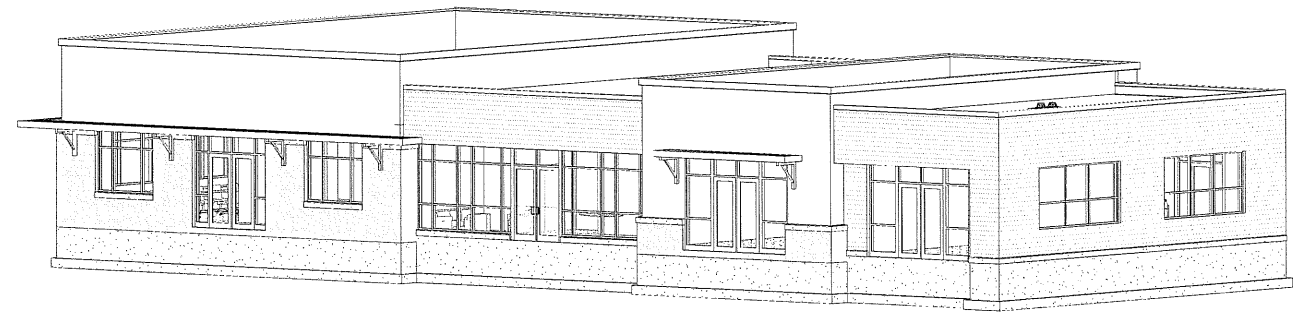
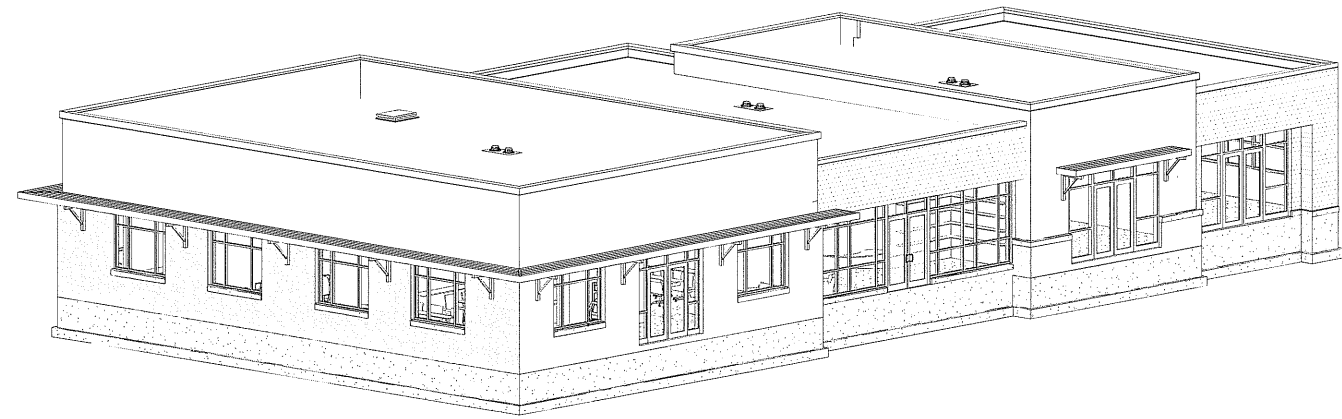
DRAWN BY: KJG
 PM: JB
 JOB NO: 19-070
 DATE: 11.26.2019

FLOOR PLAN
 A2.1

11/25/2019 2:56:30 PM C:\Users\Kevin\Documents\19-070_River Prairie Multi-Tenant_Option C_ Kevin\A2.1.rvt

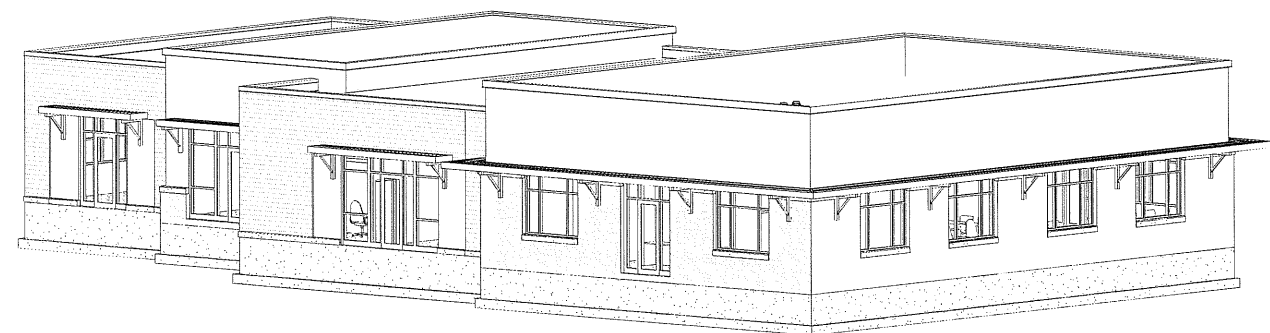
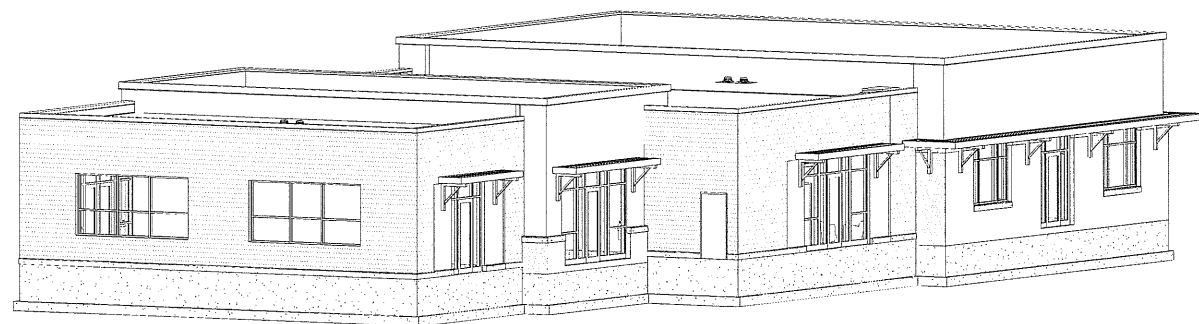


GENERAL NOTES
 A. 3D VIEWS ARE FOR INFORMATION ONLY AND DO NOT FORM A PART OF THE CONTRACT DOCUMENTS. THEY DO NOT APPEAR TO INDICATE ALL DETAILS, CHANGES IN MATERIAL AND JOINTS.



1 BIRDS EYE VIEW - SOUTH EAST CORNER
 A6.1

2 BIRDS EYE VIEW - NORTH EAST CORNER
 A6.1



3 BIRDS EYE VIEW - NORTH WEST CORNER
 A6.1

4 BIRDS EYE VIEW - SOUTH WEST CORNER
 A6.1

EAU CLAIRE REALTY
 RIVER PRAIRIE MULTI-TENANT
 ALTOONA, WI

NOT FOR CONSTRUCTION - SIP ISSUE

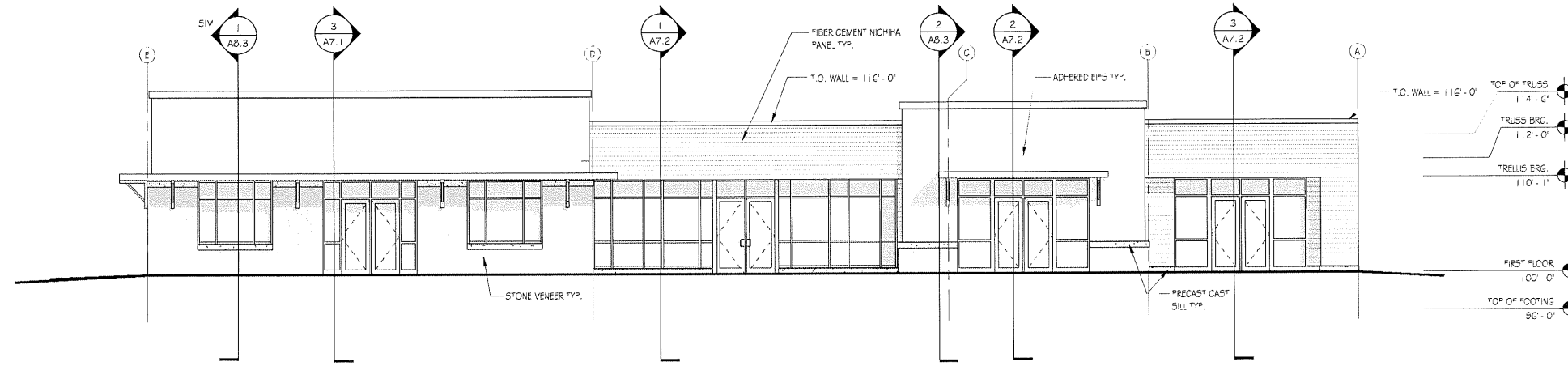
MARK	DATE	DESCRIPTION

DRAWN BY: KJG
 PM: JB
 JOB NO: 19-070
 DATE: 11.26.2019
 EXTERIOR 3D VIEWS

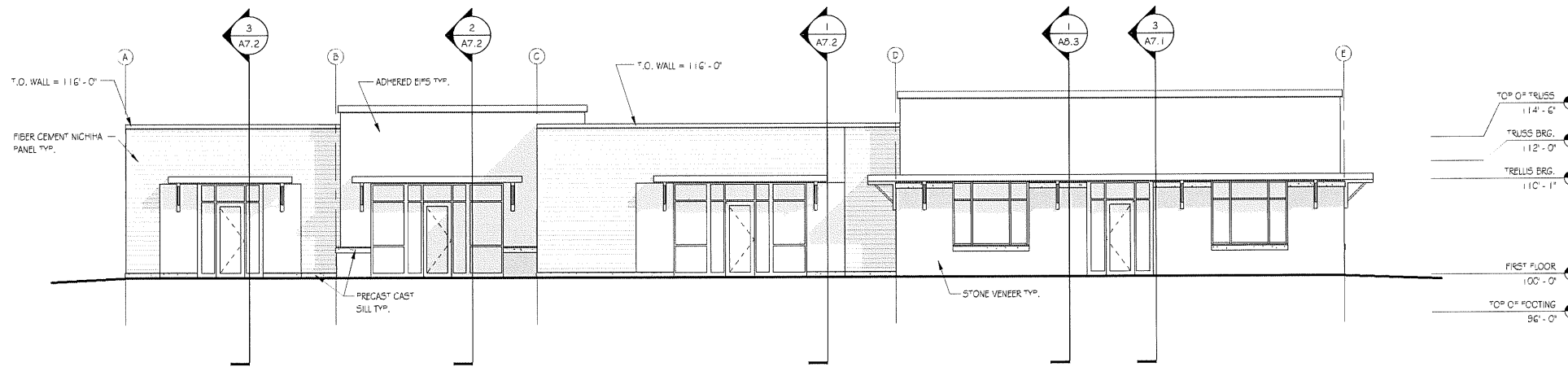
A6.1

EXTERIOR MATERIAL LEGEND					
MATERIAL	MARK	DESCRIPTION	MANUFACTURER # COLOR/PATTERN	TYPICAL LOCATION	NOTES

NOTES



1 EAST ELEVATION
 A6.2 1/8" = 1'-0"



2 WEST ELEVATION
 A6.2 1/8" = 1'-0"

EAU CLAIRE REALTY
 RIVER PRAIRIE MULTI-TENANT
 ALTOONA, WI

NOT FOR CONSTRUCTION - SIP ISSUE

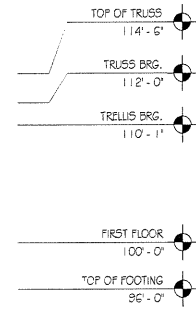
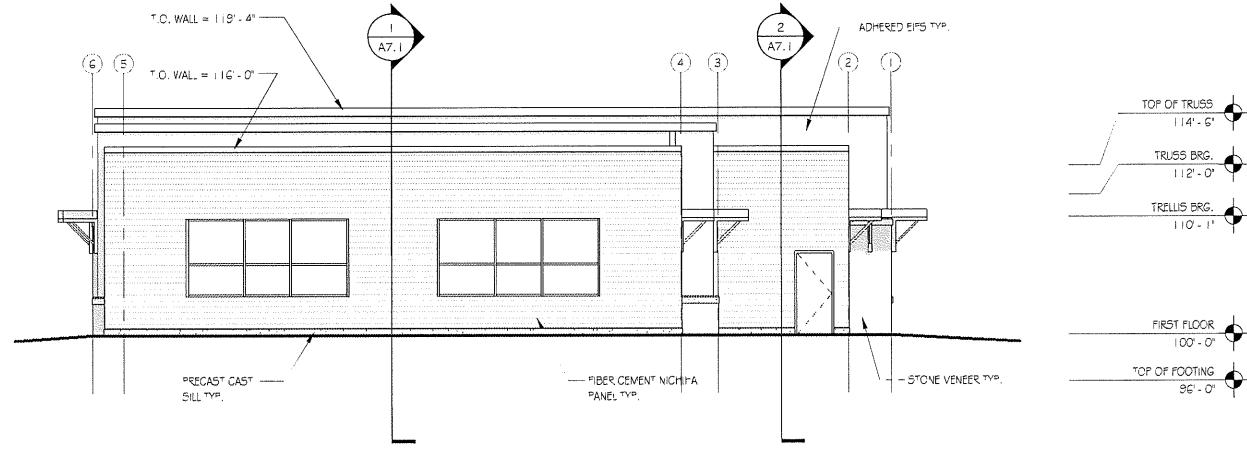
MARK	DATE	DESCRIPTION

DRAWN BY: KJG
 PM: JB
 JOB NO: 19-070
 DATE: 11.26.2019
 EXTERIOR ELEVATIONS

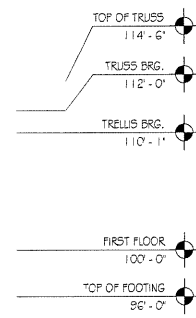
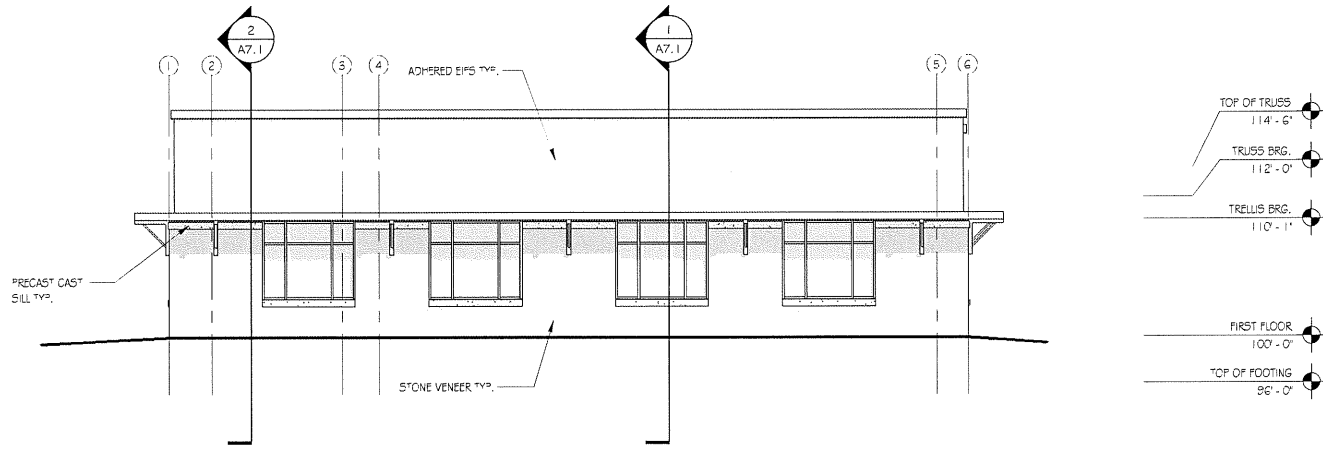
A6.2

EXTERIOR MATERIAL LEGEND					
MATERIAL	MARK	DESCRIPTION	MANUFACTURER # COLOR/PATTERN	TYPICAL LOCATION	NOTES

NOTES



1 NORTH ELEVATION
 A6.3 1/8" = 1'-0"



2 SOUTH ELEVATION
 A6.3 1/8" = 1'-0"

EAU CLAIRE REALTY
 RIVER PRAIRIE MULTI-TENANT
 ALTOONA, WI

NOT FOR CONSTRUCTION - SIP ISSUE

MARK	DATE	DESCRIPTION

DRAWN BY: KJG
 PM: JB
 JOB NO: 19-070
 DATE: 11.26.2019
 EXTERIOR ELEVATIONS

A6.3

THE CITY of *Altoona*

ITEM 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.

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 staff has received a request from the owners of 1003 Garfield for such an exception.

As you are aware, 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.

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.

Suggested motion: I move to approve/not 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.

C. On appeal, the court may confirm, annul or modify any special assessment. (Ord. 9 (part), 1977)

3.24.130 Minimum time frame.

A. The minimum time frame for assessment procedures, pursuant to Wis. Stat. §§ 66.0703 & 66.0901, shall be as shown in the following graph:

B. The adoption of the preliminary resolution, the public hearing and the adoption of the final resolution are completed at the regular sessions of the city council, which meets the second week of each month. The publication of all resolutions and the notice of public hearing must be in compliance with Wisconsin Statutes. (Ord 2B-15, 2015 (part); Ord. 9 (part), 1977)

3.24.140 Collection procedure.

A. Special assessments levied under any statute or for any purpose become a lien upon the property

		Situation A		Situation B		
		If the State of Wisconsin is assessed at least \$50,000.		If the State of Wisconsin is not being assessed or if the state is being assessed at less than \$50,000.		
		Governing body shall declare by preliminary resolution its intention to exercise the powers for a stated municipal purpose.				
		After adoption of preliminary resolution.				
Timeline		Report filed with the clerk is sent to the state.		Notice of preliminary resolution published as a class 1 notice.		
	2-4 Business Days	Transit time of report from municipality to state.		40 Days	10 Days	No hearings may commence.
	Within 90 Days After Report is Received	Building commission shall review the assessment and shall determine if the assessment is just and legal and if the proposed improvement is compatible with state plans.			Within 30 Days After 10-Day Period	Hearing shall commence. Governing body approves plans and specifications and adopts a final resolution.
		Within 90 Days After Notice is Published		After adoption of final resolution.		
				Notice of final resolution published as a class 1 notice.		
			Time to be determined as published in the final resolution.	Advertisement of bids.		
		Opening of bids. Awarding of contract.				

from the date of final determination by the city council in favor of the municipality or the owner of any assessment certificate, bond or other document issued by the municipality. Delinquent special assessment payments or installments shall be collected in the same manner as delinquent real estate taxes, pursuant to Wis. Stat. § 66.0703(13).

B. The city will accept special assessments paid in one lump sum, within thirty days after the certification of final levy of special assessments has been mailed to affected property owners, or in ten annual installments. If the installment method of payment is chosen by the property owner, the property owner must pay one-tenth of the original principal assessment each year, together with all interest accumulated for that year. Interest on special assessments shall be equal to two percent plus the interest the city paid on the bond issue for the given project, or, if bonding is not used for the project, then annual interest shall equal two percent plus the interest rate the city would be charged for general borrowing on the date of completion of the project.

C. Upon conveyance, by deed or recorded land contract, of any property subject to a special assessment which is authorized to be paid in installments and which has been placed on the tax roll, the entire amount of

special assessments then outstanding shall be immediately due and payable and shall be not assumed by the purchaser of the property. In the event of nonpayment, the entire outstanding special assessment balance shall be placed on the next ensuing tax roll and collected in the same manner as taxes upon real estate. Following such a conveyance, the city treasurer shall make appropriate modifications to the city's special assessment roll and records to reflect such change.

D. Subsection C shall not apply to any conveyance:

1. Which, executed for nominal, inadequate or no consideration, confirms, corrects or reforms a conveyance previously recorded;
2. Pursuant to mergers of corporations;
3. By a subsidiary corporation to its parent for no consideration, nominal consideration or in sole consideration of cancellation, surrender or transfer of capital stock between parent and subsidiary corporations;
4. Between husband and wife, parent and child, step-parent and step-child, parent and son-in-law or parent and daughter-in-law for nominal or no consideration;
5. Between agent and principal or from a trustee to a beneficiary without actual consideration;
6. Solely in order to provide or release security for a debt or obligation except as required by Wisconsin Statutes;
7. By will, descent or survivorship;
8. Pursuant to or in lieu of condemnation;
9. Under a foreclosure or a deed in lieu of a foreclosure to a person holding a mortgage or to a seller under a land contract;
10. Between a corporation or partnership and its shareholders or partners if all of the stock is owned by, or all the partners are, spouses or lineal ascendants or decedants of each other, if the transfer is for no consideration except stock of the corporation or an interest in the partnership and if, in the case of transfers from corporations, the corporation owned the property for at least three years;
11. To a trust if a transfer from the grantor to the beneficiary of the trust would be exempt from this section;
12. 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. (Ord. 2B-15, 2015 (part); Ord. 2A-98, 1998; Ord. 2A-90, 1990; Ord. 9 (part), 1977)

3.24.145 Penalty—Delinquent property taxes.

A. Pursuant to Wis. Stat. § 74.47(2), the city imposes a penalty of .5 percent per month or fraction of a month, in addition to the interest prescribed by Wis. Stat. § 74.47(1), on all overdue or delinquent personal property taxes retained for collection by the city or eventually charged back to the city by the county for purposes of collection under Wisconsin Statutes Section 74.31.

B. This penalty of .5 percent per month or fraction of a month shall apply to any personal property taxes which are overdue or delinquent on the effective date of the ordinance codified in this section or which subsequently become overdue or delinquent. (part, Ord. 2B-15, 2015 (part); Ord. 10C-83, 1983)

3.24.150 Street construction.

A. Improvement Categories.

1. Right-of-way. No street will be improved unless a minimum sixty-six-foot right-of-way has been established, except that the city council may approve the improvements of frontage roads with sixty-foot right-of-way. Street rights-of-way accepted by the city prior to enactment of these requirements may be improved with rights-of-way of less than sixty-six feet.

2. Grading and Gravel.

a. When requested, the city will grade and gravel streets in units of one block or more.

b. Assessments are levied for the cost incurred by the city in the construction of a standard residential street to a maximum width of thirty-six feet, face to face of curb. If a street less than thirty-six feet wide is

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THE CITY *of* Altoona

ITEM 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.

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.

Suggested motion: I move to approve/not approve Resolution 12B-19, a Resolution updating the Bond Schedule as referenced in Chapter 1.08 of the Altoona Municipal Code

RESOLUTION 12B-19

A Resolution updating the Bond Schedule as referenced in Chapter 1.08 of the Altoona Municipal Code.

Whereas, Pursuant to Section 1.08.050, the Altoona City Council hereby updates the deposits as the current bond schedule for violations of the Altoona Municipal Code.

Whereas, "Attachment A" lists the Chapter, Ordinance, total fine amount and additional fees and is permanently on file and open to public inspection in the office of the Altoona City Clerk, and is incorporated by reference herein.

Dated this 19th day of December, 2019

CITY OF ALTOONA

Brendan Pratt, Mayor

Cindy Bauer, City Clerk

Adopted: _____

Approved: _____

Published: _____

Resolution 12B-19 Attachment A

CHAPTER	ORDINANCE	TOTAL FINE AMOUNT	ADDITIONAL FEES
2.32.060	REFUSING TO ASSIST POLICE DEPT	\$326.50	
5.04.010	LICENSE REQUIRED AMUSEMENT DEVICES	\$232.00	
5.08.010	LICENSE REQUIRED SELL CIGS	\$232.00	
5.16.010	LICENSE REQUIRED HAUL GARBAGE	\$232.00	
5.16.040	LICENSE REQUIRED DISPLAYED ON GARBAGE TRUCK	\$232.00	
5.16.070	COVERS REQUIRED FOR GARBAGE TRUCK	\$232.00	
5.16.080	PARKING RESTRICTIONS OF GARBAGE TRUCKS	\$232.00	
5.20.010	LICENSE REQUIRED FOR MOBILE & TEMPORARY FOOD VENDORS	\$232.00	
5.24.010	WI CHAPT 125 ADOPTED	STATE DEPOSIT SCHEDULE	
5.24.020(A)	LICENSE REQUIRED FOR ESTABLISHMENT SALES	\$232.00	
5.24.020(B)	LICENSE REQUIRED FOR PERSON ENGAGED IN SALES	\$232.00	
5.24.090	LICENSE TO BE FRAMED AND POSTED	\$232.00	
5.24.100(A)	GAMBLING AND DC PROHIBITED	\$232.00	
5.24.100(B)	MINIMUM AGE OF EMPLOYEES	\$232.00	
5.24.100(C)	SALES TO UNDERAGE PERSONS	\$232.00	
5.24.110(A)	CLOSING HOURS CLASS A FERMENTED MALT 12:00 AM-8:00 AM	\$326.50	
5.24.110(B)	CLOSING HOURS CLASS A LIQUOR 9:00PM-8:00 AM	\$326.50	
5.24.110(C)	CLASS B FERMENTED MALT 2AM-6AM M-F/2:30AM-6:30AM SAT,SUN	\$326.50	
5.27.020	NUDE DANCING IN LICENSED ESTABLISHMENTS	\$767.50	
5.30.030	PAWNBROKERS LICENSE REQUIRED	\$767.50	
5.32.010	REGISTRATION OF DIRECT SELLERS	\$169.00	
5.32.070	REGULATION OF DIRECT SELLERS	\$169.00	
5.50.030	SPECIAL EVENTS PERMIT REQUIRED	\$232.00	
5.52.030	BLOCK PARTY PERMIT REQUIRED	\$232.00	
6.04.040	CARE OF ANIMALS	\$169.00	
6.01.050	ANIMALS PROHIB IN FOOD ESTAB	\$169.00	
6.03.010	KEEPING OF PROHIBITED ANIMALS	\$169.00	
6.08.010	LICENSE REQUIRED FOR DOGS	\$169.00	
6.08.030	ANIMAL DISTURBING THE PEACE	\$169.00	
6.08.035	ANIMAL EXCRETA	\$169.00	
6.08.040	VICIOUS OR RABID ANIMAL TO BE IMPOUNDED	\$169.00	
6.08.060	HARBORING VICIOUS OR RABID ANIMAL	\$169.00	
6.08.070	RUNNING AT LARGE PROHIBITED	\$169.00	
6.08.080	KENNEL LICENSE	\$169.00	
6.14.030	PERMIT REQUIRED KEEPING OF HONEYBEES	\$169.00	
8.04.040	BURNING PERMITS REQUIRED	\$169.00	
8.04.030	PROHIBITED BURNING	\$169.00	
8.06.010	SMOKING PROHIBITED	\$213.10	

8.07.030	INTERFERENCE WITH CITY FORESTER	\$213.10	
8.20.010	RESPONSIBILITY FOR PROPER DISPOSAL OF GARBAGE	\$213.10	
8.20.020	GARBAGE ACCUMULATION NUISANCE	\$213.10	
8.20.030	RECEPTACLE REQUIRED FOR RUBBISH	\$213.10	
8.20.050	DUMPING ON CITY PROPERTY	\$213.10	
8.20.060	DUMPING ON PRIVATE PROPERTY	\$213.10	
8.24.050	NUISANCES PROHIBITED	\$213.10	
8.26.030	RESIDENTIAL ADDRESS IDENTIFICATION	\$169.00	
8.26.040	NONRESIDENTIAL ADDRESS IDENTIFICATION	\$169.00	
8.32.010	MOWING REQUIRED	\$169.00	
8.32.030	DUST AND EROSION PROHIBITED	\$169.00	
8.34.030	COMPOST MAINTENANCE	\$169.00	
9.02.010	ASSISTING ESCAPE	\$326.50	
9.06.010	INTERFERENCE WITH POLICE OFFICERS	\$232.00	
9.06.020	IMPERSONATING A POLICE OFFICER	\$326.50	
9.12.010	TRESPASS TO LAND AND DWELLINGS	\$232.00	
9.12.020	TRESPASSING ON RAILROAD	\$232.00	
9.12.030	GETTING ON AND OFF RAILROAD CARS	\$169.00	
9.16.010	AIRCRAFT LANDING ON LAKE ALTOONA	\$232.00	
9.18.050	VIOLATIONS OF STATE BOATING LAWS (30.50-30.71)	State deposit schedule	
9.20.010	PERMIT REQ FOR FIREWORKS	\$169.00	
9.20.024	SALE TO MINORS UNDER 16	\$169.00	
9.21.020	DRUG PARAPHERNALIA PROHIBITED 17 & OVER	\$169.00	
9.21.020	DRUG PARAPHERNALIA PROHIBITED Under 17	\$50.00	
9.22.020	MARIJUANA PROHIBITED 17 AND ABOVE	\$169.00	
9.22.020	MARIJUANA PROHIBITED UNDER 17	\$50.00	
9.23.010	OPEN INTOXICANTS	\$169.00	
9.23.030	OPEN INTOX SCHOOL ACTIVITIES/GROUNDS	\$169.00	
9.23.035	PUBLIC EXCESSIVE INTOX	\$169.00	
9.24.020	USE OF POSSESSION CIGARETTES, TOBACCO, E-CIGARETTES UNDER 17	\$50.00	
9.24.020	USE OR POSSESSION CIGARETTES, TOBACCO, E-CIGARETTES MINOR 17	\$232.00	
9.24.030	DELIVERY CIGARETTES, TOBACCO PRODUCTS, E-CIGARETTES TO MINOR	\$232.00	
9.25.010	POSSESSION, USE, SALE SYNTHETIC CANNABINOID	\$169.00	
9.26.010	GAMBLING PROHIBITED	\$232.00	
9.28.010	INDECENT LANG AND CONDUCT UNDER 17	\$50.00	
9.28.010	INDECENT LANG AND CONDUCT 17 AND ABOVE	\$232.00	
9.34.010	DISORDERLY CONDUCT	\$232.00	
9.34.010	DISORDERLY CONDUCT UNDER 17	\$50.00	
9.34.020	USE OF TELEPHONE AS DISORDERLY CONDUCT	\$232.00	

Resolution 12B-19 Attachment A

9.36.010	LOUD AND UNNECESSARY NOISE	\$232.00	
9.38.010	OBSTRUCTING STREETS AND SIDEWALKS	\$169.00	
9.40.010	LOITERING	\$169.00	
9.40.030	LOITERING ON SCHOOL PROPERTY	\$169.00	
9.42.030	TRUANCY - UNDER 17	\$50.00	
9.42.030	TRUANCY	\$169.00	
9.42.030	CONTRIBUTION TO TRUANCY	\$169.00	
9.46.02	SIMPLE BATTERY	\$232.00	
9.48.010	DAMAGE TO PROPERTY (LESS THAN \$100)	\$169.00	
9.48.010	DAMAGE TO PROPERTY (\$100-\$2,500)	\$232.00	
9.50.010	LITTERING	\$232.00	
9.52.010	WORTHLESS CHECKS	\$232.00	
9.53.010	THEFT MORE THAN \$2500	\$1,397.50	
9.53.010	THEFT \$100 -\$2500	\$389.50	
9.53.010	THEFT UNDER \$100	\$232.00	
9.53.010	THEFT - UNDER AGE 17	\$50.00	
9.54.010	RETAIL THEFT	\$232.00	
9.55.010	FRAUD UNDER \$100	\$232.00	
9.55.010	FRAUD \$100-\$2500	\$389.50	
9.55.010	FRAUD MORE THAN \$2500	\$1,397.50	
9.56.010	CURFEW VIOLATION	\$50.00	
9.56.020	UNDERAGE ALCOHOL (AGE 14-16)	\$175.30	
9.56.020	UNDERAGE ALCOHOL (AGE 14-16) 2ND	\$213.10	
9.56.020	UNDERAGE ALCOHOL (14-16) 3RD AND ABOVE	\$263.50	
9.56.020	UNDERAGE ALCOHOL (17-20)	\$263.50	
9.56.020	UNDERAGE ALCOHOL (17-20)2ND	\$389.50	
9.56.020	UNDERAGE ALCOHOL (17-20) 3RD	\$515.50	
9.56.020	UNDERAGE ALCOHOL (17-20) 4TH AND ABOVE	\$767.50	
9.56.025	RETAIL THEFT-JUVENILE	\$50.00	
9.64.015	BOW HUNTING ON CITY PROPERTY WITHOUT PERMISSION	\$169.00	
10.04	TRAFFIC ENFORCEMENT ADOPT STATE STATUTES	STATE DEPOSIT SCHEDULE	
10.32.010	EXCESSIVE NOISE UNNECESSARY ACCELERATION	\$213.10	
10.32.010	EXHIBITION DRIVING	\$213.10	
10.32.010	EXHIBITION DRIVING UNDER 17	\$50.00	
10.36.090	RECKLESS RIDING PROHIBITED	\$150.10	
10.36.130	BICYCLE EQUIPMENT REQUIREMENTS	\$150.10	
10.36.160	TRICK RIDING	\$150.10	
10.40.020	OPERATE MINIBIKE WHERE PROHIBITED	\$169.00	
10.40.030	OPERATE MINIBIKE AFTER CURFEW 10:00 PM	\$169.00	

Resolution 12B-19 Attachment A

10.40.040	MINIBIKE OWNER RESPONSIBLE FOR ACTS OF DRIVER	\$169.00	
10.40.050(A-D)	MINIBIKE REGULATIONS	\$169.00	
10.44.015	STATE STATUTES ADOPTED REGARDING SNOWMOBILES	STATE DEPOSIT SCHEDULE	
10.44.020	OPERATE SNOWMOBILE WHERE PROHIB	\$169.00	
10.44.030	OPERATE SNOWMOBILE AFTER CURFEW 10:00 PM	\$169.00	
10.44.040(B-C)	SNOWMOBILE REGULATIONS	\$169.00	
10.46.020	STORAGE OF INOPERATIVE MOTOR VEHICLES	\$213.10	
10.47.030	LARGE VEHICLE PARKING RESTRICTIONS	\$30.00	
10.52.040	VEHICLE REGULATION ON FROZEN LAKE ALTOONA	\$169.00	
10.52.050	BURNING ON FROZEN LAKE ALTOONA	\$169.00	
12.04.040	SNOW AND ICE REMOVAL FROM SIDEWALKS	\$150.10	
12.28.010	CITY PARK HOURS	\$150.10	
12.29.090	DEPOSIT SNOW ON CITY PROP PROHIB	\$150.10	
10.19.010	CALENDAR PARKING	\$30.00	If the fine is not paid within 10 days an additional penalty of \$10 will be assessed. If not paid within 20 days an additional penalty of \$10 shall be assessed. An additional \$10 shall be assessed if the fine is not paid within 30 days. In addition to the penalties the city may, without limitation, suspend the registration of a vehicle in accordance with Wisconsin law.
10.20	STOPPING,STANDING, PARKING (10.20.010 -10.20.125 AND 10.20.128)	\$30.00	If the fine is not paid within 10 days an additional penalty of \$10 will be assessed. If not paid within 20 days an additional penalty of \$10 shall be assessed. An additional \$10 shall be assessed if the fine is not paid within 30 days. In addition to the penalties the city may, without limitation, suspend the registration of a vehicle in accordance with Wisconsin law.

10.20.126	HANDICAPPED PARKING	\$150.00	If the fine is not paid within 10 days an additional penalty of \$10 will be assessed. If not paid within 20 days an additional penalty of \$10 shall be assessed. An additional \$10 shall be assessed if the fine is not paid within 30 days. In addition to the penalties the city may, without limitation, suspend the registration of a vehicle in accordance with Wisconsin law.
10.21.040	RESIDENTIAL YARD PARKING	\$30.00	If the fine is not paid within 10 days an additional penalty of \$10 will be assessed. If not paid within 20 days an additional penalty of \$10 shall be assessed. An additional \$10 shall be assessed if the fine is not paid within 30 days. In addition to the penalties the city may, without limitation, suspend the registration of a vehicle in accordance with Wisconsin law.
10.22.020	SNOW ROUTE DURING DECLARED EMERGENCY	\$30.00	If the fine is not paid within 10 days an additional penalty of \$10 will be assessed. If not paid within 20 days an additional penalty of \$10 shall be assessed. An additional \$10 shall be assessed if the fine is not paid within 30 days. In addition to the penalties the city may, without limitation, suspend the registration of a vehicle in accordance with Wisconsin law.

10.45.040	ABANDONED TRAILER	\$30.00	If the fine is not paid within 10 days an additional penalty of \$10 will be assessed. If not paid within 20 days an additional penalty of \$10 shall be assessed. An additional \$10 shall be assessed if the fine is not paid within 30 days. In addition to the penalties the city may, without limitation, suspend the registration of a vehicle in accordance with Wisconsin law.

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THE CITY of *Altoona*

ITEM 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).

Attached for your consideration is 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.

As you may recall, 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.

At the November 25, 2019 Parks & Recreation Meeting, The Committee approved recommendation to Council the agreement between the City of Altoona and Altoona Youth Softball and Baseball Association for the 2020 Season.

Suggested motion: I move approval of the 2020 Field Contract Agreement between the City of Altoona and Altoona Youth Softball and Baseball Association for field use as presented.

2020 Agreement between the City of Altoona Parks and Recreation
And
Altoona Youth Softball/Baseball Association

WHEREAS, the City of Altoona (hereinafter referred to as “City”) owns and operates the following ballparks: Hagen field, Bement field, North field, South field, 10th Street and Devney field (hereinafter referred to as the “Fields”); and

WHEREAS, the City of Altoona makes such fields available for baseball and softball related activities generally in the period of April through September of each year; and,

WHEREAS, the City of Altoona Common Council has decreed that the operation and maintenance of the fields shall be a self-sustaining enterprise fund to the maximum extent possible; and,

WHEREAS, The City of Altoona Common Council has directed the City Administrator, Recreation Manager and the Parks and Recreation Committee to develop and implement policies and procedures which minimize the need for public subsidies for the fields; and,

WHEREAS, the Altoona Youth Softball/Baseball Association (hereinafter referred to as the “Association”) is a registered nonprofit organization whose primary goal is to promote youth softball/baseball within the City of Altoona and surrounding communities; and,

WHEREAS, the City and the Association seek to enter into an Agreement which will provide priority access to certain fields during the period of April through August 2020; and,

WHEREAS, the City and the Association seek to enter into an Agreement which establishes a one-year rate structure of field rental and associated activities in the period of April 2020 through August 2020; and,

WHEREAS, the City and the Association seek to define the roles and responsibilities of the respective parties related to the operation and maintenance of the fields during the effective period of the Agreement to the extent that such roles and responsibilities can be defined:

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Description of the Premises Subject to this Agreement

This Agreement includes the Association’s right to use the Hagen field, Bement field, 10th Street field, Devney field, North field, South field, along with the rest rooms located in Cinder City Park. This Agreement does not extend access to, or use of the Hobbs Sports Center.

2. Terms of Agreement and Amendments to the Agreement

- A. This Agreement shall be in effect in the period of April 1, 2020 through August 31, 2020.
- B. This Agreement may be amended only through the written consent of the City and the Association.

3. Termination of Agreement

This agreement may be terminated by the City or the Association upon 30 days notice. The party terminating the Agreement shall notify all other parties to the Agreement by certified mail through the United States Postal Service. Such notice shall be deemed to be effective on the date of receipt of notice of termination by the parties to this Agreement.

4. Assignment or Transfer of Agreement Prohibited

The Association shall not assign or transfer this Agreement or any provision of this Agreement to any other party or person without the express written authorization of the City.

5. Documentation to be provided by the Association

The Association shall, no later than prior to the execution of this Agreement, provide the City with:

- A. A notarized copy of the Association's Articles of Incorporation and any amendments thereto.
- B. A notarized copy of the Association's most recent Annual Report filed with the appropriate agency of the State of Wisconsin.
- C. Notarized copies of all licenses, permits and registrations required by the City, Eau Claire County, the State of Wisconsin or any other governmental organization which has authority regarding such licenses, permits and registrations.
- D. A notarized statement regarding who serves as the president of the Association. The Association is solely responsible for notifying the City of any changes to the Association's presidency.

6. Indemnification

The Association will indemnify the City of Altoona and its employees against any cause of action, claim, damage, costs, or expense, including reasonable attorney fees, arising from the management or operation of the ball fields, and rest rooms or from any breach or default by the Association at the premises. In case any action or proceeding is brought against the City by reason of any such case of action or claim, the Association, upon notice from the City, will defend the City by counsel reasonably satisfactory to the City.

7. Insurance Requirements

The Association shall purchase public liability insurance to be effective on or before the day of the execution of this agreement naming the Association and the City of Altoona and its employees as the named insured in the amount of \$1,000,000 single limit per occurrence including coverage of \$1,000,000 for bodily and personal injury and \$500,000 for property damage so the City will be protected from any liability arising out of the operation or management by the Association. The Association shall furnish the City with a copy of the policy or a certificate of insurance prior to the execution of this agreement. This agreement is conditioned on the City's approval of the insurance policy. Any change to the insurance policy requires immediate notice to the City.

8. Severability

If any portion of this lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this lease is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

9. Contact Persons and Progress Meetings

A. The City shall designate the Recreation Manager as the contact person for purposes of this Agreement. The Association shall designate the President of the Association as the contact person for purposes of this Agreement. The City and the Association agree that all written and oral communication regarding this Agreement and activities pursuant to the Agreement shall be directed to the contact persons designated herein.

B. The City and the Association shall meet monthly at a mutually convenient time and place during the period of March 1 through September 30 of each year to discuss activities which occur pursuant to this agreement. City participants in such meetings will include the Recreation Manager and the Association President and may include the City Administrator, Parks Foreman, as well as members of the Parks and Recreation Committee. Association participants in such meetings may also include Officers of the Association and members of the Association's Board of Directors.

10. Field Reservation Preference, Field Reservation / Cancellation Procedures, and Field Rates

A. The City and the Association recognize that preference for use of the Fields shall generally be extended according to the following listing of organizations:

<u>Field Use</u>	<u>Organization</u>
<u>Priority</u>	

- | | |
|----|---|
| 1. | City of Altoona Parks and Recreation Department |
| 2. | Altoona High School Softball/Baseball Program (Hagen, Bement, North/South fields) |
| 3. | Altoona Youth Softball and Baseball (Hagen, Bement, North, South, Devney, 10 th Street Fields) |
| 4. | Altoona Traveling Softball & Baseball Teams |
| 5. | General Public |

B. The City agrees to provide preference to the Association with respect to the reservation of field rental periods according to the above priority listing. Such preference shall be extended to the Association on an annual basis provided the Association complies with the following condition:

1. The Association President shall submit to the Recreation Manager a "Final Schedule of Field Reservation" no later than March 13, 2020 which includes all practices, games and tournaments. City reserves the right to entertain field requests which would generate revenue prior to the field schedule deadline.

C. Field Reservation/ Cancellation Procedures & Fees/Bumping

1. Field Reservation Fees

The “Final Schedule of Field Reservation” shall be deemed to be a contract for field rental time between the City and the Association. The Association shall be responsible for the payment of field rental amounts as described in paragraph D.

2. Field Cancellation/No Show Procedures & Fees

The Association will be required to pay a cancellation fee of \$10.00 per practice or game for each instance when a field is scheduled but not used unless the Association notifies the Recreation Manager at least 5 days prior to the scheduled field use. (Exception: Day of event rain)

3. Bumping

The City will no longer bump other groups if additional Association field requests are supplied after the March 13, 2020 submittal. The Association will be welcome to apply for open dates, but the City will no longer bump other groups for the preference of the Association beyond the March 13, 2020 schedule of field reservations.

D. Field Rental Rates

1. The City and the Association agree that the Association shall pay the City the sum of **\$4,750.00** for base field rentals for the spring and summer of 2020. The amount due shall consist of **\$4,000.00** cash and **\$750.00** in kind labor and materials as agreed between the City and the Association. **In kind projects must have prior approval from the City Administrator or appointee before work is to be started.** Payment is due upon execution of this agreement. Payment received is non-refundable even in the event of termination of this agreement due to the financial risk the City assumes as a result of this agreement, particularly related to preference of field rental times. The Association will be billed by the City at the rate of \$5.75 per hour for the fall ball season.
2. The City and the Association agree that the Association shall pay the City the sum of **\$150.00** plus **\$25.00** per team for tournament field rental. Payment is due prior to the tournament’s scheduled start date.

11. General Association Responsibilities

The Association, at all times during which the Association has rented the fields, shall be responsible for supervision, by Association members and individuals employed by the Association.

The Association shall be solely responsible for all marketing, sales and registration activities associated with membership in the Association or participation in Association sponsored activities including, but not limited to, practice, games, and tournaments.

12. Emergency Stand-By Personnel

The Association shall independently contract for any and all “stand-by” police, fire or emergency medical services required by the Association pursuant to this Agreement. The Association shall be financially responsible for the payment for such “stand-by” services. It is expressly understood that the City incurs no financial responsibility for payment for such “stand-by” services.

13. Supervision of City Employees

The City shall be responsible for scheduling and supervising all City employees assigned to the fields. Work requests originating from the Association shall be communicated to the Recreation Manager or Park Maintenance Foreman. The Association expressly understands that the Association (and its individual officers, members or guests) has no authority to schedule or supervise the work activities of City employees.

14. Maintenance Included in Agreement

- A. Nothing in this Agreement shall be included or construed to grant the Association the right to control the physical lay out of the fields contrary to the City's wishes. Ultimate control of the physical environment shall be the sole responsibility of the City.

- B. The City shall generally be responsible for maintaining the fields and related areas included in this Agreement including the Fields proper, the parking lot and pedestrian areas adjacent to the fields. Such maintenance shall include, general maintenance and cleaning, garbage collection and disposal, provision of utilities including heat, electricity, water and sewer, equipment maintenance, maintenance of spectator seating facilities, and the field which includes mowing, lining the fields, dragging, fence repair, lighting and general maintenance of the fields. Such maintenance shall be completed as determined to be necessary at the sole discretion of the City.
The City will not be responsible for dragging fields for practices.

- C. The Association will be responsible for the hand raking and additional striping of the fields between their games on week nights and tournaments. If the Association uses their own equipment to drag the fields above and beyond what is done by the Parks Department, the Association will be responsible for any damages that occur to the fields.

This Agreement was entered into by the parties hereto on _____

Brendan Pratt, Mayor

Steve Scullion, Altoona Youth Softball/Baseball President

2019 AYSB Field Usage

of Maintenance Hours

Month	Bement	Hagen	North	South	10th St	Devney
March	0	0	0	0	0	0
April	0	0.5	5	4.75	7	4.75
May	0	4	8.25	10	15.5	14.75
June	5	9	2	3.5	8.5	3.5
July	4.25	7	0	2.25	9.5	0.5
August	0	0.5	0.5	0	0	0
September	0	0	0.5	0	0	0
Totals	9.25	21	16.25	20.5	40.5	23.5

Totals	Rate
0	\$ -
22	\$ 28.02
52.5	\$ 28.02
31.5	\$ 11.11
23.5	\$ 11.11
1	\$ 11.11
0.5	\$ 28.02

Totals
\$ -
\$ 616.44
\$ 1,471.05
\$ 349.97
\$ 261.09
\$ 11.11
\$ 14.01

131

\$ 2,723.66 Maintenance total

Notes:

Total Maintenance Labor Costs:

April & May: Ben & Dave average wage \$28.02

June-August: All seasonal employees average wage \$11.11

September: Ben & Dave average wage \$28.02

Ben's wage is rate with benefits

Seasonal employee and Dave's wage rates include 7.65% taxes

Number of Games (1 per night)

Month	Bement	Hagen	North	South	10th St	Devney
April	0	0	0	1	2	1
May	0	2	9	10	18	17
June	6	10	2	2	8	4
July	5	4	0	3	4	0
August	0	0	0	0	0	0

Total
4
56
32
16
0

108

Total Bags of Sparkle Used

Month	Bement	Hagen	North	South	10th St	Devney
April	0	0	0	0.33	0.67	0.33
May	0	0.66	3	3.33	6	5.66
June	2	3.33	0.66	0.66	2.66	1.33
July	1.66	1.32	0	0.99	1.33	0
August	0	0	0	0	0	0

Total Bags
1.33
18.65
10.64
5.3
0

Total Cost/Bag = 6.35 35.92 \$ 228.09 Sparkle Total

For cost/bag I took unit price of pallet (\$230) + shipping (\$75) and divided by 48 (bags on pallet)

I took the number of games from above and divided it by 3 to get the number of bags of Sparkle used per month.

Per Ben we used only 1/3 bag of Sparkle each time we line a field

Total Hour of Lights Used

Month	Bement	Hagen	North	South	Devney
April	0	1.5	6.5	13.5	7
May	0	3	4.5	4.5	6.5
June	7.5	3.5	0.5	0	0
July	6	2.5	0	0	0
August	0	0	0	0	0
September	0	0	0.5	0	0

Total Hours
28.5
18.5
11.5
8.5
0
0.5

Total Cost/Hour= \$ 7.87 67.5 \$ 531.23 Lighting Total

price based on Mens League

Start Times: April 6:30pm; May 7:30pm; Jun-Aug 8:30pm;
Sept 7:30pm; Oct 6:30pm

Erin's Administrative Time

February	March	April	May	June	July	Aug	Sept
2	8	10	10	8	6	2	2

Total Hours
48

Administrative Costs: \$31.87/hr

Rate is Erin's wage with benefits

\$ 1,529.76 Administrative Total

\$ 5,012.74 Total
\$ 4,000.00 Contract Payment

\$ 1,012.74 Total contracted items direct costs to the City

Staff Tournament Hours

Totals

Boys Blast Tournament
Girls Classic Tournament

\$	936.29
\$	1,154.01
\$	179.78

8U-12U Invite (Tournament cancelled day of due to weather.
Staff attempted to make fields playable. Did not charge tournament fee)

Noticeable Differences between 18' & 19'

***Maintenance Labor Costs**

Most staff high school age so they didn't return to work until June so
Ben & Dave had to do field prep April & May instead of just April

***8U-12U Invite**

cancelled day of due to weather. Before decision was made to cancel staff was
attempting to make fields playable. AYSB wasn't charged for tournament

	\$ 2,270.07	Staff Tournament Hours Total
	\$ 1,825.00	Tournament Fees Collected
<hr/>		
	\$ 445.07	Total Tournament direct costs to the City
	\$ 1,012.74	Contract direct costs
	\$ 445.07	Tournament direct costs
	\$ 1,457.81	Total Direct Costs to the City

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THE CITY of *Altoona*

ITEM 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).

Attached for your consideration is 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.

As you may recall, 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.

At the November 25, 2019 Parks & Recreation Meeting, The Committee approved recommendation to Council the agreement between the City of Altoona and Altoona Youth Softball and Baseball Association for the 2020 Season.

Suggested motion: I move approval of the 2020 Field Contract Agreement between the City of Altoona and Altoona Youth Softball and Baseball Association for field use as presented.

2020 Concession Agreement
10th Street Concession

WHEREAS, the City of Altoona (hereinafter referred to as the “City”), considers it desirable to provide food and beverage concessions at the Altoona City Park; and,

WHEREAS, the City considers said concession operations of concern and benefit to the Altoona City Park and will render such facilities more attractive for public use; and,

WHEREAS, **Altoona Youth Softball & Baseball Association** (hereinafter referred to as the “Association”), has requested operation of the concessions, the terms and conditions of which are incorporated herein unless otherwise noted as follows:

WHEREAS, the City, in its sole discretion, has determined that the Association’s proposal most appropriately meets the City’s needs and requirements;

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Description of the Premises Subject to this Agreement

This Agreement includes the Association’s right to use the concession facility which is located on the corner of 10th Street and Bartlett Ave in Altoona City Park.

2. Terms of Agreement and Amendments to the Agreement

- A. This Agreement shall be in effect during the period of April 1, 2020 through August 31, 2020.
- B. This Agreement may be amended only through the written consent of the City and the Association.
- C. The Association shall pay the City the sum of **\$300.00**, which shall include rent for the concession facilities during the period of April 1, 2020 through August 31, 2020. Payment shall be due upon execution of this Agreement.

3. Termination of Agreement

This Agreement may be terminated by the City or the Association upon 30 days notice. The party terminating the Agreement shall notify all other parties to the Agreement by certified mail through the United States Postal Service. Such notice shall be deemed to be effective upon the date of receipt of the notice of termination by the parties to this Agreement. Upon termination of this Agreement the rights of the Association are forfeited and the City may immediately take possession of and operate the concessions. The Association also reserves the right to terminate this Agreement, without penalty, upon 30 days written notice to the City.

4. Assignment or Transfer of Agreement Prohibited

The Association shall not assign or transfer this Agreement or any provision of this Agreement to any other party or person without the expressed, written authorization of the City. The Association shall not create any lien, security interest or encumbrance upon any part of the concession area.

5. Documentation to be provided by the Association

The Association shall, prior to the execution of this Agreement, provide the City with the following:

A. The Association shall be responsible for and shall obtain all applicable state and local Health Department licenses and inspections necessary for the establishment and continued operation of the concessions. Such licenses and permits shall be attached to and be made part of this Agreement.

B. A notarized copy of the Association's Articles of Incorporation and any amendments thereto.

C. A notarized copy, if applicable, of the Association's Wisconsin Sales Tax Registration and Workers Compensation Registration.

D. Where applicable, the Association shall furnish full worker's compensation coverage for its employees and shall comply with all social security and tax withholding laws and rules. Any person claiming that coverage is not required under Chapter 102, Wis. Stats., shall upon request, provide the basis for such opinion in writing, to the City.

6. Indemnification

The Association will indemnify the City of Altoona and its employees against any cause of action, claim, damage, costs, or expense, including reasonable attorney fees, arising from the management or operation of the concessions or from any breach or default by the Association at the premises. In case any action or proceeding is brought against the City, the Association, upon notice from the City, will defend the City with counsel reasonably satisfactory to the City.

7. Insurance Requirements

Association will be responsible for its own liability insurance effective on or before the day of the execution of this Agreement, naming the Association and the City of Altoona and its employees as the insured in the amount of \$1,000,000 single limit per occurrence, including coverage of \$1,000,000 for bodily injury and \$500,000 for property damage, so the City will be protected from any liability arising out of the operation or management by the Association of the concessions. The Association shall furnish the City with a copy of the insurance policy or a Certificate of Insurance prior to the execution of this Agreement. Any change to the insurance policy requires 24-hour notice to the City.

8. Severability

If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

9. Contact Persons and Progress Meetings

A. The City shall designate the Recreation Manager as the contact person for purposes of this Agreement. The Association shall designate the President of the Association or designee as the contact person for purposes of this Agreement. The City and Association agree that all written and oral communication regarding this Agreement and activities pursuant to the Agreement shall be directed to the contact persons designated herein.

B. The Association shall meet with the Recreation Manager on or before April 1, 2020 to discuss plans for the forthcoming year.

10. General Responsibilities

A. The City grants to the Association the right to provide concession operations at the Altoona City Park for the time periods noted below except, however, the Association does not have the right to provide concession operations during Cinder City Days or during events which the fields have been rented by others.

- B. The City grants to the Association the right to provide concessions operations at the Cinder City Park Concessions stand for a rental fee of **\$100.00** per event usage. The Association may use the Lions Pavilion Building as an event concession stand at no cost.
- C. The concession stand hours of operation will be during all AYSB games and tournaments during the course of the Agreement.
- D. The concessions may be open more often if the Association so desires, however hours of operation must coincide with the park's hours of operation and are subject to prior written approval of the City.
- E. The Association shall conduct and supervise the concessions operation in an orderly and businesslike manner and shall not permit any disorderly conduct on the premises. The Association will also project a clean, hospitable, friendly, helpful and positive attitude in serving all customers.
- F. The Association will maintain an adequate stock of goods and supplies appropriate and, necessary services in accordance with the purpose of this concession; will charge prices that are competitive with other merchants in the vicinity for all goods and supplies sold, services performed or equipment rented to the public.
- G. The Association is an independent contractor and not an employee or agent of the City, and the Association assumes full responsibility and liability, which may arise out of the management or operation of the concession.
- H. The City may enter upon the premises at any time for the purpose of inspection or making such repairs and improvements as the City deems necessary. The Association will not cause or allow any waste or nuisance upon the premises. The Association shall maintain all properties subject to this Agreement, both real and personal, in their present condition (ordinary wear and tear excepted), and shall maintain high standards of cleanliness and sanitation. The Association shall make no improvements, alterations, additions, or changes to the premises except with the expressed, written approval of the City.
- I. If the Park and Recreation Department determines that an emergency exists, which may endanger the public health or safety, the Department may order the concession to be immediately closed.
- J. In connection with the performance of work under this Agreement, the Association agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.s. 51.01 (5), sexual orientation or national origin. This provision shall include, but not be limited to, the following, employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. Except with respect to sexual orientation, the Association further agrees to take affirmative action to ensure equal employment opportunities.
- K. The City shall assume and pay the costs of all existing utilities, except telephone, cable and rental of equipment.

11. Maintenance

- A. Janitorial and routine maintenance within the leased premises, during operation, shall be provided and performed by the Association. Major structural repairs to the leased premises, including repairs or replacements of windows, doors, flooring, and ceiling, shall be the responsibility of the City.
- B. The Association shall be responsible for all refuse disposals from the concession area, and as such, shall comply with waste reduction and recycling and refuse disposal codes. Garbage is to be placed into the garbage cans on site; it is not to be left on the ground.
- C. All concession equipment supplied by the Association shall be the responsibility of the Association, and shall meet all applicable local and state codes.

- D. The Association will maintain and keep in good repair the premises. The Association shall also keep the surrounding area neat, clean and in sanitary condition at all times during operating hours.
- E. The Association shall be responsible for all signs and display materials relating to the concession operation, and these shall be posted only with the authorization of the Recreation Manager.
- F. The Association agrees to take reasonable action necessary to guard against trespass and to keep secure any concession area.
- G. The Association shall maintain an operable fire extinguisher and a first aid kit in the kitchen area.

This Agreement was entered into by the parties hereto on _____

Brendan Pratt, Mayor

Steve Scullion, Altoona Youth Softball/Baseball President

**Bartlett/10th Street Concessions Stand
Electricity charges**

2011/Month	Bill
March11-April 11	\$ 14.94
April 11-May 11	\$ 65.61
May 11-June 12	\$ 110.08
June 12-July 12	\$ 101.89
July 12-August 9	\$ 102.34
August 9-September 8	\$ 85.06
	\$ 479.92

2012/Month	Bill
March10-April 10	\$ 22.13
April 11-May 10	\$ 73.96
May 11-June 10	\$ 122.34
June 11-July 10	\$ 127.54
July 11-August 10	\$ 62.39
August 11-September 10	\$ 54.77
	\$ 463.13

2013/Month	Bill
March 10 - September 10 per City Hall	\$ 513.28

2014/Month	Bill
March 12-April 10	\$ 8.24
April 10-May 11	\$ 35.40
May 11-June 10	\$ 114.47
June 10-July 10	\$ 117.51
July 10-August 10	\$ 98.32
August 10-September 09	\$ 61.64
	\$ 435.58

2015/Month	Bill
March 12-April 10	\$ 9.82
April 12-May 11	\$ 74.56
May 11-June 10	\$ 108.76
June 10-July 12	\$ 127.17
July 12-August 10	\$ 85.80
August 10-September 09	\$ 56.03
	\$ 462.14

2016/Month	Bill
March 13-April 11	\$ 23.56
April 11-May 10	\$ 71.42
May 10-June 9	\$ 106.53
June 9-July 11	\$ 132.43
July 11-August 9	\$ 85.52
August 9-September 8	\$ 69.41
September 8-October 9	\$ 61.47
	\$ 550.34

2017/Month	Bill
March 13-April 11	\$ 33.72
April 11-May 10	\$ 77.29
May 10-June 9	\$ 134.81
June 11-July 11	\$ 141.54
July 11-August 9	\$ 129.16
August 9-September 10	\$ 127.50
September 10-October 9	\$ 63.12
	\$ 707.14

2018/Month	Bill
March 11-April 10	\$ 18.21
April 11-May 10	\$ 62.35
June 11-July 11	\$ 233.58
July 12-August 15	\$ 53.84
August 9-September 10	\$ 24.47
	\$ 392.45

2019/Month	Bill
March - April	\$ 17.51
April - May	\$ 55.46
May - June	\$ 95.11
June -July	\$ 96.68
July -August	\$ 72.72
August -September	\$ 27.80
	\$ 365.28

9/19/2017 Emailed Dale V items still running
in the building.

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THE CITY *of* Altoona

ITEM 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.

Staff recommends Council approve the submitted poll worker names for a two-year term ending December 31, 2021.

Suggested motion: I move to appoint/not appoint the submitted poll workers for a two-year term ending December 31, 2021, as indicated on the list provided by City Clerk Bauer.

CITY OF ALTOONA, WI
 POLL WORKERS
 JANUARY 1, 2020-DECEMBER 31, 2021 LIST
 REPUBLICAN PARTY

*Endorsed by the Republican Party

NAME	LISTED
Mary Lou Pabich Chief Inspector (2017)	Republican Party * (2/10/11) (Ward 2)
Joseph M. Szajna Chief Inspector (2017)	Republican Party * (12/1/13) (Ward 2)
Eric Nielsen	Republican Party * (since 12/04) (Ward 7)
Julia Rohn	Republican Party * (12/1/13) (Ward 2)
Ann Pehler	Republican Party * (11/13) (Ward 9)
Donald Patterson	Republican Party * (12/1/13) Ward 11
Tara Balts	Republican Party * (12/1/15) (Ward 2)
Mike McCrackin	Republican Party * (Since 12/04) (Ward 11)
Carole Licht	Republican Party* (11/13)(Ward 4)
Carol Stage	Republican Party* (11/11)(Ward 3)
Bill Solie	Republican Party* (11/13)(Ward 9)
Hillarie Roth	Republican Party* (11/17)
Paulette Coyle	Republican Party* (12/19)
Edsel (Ed) Irvin	Republican Party* (12/19)
Kristi Irvin	Republican Party* (12/19)
Rose Adams	Republican Party* (12/19)
Travis Kienholz	Republican Party* (12/19)
Roselyn Persons	Republican Party* (12/19)

CITY OF ALTOONA, WI
 POLL WORKERS
 JANUARY 1, 2020 – DECEMBER 31, 2021 LIST
 DEMOCRATIC PARTY

Endorsed by the Democratic Party*

NAME	LISTED
Carole Spenser Chief Inspector (2016)	Democrat Party* (12/07) (Ward 1)
Monica A. Scullion Chief Inspector (2016)	Democrat Party* (11/13)(Ward 11)
Michael Weiser	Democrat Party* (12/07) (Ward 7)
Judy Stuckert	Democrat Party* (12/09) (Ward 7)
Barb Stuber	Democrat Party* 11/21/11 (Ward 1)
Lynn Solie	Democrat Party* (11/13)(Ward 9)
Verlene Nimmo	Democrat Party* (12/09)(Ward 2)
Ken Simpson	Democrat Party* (11/11)(Ward 7)
Deb Swan	Democrat Party* (12/15) (Ward 1)
Joanne Rudrud	Democrat Party* (11/17)(Ward 2)
Wally Stuckert	Democrat Party* (12/19)
Catherine (Cathi) DeWitte	Democrat Party* (12/19)
Ilse Ekechuku-Borman	Democrat Party* (12/19)
Pam Nimmo	Democrat Party* (12/19)
Jean Aloia	Democrat Party* (12/19)
Dennis Aloia	Democrat Party* (12/19)

CITY OF ALTOONA, WI
POLL WORKERS
JANUARY 1, 2020 – DECEMBER 31, 2021 LIST
UNAFFILIATED

NAME	LISTED
Marie F. Kunsman	Unaffiliated (12/06) (Ward 11)
Joe DeMarco	Unaffiliated (4/11)(Ward 2)
Jean Biesecker	Unaffiliated

Norman Ratering Unaffiliated

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THE CITY *of* Altoona

ITEM 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.

See enclosed:

- Proposed Ordinance 12B-19
- Planning Department Memo 2019-1210

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. As part of these updates, City Planner Joshua Clements has requested building permit fee adjustments to accomplish cost recovery of construction permitting and building inspection services.

For more information, please refer to the updated Chapter 3.08 “City of Altoona Fees and Licenses Schedule Addendum A”, which is attached for your review.

Suggested motion: I move to approve/not approve Ordinance 12B-19, an ordinance amending Chapter 3.08, Addendum “A”, the City’s Fee Schedule to update fees effective January 1, 2020.

Chapter 3.08

FEES

Sections:

3.08.010	Purpose.
3.08.020	Abbreviated Fee Schedule.
3.08.030	Review and Amendments.
3.08.040	Conflict of Provisions.

3.08.010 Purpose.

The purpose of this Chapter is to provide efficiency, economy and uniformity in establishing and adjusting the fees charged by the City of Altoona as enumerated throughout the City of Altoona's Code of Ordinances into one abbreviated schedule.

3.08.020 Abbreviated Fee Schedule.

The fees set forth in the Fee Schedule appended to this Chapter as Addendum "A" have been adopted by the Common Council for the City of Altoona.

3.08.030 Review and Amendments.

The fees set forth in Addendum "A" to this Chapter may be added to or amended from time to time by adoption of an Ordinance. In addition, the Common Council shall review the Fee Schedule on at least an annual basis for the purposes of adjusting and updating the fees charged by the City, and any amendments or additions thereto may be made by Resolution of the Common Council. (Addendum "A" was revised. (Ord 10B-19, 2019, 7F-19, 6A-19, 1B-19, 9A-18, 7B-18, 1A-18, 12J-17, 2017, Ord. 10B-17, 6A-17, 2017, 3B-17, 10A-16, 2016, 6B-16, 9C-15, 2015, 8A-15, 6A-15, 1A-15, 8F-14, 5C-13, 1B-12, 2012, 2D-11, 2011, Ord 2A-09, 2009, Ord 3H-08, 2008, Ord 12H-06, 2006, Ord 12F-06, 2006, Ord 1A-04, 2004, Ord. 4C-02, 2002))

3.08.040 Conflict of Provisions.

The fees set forth in the Fee Schedule attached as Addendum "A" shall supersede any fee established elsewhere in the City of Altoona's Code of Ordinances for the same charges. If a fee is set forth elsewhere in the City of Altoona's Code of Ordinances, and there is no corresponding fee set forth in the attached Fee Schedule, the fee set forth elsewhere in the Code of Ordinances shall control until such time as a fee for the same charge is established in the Fee Schedule. (Ord. 12C-99, 1999)

**ADDENDUM “A”
 FEES**

Updated 12/19/19 and effective 1/1/20

Chapter	Type of Fee, Permit or License	Fee
3.22	Emergency Response Fee Schedule	See Exhibit 6
5.04.020	-Coin Machine License	\$50
5.04.020	-Coin Machine Device	\$10 per machine
5.08.020	-Cigarette License	\$100
5.14.050	-Cable TV Franchise Fee	5%
5.16.030	-Garbage Haulers Licenses	\$500
5.20.030	-Mobile Food Establishment Base ~ Annual	\$120
5.20.030	-Mobile Sidewalk Cart Base License ~ Annual	\$120
5.20.030	-River Prairie Vendor Access License- Annual	Base License + \$100
5.20.030	-Mobile Vendor Background Check Fee	\$15 per background check
5.24.030(A)	-Retail Class “A” Fermented Malt Beverage License	\$150
5.24.030(B)	-Retail Class “B” Fermented Malt Beverage License	\$100
5.24.030(B)(2) & (E)	-Temporary Class “B” & “Class B” (Picnic) License	\$10/Event
5.24.030(B)	-Wholesalers Fermented Malt Beverage License	\$25
5.24.030(C)	-Retail “Class A” Liquor License	\$400
5.24.030(D)	-Retail “Class B” Liquor License	\$500
5.24.030(F)	-Retail “Class C” Wine License	\$100
5.24.030(H)	-Operators License	\$25
5.24.030(I)	-Provisional and Temporary Operators License	\$15
	-Liquor License Publication Fee (If grouped with annual license publication)	\$25
	-Publication Fee – New Alcohol License Application	Actual cost
5.26.020	-Cabaret Licenses	\$150
5.28.020	-Milk Distributors License	\$10/Plant
5.32.040(C)	-Direct Sellers License Applicant Fee	\$25
5.32.040 (C)	-Direct Sellers License Background Fee per seller	\$15
	-Dance Hall Licenses	\$50
	-Electrician	\$100
5.50.040	-Special Events Permit fee <ul style="list-style-type: none"> ● Permit Fee shall be waived for city managed or sponsored events and festivals ● Permit Fee shall be waived for non-profit groups. ● If recurring event throughout the current year, only charged once per year. ● All applicants are required to pay for direct costs for required services 	\$50 Permit fee (does not include direct costs for required services)
6.08	Dogs, Cats and Other Domesticated Animals – Annual license fees	
6.08.010	Individual Dog License (handling fee)	\$10.00 per dog*
6.08.010 B. and 6.08.080	Multiple Dog License (handling fee)	\$30.00 per multiple dog*

		*plus cost of license fee as modified by the Eau Claire County Board
6.14.030 (C)	Honeybee Keeping Permit	\$30
8.04.010	Burning Permit Fees	\$5 per permit
Chapter	Type of Fee, Permit or License	Fee
9.04.040	False Alarms Up to 4 5 to 10 11 & up	No fee \$50 for each false alarm \$100 for each false alarm
9.20.025	Fireworks Permit to discharge pyrotechnic composition devices	\$50
9.20.022	Fireworks Permit to sell pyrotechnic composition devices	\$50
9.20.022	Fireworks Permit Transfer Fee pyrotechnic composition devices.	\$10
9.20.022 and 9.20.025	Fire Inspection Fee to discharge and/or sell pyrotechnic composition devices.	\$30
10.36.050	Bicycle Registration Fee	\$3
12.16.025	Excavation Permit	\$100
12.16.075	Right of Way Restoration by the City	Actual Costs
12.20.050	Street Obstruction or Encroachment Permit	\$50
13.16.060	Secondary Meter Meter Fittings	\$140 each \$25.00 per set
13.20.100 (PSC)	Reinstallation of meter, including valving at each curb stop	\$40 During normal business hours \$50 After business hours
13.20.100 (PSC)	Valve turned on at curb stop (no charge for disconnection)	\$40 During normal business hours \$50 After normal business hours
13.32	Sewer Service Rates Quarterly Service Charge Volume Charge	\$15.50 \$7.99/1,000 gallons based upon metered water consumption, less metered irrigation use, or by an effluent measuring device approved by the City.
13.36.060 (B)	Plumbing Permit Fees	Exhibit 2
13.40.060 (PSC)	Re-Inspection of Cross connection Control	\$80
13.40.070	Refusal to Allow Examination of Cross Connection Control Devices	\$50 per day
PSC	Temporary Metered Supply, Meter & Deposits -Service charge	\$40
PSC	Hydrant Charges -Service charge -Hydrant wrench deposit	\$30 \$15

	-Hose Rental -Reducer (if necessary) deposit -Water usage	\$10 \$15 \$3.20/1,000 gallons
PSC	Private Fire Protection Service <ul style="list-style-type: none"> ● 2-inch or smaller connection ● 3-inch connection ● 4-inch connection ● 6-inch connection ● 8-inch connection ● 10-inch connection ● 12-inch connection 	\$ 22.50 \$ 42.00 \$ 72.00 \$141.00 \$225.00 \$339.00 \$453.00
Chapter	Type of Fee, Permit or License	Fee
PSC	General Metered Water Service Quarterly Service Charges 5/8-inch meter ¾-inch meter 1-inch meter 1 ¼-inch meter 1 ½ inch meter 2-inch meter 3-inch meter 4-inch meter 6-inch meter 8-inch meter 10-inch meter 12-inch meter Plus Volume Charges: <ul style="list-style-type: none"> ● First 50,000 gallons used per quarter ● Next 250,000 gallons used per quarter ● Over 300,000 gallons used per quarter 	\$ 17.70 \$ 17.70 \$ 24.00 \$ 33.00 \$ 36.00 \$ 51.00 \$ 76.00 \$120.00 \$192.00 \$285.00 \$399.00 \$519.00 \$3.20/1,000 gallons \$3.00/1,000 gallons \$2.40/1,000 gallons
PSC	Public Fire Protection Service	\$0.0113 per square foot improvements
PSC	Fee to charge water customers for mid-quarter water meter reads	\$25
14.04.100	Storm Water Fees: <ol style="list-style-type: none"> 1. Residential: Single Family Residences, Duplexes and Mobile Homes 2. Commercial Properties and Multi-family dwellings 3. Industrial Properties 4. Institutional Properties 	\$3.00 per month \$52.93 per acre per month \$31.13 per acre per month \$52.93 per acre per month
14.10.080	Land Disturbing Construction Activity Permit Application Fee	\$50 plus plan review fees incurred by the City

14.12.080	Post-Construction Runoff Permit Application Fee	\$50 plus plan review fees incurred by the City
15.04.150 (a)	Building Code Permit Fees	Exhibit 1
	Plumbing Permit Fees	Exhibit 2
	Electrical Permit Fees	Exhibit 3
	Heating, Ventilating & Air Conditional Permit Fees	Exhibit 4
15.05.020	Permit for Installation of swimming pool (If an electrical connection is required add \$15).	\$40
15.07.010	Moving Buildings	\$100
Chapter	Type of Fee, Permit or License	Fee
	Junk Dealer	\$150
	Planning Publication Fees	\$100
18.05	Land Division Application Fee	
18.08.25	-Park Fees	\$300/Lot - maximum
18.11	-Plat	\$100/Lot
18.12	-CSM	\$100/Lot
	-Engineering Legal, Administrative Costs	Actual Costs
19.12	-Variance	\$300 \$350 plus planning publication fee
19.17	-Zoning Permit	\$250
19.68	-Rezone	\$350 plus planning publication fee
19.54.040	-Site Plans	\$300 \$350 plus \$10 \$12/4,000 sqft in excess of 1 acre
19.56.070	-Fence Permits	\$50
19.58.040(D)(1)	-Sign Permit	\$75
19.58.095	1-year park banner fee	\$300
19.58.095	3-year park banner fee	\$800
19.59	-Conditional Use Permit	\$250 \$325 + planning publication fee (less \$100 \$150 if combined with Site Plan)
19.46.050 & 19.64.200	Combined General/Final Implementation Plan	\$1,200 plus \$10/4,000 sqft in excess of 1 acre
19.46.050 19.64.200	Specific Implementation Plan	\$350, plus \$10 \$12/4,000 sqft in excess of 1 acre
19.61.040	Short Term Rental Permit	\$150 Initial \$100 Renewal
	Planning Publication Fee	\$100 \$110
Miscellaneous charges		
	-Outstanding Taxes	\$50
	-Special Assessment Search fee	\$15
	Water Utility Account Balance Update	\$10

	Library Fines	Established by Library Board in Circulation Policy (available upon request from City Clerk)
	NSF Returned Check Charge	\$30.00
Wis. Stats. 101.14(2)(b)	Fire Inspection Fees Re-Inspection Fee Sprinkler Pressure Test Fee Alarm and Sprinkler Flow Test Fee Alarm Testing Fee Elevator Inspection Fee	Exhibit 5 and listed below \$50 per occurrence \$60 \$50 \$40 \$50
City Hall City Hall cont	Community Room Use Rental Fee Deposit <ul style="list-style-type: none"> ● School District of Altoona ● Altoona Community Non-Profit Organization ● Altoona City Resident ● Non-Resident ● Other Group Fee up to 4 hours <ul style="list-style-type: none"> ● School District of Altoona ● Altoona Community Non-Profit Organization ● Altoona City Resident ● Non-Resident ● Other Group Fee over 4 hours <ul style="list-style-type: none"> ● School District of Altoona ● Altoona Community Non-Profit Organization ● Altoona City Resident ● Non-Resident ● Other Group 	Waived \$50.00 \$50.00 \$50.00 \$50.00 Waived Waived \$10.00 \$15.00 \$15.00 Waived Waived \$15.00 \$25.00 \$25.00
Park & Rec Dept.	Field Rental Fees (rates are subject to 5.5% tax) <ul style="list-style-type: none"> ● Daily Use – excludes night (North and South Fields / Excludes Night) ● Daily Use – includes night (North and South Fields / Includes Night) ● Weekend use (North and South Fields / Friday night, Saturday day and night, Sunday day) ● Rental of Cooler in Lion’s Building ● Garbage Fee Day rental fee includes: Field prepping, supervising of facilities, use of bathrooms and administrative costs Night rental fee includes: All of the above plus lights. Individual Field Usage <ul style="list-style-type: none"> ● Drag only ● Drag only plus lights ● Field Prep for each game ● Field Prep for each game plus lights 	Fee \$200 \$250 \$500 \$50 \$50 \$15 \$20 \$50- \$65 \$60 \$70

	<ul style="list-style-type: none"> Field prep for each game up to 2 fields. Field prep for double headers <p>Weekend use</p>	<p>\$65 \$95</p> <p>\$90</p>
Park & Rec Dept.	<p>Cinder City Park Digital Marquee Rental (rates are subject to 5.5% tax)</p> <ul style="list-style-type: none"> 1 Day and 1 Screen 1 Day and 2 Screens 1 Week (7 days) and 1 Screen 1 Week (7 days) and 2 Screens ½ Month (14 days) and 1 Screen ½ Month (14 days) and 2 Screens 1 Month (28 days) and 1 Screen 1 Month (28 days) and 2 Screens <p>Customization Fee (for the use of custom graphics in slides) Marquee Rental Fee waived for:</p> <ul style="list-style-type: none"> City of Altoona (COA) City Functions. School District of Altoona, for sanctioned athletic events being held at Cinder City Park Groups who rent Cinder City Park specifically for a day or weekend event will be granted one, week long single screen display free of charge. 	<p>\$20.00</p> <p>\$30.00</p> <p>\$40.00</p> <p>\$50.00</p> <p>\$60.00</p> <p>\$70.00</p> <p>\$100.00</p> <p>\$110.00</p> <p>\$10</p>
Park & Rec Dept.	<p>River Prairie Digital Marquee Rental (rates are subject to 5.5% tax)</p> <ul style="list-style-type: none"> 1 Day, Per Image 1 Week (7 days) Per Image ½ Month (14 days) Per Image 1 Month (28 days) Per Image <p>River Prairie Fixed Panel Rental (2 sided) (rates are subject to 5.5% tax)</p> <ul style="list-style-type: none"> All panel costs (design and manufacturing) shall be borne by the renter. <p>Customization Fee (for the use of custom graphics in slides) Marquee Rental Fee waived for:</p> <ul style="list-style-type: none"> City of Altoona (COA) City Functions. 	<p>Rental Fee</p> <p>\$50.00</p> <p>\$80.00</p> <p>\$120.00</p> <p>\$200.00</p> <p>\$1,800 Annual</p> <p>\$20</p>
Park & Rec Dept. Park & Rec Dept.	<p>Park Facilities (Rates include a 5.5% tax) Resident/Non-Resident</p> <ul style="list-style-type: none"> Altoona City Park Pavilion Altoona City Park Recreation Center Cinder City Park Pavilion Devney Pavilion Fairway Park Pavilion Highland Pavilion 	<p>Rental Fee</p> <p>\$10 per hour M-F</p> <p>\$15 per hour S/S</p>

	<p>Park Rental Fee</p> <ul style="list-style-type: none"> ● River Prairie Park Pavilion A. ● River Prairie Park Pavilion B <p>Rental Fee</p> <ul style="list-style-type: none"> ● River Prairie Park Pavilion C (Located next to Pond) <p>Altoona Not for Profits will receive a 20% discount on the River Prairie Park Pavilion rentals)</p>	<p>\$15.00 per hour M-F \$20.00 per hour S/S</p> <p>\$20.00 per hour M-F \$25.00 per hour S/S</p>
Park & Rec Dept.	River Prairie Center Fee Schedule – Exhibit A	Exhibit A
	River Prairie Outdoor Venues Fee Schedule – Exhibit B	Exhibit B
Public Works Dept	Standard General Conditions and Specifications for Street and Utility Construction document	\$25
	Bidding Documents	\$25

River Prairie Center Fee Schedule
Exhibit A

***All room rentals will be subject to a 3 hour minimum rental.**

****All rentals will be charged 5.5% sales tax and a hold will be placed on the renter's credit card.
 Credit cards will be left on file to cover damages or incidental charges that may occur.**

*****Altoona not for profits will receive a 20% discount for room rentals excluding Friday and
 Saturday, April – October.**

******Special event related rentals may be negotiated via contractual agreement in the absolute and sole
 discretion of the city or their agent.**

*******The following rates may be adjusted based on demand or other factors in the absolute and sole
 discretion of the city or their agent.**

*******All day rental required on Saturday's during the months of April – October.**

*******Fees listed below are for the months of April - October**

Prairie Room	Sunday – Thursday	Friday	Saturday
Prairie Room Hourly	\$30	\$45	\$55

River Room	Sunday – Thursday	Friday	Saturday
River Room Hourly	\$55	\$65	\$75

River Prairie Room	Sunday – Thursday	Friday	Saturday
River Prairie Room Hourly	\$85	\$110	\$130
All Day Rate Only	\$1,000	\$1,300	\$1,800

Meeting/Classroom	Sunday – Thursday	Friday	Saturday
Meeting/Classroom Hourly	\$20/hour	\$25/hour	\$40/hour

The Patio	Sunday – Thursday	Friday	Saturday
The Patio Hourly	\$20/hour	\$25/hour	\$30/hour

*******Fees listed below are for the months of November - March**

Prairie Room	Sunday – Thursday	Friday	Saturday
Prairie Room Hourly	\$20	\$25	\$30

River Room	Sunday – Thursday	Friday	Saturday
River Room Hourly	\$35	\$45	\$55

River Prairie Room	Sunday – Thursday	Friday	Saturday
River Prairie Room Hourly	\$55	\$70	\$85
All Day Rate Only	\$600	\$800	\$1,000

Meeting/Classroom	Sunday – Thursday	Friday	Saturday
Meeting/Classroom Hourly	\$15/hour	\$20/hour	\$30/hour

The Patio	Sunday – Thursday	Friday	Saturday
The Patio Hourly	\$20/hour	\$25/hour	\$30/hour

Additional Amenities – Flat Fee

Kitchen	\$15/hour
Podium	\$10.00
Projector / 10’ Projection Screen	\$50.00
Projector / 13.4’ Projection Screen	\$70.00
Wireless/Lapel Microphone	\$25.00
Wired Microphone	\$10.00
Combined Ceremony and Reception Indoors	\$250.00
Portable Speaker	\$50.00

Updated 10/11/19

River Prairie Outdoor Venues Fee Schedule

Exhibit B

***All rentals will be charged 5.5% sales tax and a hold will be placed on the renter's credit card. Credit cards will be left on file to cover damages or incidental charges that may occur.**

****Rental of the amphitheater, plaza or upper four seasons event spaces may be subject to event agreement.**

*****Events taking place in outdoor venues and that are open to the general public are required to fill out a River Prairie Special Events Agreement.**

Rental Price is valid for a 3 hour time block.

Venues	Sunday – Thursday	Friday	Saturday
The Tent	\$200	\$250	\$300
The Bluff	\$250	\$350	\$400
The Grainery	\$250	\$300	\$350
Forever Garden	\$300	\$400	\$450
Four Seasons	\$350	\$400	\$450
Amphitheater	\$450	\$500	\$550
Large Lit Plaza	\$300	\$400	\$450
Small Lit Plaza	\$200	\$250	\$300

Full Day Rental Price. Music must be concluded by 10 p.m.

Venues	Sunday – Thursday	Friday	Saturday
The Tent	\$525	\$600	\$650
The Bluff	\$650	\$950	\$1,150
The Grainery	\$650	\$950	\$1,150
Forever Garden	\$700	\$1,000	\$1,200
Four Seasons	\$750	\$1,050	\$1,250
Amphitheater	\$850	\$1,150	\$1,350
Large Lit Plaza	\$700	\$1,000	\$1,200
Small Lit Plaza	\$525	\$600	\$650

Additional Amenities – Flat Fee

Outdoor Chairs White (400 available)	\$1.50/chair
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**BUILDING PERMIT SCHEDULE OF FEES
 EXHIBIT 1**

A. Residential 1 & 2 Family	Type of Fee, Permit or License	Fee
	1. New Structure	\$0.18 per sq. foot
	Erosion Control	\$100 plus \$5/1000 sqft of disturbance
	2. Additions	\$0.18 per sqft, \$100 minimum
	Erosion Control	\$75 plus \$5/1000 sqft of disturbance
	3. Remodel	\$0.18 per sq. foot \$50 minimum
	4. Accessory Structure	
	A. Up to 150 sq. feet	\$50
	B. 150 sq. feet to 400 ft ²	\$75
	C. Over 400 ft ²	use New Structure rates
	5. Occupancy Permit	Included in above fee
	6. Roof	\$50
	7. Siding	\$50
	8. DILHR Permit Seal	\$39
	9. Residential Plan Examination	\$100 New, \$75 Additions
	10. Driveway	\$50
	11. Deck	\$50 + \$75 Plan Review Plan Review fee may be waved if code-complaint plans are included w/application
	12. Retaining Wall	\$50
	13. Other	\$50 minimum
B. Commercial		
	1. New Structure	\$0.20 per sq. foot
	2. Additions	\$150 minimum for the first 600 sq. ft. then see B.1. for New Structure rates
	Erosion Control	\$175 for the first acre then \$75/acre or portion thereof
	3. Remodel	\$5/\$1,000 of valuation \$100 minimum
	4. Occupancy & Change of Use Permit	\$50
	5. Commercial Plan Review	See table below
	For buildings not required to obtain State approved plans.	

	Area (SF)	Building & HVAC	Building Only	HVAC Only
	Up to 2,500	\$400	\$300	\$200
	2,501 - 5,000	\$550	\$350	\$250
	5,001+	\$700	\$550	\$300
	6. Other		\$50 minimum	
C. Agricultural Buildings (unheated)				
	1. New Buildings		\$0.10 ft ² all areas for inspection fees Plus Commercial Plan Review (see above)	
	2. Remodel		\$5/\$1,000 of valuation \$75 minimum	
	3. Other		\$50 minimum	
D. Mechanical & Miscellaneous				
	Type of Fee, Permit, License		Fee	
	1. Plumbing		See Attached Exhibit 2	
	2. Electrical		See Attached Exhibit 3	
	3. HVAC		See Attached Exhibit 4	
	4. Zoning		See Attached Exhibit 5	
	5. Special Inspections		\$75 / hourly w/minimum of 1 hour	
	6. Permit to start construction of footings & foundation -Residential -Commercial – Industrial		\$100 plus erosion control \$150 plus erosion control	
	7. Razing Fee		\$50 for the first 2000 sq. ft. of floor area with no utilities and \$25 per 1000 sq. ft. of floor area thereafter	
			\$150 for the first 2000 sq. ft. of floor area with utilities and \$75 per 1000 sq. ft of floor area thereafter.	
	8. Minimum Permit Fee		\$50	
	-Re-inspection Fee		\$75	
	-Failure to call for inspection		\$75 \$100 each	
	-Double fees are due if work started before the permit is issued			

**PLUMBING PERMIT SCHEDULE OF FEES
 EXHIBIT 2**

New Building	Type of Fee, Permit or License	Fee
	Base Fee	\$30
	Plus (For all areas)	\$0.06 \$0.07 per sq. feet
Replacement, Modifications and Misc. Items		
	1. Automatic Washer	\$5
	2. Sink	\$5
	3. Dishwasher	\$5
	4. Garbage Grinder	\$5
	5. Water Closet	\$5
	6. Shower	\$5
	7. Lavatory	\$5
	8. Laundry Tray	\$5
	9. Urinal	\$5
	10. Bath Tub	\$5
	11. Hot Tub, Spa, Whirlpool	\$10
	12. High Pressure Boiler	\$25
	13. Drinking Fountain	\$5
	14. Floor Drain	\$5
	15. Sight Drain	\$5
	16. Sillcock	\$2
	17. Water Heater	\$5
	18. Wash Fountain	\$5
	19. Sump Pump	\$5
	20. Ejectors or Pump	\$5
	21. Water Softener	\$5
	22. Storm Sewer Conductor	\$5
	23. Backflow Prevention Device	\$5
	24. Sanitary Building Drain First 75 feet Over 75 feet	\$10 .35/ft
	25. Storm Building Drain First 75 feet Over 75 feet	\$10 .35/ft
	26. Manhole	\$10
	27. Catch Basin	\$5
	28. Water Service First 100 ft. lateral Over 100 ft. lateral	\$150 .35/ft
	29. Sanitary Building Sewer First 100 ft. lateral	\$150

	Over 100 ft. lateral	.35/ft \$200 total if combined w/Water Service
Replacement, Modifications and Misc. Items – cont.	Type of Fee, Permit or License	Fee
	30. Storm Building Sewer First 100 ft. lateral Over 100 ft. lateral	\$25 .35/ft
	31. Extension of House Drain Where Fixtures already Installed	\$25
	32. Other	\$25
	Minimum Permit Fee	
	- Residential - Commercial Minimum fee may be reduced if combined with other inspections on small residential projects, at the discretion of Inspector	\$50 \$100
	Re-inspection Fee	See D. Mechanical & Misc Exhibit 1
	Failure to call for inspection	See D. Mechanical & Misc Exhibit 1
	Double Fees are due if work started before permit is issued	

**ELECTRICAL PERMIT SCHEDULE OF FEES
 EXHIBIT 3**

New Building	Type of Fee, Permit or License	Fee
	Base Fee	\$30
	Plus (For all areas)	\$0.06 \$0.07 per sq. feet
Replacement, Modifications and Misc. Items		
	1. Temporary service and temporary wiring installation	\$40
	2. Service switch, each or alteration thereof First 200 amperes Over 200 amperes – additional per 100 amps or a fraction thereof	\$50 \$10/100 amps
	3. Range, oven, clothes dryer, dishwasher, disposal, water heater	\$5
	4. Refrigeration unit up to 5 HP plus 1.00 per HP over 5	\$5 min
	5. Residential gas burner, oil burner, electrical furnace	\$5
	6. Air conditioner up to 5 ton plus 1.00 per ton over 5 ton	\$5
	7. Combination heating and air conditioning unit up to 5 ton Over 5 ton	\$10 \$20
	8. Feeder, subfeeder, and raceway – per 100 ampere capacity, or fraction thereof	\$5/100 amps
	9. Each motor, per HP or fraction thereof	\$0.50/HP, \$1 minimum
	10. Dispenser – gasoline, fuel oil, permanent vending machines, and well pump	\$6
	11. Each generator, transformer, reactor, rectifier, capacitor, welder, converter and electric furnace	.50/kw
	12. Electric nit heating device (incl. remote Thermostat)	\$2
	13. Dimmer and rheostats	\$2
	14. Swimming pool (electrical wiring and grounding)	\$50
	15. Sign – Florescent, neon or incandescent	\$15
	16. Strip lighting, plug-in strip,	.50 ft.

	trolley duct wire way, gutter	
	17. Audible or visual electric signal or communication device	\$1
Replacement, Modifications and Misc. Items	Type of Fee, Permit or License	Fee
	18. Fans – Bath – Paddle and misc. under 1 HP	\$1
	19. Hydro Massage & Hot tubs	\$10
	20. Photo cell, clocks, smoke detectors	\$1
	21. Fire alarm system	\$15
	22. Exit lighting system	\$15
	23. Approved assembly's not included above and other's	\$25
	24. Other	\$25
	Minimum Permit Fee	
	- Residential - Commercial Minimum fee may be reduced if combined with other inspections on small residential projects, at discretion of Inspector	\$50 \$100
	Re-inspection Fee	See D. Mechanical & Misc, Exhibit 1
	Failure to call for inspection	See D. Mechanical & Misc, Exhibit 1
	Double Fees are due if work started before permit is issued	
	Administrative permit without Inspection Services; as noted above subject to a maximum of \$100	\$100 maximum

**HEATING, VENTILATING & AIR CONDITIONING PERMIT SCHEDULE OF FEES
 EXHIBIT 4**

New Building	Type of Fee, Permit or License	Fee
	Base Fee	\$30
	Plus (For all areas)	\$0.06 \$0.07 per sq. feet
Replacement, Modifications and Misc. Items		
	1. Gas, oil, electric and coal furnace and boiler	
	- One and two family First 150,000 BTU	\$25
	- Commercial First 150,000 BTU	\$50
	- All over 150,000 BTU	\$3/50,000 BTU
	2. Air conditioning	
	- One and two family	\$25
	- Commercial	\$50
	- All over 36,000 BTU	\$2/12,000 BTU
	3. Fireplace and wood burning stove	\$25
	4. Electric baseboard, wall unit and cabinet unit	\$1.25/KW
	5. Duct work alteration	\$25
	6. Other	\$25
	Minimum Permit Fee	
	- Residential - Commercial Minimum fee may be reduced if combined with other inspections on small residential projects, at the discretion of Inspector	\$50 \$100
	Re-inspection Fee	See D. Mechanical & Misc, Exhibit 1
	Failure to call for inspection	See D. Mechanical & Misc, Exhibit 1
	Double Fees are due if work started before permit is issued	

ALTOONA EMERGENCY SERVICES ANNUAL FIRE INSPECTION FEE SCHEDULE

EXHIBIT 5

RESIDENTIAL (3 units or greater per building) Apartment complexes, condominiums, hotels, motels, etc. (125 residential occupancies)
3-25 Units= \$10.00 per unit
26-60 Units= \$360.00 total
61-100 Units=\$405.00 total
Over 100 units= \$450.00 total
If there are no common areas, a flat fee of \$25 will be charged
ADULT/CHILD DAY CARE & FOSTER CARE (State Licensed) (12 occupancies)
1-8 occupants= \$30.00 total
9-20 occupants= \$51.00 total
21-40 occupants= \$99.00 total
Over 40 occupants= \$165.00
HEALTH CARE FACILITIES (Nursing Homes, Hospitals, CBRF's, RCAC's & Assisted Living, etc.) (5 occupancies)
\$10.00 per bed
ASSEMBLY (Taverns, night clubs, community halls, churches, etc.) (20 occupancies)
1-50 occupants= \$60.00 total
51-100 occupants= \$105.00 total
Over 100 occupants= \$225.00
COMMERCIAL (Square footage) (Mostly commercially zoned such as; mercantile, clinics, offices, administrative offices, storage, hazardous, etc.) (301 occupancies)
Under 1,000 = \$30.00
1,001 - 2,000= \$50.00
2,001-10,000= \$80.00
10,001-25,000= \$120.00
25,001-50,000= \$150.00
50,001-100,000= \$180.00
100,001-250,000= \$225.00
250,001-500,000= \$300.00
Over 500,000= \$375.00

INDUSTRIAL (Square footage and in an industrially zoned area) (Unsure of number of occupancies, some now grouped with commercial)
Under 5,000= \$90.00
5,001-50,000= \$210.00
50,001-100,000= \$300.00
100,001-500,000= \$600.00
Over 500,000= \$900.00
SCHOOLS (Square footage) (School District of Altoona Elementary School, Altoona Middle School, Altoona High School, St Mary's School and Otter Creek Christian Academy) (3 occupancies)
Under 1,000= \$45.00
1,001-10,000= \$90.00
10,001-50,000= \$150.00
50,001=100,000= \$300.00
100,001-500,000= \$450.00
Over 500,000= \$600.00

Note: Businesses that have multiple out buildings and/or large building facilities on one footprint, and the buildings are directly related to business operations, should have square footages combined for all structures and fees assessed based on the combined square footage numbers with the exception of high hazard, high risk facilities, or target hazard facilities which may be assessed separately according to the type of occupancy.

Medical services buildings where a portion of the building is served by short or long term stay shall be assessed per bed for the surgical, recovery, short term stay, and long term stay area of the building. The remaining portions of the facility utilized as a clinic, administrative offices or as a support center for operations of the facility or other related facilities shall be assessed by area square footage for the non surgical, non recovery, non long stay, or short term stay areas.

EMERGENCY RESPONSE

Fee Schedule for nonresident, or entities that do not pay Altoona property taxes, or, alternatively, do not make payments in lieu of taxes.

Exhibit 6

Chapter 3.22.020

The following fees will be charged to nonresidents or entities that do not pay Altoona property taxes, or, alternatively, do not make payments in lieu of taxes. Entities will only be charged for costs incurred over \$1,000 per incident.

Fire Calls	Fee
Fire Call Engine Charge	\$500.00
Hydrant Use Fee	\$30.00/hydrant
Municipal Water Fee	\$3.20 per 1,000 gallons
Foam	\$35.00 per gallon
Labor Charge (Examples: vehicle fire, wildland fire, grass fire, illegal burning, and extraordinary calls for service).	\$20.00 per hour per responder
Accident, Rescue, Hazmat, or Special Teams Response:	Fee
Emergency Response Squad Charge	\$250
Supplies: Floor Dry, absorbents, containment, or any supply used to mitigate the emergency.	Charge according to current supply cost.
Hydrant Use Fee	\$30.00/hydrant
Municipal Water Fee	\$3.20 per 1,000 gallons
Foam	\$35.00 per gallon
Labor Charge	\$20.00 per hour per responder

All equipment charges shall be billed based on the current Wisconsin DOT classified equipment rates standard and special rate unit schedule. (Ord 1A-18, 2018)



PLANNING DEPARTMENT
PLANNING & DEVELOPMENT PERMIT FEES

TO: Altoona City Council
Mayor Brendan Pratt

FROM: Joshua Clements, City Planner

CC: Mike Golat, City Administrator

RE: Planning & Development Permit Fees
To accompany Ordinance 12B-19

In 2017 City Staff undertook a significant study of staff time and resource requirements to administer planning and development related permit and inspection fees. This calculation sought to account for all staff who “touch” the permitting process as well as related materials and overhead. As a result, the Council approved a revision to most fees beginning January 2018. Many of those fees had not been modified for over ten years, some up to sixteen. The objective is that most fees should be “cost neutral” to administer. Since that time, staff utilizes that calculation framework to annually revisit fees based upon updated actual costs and time/effort documentation.

The proposed 2020 updates are limited in scope:

- Zoning permit fees are recommended to increase between \$25 and \$75 to account for increased number of time/effort observations.
- Increase building construction systems fees from \$0.06 to \$0.07 per square foot. This increases the total cost of permits between 5% (\$45) for smaller homes (1,500 sf²) to 6.2% (\$90) for larger homes (3,000 sf²) and approximately 6.2% for commercial properties. Building permit fees account for approximately 0.3% of construction cost.

As a comparison, the City of Eau Claire adopted 2020 fee schedule increase utility-related costs between 5.2% and 6.6% for residential and similar range for commercial building types. A previously discussed, the City of Eau Claire permit schedule is more extensive and therefore a comparison and adjustment is not strait forward.

The most recent budget report (2019-1209) reflects that permit revenue is approaching covering cost, although it will likely be about 10% short for 2019. The proposed changes are not expected to fully correct this gap, but reduce it.

THE CITY *of* Altoona

ITEM 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.

As you may recall, Chapter 2.82 was adopted earlier this year to establish the Devney Street Housing Committee. Ordinance 12D-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.

This issue was discussed and recommended by the Solis Circle Housing Committee at their last meeting. Please find the following materials enclosed.

- Proposed Ordinance 12C-19
- Devney Street Housing Committee draft minutes, 2019-1122

Suggested Motion: I move to approve / not 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.

ORDINANCE NO. 12C-19

An ordinance of the Altoona Common Council 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.

THE COMMON COUNCIL OF THE CITY OF ALTOONA DOES HEREBY ORDAIN AS FOLLOWS:

Section One:

That Chapter 2.82 “Devney Street Housing Committee” be renamed to “Solis Circle Housing Committee”

Section Two:

That Section 2.82.020 of the Altoona Municipal Code be amended to read (~~strike through~~ existing text to be removed, *italics* and bold to be added):

Section Three:

A copy of Chapter 2.82 is permanently on file and open to public inspection in the office of the Altoona City Clerk, and is incorporated by reference herein.

Section Four:

This Ordinance shall take effect and be in force from and after its passage and publication.

Dated this 19th day of December, 2019

CITY OF ALTOONA

By: _____
Brendan Pratt, Mayor

By: _____
Cindy Bauer, City Clerk

Approved: _____

Published: _____

Adopted: _____

Chapter 2.82

Devney Street **Solis Circle** Housing Committee

Sections:

2.82.010	Establishment of committee.
2.82.020	Membership—Appointment—Compensation—Removal.
2.82.030	Conduct of Meetings—Quorum—Voting.
2.82.040	Power and duties of committee.
2.82.050	Designation of agent.

2.82.010 Establishment of committee.

The Common Council of the City of Altoona hereby establishes a committee to oversee the day-to-day operations of the rental housing owned by the City of Altoona located at 1511 Devney Ave., Altoona, Wisconsin (the “Rental Housing”). The committee shall hereafter be known as the ~~Devney Street~~ **Solis Circle** Housing Committee.

2.82.020 Membership—Appointment—Compensation—Removal.

The ~~Devney Street~~ **Solis Circle** Housing Committee shall consist of seven (7) voting members, comprised from the following groups: 1) the mayor; 2) one (1) member of the city council; 3) one (1) member of city staff; 4) one (1) member representing Jonah, Inc.; 5) one (1) member representing Western Dairyland Economic Opportunity Council, Incorporated; 6) one (1) member representing the Cody and Molly Filipczak Family Foundation; and 7) one (1) City of Altoona community member at large. There shall also be **Four** ~~three (3)~~ **(4)** ex officio, non-voting members, comprised of the following: 1) one (1) member who has personally experienced housing insecurity; 2) one (1) mental health professional; 3) one (1) person from Catholic Charities, provided the City does not have a contractual relationship with Catholic Charities; **and 4) one (1) resident of Solis Circle.**

The members shall be appointed by the mayor, and, other than the mayor, shall be subject to confirmation by a majority vote of city council members; in the case of a tie vote, the mayor shall cast a vote. Except as otherwise provided for herein, members need not be residents of the City.

The terms of office for each member of the committee shall be three years, and members shall serve without pay. Members may serve an unlimited number of terms. Members will continue to serve after the expiration of their term until a successor is appointed and confirmed.

A member is subject to removal, with or without cause, by the mayor subject to confirmation of the city council. In the event of removal, resignation, death or other incapacity of a member, the mayor shall appoint a replacement member, subject to confirmation by the city council.

2.82.030 Conduct of Meetings—Quorum—Voting

All meetings shall be conducted in compliance with Wisconsin’s Open Meetings Law, Wis. Stat. § 19.81, et seq. The mayor shall serve as chairperson of each meeting. If the mayor is not present, a majority vote of the voting members then present shall appoint a chairperson of the meeting.

A majority of all voting members shall constitute a quorum of the committee. Action shall be taken by a majority vote of the voting members present.

2.82.040 Power and duties of committee.

The committee is established for the express purpose of carrying out the duties imposed upon it in this Ordinance, which is to generally assist the mayor and city council in efficiently managing the Rental Housing. Specifically, the committee shall have the following powers and duties:

- 1) recommendation of a third-party contractor(s) to manage the Rental Housing, subject to approval by the city council;
- 2) recommend improvements to be made to the Rental Housing to the city council;
- 3) providing annual reports, and additional reports as requested, to the city council regarding the operations of the Rental Housing;
- 4) conduct studies and/or obtain reports to determine appropriate rental amounts, with such amounts being subject to approval by the city council;
- 5) draft and revise a form lease to be used with tenants, with such form lease being subject to review and approval by the city council;
- 6) conduct studies and/or obtain reports necessary to improve the operations of the Rental Housing;
- 7) purchase equipment or other supplies necessary for the continued successful operation of the Rental Housing subject to budget approval by city council.

Notwithstanding anything herein to the contrary, the committee shall not have any authority to expend city funds unless funds are appropriated for committee use by the city council and are within the scope of the powers and duties set forth herein. Further, and notwithstanding anything herein to the contrary, actions of the committee shall be consistent with approved city council policies or, in the absence of such policies, shall be approved by the city council.

2.82.050 Designation of agent.

The city council authorizes the City Administrator or designee to direct the commencement of eviction or other appropriate legal actions against tenants in the event the tenant is in breach of the lease between said tenant and the City of Altoona.” (Ord 5A-19, 2019).

**MINUTES OF THE ALTOONA, WI
DEVNEY STREET HOUSING COMMITTEE
Friday, November 22, 2019**

(I) Call Meeting to Order.

The meeting was called to order by Susan Wolfgram at 9:07 a.m. held at Altoona City Hall, 1303 Lynn Avenue. Acting Secretary: Joshua Clements, City Planner.

(II) Roll call.

Members present: Susan Wolfgram, Jesse James, Matt Biren, Paul Savides, Emily Berge, Joshua Clements, Cody Filipczak, Brianne Berres

Members Absent: Brendan Pratt, and Sarah Ferber.

Also Present: City Administrator Mike Golat, John DeRosa of Rental Resources.

(III) Discuss/consider approval of minutes of the October 18, 2019 Devney Street Housing Committee.

Motion by Biren, second by Filipczak to approve the minutes of the October 18, 2019 meeting.

Motion carried.

(IV) New Business.

(1) Update on leasing status

DeRosa: Leasing is full (25). Diverse mix of age and gender.

(2) Update on any pending construction projects

Golat: Adding hard floor in former seating area for bike racks. Hot water system needs to be upgraded due to demand (\$8,000). Bathroom ventilation system vents were not connected, likely disconnected with the property was re-roofed (\$4,500). Working "bugs out" of washers and driers. Fire alarm system still has some minor issues that need to be resolved; lack of air movement (see: vents) may be part of the problem.

DeRosa: Kitchen facility has been opened for residents; and so far has been kept clean. Tenant Rooms do not have cooking ventilation systems.

(3) Update on any resident issues

Golat: Noting people are walking through the rear of the property toward Happy Hollow

DeRosa: Distributed letter regarding moving vehicles for plowing. Looking to schedule resident meeting to discuss operational issues, such as plowing. Considering quarterly resident meetings. Also receiving complaints about rain gutters that are not performing, draining onto adjacent properties.

(4) Schedule date for next meeting

The next meeting is scheduled for January 17, 2020 at 9:00 a.m. at Altoona City Hall, 1303 Lynn Avenue.

(V) Miscellaneous Business and Communications

Motion by Savides to recommend Altoona City Council amend the Devney Street Housing Committee ordinance to add a resident to the Committee. Second by Berres. **Motion carried.**

Discussion ensued regarding how this resident may contribute to the Committee while limiting potential negative impacts of having a single resident provide a narrow or self-interested perspective.

Recommendation: Host Committee meetings at the property from time to time; perhaps two-to-four times; in order to elevate accessibility to residents.

Berres: If we pursue grants or other outside funding opportunities, having a resident on the Committee may be regarded as a positive.

Meet & Greet Scheduling: Tuesday December 17th, 6:00pm.

(VI) Adjournment.

Motion by Savides, Second by Biren to adjourn at 9:43 a.m. **Motion carried.**

THE CITY of *Altoona*

ITEM 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.

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.

Suggested motion: I move to approve/not approve Ordinance 12D-19, an Ordinance amending Chapter 5.50 of the Altoona Municipal Code “Special Events Permit”.

ORDINANCE 12D-19

An ordinance of the Altoona Common Council to amend 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.

THE COMMON COUNCIL OF THE CITY OF ALTOONA DOES HEREBY ORDAIN AS FOLLOWS:

Section One:

That Section 5.50.090 “Penalties” be amended to read:

Chapter 5.50

SPECIAL EVENTS PERMIT

5.50.090 Penalties.

~~A. Criminal Penalty. Any person who willfully violates, disobeys, omits, neglects or refuses to comply with or resists the enforcement of this chapter or its provisions shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not in excess of one thousand dollars or by imprisonment in the jail for not to exceed ninety days or by both such fine and imprisonment. Each day that a violation exists shall constitute a separate offense.~~

~~B. Civil Penalty. In addition to the foregoing criminal remedy, the violation of any of the provisions of this chapter may be deemed by the city to be a nuisance and threatening to the health and safety of the citizens of Altoona. The city may utilize any civil remedy available to it under the laws of the state of Wisconsin to enforce these provisions, including injunctive relief. Furthermore, any person violating any of the provisions of this chapter may become liable to the city for any direct or indirect expense, loss or damage occasioned the city by reason of such violation. (Ord. 8C-09, 2009)~~

The penalty for violation of this chapter shall be as provided in chapter 1.08 of the Altoona municipal code.

Section Two:

This Ordinance shall take effect and be in force from and after its passage and publication.

Dated this 19th day of December, 2019

CITY OF ALTOONA

By: _____
Brendan Pratt, Mayor

By: _____
Cindy Bauer, City Clerk

Approved: _____
Published: _____
Adopted: _____

THE CITY *of Altoona*

ITEM 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.

Attached for your consideration are 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.

Also attached for your information is a letter 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.

Suggested motion: I move to approve/not 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.



CITY OF ALTOONA
1303 Lynn Avenue
Altoona, Wisconsin 54720
715-839-6092 Voice
715-839-1800 Fax
www.ci.altoona.wi.us

December 12, 2019

Paul Lovinus
Teamsters General Union, Local 662
4330 Golf Terrace, Suite 101
Eau Claire, WI 43701

RE: 2020 Contracts for DPW and Clerical Units

Dear Paul:

Enclosed please find the 2020 contracts for the DPW and Clerical units. All positions were re-evaluated within the context of a Classification and Compensation Study. The study was completed by an outside firm, Carlson Dettman, and the City of Altoona adopted a new Step increase system, effective January 1, 2020. The goal was to create equity across the organization (similar and dissimilar positions), within the departments and to also make us more competitive in hiring.

Consistent with the format of the past agreements, the 2020 agreements only reflect the starting wage for each job classification.

As you are aware, the City is prohibited from bargaining pay schedules and automatic pay progressions. However, the City intends to maintain the progressive step system as described below for both the clerical and public works units. However, please note, awarding the step increases is completely at the City's discretion and will not be provided automatically on an annual basis.

The step system approved by the City follows: (effective January 1, 2020)

CLERICAL

STEP	1	2	3	4	5	6	7	8	9	10	11
Clerical II	\$21.32	\$21.92	\$22.53	\$23.14	\$23.75	\$24.36	\$24.97	\$25.58	\$26.19	\$26.80	\$27.41
Clerical I	\$19.52	\$20.08	\$20.64	\$21.19	\$21.75	\$22.31	\$22.87	\$23.43	\$23.98	\$24.54	\$25.10

PW

STEP	1	2	3	4	5	6	7	8	9	10	11
PW Op (H)	\$21.32	\$21.92	\$22.53	\$23.14	\$23.75	\$24.36	\$24.97	\$25.58	\$26.19	\$26.80	\$27.41

In 2020, the City also intends to keep in place the on-call pay. The City also intends to provide \$.25 per hour incentive pay for acquiring certain certifications as determined in the City's sole discretion. Please note, however, these items are subject to change at the Council's discretion.

Very Truly Yours,

Mike Golat
City Administrator

Enclosures

LABOR AGREEMENT

BETWEEN

CITY OF ALTOONA
ALTOONA WI

AND

TEAMSTERS GENERAL UNION
LOCAL 662
EAU CLAIRE WI
CLERICAL EMPLOYEES

For the period:
January 1, 2020 through December 31, 2020

AGREEMENT

THIS AGREEMENT, made and entered into by and between TEAMSTERS GENERAL UNION, LOCAL 662, affiliated with the INTERNATIONAL BROTHERHOOD OF TEAMSTERS, hereinafter referred to as the "Union" and CITY OF ALTOONA, hereinafter referred to as the "Employer", its successors and assigns.

ARTICLE 1
RECOGNITION

The Employer recognizes and acknowledges that the Union, its agents, representatives, or successors, is the exclusive bargaining agency for all employees of the Employer, including such employees as may be presently or hereinafter represented by the Union working on jobs in classifications as set forth in the attached Wage Schedule, excluding supervisors and guards as defined in the Act.

ARTICLE 2
WAGES

A schedule attached hereto and marked Exhibit "A" shall be the minimum rates of pay.

ARTICLE 3
DURATION

THIS AGREEMENT shall be in full force and effect from January 1, 2020, TO AND INCLUDING December 31, 2020.

Signed this _____ day of _____, 2019. As of January 1, 2020.

TEAMSTERS GENERAL UNION
Local 662
Eau Claire, Wisconsin

CITY OF ALTOONA
Altoona, Wisconsin

BY: _____
Paul Lovinus, Business Agent

BY: _____
Mayor Brendan Pratt

BY: _____
Lori Prudlick, Union Steward

CITY OF ALTOONA CLERICAL EMPLOYEES

EXHIBIT "A"

To cover all employees in the following classifications:

Wages per Hour

CLERICAL CLASSIFICATIONS

		<u>Base Wage Start</u>
CLERICAL I	01-01-2020	\$19.52
CLERICAL II	01-01-2020	\$21.32

LABOR AGREEMENT

BETWEEN

CITY OF ALTOONA
ALTOONA WI

AND

TEAMSTERS GENERAL UNION
LOCAL 662
EAU CLAIRE WI

PUBLIC WORKS EMPLOYEES

For the period:
January 1, 2020 through December 31, 2020

AGREEMENT

THIS AGREEMENT, made and entered into by and between TEAMSTERS GENERAL UNION, LOCAL 662, affiliated with the INTERNATIONAL BROTHERHOOD OF TEAMSTERS, hereinafter referred to as the "Union" and CITY OF ALTOONA, hereinafter referred to as the "Employer", its successors and assigns.

ARTICLE 1
RECOGNITION

The Employer recognizes and acknowledges that the Union, its agents, representatives, or successors, is the exclusive bargaining agency for all employees of the Employer, including such employees as may be presently or hereinafter represented by the Union working on jobs in classifications as set forth in the attached Wage Schedule, excluding supervisors and guards as defined in the Act.

ARTICLE 2
WAGES

A schedule attached hereto and marked Exhibit "A" shall be the minimum rates of pay.

ARTICLE 3
DURATION

THIS AGREEMENT shall be in full force and effect from January 1, 2020, TO AND INCLUDING December 31, 2020.

Signed this _____ day of _____, 2019. As of January 1, 2020.

TEAMSTERS GENERAL UNION
Local 662
Eau Claire, Wisconsin

CITY OF ALTOONA
Altoona, Wisconsin

BY: _____
Paul Lovinus, Business Agent

BY: _____
Mayor Brendan Pratt

BY: _____
Nicholas Johnson, Union Steward

CITY OF ALTOONA PUBLIC WORKS EMPLOYEES

EXHIBIT "A"

To cover all employees in the following classifications:

Wages per Hour

		<u>Base Wage Start</u>
PUBLIC WORKS EMPLOYEES	01-01-2020	\$21.32

THE CITY *of* **Altoona**

ITEM 14 - Discuss/consider approval of Bartender Licenses for the 2019-2020 licensing period as submitted by Clerk Bauer.

The City has received bartender license applications for the licensing period of July 1, 2019 through June 30, 2020.

A report will be prepared by the Police Chief recommending approval or possible denial of a bartender license(s) prior to the Council Meeting.

The Council will need to determine which operator licenses to approve and which operator licenses should be denied based on information received by the Altoona Police Department.

Suggested motion: I move to approve/not approve the bartender licenses for the 2019-2020 licensing period as submitted by Clerk Bauer.