

**CITY OF ALTOONA, WI  
REGULAR COUNCIL MEETING MINUTES  
January 9, 2020**

**(I) Call Meeting to Order**

Mayor Brendan Pratt called the meeting to order at 6:00 p.m. held in the Council Chambers at Altoona City Hall.

**(II) Pledge of Allegiance**

Mayor Pratt led the Common Council and others in attendance in the Pledge of Allegiance.

**(III) Roll Call**

City Clerk Cindy Bauer called the roll. Mayor Brendan Pratt, Council Members Dale Stuber, Andrew Schlafer, Matthew Biren, Tim Sexton, and Susan Rowe were present. Red Hanks was present via phone. Also Present: City Attorney John Behling, City Administrator Michael Golat, , Fire Chief Mark Renderman, City Planner Joshua Clements, Management Analyst Roy Atkinson and City Clerk Cindy Bauer.

**(IV) Citizen Participation Period**

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

**(V) Approval of minutes.**

Motion by Biren/Sexton to approve the minutes of the December 19, 2019 Regular Council Meeting. **Motion carried.**

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

City Administrator Golat mentioned that City Staff has been putting together the work plan for 2020 and will be presented at a future Council Meeting.

**City Committee Reports – None.**

**(VII) Unfinished Business – None.**

**(VIII) New Business**

**Discuss/consider license agreement between the City of Altoona and Chippewa Valley Holdings LLC (CVH) to allow CVH to initiate private construction on city-owned property.**

City Administrator Golat explained the license agreement between the City of Altoona and Chippewa Valley Holdings LLC (CVH), or Assigns which has been assigned to a company called PB & JT, LLC, providing CVH permission to initiate construction activities on City-owned property located across the parking lot from Cabin Coffee prior to the property being conveyed from the City to CVH. As stipulated in a land sales agreement between the City and CVH, the City was to complete a CSM to create a lot for sale prior to closing on December 20, 2019; however, the CSM was not completed in a timely manner so the license agreement is necessary. Golat said this agreement will allow CVH to begin work on their proposed and approved multi-tenant building as soon as possible to meet their tenants' timelines for moving into the space. Council Members were provided copies of the agreement prior to the Council Meeting. City Administrator Golat noted that the CSM will be considered by the Plan Commission on January 21 and referred for possible City Council action on January 23rd.

Motion by Biren/Stuber to approve the license agreement between the City and Chippewa Valley Holdings, or Assigns, (PB & JT, LLC) providing CVH permission to initiate construction activities on City-owned property located across the parking lot from Cabin Coffee prior to the property being conveyed from the City to CVH. **Motion carried.**

**(VIII)(2) Discuss/consider approval of Ordinance 1A-20, an Ordinance amending Chapter 15.09 of the Altoona Municipal Code “Fire Prevention Code” to update language within the chapter.**

Fire Chief Renderman referred to Ordinance 1A-20. Renderman explained that while reviewing the Bond Schedule that was approved at the December 19, 2019 Council Meeting Renderman noted some old language under Chapter 15.09. Ordinance 1A-20 is a housekeeping issue to update the references of Safety and Professional Services, SPS 314 instead of the Department of Commerce, Comm. 14 and to keep consistency with language found under the violations-penalty.

Motion by Sexton/Rowe to approve Ordinance 1A-20, an Ordinance amending Chapter 15.09 of the Altoona Municipal Code. **Motion carried.**

**(VIII)(3) Discuss/consider approval of annual application for Manufactured Homes/Manufactured Home Communities license for 2020 submitted by Hillcrest Estates LLC for Hillcrest Estates.**

City Administrator Golat explained the application for Manufactured Homes/Manufactured Home Communities licenses for 2020 submitted by Hillcrest Estates LLC for Hillcrest Estates Park. This is an annual license to operate and maintain a Manufactured Homes Community in the City of Altoona in accordance with Chapter 17 of the Altoona Municipal Code.

Jae Cho, of Hillcrest Estates LLC submitted the 2020 License application. The application provided was based on the number of buildable “spaces” in the park as referred to in Section 17.04.090 of the Altoona Municipal Code. Mr. Cho reviewed all the vacant lots in the spring of 2019. Upon inspection, they realized that many of the lots are unusable due to various reasons; that being slope, size, lack of utilities, etc. They would need very significant improvements or not usable at all. The total billable lots is 443. The amount to be paid is \$900.00 (\$100 for each 50 spaces or fraction thereof-443 spaces).

Motion by Rowe/Biren to approve the Manufactured Homes/Manufactured Home Communities licenses for 2020 submitted by Hillcrest Estates LLC for Hillcrest Estates. **Motion carried.**

**(VIII)(4) Discuss/consider approval of Resolution 1A-20, a Resolution creating a Census 2020 Complete Count Committee.**

City Administrator Golat explained that the next Census will take place in 2020. Accurate census information is critical to planning for future growth, development and social needs of the City of Altoona. The City of Altoona would like to be a 2020 Census Partner to ensure a complete, accurate and cost-effective count for the City of Altoona. The first step in formalizing our Complete Count Committee is by passing a resolution which is attached for review.

Motion by Sexton/Stuber to approve Resolution 1A-20, A Resolution creating a Census 2020 Complete Count Committee. **Motion carried.**

**(VIII)(5) Discuss/consider Mayoral Appointment and Chairperson of the 2020 Complete Count Committee.**

City Administrator Golat explained that after the Council passes Resolution 1A-20, the next step is to approve the 2020 Complete Count Committee. The Committee shall consist of up to seven (7) members. The Complete Count Committee shall be appointed by the Common Council and shall include representation from each of the following community groups: Business, Religious Groups, Education, Community Organizations, Media, Minority Groups. The term shall continue through June 2020.

Motion by Stuber/Sexton to approve the Mayoral Appointment and Chairperson of the 2020 Complete Count Committee as listed. **Motion carried.**

**(VIII)(6) Discuss/consider approval of Bartender Licenses for the 2019-2020 licensing period as submitted by Clerk Bauer.**

City Clerk Bauer explained that the City has received bartender license applications for the licensing period of July 1, 2019 through June 30, 2020. A report was prepared by the Police Chief and distributed to Council

Members recommending approval of all the bartender license(s).

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

**(VIII)(7) - Discuss/consider convening in closed session pursuant to Wis. Stats: 19.85 (1)(e). A. Purchase and/or sale of property.**

Motion by Stuber/Biren to convene in closed session at 6:15 p.m. pursuant to Wis. Stats. 19.85 (1)(e). Roll call vote, 6-eyes, Biren, Stuber, Hanks, Sexton, Rowe, Schlafer, 0-nays. **Motion carried 6-0.**

**(VIII)(8) Motion to reconvene to Open Session.**

**A. Purchase and/or sale of property.**

Motion by Biren/Stuber to reconvene in open session at 6:49 p.m. Roll call vote, 6-eyes, Rowe, Schlafer, Stuber, Biren, Sexton, Hanks, 0-nays. **Motion carried 6-0**

City Administrator Golat explained that there was one item in Closed Session that required action, that being Lot 3 of CSM #3356 located in the River Prairie Development to change the closing date of purchase from December 20, 2019 to January 31, 2020 as reflected in the WB-40 amendment offer to purchase.

Motion by Biren/Sexton to accept the WB-40 Amendment to Offer to Purchase from Chippewa Valley Holdings, LLC or Assigns (PB & JT, LLC), originally dated September 26, 2019 and accepted September 27, 2019 as amended for the closing date be changed from December 20, 2019 to January 31, 2020 for Lot 3 of CSM #3356 located in the River Prairie Development. **Motion carried.**

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

None

**(X) Adjournment.**

Motion by Rowe/Stuber to adjourn at 6:50 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk