

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
March 12, 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, Matt Biren, Tim Sexton, and Susan Rowe were present. Red Hanks was present via phone. Also Present: City Attorney John Behling, City Administrator Michael Golat, Director of Public Works/City Engineer David Walter, City Planner Joshua Clements, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

Bruce Barker of the Chippewa Valley Technical College was present to provide some information regarding a Referendum that will be on the April 7, 2020 Spring Ballot. Barker gave some background information regarding their mission and explained the purpose of the referendum.

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

(V) Approval of minutes.

Motion by Rowe/Sexton to approve the minutes of the February 27, 2020 Regular Council Meeting. Biren and Stuber abstained. **Motion carried.**

(VI) City Officers/Department Heads Report

Marissa Stanley of the Eau Claire City/County Health Department was present to provide information regarding COVID-19 for Eau Claire County. The Eau Claire City/County Health Department will be providing a public information notice on Friday, March 13, 2020 at 1:30 p.m. City Administrator Golat briefed the Council on a City of Altoona COVID-19 Action Plan.

City Committee Reports – None.

(VII) Unfinished Business – None.

(VIII) New Business

(1) Discuss/consider approval of a combined General Implementation Plan and Specific Implementation Plan for “The Fairway” at the corner of N. Willson Drive and Fairway Drive.

City Planner Clements referred to the proposed Specific Implementation Plan: “The Fairway” and Staff Report 20-03B (2020-0302). Clements noted that this was discussed at the March 10 Plan Commission and recommended approval by the Plan Commission.

Clements explained that the Specific Implementation Plan (SIP) illustrates the architecture and site design elements for The Fairway, a proposed 53-unit building at the NW corner of N. Willson Drive and Fairway Drive. The proposed development area is 1.62-acres and is an undeveloped parcel. The land was previously assembled by WI DOT as part of the Highway 53 project, and acquired by the City in 2019. The property is owned by the City of Altoona and is subject to a purchase agreement by the petitioner. Clements said vehicle access is proposed from a primary driveway located on Fairway Drive to access structured and surface parking, and a secondary driveway from N. Willson to access a smaller surface parking area. A total of 53 covered automobile parking

spaces and 38 surface spaces exceed the minimum required.

Since this area was DOT Right-of-way, it was not included in any existing general plans for land use plans of the City. Therefore, the proposed action is to consider a General Implementation Plan and Specific Implementation Plan in a single action.

See enclosed Staff Report for further description and analysis.

Staff recommends that the Council **approve** of the combined General Implementation Plan and Specific Implementation Plan as generally consistent with the River Prairie Design Guidelines and Standards with the following proposed conditions:

A. **Landscaping** [RPDG IX 6]

1. Boulevard trees shall be added along the N. Willson frontage at 30' maximum spacing (approx. 280 feet of frontage, 9-10 specimens). Avoid planting within 5 feet of underground utilities and inlets.

B. **Building and Architectural Standards** [RPDG IX 7]

1. All exterior lighting on the site shall be downcast, full cut-off design and be shielded to prevent spillover of direct light onto adjacent properties [*Altoona Municipal Code* 19.59.030 (H)].
2. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
3. KNOX boxes shall be located by the primary street-facing entrances, nearest to FDC location. Confirm location prior to installation with Altoona Fire Department.
4. Building and site signs shall appeal for sign permits. Insufficient information provided for review at this time.
5. City of Altoona utility staff shall be provided access to appropriate utility room(s) for metering purposes.

C. **Utilities**

1. Add an additional hydrant north of the north driveway, within the City right-of-way. Placement shall be reviewed and approved by the Altoona Fire Department and/or City Engineer.
2. If the building features a sprinkler system, the Fire Department Connection (FDC) shall be 4" STORTZ and shall be located either (A) near the southeast corner of the building near the entrance and directly accessible to the small parking lot; or (B) on the northwest façade near the building entrance. Final placement shall be reviewed and approved by Altoona Fire Department.
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.

D. **Operational**

1. The petitioner shall acquire lodging license and pertinent permits through Eau Claire County Health Department if any units are offered for hospitality purposes, as defined by State Statue.
2. The Development Agreement shall be executed to address proposed modification to existing storm water pond, and modification/construction of public facilities.

Motion by Sexton/Biren to approve the combined General Implementation Plan and Specific Implementation Plan for The Fairway with staff recommended conditions. **Motion carried.**

(VIII)(2) Discuss/consider approval of Resolution 3A-20, a Preliminary Resolution of the Common Council of the City of Altoona, declaring intent to exercise its police powers pursuant to Section 66.0703 of Wisconsin Statutes to specially assess for the 2020 Street & Utility Reconstruction project.

City Engineer/Director of Public Works (CE/DPW) Walter explained Resolution 3A-20, a preliminary resolution of the Common Council of the City of Altoona, declaring intent to exercise its police powers pursuant to Section 66.0703 of Wisconsin Statutes to specially assess for the 2020 Street & Utility Reconstruction project.

The scope of the project includes reconstruction of the following street segments.

1. Thompson Drive from Devney Drive to Knollwood Trail.
2. Knollwood Trail from Thompson Drive to approximately 460 feet east.
3. 1st Street East, from Lynn Avenue to the north end.

Items included in the project consist of grading, gravel, asphaltic concrete paving, concrete curb and gutter, sidewalk replacement, driveway apron replacement, water service replacement, storm sewer, and lawn restoration. As in the past, Altoona has used the special assessment process to fund a portion of the project.

The first step in the special assessment process is for the Council to pass the preliminary resolution declaring intent to exercise its police powers pursuant to section 66.0703 of Wisconsin Statutes and setting the date of the public hearing on the assessment for March 26, 2020 at 6:00 p.m. (or as soon thereafter as is practical). The preliminary resolution also directs City staff to prepare a Preliminary Assessment Report, which includes a schedule of the proposed assessments. Once completed, the report will be placed on file at City Hall for public inspection.

Walter noted that there will be an information meeting on Wednesday, March 18, 2020 from 6-7:00 p.m. for residents to provide them with an opportunity to learn more about the project. Council Members are also invited to attend that informational meeting.

Motion by Biren/Sexton to approve Resolution 3A-20, a preliminary resolution of the Common Council of the City of Altoona, declaring intent to exercise its police powers pursuant to Section 66.0703 of Wisconsin Statutes to specially assess for the 2020 Street & Utility Reconstruction project and set the date for public hearing at 6:00 p.m. on March 26, 2020. **Motion carried.**

(VIII)(3) Discuss/consider appropriation of funds for Comprehensive Planning technical assistance services.

City Planner Clements explained that this item was discussed at the March 10 Plan Commission. The Plan Commission recommend approval to appropriate funds for Comprehensive Planning technical assistance services as budget allows. Clements said the Comprehensive Plan for the City was adopted in 2009 and amended in 2014. Per State Statute, the Comp Plan must be amended not less than every ten years. This item has been on the Planning Department work plan since 2016.

Completion of the Parks Plan has been viewed as a higher priority in terms of timing. However, given the pace of development, capital projects, and economic development projects that require staff time, the Parks Plan is not yet completed, and focus remains on that project. Staff anticipate development activity to remain at similar levels for the immediate future.

City Planner Clements said in order to effectively complete a quality planning process that critically examines development opportunities and challenges, and successfully engages the general populace and key stakeholders, staff recommends allocating additional funds for technical assistance. The proposed/desired timeline is for initiation of the planning process by late spring (May/June) for substantial completion by end of 2020. Staff are currently evaluating potential scope of services and seeking preliminary opinions of probable cost. That information is not yet received at the time of meeting packet preparation and will be provided as soon as possible. The proposed scope of technical assistance is likely to include:

- (1) GIS/Mapping;
- (2) Public Participation (or substantial portions thereof);
- (3) Assistance with specific elements of the plan, such as transportation and utilities.

The City has contracted with West Central Wisconsin Regional Planning for GIS/Mapping services. The largest variable is the public participation, which typically requires a substantial portion of the planning process time. There are multiple methodologies and tools that are utilized in public participation, each with differing resource requirements, timing, and outcomes. Questions for the Plan Commission and Council include:

- (1) Methodology for engagement-
 - (a) Many (12-18) facilitated community meetings with topic-specific tracks and community-generated content;
 - (b) Fewer (3-5) facilitated "open houses" with general city-wide topics, or one meeting per topic;
- (2) How much resources to invest;
- (3) Amount of time for engagement activities to be conducted and concluded
- (4) Breadth and depth of engagement and "deliverables/results" from engagement activities/tools

Dedicating additional resources to the Comprehensive Plan will require a budget amendment. Staff proposes that Council consider this action within the next month such that, if approved, contracting may take place to begin planning activities.

Motion by Rowe/Sexton to approve direction to staff to prepare a budget amendment to allocate funds for Comprehensive Planning technical assistance services. **Motion carried.**

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

City Clerk Bauer received bartender license applications for the licensing period of July 1, 2019 through June 30, 2020. Council Members were provided a report prepared by the Police Chief Bakken recommending approval of all bartender license(s) submitted.

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

(VIII)(7) Discuss / consider placement of flag pole in River Prairie Park as requested by the Eau Claire County Veterans Tribute Foundation.

City Administrator Golat explained that the Chippewa Valley Veterans Tribute would like to propose the placement of an oversized flag located on the east side of River Prairie Park. Proposed size of the pole is 80'-130' with the flag being approximately 30'x40'. The flag would act as a "feature" landmark to the upcoming Veterans Tribute that will be breaking ground this year. We would name it "Old Glory" and the intention is to have the flag seen from Highway 53, and to become a landmark representing the Veterans Tribute and surrounding River Prairie Park.

Motion by Schlafer/Sexton to approve placement of flag pole in River Prairie Park as requested by the Eau Claire County Veterans Tribute Foundation subject to positive recommendation by the Parks & Recreation Board. **Motion carried.**

Council Member Hanks left the meeting.

(VIII)(5) Discuss/consider convening in closed session pursuant to Wis. Stats: 19.85 (1)(e). A. Purchase and/or sale of property.

Motion by Stuber/Sexton to convene in closed session at 7:12 p.m. pursuant to Wis. Stats. 19.85 (1)(e). Roll call vote, 5-ayes, Stuber, Sexton, Rowe, Schlafer, Biren, 0-nays. **Motion carried 5-0.**

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

A. Purchase and/or sale of property.

Motion by Stuber/Sexton to reconvene in open session at 9:10 p.m. Roll call vote, 5-ayes, Biren, Stuber, Schlafer, Sexton, Rowe, 0-nays. **Motion carried 5-0.**

City Administrator Golat explained that there were items discussed in Closed Session pertaining to the sale of city property, one requiring action, that being the WB-40 Amendment to Offer to Purchase from Adam Mohr, Compass, LLC to change the closing date for Lot 12 located in the Northwest Quadrant of River Prairie Development.

Motion by Sexton/Biren to accept the WB-40 Amendment to Offer to Purchase from Adam Mohr, Compass, LLC originally accepted on October 10, 2019 to change the closing date from March 27 to April 24, 2020 as set forth in the terms of the WB-40 amendment. **Motion carried.**

(IX) Miscellaneous Business and Communication – none.

(X) Adjournment.

Motion by Sexton/Stuberwe to adjourn at 9:11 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk