

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
June 11, 2020

(I) Call Meeting to Order

Mayor Brendan Pratt called the meeting to order at 6:00 p.m. The Regular Council Meeting was held via Zoom Teleconference/Video conference due to Coronavirus COVID-19.

(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, Timothy Lima, Maria Guzman, Matt Biren, Tim Sexton, and Susan Rowe were present. Also Present: City Attorney John Behling, City Administrator Michael Golat, City Planner Joshua Clements, Management Analyst Roy Atkinson, Police Chief Kelley Bakken, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

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

(V) Approval of minutes.

Motion by Stuber/Rowe to approve the minutes of the May 28, 2020 Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator commented that the new Safer at Home order was issued permitting indoor public gatherings of up to 50 people and up to 100 people in outdoor public gatherings.

Police Chief Bakken commented that with the help of the Eau Claire Water Rescue Task Force, there will be a life jacket stand that will be placed down by the River Prairie canoe landing. Life jackets will be available for use while on the river. Bakken reported that the 2020 Budget included body cameras; they are still in the process of obtaining a vendor to purchase the cameras.

City Committee Reports – None.

(VII) Consent Agenda

1. Discuss/consider approval of Combination of “Class B” Retailers’ Licenses.
2. Discuss/consider approval of a Class “B” Retailer’s license
3. Discuss/consider approval of a “Class C” Retailer’s license
4. Discuss/consider approval of a Combination “Class A” Retail license.
5. Discuss/consider approval of Cigarette Licenses.
6. Discuss/consider approval of Refuse Haulers License in the City of Altoona.
7. Discuss/consider mayoral appointment of City Planner Joshua Clements to the City of Altoona seat on the Eau Claire Transit Commission.

Council Member Rowe asked that Item 5 be removed from the Consent Agenda and included in the regular agenda for discussion.

Clerk Bauer explained that Items 1-6 included annual licenses for the July 1 – June 30 licensing year. There have been no issues with any of the licenses brought before the Council. Item 7 is the re-appointment of City Planner Joshua Clements to the City of Altoona seat on the Eau Claire Transit Commission for another three-year term

Motion by Rowe/Stuber to approve all the items listed on the consent agenda except for Item 5 – Cigarette Licenses. **Motion carried.**

(VIII) Unfinished Business – None.

(IX) New Business

Consent agenda item 5 moved to the regular agenda.

(VIII)(5) Discuss/consider approval of the following applicants for a Cigarette License:

Cenergy, LLC; Golden Spike Bar & Grill Inc; Roland Knusalla, DBA Rolly's Coach Club, 400 Club of Altoona, LLC, Walgreen Company (Walgreen Store #03497), Kwik Trip, Inc. (Kwik Trip Store #208 and Kwik Trip Store #828), Woodman's Food Market Inc. (Woodman's Store #41 and Woodman's Store #41 Gas Station), and Casey's Marketing Company. Cigarette licenses are valid from July 1 - June 30th of each year; therefore the licenses are brought forward each year at this time for renewal. The City has received renewal applications for a Cigarette License. The names of each applicant are listed above.

Council Member Rowe asked Attorney Behling if the City could deny any cigarette licenses in the City of Altoona. Discussion followed. This item has been discussed in previous years; Staff suggested that instead of denying the cigarette licenses, direct staff to do some research in developing a plan to encourage the cessation of smoking. City Administrator Golat commented that the Eau Claire City/County Health Department would gladly assist in a campaign encouraging the cessation of smoking.

Consensus of Council Members was to direct staff to do research on developing a plan to encourage no-smoking.

Motion by Sexton/Guzman to approve the cigarette licenses as listed and direct staff to develop a plan to encourage no-smoking. Rowe and Stuber against. **Motion carried.**

(IX)(9) Proclamation Recognizing Juneteenth Celebration Day on Friday, June 19, 2020.

Selika Ducksworth-Lawton was present to explain Juneteenth Celebration Day. Selika commented that Altoona is working in conjunction with Eau Claire to celebrate Juneteenth. Selika announced the schedule of events that are planned for June 19, 2020. Mayor Brendan Pratt read the proclamation. Juneteenth is the oldest known commemoration of the ending of slavery in the United States. The proclamation recognizes Juneteenth Celebration Day on June 19, 2020 in the City of Altoona and encourages all citizens to join in the commemoration and celebration of this historic day.

(IX)(1) Consideration and possible action on Resolution 6A-20, A Resolution Approving an Amendment to the Project Plan of Tax Incremental District No. 4 (TID 4), City of Altoona, Wisconsin.

City Administrator Golat explained that TID 4 is an existing mixed-use district and was created in 2008. The Joint Review Board met on May 28, 2020 and reviewed the proposed TID #4 plan amendment. The proposed amendment allows the District to incur additional project costs within ½ mile of the District's boundaries to promote on-going development. New Projects include utility construction as well as construction of a water tower. The Plan Commission reviewed and adopted Resolution 6A-20-PC approving the Project Plan Amendment on June 9, 2020 at 5:30 p.m. The next procedural step will be for City Council to consider approving the TID #4 amendment. If Resolution 6A-20 is adopted by the City Council at this meeting (June 11), the Joint Review Board will meet on Tuesday, June 23, 2020 at 11 a.m. for final approval of the amendment. If the amendment is approved by the Joint Review Board it will be sent to the State of Wisconsin to be finalized.

Sean Lentz, Financial Advisor from Ehlers was present to explain the Project Plan and summarize the cash flow of TID 4.

Motion by Sexton/Stuber to approve Resolution 6A-20, A Resolution Approving an Amendment to the Project Plan of Tax Incremental District No. 4 (TID 4), City of Altoona, Wisconsin. **Motion carried.**

(IX)(2) Public Hearing at 6:00 p.m. or as soon thereafter as is possible regarding a Certified Survey Map to subdivide parcel #201100707000 into three parcels located at 2999 Hamilton Avenue.

Mayor Pratt opened the public hearing at 6:55 p.m.

City Planner Joshua Clements explained that the property located at 2999 Hamilton Avenue is approximately 0.870 acres and includes frontage on Hamilton Avenue as well as Gloede Avenue. The proposed CSM creates three parcels, one being the existing home accessed from Hamilton Avenue, and creating two new parcels accessed from Gloede. There is a shared utility and access easement included to create access to the parcel that does not have direct roadway frontage. All lot dimensions and characteristics meet City standards.

Clements noted that the Plan Commission recommended approval of the CSM at its June 9, 2020 Plan Commission Meeting. Clements mentioned that the property is currently zoned R-1 but the owner is possibly interested in asking to rezone to R-2 for future development.

Lila Cross, applicant for the CSM, 2999 Hamilton Avenue, was present to explain her intention for development of the additional lots as proposed.

Motion by Rowe/Lima to close the public hearing at 6:59 p.m. **Motion carried.**

(IX)(3) Discuss/consider approval of a Certified Survey Map to subdivide parcel #201100707000 into three parcels.

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

(IX)(4) Discuss/consider approval of a Specific Implementation Plan (SIP) for River Flats III in River Prairie Northwest Quadrant (Discussed at the June 9, 2020 Plan Commission Meeting).

City Planner Clements noted that the Plan Commission reviewed the site plan. Plan Commission Members had concerns with the aesthetics or design of the pub area on the southwest end of the building. Plan Commission Members felt there should be a more distinguished look; façade appeal identifying the restaurant from the apartment. Therefore, the Plan Commission did not recommend to Council approval of the Specific Implementation Plan for River Flats 3 as presented. Plan Commission Members recommended modification to the 2200 square foot restaurant space design to make the restaurant space more appealing.

City Planner Clements mentioned that the developer presented to the City modifications as suggested by the Plan Commission members earlier this afternoon. City Planner Clements referred to his Staff Report 20-06C and the Proposed SIP – River Flats III as modified. Clements explained that the Specific Implementation Plan for River Flats III illustrates architecture and site design elements for a three-story mixed-use building to be located on Front Porch Place in River Prairie. The building footprint is approximately 11,777 ft² with a total of 30,931 ft². The building includes 12 dwellings, structured parking, and a 2,220 ft² restaurant suite facing the River Prairie Plaza. The proposed development area is 0.38 acres (~ 16,553 ft²) and is a prepared “pad ready” site owned by the City. The residential portion of the building on level 2 and 3 will be 12 dwellings with 20 total bedrooms. Each dwelling will have a deck, and separate storage areas are included on each level.

Vehicle parking is proposed to occupy most of the first level of the building, with a 12-foot driveway accessed from Front Porch Place. The driveway will displace four street parking spaces and require modifications to existing street terrace. 19 automobile parking spaces (for 20 bedrooms) are shown within the building envelope, along with bicycle storage for residents and 220-amp outlets for electric vehicle charging.

The 2,200 ft² restaurant space occupies the southwest end of the building and is designed to integrate with the park and River Prairie Plaza, including the addition of a 1,000 ft² outdoor patio. Customer access will be from the Plaza side of the space. The building design, materials and aesthetics are proposed to be similar to River Flats I and II, completed earlier in 2020. City Planner Clements explained the revised modifications to the SIP.

Motion by Biren/Sexton to approve the Specific Implementation Plan as modified for River Flats 3 as being in substantial conformance to the River Prairie Design Guidelines & Standards with staff recommended modifications and to direct staff to continue working with the Developer for the final design/façade on the commercial end of the building. **Motion carried.**

(IX)(5) Discuss/consider approval of Resolution 6B-20, A Resolution amending the 2020 Capital Projects.

Finance Director Tina Nelson explained that at the April 9, 2020 City Council meeting, the City Council voted in favor of purchasing 80.927 acres of vacant land from ATR Properties of Eau Claire, % Bev Volkman. The designated Land Acquisition fund balance was \$2,627,325.02 on May 1, 2020. The Land Acquisition account is designated for this purpose; therefore, the funds to purchase the property will be transferred from the designated Land Acquisition account. Because this is a designated fund balance it requires Council action to approve the use of designated funds. The budget amendment amount is \$1,008,660. The amendment before you properly account for the capital property purchase and other associated expenses and also the revenue transfer of the designated fund balance.

Motion by Rowe/Lima to approve Resolution 6B-20, A Resolution amending the 2020 Capital Projects Budget. Roll call vote, 6-ayes, Guzman, Sexton, Stuber, Rowe, Biren, Lima, 0-nays. **Motion carried 6-0.**

(IX)(6) Discuss/consider convening in closed session pursuant to Wis. Stats: 19.85 (1)(e). A. Purchase and/or sale of property.

(IX)(7) Wis. Stats: 19.85 (1)(g) A. Woodman's Real Estate Tax Claim.

Motion by Lima/Stuber to convene in closed session at 6:45 p.m. pursuant to Wis. Stats. 19.85 (1)(e) and Wis. Stats 19.85 (1)(g). Roll call vote, 6-ayes, Stuber, Guzman, Lima, Biren, Rowe, Sexton, 0-nays. **Motion carried 6-0.**

(IX)(8) Motion to reconvene to Open Session.

Motion by Lima/Sexton to reconvene in open session at 7:47 p.m. Roll call vote, 6-ayes, Guzman, Sexton, Rowe, Stuber, Biren, Lima, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that there were two items discussed in Closed Session pertaining to the sale of property and the Woodman's Real Estate Tax Claim.

Motion by Rowe/Stuber to accept the WB-40 Amendment to Offer to Purchase originally dated February 25, 2020 and accepted on February 27, 2020 for Lots 18, 19, and Part of Lot 17 in River Prairie Development from Mark W. Held and/or Assigns for the closing date to be changed from June 15 to July 1, 2020 and authorize the Mayor to sign the document on behalf of the City. **Motion carried.**

(X) Miscellaneous Business and Communication

(XI) Adjournment.

Motion by Stuber/Biren to adjourn at 7:50 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk