

**CITY OF ALTOONA, WI**  
**REGULAR COUNCIL MEETING MINUTES**  
**July 23, 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: Attorney John Behling, City Administrator Michael Golat, City Planner Joshua Clements, DPW/City Engineer David Walter, Finance Director Tina Nelson, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer. Police Chief Kelly Bakken arrived at 6:05 p.m.

**(IV) Citizen Participation Period**

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

**(V) Approval of minutes.**

Motion by Stuber/Biren to approve the minutes of the July 9, 2020 Regular Council Meeting. **Motion carried.**

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

Finance Director Tina Nelson provided to Council Members an updated budget report as of July 23, 2020 along with an updated COVID related expense report.

Police Chief Kelly Bakken presented a report regarding strengthening the Community relationship.

**City Committee Reports – None.**

**(VII) Consent Agenda – None.**

**(VIII) Unfinished Business – None.**

**(IX) New Business**

**(1) Public Hearing at 6:00 p.m. or as soon thereafter as is practical) regarding proposed Ordinance 7A-20 amending the City's Official Map (Discussed at July 14 Plan Commission)**

Mayor Pratt opened the public hearing at 6:11 p.m.

City Planner Joshua Clements referred to the following:

- Ordinance 7A-20 Official Map (2 pages, incl. illustration)
- Letter: Official Map Information and Notification
- Official Notice: Ordinance 7A-20

City Planner Joshua Clements explained that this item was discussed at the June 23rd and July 14th Plan Commission meeting, as well as other Commission meetings throughout the twelve months. Public Information sessions were held virtually on June 25th at 10 a.m. and June 29th at 6:00 p.m. Notices were sent to all property owners with features shown on the proposed Official Map on June 18th (see enclosed).

Official Mapping is a tool to implement the community vision and aspirations by planning for orderly and

coordinated future growth. The proposed Official Map has been under development by City Staff and West Central Wisconsin Regional Planning Commission with cooperation from the Wisconsin Department of Transportation and Eau Claire, and engagement with the Town of Washington. Preparation of this map began in approximately April 2019 in anticipation of development in the Highway 12 corridor and future South Neighborhood. The design for the roads parallel to and accessing Highway 12 were designed by the WI DOT in approximately 2010.

Official Mapping is an exercise of police power described in WI Statutes that allow local units of government to describe and reserve lands for future public facilities and infrastructure. Use of this authority requires land to be dedicated during the subdivision process, and control over the issuance of building permits. Due to many of the features of the proposed amendment lying outside of the City, the City cannot exercise its Official Map authority over extraterritorial land divisions or building permits issued by the town. However, State Statutes permit the City to Officially Map features in its extraterritorial jurisdiction to plan for future development.

The Plan Commission met and recommended approval of the amendment on July 14 with three modifications (reflected in the enclosed map):

- (1) Removal of the future mapped roadway connecting North Mayer Road to Industrial Drive, and realignment of the future roads west of Industrial Drive to connect to Industrial Drive near its center point.
- (2) Removal of the future mapped roadway connecting North Mayer Road east to County Road SS, and to add a future road centered on the rear property lines of the existing three properties west of CTY SS that currently have private driveways accessing HW12, as a means of providing access.
- (3) Removal of future extension of CTY SS from HW12 south to Carol Street (town road).

Additional items of discussion among Plan Commission and staff:

- (1) Citizens that live in the town area accessed from Short Road expressed safety concerns of the existing conditions at the intersection of Short Rd and HW12. Everyone who contacted staff was in favor of connecting Pleasant View Street to Short Road, and shared a desire for that to be proactively accomplished. Staff also expressed the need to create an additional connection to this neighborhood to Mayer Road, to provide alternative access and connectivity. There may be opportunities to do so, but that was outside the scope of this project.

Discussion over the course of the development of this amendment, the additional elements were preliminarily studied, and not included due to the scope of this project, but are recommended to be revisited through Official Mapping:

- (1) Official Mapping of parkland along the Otter Creek corridor.
- (2) Connection of primary roadways in the South Neighborhood (between Prill & Mayer Rd).
- (3) Connection between Conch Ave (town road) and Kent Street (town road), due to topography and likely development of the intervening property.

Curt Tambornino, Owner of Curt Manufacturing was present who asked questions regarding Industrial Drive and Mayer Road accesses.

Kay, (a resident on Dana Street) had questions regarding the potential road by her property.

Motion by Stuber/Biren to close the public hearing at 6:45 p.m. **Motion carried.**

**(IX)(2) Discuss/consider adopting Ordinance 7A-20, an Ordinance amending the City's Official Map**

Motion by Lima/Sexton to approve Ordinance 7A-20 amending the City's Official Map. **Motion carried.**

**(IX)(3) Public Hearing at 6:05 p.m. or as soon thereafter as is practical regarding Ordinance 7B-20, an Ordinance rezoning parcel 201-1020-03-040 located at 754 Bartlett Avenue from I Industrial District to C Commercial District. (Discussed at July 14 Plan Commission)**

Mayor Pratt opened the public hearing at 6:46 p.m.

City Planner Clements explained that the Altoona School District seeks to purchase and renovate the existing 6,246 ft<sup>2</sup> building located at 754 Bartlett Avenue for use as a 4K site. The 1.343-acre property is currently zoned I Industrial District and most recently used by Half Moon Education. School uses are permitted in residential zone districts and conditionally permitted in the C Commercial District. The desired student capacity is 72, with 10 staff. The interior renovation creates four classrooms, inside play space, with associated restrooms and other support spaces.

The property features vehicle access to Bartlett Avenue as well as Garfield Avenue, connected with a direct private drive from which the parking and other building access is located. Two speed bumps are currently placed in the drive to slow vehicles, as there does appear to be cut-through traffic.

City Planner Clements noted that the proposed site modifications to the site illustrated in the plan are exclusive to adding an enclosed outdoor play space to the rear (north) of the building. This includes a 5' chain link fence w/vinyl slats and playground equipment. In order to complete zoning entitlement for the proposed use, the District must obtain both a rezoning and a conditional use permit. The Plan Commission approved the conditional use on July 14th with following conditions:

1. Approval of the Conditional Use Permit is subject to approval of the Appeal for Rezoning of the property to C Commercial District and satisfaction of any and all conditions attached to the rezoning.
2. The District shall coordinate with the City to accomplish direct, dedicated and separated pedestrian connections to and through the site, connecting building entrances to existing public ways.
3. Vehicle circulation to and through the site shall be revisited as needed to ensure safe circulation and management of conflicts. Conditions may be added or modified through the procedure provided by ordinance. The intended manner of vehicle circulation shall be clearly indicated through on-site signage and pavement markings.
4. Bicycle parking fixtures with capacity for no fewer than four bicycles shall be provided consistent with § 19.52.030 D. and § 19.52.06.

Michael Markgren and Heidi Eliopoulos, Altoona School District Representatives were present to answer any questions Council Members had regarding the proposed rezoning.

Motion by Sexton/Lima to close the public hearing at 6:54 p.m. **Motion carried.**

**(IX) (4) Discuss/consider approval of Ordinance 7B-20 rezoning parcel #201-1020-03-040 located at 754 Bartlett Avenue from I to C District.**

City Planner Clements noted that on July 14, 2020 the Plan Commission voted 7-0 to approve the Conditional Use and recommend approval of the appeal for rezoning.

Motion by Lima/Sexton to approve Ordinance 7B-20. **Motion carried.**

**(IX)(5) Public Hearing at 6:10 p.m. or as soon thereafter as is practical regarding Ordinance 7C-20, an Ordinance rezoning Lots 1, 2, and 3 of CSM 3573, vol. 20 CSM, Page 151 located at 2999 Hamilton Avenue from R1 One-Family Dwelling District to R2 One- and Two-Family Dwelling District. (Discussed at July 14 Plan Commission)**

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

City Planner Clements explained that a CSM was approved by the Plan Commission on June 9, 2020 and Council on June 11, 2020 to subdivide this property into three parcels, one with the existing home accessed from Hamilton Avenue, and two accessed from Gloede Avenue via an access easement. The four adjoining properties to the west are duplexes, each zoned R-2. Property to the east is Centennial Park, zoned P Park and Conservancy.

Motion by Rowe/Lima to close the public hearing at 7:00 p.m. **Motion carried.**

**(IX)(6) Discuss/consider approval of Ordinance 7C-20, an Ordinance rezoning Lots 1, 2, and 3 of CSM 3573, Vol 20 CSM, Page 151 located at 2999 Hamilton from R1 to R2.**

City Planner Clements noted that on July 14, 2020 the Plan Commission voted 7-0 to recommend approval of the appeal for rezoning.

Motion by Lima/Sexton to approve Ordinance 7C-20. **Motion carried.**

**(IX)(7) Discuss/Consider approval of a Specific Implementation Plan for River Prairie Wellness Center.**

City Planner Clements explained that the proposed Specific Implementation Plan illustrates architecture and site design elements for a 31,000 ft<sup>2</sup> two-story building to be located on Rivers Edge Trail (private drive) between DeFatta ENT to the north and Hoeft Builders to the south. This site is part of the Rivers Edge Trail General Implementation Plan in the River Prairie Mixed Use District. The proposed development area is 1.67 acres (73,180 ft<sup>2</sup>) and is a prepared “pad ready” site.

The building is designed to be an attractive four-sided building with entrance features on the south and east sides of the building. Emergency lower-level exit is on the west façade. The exterior materials are proposed to be predominantly brick, stone, and prefinished metal trim. The building footprint is approximately 15,582 ft<sup>2</sup> that appears as a one-story building at the entrance level with a two-story atrium entrance feature, and utilizing the site topography to create a lower level walk-out design to the west. The lower level is fully occupied space. Vehicle access to the site is via Rivers Edge Trail, with shared access to DeFatta ENT to the north and Hoeft Builders to the South. The existing driveway north to DeFatta will be reconstructed as a vehicle drive isle with parking. A total of 85 additional vehicle parking spaces are proposed, and shared with adjacent sites. The proposal also includes modifying the existing parking area to add 3 stalls, curblines, and pedestrian connectivity of the adjoining site, 1450 Rivers Edge Trail. Most of the stormwater at this site will be collected via two bioretention facilities on-site and conveyed to regional facilities serving the River's Edge Trail development area.

City Planner Clements noted that on July 14, 2020 the Plan Commission voted 7-0 to recommend approval of the SIP with staff-recommended modifications. Staff recommends approval of the Specific Implementation Plan with the following modifications (conditions of approval):

- A. **Access, Circulation & Parking** (RPDG IX. 1)
  - 1. 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. Add landscape trees (7) approximately as illustrated in the staff report. Trees shall be canopy species, native or hybrid native as defined by the WI DNR.
  - 2. Bioretention basins and parking lot islands shall be attractively and appropriately landscaped, including canopy trees.
- C. **Building and Architectural Standards** [RPDG IX 7]
  - 1. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
  - 2. Sign permits will be required for all building and ground signs and meet design requirements outlined in the River Prairie Design Guidelines, IX 5.
  - 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)].

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 east facade. 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 locations 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. **Outstanding Elements**

1. The conditions of approval of the SIP modification for 2420 Rivers Edge Trail, approved by the Council on 2018 Oct 11, remain incomplete. These modifications shall be accomplished.

Motion by Rowe/Stuber to approve the Specific Implementation Plan for River Prairie Wellness Center as being in substantial conformance with the River Prairie Design Guidelines and Standards with staff-recommended modifications. **Motion carried.**

**(IX)(8) Discuss/Consider approval of a Preliminary Plat (Condo Plat) and CSM for Hillcrest Greens Condominium (Discussed at July 14, 2020 Plan Commission Meeting).**

City Planner Clements referred to the following:

- Proposed Condominium Plat for Hillcrest Greens Condominium
- Proposed Covenants for Hillcrest Greens Condominium
- Proposed Certified Survey Map - Hillcrest Greens Condominium

Clements explained that the proposed Condominium Plat is consistent with the approved Specific Implementation Plan for Whisper Ridge Townhomes approved by the Plan Commission on February 11, 2020 and City Council on February 13, 2020. The CSM that was included with the Council packets reshapes existing parcels as an interim step to prepare the Condo instrument. Condo Plats cannot create lots or parcel lines. A Public Hearing was held before the Plan Commission on July 14, 2020. The Plan Commission recommended approval of the Preliminary Plat on a vote of 7-0.

Bill Albrecht was available to answer any questions Council Members had regarding the plat.

Motion by Lima/Biren to approve the Preliminary Plat and CSM. **Motion carried.**

**(IX)(9) Discuss/consider approval of Resolution 7A-20, a resolution extending a declaration of emergency in the City of Altoona related to the outbreak of COVID-19.**

City Administrator Golat explained that the declaration of an emergency in the City of Altoona related to the COVID-19 outbreak is scheduled to expire on July 27, 2020. Circumstances still persist that may require the City to take extraordinary action in response to the COVID-19 crisis to assure a flexible and timely response. Therefore, staff is recommending the City extend the City's declaration of emergency until August 31st, 2020. The ratified declaration of emergency proclamation allowed the following:

- Preparedness for a flexible and timely response to an identified national and state health emergency with strong potential for local impacts and the ability to implement necessary community responses.
- Permits remote attendance options for City Council, board and committee meetings and cancelation of non-essential meetings while facilitating reasonable public access to meetings within current social gathering recommendations.
- Expresses support for the County Health Department Emergency Order.

Motion by Stuber/Rowe to approve Resolution 7A-20, a resolution authorizing extending a declaration of emergency in the City of Altoona related to the outbreak of COVID-19. **Motion carried.**

**(IX)(10) Discuss/consider approval of Resolution 7B-20, a resolution supporting and encouraging the wearing of masks in the City of Altoona during the COVID-19 pandemic.**

City Administrator Golat explained that many municipalities in the State of Wisconsin are adopting Resolutions/policies mandating or encouraging the wearing of masks throughout their own municipality. Staff is suggesting that the City of Altoona also support and encourage the wearing of masks in the City of Altoona during the COVID-19 pandemic. The City of Eau Claire adopted a similar resolution on July 14, 2020. Resolution 7B-20 states the reasons why wearing a mask is encouraged.

Motion by Rowe/Stuber to approve Resolution 7B-20, a resolution supporting and encouraging the wearing of masks in the City of Altoona during the COVID-19 pandemic. **Motion carried.**

**(IX)(11) Discuss/consider Ordinance 7D-20, an ordinance amending Altoona Municipal Code Chapter 1.08 “General Penalty”.**

City Planner Clements explained that the proposed amendments to Title 1 enables issuance of citation by certain staff to relieve workload from law enforcement. These largely include property violations that pertain to building code or zoning requirements, but may also include fire or public works. The general purpose being to allow non-law enforcement personnel to respond to enforcement of ordinance violations related to their duties. Additional modifications are recommended consistent with contemporary practices for the enforcement of municipal ordinances.

Motion by Biren/Rowe to approve Ordinance 7D-20. **Motion carried.**

**(IX)(12) Discuss/consider Resolution 7C-20, a Resolution amending the City’s Bond Schedule.**

City Planner Clements explained that the proposed additions to the Bond Schedule add entries for building code and zoning ordinance violations. Proposed additions are indicated in bold on the attached bond schedule.

Motion by Rowe/Biren to approve Resolution 7C-20, a Resolution amending the City’s Bond Schedule. **Motion carried.**

**(IX)(13) Discuss/consider approval of Ordinance 7E-20, an ordinance amending Altoona Municipal Code Chapter 10.46 “Inoperative Motor Vehicles” specifically Section 10.46.020 to prohibit storage on public property.**

Police Chief Kelley Bakken explained that the proposed amendment to Chapter 10.46.020 would prohibit the storage of inoperative motor vehicles on public property as well as the presently prohibited private property.

Motion by Stuber/Sexton to approve Ordinance 7E-20, an ordinance amending Chapter 10.46, specifically Section 10.46.020 to prohibit storage on public property. **Motion carried.**

**(IX)(14) Discuss/consider completing additional paving projects utilizing available monies from the Cinder City Park Improvement project budget due to favorable bids.**

City Administrator Golat explained that bids for the Cinder City Park Improvement Project were approximately \$35,000 lower than anticipated. At the July 9, 2020 Council Meeting, staff suggested using the extra monies to complete additional city parks projects including:

- a. Paving the south trailhead entrance of Centennial Park at the intersection of San Juan Road and Gloede Avenue; cost estimated at \$12,000 to \$13,000.
- b. Completion of the 2nd half of the basketball court in Tenth Street Park, making it a full-length basketball court, including paving, fencing, striping and hoop installation; cost estimated at \$12,075.51.

Motion by Rowe/Biren to direct staff to proceed with paving the south trailhead entrance to Centennial Park and constructing the 2nd half of the basketball court at 10th Street Park. **Motion carried.**

**(IX)(15) Discuss/consider convening in closed session pursuant to Wis. Stats: 19.85 (1)(e). A. Purchase and/or sale of property and B. TID 4 Contribution to Prairie View Ridge for Stormwater Improvements.**

Motion by Biren/Rowe to convene in closed session at 7:36 p.m. pursuant to Wis. Stats. 19.85 (1)(e) and Wis. Stats 19.85 (1)(g). Roll call vote, 6-ayes, Biren, Rowe, Stuber, Sexton, Lima, Guzman, 0-nays. **Motion carried 6-0.**

**(IX)(16) Motion to reconvene to Open Session.**

Motion by Lima/Stuber to reconvene in open session at 8:55 p.m. Roll call vote, 6-ayes, Sexton, Guzman, Rowe, Lima, Biren, Stuber, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that there were items discussed in Closed Session pertaining to the sale of property and stormwater improvements.

Motion by Biren/Stuber to amend the existing development agreement between the City of Altoona and Prairie View Ridge to include the Stormwater Improvements cost subject to Legal Counsel Review and subject to final agreement with the property owners to the south. **Motion carried.**

**(X) Miscellaneous Business and Communication** – none.

**(XI) Adjournment.**

Motion by Rowe/Sexton to adjourn at 8:59 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk