

**CITY OF ALTOONA, WI**  
**REGULAR COUNCIL MEETING MINUTES**  
**August 27, 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, , Police Chief Kelly Bakken, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

**(IV) Citizen Participation Period**

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

**(V) Approval of minutes.**

Motion by Rowe/Lima to approve the minutes of the August 13, 2020 Regular Council Meeting.  
**Motion carried.**

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

City Administrator Golat commented on projects that are occurring in the City of Altoona.

**City Committee Reports – None.**

**(VII) Consent Agenda**

1. Discuss/consider Final Plat (Condo Plat) for Hillcrest Greens Condominium.
2. Discuss/consider approval of Anthony Hawks as the new Agent for Casey's Marketing Company, DBA as Casey's General Store #3851.
3. Discuss/consider approval of Resolution 8B-20, a resolution authorizing the City Engineer/Public Works Director and/or their designee to submit an application on behalf of the City of Altoona, WI for the WI DNR Urban Forestry Grant and/or Urban Forestry Catastrophic Storm Grant Programs.
4. Discuss/consider approval of Resolution 8C-20, a resolution of the Altoona Common Council submitted in compliance with Wisconsin Department of Natural Resource NR – 208 regarding submittal of the City's Compliance Maintenance Annual Report (CMAR) for its wastewater collection system.

Motion by Rowe/Lima to approve all Consent Agenda Items 1-4 as presented. **Motion carried.**

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

**(IX) New Business**

**(1) Quarterly tourism Report presented by Visit Eau Claire.**

City Administrator Golat explained that 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. Benny Anderson, Interim Executive Director of Visit Eau Claire and Kenzi Havlicek, Director of Marketing, were present at the meeting to give a quarterly tourism marketing Report in Altoona.

**(IX)(4) Discuss/consider agreement between the City of Altoona and the Eau Claire County Veterans Tribute Foundation.**

City Administrator Golat explained that this item was discussed at the August 18th Plan Commission and August 24th Parks Board with recommendations to Council. The agreement between the City and the Veteran's Tribute Foundation outlines conditions related to the foundation constructing improvements within River Prairie Park. Mark Beckfield and Bill Boettcher, representatives of the Eau Claire County Veterans Tribute Foundation were present to summarize the future phases and features. Boettcher referred to the proposed Phase I of the Veterans Memorial Tribute, encompassing the plaza area, and depicting the proposed utilization of and modifications to River Prairie Park to accommodate the Veterans Tribute feature(s). The tribute feature is proposed to be comprised of the following elements:

1. Tribute Plaza
  - a. Memorial Patio area, with county seal, flags (9), sculptures (3), and downcast lighting.
  - b. Stone memorial pavers.
  - c. A connecting walkway along the north side of the existing biofiltration basin, connecting to Prevea Amphitheatre near the loading dock (shown as 5' wide concrete)

Future phases and features anticipated or discussed that are not applicable to this action item include:

1. Tribute Plaza
  - a. A Connecting walkway to those existing walkways near the pond (shown in the enclosed plan as a future phase)
  - b. A Connecting walkway below the Prevea Stage to the primary trail along the river.
2. Trail Sculptures
  - a. Life-size bronze sculptures to be located along the trail along the river, between the stage walkway connection and the Riverside Pavilion.
  - b. Memorial benches along the trail
3. Other Sculptures
  - a. Bronze sculpture located near the west of the parking lot
  - b. Sculpture including as water wall feature near the Riverside Pavilion

City Administrator Golat mentioned that the flag pole and associated lighting was previously approved by the Plan Commission, Parks Board and Council and has been installed.

The cost of installation and maintenance of all features is to be borne by the veterans foundation, memorialized via the attached agreement. Any proposed changes in the features in any adopted plan or agreement shall require review and recommendation to the Council by the Plan Commission and Parks Board with final approval by the City Council. If approved, the only extent of approval applies to those elements specifically identified in the proposal, any conditions of approval (if any), and the proposed use agreement. The enclosed materials illustrated a Phase I that applies to the consideration. Other elements outside of this Phase are not approved at this time, but are provided for context of anticipated future additions or phases. Also included in the Council Packet was a letter from Angela Deutschlander describing the Foundation's intent with respect to flag etiquette.

Motion by Sexton/Lima to approve the agreement between the City of Altoona and the Eau Claire Veterans Tribute Foundation. **Motion carried.**

**(IX)(2) Public Hearing at 6:00 p.m. or as soon thereafter as possible regarding a CSM for parcels 201211502010 and 201101003010 initiated by the City of Altoona associated with River Prairie Townhomes on Lake Road.**

Mayor Pratt opened the public hearing at 6:41 p.m.

City Planner Clements explained that the two parcels are owned by the City of Altoona, located immediately east of Lake Court, and total 3.993 acres. Completion of the CSM prepares the property for sale and development consistent with a purchase agreement for the property: River Prairie Townhomes (Item 3). A subsequent condominium instrument will create the conditions for independent ownership of each dwelling associated with the development.

Motion by Biren/Lima to close the public hearing at 6:43 p.m. **Motion carried.**

**(IX)(3) Discuss/consider approval of a CSM for parcels 201211502010 and 201101003010 initiated by the City of Altoona, associated with River Prairie Townhomes on Lake Road.**

Motion by Lima/Rowe to approve the CSM on Lake Road. **Motion carried.**

**(IX)(5) Discuss/consider an amendment to the General Implementation Plan for Woodman’s Crossing, and Specific Implementation Plan for River Ridge Townhomes.**

City Planner Clements explained that this item was discussed at the August 18 Plan Commission meeting. The proposed combined General Implementation Plan and Specific Implementation Plan for River Ridge Townhomes envisions the **4.944-acre** property as a townhouse development with one hundred dwellings between eight buildings, with three phases of implementation. The plan reflects 61 one-bedroom (1,112 ft<sup>2</sup> typ.) and 39 two-bedroom units (1,504 ft<sup>2</sup> typ.). Proposed characteristics of the dwellings include attached garages, one unit for one-bedroom, and two-car for two-bedrooms, bicycle parking and electric vehicle fixtures in the garages, private patios and terraces, and rooftop decks. All units include private patios and second floor decks. Common amenities proposed include a shelter at the existing bus stop, pavilion and grilling areas, 38 visitor parking spaces, walkways throughout the site and connections to area trails. Building materials are stone and composite siding, steel deck equipment with wire cable.

The Woodman’s Crossing General Implementation Plan, approved May 22, 2014, identifies the property as general commercial. Envisioned potential uses thought to include a “Junior Box” retail establishment complementary to Woodman’s Food Market. Other potential commercial uses could include consumer service or other employment with significant customer traffic, such as medical office. This proposal seeks to reposition the site for residential use.

Vehicle access is proposed at four points into the site from adjacent private roads. Storm water for the site has been planned for and provided with the existing regional pond located between Woodman Drive and River Prairie Drive.

Implementation is shown in three phases, with the first being buildings A, B & C totaling 42 units in the southwestern portion of the property. Phase II is shown as 32 units in buildings D, E and F in the northwest area, with Phase III 26 units in the northeastern portion of the site.

Staff recommended approval of the amendment to the Woodman’s Crossing GIP and SIP for River Ridge Townhomes as being generally consistent with the River Prairie Design Guidelines and Standards 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 visitor parking areas. 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.
2. Perimeter sidewalk shall be six feet in width [RPDG IX 1.C (5)].
3. Connections to existing pedestrian facilities:
  - a. Connect perimeter sidewalk to existing multi-use trail, including new curb ramp on the south side of the road and thermoplastic crosswalk markings, located approximately as indicated in staff illustration [RPDG IX 1.C(5)].

- b. Connect center walkway through the site as a mid-block crossing across Blazing Star Boulevard.
  - c. Install curb ramp on the southwest corner of Blazing Star Boulevard and Woodman Drive, refresh crosswalk.
4. Post all adjacent roads as “No Parking”. The north side of the unnamed Woodman’s Service Drive to the south of the site may be permitted for automobile parking, subject to approval by the owner and to revisiting should unmanageable challenges arise.

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

1. Boulevard trees shall be provided by the Developer around the entire perimeter of the site and adjacent storm water pond, 30-foot spacing. Additional trees added approximately as illustrated in the staff report. Trees shall be canopy species, native or hybrid native as defined by the WI DNR.
2. Minimum species diversity - Tree selection shall be native species with minimum diversity and planting size as illustrated in the RPDG [IX 6 (D)]. To prevent uniform insect or disease susceptibility and eventual uniform senescence on a development site or in the adjacent area, the maximum percentage of any one tree species on the site shall be **15%**. All species shall be native or native hybrid as recommended by the WI Department of Natural Resources. Boulevard trees shall be selected from the WI DNR “Suggested Trees for Streetside Planting in Western Wisconsin USDA Hardiness Zone 4” or City recommended boulevard tree list, confirmed by city staff.
3. Areas where street boulevard width is constrained (less than four feet), boulevard tree species selection shall be those that are specifically recommended for such environments that yield canopy height and spread, as approved by city staff.
4. Utilizing ash trees is specifically discouraged due to prevalence of emerald ash borer in this region.
5. Enhanced screening shall be provided and maintained along the north and east frontages to reduce light and sound trespass into the site from commercial traffic and adjacent commercial uses [RPDG IX 6.E].
6. Ground areas immediately surrounding all outdoor grills shall be hardscaped (so as to prevent grease or cooking debris causing fire). Any natural gas or LP cooking areas shall include emergency shut off.

**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. 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.
2. Easements shall be dedicated for the water main to service the dwellings, and the main shall be looped to the west through the driveway corridor, or other means as approved by the City Engineer.
3. If the buildings feature sprinkler systems, the Fire Department Connection (FDC) shall be 4” STORTZ and final placement shall be reviewed and approved by Altoona Fire Department.

4. 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.

The Plan Commission recommend approval on 7-0 vote with the following changes to the staff recommended modifications:

1. Sidewalk around the perimeter of the site shall be five feet in width, and walkways throughout the site shall also be five feet in width (A.2., above);
2. Crosswalk markings may be conventional pavement paint, maintained (A.3.a., above);
3. “No Parking” signs are not required at this time, but may be revisited if problems arise (A.4., above)

Motion by Rowe/Sexton to approve the amendment to the Woodman’s Crossing General Implementation Plan, and the Specific Implementation Plan for River Ridge Townhomes as being in substantial conformance with the River Prairie Design Guidelines and Standards with Staff-recommended modifications as approved by the Plan Commission. **Motion carried.**

**(IX)(6) Discuss/consider combined General Implementation Plan and Specific Implementation Plan for River Prairie Townhomes in the River Prairie Mixed Use District.**

City Planner Clements explained that this item was discussed at the August 18 Plan Commission meeting. The proposed combined General Implementation Plan and Specific Implementation Plan (phase I) for River Prairie Townhomes reflects 36 townhome condominium dwellings completed in two phases each of three buildings. The 3.993-acre property is owned by the City of Altoona and subject to purchase agreement, is located on the south side of Lake Road, immediately east of Lake Court.

The plan reflects six buildings with identical floor plans:

- (A) Two two-bedroom, two-bath (2,144 ft<sup>2</sup>, incl. basement) with master bedroom on main level with second bedroom, bath and family room in finished basement; two-car attached garage;
- (B) Two two-bedroom, two-bath (1,418 ft<sup>2</sup> / 1,508 ft<sup>2</sup>) with bedrooms upstairs, and partially finished basement with bonus room; two-car attached garage;
- (C) Two three-bedroom, two bath (1,430 ft<sup>2</sup> / 1,550 ft<sup>2</sup>) with bedrooms upstairs, home office on main level, partially finished basement with bonus room; two-car attached garage.

Each partially finished basement includes a code-compliant window for natural light and potential use of the space as a bedroom. Exterior materials are cultured stone veneer, LP Smartside composite lap siding, fiberglass double hung windows, asphalt shingles with standing seam steel roofing for accent window canopies.

There are a total of 60 garage parking spaces proposed for 36 dwellings. Three visitor parking spaces proposed in Phase I and 12 shown to be added in Phase II for a total of 15. Parking is also available in front of each garage without obstructing passage through the private drive. The property is arranged as a condominium development with each dwelling footprint individually owned with common property comprising the remainder of the land, including private drive and storm water features. The Developer has provided drafts of the condominium instrument and covenants for review.

The proposal is the result of a competitive RFP process conducted by the City of Altoona in March and April for the development of City-owned property. Per the sale agreement with the City, Phase I is to be completed by May 1, 2021 and Phase II one year later. All dwelling units shall be constructed and offered for-sale. The advertised price of 66% of the total units shall be “affordable” to households earning 150% of Area Median Income.

Staff recommended approval of the River Prairie Townhome GIP and Phase I SIP as being generally consistent with the River Prairie Design Guidelines and Standards with the following modifications (conditions of approval):

**A. Access & Circulation [RPDG IX. 1]**

1. Add and maintain crosswalk stripping in areas where the driveways cross the trail.
2. Add not less than two bicycle racks at an appropriate location near the visitor parking areas. 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. Minimum species diversity - Tree selection shall be native species with minimum diversity and planting size as illustrated in the RPDG [IX 6 (D)]. To prevent uniform insect or disease susceptibility and eventual uniform senescence on a development site or in the adjacent area, the maximum percentage of any one tree species on the site shall be **15%**. All species shall be native or native hybrid as recommended by the WI Department of Natural Resources. Trees along the street frontage shall be selected from the WI DNR “Suggested Trees for Streetside Planting in Western Wisconsin USDA Hardiness Zone 4” or City recommended boulevard tree list, confirmed by city staff.
2. Additional canopy trees shall be added throughout the site, approximately as indicated in the enclosed illustration. The canopy specimens (indicated in the proposal and staff illustration) shall be native or hybrid native as defined by the WI DNR, and be defined as “large canopy” or “tall” typology.
3. Add medium native trees shall be planted near the west property line in an arrangement to create property demarcation, screening, and contribute to forestry standards described in the River Prairie Guidelines, approximately as illustrated in the Staff Report. Trees shall be planted not greater than 25-foot average spacing, in a manner such as to avoid future conflicts with buried utilities or overhead wires [RPDG IX 6(D)(2)(a)] approximately as indicated in the enclosed illustration.
4. Add additional native canopy trees approximately is illustrated in the Staff Report throughout Phase I.
5. Utilizing ash trees is prohibited due to prevalence of emerald ash borer in this region.
6. Enhanced screening shall be provided and maintained along the north and east frontages to reduce light and sound trespass into the site from Lake Road [RPDG IX 6.E].
7. Bio-infiltration facilities and water quality swales shall be attractively landscaped with horticulturally appropriate rain garden plantings.

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

1. Any/all mechanical equipment shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].
2. 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. 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.
2. If the buildings feature sprinkler systems, the Fire Department Connection (FDC) shall be 4” STORTZ and final placement shall be reviewed and approved by Altoona Fire Department.
3. 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.

**E. Administration**

1. A Specific Implementation Plan shall be reviewed and approved for Phase II. Phase II plan may be reviewed and approved by staff if consistent with the materials provided for Phase I approval. Detailed landscape plan shall be provided.

The Plan Commission voted 7-0 to recommend approval with staff-recommended modifications (conditions).

Motion by Stuber/Sexton to approve the General Implementation Plan and Specific Implementation Plan for River Prairie Townhomes as being in substantial conformance with the River Prairie Design Guidelines and Standards with Staff-recommended modifications. **Motion carried.**

**(IX)(7) Discuss/consider a License Agreement between the City of Altoona and GRIP Development, LLC**

City Planner Clements explained that the proposed License Agreement would allow the developer, GRIP Development, LLC to commence cutting of trees and preparing the site for the River Prairie Townhomes on property currently owned by the City. This agreement will allow for greater time for controlled cutting to preserve wood able to be used, rather than rushed cutting to begin construction activities. All pertinent erosion control and other permits will be required. The closing date is scheduled for September 14th, and the Developer intends to begin construction activities as soon after closing as possible.

Motion by Biren/Rowe to approve the License Agreement between the City of Altoona and GRIP Development, LLC subject to the following conditions: if constructions doesn't start by Fall of 2020, the Developer will remove all brush on the site and place a future development sign on the property. **Motion carried.**

**(IX)(8) Discuss/consider approval of Ordinance 8B-20, an Ordinance amending Ch. 10. 20 of the Altoona Municipal Code "Stopping, Standing and Parking" allowing staff to more effectively and efficiently address the city's parking needs and challenges.**

Police Chief Kelly Bakken explained that Chapter 10.20 has been updated to allow staff to more effectively and efficiently address the city's parking needs and challenges. The updates include 10.20.025 Vehicle Storage on Street Prohibited; this covers recreational type vehicles and will decrease the allowed time from 48 hours to 12 hours, at which time the unit needs to be moved at least 75 feet. The police department frequently receives complaints about boat trailers parked on streets in neighborhoods for lengthy time periods, this change will allow staff to address the issues more timely.

10.20.026 Abandoned vehicles, adopting state statute 342.40, has been added to chapter 10.20 to allow for staff to address abandoned vehicles within the city.

10.20.027 Abandoned trailer has been moved from 10.45 (Trailer Parking) and relocated to chapter 10.20 to be included in the parking restrictions.

10.20.040 has been modified to include restrictions on parking large vehicles overnight in city parking lots, unless approved under the Camping Ordinance chapter 9.49. The police department has received numerous complaints about campers being parked in city parking lots for long periods of time; this ordinance change allows staff to address those complaints.

10.20.110 has been modified and moved to the end of the chapter.

10.20.128 has been modified to include a time limit on the length of time a vehicle can be left within a city park unless otherwise approved under 9.49 the camping ordinance.

10.20.130 has been moved from chapter 10.47 (Large Vehicle Parking) and has been relocated to chapter 10.20 to be included in parking restrictions. 10.20.130 has been modified to adopt State Statute 340.10(8), the definition of a commercial motor vehicle, versus the previous large vehicle definition.

10.20.131 parking in front of mailboxes has been added to chapter 10.20 to allow staff to address those vehicles that are parked and left obstructing residential mailboxes.

10.20.132 removal of illegally parked vehicles and trailers, has been moved from 10.20.110. This section has been modified to include all sections of Chapter 10.20. This section allows staff to remove illegally parked vehicles and trailers, via tow truck after issuing a parking citation. These vehicles will be removed in situations where it becomes necessary for public safety.

10.20.133 Penalties for violations have been renumbered to reflect the additions to chapter 10.20. 10.20.133 has also been modified to include each vehicle and each day constitutes a separate offense.

Motion by Stuber/Biren to approve Ordinance 8B-20, an Ordinance amending Ch. 10.20 of the Altoona Municipal Code “Stopping, Standing and Parking”. **Motion carried.**

**(IX)(9) Discuss/consider approval of Ordinance 8C-20, an Ordinance repealing Chapters 10.45 “Trailer Parking” and Chapter 10.47 “Large Vehicle Restrictions”.**

Police Chief Bakken explained that the proposed repeal of Chapters 10.45 and 10.47 is being brought for your consideration because both Chapters 10.45 and 10.47 have been modified and included in Chapter 10.20. Chapter 10.45 Trailer Parking has been relabeled Abandoned trailer and moved to 10.20.027. Chapter 10.47 Large Vehicle Restrictions have been relabeled Parking Restrictions for Commercial Motor Vehicles and moved to 10.20.130. Both chapters have been modified to reflect the language utilized in State Statute.

Motion by Rowe/Lima to approve Ordinance 8C-20, an Ordinance repealing Chapters 10.45 “Trailer Parking” and Chapter 10.47 “Large Vehicle Restrictions”. **Motion carried.**

**(IX)(10) Discuss/consider approval of Ordinance 8D-20, an Ordinance creating Chapter 12.24 “Sidewalk Dining and Retail” and amending Chapter 5.24 “Intoxicating Liquor and Fermented Malt Beverages” of the Altoona Municipal Code to create standards for sidewalk cafes and similar temporary uses of public right-of-way.**

City Planner Clements explained that the proposed ordinance amends Title 12 “Streets and Sidewalks” to create “Sidewalk Dining and Retail” Chapter to create standards for conducting sidewalk dining, retail, or similar temporary commercial activities within the public right-of-way adjacent to fixed commercial establishments. The ordinance creates a license process for establishments to temporarily occupy public right-of-way for commercial activities provided the standards are met and maintained. These types of uses are often seen in traditional downtown and business districts. Staff anticipates a handful of businesses in Altoona may utilize this option, including those in River Prairie and in the vicinity of City Hall.

The proposed process and standards are substantially similar to those utilized and recently updated by the City of Eau Claire, with additions from other example communities. The standards are intended to be as minimal and practical as possible to preserve public assets, safety and functioning of the right-of-way areas. The proposed ordinance amends Chapter 5.24 “Intoxicating Liquor and Malt Beverages” to create a subsection heading “Sidewalk Cafe” to establish procedures and requirements for holders of liquor licenses in the City as it relates to serving alcohol for outdoor dining within the public right-of-way. This subsection is functionally identical to the corresponding entry in the City of Eau Claire municipal code.

Motion by Lima/Sexton to approve Ordinance 8D-20, an Ordinance creating Chapter 12.24 and amending Chapter 5.24. **Motion carried.**

**(IX)(11) Discuss/consider approval of Ordinance 8E-20, an Ordinance amending Chapter 6.08 of the Altoona Municipal Code “Dogs, Cats, and other Domesticated Animals” more specifically Section 6.08.075 “Number of dogs and cats allowed per household or place of business.**

Police Chief Bakken explained that the proposed ordinance amends Title 6, Chapter 6.08, Section 6.08.075 to include an application to the city allowing for a pet variance from ordinance restricting the number of dogs and cats allowed per city ordinance. This modification updates the process of allowing more pets, including an application, an application fee to cover the city's administrative costs, and the investigative costs of determining if the addition will create a nuisance. The modification includes the ability for the city to revoke the variance due to nuisances caused by the variance.

Motion by Rowe/Stuber to approve Ordinance 8E-20, an Ordinance amending Chapter 6.08 “Dogs’ Cats, and other Domesticated Animals”. **Motion carried.**

**(IX)(12) Discuss/consider approval of Ordinance 8F-20, an Ordinance amending Chapter. 3.08, Addendum “A”, the City’s Fee Schedule, to add a pet variance application fee and reduce the annual fee for Mobile Food Vendor/Sidewalk Cart general licensing.**

Management Analyst Atkinson explained that in connection with the modifications to section 6.08.075, the staff is recommending the fee to apply for pet variance be \$75. The variance is good for the pets listed on the application for a period of five years. The application fee will cover the administrative and investigative costs associated with the approval of the variance. The investigation into a pet variance is more in-depth and requires more staff time to be invested.

Management Analyst Atkinson also explained that City Staff is recommending a reduction of the general licensing fee for mobile food vendors (ch. 5.20) from \$120 down to \$25. Over the last several years, the City has averaged 3 licensed vendors a year. A cheaper fee may spur interest in additional mobile food vending in Altoona. A \$25 fee will recoup staff time and background check fees. At this time, we are recommending no changes to the additional licensing fee for River Prairie (\$100). If approved, staff will provide a \$95 refund to presently licensed mobile food/sidewalk cart vendors.

Motion by Rowe/Lima to approve Ordinance 8F-20, an Ordinance amending Chapter 3.08 Addendum “A”, the City’s Fee Schedule. **Motion carried.**

**(IX)(13) Discuss/consider approval of Resolution 8A-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 August 31, 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 September 28, 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 cancellation 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 Biren/Lima to approve Resolution 8A-20, a resolution authorizing extending a declaration of emergency in the City of Altoona related to the outbreak of COVID-19. **Motion carried.**

**(IX)(14) Discuss/consider awarding of contract for 10th Street Park Playground Equipment (Discussed at August 24 Parks Board).**

City Planner Clements explained that City staff assembled and distributed an RFP for playground equipment for 10th Street Park. The envisioned equipment includes toddler and 2-5 year-old equipment, swings,

and rubberized safety surface for access points. The equipment is to replace and relocate the existing toddler equipment that is located to the west of the park shelter. The swings have been removed to place the new 10th Street Recreation Building. The City is to conduct site preparation for the new equipment, including concrete border, and engineered wood fiber fall surface for those areas not rubber. The total project budget is \$30,000.

Replacement of the equipment serving children 5+ is currently in the proposed 2021 Capital Budget.

RFP responses were due August 24th at Noon. Staff reviewed and presented responses to the Parks Board for their recommendation on August 24th at 6:00pm. City Planner Clements explained that the City received three bids for the 10<sup>th</sup> Street Park toddler & 2-5 year-old playground: Bohland, Lee Recreation and Midstates. Council Members were provided copies of the bids.

Staff recommends approval of contracting with Midstates Recreation (Plan A) for playground equipment for 10<sup>th</sup> Street Park and authorize Staff to sign the final contract.

Motion by Stuber/Rowe to approve a contract with Midstates Recreation (Plan A) not to exceed \$26,000 for playground equipment for 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. Potential Extension of Utilities.**

Motion by Rowe/Lima to convene in closed session at 7:59 p.m. pursuant to Wis. Stats. 19.85 (1)(e) A. Purchase and/or sale of property, and B. Potential Extension of Utilities. Roll call vote, 6-ayes, Stuber, Guzman, Rowe, Biren, Sexton, Lima, 0-nays. **Motion carried 6-0.**

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

Motion by Biren/Rowe to reconvene in open session at 9:13 p.m. Roll call vote, 6-ayes, Guzman, Sexton, Stuber, Rowe, Biren, Lima, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that there were items discussed in Closed Session pertaining to the sale of property One of which required action tonight.

Motion by Lima/Sexton to accept the new WB-13 Vacant Land Offer to Purchase from Larson Orthodontics or Assigns for Lot 1 of CSM #3547 located on the corner of Meadowlark and Blazing Star in the River Prairie Development with the closing date no later than October 23, 2020 and authorize the Mayor to sign the document on behalf of the City recognizing that there is currently an accepted offer on the same property with a bump clause. **Motion carried.**

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

**(XI) Adjournment.**

Motion by Rowe/Sexton to adjourn at 9:15 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk