

**CITY OF ALTOONA, WI**  
**REGULAR COUNCIL MEETING MINUTES**  
**January 14, 2021**

**(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, Police Chief Kelly Bakken, Fire Chief Mark Renderman, Public Works/City Engineer (DPW/CE) David Walter, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

**(IV) Citizen Participation Period**

The following people spoke regarding the proposed River Prairie TownHome Condominium Project.

Emily Blaskey, 2004 E. Willson Drive, Altoona  
Ann Thornburg, 909 N. Moonlight Drive, Altoona.  
Jeff Goettl, 2120 Moonlight Bay Drive, Altoona.  
Jeremy Nimz, 199 Park Road, Altoona.  
Yuri Ripeckyj, 1304 Lake Road, Altoona.  
Danielle Johnson, 1604 Lake Road, Altoona.

Clerk Bauer noted that the Citizen Participation Period passed the 20-minute allotment and asked the Mayor if Council wishes to extend Citizen Participation Period. Motion by Rowe/Biren to extend Citizen Participation Period. **Motion carried.**

Natalia Ripeckyj, 1304 Lake Road, Altoona.  
Heather Pauls, 1628 Lake Road, Altoona.  
Adrian Ripeckyj, 1304 Lake Road, Altoona.

Motion by Lima/Guzman to close the Citizen Participation Period. **Motion carried.** Council Member Rowe gave some comments regarding the TownHome Condominium Project to her constituents in Aldermanic District 6.

**(V) Approval of minutes.**

Motion by Lima/Sexton to approve the minutes of the December 17, 2020 Regular Council Meeting and the December 30, 2020 Special Council Meeting. **Motion carried.**

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

City Planner Clements commented on site tours of the Windsor Forest Place Project that will be taking place in the next 1-2 weeks.

City Planner Clements presented a timeline of activities regarding the River Prairie TownHome Condominiums.

City Administrator Golat briefly commented on the River Prairie TownHome Condominiums.

City Attorney Behling commented on the process regarding the River Prairie TownHome Condominiums and other processes that occurred.

**City Committee Reports – None.**

**(VII) Consent Agenda.**

**(1) Discuss/consider Mayoral Appointment of Kimberlee Brueggeman to the Solis Circle Housing Committee.**

City Administrator Golat explained that there is currently a vacant position on the Solis Circle Housing Committee representing an Ex officio Non-voting member, that being someone who has personally experienced housing insecurity. Kimberlee Brueggeman has expressed interest in filling the vacant position on the Committee. Mayor Pratt recommends Kimberlee Brueggeman to serve on the Solis Circle Housing Committee to fill the vacant position. Kimberlee Brueggeman was present to introduce herself to the Council and gave some background information.

Motion by Rowe/Guzman to approve consent Agenda Item 1. **Motion carried.**

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

**(IX) New Business**

**Items 6 and 7 have been moved up to the first agenda item under New Business along with a Closed Session addition to Item 6.**

**(IX)(6) - Discuss/consider convening in closed session pursuant to the following Wisconsin Stats:**

- A. Wis. Stats 19.85 (1)(e)
  - 1. Lot 2 of CSM 3047 in River Prairie Development – This item was not up for discussion at tonight’s meeting.
  - 2. Lake Road Property parcel #201211502010 and parcel #201101003010.
  - 3. Property Acquisition from Altoona School District.
- B. Wis. Stats 19.85 (1)(g)
  - 1. River Prairie Townhome Condominium Project.

Motion by Sexton/Lima to convene in closed session at 6:51 p.m. pursuant to Wis. Stats 19.85 (1)(e) and Wis. Stats 19.85 (1)(g). Roll call vote, 6-ayes, Lima, Sexton, Guzman, Rowe, Biren, Stuber, 0-nays. **Motion carried 6-0.**

Council Member Lima left the meeting at 7:57 p.m.

**(IX)(7) Motion to reconvene to Open Session.**

Motion by Rowe/Guzman to reconvene in open session at 8:11 p.m. Roll call vote, 5-ayes, Biren, Stuber, Guzman, Rowe, Sexton. 0-nays. **Motion carried 5-0.**

City Administrator Golat explained that Council discussed two items in closed session: 1. Property Acquisition from Altoona School District, and 2. River Prairie Townhome Condominium Project. No action taken for the first item; continue negotiations with the Altoona School District. City Administrator Golat briefly commented on the discussions that took place in Closed Session regarding the River Prairie Townhome Condominium Project. In summary, there was not enough support to change the project at this time. The previous decision stands as approved at a previous Council Meeting.

**(IX)(1) Discuss/consider amendment to the Development Agreement for River Prairie Townhome Condominiums.**

City Planner Joshua Clements referred to the Development Agreement for River Prairie Townhome Condominiums. Clements explained that the Development Agreement for the River Prairie Townhome Condominium project was approved by the City Council on November 5, 2020. The Specific Implementation Plan

for the project was approved on August 27th, 2020. The approved plan illustrated the project completed in two phases. The private drive through the property was to be held with a temporary turn-around. The current Development Agreement stipulates the temporary turn-around may persist for up to 36 months until the remaining private drive must be completed.

Motion by Biren/Guzman to approve the amended Development Agreement and authorize the Mayor to sign upon receipt of the development guarantee and final approval of the Civil Plan. **Motion carried.**

**(IX)(2) Discuss/consider approval of Ordinance 1A-21, an Ordinance amending Chapter 10.20 of the Altoona Municipal Code to adopt parking restrictions on N. Hillcrest Parkway and Bob Brown Boulevard.**

DPW/CE David Walter explained the attached ordinance revision which enacts new parking regulations, and recognizes existing signage, along N. Hillcrest Parkway. It also contains some minor formatting edits. Walter provided maps of the proposed parking prohibitions. The segments include the following.

West of McCann Drive

A previous ordinance adopted parking restrictions along the curves east of 10th Street West. The south side of the road from the curves to McCann Drive has signs posted, but no corresponding ordinance. The attached ordinance revision officially recognizes and adopts the posted NO PARKING prohibition.

East of 3rd Street East

Recent completion of a residential development in this area has resulted in problematic on-street parking. At times, vehicles have been observed parking on both sides of the road. Both the Fire Department and Police Department have requested parking prohibitions to ensure public safety vehicle passage. The proposed ordinance revision includes NO PARKING on both sides from 3rd Street East through the curves. From that point, NO PARKING is proposed along the south side of the remaining roadway to the east.

DWP/CE Walter noted that residential development is currently under construction on the northwest corner of 3rd Street East and N. Hillcrest Parkway. Staff will monitor parking behaviors upon completion and will respond if necessary.

Bob Brown Boulevard

A recent activity at a business on Bob Brown Boulevard created parking congestion. The proposed ordinance revision includes NO PARKING on the west side of Bob Brown Boulevard, as well as the vehicle turnaround on the north end.

Motion by Biren/Sexton to approve Ordinance 1A-21, an Ordinance amending Chapter 10.20 of the Altoona Municipal Code. **Motion carried.**

**(IX)(3) Discuss/consider approval to update the Personnel Manual. (Discussed at the January 13, 2021 Personnel Committee Meeting).**

City Administrator Golat explained that the Personnel and Policy Manual contains updated language for the special exempt positions in the following sections: 8 - Personnel Definitions; 22 - Holidays; 28.2 - Timekeeping and Overtime/Special Exempt Employees. The manual was also updated, adding clarifying language in the following sections: 8 - Personnel Definitions; 19 - Vacation Leave; 21 - Sick Leave; 27 - Travel Reimbursement Expense; 28.1 (28.3) - Timekeeping and Overtime/Non-exempt Employees, Exempt Employees; 30 - Nepotism; 32 - Work Hours, Work Weeks, Breaks. Golat noted that the Personnel Committee met on January 13, 2021 and recommended to Council approval of the updates to the Personnel Manual as presented.

Motion by Rowe/Guzman to approve updating the Personnel Manual. **Motion carried.**

**(IX)(4) Discuss/consider approval of Resolution 1A-21, A Resolution Supporting the Creation of the Chippewa-St. Croix Rail Commission with Counties and Municipalities.**

City Planner Clements referred to the Proposed Resolution 1A-21. Clements explained that the City of Altoona has been invited to adopt a resolution supporting the creation of the Chippewa - St. Croix Rail

Commission, joining a total of thirteen counties, villages and cities in the I-94 corridor. The Commission is intended to function as a platform for cooperation and planning for the potential of passenger rail service to the region. Clements noted that there is no financial cost to participating in support of the creation of the Commission. Staff may dedicate a small amount of time to participate in the Commission, if and when created, to support its intended functions.

Motion by Stuber/Rowe to approve Resolution 1A-21, A Resolution Supporting the Creation of the Chippewa-St. Croix Rail Commission with Counties and Municipalities. **Motion carried.**

**(IX)(5) Discussion and possible action regarding direction to City Staff in preparation of RFQ for Planning Services for the “Volkman Property”.**

City Planner Clements referred to the Planning Department Memo (2021-0107) and a draft RFQ for Area Planning Services. Clements explained that the City has budgeted funds in 2021 for the completion of an area plan for property located east of the City, including approximately 83 acres acquired by the City in 2020. The intent of the planning process, led by a consultant, is to examine potential land use options, variety of uses and scale, and corresponding arrangement of infrastructure. Please see the enclosed Memo regarding the staff’s intent and considerations in drafting the Request for Qualifications, including items where specific direction is sought.

This planning process is intended to serve as a platform to engage property owners in the area and the public in envisioning the future growth of the City. This planning process is not expected to result in a final plan for the area, but to provide a variety of concepts, considerations, and options to guide how the City will proceed in creating a detailed plan for the area, and approach to development of the City-owned property. Depending upon the project scope that may be achieved by the approved budget, and Council direction, an area plan with sufficient detail for formal adoption may be possible.

The City will be creating a new Comprehensive Plan throughout 2021. The area planning process is expected to contribute additional depth and focus, and be incorporated into the comprehensive plan. RFQ responses for Comprehensive Plan Services are due on February 1.

Motion by Rowe/Guzman to direct Staff to move forward with the RFQ as presented. **Motion carried.**

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

**(XI) Adjournment.**

Motion by Biren/Stuber to adjourn at 9:03 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk