

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
February 11, 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: Attorney Steve Weld, City Administrator Michael Golat, City Planner Joshua Clements, Police Chief Kelly Bakken, Fire Chief Mark Renderman, Director of Public Works/City Engineer (DPW/CE) David Walter, Finance Director Tina Nelson, Recreation Manager Debra Goldbach, Management Analyst Roy Atkinson, 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 Biren/Guzman to approve the minutes of the January 28, 2021 Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat reported that there is a Crokicurl Tournament on Saturday, Feb. 13, 2021 in River Prairie.

Fire Chief Mark Renderman gave a report regarding 2020 service calls in the Fire and EMS Department and updated the Council on the present number of Firefighters.

City Planner Joshua Clements prepared a Quarterly Department Report from the Planning Department and presented his report to the Council for their information.

Police Chief Kelly Bakken reported that the Police and Fire Commission met on February 4, 2021 to conduct interviews for a full time Police officer and offered the position to Jarrod Rico.

City Committee Reports – None.

(VII) Consent Agenda.

(1) Proclamation recognizing the Wintermission Initiative.

City Administrator Golat commented on the Wintermission Initiative. Mayor Pratt read the Proclamation recognizing the Wintermission Initiative.

(VIII) Unfinished Business – None.

(IX) New Business

(1) Discuss project plan for Centennial Park as presented by CORBA.

CE/DPW Walter gave a brief comment regarding a recent cutting of some trees in Centennial Park. CORBA member Dean Roth presented CORBA's Project Plan for the replanting and restoration of trees and native species in Centennial Park. Council Members were provided a copy of the proposed project plan.

Motion by Sexton/Lima to approve the Project Plan presented by CORBA for the restoration of Centennial Park. **Motion carried.**

(IX)(2) Present 2020 Solis Circle Financial Report.

City Administrator Golat gave a brief report on the history of Solis Circle and the types of tenants currently at the facility.

Finance Director, Tina Nelson provided an overview of the Solis Circle 2020 Financials. Solis Circle is an Affordable Housing Facility owned by the City of Altoona. The property was purchased by the City of Altoona in 2019 with Tax Increment Financing. The property is managed by Rental Resources of Eau Claire, Inc. Oversight for the property is, in part, by the City of Altoona, Solis Circle Housing Advisory Committee, which has seven voting members and three ex officio-nonvoting members. Solis Circle is located at 1511 Devney Drive in the City of Altoona. Finance Director Nelson summarized the revenue and expenditures for the first full year of operation and staff provided a general overview of the first year.

(IX)(3) Discuss/consider the rental fee schedule, cancellation policy and the alcohol policy for the new 10th Street Rec Center referred to as the Fish House.

City Administrator Golat explained that the new recreation center in Altoona City Park is near completion and staff presented to the Parks & Recreation Committee the proposed fee schedule, cancellation policy and alcohol policy for the new building at the January 25, 2021 meeting. Initially, when the River Prairie Center was built, there was much discussion regarding the fee schedule and the appropriate level of pricing. There was concern at that time that the rental and operational fees could preempt some events by Altoona citizens due to affordability. So, when developing the fee schedule for the Fish House, staff developed the rates with affordability in mind, while making sure that staff time would be covered. The new Fish House will be a place for community and resident events, such as birthday parties, showers, board meetings, and larger events at a reasonable rate. Staff contacted River Falls and Marshfield as they have similar “Community Centers” to compare fee schedules and cancellations policies.

Recreation Manager Debra Goldbach gave some background history regarding the Fish House. Goldbach explained that the Fish House fee schedule is based on a 6- hour minimum with set hours or a full day rental. Both the half day rentals or the full day rental have the ability to add 1.5 hours to the rental. Altoona not for profits will receive a 20% discount for room rentals. The reason behind the six-hour rental is to increase the usage and availability of the spaces. If we allow a two- or three-hour rental during the middle of the day, it hinders the ability to rent the building multiple times. Renters will be allowed to bring in their own food and beverages or may contract for catered services. The amenities such as the kitchen, podium, microphones or audio will be available to renters for additional fees. Staff will be on site during regular business hours and during all rentals to monitor the building.

The Fish House cancellation policy being considered is very similar to the other communities that staff contacted. Renters will have the ability to rent a maximum of two years out with the agreement rate secured. The goal with the cancellation policy is to discourage possible renters from blocking a spot and then looking elsewhere and cancelling with not enough time to re-rent the facility. The Parks & Recreation Committee Members agreed that the cancellation fee for all day rentals is good, but for smaller groups a little steep. Members agreed to leave the policy as is with the ability to review after a year. Staff will continue to update the Committee at future Parks & Recreation meetings.

The Fish House Alcohol Policy is also similar to the two communities that were contacted. Fermented malt beverages and wine are only permitted in the Fish House building and adjoining patio space in conjunction with facility rentals. The next agenda item reflects ordinance change.

Motion by Lima/Rowe to approve the rental fee schedule, cancellation policy and the alcohol policy for the new 10th Street Rec Center referred to as the Fish House. **Motion carried.**

(IX)(4) Discuss/consider approval of Ordinance 2A-21, an Ordinance amending Chapter 9.23 to allow public consumption of fermented malt beverages and wine at the 10th Street Recreation Building.

Management Analyst Atkinson explained that in consideration of the opening of the Fish House, Recreation staff researched rental/alcohol policies for park rentals throughout the region. Findings of that research steered the creation of the alcohol policy that is up for consideration in ITEM 3. This proposed ordinance amendment would allow alcohol to be served only within the new Fish House and adjoining patio space. The proposed ordinance amendment also addresses carry-in limits and types of alcohol allowed in conjunction with a

Fish House rental. Council Members were provided the amendment to Chapter 9.23 regarding Public Consumption of Alcoholic Beverages.

Motion by Lima/Rowe to approve Ordinance 2A-21, an Ordinance amending Chapter 9.23 to allow public consumption of fermented beverages and wine at the Fish House. **Motion carried.**

(IX)(5) Discuss/consider approval of Ordinance 2B-21, an Ordinance amending Chapter 3.08 Addendum “A”, the City’s Fee Schedule to establish rental fees for the Fish House.

City Administrator Golat mentioned that this Ordinance updates Chapter 3.08 Addendum “A” the City’s Fee Schedule to establish rental fees for the Fish House.

Motion by Lima/Rowe to approve Ordinance 2B-21, an Ordinance amending Chapter 3.08 Addendum “A”, the City’s Fee Schedule to establish rental fees for the Fish House. **Motion carried.**

(IX)(6) Discuss/consider approval of the Specific Implementation Plan for Larson Orthodontics in the Northwest Quadrant of River Prairie.

City Planner Clements referred to Staff Report 21-02B and the Proposed Specific Implementation Plan - Larson Orthodontics. Clements explained that the proposed Specific Implementation Plan (SIP) illustrates architecture and site design elements for a 7,400 ft² two-level building to be located on at the intersection of Blazing Star Boulevard and Meadowlark Lane in the Northwest Quadrant of River Prairie. This site is part of the River Prairie General Implementation Plan in the River Prairie Mixed Use District. The proposed development area is 0.37 acres (16,060 ft²) and is a prepared “pad ready” site.

City Planner Clements noted that the Plan Commission recommended approval at its February 9, 2021 Plan Commission Meeting.

Trent Schmidt from Advanced Engineering was present to answer any questions regarding the building.

Staff recommends approval of the Specific Implementation Plan being in substantial conformance with the River Prairie Design Guidelines and Standards with specified modifications and conditions (8):

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. Bio-infiltration basin shall be attractively landscaped with horticulturally appropriate rain garden plantings and shall not be predominately turf grasses.

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)]. SIP page 3, note 4 includes reference to downcast lighting, and referenced wall packs must be downcast and shielded.

4. The petitioner shall enter into an agreement regarding utilization of City property for placement of the refuse enclosure, and related operational considerations. Any modifications to existing infrastructure shall be at the expense of the petitioner and approved by the Director of Public Works. The refuse enclosure shall be gated and comprised of materials similar to the primary building.

D. Utilities

1. If the building features a sprinkler system, the Fire Department Connection (FDC) shall be 4" STORTZ with final placement reviewed and approved by Altoona Fire Department.
2. 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.

Motion by Rowe/Lima to approve the Specific Implementation Plan for Larson Orthodontics with staff recommended modifications. **Motion carried.**

(IX)(7) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e)

- A. Proposed use for Lot 2 of CSM 3047 in River Prairie Development.
- B. Offer on Lot 2 of CSM 3509
- C. Purchase of County Highway property.

Motion by Lima/Biren to convene in closed session at 7:29 p.m. pursuant to Wis. Stats 19.85 (1)(e) Roll call vote, 6-ayes, Lima, Biren, Rowe, Stuber, Sexton, Guzman, 0-nays. **Motion carried 6-0.**

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

Motion by Biren/Lima to reconvene in open session at 8:17 p.m. Roll call vote, 6-ayes, Guzman, Sexton, Stuber, Biren, Rowe, Lima, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that Council discussed three items in closed session. First item being an offer to purchase lot 2 of CSM 3047 between Staybridge and WestConsin Credit Union in River Prairie.

Motion by Lima/Stuber to accept the WB-13 Vacant Land Offer to Purchase lot 2 of CSM 3047 from Bob Tanner and/or Assigns contingent upon site plan and architectural rendering approval before closing and subject to final review by legal. **Motion carried.**

The second item was regarding the Offer on Lot 2 of CSM 3509 – wine bar which Golat explained that the offer had expired, and Council discussed entertaining a new offer that will be forthcoming.

The third item was regarding the purchasing of the County Highway property, no action on this item.

(X) Miscellaneous Business and Communication.

(XI) Adjournment.

Motion by Lima/Rowe to adjourn at 8:19 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk