

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
March 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 John Behling, City Administrator Michael Golat, City Planner Joshua Clements, Police Chief Kelly Bakken, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

City Administrator Golat noted that the Final Plat was removed from the Agenda and will be discussed at a future meeting. If anyone present wished to speak, now would be the time.

There being no Citizen Participation, motion by Lima/Rowe to close the Citizen Participation Period.

Motion carried.

(V) Approval of minutes.

Motion by Biren/Stuber to approve the minutes of the February 25, 2021 Regular Council Meeting.

Motion carried.

(VI) City Officers/Department Heads Report

City Administrator Golat explained the reasoning for the removal of the Final Plat on tonight's Agenda and the process to move forward with the Preliminary Plat.

City Administrator Golat commented on discussions with the Eau Claire City/County Health Department regarding the 2021 Summer Recreation Programs and music events.

Police Chief Kelly Bakken reported the following:

- Staff update - Jean Biesecker in administration has fully retired. Shoua Bauer has replaced Jean on a part time basis. Police Patrol Sergeant Mark Duce will officially be retiring on June 1, 2021 but would be available for part time on a needed basis.
- Noted programs/activities taking place in the Altoona Police Department.
- Updated the Council on police cases, ordinance violations and accidents.

City Committee Reports – None.

(VII) Consent Agenda – None.

(VIII) Unfinished Business – None.

(IX) New Business

(1) Discuss/Consider approval of the Final Plat for River Prairie Townhomes.

Item 1 was removed from the Agenda on Wednesday, March 10, 2021 until a later date.

(IX)(2) Public Hearing at 6:05 or as soon thereafter as is possible regarding Ordinance 3A-21 amending Title 19 “Zoning” more specifically Chapter 19.37 “Twin Home District” regarding minimum building setbacks and lot dimensions.

Mayor Pratt opened the public hearing at 6:20 p.m.

City Planner Clements explained Ordinance 3A-21. Clements explained that the proposed changes to the TH Twin Home District modify minimum front and side setbacks to be consistent with R-1 and R-2 requirements. When those chapters were updated in 2019, and the TH District was missed. The only area of the City zoned TH is in the Prairie View Ridge subdivision. The builder may seek to utilize the proposed changes in projects this spring. The proposed change in lot dimensions is to provide for actual existing lot dimensions of twin home lots in the City, particularly those in the Clubview Neighborhood.

Motion by Rowe/Lima to close the public hearing at 6:24 p.m. **Motion carried.**

(IX)(3) Discuss/consider approval of Ordinance 3A-21, an Ordinance amending Chapter 19.37 of the Altoona Municipal Code “Twin Home District” regarding minimum building setbacks and lot dimensions. (Discussed at the March 9, 2021 Plan Commission Meeting).

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

Motion by Rowe/Lima to approve Ordinance 3A-21, an Ordinance amending Chapter 19.37 of the Altoona Municipal Code “Twin Home District”. **Motion carried.**

(IX)(4) Discuss/consider approval of Preliminary Plat (Condominium) as submitted by Ed Bohn for parcel 201235003000 located at 1519 Mayer Road, Altoona, WI. (Public Hearing at the March 9, 2021 Plan Commission Meeting).

City Planner Clements referred to the Preliminary Plat and Draft Condominium Covenants. Clements explained that the proposed Condominium Plat for the 2.249-acre property located at 1519 Mayer Road reflects two units and shared condominium property, limited common elements (LCE), as well as access and utility easements. The purpose of the Condominium Plat is to enable separate property ownership for the existing two businesses located at the property, memorialized as Unit 1 (9,335 SF) “The Shed”, and Unit 2 (1,828 SF) “K9 Dorms”. No structural improvements or construction activities are proposed at the property at this time. Clements mentioned that the Plan Commission recommended approval at its March 9, 2021 meeting.

Motion by Lima/Biren to approve the Preliminary Condominium Plat as submitted by Ed Bohn. **Motion carried.**

(IX)(5) Discuss/consider contract award for Comprehensive Planning Services. (Discussed at the March 9, 2021 Plan Commission Meeting).

City Planner Clements referred to the Planning Department Memorandum 2021-0304. Clements mentioned that the Plan Commission recommended approval at its March 9, 2021 meeting. Clements explained that the City has allocated 2021 budget resources to undertake a new comprehensive plan. The City received eight responses and interviewed four firms. Please see the enclosed Memorandum briefly summarizing the recruitment process to this point.

The review committee recommends the selection of Vandewalle Associates to enter contract negotiations to complete the Comprehensive Planning Services and East Area Neighborhood Plan. An affirmative selection will empower city staff to negotiate a contract that includes a scope of work and fee arrangement.

Motion by Sexton/Rowe to approve the selection of Vandewalle Associates for Comprehensive Planning Services and authorize the Mayor to sign upon negotiation of the final contract. **Motion carried.**

(IX)(6) Discuss/consider Resolution 3A-21, a Resolution dedicating Perseverance Park in the Prairie View Ridge Subdivision. (Discussed at the February 22, 2021 Parks & Rec Board Meeting and the March 9, 2021 Plan Commission Meeting).

City Planner Clements explained Resolution 3A-21 Dedication of Perseverance Park. Clements noted that this Resolution was discussed and approved at the February 22nd Parks Board and March 11th Plan Commission Meeting. Clements explained that the dedication of the Prairie View Ridge neighborhood included

dedication of parkland to the City. The matter of naming the parkland was discussed by the Parks Board with the recommendation of “Perseverance Park”. The proposed resolution includes a brief description of the purpose of such name, including:

- Recognition of the tremendous perseverance by the people of Altoona and across the world throughout the ongoing Covid-19 pandemic, reaching one year extent within our community this very month.
- The U.S. National Aeronautics and Space Administration (NASA) successfully landed the Perseverance Rover on the planet Mars on February 18th, 2021, a historic mission marking the next progression in human exploration of our solar system, the search for evidence of past life, test new technology, and advance frontiers of knowledge.

The name Perseverance Park is to forever dedicate in our common memory and for future generations the historic events of this past year, as well as the quality and value of perseverance through adversity and hardship. The motion to recommend the name included the dedication of a marker describing the meaning and purpose of this name and the events of this year to stimulate reflection, to be placed and maintained with future improvements to the park. City Planner Clements noted that the name was suggested by Parks Board Member Bruce Thielen and welcomed with unanimous consent by the Parks Board.

Motion by Biren/Rowe to approve Resolution 3A-21 dedicating Perseverance Park. **Motion carried.**

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

- A. Offer on Lot 2 of CSM 3509 (Parcel #201239102010)
- B. Annexation / Boundary Agreement with Town of Washington

Motion by Rowe/Lima to convene in closed session at 6:37 p.m. pursuant to Wis. Stats 19.85 (1)(e) Roll call vote, 6-ayes, Biren, Rowe, Stuber, Sexton, Guzman, Lima, 0-nays. **Motion carried 6-0.**

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

Motion by Rowe/Lima to reconvene in open session at 7:31 p.m. Roll call vote, 6-ayes, Stuber, Rowe, Guzman, Biren, Sexton, Lima, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that Council discussed three items in closed session. First item regarding the WB-13 Vacant Land Offer to purchase Lot 2 of CSM 3509 (parcel #201239102010) for a wine bar. City Administrator Golat explained that at a previous Council meeting the offer had expired and Council discussed at that time entertaining a new offer. The new offer was resubmitted and brought forth tonight for Council approval. The second item was a letter of intent from Mar Properties, owners of Cowboy Jacks to purchase Lot 2 of CSM 3509 to be used as a parking lot with provisions.

Motion by Biren/Rowe to accept the WB-13 Vacant Land Offer to purchase Lot 2 of CSM 3509 (parcel #201239102010) from Bob’s Yer Uncle, LLC in the amount of \$151,950.00, closing date by May 31, 2021 with a provision clause and authorize the Mayor to sign the necessary agreements at closing, including the Development Agreement, Parking Lot Lease Agreement, and a memorandum of the parking lot. **Motion carried.**

City Administrator Golat explained that the third item was regarding an Annexation/Boundary Agreement with Town of Washington as the City looks forward to moving down the Hwy 12 Corridor to the east and incorporate the 80 acres that the City of Altoona recently purchased. No action.

(X) Miscellaneous Business and Communication.

(XI) Adjournment.

Motion by Rowe/Sexton to adjourn at 7:39 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk