

**CITY OF ALTOONA, WI**  
**REGULAR COUNCIL MEETING MINUTES**  
**July 8, 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 in the Council Chambers at Altoona City Hall, 1303 Lynn Avenue, Altoona, WI.

**(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 Timothy Lima, Maria Guzman, Matthew Biren, Tim Sexton, Susan Rowe were present. Dale Stuber arrived at 6:15 p.m. Also Present: Attorney Christopher Gierhart, City Administrator Michael Golat, City Engineer/Director of Public Works (CE/DPW) Dave Walter, City Planner Joshua Clements, Fire Chief Mark Renderman, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

**(IV) Citizen Participation Period**

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

**(V) Approval of minutes.**

Motion by Lima/Rowe to approve the minutes of the June 24, 2021, Regular Council Meeting. **Motion carried.**

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

City Administrator Golat reported on the following:

- Music in the Park has started this past Monday, July 5, 2021
- The 4<sup>th</sup> of July Celebration held on Saturday, July 3, 2021 in Cinder City Park was a huge success.

Fire Chief Renderman reported the following:

- EMS and Fire Call volume so far.
- Conducted a house burning training class at the east side of town recently.

City Planner Josh Clements reported that the Comprehensive Plan Process has been launched; a joint meeting took place earlier today at 4:30 p.m.

**City Committee Reports – None.**

**(VII) Consent Agenda –**

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

**(IX) New Business**

**(1) Discuss/consider awarding a contract for consulting engineering services for the USH 12 Utility Extensions project.**

CE/DPW David Walter explained that the 2021 budget includes funds for the design of utility extensions along USH 12, from their current end at Mayer Road, to the new City property east of CTH SS. The bidding and construction stages are tentatively scheduled for 2022. This project includes extension of the sanitary sewer interceptor and water main, which will serve the City property, connection to a potential City well, and other adjacent properties upon request. An exhibit is attached which provides an overview of the project.

A Request for Proposals was published and staff received five proposals from the following firms.

1. Ayres Associates
2. CBS Squared
3. Cedar Corporation
4. MSA Professional Services
5. Short Elliott Hendrickson

The RFP included a scoring section for both the proposed fee as well as qualifications. Staff have completed their review and scoring of qualifications and recommended Ayres Associates for a fee of \$57,900.

Motion by Sexton/Lima to approve awarding a contract for consulting engineering services for the USH 12 Utility Extensions project to Ayres Associates in the amount of \$57,900. **Motion carried.**

**(IX)(2) Discuss/consider approval of Resolution 7B-21, a Preliminary Resolution of the Common Council of the City of Altoona, declaring intent to exercise its police powers pursuant to Section 66.0703 of Wisconsin Statutes to specially assess for the Lake Road Pavement Replacement project.**

CE/DPW Walter explained Resolution 7B-21, a preliminary resolution of the Common Council of the City of Altoona, declaring intent to exercise its police powers pursuant to Section 66.0703 of Wisconsin Statutes to specially assess for the Lake Road Pavement Replacement project. Walter noted that the scope of the project includes pavement replacement on Lake Road from 100 feet east of the Union Pacific driveway to Park Road. Items included in the project consist of pulverization of the existing pavement and base, shaping of the base course, repaving with asphaltic concrete pavement, shoulder improvements, and lawn restoration. As in the past, Altoona has used the special assessment process to fund a portion of the project.

CE/DPW Walter explained that the first step in the special assessment process is for the Council to pass the preliminary resolution declaring intent to exercise its police powers pursuant to section 66.0703 of Wisconsin Statutes and setting the date of the public hearing on the assessment for July 22, 2021 at 6:00 p.m. The preliminary resolution also directs City staff to prepare a Preliminary Assessment Report, which includes a schedule of the proposed assessments. Once completed, the report will be placed on file at City Hall for public inspection.

Motion by Biren/Lima to approve Resolution 7B-21, a preliminary resolution of the Common Council of the City of Altoona, declaring intent to exercise its police powers pursuant to Section 66.0703 of Wisconsin Statutes to specially assess for the Lake Road Pavement Replacement project and set the date for public hearing at 6:00 p.m. on July 22, 2021. **Motion carried.**

**(IX)(3) Discussion/possible action regarding extension of utilities north from Altoona Elementary School on Bartlett Avenue.**

City Administrator Golat explained that this topic was previously discussed by the Plan Commission on January 21, 2020 and City Council on January 23, 2020. More information has become available since that time indicating new conditions. Over the past few years, city staff have recently been engaged with a property owner and a potential developer of a 30.39-acre area located near but not adjacent to the City's boundary, north of the Altoona Elementary School on County Highway SS. The property is further illustrated and described in the enclosed Staff Report. Recently, city staff has entered discussions with a second development group concerning an adjacent property totaling approximately 33.8 acres.

City Planner Clements mentioned that the City of Altoona exercises its Extraterritorial Jurisdiction (ETJ) powers provided by WI Statues pertaining to land division in order to, among other goals, guide and control orderly and efficient development land and provision of infrastructure. The ETJ extends 1.5 miles from the City's corporate boundary. The principal provision is that no new parcels less than 10 acres may be created. One of the purposes of exercising this power is to prevent low-density unsewered subdivisions in the City's future growth and development areas. These developments effectively create a barrier constraining City growth, preventing adjacent and contiguous development at densities appropriate and efficient for the provision of municipal utilities and public services. These developments can "wall off" a city from growing in certain directions, and potentially become reasonably land-locked.

City Planner Clements noted that there are constraints to serving this area with municipal utilities and additional variables to consider, including if the City should grow north of the railroad, and what the reasonably anticipated capacity for future development in that vicinity. This is a strategic consideration that warrants

discussion and direction by the Plan Commission and City Council.

Jason Griepentrog, Developer for this project gave some background information regarding this project. Bill Pabich, Pabich Homes summarized the lot sizes, density and concept within the project.

Council discussed and seemed to generally agree on potentially smaller lots on the inside of the development with larger lots on the perimeter, with mandatory connection to City water and sewer. Within those parameters, staff was to work towards a development agreement and annexation of the property.

Motion by Lima/Biren to provide guidance to staff as noted above and work towards a development agreement and annexation of the property with the developer of this project. **Motion carried.**

**(IX)(4) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e)**

**A. Lot 20, River Prairie NW Quadrant (next to RP Center)**

**B. Annexation for properties located east of City Limits.**

Motion by Biren/ Sexton to convene in closed session at 7:15 p.m. pursuant to Wis. Stats 19.85 (1)(e) Roll call vote, 6-ayes, Stuber, Biren, Lima, Rowe, Guzman, Sexton, 0-nays. **Motion carried 6-0.**

**(IX)(5) Motion to reconvene to Open Session.**

Motion by Lima/Rowe to reconvene in open session at 8:01 p.m. Roll call vote, 6-ayes, Stuber, Biren, Lima, Rowe, Guzman, Sexton, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that Council discussed two items in closed session. First item being an offer to purchase Lot 20 next to River Prairie Center. The second being Annexation for properties located east of City Limits. No action taken on either items.

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

Clerk Bauer reminded Council Members that Board of Review will take place on Thursday, July 15, 2021 from 4-6 p.m. in the Council Chambers at City Hall.

**(XI) Adjournment.**

Motion by Lima/Biren to adjourn at 8:03 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk