

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
September 23, 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, Matthew Biren, Tim Sexton, and Susan Rowe were present.

Also Present: City Attorney John Behling, City Administrator Mike Golat, City Planner Joshua Clements, Public Works Superintendent Scott Kwick, City Engineer/Director of Public Works (CE/DPW) David Walter, Management Analyst Roy Atkinson and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

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

(V) Approval of minutes.

Motion by Rowe/Lima to approve the minutes of the September 9, 2021, Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

Management Analyst Roy Atkinson announced that Saturday, Sept. 25, 2021 will be the Ginormous Pumpkin Festival held in River Prairie Park from 9 a.m. – 2 p.m. City Administrator Golat recognized the many Sponsors at this event and other Altoona Community events.

City Engineer/Director of Public Works (CE/DPW) David Walter commented that Bradwood Avenue Street Reconstruction project is progressing well.

City Planner Josh Clements commented on the informational meeting that occurred last night (Sept 22) regarding the proposed utility extension on Hwy 12.

City Administrator Mike Golat commented on the DNR Grant that the City was awarded to support the Veteran's Trail Project.

City Committee Reports – None.

(VII) Consent Agenda

(1) Proclamation Recognizing October as Community Planning Month.

City Planner Josh Clements explained that October of each year is designated as Community Planning Month. The proclamation highlights the general importance of community planning.

Mayor Brendan Pratt read the Proclamation recognizing October as Community Planning Month.

(VIII) Unfinished Business – None.

(IX) New Business

(1) Public Hearing at 6:00pm or as soon thereafter as is possible regarding a proposed Certified Survey Map to combine parcel 201239907000 with adjoining WI DOT excess right-of-way (discussed at the September 14, 2021 Plan Commission).

Mayor Pratt opened the public hearing at 6:14 p.m.

City Planner Clements explained that the proposed CSM combines Lot 143 of the Plat for Hillcrest Greens II, 189,567 square feet (4.352 acres) with excess WI DOT right-of-way, approximately 11,558 square feet. The Plan Commission recommended approval at its September 14, 2021 Plan Commission Meeting.

Motion by Lima/Biren to close the public hearing at 6:18 p.m. **Motion carried.**

(IX)(2) Discuss/consider approval of a Certified Survey Map to combine parcel 201239907000 with adjoining WI DOT excess right-of-way.

Motion by Biren/Lima to approve the proposed Certified Survey Map. **Motion carried.**

(IX)(3) Discuss/consider Resolution 9A-21, a Resolution redistricting the boundaries of the aldermanic wards of the City of Altoona.

City Clerk Cindy Bauer explained that the federal census was completed in 2020. Pursuant to Wis. Stats. 5.15, every city, village and town in Wisconsin shall, following a federal census, review their ward boundaries to assure compliance with statutory limits regarding number of constituents allowed per ward and also to adjust ward boundaries if County Supervisory District boundaries have been amended. The City is further obligated to then establish aldermanic districts (which include one or more wards) based on the amended ward boundaries and anticipated population trends.

City Clerk Bauer indicated that this resolution adopts a new aldermanic ward plan for the City of Altoona. The ward boundaries needed to be amended in consideration of changes in Eau Claire County Supervisory Districts and also the new census numbers. Further, the ward boundaries could not split census blocks. Due to the increase in population for the City of Altoona, Eau Claire County added County Supervisory District 29 to include a portion of the City of Altoona. County Supervisory District 29 covers the proposed new wards 9 and 10 (Which lies west of the Hwy 53 Bypass). The population figure from the 2010 Census was 6,706 compared to the 2020 Census figures of 8,293.

The following timetable sets the requirement of redistricting:

- Counties adopt tentative Supervisory District Plans (Eau Claire County adopted its Plan on Sept. 21, 2021).
- Once the tentative Supervisory District Plan is completed by the County, then the city typically has 60 days to adopt their ward plan by resolution and submit the plan to the County and Legislative Reference Bureau. Due to the fact that the 2020 census data delivery the County bases their supervisory districts on is about 5 months behind schedule, the County is looking at a very tight timeline to get the County Supervisory and Municipal ward districts in place in time for candidates to take out paperwork for the spring election (Dec. 1st is when they can begin).
- Once the ward plan is adopted, the city then needs to adopt by Ordinance the Aldermanic District Plan. A public hearing is scheduled for October 28, 2021 for public input regarding the District Plan. After the public hearing and all testimony is heard, the Council may then choose to adopt the Ordinance to redistrict the boundaries of its aldermanic districts.
- Once the Council adopts the Ordinance to redistrict the boundaries of its aldermanic districts, the Municipality then transmits the ward plan back to the County and the County adopts a final Supervisory District Plan.

Motion by Stuber/Biren to approve Resolution 9A-21, a resolution to redistrict the boundaries of the aldermanic wards of the City of Altoona. **Motion carried.**

(IX)(4) Discuss/consider Amendment # 12 to Chippewa Valley Off-Road Bike Association (CORBA) Contract.

City Administrator Golat explained that in March of 2009 the City signed an agreement with the Chippewa Off-Road Bike Association (CORBA) that outlined the terms and conditions of CORBA building and maintaining single track trails within Centennial Park (the Agreement). The Agreement has been extended annually by mutual

agreement. The City now has the opportunity to extend the trail system within Centennial Park southward within the Wisconsin Department of Transportation right-of-way south and west of Centennial Park. The attached Addendum #12 to the original agreement recognizes this opportunity and provides permission for CORBA to work in that area consistent with the terms and conditions of the original agreement.

Dean Roth, CORBA Representative was present to answer questions Council Members had regarding this agreement.

Motion by Lima/Rowe to approve Amendment # 12 to Chippewa Valley Off-Road Bike Association (CORBA) Contract. **Motion carried.**

(IX)(5) Discuss/consider monetary contribution to installation of electric service for Larson Orthodontics.

City Administrator Golat explained that when the property was sold to Larson Orthodontics the City represented that electric service was available to the lot. This was based on the as-built plans provided by Xcel. However, we learned that the electric backbone was not constructed as represented by Xcel. The original estimate from Xcel to complete the extension and service was over \$20,000, which was a surprise to Larson and City staff. When Xcel staff reviewed what was built compared to what should have been built, they revised their estimate for the service to \$10,655.58. This is more than the customary service connection charge of \$2,000 to \$4,000. Therefore, Larson is asking that the City split the cost of providing the service to the lot (5,327.79). This money would be budgeted from TID #3.

Motion by Rowe/Lima to approve a contribution of \$5,327.79 from TID #3 by the City for extension of electric service to the Larson Orthodontics lot in consideration of representing that electric service was available to the lot upon sale. **Motion carried.**

(IX)(6) Discuss/consider amending the City Personnel Manual Section - Chapter 14.7 “Social Media Policy”. (Discussed at the September 23, 2021 Personnel Committee Meeting.)

Management Analyst Roy Atkinson explained that social media tools are meant to increase communication and collaboration between the city staff, citizens, and the general public which enhances the city’s ability to share information and awareness within the community in an interactive, cost-effective way. Social media tools include, but are not limited to, Facebook, LinkedIn, Twitter, Instagram, Nextdoor, Tumblr, Flickr, and YouTube in addition to other blogs and wikis. While social media can be an opportunity to increase the city’s publicity and brand, it can also be a risk if staff are not aware of at least some general guidelines.

Atkinson said this policy update establishes a requirement that staff administering assigned city social media pages sign an authorized user agreement form which provides guidelines for the operation of designated city social media pages. This policy update also includes language relating to off-duty, personal use of social media. Off-duty, personal use of social media by employees is not prohibited. However, employees are reminded that City rules and policies apply to social media conduct to the same extent as other off-duty conduct, including the terms of this policy. Finally, the updated policy includes the public terms of use policy which we try to post publicly on all social media pages (when possible due to text limits on pages).

These updates were presented to the Personnel Committee at the September 23, 2021 meeting. The Personnel Committee recommended approval.

Motion by Lima/Guzman to approve amending the City Personnel Manual Section - Chapter 14.7 “Social Media Policy”. **Motion carried.**

(IX)(7) Discuss/consider authority of the City Administrator to adjust pay scale and vacation time for employees as necessary, and if approved, to amend the Personnel Manual to reflect the changes. (Discussed at the September 23, 2021 Personnel Committee Meeting).

City Engineer/Director of Public Works David Walter explained that due to the current labor market, there have been instances where staff are being recruited by other communities and organizations. In order to retain employees, staff is seeking guidance on how to best address this issue. Per the Personnel Manual the City Administrator has the authority to establish starting wages and vacation leave consistent with Section 19. Vacation Leave.

CE/DPW Walter noted that the manual, however, is silent on the authority of the City Administrator to offer a step increase and/or additional vacation to potentially retain a current employee. Staff is seeking

guidance in the interest of the Personnel Committee to revise the manual to allow the City Administrator to adjust an employee's place on the wage scale, as well as vacation leave. The Personnel Committee met earlier today at 2:30 p.m. and recommended approval.

Motion by Biren/Lima to approve giving authority of the City Administrator to adjust pay scale and vacation time for employees as necessary and amend the City Personnel Manual Section 19 - Vacation Leave to reflect the changes. **Motion carried.**

(X) Miscellaneous Business and Communication.

(XI) Adjournment.

Motion by Lima/Rowe to adjourn at 6:47 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk