

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

Also Present: City Attorney John Behling, City Administrator Mike Golat, City Planner Joshua Clements, 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/Lima to approve the minutes of the September 23, 2021, Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat recognized the passing of past Council Member/County Board Member Ray Henning and commented on the many years of services Henning provided to the Community, City and County.

Golat reported on City/Department activities.

City Planner Clements reported that he will be getting a follow-up survey from the Comprehensive Plan workshops that were held last month.

Management Analyst Atkinson reported that the City of Altoona along with Eau Claire has formed an Equality, Diversity and Inclusion Committee in the pursuit of exploring policies and practices the city can apply to the workplace.

City Committee Reports – None.

(VII) Consent Agenda

(1) Discuss/consider approval of Heather Richards as the new Agent for Kwik Trip Inc, DBA Kwik Trip #828, located at 2367 Spooner Ave, Altoona.

(2) Discuss/consider amending the premise description on the “Class B” Combination Liquor and Beer License issued to Rolly’s Coach Club, located at 2239 Spooner Ave, to include the parking lot for the following date only: Oct. 16, 2021.

Motion by Rowe/Lima to approve Consent Agenda Items 1 and 2. **Motion carried.**

(VIII) Unfinished Business – None.

(IX) New Business

(1) Discuss/consider awarding contract for River Prairie Tree Replacement

City Administrator Golat explained that many of the trees in the northwest quadrant of River Prairie that have been planted over the past several years are dead. Of particular note are the trees in the plaza areas--there are a total of twenty-two of those trees that require replacement. An additional approximately thirteen trees outside of the plaza area have also been identified for replacement. Staff issued a request for proposals to

replace the trees. The selection will be qualifications-based, meaning the contractor will be selected based on their experience and plan. Staff will recommend the contractor that demonstrates best that they will be able to keep the trees healthy and thriving. The contractors' proposal will also include a five-year warranty along with a cost for annual maintenance of the trees.

City Administrator Golat noted that the proposals were due October 12, 2021. Staff received two proposals, one from Green Oasis and one from Tree Savvy. Staff have reviewed the proposals and while there are differences in approach by each contractor, each with merit, staff is recommending the contract be awarded to Tree Savvy.

Motion by Lima/Stuber to approve awarding the River Prairie Tree Replacement contract to Tree Savvy at the submitted price of \$17,500.00 for the 35 marked trees. **Motion carried.**

(IX)(2) Public hearing at 6:00 p.m. or as soon thereafter as is possible regarding Ordinance 10A-21, an Ordinance amending Title 18 "Subdivisions" Section 18.11.020(a)(2) and Title 19 "Zoning" Sections 19.12.050(E), 19.59.020(C), and 19.68.030(B) concerning placement of temporary city signs for notifications of public hearings. (Discussed at the Oct 12, 2021 Plan Comm Mtg).

Mayor Pratt opened the public hearing at 6:18 p.m.

City Planner Clements explained that the proposed Ordinance adds language to procedural elements of the subdivision and zoning titles where a public hearing is otherwise required that a temporary sign may be placed at the subject property providing notice of the hearing. Clements noted that there was discussion and comment during consideration of proposed projects in 2020 and early 2021 where members of the public expressed interest in more and different forms of notice when a matter subject to a hearing is scheduled. This proposal adds a new notification technique used in some other jurisdictions to physically place a sign at the subject property. This language would be added as a single entry describing general procedures for public hearings. However, without a common reference, the modification adds the sign language in multiple places.

City Planner Clements noted that there are other procedural considerations regarding what matters are public hearings required, the scope of public notifications, and other public information and engagement options. These will be discussed at a later date. This proposed ordinance is a narrow purpose regarding signs as it is a relatively straightforward modification. The Plan Commission recommended approval at its Oct. 12, 2021 Plan Commission Meeting.

Motion by Biren/Lima to close the public hearing at 6:22 p.m. **Motion carried.**

(IX)(3) Discuss/consider approval of Ordinance 10A-21, an ordinance amending Title 18 "Subdivisions" and Title 19 "Zoning", concerning placement of temporary city signs for notification of public hearings.

Motion by Lima/Stuber to approve Ordinance 10A-21. **Motion carried.**

(IX)(4) Discuss/consider approval of a Condominium Plat for Lot 3, Block 4 of the Knollwood Subdivision, parcel 201224003000, 1327 & 1331 Glades Drive (Public Hearing at the October 12 Plan Commission meeting).

City Planner Clements referred to the following:

- Proposed Condominium Plat, 1327 & 1331 Glades Drive
- Declaration of Covenants, Conditions, Easements and Restrictions for Glades Drive Condominium

Clements explained that the proposed Condominium Plat for Lot 3, Block 4 of the Knollwood Subdivision splits the 132' x 88' lot (11,616 SF) into two lots along the existing shared wall between the existing dwellings. The lots created meet the minimum lot area and frontage requirements per R2 One- and Two- Family Dwelling District standards. The Plan Commission granted a Conditional Use for this property on May 11, 2021 to allow a Twin Home use in the R2 District. The Plan Commission recommended approval at its Oct. 12, 2021 Plan Commission Meeting.

Motion by Lima/Rowe to approve the proposed Condominium Plat. **Motion carried.**

(IX)(5) Discuss/consider approval of Ordinance 10B-21, an ordinance to annex approximately 5.27 acres of property to the City of Altoona from the Town of Washington pursuant to Direct Annexation Petition as submitted by Richard H. Golde.

City Planner Clements referred to the following:

- Planning Department Staff Report 2021-10A
- Ordinance 10B-21 (proposed)
- WI Department of Administration Review Letter (2021-0921)
- Petition for Direct Annexation (MBR #14437)

City Planner Clements explained that the ordinance represents the final step to annexing approximately 5.27 acres of property to the City of Altoona from the Town of Washington. The property is currently owned by Richard Golde, and located at 491 Bartlett Avenue. As noted in the attached materials, the annexation has been reviewed by the State of Wisconsin, Department of Administration. The property will be temporarily assigned R-1 zoning consistent with Altoona Municipal Code. The matter will be referred to the Plan Commission for zoning assignment.

Motion by Lima/Rowe to approve Ordinance 10B-21, an ordinance to annex approximately 5.27 acres of property to the City of Altoona from the Town of Washington pursuant to a direct annexation petition as submitted by Richard Golde. **Motion carried.**

(IX)(6) Discuss/consider approval of an amendment to the WPPA contract regarding a side letter for the compensation of a police therapy dog program.

City Administrator Golat explained that the police department added a therapy dog to the agency in 2020. When we added the therapy dog, there was no industry standard regarding compensation for police department therapy dogs, and currently, there still is not an industry standard. We have discussed this topic with Attorney Weld, and his recommendation is to compensate the therapy dog handler similar to a patrol canine handler.

City Administrator Golat noted that the National average for a patrol canine is ½ hour per day, 365 days per year. This has to be paid at an overtime rate because the therapy dog handler is a 40 hour a week employee. The rate does not have to be at the current patrol rate but can be at a dog caretaker pay rate. Per an internet search - As of Jun 15, 2021, the average annual pay for the Dog Kennel jobs category in the United States is approximately \$11.83 an hour. Staff is proposing to compensate the therapy dog handler from January 1, 2021, and continue through the life of the therapy dog program. The union has voted in agreement of the proposed amount of compensation for the care time of the therapy.

Motion by Rowe/Biren to approve an amendment to the WPPA contract regarding a side letter for the compensation of a police therapy dog program. **Motion carried.**

(IX)(7) Discuss/consider Ordinance 10C-21, an ordinance amending Chapter 2.12.020 (Wards) and 2.12.030 (Aldermanic Districts) of the Altoona Municipal Code to create Ward 17.

City Clerk Bauer explained that Ordinance 10B-21 was just passed earlier at this meeting to attach property to the City of Altoona from the Town of Washington pursuant to a direct annexation petition as submitted by Richard Golde. The property attachment resulted in a new voting ward to be formed since the subject property lies in a different state senate, state assembly, and county supervisory district than the parcel of City of Altoona to which it is directly contiguous. This ordinance creates and describes a new Ward 17 and places it into Aldermanic District 2.

Motion by Rowe/Lima to approve Ordinance 10C-21, an ordinance amending Chapter 2.12.020 (Wards) and 2.12.030 (Aldermanic Districts) of the Altoona Municipal Code to create Ward 17. **Motion carried.**

(X) Miscellaneous Business and Communication.

Rowe reported that the Library Committee offered a candidate the Library Director Position who has verbally accepted the offer.

Clerk Bauer mentioned that the November and December Council Meeting dates have changed due to holidays in both months. The new dates are as follows: Nov. 11 and Nov. 18, and Dec. 2 and Dec. 16, 2021.

(XI) Adjournment.

Motion by Lima/Rowe to adjourn at 6:46 p.m. **Motion carried.**
Minutes submitted by Cindy Bauer, City Clerk