

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

Also Present: City Attorney John Behling, City Administrator Mike Golat, City Planner Joshua Clements, Police Chief Kelly Bakken, 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 October 28, 2021, Regular Council Meeting. **Motion carried.**

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

City Administrator Golat reported the following:

- Updated the Council on Grant applications.
- Strategic Planning Session with Council on Dec. 16, time to be determined.
- Startup week in the Chippewa Valley the week of Nov 15-19, 2021. Council and Plan Commission Members are invited to attend.

Police Chief Kelly Bakken updated the council regarding Altoona Police Department Activities: Service calls to date are 3017 (compared to last year at 2739), traffic related calls to date are 1872 (compared to last year at 1857), Ordinance violations to date are 139 (compared to last year at 152). Police Chief Bakken announced that staff offered the full time Police Office position to Joel Field who will start on Dec 6. Bakken mentioned that calendar parking starts November 15.

Josh Clements mentioned there will be a Downtown Altoona Community Workshop on Saturday, November 13 from 10-11 a.m. held in the Council Chambers at Altoona City Hall. The workshop will be led by a UW Madison student completing a year-long senior capstone project studying and developing plans to reactivate Altoona's downtown.

**City Committee Reports – None.**

**(VII) Consent Agenda**

**(1) Discuss/consider Mayoral Appointment of Ben Trachsel to fill vacant position on the Plan Commission.**

There is currently a vacant position on the Plan Commission. Ben Trachsel has expressed interest in filling the vacant position on the Commission. Pratt recommended Ben Trachsel to serve on the Plan Commission to fill the vacant position.

Motion by Rowe/Lima to approve Consent Agenda Item 1. **Motion carried.**

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

**(IX) New Business**

**(1) Quarterly Tourism Report Presented by Visit Eau Claire.**

Visit Eau Claire is Altoona's contracted tourism promotion agency. In order to detail tourism marketing efforts in Altoona, Visit Eau Claire will continue providing quarterly updates to the council.

Benny Anderson, Executive Director of Visit Eau Claire, was present at the meeting to discuss tourism marketing in Altoona.

**(IX)(2) Public Hearing at 6:05 pm (or as soon thereafter as possible) regarding a city zoning assignment for rezoning for parcel 024119603000 located at 491 Bartlett Avenue annexed to the City of Altoona on October 14, 2021 from R1 One Family Dwelling District (temporary assignment) to R3 Multiple Family Dwelling District. (Discussed at the 11/9/2021 Plan Commission Meeting).**

Mayor Pratt opened the public hearing at 6:24 p.m.

City Planner Clements referred to the following materials:

- Staff Report 21-11B
- Ordinance 11A-21 (Proposed)
- Ordinance 10B-21

City Planner Clements explained that Parcel 024119603000 (former assignment, new number TBA), 491 Bartlett Avenue, 5.27 acres, was annexed into the City of Altoona from the Town of Washington on October 14, 2021 following a Unanimous Petition by the owner, Richard Golde. Per Altoona City Code 19.24.030, R1 zone district is applied to the territory "until other districts and regulations are recommended by the Plan Commission and adopted by the City Council, said adoption to be effected within one hundred twenty days of the date of annexation". The annexation referred action to the Plan Commission for their determination. City Planner Clements noted that city staff have engaged the owner in preliminary discussion regarding land use and plat. The Plan Commission recommended approval at its November 9, 2021 Plan Commission meeting.

Richard Golde, owner of the property was present to explain his intentions of the proposed development and answer questions by the Council.

Kim and Don Bauer, 503 Bartlett Avenue, Altoona, nearby owners to the proposed development expressed concerns regarding this development. Kim and Don Bauer stated they are not in favor of this development due to traffic issues and excess apartments, multi-family dwellings.

Ashleigh Partlow, 467 Sunday Drive, Altoona (Town of Washington) had some concerns with the proposed development due to traffic issues and the possibility of the units being a rental property.

Motion by Sexton/Stuber to close the public hearing at 6:48 p.m. **Motion carried.**

**(IX)(3) Discuss/consider approval of Ordinance 11A-21, an Ordinance assigning R3 Multiple Family Dwelling District zoning for parcel 024119603000, 491 Bartlett Avenue.**

Clerk Bauer noted that it was brought to her attention by the Eau Claire County Planning and Development that a portion of the legal description reflected in Exhibit A and Exhibit B of the ordinance is incorrect. The correct legal description referred to the distance along the South Line of the Southwest ¼ of Section 24 for a distance of 1131.63 Feet should be 1311.63 Feet instead. This error will be corrected in the Annexation Ordinance 10B-21 that was approved last month by a correction instrument that will be recorded at the Register of Deeds office tomorrow. The proposed Ordinance 11A-21 also has the incorrect legal description, so if Council approves Ordinance 11A-21, Bauer asked Council to approve with the amendment as noted.

Motion by Biren/Sexton to approve Ordinance 11A-21 as amended applying R3 zoning district for 491 Bartlett Avenue. Stuber and Lima against. **Motion carried 4-2.**

**(IX)(4) Discuss/consider approval of Resolution 11A-21, a Resolution confirming Parkland Dedication Fees for 2022 (Discussed at the October 25, 2021 Parks & Rec Committee Mtg).**

City Planner Clements referred to the Staff Report 21-10B "Parkland Dedication" and Proposed Resolution 11A-21. Clements mentioned that this item was discussed by the Parks Board on October 25. Clements explained that providing adequate parkland is widely accepted as a fundamental function of government throughout the U.S. One method of ensuring provision of adequate and desirable public lands is to

require public dedication or impact fees to support reservation or acquisition of property. This tactic is practiced by many communities throughout Wisconsin, and is specifically enabled through several provisions within Wisconsin Statutes.

As further summarized in the enclosed Staff Report 21-11A, Altoona has required parkland dedication since at least 1981. The most recent revision to that area of municipal code was 2002 (Ord 4A-02), wherein, among other things, a procedure and formula was established to annually adjust fees in lieu of land dedication. This procedure includes the City Council annually considering a Resolution where those fees are confirmed.

City Planner Clements said the attached proposed Resolution 11A-21 refers to existing municipal code and State Statute to enumerate the parkland dedication fees for 2022. The resolution does not change any existing ordinance, code or policy. The current formula indexes park fees at 50% of the change in total equalized value for Eau Claire County, resulting in a 3.5% fee increase for 2022. As further described in the enclosed staff report, the overall procedure and utilization of municipal tools to ensure proportionate and desired provision of parkland, specifically the structure and standards in the dedication ordinance, is recommended for study and potential revision.

Motion by Rowe/Stuber to approve Resolution 11A-21 Confirming Parkland Dedication Fees for 2022.

**Motion carried.**

**(IX)(5) Discuss/consider a proposed amendment to the Specific Implementation Plan for The Fairway, 2620 Fairway Drive, concerning proposed building signs. (Discussed at the 11/9/2021 Plan Commission Meeting).**

City Planner Clements referred to the Staff Report 21-11C and Proposed Sign Plan. The Fairway is a mixed-use 53-dwelling structure with on-site office currently in construction at 2620 Fairway Drive, a 1.62-acre property at the intersection of Fairway Drive, North Willson, and North 10th Street. Clements said the SIP for The Fairway was approved by the City Council on March 12, 2020. The proposed amendment to the SIP entails adding six illuminated building wall signs, on four frontages. The River Prairie Design Guidelines only permit signage on two frontages unless approved [IX 5 D]. One of the proposed signs (east) is larger than permitted. The Plan Commission recommended approval at its November 9, 2021 Plan Commission Meeting.

City Planner Clements noted that staff recommends approval of the proposed SIP amendment, conditional upon:

1. The proposed sign on the east frontage may not exceed 100 SF, and
2. The signs shall include accessible controls to modify the lighting levels if undue negative impacts to nearby residential properties is documented.

Derek Miller, Project Manager for The Fairway was present to explain the proposed building sign design and appearance.

Motion by Sexton/Rowe to approve the proposed amendment to the Specific Implementation Plan for The Fairway concerning building signs, provided the sign on the east frontage may not exceed 100 square feet and sign illumination controls be included. **Motion carried.**

**(IX)(6) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e)**

**A. Parcels 201203401000– Hayden Ave**

Motion by Rowe/Biren to convene in closed session at 7:35 p.m. pursuant to Wis. Stats 19.85 (1)(e) Roll call vote, 6-ayes, Stuber, Guzman, Rowe, Biren, Sexton, Lima, 0-nays. **Motion carried 6-0.**

**(IX)(7) Motion to reconvene to Open Session.**

Motion by Lima/Rowe to reconvene in open session at 7:55 p.m. Roll call vote, 6-ayes, Biren, Stuber, Lima, Sexton, Guzman, Rowe, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that in closed session, Council discussed a matter regarding property on Hayden Avenue that is owned by the City. No action at this time.

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

**(XI) Adjournment.**

Motion by Lima/Rowe to adjourn at 8:02 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk