

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
December 16, 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: Attorney John Behling, City Administrator Mike Golat, Management Analyst Roy Atkinson, City Planner Joshua Clements, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

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

(V) Approval of minutes.

Motion by Biren/Lima to approve the minutes of the December 2, 2021, Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat mentioned that the Public Works Department will have the Altoona brush site open this Thursday, Friday and Saturday for a few hours (Dec 16, 17, 18, 2021) to give the residents an opportunity to dispose of brush and branches resulting from the December 16, 2021 storm.

City Committee Reports – None.

(VII) Consent Agenda - None

(VIII) Unfinished Business – None.

(IX) New Business

(1) Discuss/consider Revaluation and Maintenance Contract for City Assessor for the period of January 1, 2022 to December 31, 2024.

City Administrator Golat explained that the Revaluation and Maintenance Contract for City Assessor was brought before the November 18, 2021 City Council Meeting. There were two proposals presented at that meeting. Staff recommended awarding the Assessor contract to Accurate Appraisal, but the motion failed with 3-ayes and 4-nayes. A second motion to issue another RFP for the Revaluation and Maintenance Contract for City Assessor passed. Staff then issued another Request for Proposals for Interim Market Revaluation and Assessing Services with a deadline of December 10, 2021 for submittals. A committee consisting of City Staff, Mayor and two Council Members met with the companies that submitted proposals on December 14, 2021 to interview the assessors. The Committee recommended Accurate Appraisals based on the quality of their presentation and the marketing. City Administrator Golat reiterated that Bowmar has been great to work with for the last 40 years. Council Members Biren and Sexton were part of the committee and commented on the interview.

Motion by Sexton/Guzman to approve staff's recommendation and award the Assessor contract to Accurate Appraisals for a combined three-year total for the period of January 1, 2022- December 31, 2024. **Motion carried.**

(IX)(2) ITEM 2 - Discuss/consider approval of Resolution 12B-21, a Resolution amending the 2021 Capital Projects Budget.

City Administrator Golat explained Resolution 12B-21. This Capital budget amendment accounts for the following items:

Parks Building Final Costs (Fishhouse)	\$260,000
Public Facilities Assessment Costs	\$19,405
Playground Maintenance moved to 2022	(\$214,000)
Purchase and Clean Up of 211 Division Street	\$58,061.21
Purchase on Hayden Ave	\$18,108.29

Motion by Rowe/Lima to approve Resolution 12B-21, a Resolution amending the 2021 Capital Projects Budget. Roll call vote, 6-ayes, Stuber, Guzman, Sexton, Lima, Biren, Rowe, 0-Nayes. **Motion carried.**

(IX)(3) ITEM 3 - Discuss/consider approval of the amended Development Agreement for River Prairie Townhomes.

City Planner Josh Clements explained that the combined General and Specific Implementation Plan, as well as the Preliminary Plat, for River Prairie Townhomes was approved by the City Council on June 10th, 2021. The current Development Agreement is described to implement the previously-approved condominium arrangement with 36 dwellings. The change to 24 townhouse dwellings requires a new agreement based upon the changes in utility arrangement and performance guarantee. Clements said a feature of the Agreement includes reimbursement of \$36,000 of the \$108,000 purchase price, agreed to by the City Council on April 20th, 2021. These funds would be removed from the reserve accounts and does not impact the annual operating budget.

City Staff and the Developer are revisiting some bid cost estimates for certain items in the opinion of probable cost. As a result, the required performance guarantee value may change. Staff recommends approval contingent upon final acceptance of cost estimate and performance guarantee.

Motion by Rowe/Guzman to approve the Development Agreement for River Prairie Townhomes and authorize the Mayor to sign upon provision of the performance guarantee. **Motion carried.**

(IX)(4) Discuss/consider approval of the Final Plat for River Prairie Townhomes.

City Planner Clements referred to the following materials:

- Final Plat, River Prairie Townhomes
- Declaration of Covenants and Restrictions (2021-0731)
- Bylaws - The River Prairie Townhomes Owners' Association, Inc. (2021-0731)

City Planner Clements said the Preliminary Plat for River Prairie Townhomes was approved by the City Council on June 10th, 2021. The Developer is seeking to move forward to finalize the Plat for River Prairie Townhomes to record the document and commence construction permitting activities in 2022. The Final Plat appears consistent with the Preliminary Plat and the Specific Implementation Plan. The Plan Commission recommended approval at its December 14, 2021 Meeting with a couple minor changes. Those being that the Surveyor further examine the reference points in terms on how parcels of land are referred to as property corners. There was also reference in the restrictive covenants to remove the section that places the authority of code enforcement to the City.

Motion by Lima/Biren to approve the Final Plat for River Prairie Townhomes. **Motion carried.**

(IX)(5) Discuss/consider approval of the River Prairie Park and Event Center Management Contract and Concession Agreement with King Pin Management of Wisconsin, Inc.

City Administrator Golat explained the River Prairie Park and Event Center Management Contract and Concession Agreement with King Pin Management of Wisconsin, Inc. for calendar year 2022 effective January 1, 2022 to December 31, 2022. As you are aware, King Pin does not plan to renew the contract for 2023. City Staff met with King Pin management staff to discuss any desired changes to the 2022 contract and both parties agreed that there are no changes warranted at this time.

Motion by Sexton/Biren to approve the River Prairie Event Center Management and Concession Agreement with King Pin Management of Wisconsin, Inc. effective January 1, 2022 to December 31, 2022. **Motion carried.**

(IX)(6) Discuss/consider the 2022 Field Contract Agreement between the City of Altoona and Altoona Youth Softball and Baseball Association (AYSB). (Discussed at the December 6, 2021 Parks & Rec Meeting).

Recreation Manager Debra Goldbach explained the agreement between the City and Altoona Youth Softball and Baseball (AYSB) for priority field use during the 2022 softball and baseball season. AYSB expects the same level of field use as last year. Staff has completed an audit of costs related to the use of the fields by AYSB in 2021 and the total direct cost to the City was \$963.12. This amount is associated with an increase in staff wages, increase of maintenance hours from 2019 and an increase of games in which lights were used. As you may recall the 2020 season was cancelled due to Covid, so the comparison is with the 2019 season. The agreement allows AYSB priority use of the fields after the Recreation Department and the High School Softball/Baseball teams. Each year in April, the Chippewa Valley softball and baseball leagues meet to complete game schedules. AYSB will turn in their completed field schedule after the area league meeting of April 12, 2022.

The 2022 agreement requires AYSB to pay \$4000.00 in cash and \$750.00 in kind labor and materials. If AYSB decides to offer a 2022 Fall Season, the Association would be charged \$7.43 per hour for field usage. The 2022 agreement also suggests AYSB pays \$150.00 plus \$30.00 per team for tournament field rental. Typically, there is an Agreement between the City and AYSB for the 10th Street Concessions Stand, but due to the lack of interest, AYSB will not be requesting that agreement. The Altoona Parks & Recreation Department will oversee the 10th Street concessions stand for all league games at the 10th Street ballfield. AYSB will operate the concessions at the 10th Street ballfield during their three summer tournaments. On December 6, 2021 the Parks and Recreation Committee recommended to Council the approval of the 2022 Agreement between the City of Altoona Parks & Recreation and Altoona Youth Softball/Baseball Association as presented by staff.

Motion by Rowe/Guzman to approve the 2022 Field Use Agreement between the City of Altoona Parks & Recreation and Altoona Youth Softball/Baseball Association as presented by staff. **Motion carried.**

(IX)(7) Discuss/consider approval of Teamsters Union Contract with the Public Works/Parks Maintenance Department and Clerical employees for the period January 1, 2022 through December 31, 2022.

City Administrator Golat explained the proposed Teamster collective bargaining contracts for the calendar year 2022 for both the clerical and public works/parks union employees. Golat noted that the only negotiable item for the contracts is starting base wage for each employment category. The contracts, as discussed during the budget, reflect a 2.5% increase to the base wage. Also attached for your information is a letter consistent with what the City has provided the Teamsters since implementation of Act 10 specifying other non-negotiable items the City intends to keep in place including certification premiums and on-call pay. Also, longevity pay remains in place for those that currently have it. The letter also includes the pay structure as recommended by the classification and compensation study completed and implemented in 2019.

Motion by Rowe/Lima to approve the Teamsters union contracts with the Public Works/Parks Maintenance Department and Clerical employees for the period January 1, 2022 through December 31, 2022. **Motion carried.**

(IX)(8) Discuss/consider approval of Ordinance 12B-21, an Ordinance amending Chapter 3.08, Addendum "A", the City's Fee Schedule to establish Fees for 2022.

City Clerk Bauer explained that this is the time of year when staff looks over the schedule of fees and makes adjustments to the fee schedule for the following year. Upon review, staff has determined that some of the fees should be increased for 2022.

Clerk Bauer referred to the updated Chapter 3.08 "City of Altoona Fees and Licenses Schedule Addendum A". Bauer indicated that changes to the fees are highlighted in yellow. Council Member Rowe asked to change the Residential Solar Systems fee to \$50 instead of \$100 as proposed for new homes and to waive the fee for new construction. Discussion followed regarding the rental fee for the River Prairie Center to not exclude Friday and Saturday April – October for a 20% discount for not-for-profit groups. Following discussion, consensus was to

leave the rental fees as is and to change the Residential Solar Systems fee to \$50 instead of \$100.

Motion by Biren/Lima to approve Ordinance 12B-21, an ordinance amending Chapter 3.08, Addendum “A”, the City’s Fee Schedule to update fees effective January 1, 2022 as amended. **Motion carried.**

(IX)(9) Discuss/consider appointment of election inspectors for a two-year term ending December 31, 2023.

City Clerk Bauer explained that every two years, Council needs to appoint election inspectors for a two-year term. City Clerk Bauer recently received a list of names of poll workers from the Republican Party for a two-year term beginning January 1, 2022 and ending December 31, 2023. The Democratic Party did not submit a list of poll workers this year to the City Clerk by the November 30, 2021 deadline. Therefore, Clerk Bauer has submitted her list of unaffiliated poll workers. Staff recommends Council approve the submitted poll worker names for a two-year term ending December 31, 2023.

Motion by Lima/Guzman to appoint the submitted poll workers (election inspectors) for a two-year term ending December 31, 2023, as indicated on the lists provided by City Clerk Bauer. **Motion carried.**

(X) Miscellaneous Business and Communication.

None.

(XI) Adjournment.

Motion by Lima/Rowe to adjourn at 7:01 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk