

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
March 10, 2022**

(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 person in the Council Chambers at Altoona City Hall, 1303 Lynn Avenue, 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, Matthew Biren, Tim Sexton, and Susan Rowe were present.

Also Present: Attorney Sam Bach Hanson, City Administrator Mike Golat, City Planner Joshua Clements, City Engineer/Director of Public Works (CE/DPW) David Walter, Police Chief Kelly Bakken, Recreation Manager Debra Goldbach, and City Clerk Cindy Bauer.

Absent: Council Member Dale Stuber and Maria Guzman.

(IV) Citizen Participation Period

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

(V) Approval of minutes.

Motion by Sexton/Rowe to approve the minutes of the February 24, 2022, Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator reported the following:

- Attended a conference this past week with Eau Claire Energy Cooperative; some of the workshops pertained to civic engagement.
- Presented a power point presentation regarding the Neighborhood Investment Fund Grant Award that was recently awarded to the City of Altoona. This grant will be for the downtown area on Spooner and Division Street. Golat summarized a schedule of activities that will be occurring throughout 2022 and in 2023. First completion is the demolition of the two building that will be taking place in May 2022. The tentative grand opening will take place in April 2023.

Police Chief Bakken reported on the following:

- Calls for service down slightly from last year.
- Finalizing the hiring process to offer a part time and full-time police officer.

Park & Rec Manager Goldbach announced that the Parks & Rec Department recently hired a full-time position in the Recreation Department.

City Committee Reports – None.

(VII) Consent Agenda – none.

(VIII) Unfinished Business – None.

(IX) New Business

(1) Proclamation declaring the month of April, 2022 as Fair Housing Month in the City of Altoona.

Mayor Brendan Pratt read a Proclamation declaring the month of April, 2022 as Fair Housing Month in the City of Altoona. The City of Altoona is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and thereby declares the month of April, 2022 as Fair Housing Month in the

City of Altoona as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of Altoona. No motion, just awareness and confirmation to declare the month of April, 2022 as Fair Housing Month.

(IX)(2) Discuss/consider Lease Agreement between the City of Altoona and DISH Wireless to permit the installation of a cellular telecommunications device on the City of Altoona Water Tower, 1501 Knollwood Trail, Parcel 201101405000.

City Administrator Golat explained that attached for Council consideration is a lease agreement between the City and DISH Wireless for locating and installing their equipment on City-owned property. City staff and legal counsel have reviewed the suggested changes and are in agreement on the terms of the agreement. DISH has agreed to pay \$2,500 per month to lease space on the City's Water Tower #1 property in Knollwood. The lease includes a 2% annual escalation clause.

City Administrator Golat mentioned that the Plan Commission recommended approval at the February Plan Commission Meeting. Since the Plan Commission Meeting, one of the conditions had originally said no trees would be removed. Upon review, Golat commented that there will be three trees removed from the site.

DISH Wireless proposes to install cellular telecommunications devices on the City of Altoona water tower located at 1501 Knollwood Trail. In order to accomplish the installation, an additional utility platform and equipment box is proposed to be placed south of the tower. The utility platform is proposed to be placed within a 15' x 10' leased area with a screening and gate system. The platform would connect to the tower and utilities within the ROW via underground conduit.

Three antennas would be added to the tower, facing north, southwest, and south. An existing antenna device is located on the east face of the tower. The existing mounting lattice structure at the crown of the tower would be utilized and reinforced for the installation.

The Contract includes the following key provisions:

1. In consideration of being allowed to install their equipment on the water tower, DISH Wireless will pay the City \$2,500 per month.
2. DISH Wireless will hook up to electric, internet and City utilities and will be responsible for paying the utility bills.
3. DISH Wireless will be responsible for the maintenance and repair of their equipment and will have to provide appropriate advance notice to the City before completing any work.
4. DISH Wireless will provide the City with its emergency contact information along with a list of all authorized service personnel including name, address, and phone number. This includes all contractors and subcontractors.
5. DISH Wireless will submit a description of procedures used to check the background of authorized personnel to minimize the potential of a security risk occurring due to access being provided to the Leased Premises by the City. The City reserves the right to run any background checks of DISH Wireless's authorized personnel as the City deems fit.
6. The initial term of the lease is five years. The lease will be renewed automatically for up to 4 additional five-year terms; provided, however, there are provisions included for termination in certain circumstances. Generally, the City may not unilaterally terminate the lease until the last renewal period because DISH needs to recover the cost of their investment.
7. DISH Wireless will be required to carry appropriate insurance throughout the term of the agreement.

City Administrator Golat mentioned that the contract has been reviewed by the City Attorney and by a telecommunication leasing expert from SEH Engineering. All exhibits have been provided in the agreement including a survey which evidences all equipment being located on City property.

Brian Kabat, Representative for Dish Network, was present to explain his intentions regarding this project.

The following people spoke expressing their concerns regarding this project.

Ross Warner, speaking on behalf of his mother Kathryn Ross-Warner, 1503 Knollwood Trail expressed his concerns regarding the Dish Network project. Commented that it would be better served on the north side of the road and if tree removal is necessary.

Roberta Lenz, 1411 Knollwood Trail.

James Young, 1423 Knollwood Trail.

City Administrator Golat commented that Council could directly address the sound issue in the lease agreement. Council Member Biren clarified that we have a conditional use that can be brought back and address or enforce the sound issues, include addressing sound continuation built in to the structure. City Administrator Golat mentioned that we can add a provision to the contract with some of the language similar to the conditional use language.

Discussion followed regarding the potential sound level of the unit.

Motion by Biren/Sexton to approve the Lease Agreement between the City of Altoona and Dish Wireless to permit the installation of a cellular telecommunications device on the City of Altoona Water Tower, 1501 Knollwood Trail, Parcel 201101405000 with the amendment as suggested by City Administrator Golat. **Motion carried.**

(IX)(3) Discuss/consider proposed changes to River Prairie Center Operations.

City Administrator Golat explained that the City's event manager, King Pin, has elected to not renew its contract with the City of Altoona beginning January 1, 2023. The City issued a request for proposals to determine if there were any vendors interested in operating RPC in a similar manner as King Pin, but the City did not receive any proposals. The primary reason provided by prospective vendors is that they were not confident that they could procure sufficient labor to guarantee excellent service.

Currently the primary duties of the RPC event manager include:

Task 1 Procuring Events: including meeting with prospective clients, providing showings, developing event manifests, executing contracts, receiving payments.

Task 2 Staffing Events: providing support and oversight before, during and after events.

Task 3 Catering Events: providing the food and food service for the events.

Task 4 Facility Setup, Tear down and Cleaning

Task 5 Bar Service: providing everything required to operate a full-service bar for any events at RPC.

City Administrator Golat commented that because we have not received interest in any one entity taking on all the tasks noted above, staff is proposing breaking up the duties of the RPC event manager with the hope that we will be able to continue to offer the RPC space for event rental in the future. To that end, staff is proposing the following:

1. City recreation department staff take on all duties related to Tasks 1, 2 and 4 noted above.
2. The City issues a request for proposals to develop an approved caterers list. The approved caterers would be required to pay 10 percent of their gross revenue to the City for use of the RPC.
3. The City issues a request for proposals to bring on a new bar operator who would provide bar service for all events.

Prior to the Council Meeting, Council members were provided with a pro forma with supporting information prepared by Debra Goldbach. Recreation Manager Goldbach explained that the pro forma models anticipated direct revenues and costs associated with implementing the operational model as described. Goldbach noted that the revenue and expenses reflect rental only on Fridays and Saturdays, and the number of events reflected is a conservative estimate based on historic data. Rentals during the week would add to the anticipated net revenue, but the number of Sunday through Thursday events are much more unpredictable, so are not reflected in the pro forma.

The following specific information was provided to Council Members:

1. Exhibit 1: Comparable Facilities Rental Structure
2. Exhibit 2: Projected 2023 Friday/Saturday Staffing Expenses
3. Exhibit 3: Projected 2023 Total Friday/Saturday Revenue and Expenses
4. Exhibit 4: Recommended Sunday -Thursday Rental Rates (6-hour Blocks)

Recreation Manager Goldbach noted on Exhibit 3 that Friday and Saturday net rental revenue is projected to be \$135,189.21, food income is projected to be \$13,110, bar income is projected to be \$15,000 and outdoor rental income is projected to be \$12,500 for an anticipated total net income of \$175,799.21.

The projected revenues and expenses are based on several assumptions including:

1. Demand for rentals will be similar to past years. This is a somewhat risky assumption given we have been putting off 2023 bookings due to uncertainty in who would operate the facility.
2. There would be an established minimum of 150 guests for Fridays and Saturdays unless the facility is not booked four months in advance, in which case smaller events may be allowed.
3. The pro forma does not include revenue for events booked Sunday through Thursday.
4. The kitchen would not likely need to be updated if we elect to go with the preferred caterers. However, we likely would need to purchase hotboxes.
5. For smaller events booked Sunday through Thursday, food from licensed facilities may be allowed to be brought in on a case-by-case basis (this includes food items such as sandwiches, fruit and vegetable trays, and cold cuts).
6. At this time staff is recommending that home-cooked foods not be allowed. Staff will be directing this type of event to the Fish House.
7. The plan assumes that the City will be able to hire enough part-time staff to cover the labor required.

City Administrator Golat said staff is requesting support from Council on the proposed plan and direction to move forward with all actions necessary to implement the plan including issuing requests for proposals, amending the River Prairie Center fee structure for 2023, establishing a booking system and otherwise moving forward with implementing the plan.

Motion by Sexton/Rowe to direct staff to move forward with implementing changes to River Prairie Center operations as described. **Motion carried.**

(IX)(5) Discuss/consider Ordinance 3B-22, an Ordinance annexing territory to the City of Altoona, pursuant to petition for direct annexation by one-half approval, and assigning a temporary zoning classification of R-1 to the property annexed—City of Altoona, Petitioner (MBR #14476)

City Planner Clements referred to the Petition for Annexation by One-Half Approval, #14476 - WI DOA Letter and Proposed Ordinance 3B-22 and Accent Finishing Letter, 2022-0202. At the direction of the City Council, city staff prepared a petition for annexation by one-half approval and proceeded through the process defined by WI State Statutes to attach the property to the city. The territory includes approximately 83 acres owned by the City as well as two parcels owned by others, as described in the petition. The process and materials have been reviewed by the City Attorney. The Wisconsin Department of Administration has completed its review of the annexation and found the appeal to be in the public interest.

City Planner Clements noted that the Plan Commission met on March 8th and approved the temporary zoning to consider the temporary zoning of the territory to be annexed. Per Altoona Municipal Code 19.24.030, the R-1, One Family Zoning District is to be the temporary assignment. Following the adoption of an annexation ordinance, the matter shall be referred to the Plan Commission for public hearing and zoning district designation within 120 days of the annexation. WI Stats. § 66.0217(8)(a) requires Ordinances approving any petition for annexation by one-half approval to be adopted by a two-thirds majority of the City Council. The annexation becomes effective immediately.

City Administrator Golat noted that the owner of Accent Finishing has provided a letter in opposition of the annexation, citing cost to connect to municipal utilities, potential nuisances created by existing operations upon

anticipated development nearby, and concern of being compelled to add pavement to the property. Upon annexation, the existing use becomes a “grandfathered use”, meaning the annexation and application of a new City zoning ordinance does not create a liability for the owner for any existing uses or conditions of the property. Any new changes after the annexation must meet city standards. The property must be considered for rezoning within 120 days of annexation, per City ordinance, likely to Industrial zone district. The City is currently working with its consultant to finalize the proposed public utility extension easterly along Highway 12.

John Manydeeds, representing Accent Finishing was present to express opposition to the annexation.

Motion by Rowe/Lima to approve Ordinance 3B-22 annexing territory to the City of Altoona as amended to reflect the proper ward designations found under Section 4 of the Ordinance. **Motion carried.**

(IX)(4) Discuss/consider approval of Ordinance 3A-22, an Ordinance amending Chapter 2.36 of the Altoona Municipal Code “Board of Fire and Police Commissioners” specifically Section 2.36.020 “Fire and police chiefs–Appointment–Term–Vacancy filling.

Police Chief Bakken explained that for Council consideration is an amendment to Chapter 2.36 of the Altoona Municipal Code to amend the ordinance to be consistent with State Statute 62.13, which gives the authority to the Police and Fire Commission to appoint a police chief. The change would allow for the ranking officer to fill the duties until the Police and Fire Commission could meet and appoint an interim chief. The interim chief would serve until the Police and Fire Commission appointed a chief.

Motion by Rowe/Sexton approve Ordinance 3A-22, an Ordinance amending Chapter 2.36, specifically Section 2.36.020 regarding the Fire and Police Chiefs vacancy filling. **Motion carried.**

(IX)(6) - Discuss/consider awarding the contract for the Annual Pavement Replacement Program.

CE/DPW Walter explained that the City held a bid opening for the 2022 Annual Pavement Replacement Program at 2:00 p.m. on March 3, 2022. The project includes replacement of pavement on 7th Street West, Edgewood Drive, and Twin Oak Drive as shown on the attached drawing. The City received two bids; the bid tabulation was attached. Staff recommends awarding the project to the apparent low bidder, Monarch Paving Company, in the amount of \$264,037.00. CE/DPW noted that this is within budget.

CE/DPW Walter noted that there are calendar restrictions on 7th Street West to avoid disruption of school activities, as well as construction staging provisions for Twin Oak Drive in recognition of it being a dead-end road with residential and assisted living facilities.

Motion by Rowe/Biren to approve awarding the contract for the 2022 Annual Pavement Replacement Program to Monarch Paving Company in the amount of \$264,037.00. **Motion carried.**

(IX)(7) Discuss/consider changes to Planning Director search and recruitment efforts.

City Administrator Golat explained that on Friday, February 18th, the second recruitment for the City’s Planning Director job closed; the City only received one applicant. In the first recruitment, only four applications were received. The Planning Director recruitment has been very aggressive compared to other recruitments the City has conducted in the past. Along with the job announcement and the position description, staff developed a recruitment video and community profile to accompany the announcement. Staff posted the vacancy in several locations where it is customary for planning job seekers to visit. The listing sites included American Planning Association, Wisconsin Planning Association, Michigan Planning Association, Minnesota Planning Association, League of Wisconsin Municipalities, Wisconsin City Managers Association, International City Managers Association, Linked In,

City Administrator Golat said Staff is recommending that the City continue its recruitment process, but with a few changes to try to attract qualified applicants. First, staff would like to offer to reimburse the successful applicant up to \$2,000 for relocation expenses. Second, staff would like to offer two months of rent up to \$1,000 per month as an added incentive to the successful candidate. While the City has reimbursed relocation expenses in the past, this was usually agreed upon through the negotiation process; the reimbursement was not advertised. The City, to my knowledge, has never provided reimbursement for rent, but given the difficulty in recruiting, staff is recommending that this incentive be added.

City Administrator Golat noted that Staff did contact the City’s classification and compensation consultant, Carlson-Dettmann, to request a review of the position description and assigned compensation classification. In summary, Patrick Glynn advised that he thought the established salary range for the position fit well with the City’s

overall compensation schedule and that reclassifying the position upward may skew internal equity. He did, however, note that he is receiving an unprecedented number of requests for complete compensation and classification studies due to the rate of wage inflation and the unprecedented difficulty filling key positions.

City Administrator Golat said Staff is seeking direction and input related to the recruitment effort. First, staff is asking for support to advertise reimbursement of moving expenses up to \$2,000, and second paying the successful candidate two months of rent reimbursement, up to \$1,000 per month. Second, staff is seeking any other advice the Council may be able to provide related to the recruitment. As you are aware, the Planning Director position is a key team member, especially given the rate of growth and development in Altoona as well as long range planning efforts in process. City Administrator Golat commented that the City is lucky that Josh has been able to continue to support the City in its planning efforts, but the City needs a full-time Planning Director onboard as soon as possible. No motion needed.

(X) Miscellaneous Business and Communication.

None.

(XI) Adjournment.

Motion by Rowe/Lima to adjourn at 8:33 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk