

**CITY OF ALTOONA, WI**  
**REGULAR COUNCIL MEETING MINUTES**  
**April 14, 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, Maria Guzman, 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, Finance Director and City Clerk Cindy Bauer.

Absent: Council Member Dale Stuber

**(IV) Citizen Participation Period**

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

**(V) Approval of minutes.**

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

**Motion carried.**

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

City Clerk Bauer sworn in Zachary Junker as the newly appointed Police Officer for the City of Altoona.

Police Chief Bakken announced the following grants that the city was awarded: Calea Grant and the Federal American Rescue Act Plan Grant.

City Administrator Golat announced that the City recently received a Solar Innovation Energy Grant for Solis Circle.

CE/DPW Walter commented on the Bi-Partisan Infrastructure Grant and noted that the City of Altoona is not eligible for this grant.

Mayor Brendan Pratt presented outgoing Council Member Maria Guzman with a plaque. Guzman's term as Council Person ended as of today.

**City Committee Reports – None.**

**(VII) Consent Agenda**

**(1) Proclamation Recognizing Earth Day on Friday, April 22, 2022.**

The Proclamation recognizes Earth Day in the City of Altoona on Friday, April 22, 2022

**(VII)(2) Proclamation Recognizing Arbor Day on Friday, April 29, 2022.**

The Proclamation recognizes Arbor Day in the City of Altoona on Friday, April 29th.

**(VII)(3) Discuss/consider approval of Resolution 4A-22, a Resolution recognizing International Migratory Bird Day on May 14, 2022.**

Altoona is designated as a Bird City Wisconsin community. As one of the requirements, a community must meet criteria spread across six categories: habitat creation and protection, community forest management, limiting threats to birds, education, energy and sustainability, and the official recognition and celebration of International Migratory Bird Day. One of the prerequisites for our Bird City designation is the passage of this resolution every two years.

Motion by Rowe/Lima to approve Consent Agenda 1, 2, 3. **Motion carried.**

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

**(IX) New Business**

**(1) Presentation of the 2022 City of Altoona Work Plan.**

City Administrator Golat presented the 2022 Work Plan. Golat commented that, much like the previous Work Plans, is guided by the City's Strategic Planning efforts and other identified priorities. Priorities identified in the 2021 Strategic Plan, as facilitated by Jerry Duschane, Executive Director of the Wisconsin League of Municipalities, and Mike Golat, City Administrator, include:

The following were identified as the top Strategic Priorities for the City of Altoona:

1. Repairing or replacing aging infrastructure. (15)
2. Hiring additional personnel to keep pace with growth. (14)
3. Assuring Financial "House is in Order" (Long Range Fiscal Plan; TIDs, Bonding, staffing plan, tax implications). (12)
4. Identifying the next opportunity for economic growth and implementing an economic development plan. (10)
5. Implementing Space Needs Program for City Facilities. (9)
6. Focusing on staff development and accountability to foster a high-performing work environment (evaluation system, pay-for-performance, etc.) (6)
7. Investing in quality-of-life amenities and opportunities. (5)
8. Developing and implementing a Housing Plan. (5)
9. Evaluating technological needs and implementing solutions as identified. (4)
10. Improving Public Outreach and City communications (surveys, public engagement, social media strategy). (4)
11. Focusing Efforts on Long Range Planning with an emphasis on planning for specific places or spaces (3)
12. Establishing sustainability priorities and opportunities. (3)
13. Establishing organizational equity, diversity, and inclusion priorities and goals. (2)
14. Implementing an active Forestry program (Emerald Ash Borer, street trees, oak wilt, etc.) (2)
15. Maximizing Cooperation with other agencies and private entities. (1)
16. Activating and programming Altoona City Parks. (0)

The following priorities were added after the recent 2021 Strategic Planning Meeting:

- When Applicable, Consider Ordinance and Other Policy and Procedural Changes; Improve Administrative Processes at all Levels of the Organization
- Implement Organizational Cyber Security Training and Measures
- Implement Organizational Workplace Safety Training

Priorities identified consistent with the strategic plan and new priorities that have arisen are identified below. The priorities identified are intended to be specific, measurable, achievable, relevant, time bound, and identified for the purpose of accountability. These are the priorities by which employees' performance will be largely measured. No action.

**(IX)(2) Discuss/consider Addendum to the Veteran's Tribute Development Agreement dated August 27, 2020.**

City Administrator Golat explained that the City entered into a development agreement with the Eau Claire County Veterans Tribute Foundation in August of 2020. The agreement outlines conditions related to the Foundation constructing the Veterans Memorial in River Prairie Park. The agreement explicitly approved Phase I of the project, which has been completed, and further provides that future phases may be approved by addendum to the original agreement.

Phase 2 of the project includes adding two trail segments along with 15 viewing and exploration stations along the River Prairie Trail between the Highway 53 Bridge and the Eau Claire lift station south of River Prairie Drive. The project will be funded by a \$322,552 Outdoor Recreation Aids grant from the Wisconsin DNR, which will be matched by funding from the Veterans Foundation.

Mark Beckfield and Bill Boettcher representing the Veterans Tribute Foundation were present to go over Phase II of the project.

Key provisions of the amendment are:

1. The Veterans Foundation will be required to abide by all of the DNR grant conditions which will be attached to the Agreement and incorporated by reference.
2. The Veterans Foundation will be required to construct the project consistent with the Phase 2 plans that are attached to the Agreement and incorporated by reference.
3. The Veteran's Foundation will be required to provide the 50% DNR grant match.

Motion by Sexton/Lima to approve Addendum 1 to the Veteran's Tribute Development Agreement dated August 27, 2020. **Motion carried.**

**(IX)(3) Discuss/consider Intergovernmental Cooperative Agreement with the City of Eau Claire and the City of Altoona for the Fairfax Street Design and Construction Project.**

CE/DPW Walter explained the Intergovernmental Cooperative Agreement between the City of Eau Claire and the City of Altoona for design and reconstruction of Fairfax Street. The pavement on Fairfax Street, South Hastings Way to Spooner Avenue, has deteriorated and needs repair. The City of Eau Claire and the City of Altoona jointly own and maintain this section of Fairfax Street and were awarded a State/Municipal Agreement for construction of this 0.5 mile in length roadway.

CE/DPW Walter mentioned that a consultant is currently completing design work. Public input sessions on design alternatives will occur in 2022. The design is looking at the needed number of travel lanes, bicycle and pedestrian accommodations, lighting, pavement marking and signing. This proposed Intergovernmental Cooperative Agreement establishes the City of Eau Claire to be the lead agency for the design and construction of the project, and the cost share each for the City of Eau Claire and the City of Altoona. The overall total project cost is estimated at \$1,516,00 with a contribution of Federal funds not to exceed \$899,000.

CE/DPW said that the agreement has been reviewed and approved by the City of Eau Claire.

Motion by Rowe/Biren to approve the Intergovernmental Cooperative Agreement with the City of Eau Claire and the City of Altoona for the Fairfax Street Design and Construction Project, and authorize the City Administrator to sign on behalf of the City.

**(IX)(4) Presentation of Annual Stormwater Report.**

CE/DPW Walter explained that the City of Altoona is a Municipal Separate Storm Sewer System (MS4) permit holder as designated by the Wisconsin Department of Natural Resources. As an MS4 permit holder, the City is required to submit an annual report to the DNR for review. The governing body must be apprised of the contents of the report as a condition of submittal. A copy of the draft report was attached for Council review. Dave Walter, Director of Public Works/City Engineer, was present to answer any questions regarding the report. No action is required by Council on this item.

**(IX)(5) Discuss/consider setting the public hearing date to rezone parcels annexed to the City per Ordinance 3B-22 from R-1 One Family Dwelling District (Temporary Designation) and to refer the petition to the Plan Commission for its recommendation prior to the Public Hearing.**

City Planner Joshua Clements explained that with the adoption of Ordinance 3B-22 annexing property to the city, city ordinance requires a temporary zoning designation to be applied, and a permanent assignment be conducted within 120 days. This is a procedural step to set the public hearing. Staff will conduct due diligence on the recommended districts and prepare a recommendation for the Plan Commission to consider. City Planner Clements said staff recommends referring the appeal for rezoning to the Plan Commission at its May 10, 2022 Plan Commission Meeting and to recommend the public hearing date before the Common Council at its May 12, 2022 Council Meeting.

Motion by Rowe/Biren to refer the appeal for rezoning to the Plan Commission and recommend the public hearing date of May 12, 2022 before the Common Council. **Motion carried.**

**(IX)(6) Discuss/consider approval of the Wisconsin Economic Development Corporation Site Assessment Grant Program Grant contract related to demolition of the 211-213 Division Street properties.**

City Administrator Golat explained the Site Assessment Grant Agreement between the Wisconsin Economic Development Corporation and the City of Altoona in the amount of \$50,100. The grant will be used for demolition of the buildings at 211 and 213 Division Street to include asbestos abatement, removal of the buildings and site leveling. Staff recommends approval of the grant contract.

Motion by Biren/Sexton to approve the Wisconsin Economic Development Corporation Site Assessment Grant Program Grant contract related to demolition of the 211-213 Division Street properties. **Motion carried.**

**(IX)(7) Discuss/consider awarding a contract for asbestos abatement and building demolition for the 211-213 Division Street properties.**

CE/DPW Walter explained that the city published a Request for Proposals for asbestos abatement and building demolition of the two City-owned buildings at 211 and 213 Division Street. This is the property for which the City recently received a state grant for redevelopment. Work includes abatement of asbestos from 213 Division Street, complete demolition of the buildings, removal of rubble, removal of the slab foundations, capping of water/sewer laterals, decommissioning gas and electric services, removal of fences and other debris, and grading of the surface. The deadline for submittal of proposals for the work was 4:00 p.m. on April 6, 2022. The city received eight proposals and a tabulation was attached. The lowest proposed fee for the work was \$42,924.90 submitted by Haas Sons, Inc.

Motion by Rowe/Lima to approve awarding the contract for the Asbestos Abatement and Building Demolition project to Haas Sons, Inc. in the amount of \$42,924.90. **Motion carried.**

**(IX)(8) Discuss/consider approval of an appeal to amend the Specific Implementation Plan for parcel 201100209080, 2806 Woodman Drive, to allow a sign larger than standards permit for Shopko Optical. (Discussed at the April 12, 2022 Plan Commission Meeting).**

City Planner Clements referred to the Proposed Sign Plan, Shopko Optical and Staff Report 22-04C. Clements explained that the SIP for the “Starbucks Multi-Tenant” was approved by the Council in August, 2021. The building is approximately 6,200 ft<sup>2</sup> three-tenant building. Other than Starbucks, other tenants were not known or disclosed at that time. The property is accessed from Woodman’s Drive and is also visible from River Prairie Drive and US Highway 53. This site is part of the Woodman’s Crossing General Implementation Plan in the River Prairie Mixed Use District zoning.

City Planner Clements said the applicant, on behalf of Shopko Optical, is seeking to install a wall sign on the Woodman Drive frontage larger than permitted by the Design Guidelines and Standards. Additionally, the applicant is requesting signage on three sides of the building, where two is permitted, due to the property abutting three travel corridors.

Staff recommends approval to the SIP amendment, subject to the following modifications/conditions:

1. The sign package is approved as submitted regarding wall sign size and placement, permitting one sign larger than otherwise permitted and signage on a third façade.

2. Window signs may not occupy greater than 15% of glazing area, per RPDG IX 5 E.3.

Motion by Lima/Sexton to approve the amendment to the Specific Implementation Plan, subject to staff-recommended conditions. **Motion carried.**

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

None.

**(XI) Adjournment.**

Motion by Lima/Rowe to adjourn at 7:10 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk