

CITY OF ALTOONA, WI
ORGANIZATIONAL COUNCIL MEETING MINUTES
April 19, 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 the Council Chambers at Altoona City Hall, 1303 Lynn Avenue, Altoona, WI.

(II) Pledge of Allegiance

Mayor Pratt led the Common Council and others in attendance in the Pledge of Allegiance.

(III) Swearing in Newly elected or Re-Elected Alderpersons.

Clerk Cindy Bauer gave the following their oath of office: Mayor Brendan Pratt was re-elected as Mayor, Council Member Dale Stuber was reelected as Alderperson for District 1, Alderperson Timothy Lima was reelected as Alderperson for District 2, and the new Alderperson elected to serve as Alderperson for District 3, was Jon Olson.

(IV) Roll Call

City Clerk Cindy Bauer called the roll. Mayor Brendan Pratt, Council Members Dale Stuber, Timothy Lima, Jon Olson, Matt Biren, Tim Sexton and Susan Rowe were present. Also Present: Attorney Sam Bach-Hanson, City Administrator Michael Golat, Assistant City Administrator Roy Atkinson, and City Clerk Cindy Bauer.

(V) Citizen Participation Period

There being no Citizen Participation, motion by Biren/Sexton to close the Citizen Participation Period. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat commented on the following:

- Officially received notification of the energy grant of Solis Circle.
- The State of the City for Altoona will be presented at the April 21, 2022 Eggs & Issues Series. The Video will be available at a later date.

Assistant City Administrator Atkinson announced the 2022 River Prairie Festival – Celebration of Art to be held on Saturday, May 7, 2022 from 10 a.m. – 4 p.m.

(VII) Consent Agenda – none.

(VIII) Unfinished Business – none.

(IX) New Business

(1) Discuss/consider Election of Council President.

Clerk Bauer explained that every year at the Organizational Council Meeting, Council elects a Council President for the term of one year. The proper procedure is to accept nominations from the floor then vote on the nominee(s) to determine who the Council President will be.

Mayor Pratt opened nominations from the floor for Council President.

Council Member Stuber nominated Matt Biren as Council President, seconded by Council Member Sexton. There being no other nominations, motion stands to close the nominations and cast an unanimous vote for Matthew Biren as the Council President. Motion by Sexton/Rowe to affirm nomination. **Motion carried.**

(IX)(2) Discuss/consider date for Initial Board of Review Meeting.

Clerk Bauer explained that every year prior to the Organizational Council Meeting, she contacts the Assessor to determine a date for Open Book and Board of Review. The Board of Review must hold an initial meeting and adjourn if the Assessment roll will not be completed during the 45-day period beginning the fourth Monday in April.

Clerk Bauer noted that as in the past, the assessment roll has not been ready until later in the summer which falls outside the required time frame to hold the Board of Review according to Wis. State Stats. Therefore, staff recommends setting the Initial Board of Review Meeting date to Thursday, May 26, 2022 at 5:45 p.m. prior to the Council Meeting and adjourn until a later date this year when the tax assessment roll becomes available. Upon talking to Accurate Appraisals, the new Assessors for the City of Altoona, the suggested date for the final Board of Review is Thursday, September 29, 2022 from 5-7 p.m. The recommended date for Open Book (roll viewing) is Thursday, August 25, 2022 from 11:30 a.m. – 1:30 p.m. The Board of Review is comprised of the Mayor, all Council Members and the City Clerk.

Motion by Rowe/Sexton to approve setting the Initial Board of Review Meeting date to May 26, 2022 at 5:45 p.m. and adjourn until September 29, 2022 at 5 p.m. **Motion carried.**

(IX)(3) Discuss/consider Mayoral Appointments and Chairpersons. (Attached list).

Mayor Pratt submitted to Council a memo with recommended appointments and chairpersons as listed in his memorandum and asked for Council approval.

Motion by Sexton/Lima to appoint all committees as recommended by Mayor Pratt as listed in his memo. **Motion carried.** (A complete list of appointments will be listed on the City's website.)

(IX)(4) Discuss/consider Memorandum of Understanding between the City of Altoona and the Altoona Lions Club -Lions Club Use of City Facilities at Cinder City Park, Altoona City Park and Devney Park during Cinder City Days.

City Administrator Golat explained that the Altoona Lions Club uses city park facilities during Cinder City Days. The Memorandum of Understanding between the City and the Altoona Lions Club specifies the terms for the following:

- Fee Structure: The Lions Club will deposit with the City \$1200.00 for use of city park facilities. This fee will be paid at the execution of the Memorandum of Understanding.
- The specific parks which are covered under the Memorandum of Understanding: This includes Cinder City Park, Altoona City Park, and Devney Park.
- Use of specific facilities in said parks: Cinder City Park, all four ball fields, Hobbs Arena, grass area north of Bement, Concessions Stand, the Lions Pavilion and Walk in Cooler. The Lions Club would like to move the carnival to the area west of Hagen Field and the area west of the Hobbs parking lot.
- Specific information which is required by Altoona Police and Emergency Services: Item are listed in Memorandum of Understanding.

Mike Schrader representing the Altoona Lions Club was present to answer any questions Council Members had regarding the Memorandum of Understanding.

Motion by Biren/Lima to approve the Memorandum of Understanding between the City of Altoona and the Altoona Lions Club for the use of City facilities at Cinder City Park, Altoona City Park, and Devney Park during Cinder City Days. **Motion carried.**

(IX)(5) Discuss/consider Cancellation Agreement for the sale/purchase of Lot 2 of CSM 3356, Parcel #20110020126 in River Prairie Development.

City Administrator Golat explained that the City approved the sale of the subject parcel located north of Cabin Coffee to the franchise holder of Jimmy John's restaurant. The buyer included a contingency in the offer

that specified the location would need to be approved by Jimmy John's corporate office; corporate did not approve the location. Therefore, the approved offer needs to be canceled. A cancellation agreement for the subject transaction is attached for your review and consideration.

Motion by Rowe/Lima to approve the cancellation agreement for the sale/purchase of Lot 2 of CSM 3356, Parcel #201100201260 in River Prairie Development. **Motion carried.**

(IX)(6) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- A. Presentation of property appraisal for parcel 201104606100 and part of parcel 201104509000 (3rd Str E) and consideration of purchase of the property.
- B. Sale of City Property – Lot 2 of CSM 3356, Parcel #201100201260

Motion by Lima/Biren to convene in closed session at 6:26 p.m. pursuant to Wis. Stats 19.85 (1)(e). Roll call vote, 6-ayes, Biren, Sexton, Stuber, Olson, Lima, Rowe, 0-nays. **Motion carried. 6-0.**

(IX) (7) Discuss/consider reconvening in open session.

Motion by Rowe/Lima to reconvene in Open Session at 7:06 p.m. Roll call vote 6-ayes, Rowe, Lima, Olson, Biren, Sexton, Stuber, 0-nays. **Motion carried 6-0.**

City Administrator Golat commented that Council discussed 2 items in closed session: Both of which requires action:

1. Accept vacant land offer to purchase the lot north of Cabin Coffee in the River Prairie Development. Action shown below:

Motion by Rowe/Lima to accept the WB-13 Vacant Land Offer to Purchase from TK Sugar High LLC for Lot 2 of CSM 3356, Parcel #201100201260 located on the corner of Meadowlark and Blazing Star in the River Prairie Development with the closing date no later than August 30, 2022 and authorize the Mayor to sign the document on behalf of the City. **Motion carried.**

2. Presentation of property appraisal for parcel 201104606100 and part of parcel 201104509000 (3rd Str E) and consideration of purchase of the property.

Motion by Lima/Biren to direct staff to prepare an offer to purchase parcel 201104606100 and part of parcel 201104509000 (3rd Street E) for \$60,000 and authorize the Mayor to sign the document on behalf of the City.

(X) Miscellaneous Business and Communication.

City Administrator Golat noted that there will not be a Council meeting on April 28, 2022 due to lack of agenda items and that the next Council meeting will be May 12, 2022.

(XI) Adjournment.

Motion by Lima/Rowe to adjourn at 7:09 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk