

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
August 11, 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 Brendan Pratt led the Common Council and others in attendance in the Pledge of Allegiance.

(III) Roll Call

City Clerk Cindy Bauer called the roll. Council Persons Dale Stuber, Timothy Lima, Jon Olson, Matthew Biren and Susan Rowe were present. Also Present: Attorney Justin Andrews, City Administrator Michael Golat, Assistant City Administrator Richard Downey, Police Chief Kelly Bakken, Finance Director Tina Nelson, City Engineer/Dir of Public Works (CE/DPW) David Walter, Fire Chief Mark Renderman, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

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

(V) Approval of minutes.

Motion by Lima/Stuber to approve the minutes of the July 28, 2022, Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Michael Golat thanked Clerk Bauer and Election staff for their participation in the August 9, 2022 Election. Golat commented on the new play structure at Tenth Street Park.

CE/DPW Walter updated the Council on the Daniels Avenue Street Construction which one of the components will start the end of this month and then other work to start after Labor Day.

Fire Chief Renderman commented that EMS Fire Calls are 678 so far to date as of July 2022.

Police Chief Kelly Bakken updated the Council on police officer hiring; currently hiring one full time police officer. National Night Out was last week (Aug 2) and was well attended. Bakken also commented that they are working on a new program, partnering with the WI State Patrol, to do a volunteer preliminary breath test (PBT) on Aug 24 to educate the public on OWI, PBT at River Prairie Park. Educational materials will be available. Bakken updated the Council on Police Dept. cases.

City Committee Reports –

(VII) Consent Agenda – None

(VIII) Unfinished Business - None

(IX) New Business

(1) Discuss/consider approval of Resolution 8A-22, A resolution authorizing the closing of books of account for the year ended December 31, 2021 and to accept the Comprehensive Annual Financial Report for 2021. (Discussed at the August 11, 2022 Finance Committee Meeting.)

City Administrator Golat explained that following completion of the Auditor's presentation, given at the August 11, 2022 Finance Committee meeting, staff recommended Council approve a motion to authorize closing the books of account for 2021 and to accept the City's 2021 Comprehensive Annual Financial Report as presented. Council Members were provided the 2021 Financial Statement and Communication Letters. Council Members

were also provided a summary of the Financials prepared by CLA (CliftonLarsonAllen LLP).

Some suggestions from the audit team that staff is currently looking at are:

1. Give the checks (after they have been printed and stamped) to an employee that is not involved in the cash disbursement process to review and mail. The employee would print a list of checks from Workhorse and double check the Workhorse list with the checks to make sure the vendor and amount matches. I am not sure how easy this would be to implement but just an idea to help separate more functions related to the cash disbursement cycle.
2. Look into positive pay with banks.
3. Create a record retention policy.
4. Approve a new procurement policy that follows Federal Single Audit Uniform Guidance.

Motion by Lima/Biren to approve Resolution 8A-22, a resolution authorizing the closing of books of account for the year ended December 31, 2021 and to accept the Comprehensive Annual Financial Report for 2021. **Motion carried.**

(IX)(2) Discuss/consider approval of Resolution 8B -22, A Resolution amending the General, Capital, ARPA and NEI 2022 Budgets

Finance Director Tina Nelson explained Resolution 8B-22. This budget amendment accounts for the following items:

Boys & Girls Club of the Chippewa Valley Support	\$ 25,000.00
Use of ARPA-Local Fiscal Recovery Funds	\$179,886.63
2022 NIF-Container Park Grant Project Revenues & Expenses	\$168,986.63
2022 NIF-Public Safety Grant Project Revenues & Expenses	\$ 71,000.00
Solis Circle Roof Replacement Project	\$ 80,000.00
Law Enforcement Agency Initiative Grand Revenues & Expenses	\$ 23,087.00
Property Acquisition (3rd Street)	\$ 61,785.00
Well Site Property Purchase (Prairie View Ridge)	\$ 65,200.00

Motion by Biren/Lima to approve Resolution 8B-22, a Resolution amending the 2022 General, Capital, ARPA & NEI Budgets. **Motion carried.**

(IX)(3) Discuss/consider awarding a contract for the Solis Circle Roof Replacement project.

CE/DPW explained the bid tabulation of the results of a bid opening held on July 27, 2022 for the above project. The roof at Solis Circle is due for a replacement and is also the first step prior to installing the solar panels funded via a grant. Walter said the bidding documents were structured with a base bid for asphalt shingles, with a bid alternate for standing-seam metal panels. As you can see, standing-seam metal panels are substantially more expensive than asphalt shingles, and staff recommendation is to proceed with the base bid. The roof replacement will be funded through the designated Solis Circle fund. Although only one bid was submitted, staff research suggests that the price is within industry standards. Staff contacted references and received favorable feedback on the bidder.

Motion by Lima/Biren to approve a base bid contract with C&A Custom Contractors, LLC for \$79,925.00 for the replacement of the Solis Circle roof. **Motion carried.**

(IX)(4) Discuss/consider approval of an easement to TDS Metrocom LLC for placement of equipment on City property.

CE/DPW David Walter explained that TDS Metrocom LLC has declared their intent to construct a network throughout Altoona to provide phone, internet, and TV services. Construction of the network will require control cabinets placed at two locations within the city. The first proposed location is on the corner of the Well #6 property

at 1106 Devney Drive. Public Works has reviewed the requested location and has determined it does not present an obstacle to use of the property now or in the future for well operations. The proposed easement, including a drawing was attached for Council review. TDS Metrocom is proposing to reimburse the City \$5,000 for the easement.

Motion by Lima/Biren to approve an easement to TDS for placement of equipment on City property.

Motion carried.

(IX)(5) Discuss/consider awarding a contract for the USH 12 Utility Extension project.

CE/DPW Walter explained that the 2022 budget includes a capital project for extending sanitary sewer and watermain along USH 12 to serve City property on the northeast corner of USH 12 and County Highway SS. The project also serves to connect the existing water distribution system to the Well #8 site. Ayres Associates was selected to design the project, and the bid opening was held on Monday, August 8, 2022. Council Members were provided copies of the two bids; one from Haas Sons and the other from A-1 Excavating. The Base Bid included installation of ductile iron water main, with an alternate for PVC. The availability of ductile iron is such that one shipment would arrive in November with the other in December according to the contractor. PVC pipe is immediately available and is lower in cost, therefore, Staff recommended award of the project based upon Bid Alternate #1 to include PVC pipe.

Motion by Lima/Biren to approve awarding a contract for the USH 12 Utility Extension project to A-1 Excavating with the bid alternate as recommended by staff to go with alternate 1, therefore reducing the amount and bringing it a total of \$1,657, 655. **Motion carried.**

(IX)(6) Discuss/consider approving an Update to the City's Classification and Compensation Study by Carlson Dettmann.

City Administrator Golat explained that the city last updated its classification and compensation study in 2019 and implemented the findings of the study for the 2020 budget year. In 2021 the City implemented a structural adjustment of 1% to the wage table, and in 2022 the table was adjusted by 2.5%. However, the 2021 actual Consumer Price Index (CPI) was 7% and the current year to date CPI for July 2022 is currently 8.5% year over year.

City Administrator Golat commented that the current labor market is very tight. As an example, Golat noted that it took us six months to recruit a replacement for our City Planner. Further, we recently had a failed search for filling a police officer position and have lost two police officers to the private sector. City Administrator Golat referred to some articles on the current state of public sector labor, that illustrate the many challenges associated with recruiting and retaining public sector employees.

City Administrator Golat mentioned that to assure the City remains competitive in today's labor market, staff is recommending that the City's classification and compensation study be updated. The City received a proposal from Carlson Dettman to update the study for \$8,000 that would revise the City's wage structure based on comparable.

Motion by Biren/Lima to approve an Update to the City's Classification and Compensation Study by Carlson Dettmann for \$8,000 and to amend the budget if necessary to pay for the update. **Motion carried.**

(X) Miscellaneous Business and Communication.

(XI) Adjournment.

Motion by Biren/Lima to adjourn at 6:41 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk