

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
August 25, 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. Mayor Brendan Pratt, Council Persons Dale Stuber, Timothy Lima, Jon Olson, Matthew Biren and Susan Rowe were present. Also Present: Attorney Sam Bach-Hanson, City Administrator Michael Golat, Assistant City Administrator Richard Downey, City Engineer/Dir of Public Works (CE/DPW) David Walter, City Planner Taylor Greenwell, City Planner Consultant Joshua Clements, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

Michele Skinner, Chair of the Lake Altoona Rehabilitation District, 7121 South Shore Drive, Altoona, introduced herself and updated the Council on the Lake Altoona District. Skinner distributed a Lake District report to the Council and spoke of the sedimentation concerns and the algae on the lake causing Lake Altoona beach to be closed for 7 weeks this summer.

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

(V) Approval of minutes.

Motion by Biren/Lima to approve the minutes of the August 11, 2022, Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat reported on the following:

- City Employee summer picnic held last night (Wednesday, August 24) at the River Prairie Center.
- The Ginormous Pumpkin Festival being held on September 24 in River Prairie Park.
- Mutts, Meals, & Movies event on Friday, Aug 26 in River Prairie Park.

City Committee Reports –

(VII) Consent Agenda – None

(VIII) Unfinished Business - None

(IX) New Business

(1) Update by Mark Beckfield regarding the Veterans Memorial Foundation Project.

Mark Beckfield, President of the Eau Claire County Veterans Tribute Foundation was present to briefly summarize the next phase of the Veterans Memorial Foundation Project and commented on other activities. Eric Killen and Angela Deutschlander gave a power point presentation on the next phase. Killen summarized the “bump outs”, benches, bronze statues, and provided an overview of the Tribute Trail Development. No action.

Items 2 and 3 were removed from the agenda and will be placed on the September 8, 2022 Council Meeting.

(IX)(2) Discuss/consider appointment of Council Member for District 5, Wards 9 and 10 to fill the vacant position for the remainder of term April 2023.

(IX)(3) Discuss/consider Mayoral Appointment and Chairperson to the following committees to fill the vacant Council Positions: A. Plan Commission, B. Finance Committee, C. Park & Rec Committee and Chairperson

(IX)(4) Public Hearing at 6:00 p.m. (or as soon thereafter as is possible) to rezone 18.25 acres located at 257 Bartlett Avenue (Parcel 201102401000, Lot 1, CSM 3757) from R-1 One Family Dwelling District (temporary assignment) to confirmation of zoning TH Twin Home District and R3 Multiple Family Dwelling District as submitted by Craig Wurzer.

Mayor Pratt recused himself from Items 4 and 5 of this agenda.

Council President Matt Biren opened the public hearing at 6:35 p.m.

City Planner Consultant Clements referred to the following:

- Staff Report 22-08A
- Application for Rezoning
- Rezoning Application Package
- Proposed Ordinance 8A-22

City Planner Consultant Clements explained that the City Council approved the Preliminary Plat for “Bartlett Crossing” on July 14, 2022, which comprised approximately 18.25 acres located at 257 Bartlett Avenue, annexed to the City on June 23rd. Per Altoona Municipal Code, the property is assigned R1 Zone until the Plan Commission recommends and Council approves another district.

Clements commented that the easterly 5.49 acres of the territory is proposed for TH-Twin Home Zoning assignment, to be developed as 24 twin home lots. The westerly 12.76 acres is proposed for R3 Multiple Family Dwelling District Zoning assignment, to be developed with 162 dwellings. These dwellings are in two general configurations: townhouse-style apartments in 8-, 10-, and 14- dwelling structures, and two 12-dwelling “barbell” configurations similar to those developed in the Prairie View Ridge subdivision. Clements noted that if approved the final plat will be brought before a future Plan Commission and Council Meeting.

Motion by Lima/Rowe to close the public hearing at 6:43 p.m. **Motion carried.**

(IX)(5) Discuss/consider approval of Ordinance 8A-22 an ordinance rezoning 18.25 acres located at 257 Bartlett Avenue (#201102401000, Lot 1, CSM 3757) as mentioned in Item 4.

Mark Erickson, of Everyday Surveying and Engineering was present to comment on the proposed design of the development.

City Planner Consultant Clements said that Staff finds the proposal as consistent with the City of Altoona Comprehensive Plan, and recommends approval of Ordinance 8A-22, rezoning 18.25 acres TH and R3 Districts as proposed, and Outlots 2-5 of that same plat “P Public and Conservancy District”. Clements noted that the Plan Commission unanimously recommended approval of the staff recommendation on August 16th, 2022.

Clerk Bauer commented that under Exhibit A, Page 3 of the proposed ordinance, the Certified Survey Map (CSM) Number was incorrectly listed. The correct CSM number shown as part of Lot 1, is CSM Number 3757.

Motion by Rowe/Lima to approve Ordinance 8A-22, an ordinance rezoning 257 Bartlett Avenue as mentioned above. **Motion carried.**

(IX)(6) Discuss/consider awarding a contract for the Tree Inventory & Management Plan project.

CE/DPW Walter explained that the 2022 budget includes a capital project for compiling an inventory of trees in public space and a management plan. Walter said this is the next step in our urban forestry efforts, and is funded in part by a grant from the Wisconsin Department of Natural Resources. The purpose of this effort is to better prepare the City for future challenges similar to the Emerald Ash Borer, Oak Wilt, and other diseases and pests, and to guide our ongoing tree planting and maintenance efforts. Walter noted that Proposals were due on August 23rd. Council Members were provided a summary and recommendation prior to the Council meeting. Three proposals were received as follows. 1. Bluestem Forestry Consulting, Inc. - Total Price: \$16,064.00 2. ArborPro Inc. - Total Price: \$18,900.00 3. Wachtel Tree Science, Inc. - Total Price: \$36,668.00 All three consultants are included in the Wisconsin DNR 2022 Urban Forestry Consultant Directory. Staff has reviewed the proposals and recommended awarding the contract to Bluestem Forestry Consulting, Inc.

Motion by Biren/Rowe to approve awarding a contract for the Tree Inventory & Management Plan project to Bluestem Forestry Consulting in the amount of \$16,064.00. **Motion carried.**

(IX)(7) Discuss/consider awarding a contract for the annual Tree Planting Program.

CE/DPW Walter explained that the City has systematically removed ash trees in conformance with the Emerald Ash Borer Mitigation plan. Removals on public property are now complete. The City is in its 4th year of replacement plantings, and this year's budget includes funds to continue. The City solicited proposals for supply and planting of 50 trees in various locations throughout the city. This urban forestry effort is also funded in part by a Wisconsin Department of Natural Resources grant. Walter noted that Proposals were due on August 23rd. Council Members were provided a summary and recommendation prior to the Council meeting. Two proposals were received as follows. 1. Green Oasis - Total Price: \$10,569.00 2. Tree Savvy - Total Price: \$25,000.00. Staff has reviewed the proposals. CE/DPW Walter noted that Tree Savvy has offered up a five-year warranty, including five years of trimming, which presumably explains the difference in price. The warranty requirement in the Request for Proposals was one year, in compliance with DNR requirements.

Motion by Lima/Stuber to approve awarding a contract for the annual Tree Planting Program to Green Oasis, in the amount of \$10,596.00. **Motion carried.**

(IX)(8) Discuss/consider awarding a contract for the 10th Street Park Irrigation project.

CE/DPW Walter explained that included in the 2022 budget is a project to install an irrigation system within 10th Street Park. The scope of the project will include all remaining non-irrigated sections. The ballfield has a separate dedicated system in place. The proposed system will also aid in establishing healthy turf around the perimeter of the Fish House. Walter noted that Proposals were due on August 22nd. Council Members were provided a summary and recommendation prior to the Council meeting.

Proposals were received for the Tree Inventory & Management Plan project on Monday, August 22, 2022. One proposal was received as follows. 1. Green Oasis - Total Price: \$59,445.84 Please note that the budget for this project is \$55,000.00 which was based upon an estimate submitted last year during the budget process. The price increase appears to be in line with other material cost increases experienced during recent capital project bidding results. Other Parks projects have been completed under budget, and the remaining funds are adequate to cover this price increase.

Motion by Rowe/Lima to approve awarding a contract for the 10th Street Park Irrigation project to Green Oasis in the amount of \$59,445.84. **Motion carried.**

(IX)(9) Discuss/consider awarding contract for the River Prairie Center Kitchen Improvement Project.

City Administrator Golat explained that the City is partnering with its new operator of River Prairie Center, Hospitality Management T & T, to purchase equipment and complete other upgrades necessary to make the RPC kitchen a fully functional kitchen as opposed to its current "catering" kitchen configuration. The City issued a request for proposals for the work and equipment which was due today, August 25, 2022 at 1 PM. Council Members were provided a copy of the proposals prior to the Council meeting.

Dave Kremer, of Hospitality Management T & T was present to comment on the two proposals that the city received. Kremer recommended Midwest Metropolitan Food Service Equipment as the vendor to complete

the improvement project.

Motion by Lima/Biren to approve awarding a contract for the River Prairie Center Kitchen Improvement Project to Metropolitan Food Service Equipment in the amount of \$110,618.00 and to authorize the city to hire the subcontractors for the project not to exceed a total cost of \$150,000.00. **Motion carried.**

(IX)(10 Discuss/consider a contract amendment with MSA Professional Services for engineering services related to Well #8 and #9.

CE/DPW Walter explained that a previously approved contract with MSA Professional Services included engineering services for Well #8, including test well construction, well and wellhouse design, and bid package preparation. Since that time, the need for an additional well was identified. Completed activities related to the new well include the purchase of property within the Prairie View Ridge subdivision for Well #9, as well as completion of the related test well. The attached contract amendment includes engineering services for the design of Well #9, as well as bidding and construction services for both wells. The proposed fee reflects 12.4% of the estimated construction cost, which is within the customary range for engineering services. The 2022 budget includes adequate funds for this year's efforts. Remaining activities for next year will be programmed into the proposed 2023 budget. The source of funds will be a combination of TID #4 and the Safe Drinking Water Loan Program.

Motion by Biren/Rowe to approve amending the engineering contract with MSA Professional Services in the amount of \$262,000.00 and authorizing the City Administrator to sign the contract on behalf of the Mayor. **Motion carried.**

(X) Miscellaneous Business and Communication.

Council Member Stuber asked if there was money in the 2023 budget to change the striping from back-end parking to regular parking in the River Prairie Development. CE/DPW Walter commented on the process of the potential re-striping. Walter will get more information and report back to the Council.

Council Member Biren commented on the paving of the parking lot of the former Window World Business on Spooner Avenue. CE/DPW Walter and City Planner Greenwell will check it out.

(XI) Adjournment.

Motion by Lima/Rowe to adjourn at 7:11 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk