

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
September 22, 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 Kaitlyn Leopold were present. Also Present: Attorney Steve Weld, City Administrator Michael Golat, Assistant City Administrator Richard Downey, Police Chief Kelly Bakken, City Engineer/Dir of Public Works (CE/DPW) David Walter, City Planner Taylor Greenwell, and City Clerk Cindy Bauer.

Absent: Council Member Sue Rowe.

(IV) Citizen Participation Period

Nate Otto, commented that he is running for the 68th Assembly District and introduced himself.

Bob Hume, 935 No. Moonlight Drive, Altoona, commented on his change of assessment. His main concern was the issues with Lake Altoona.

There being no other 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 September 8, 2022, Regular Council Meeting.

Motion carried.

(VI) City Officers/Department Heads Report

City Administrator Golat reported on the Sept. 24, 2022 Ginormous Pumpkin Event to be held in River Prairie Park. City Administrator Golat also commented on the passing of Sheriff Ron Cramer and recognized his years of service.

Police Chief Kelly Bakken commented on the outcome of the homicide case that happened in Altoona a couple months ago.

Police Chief Bakken also recognized the following people who was in attendance to receive their award:

- Jace Harwell with a Distinguished Community Service Award in recognition of his heroic and lifesaving actions at Lake Altoona Beach on July 23, 2022.
- Marcus Roach and Sergeant Jeff Baumgarten, both with lifesaving awards in recognition of their heroic and lifesaving actions at Lake Altoona Beach on July 23, 2022.
- Ashley Stark for her quick-thinking in assisting with the lifesaving efforts that occurred on July 23, 2022

City Committee Reports –

(VII) Consent Agenda – None.

(VIII) Unfinished Business - None

(IX) New Business

(1) Discuss/consider approval of the sale of the Lake Road Town Home project property to Tom Toy or assigns from Hoss Bros, LLC.

City Administrator Golat explained that recently staff was informed that Hoss Bros, LLC (Jason Griepentrog's Company), owner of the River Prairie Townhome project, has offered the project for sale and that there is an interested buyer. The prospective buyer is Tom Toy, one of the owners of the multi-family housing project west of Woodman's. City Administrator Golat noted that the sales agreement between the City and Hoss Bros stipulates the following:

(9) The City shall have the right to review and approve resale of any undeveloped land to ensure subsequent development is substantially similar to the project described herein. Such approval shall not be unreasonably withheld.

City Administrator Golat spoke to Mr. Toy, and he communicated it is his intent to proceed with the project as it is currently entitled. Council Members were provided a complete copy of the sales agreement between the City and Hoss Bros, wherein transfer of property is addressed on the last page. Golat noted that last week staff notified Lake Road residents that this item would be placed on the September 22, 2022 agenda.

Jason Griepentrog and Tom Toy were available to answer questions regarding this issue.

Motion by Biren/Lima to approve the sale of the Lake Road Town Home project property to Tom Toy or assigns from Hoss Bros, LLC (Grip Development) contingent upon the project being completed as entitled. **Motion carried.**

(IX)(2) Public Hearing at 6:00 p.m. or as soon thereafter as is possible to amend Title 19 of the Altoona Municipal Code, specifically Chapters 19.12 and 19.61 relating to Zoning Certificates and Accessory Buildings and Uses.

Mayor Pratt opened the public hearing at 6:20 p.m. City Planner Taylor Greenwell referred to the attached memo summarizes the proposed changes to the Altoona Municipal Code. These changes are proposed by staff.

Motion by Lima/Biren to close the public hearing at 6:23 p.m. **Motion carried.**

(IX)(3) Discuss/consider approval of Ordinance 9A-22, an ordinance amending Title 19 of the Altoona Municipal Code, specifically Chapters 19.12 and 19.61 relating to Zoning Certificates and Accessory Buildings and Uses. (Discussed at the September 13, 2022 Plan Commission Meeting).

City Planner Greenwell noted that the Plan Commission, at its September 13, 2022 Plan Commission Meeting, recommended approval of Ordinance 9A-22 as presented.

Motion by Biren/Lima to approve amendments to Title 19 “Zoning” specifically Chapters 19.12 and 19.61 relating to zoning certificates and to accessory structures as presented. **Motion carried.**

(IX)(4) Discuss/consider approval of a Reserve “Class B” Retailer's Liquor License to sell intoxicating liquors and a Class “B” Beer license to sell fermented malt beverages in the City of Altoona to Elixir Group LLC. DBA Helix, Lisa Ornstein, Agent, 1444 Front Porch Place, Altoona, WI.

City Administrator Golat explained that the Wine Bar, referred to as Helix, will be opening sometime in October 2022. They are located in the northwest quadrant of River Prairie at 1444 Front Porch Place. They are requesting a Reserve “Class B” Retailer’s Liquor License to serve intoxicating liquors and a Class “B” Beer license to serve fermented malt beverages in their establishment.

City Administrator Golat noted that the Plan Commission approved their Conditional Use Permit on September 13, 2022 to permit Helix to carry a full-service bar holding a “Class B” Retailers’ Liquor License to serve intoxicating liquors and fermented malt beverages in their establishment. The application for a Reserve “Class B” Retailers’ License to sell intoxicating liquor and a Class “B” Beer license to sell fermented malt beverages at Helix is effective October 1, 2022. Police Chief Kelly Bakken has reviewed the application and recommends approval.

Motion by Lima/Stuber to approve a Reserve “Class B” Retailers’ License to sell intoxicating liquor and a Class “B” Beer license to sell fermented malt beverages in the City of Altoona to Elixir Group LLC, DBA. Helix, Lisa Ornstein, Agt, 1444 Front Porch Place, Altoona. **Motion carried.**

(IX)(5) Discuss/consider approval of a “Class A” Retailer's Liquor License to sell intoxicating liquors and fermented malt beverages in the City of Altoona to Kwik Trip 1128, Tyler Horel, Agt, 116 Baumbach Way, Altoona, WI.

City Administrator Golat explained that the City of Altoona recently received a new application from Kwik Trip, Inc. for a Combination “Class A” Retail license to sell intoxicating liquors and fermented malt beverages. The “Class A” Retail license allows for off-sale sales of liquor, wine and beer. The applicant is located at the corner of Mayer Road and Baumbach Way. The facility is scheduled to be open on October 6, 2022. Police Chief Bakken has reviewed and recommends approval of the application submitted.

Motion by Stuber/Lima to approve a Combination “Class A” Retail license to sell intoxicating liquors and fermented malt beverages to Kwik Trip, Inc. for the period of October 1, 2022 through June 30, 2023. **Motion carried.**

(IX)(6) Discuss/consider approval of a Cigarette License to manufacture, sell, exchange, barter, dispose of, give away and keep for sale of Cigarettes, Cigarette Paper, Cigarette Wrappers and any paper made or prepared for the purpose of being filled with tobacco for smoking to Kwik Trip, Inc, Tyler Horel, Agt, DBA Kwik Trip 1128, 116 Baumbach Way, Altoona, WI.

City Administrator Golat explained that the City recently received an application for a Cigarette License from Kwik Trip, Inc. Kwik Trip #1128 will be selling cigarettes in its new store at 116 Baumbach Way, Altoona. Staff recommends approval of the Cigarette License submitted, valid for the period of October 1, 2022 through June 30, 2023.

Motion by Biren/Stuber to approve/not approve a Cigarette License to Kwik Trip, Inc. for the period of October 1, 2022 through June 30, 2023. **Motion carried.** (Scrivener’s error, motion was to **approve** cigarette license).

(IX)(7) Discuss/consider approval of Part Time Community Service Officer Position. (Discussed at the September 14, 2022 Personnel Committee Meeting).

Police Chief Kelly Bakken explained that hiring has been challenging for many employers; it has been no different for the City of Altoona. The Police Department has struggled to hire and retain full-time officers and has been unable to hire part-time officers. To help mitigate the hiring challenges and fill a void in necessary services, the police department proposes a Community Service Officer (CSO) position.

The CSO position is proposed as a civilian position supervised within the police department and responsible for parking enforcement, ordinance enforcement related to snow, grass, and junk, animal complaints/licensing, found property, and assisting the police department with various events. The position is designed for a college student interested in law enforcement or a related career. The CSO position will allow college students to work within our police department, learn our city, and become familiar with policies and procedures. Additionally, having this opportunity will enable the police department to work with and train potential law enforcement employees, giving them an advanced start in a law enforcement career. The CSO position will also fill a service gap by providing necessary parking and ordinance enforcement. Bakken noted that the Personnel Committee met on September 14, 2022 and recommended approval.

Motion by Lima/Olson to approve a Part Time Community Service Officer Position(s). **Motion carried.**

(IX)(8) Discuss/consider modifications to the General Implementation Plan for Hillcrest Greens II. (Discussed at the September 13, 2022 Plan Commission Meeting).

City Planner Taylor Greenwell explained that the General Implementation Plan (GIP) is a collection of narrative, maps, and other documents that, together, provides an overall plan for the development of property within a Planned Community Development District (PCD). PCD is a common zoning tool with mechanics that varies by jurisdiction around a similar concept of providing a procedure and set of general standards to create plans for an area that may require flexibility or creativity that other zoning districts do not provide.

The last GIP amendment was approved in 2019 by the City Council to include Parcel D - Third Street into the GIP. The developer, C&M Properties, has proposed in this new GIP amendment application to amend the 2019 GIP to modify the first approval condition for the Hillcrest GIP in its current state. Specifically, to remove the standard requiring compliance with the 2009 Comprehensive Plan Design Guidelines.

The applicant has applied simultaneously for a final implementation plan (FIP) which has its approval conditioned on the approval of this GIP amendment application. The FIP is for Lot 168 (Parcel C) and while the proposal of a multifamily building complies with the intent for the parcel, the design is not compliant with 2009

Comprehensive Plan design standards, which is condition 1 in the current GIP. As a result, they are submitting this application with staff support to enable approval of the FIP.

Staff recommends approval with the following conditions:

1. All buildings and sites shall match the surrounding community character and design.
2. All buildings shall be constructed of high quality, long-lasting finish materials such as kiln-fire brick, wood, and fiber cement siding. All exposed sides of the buildings should have similar or complementary materials as used on the front facade.
3. Commercial properties shall fit parking below the building or on the side or back, wherever feasible.
4. All sites shall provide generous landscaping, with an emphasis on native plant species.
5. Landscaping shall be placed along street frontages, between incompatible uses, along parking areas, and in islands of larger parking lots.
6. All lights should have full-cut-off fixtures that are directed toward the ground to minimize glare and light pollution.
7. Existing mature trees shall be maintained whenever possible, be they located in a public right-of-way or private lot.
8. The proposed multi-use trails adjacent to single-family lots shall be maintained by the adjacent property owners consistent with AMC 12.04.040, and consistent with pre application conferences, due to substitution for sidewalks along that frontage.
9. The multi-use trail between Lot 193 & 194, 180 & 181 shall be 20-foot-wide all-weather surface and clear of obstructions consistent with NFPA Fire Code. This corridor shall be preserved via easement or dedicated as right-of-way.
10. Sidewalk shall be provided in the following areas not reflected in the provided illustrations:
 - a. Along the north side of Whistling Straits Drive from the existing trail crossings adjacent to Lot 106 to Lot 117;
 - b. Along the west side of Third Street East from St. Andrews Drive to Windsor Forest Drive.
11. Sidewalks may be deferred along frontages not identified for sidewalk or multi-use trails in the provided illustrations or otherwise required per approval condition.
12. A pedestrian refuge island of City specifications shall be provided at the multi-use trail crossing of Third Street East at St. Andrews Drive.

City Planner Greenwell noted that the Plan Commission, at its September 13, 2022 Plan Commission Meeting recommended approval of the amendment to the conditions of the Hillcrest Greens II General Implementation Plan as presented.

Motion by Lima/Biren to approve an amendment to the conditions of the Hillcrest Greens II General Implementation Plan, specifically condition of approval #1 as well as the addition of other conditions of approval. **Motion carried.**

(IX)(9) Discuss/consider approval of modifications to the Final Implementation Plan for Hillcrest Greens, Phase V. (Discussed at the September 13, 2022 Plan Commission Meeting).

City Planner Greenwell explained that the Final Implementation Plan (FIP) describes the general plan implementation for the 1.34 acre commercial / multifamily lot of the Hillcrest Greens II General Implementation Plan (GIP) in the Planned Community Development District. The original Hillcrest Greens II GIP was approved by the City Council, with conditions, in 2019. An amendment to the approved GIP is being run concurrently with this application and approval of the FIP is contingent upon the approval of the GIP amendment. The proposed action does not include the 4.29-acre commercial lot that is included in the GIP. A separate FIP shall be required to permit development on that parcel.

The GIP addresses the general uses and spatial arrangement of the infrastructure and properties through a collection of narrative, maps, and similar materials. The approval of that GIP included approval conditions which, along with the proposed documents and Altoona Municipal Code, provide for the regulatory approval standards and requirements for subsequent Final Implementation Plans. “Hillcrest Greens II” refers to the GIP, while “Hillcrest Greens IV” refers to the land division version.

The entire GIP is 49.0 acres including the commercial lots, road right-of-way, and stormwater facilities. The FIP includes a 10-unit building comprising 5 contiguous duplex type units. The proposed building type would be considered duplexes under UDC code, but due to the connection between all 5 structures, it is considered a multifamily building under city land use ordinances, which is why it is referred to as a multifamily building in this document. The FIP also includes the specifications for construction of the public improvements (transportation and utilities) and stormwater.

The petitioner has included a summary narrative that describes general adherence to the General Implementation Plan, approval conditions, and applicable Altoona Municipal Code.

Staff recommends approval with the following conditions:

1. Approval of this FIP is contingent upon approval of the concurrently run amendments to the Hillcrest Phase II GIP.
2. The proposed building and site shall comply with all GIP conditions prior to release of the building permit.
3. The petitioner shall agree to construct the portion of 3rd Street East south of the intercept with St. Andrews Drive, and all associated public improvements, on behalf of the City of Altoona subject to a development agreement addressing the final design and cost.
4. All prior conditions and agreements from prior FIPs shall apply to this proposal.

City Planner Greenwell noted that the Plan Commission at its September 13, 2022 Plan Commission Meeting recommended approval of the Final Implementation Plan as presented.

Motion by Lima/Leopold to approve the Final Implementation Plan for the Multi-Family Building for Hillcrest Greens, Phase V. **Motion carried.**

(IX)(10) Discuss/consider approval of modifications to the Shopko Optical sign in River Prairie Development. (Discussed at the September 13, 2022 Plan Commission Meeting).

City Planner Greenwell explained that the SIP for the “Starbucks Multi-Tenant” was approved by the Council in August of 2021. The building is an approximately 6,200 ft² 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.

The applicant, on behalf of Shopko Optical, is seeking to install a monument sign on the Woodman Drive frontage larger than permitted by the Design Guidelines and Standards.

Staff is recommending approval of the Specific Implementation Plan amendment subject to the following conditions:

1. The sign package is approved as submitted regarding sign size and placement, permitting one sign larger than otherwise permitted.
2. A sign permit shall be secured prior to further installation of the sign.

City Planner Greenwell noted that the Plan Commission at its September 13, 2022 Plan Commission Meeting recommended approval of the modification to the Shopko Optical sign in River Prairie as presented.

Motion by Lima/Olson to approve modifications to the Shopko Optical sign in River Prairie Development. **Motion carried.**

(IX)(11) Discuss/consider Discuss/consider approval of an easement to TDS Metrocom LLC for placement of equipment on City property.

CE/DPW David Walter explained that as discussed previously, 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 easement on City property was granted, and the second requested location is attached for your consideration. The location is on City property near the City of Eau Claire’s pump station on the south end of S. Willson Drive. 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)(12) Discuss/consider approval of Ordinance 9B-22, an ordinance amending Chapter 9.64 of the Altoona Municipal Code “Bow Hunting Allowed” regarding hunting allowed on city property.

Police Chief Bakken explained that recently it has come to staff’s attention that the Bow Hunting ordinance does not cover the use of blinds or surveillance equipment. After taking the time to review the ordinance, staff is making the recommendation to include DNR language covering the use of hunting blinds and surveillance equipment.

Motion by Biren/Olson to approve Ordinance 9B-22, an ordinance amending Chapter 9.64 “Bow Hunting Allowed” regarding hunting allowed on city property. **Motion carried.**

(IX)(13) Discuss/consider approval of Ordinance 9C-22, an ordinance amending Chapter 10.40 of the Altoona Municipal Code “Minibikes and Motorcycles” regarding ATVs driving on city property.

Police Chief Bakken explained that after reviewing the Minibikes and Motorcycles ordinance, staff is recommending broadening the ordinance by adding prohibition of ATV’s and UTV’s in the parks and further expanding the ordinance to include all city property.

Motion by Lima/Olson to approve Ordinance 9C-22, an ordinance amending Chapter 10.40 “Minibikes and Motorcycles” regarding ATVs driving on city property. **Motion carried.**

(IX)(14) Discuss/consider approval of Ordinance 9D-22, an ordinance amending Chapter 10.44 of the Altoona Municipal Code “Snowmobiles”

Police Chief Bakken explained that after reviewing the Snowmobile ordinance, staff is recommending prohibition of the operation of snowmobiles on city property.

Motion by Stuber/Lima to approve ordinance 9C-22, an ordinance amending Chapter 10.44 “Snowmobiles” to prohibit the operation of snowmobiles on city property. **Motion carried.**

(IX)(15) Discuss/consider Mayoral Appointment of Sarah Gordee to the Park & Rec Committee to fill the vacated position, term to expire April 2023.

City Administrator Golat explained that there recently became a vacancy of a Citizen Representative on the Park & Rec Committee. Per Municipal Code Chapter 2.08.060 “Vacancy filling”, Vacancies in elective offices shall be filled as follows: *C. In all other elective offices, by appointment by the mayor, subject to confirmation by the Council.*

Mayor Pratt is recommending Sarah Gordee fill the vacant position. Sarah recently was a candidate for the Council Representative position but was unsuccessful in appointment to the Council vacancy. Sarah expressed interest in getting involved in other City committees.

Motion by Lima/Leopold to appoint Sarah Gordee to the Park & Rec Committee for a term to expire April 2023. **Motion carried.**

(IX)(16) Discuss/consider awarding a contract for the Wellhouses #8 and #9 project.

CE/DPW Walter explained that the next step in completion of two City wells is construction of the two wellhouses. Well drilling was awarded previously to Traut Construction. A bid opening was held on Wednesday, September 14, 2022, by MSA Professional Services. A copy of the bid tabulation, a recommendation letter, and Notice of Award are attached for your review. MSA Professional Services recommends awarding the project to the apparent low bidder, Olympic Builders General Contractors, Inc., in the amount of \$2,343,090.00.

Motion by Lima/Olson to approve awarding a contract for the Wellhouses #8 and #9 project to Olympic Builders and General Contractors, Inc. in the amount of \$2,343,090.00. **Motion carried.**

(IX)(17) Discuss/consider approval of a Specific Implementation Plan Amendment for Phase III of the River Ridge Townhome project at River Prairie. (Will be discussed at the September 20, 2022 Plan Commission Meeting.

City Planner Greenwell explained that the proposed Specific Implementation Plan amendment is to get

approval of apartments for the Phase III for River Ridge Townhomes. The proposed amendment is a density increase from the prior design, with the new proposal providing 55 apartment units instead of 26 units for a total development count of 130 units instead of the originally approved 101. This establishes a density of 26.3 dwellings per acre from 20. The phase will feature below grade parking totaling 43 stalls and 39 surface parking spaces. The larger building design, which adds a third story, will feature two rooftop decks, private patios or decks, garage space, dog walking areas, patios, a community grilling area, common space, and a pickleball court.

Vehicle access is proposed at four points into the site from adjacent private roads. Storm water for the site has been planned for and provided with the existing regional pond located between Woodman Drive and River Prairie Drive. Utilities will be extended from those installed at Phase I.

Planning Department recommends the City Council **approve** the proposed Specific Implementation Plan amendment, finding it to be in compliance with the River Prairie Design Guidelines and Standards with specified modifications and conditions (17):

A. Access, Circulation & Parking (RPDG IX. 1)

1. ~~Add 6 additional parking stalls to comply with the 88 stall requirement with a site plan and /or garage plan to the satisfaction of city staff.~~ **Provide a site plan, floor plan, or garage plan demonstrating compliance with required parking numbers to the satisfaction of city staff.**

B. Landscaping [RPDG IX 6]

1. Boulevard trees shall be provided by the Developer around the entire perimeter of the site and adjacent storm water pond, 30-foot spacing. Additional trees added approximately as illustrated in the staff report. Trees shall be canopy species, native or hybrid native as defined by the WI DNR.
2. Minimum species diversity - Tree selection shall be native species with minimum diversity and planting size as illustrated in the RPDG [IX 6 (D)]. To prevent uniform insect or disease susceptibility and eventual uniform senescence on a development site or in the adjacent area, the maximum percentage of any one tree species on the site shall be **15%**. All species shall be native or native hybrid as recommended by the WI Department of Natural Resources. Boulevard trees shall be selected from the WI DNR “Suggested Trees for Streetside Planting in Western Wisconsin USDA Hardiness Zone 4” or City recommended boulevard tree list, confirmed by city staff.
3. Areas where street boulevard width is constrained (less than four feet), boulevard tree species selection shall be those that are specifically recommended for such an environment that yield canopy height and spread, as approved by city staff.
4. Utilizing ash trees is specifically discouraged due to prevalence of emerald ash borer in this region.
5. Enhanced screening shall be provided and maintained along the north and east frontages to reduce light and sound trespass into the site from commercial traffic and adjacent commercial uses
6. Ground areas immediately surrounding all outdoor grills shall be hardscaped (so as to prevent grease or cooking debris causing fire). Any natural gas or LP cooking areas shall include emergency shut off.

C. Building and Architectural Standards [RPDG IX 7]

1. Any/all mechanical equipment, including roof-mounted units, shall be appropriately screened by building-compatible materials or landscaping [RPDG, IX 7 H].

2. Sign permits will be required for all building and ground signs and meet design requirements outlined in the River Prairie Design Guidelines, IX 5.
3. All exterior lighting on the site shall be of full cut-off design and be shielded to prevent spillover of direct light onto adjacent properties [*Altoona Municipal Code* 19.59.030 (H)].

D. Utilities

1. Submittal and successful review of final *storm water plan* and *civil site plan* by City Engineer as described in the *Altoona Municipal Code* Chapter 14.
2. Easements shall be dedicated for the water main to service the dwellings, and the main shall be looped to the west through the driveway corridor, or other means as approved by the City Engineer.
3. If the buildings feature sprinkler systems, the Fire Department Connection (FDC) shall be 4” STORTZ and final placement shall be reviewed and approved by Altoona Fire Department.
4. Private utilities, including electric transformers, shall be located such as to minimize impact on landscaping. Private electric service shall be located on private property under softscape, avoiding impacts on trees and major landscape elements. City of Altoona reserves the right to review and approve location of electrical transformers and other visible fixtures.

Other department conditions:

Fire:

1. Fire Department Connection will need to be on the parking lot side of the building near the entry door (left side as entering from parking lot).
2. Fire Department Connection shall be 4” Storz fitting.
3. Key lock box (from Trulock) should be located on the parking lot side of the building near the Fire Department Connection.
4. Key Fob and Master Key for the entire building are needed for the key lock box.
5. Dumpster enclosures shall be at least 10 feet away from the building as indicated on the provided plan.
6. Standpipe connections in the stairwell need to have a 2.5 inch to 1.5-inch reducer on each floor.
7. If there is any plan for a grill at the Pergola, it will need to be sprinklered.
8. No parking on one side of the street of Woodman Service Drive to ensure 20-foot clearance per fire code.

Motion by Biren/Lima to approve the Specific Implementation Plan Amendment for Phase III of the River Ridge Townhome project at River Prairie. **Motion carried.**

(IX)(18) Discuss/consider awarding the cleaning service contract for a period of September 26, 2022 through December 31, 2023.

City Administrator Golat explained that the City of Altoona has not received a single application to fill the vacant part-time custodian position for the City Hall and Library buildings. The position has been advertised since the end of April, 2022. Because no interest was expressed, an alternative route to collect bids from at least three companies to perform the service for the City has been pursued. Staff was able to obtain three bids, identifying their cost to perform the custodial function.

Bids submitted for monthly cleaning costs:

Wik’ed Good Cleaning	\$1500 total cost
Maug Cleaning Co	\$1690.50 plus 5% for cleaning chemical supplies cost
Wholesome-Green Cleaning	\$300/daily for 2-4 hours

Staff recommends awarding the contract to Wik'ed Good Cleaning, as it was the lowest combined bid for the services at \$1500 per month. The contract would cover the remainder of 2022 and the 2023 year with a review of the fee before January 1, 2024.

Motion by Lima/Leopold to approve staff's recommendation and award the cleaning contract to Wik'ed Good Cleaning for \$1500 per month for the City Hall and Library building for the period of September 26, 2022 through December 31, 2023. **Motion carried.**

(X) Miscellaneous Business and Communication

- City Administrator commented on Leadership Eau Claire
- Working on Perseverance Park
- Moving forward with Containers project.

(XI) Adjournment.

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

Minutes submitted by Cindy Bauer, City Clerk