

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
October 13, 2022

(I) Call Meeting to Order

Council President Matt Biren 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

Council President Biren led the Common Council and others in attendance in the Pledge of Allegiance.

(III) Roll Call

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

Mayor Brendan Pratt arrived at 6:11 p.m.

(IV) Citizen Participation Period

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

(V) Approval of minutes.

Clerk Bauer noted that Council Member Sue Rowe had commented to her prior to tonight's meeting that Rowe was present at the September 22, 2022 Council Meeting. Clerk Bauer then asked Council to amend the minutes to reflect Rowe in attendance.

Motion by Lima/Stuber to approve the minutes of the September 22, 2022, Regular Council Meeting as amended by Clerk Bauer. **Motion carried.**

(Scrivener's note - After the meeting Clerk Bauer reviewed the September 22 Council video and verified that Rowe was not in attendance at the September 22, 2022 Council Meeting. The September 22, 2022 minutes reflected that Council Member Sue Rowe was absent at that meeting.)

(VI) City Officers/Department Heads Report

City Administrator Golat reported on the following:

- Working with Eau Claire Chamber Leadership to activate activities in River Prairie Park during the winter.

Police Chief Bakken reported on the following:

- Updated the full-time staffing and hiring process in the Police Department.
- Hired two Community Service Resource Officers.
- The new Kwik Trip on Baumbach Way donated \$1,000 to the Therapy Dog Program.
- Working with the Parks & Rec Department for the Fall Frenzy on Oct 30, 2022 from 2-4 p.m. at River Prairie Park.
- Calls for service to date 2,389, compared to last year at this time 2766 (down some calls for service compared to last year).

City Committee Reports –

(VII) Consent Agenda

(VIII) Unfinished Business - None

(IX) New Business

(1) Discuss/consider contribution to the Regional Housing Study.

City Planner Taylor Greenwell referred to the memo which is intended to summarize the city approach and progress regarding the proposed regional housing study currently out for bid. The study would be in partnership with the City of Eau Claire and Eau Claire County. Additionally, staff is requesting approval of funding for the proposed study. Greenwell commented on the RFP. Staff is expecting \$20,000.

Motion by Rowe/Biren to approve the requested funding for the Regional Housing Study and direct Staff to do a budget amendment for the proposed request. Funds to come from ARPA funds. **Motion carried.**

(IX)(2) Discuss/consider Property Ownership Agreement between the City of Altoona and Jodi Vetterkind to address an existing property encroachment issue.

City Administrator Golat explained the property ownership agreement between the City and Jodi Vetterkind. Golat recalled previous discussions on this item in closed session related to how to address a historical encroachment onto property the City purchased recently and the neighboring property owned by Ms. Vetterkind. When previously discussed, legal counsel advised the City that Ms. Vetterkind may very well have a good claim for adverse possession. Therefore, Council directed to work with Ms. Vetterkind to determine whether an agreement could be reached that would be beneficial to both parties. The agreement transfers property from the City to Ms. Vetterkind in order to provide for conforming setbacks from the eastern property line to the existing home. The agreement also transfers property from Ms. Vetterkind to the City to provide a more usable parcel for the City to the north of the Vetterkind parcel, likely for stormwater management.

Golat said the agreement provides that the City will demolish and remove one of the existing sheds, relocate another, provide a slab for the relocated shed, hook it back up to electric, provide reasonable access to the shed by rebuilding a deck and relocate the fence along the eastern property line. The agreement avoids legal challenges and allows both parties reasonable enjoyment of their property.

Motion by Biren/Leopold to approve a Property Ownership Agreement between the City of Altoona and Jodi Vetterkind to address an existing encroachment issue. **Motion carried.**

(IX)(3) Update on Container Park project with possible action to follow.

City Administrator Golat explained that Staff has been working with Containers Up on a contract for construction of the upcycled container units to be used in the container park; the contract will likely come before you at the last meeting in October. While working through the contract, Containers Up updated their cost estimates and City staff and Containers Up staff mutually determined that it would be necessary to reduce the number of container build-outs to remain within budget. Therefore, staff is recommending that two previously planned units be eliminated from the plan. The two units include the full-bar unit and the coffee unit. The full bar unit is proposed to be completely eliminated while the shell for the coffee shop will remain as part of the entry facade; the shell will be used for storage. The reason the subject two units were selected for elimination is that a coffee shop already exists in downtown Altoona and there is another unit that was planned to serve beer, so eliminating one bar unit would not be detrimental to the overall development. Council was provided both the initially proposed container park layout (Layout A) and the proposed new layout (Layout B). Golat noted that in layout B the unit in the lower left portion of the container park has been eliminated.

City Administrator Golat mentioned that by reducing the number of units, this will bring the budget close to the budget for purchasing the containers contemplated in the grant request. The total proposed cost of the container units for Layout B is \$803,643 (a reduction of \$158,513 from layout A), compared to a grant request estimate of \$787,649. Note, however, the estimate does not include necessary restaurant and bar equipment purchases. There is a grant allowance, however, that was dedicated to engineering and project management of \$97,000 that can be used for equipment purchases since project management and design is largely wrapped into the cost of the container purchases. Also, there is \$622,449 budgeted for site development; my hope is site development will come in under budget. Staff thought it a good idea to provide Council with an update prior to considering the container purchase at the next Council meeting. Any direction would be appreciated. No action. Golat will bring forth at a future Council Meeting the contract from Containers Up.

(IV)(4) Strategic Thinking: Discussion with possible action to follow regarding future plans for public safety facilities.

City Administrator Golat referred to the attached Staff Reports provided by Police Chief Bakken and Fire Chief Renderman. Golat gave some background history regarding the space needs study that was previously done earlier this year or last year. Golat referred to the existing Public Works Building on Bauer Avenue in Eau Claire, with the potential of using that building for the Fire Department. Fire Chief Renderman provided a memorandum prior to the meeting.

Police Chief Bakken talked about the Police Department needs and potential additions/remodeling of the existing Emergency Services Building.

In the absence of Fire Chief Renderman, City Administrator Golat commented on the memorandum provided by Fire Chief Renderman. No action.

(X) Miscellaneous Business and Communication – none.

(XI) Adjournment.

Motion by Rowe/Lima to adjourn at 7:45 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk