

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
December 15, 2022**

(I) Call Meeting to Order

Mayor Brendan Pratt called the meeting to order at 4:00 p.m. The Regular Council Meeting was held in person in the Council Chambers at Altoona City Hall, 1303 Lynn Avenue, WI. This meeting replaces the December 22nd Council Meeting.

(II) Pledge of Allegiance

Mayor 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, Jon Olson, Kaitlyn Leopold, Matthew Biren, Susan Rowe and Timothy Lima were present. Also Present: Attorney Sam Bach Hanson, City Administrator Michael Golat, Assistant City Administrator Richard Downey, Fire Chief Mark Renderman, Police Chief Kelly Bakken, City Planner Taylor Greenwell, Recreation Manager Debra Goldbach, and City Clerk Cindy Bauer.

(IV) Citizen Participation Period

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

(V) Approval of minutes.

Motion by Biren/Rowe to approve the minutes of the December 1, 2022, Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat reported on the following:

- Commented on the snow operations due to the recent snowfall last night.
- Partnership with Xcel Energy
- Met with Altoona Hockey Association.
- King Pin Management's last day to run the River Prairie Center

Police Chief Bakken reported the following:

- Received a Grant for \$2,000.
- Working on a project with Dept of Human Services to come up with a solution of sharps (needles in the community/parks).
- Only one crash in 24 hours, 11 assists and hazards within 24 hours.
- 2919 Calls for service to date. 3275 last year. Crashes 175, last year 169. 199 versus 163 last year regarding ordinance violations.

Fire Chief Mark Renderman reported the following:

- Calls for Service, year to date 1160 calls compared to last year at 1169.
- Commented on projects.

City Committee Reports – none.

(VII) Consent Agenda

(1) Discuss/consider approval of annual application for Manufactured Homes/Manufactured Home Communities license for 2023 submitted by Hillcrest Estates LLC for Hillcrest Estates.

Note: This is an annual application for Manufactured Homes/Manufactured Home Communities licenses for 2023 submitted by Hillcrest Estates LLC for Hillcrest Estates to operate and maintain a Manufactured Homes Community in the City of Altoona in accordance with Chapter 17 of the Altoona Municipal Code.

Jae Cho, of Hillcrest Estates LLC submitted the 2023 License application. The application provided was

based on the number of buildable “spaces” in the park as referred to in Section 17.04.090 of the Altoona Municipal Code. As you recall Mr. Cho reviewed all the vacant lots in the spring of 2019. Upon inspection, they realized that many of the lots are unusable due to various reasons; that being slope, size, lack of utilities, etc. They would need very significant improvements or are not usable at all. The total billable lots for 2020, 2021 and 2022 was 443. The amount to be paid for 2023 has not changed; that amount being \$900.00 (\$100 for each 50 spaces or fraction thereof - 443 spaces).

Motion by Rowe/Leopold to approve Item 1 of the Consent Agenda. **Motion carried.**

(VIII) Unfinished Business - None

(IX) New Business

(1) Discuss/consider the 2023 Field Contract Agreement between the City of Altoona and Altoona Youth Softball and Baseball Association (AYSB). (Discussed at the November 14, 2022 Parks & Rec Meeting).

Recreation Manager Debra Goldbach explained the agreement between the City and Altoona Youth Softball and Baseball (AYSB) for priority field use during the 2023 softball and baseball season. AYSB expects the same level of field use as last year. Staff has completed an audit of costs related to the use of the fields by AYSB in 2022 and the total direct cost to the City was \$837.52. This amount is \$125.60 less than the amount for 2022 due to less light hours used and a lesser amount of revenue collected due to less teams participating in AYSB’s three tournaments.

The agreement allows AYSB priority use of the fields after the Recreation Department and the High School Softball/Baseball teams. Each year in April, the Chippewa Valley softball and baseball leagues meet to complete game schedules. AYSB will turn in their completed field schedule after the area league meeting mid-April 2023.

The 2023 agreement requires AYSB to pay \$4,000.00 in cash and \$750.00 in kind labor and materials. If AYSB decides to offer a 2023 Fall Season, the Association would be charged \$7.15 per hour for field usage. The 2023 agreement also suggests AYSB pays \$150.00 plus \$30.00 per team for tournament field rental.

Typically, there is an Agreement between the City and AYSB for the 10th Street Concessions Stand, but due to the lack of interest, AYSB will not be requesting that agreement. The Altoona Parks & Recreation Department will oversee the 10th Street concessions stand for all league games at the 10th Street ballfield. AYSB will operate the concessions at the 10th Street ballfield during their three summer tournaments.

On November 14, 2022 the Parks and Recreation Committee recommended to Council the approval of the 2023 Agreement between the City of Altoona Parks & Recreation and Altoona Youth Softball/Baseball Association as presented by staff.

Motion by Rowe/Lima to approve the 2023 Field Use Agreement between the City of Altoona Parks & Recreation and Altoona Youth Softball/Baseball Association as presented by staff. **Motion carried.**

(7) Strategic Thinking - Hillcrest Estates Severe Storm Shelter—possible action to follow.

City Administrator Golat explained that the owners of Hillcrest Estates Mobile Home Park, Jae Cho, and Howard Huang have approached the city staff about the possibility of partnering with the City to apply for a FEMA grant to convert an existing building in the mobile home park into a Severe Storm Shelter. The building, located at 412 Lily Lane within the park, formerly housed a pool and gathering space for residents of the park. That pool has been closed, and the building now stands underutilized and requires significant maintenance. The location of the building is designated with a red map marker and is shown on the map that was provided to the Council Members.

City staff has met with Mr. Cho and Mr. Huang, Tyler Esh with Eau Claire County Emergency Services. Chris Straight from West Central Wisconsin Regional Planning Commission (WCWRPC), and Bill Boettcher, an architect who has worked on other FEMA emergency shelter designs.

Mr. Straight has confirmed that the City is eligible to apply for the grant, and that the grant would pay for 90% of the project’s expenses with a 10% match required by the applicant. Typically, the match for this kind of grant is a minimum of 12%, but there have been more federal funds allocated this round than in the past, so now would be the time to apply if we want the project to move forward. Mr. Boettcher, an architect that has worked on other FEMA storm shelter projects, has confirmed that converting a portion of the building to a storm shelter is

feasible from a construction perspective.

City Administrator Golat noted that Staff understands the value of the land the building sits on could be used as the grant match, so the City would not have a financial investment into the project. The City would, however, be required to be the financial guarantor for the match and would be required to finance the project during construction since, typically, FEMA grants are reimbursement grants.

City Administrator Golat stated that in order to mitigate any financial risk by the City, an agreement between the City and the owners of Hillcrest would be required stipulating that the owners would be responsible for any required match, as well as defining respective roles of both parties in completing the project.

This agenda item was brought before Council to determine the Council's interest in the project, and, specifically, in applying for the grant. If Council supports moving forward with the project, staff time will be required to be dedicated for some project management and grant administration. Additionally, the City will likely have to expend funds for this project and then be reimbursed for the expenses relating to the project.

Staff has also discussed the possibility of partnering on programming the space when the project is completed. Some of the ideas for programming the space pickleball, indoor movies, or other activities. The owners are very open to this concept, but we would need to determine the following to make that happen:

1. What kind of activities can the space accommodate?
2. Does the City have enough staff to complete additional programming at a new location?
3. Facilities use agreement would need to be drafted that would be acceptable to both parties to address use, liability, cost sharing, staffing etc.
4. If improvements to the space are required beyond the scope of improvements necessary for the storm shelter to accommodate recreational use, the City would need to pay for the improvements. Council would need to determine whether investing in the facility is advisable given other space needs analysis.

Staff is seeking direction from Council on whether they want to be the applicant for the storm shelter project and whether Council has any interest in pursuing use of the building for recreational purposes, and, if so, whether an investment to enhance the space is warranted.

Bill Boettcher, representing Lien & Peterson Architects on behalf of Hillcrest Estates was present to further explain the proposed project.

Chris Straight from West Central Wisconsin Regional Planning Commission (WCWRPC), was present to further explain the grant qualifications.

Jae Cho and Howard Huang, owners of Hillcrest Estates Mobile Home Park, were present via Zoom to answer any questions Council Members had regarding this project.

Motion by Lima/Biren to move forward with an agreement between the City of Altoona and the owners of Hillcrest stipulating that the owners would be responsible for any required match, as well as defining respective roles of both parties in completing the project and the City is the sub applicant of the grant.

(IX)(2) Discuss/consider approval of Ordinance 12A-22, an ordinance amending Chapter 2.12 of the Altoona Municipal Code "Wards and Aldermanic Districts" to update and add newly created wards due to annexations in 2022.

City Clerk Cindy Bauer explained that previous Ordinances have passed in 2022 regarding annexations to attach properties to the City of Altoona from the Town of Washington. These annexations have resulted in new voting wards or added legal/boundary descriptions into existing wards in the City of Altoona. This is a housekeeping issue to update Chapter 2.12 "Wards and Aldermanic Districts", Altoona Municipal Code, to reflect the newly created wards and to update existing wards due to annexations and to place them in the correct Aldermanic Districts.

Motion by Stuber/Leopold to approve Ordinance 12A-22, an ordinance amending Chapter 2.12 "Wards and Aldermanic Districts" to update and add newly created wards as recommended by the City Clerk. **Motion carried.**

(IX)(3) Discuss/consider approval of Ordinance 12B-22, an Ordinance amending Chapter 3.08, Addendum “A”, the City’s Fee Schedule to establish Fees for 2023.

City Administrator Golat explained that this is the time of year when staff looks over the schedule of fees and makes adjustments to the fee schedule for the following year. Upon review, staff has determined that some of the fees should be increased for 2023.

The following changes in fees were noted:

Chapter 13.16.060 - Lori Prudlick, Utility Accounts Manager noted that the reason for the increase in the water meter replacement fees is that there were significant increases in what we are paying for the meters. This cost covers any meter fees that are not billed on a building permit as well as meters that are damaged by customers before they are scheduled to be replaced.

Updated the Hydrant Charges rate (This has been previously approved and charged by the Utility Department, but was not reflected in the addendum of fees under Section 13.36.060 and Exhibit 6).

River Prairie Center Fee Schedule - Exhibits A and B - Dave Kremer of Hospitality Management T & T, LLC suggested minor increases to the River Prairie Center and Outdoor Venues to make them more consistent with the other venues. Another additional fee would be the reserving of the River Prairie Room on a Friday night during the months of April - October to decorate for Saturday’s wedding as suggested in the fee schedule but to reduce that fee if there is a rehearsal dinner that same night.

Altoona Fish House Fee Schedule - Exhibit C - Debra Goldbach, Recreation Manager noted that added to the Fish House fee schedule is the addition of 3-hour rates available Monday-Thursday 8 a.m. - 3 p.m. at the Fish House and slight increases in the 6-hour rates as noted in the fee schedule.

For more information, please refer to the updated Chapter 3.08 “City of Altoona Fees and Licenses Schedule Addendum A”, which is attached for your review. Changes to the fees are highlighted in yellow.

Motion by Rowe/Lima to approve Ordinance 12B-22, an ordinance amending Chapter 3.08, Addendum “A”, the City’s Fee Schedule to update fees effective January 1, 2023. **Motion carried.**

(IX)(4) Discuss/consider approval of Teamsters Union Contract with the Public Works/Parks Maintenance Department and Clerical employees for the period January 1, 2023 through December 31, 2023.

City Administrator Golat explained the proposed Teamster collective bargaining contracts for the calendar year 2023 for both the clerical and public works/parks union employees. Golat noted that the only negotiable item for the contracts is starting base wage for each employment category. The attached contracts, as discussed during the budget, reflect the wage table recommended in the Carlson Dettman classification and compensation study update.

City Administrator Golat also commented on the letter consistent with what the City has provided the Teamsters since implementation of Act 10 specifying other non-negotiable items the City intends to keep in place including certification premiums and on-call pay. Also, longevity pay remains in place for those that currently have it. The letter also includes the pay structure as recommended by the classification and compensation study update.

Motion by Rowe/Lima to approve the Teamsters union contracts with the Public Works/Parks Maintenance Department and Clerical employees for the period January 1, 2023 through December 31, 2023. **Motion carried.**

(IX)(5) Discuss/consider approval of a Memorandum of Understanding Agreement between the City of Altoona and Xcel Energy for the Partners in Energy Study.

City Planner Taylor Greenwell explained that the City has elected to participate in the Partners in Energy Program with Xcel Energy. The purpose of the program is to provide the community with the tools and resources

to develop and implement an energy action plan that reflects the vision the community has for shaping energy use and supply in its future. The process is expected to span a total of 24 months, with the initial 4-6 months dedicated to developing a strategic energy action plan and the remaining time focused on Xcel Energy's support launching and implementing that plan.

The Council has approved a budget of up to \$20,000 with a 50 / 50 match from Xcel Energy for \$15,000. The project has a maximum budget of \$35,000 (Altoona & Xcel Combined Contribution) with approval in writing from the City of Altoona required to go above that amount. The attached memorandum of understanding must be approved by the Council.

Motion by Rowe/Lima to approve a Memorandum of Understanding Agreement between the City of Altoona and Xcel Energy for the Partners in Energy Study. **Motion carried.**

(IX)(6) Discuss/consider amending the Offer to purchase the county building with the closing date of May 31, 2023.

City Administrator Golat explained that the City purchased the Eau Claire County Highway Property, 2000 Spooner Avenue, Altoona (parcels 201101010000 and 201101008000) on June 24, 2021. The closing date at the time of approval was closing on or before December 31, 2022. The amended offer changes the closing date to May 31, 2023.

Motion by Leopold/Biren to approve amending the Offer to Purchase the Eau Claire County Hwy Shop located at 2000 Spooner Avenue listing the closing date on or before May 31, 2023. **Motion carried.**

(IX)(10). Discuss/consider an amendment to the Ambulance Service Agreement between the City of Eau Claire and the City of Altoona dated September 13, 2018 to amend the termination notice provision.

City Administrator Golat explained that the City of Altoona entered into an Ambulance Service Agreement between the City of Eau Claire the City of Altoona for a term commencing on January 1, 2019 and continuing until December 31, 2028. The City of Eau Claire suggested an amendment to the contract under Section 7.

Re-Evaluation of Contract, Termination, that states "that either party may elect to terminate this Agreement prior to its conclusion and must give notice to terminate this Agreement by written notice to the other party delivered by first class mail to the municipal clerks, postmarked no later than January 15 of each year of the Agreement, except for the year 2023 in which termination notice can be provided on or before June 1.

Motion by Rowe/Lima to approve the amendment to the Ambulance Service Agreement between the City of Eau Claire and the City of Altoona dated September 13, 2018 amending the termination notice provision as stated. **Motion carried.**

Items 8 and 9 were removed from the agenda until a future Council Meeting.

(IX)(8) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e)

A. City Administrator's Evaluation, B. City Administrator Contract

(IX)(9) Motion to reconvene to Open Session

(X) Miscellaneous Business and Communication.

(XI) Adjournment.

Motion by Lima/Leopold to adjourn at 5:27 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk