

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
March 9, 2023

(I) Call Meeting to Order

In the absence of Mayor Brendan Pratt, Council President Matthew Biren called the meeting to order at 6:00 p.m. The Regular Council Meeting was held in person at Altoona City Hall.

(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, Jon Olson, Kaitlyn Leopold, Susan Rowe and Timothy Lima were present. Also Present: Attorney Sam Bach Hanson, City Administrator Michael Golat, Assistant City Administrator Richard Downey, Police Chief Kelly Bakken, and City Clerk Cindy Bauer.

Absent: Mayor Brendan Pratt.

(IV) Citizen Participation Period

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

(V) Approval of minutes.

Motion by Rowe/Olson to approve the minutes of the February 23, 2023, Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat reported on the following:

- Fire Chief Renderman has been off from work due to health issues, but is back at home and recovering. Keep him in your thoughts.
- Meetings continue with Eau Claire Fire/EMS Services.
- Chippewa Valley Veterans Tribute update.
- Rural Partners Network
- Partners in Energy
- Think Inside the Box Challenge.
- Purchase of the County Shop on Spooner Avenue
- Purchase of Property from Railroad north of Public Safety Building.
- Audit.
- Governor Evers Visit.
- Public Safety Building Improvements.
- State of the City of Altoona April 21..

A complete report is on file at City Hall.

Assistant City Administrator Richard Downey commented on the Altoona Community Energy Survey.

City Committee Reports – none.

(VII) Consent Agenda

(1) Proclamation declaring the month of April, 2023 as Fair Housing Month in the City of Altoona.

Council President Biren summarized the Proclamation declaring the month of April, 2023 as Fair Housing Month in the City of Altoona. No motion, just awareness and confirmation to declare the month of April, 2023 as Fair Housing Month.

(VIII) Unfinished Business - None

(IX) New Business

(1) Quarterly Tourism Report Presented by Visit Eau Claire.

Benny Anderson, Executive Director of Visit Eau Claire, was present at the meeting to discuss tourism marketing in Altoona. Visit Eau Claire is Altoona's contracted tourism promotion agency. In order to detail tourism marketing efforts in Altoona, Visit Eau Claire continues to provide quarterly updates to the council. Anderson summarized the quarterly report and commented on all the events and activities that occur in Altoona.

(IX)(2) Year End Report by Police Chief Kelly Bakken.

Chief Bakken presented the police department 2022 annual report at the Council Meeting. A detailed written report was provided for Council to review prior to the meeting. Chief Bakken summarized the report. No action taken.

(IX)(3) Discuss/consider agreement between the City of Altoona and Hillcrest Estates, LLC regarding a FEMA storm safe room project.

City Administrator Golat asked that this item be moved to the March 23, 2023 Council Meeting. There were some additional corrections to the agreement that needed to be reviewed and amended. Therefore, no action at this meeting.

(IX)(4) Discuss/consider approval to amend the City of Altoona Purchasing & Procurement Policy.

City Administrator Golat explained the updated Purchasing and Procurement Policy that has been modified to make it easier to understand and administer. The policy has also been updated to increase the monetary thresholds related to various procurement requirements and to make application of the policy more efficient. In addition, the policy has been amended in consideration of Uniform Federal Guidance being updated to require very specific language in purchasing and procurement policies when federal funds are received (please refer to Exhibit A). City Administrator Golat mentioned that the City has applied for and will be receiving federal grants for 2022 and 2023. If in one calendar year a municipality receives more than \$750,000 in federal dollars, a single audit is required; therefore, it is all the more important that the policy be updated to reflect the required language.

Motion by Lima/Leopold to approve amending the City of Altoona Purchasing and Procurement Policy.

Motion carried.

(IX)(5) Discuss/consider adopting Affirmative Action Plan policy.

City Administrator Golat explained that given the City has recently received several federal and state grants, City Staff reached out to the State of Wisconsin Department of Administration to ensure that the City was well-positioned to abide by all of the most current grants requirements. One of the items discussed is the current Affirmative Action requirements.

While the City is explicitly exempt from Affirmative Action Plan requirements, the City, nonetheless, must ensure that any contract associated with either a State or federally funded grant or loan over \$50,000 requires the contractor awarded the work to have an affirmative action plan in place; the City, as the grant recipient, must ensure this requirement is met. If the City fails to assure implementation of the Affirmative Action requirements, any grant or loan awarded could be forfeited; hence, having a policy in place is important to demonstrate to the State of Wisconsin that we will be monitoring contractors for Affirmative Action plans.

City Administrator Golat noted that City Staff drafted a simple affirmative action plan policy and has submitted the plan to the State of Wisconsin Department of Administration; DOA has reviewed it and informed City Staff that the plan appropriately sets forth the City's role in implementation of Affirmative Action requirements when receiving State or Federal grants or loans over \$50,000.

Motion by Lima/Olson to approve the Affirmative Action Plan policy as presented. **Motion carried.**

(IX)(6) Discuss/consider convening in closed session pursuant to the following:

Wis. Stats 19.85 (1)(g) conferring with legal counsel. A. Helstern Litigation and Wis. Stats 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, A. Purchase of Lot 2, Hillcrest Property; B. Update on negotiations with City of Eau Claire related to ambulance services.

Motion by Rowe/Lima to convene in closed session at 7:25 p.m. Roll call vote, 6-ayes, Stuber, Leopold, Lima, Biren, Olson, Rowe 0-nays. **Motion carried 6-0.**

(IX)(7) Motion to reconvene to Open Session for the purpose of discussion and possible consideration on the matter entertained in Closed Session.

Motion by Lima/Leopold to reconvene in open session at 8:22 p.m. Roll call vote, 6-ayes, Rowe, Olson, Leopold, Lima, Stuber, Biren, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that Council discussed 3 items in closed session, none of which required action tonight.

(X) Miscellaneous Business and Communication.

(XI) Adjournment.

Motion by Leopold/Lima to adjourn at 8:26 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk