

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
April 27, 2023

(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 at Altoona City Hall.

(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, Timothy Lima, Matthew Biren, and Kaitlyn Leopold. Also Present: Attorney Sam Bach Hanson, City Administrator Michael Golat, Assistant City Administrator Richard Downey, City Engineer/Director of Public Works (CE/DPW) David Walter, Planning Director Taylor Greenwell, and City Clerk Cindy Bauer.

Absent: Council Member Sue Rowe.

(IV) Citizen Participation Period

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

(V) Approval of minutes.

Motion by Biren/Lima to approve the minutes of the April 13, 2023, Regular Council Meeting and the April 18, 2023 Organizational Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat reported on the following:

- Press Conference this morning with Representative Warren Petryk regarding Shared Revenue.
- Partners in Energy meeting this week.
- Event with the Altoona School District regarding solar energy.

City Committee Reports – none.

(VII) Consent Agenda – none.

(VIII) Unfinished Business – none.

(IX) New Business

Mayor Pratt moved items up from the agenda.

(IX)(4) Discuss/consider approval of Resolution 4B-23, a Resolution acknowledging Receipt of Petition for Annexation by one-half approval and referral to Plan Commission for Temporary Zoning.

Planning Director Greenwell explained that the City received a petition for annexation by one-half approval from Dale Planert and Frank Lippert who provided the required notice as specified by state law. The annexation is for 122.13 acres currently located within the Town of Washington on the eastern edge of Altoona. Pursuant to Altoona Municipal Code, a temporary zoning assignment is to be applied to newly annexed lands. Per Wis Stats. § 66.0217(8)(a), temporary zoning assignments must be referred to the Plan Commission for their recommendation. Attached is the annexation request, map, City response to the DOA and annexation proposal, and the DOAs determination on the annexation request. This annexation effort is the first step of a longer process to enable development of this area. The City has already approved the contract to extend utilities to the area of the

proposed annexation to support development efforts if annexation is approved.

Planning Director Greenwell said the proposed Resolution 4B-23 formally acknowledges receipt of the petition for annexation and refers the matter to the Plan Commission. The Plan Commission is scheduled to meet on May 9th. Following their recommendation, the Annexation Ordinance may be considered by the City Council. This is tentatively scheduled for May 11. Planning Director Greenwell said if the Annexation Ordinance is adopted, the matter is to be referred to the Plan Commission for a public hearing for rezoning, for Council consideration within 120 days of the annexation date.

The following people spoke regarding the possible annexation:

Kim Lynum, 6780 Nine Mile Creek Road, has concerns; thinks this would create an island around his property.

Josh Berg, 1440 Valley View Drive, commented on the referendum that failed for Altoona School District, and addressed the issue of an increase of traffic and more student crowding at the school.

Debbie Hong, 1710 Red Pine Drive voiced her concerns.

Motion by Lima/Leopold to approve Resolution 4B-23, a Resolution acknowledging Receipt of Petition for Annexation by One-half approval and referral to Plan Commission for Temporary Zoning. **Motion carried.**

(10) Discuss/consider extension of liquor license non-use pursuant to Altoona Municipal Code Section 5.24.115 for ZA51 Corporation, DBA ZA51.

City Administrator Mike Golat explained that City Staff has recently been contacted by Joanne Palzkill of ZA51 requesting to appear before the City Council to ask for an extension of non-use of her liquor license. Chapter 5.24.115 of the Altoona Municipal Code allows the City Council to grant a liquor license holder an extension if the license has been abandoned or non-used for a period of 90 or more consecutive days without prior approval of the City Council.

Joanne Palzkill, Owner of ZA51 Corporation was present at the Council Meeting to further discuss her intentions. Palzkiill asked for an extension of the non-use of her liquor license for 90 days effective today.

Motion by Lima/Olson to approve an extension of the non-use of the liquor license for ZA51 Corporation, DBA ZA51 not to exceed 90 days from the date of this approval. **Motion carried.**

(1) Discuss/consider approval of a combination “Class A” Retailer's Liquor License to sell intoxicating liquors and fermented malt beverages in the City of Altoona to Rumps Meat LLC, DBA Rumps Butcher Shoppe, Kyle Neidermire, Agt, 1411 Lynn Avenue, Altoona, WI.

City Administrator Golat explained that Bob Adrian, owner of Rumps Butcher Shoppe is in the process of selling Rumps Butcher Shoppe. The City of Altoona recently received a new application from Kyle Neidermire, who will be operating under Rumps Meat LLC, but still maintaining the Trade Name of Rumps Butcher Shoppe 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 licensing period is effective May 1, 2023 or until the final transaction of sale between Bob Adrian and Kyle Neidermire takes place at which time Bob Adrian will surrender his license to the City of Altoona.

Clerk Bauer noted that Police Chief Bakken has reviewed and recommends approval of the application submitted.

Motion by Biren/Lima to approve a Combination “Class A” Retail license to sell intoxicating liquors and fermented malt beverages to Rumps Meat LLC, for the period of May 1, 2023 through June 30, 2023 or until such time when the closing occurs and Bob Adrian will surrender his license to the City of Altoona. **Motion carried.**

Mayor Pratt excused himself from Items 2 and 3 from the agenda. Council President Matt Biren chaired the meeting.

(IX)(2) Public Hearing at 6:00 p.m. or as soon thereafter as is possible for a Certified Survey Map at 257 Bartlett Avenue, Altoona, WI (parcel #1820122709244309007).

Council President Matt Biren opened the public hearing at 6:27 p.m.

Planning Director Taylor Greenwell explained that the petitioner Jeffrey Stockburger is applying for approval of a Certified Survey Map (CSM) to combine two (2) lots into one (1) out of an existing subdivision

Bartlett Crossing. The consolidation is for the purpose of building a 12-unit multifamily building rather than two smaller buildings as originally proposed in the original lot layout. No external boundaries are being changed with the proposal, the two lots are merely being consolidated exempting the proposal from needing to go through a replat.

Mark Erickson, Everyday Surveying and Engineering was present to discuss his intention and answer questions Council Members had regarding the CSM.

Motion by Lima/Stuber to close the public hearing at 6:32 p.m. **Motion carried.**

(IX)(3) Discuss/consider approval of a Certified Survey Map (CSM) at 257 Bartlett Avenue, Altoona, WI. (Will be discussed at the April 25, 2023 Special Plan Commission Meeting.

Motion by Lima/Leopold to approve the CSM at 257 Bartlett Avenue as presented by City Staff.

Motion carried.

Mayor Pratt returned to the meeting at 6:33 p.m.

(IX)(5) Discuss/consider approval of a final plat for Bartlett Townhomes.

Planning Director Greenwell explained that the application package includes a description of the intended use and layout of this 5.56-acre property. The preliminary plat for this development was approved by the City Council on 1/12/2023. The park's dedication for this proposed development was recommended for approval by the Altoona Parks Board on 2/27/2023. As a result of the above previous entitlement procedures, the applicant is petitioning for a recommendation of approval from the Plan Commission and approval from the City Council of the Final Plat. The property is zoned R-3, which permits multi-family buildings of all forms.

Planning Director Greenwell said that the final plat creates 9 individual lots and 2 outlots. The preliminary plat had 9 lots (not 10 as shown in the preliminary plat) and 2 outlots. This is the only difference between the preliminary and final plat. The applicant has no intention of developing the resulting lots, rather they would sell the lots down the road to be developed by others into 4-unit buildings. There is no proposed developer or buildings at this time. Individual site plan applications by each future owner would be required for development of the resulting lots. The applicant will be responsible for installation of the right of way and subdivision infrastructure, however.

The proposed road alignment connects to Bartlett Avenue with a proposed roadway down the center of the proposed subdivision; the road will be named Richards Drive The road will dead end to the south as the property to the south is in the Town of Washington. Upon annexation of this area and / or development, this would become a thru-street. Fire code accessibility requirements are met with a hammerhead layout. The 2022 Comprehensive Plan lists this area as a mid-scale neighborhood on the future land use map. The proposal is generally consistent with this future land use category.

Motion by Lima/Leopold to approve the final plat for Bartlett Townhomes as conditioned in the Staff Report. **Motion carried.**

(IX)(6) Discuss / consider approval of a Development Agreement with Golde Properties for Bartlett Townhomes

Planning Director Taylor Greenwell explained that as required by Title 18 (Subdivisions & Land Divisions) Richard Golde of Golde Properties who is the developer for the proposed Bartlett Townhomes development has agreed to abide by the accompanying developer's agreement to be recorded alongside the final plat.

Motion by Biren/Leopold to approve the development agreement for Bartlett Townhomes. **Motion carried.**

(IX)(7) Discuss/consider approval of Mayoral Appointments of Stella Pagonis and Laurie Boettcher to fill the vacant positions on the Library Board.

There are two vacant positions on the Library Board. Mayor Pratt is recommending the following residents to fill the vacant positions:

Stella Pagonis, to serve a three-year term (Altoona Citizen). Stella has been a resident of Altoona since 1989 and has a master's degree in library science. Stella has served two terms on the LE Phillips Board of Trustees as a county appointee.

Laurie Boettcher, to serve the remaining term (to April 2024) vacated by Sheila Presler. Laurie has been a resident of Altoona since 2006 and is invested in public libraries. Laurie has worked at IFLS in 2006 for many years and is currently a Digital Marketing Instructor at Chippewa Valley Technical College.

Motion by Biren/Lima to approve the Mayoral Appointments as recommended by Mayor Pratt. **Motion carried.**

(IX)(8) Discuss/consider convening in closed session pursuant to the following:

Wis. Stats 19.85 (1)(g) A. Update on police matter. This item was removed from the agenda.

Wis. Stats 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

A. Fire Chief Employment.

Motion by Biren/Leopold to convene in closed session at 6:48 p.m. Roll call vote, 5-ayes, Biren, Stuber, Olson, Leopold, Lima, 0-nays. **Motion carried 5-0.**

(IX)(9) 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 7:15 p.m. Roll call vote, 5-ayes, Lima, Leopold, Olson, Stuber, Biren, 0-nays. **Motion carried 5-0.**

City Administrator Golat explained that Council discussed 1 item in closed session and no action reported out at this time.

(X) Miscellaneous Business and Communication.

Pancake Breakfast Feed this Sunday, April 30, 2023 at the Emergency Services Building.

(XI) Adjournment.

Motion by Lima/Leopold to adjourn at 7:18 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk