

**CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
March 23, 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, Matthew Biren, and Susan Rowe. Kaitlyn Leopold arrived at 6:05 p.m. 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, Finance Director Tina Nelson, Planning Director Taylor Greenwell, and City Clerk Cindy Bauer.

Absent: Council Person Timothy Lima

(IV) Citizen Participation Period

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

(V) Approval of minutes.

Motion by Rowe/Olson to approve the minutes of the March 9, 2023, Regular Council Meeting. **Motion carried.**

(VI) City Officers/Department Heads Report

City Administrator Golat reported on the following:

- The City received the Energy Innovation Grant in the amount of \$84,000.
- Attended Eau Claire Cooperative Lobbying Days in Madison this past couple of days.

City Engineer/DPW David Walter Reported that the Fairfax Street Project that was scheduled for this summer, has been pushed off until 2024 Construction Project.

Assistant City Administrator Downey mentioned that the Frosty Fun Series is this Saturday, March 25, 2023 in the River Prairie Park.

City Committee Reports – none.

(VII) Consent Agenda - none

(VIII) Unfinished Business - None

(IX) New Business

(7) Discuss/consider awarding a contract for engineering consulting services for the Northeast Utility Extensions project.

CE/DPW David Walter explained that Council previously agreed to commit TID funds to extend utilities to serve property north of the Union Pacific Railroad in the northeast corner of the city. The first step in extending sanitary sewer and water main includes selection of a consultant to design the project. Staff published a Request for Proposals and received three proposals. A selection committee was formed to evaluate the proposals. The proposed fees for each of the three proposals include the following.

1. Cedar Corporation \$53,900
2. Jewell Associates Engineers \$70,000
3. Ayres Associates \$149,600

CE/DPW Walter commented that after reviewing the proposals, the selection committee recommends awarding the contract to Jewell Associates Engineers.

Motion by Rowe/Leopold to approve awarding the contract for engineering consulting services for the Northeast Utility Extensions project to Jewell Associates Engineers in the amount of \$70,000 to be completed on a time and materials basis not to exceed the contract amount and to authorize the Mayor to sign a contract with Jewell on behalf of the City. **Motion carried.**

(1) Discuss/consider Resolution 3A-23, Tax Increment District (TID 2) affordable housing extension resolution.

Finance Director Tina Nelson explained that Tax Increment District #2 (TID 2) was created on 7/31/2000. The expenditure period for TID 2 ended on 7/31/2022. The District has sufficient funds after collecting the 2022 Tax Roll in 2023 to cover all project costs. State law allows for up to a one-year extension after all (TID) project costs have been paid to be dedicated to a fund to improve the City's housing stock. At least 75% of the final increment must benefit affordable housing with the remaining portion used to generally improve housing stock.

One year's increment in TID 2 is estimated to be \$228,068. This sum will be placed into a dedicated fund and be used to establish programs for a housing program supported by the Regional Housing Study's findings. Further, TID 3 is forecasted to have sufficient funds in 2024/2025 to close, and if a similar extension is approved for TID 3, an additional estimated \$5.2M in increment would be added to the housing fund.

Motion by Biren/Olson to approve Resolution 3A-23, Tax Increment District (TID 2) affordable housing extension resolution. Roll call vote, 5-ayes, Stuber, Olson, Biren, Leopold, Rowe, 0-nays. **Motion carried 5-0.**

(IX)(2) Discuss/consider Resolution 3B-23, a Tax Increment District (TID) termination resolution for TID 2 in the City of Altoona.

Finance Director Nelson explained that Tax Increment District #2 (TID 2) was created on 7/31/2000. The expenditure period for TID 2 ended on 7/31/2022. The District has sufficient funds after collecting the 2022 Tax Roll in 2023 to cover all project costs. The Finance Director will be distributing the excess increment to the affected taxing districts with proportionate shares. The total amount to be distributed is estimated to be at \$87,262. If a one-year extension is approved the 2022 tax roll collected in 2023 will go into an affordable housing fund and the 2023 tax roll collected in 2024 will come back to all taxing districts.

Motion by Biren/Olson to approve 3B-23, a tax increment district (TID) termination resolution for TID 2 in the City of Altoona. Roll call vote, 5-ayes, Rowe, Leopold, Biren, Olson, Stuber, 0-nays. **Motion carried 5-0.**

(IX)(3) Discuss/consider construction of parking lot improvements on the vacant lot next to River Prairie Center.

City Administrator Golat explained that the TID 3 expenditure period ends on September 15, 2023. Given that TID 3 funds will not be able to be used for projects after that date, staff is bringing forward a project for your consideration—constructing a parking lot on the vacant lot adjacent to River Prairie Center. The lot is currently used for overflow event parking even though it is currently just a grass lot. City Council had talked about keeping the lot for future use by the City, but there are no immediate plans for development of the lot.

The lot frequently becomes an eyesore due to fast growing weeds and poor drainage. The lot also includes some hazards for those parking there. Further, the City's contract operators of River Prairie Center have communicated that RPC has not been selected as an event site in some instances because the prospective renters perceived there was not enough parking available near RPC. An attached drawing was attached for Council review. The drawing showed the approximate layout of the proposed parking lot. The lot would provide an estimated 26 additional parking spaces and the estimated cost of the lot is \$90,000. TID 3 has a sufficient fund balance to cover the cost of the project.

Motion by Stuber/Rowe to approve construction of parking lot improvements on the vacant lot next to River Prairie Center and approve a 2023 budget amendment to the TID 3 budget to fund the project. **Motion carried.**

(IX)(4) Discuss/consider approval of Lake Road Townhome utilities

CE/DPW David Walter explained that the developer has begun preliminary work on the Lake Road Townhomes project. While Public Works was marking the location of the existing City water main on the site, it was discovered that the water main is in conflict with an approved building foundation. Upon review, it was determined that staff erroneously provided a plan set from the Union Pacific water main relocation project to the developer's engineer. The drawing was titled "Final", but subsequent revisions had been made. In order for the developer to proceed with the approved plans, the water main must be realigned to avoid the foundation. An exhibit depicting the required work was provided to Council Members.

CE/DPW Walter mentioned that Haas Sons submitted a quote to the City for the cost of the change order work. The overall cost is \$44,390, however, the realignment results in a reduction in the cost of the internal water main installation. The developer has agreed to contribute the savings of \$7,380 to the cost of the realignment. Finance Director Nelson has confirmed that adequate fund balance in the water utility would cover the cost of the work. City Administrator Golat suggested splitting the cost of \$7,380 between the City and the developer.

Motion by Rowe/Olson to approve realigning the water main for the above development at a final cost of \$40,700.00. **Motion carried.**

(IX)(5) Discuss/consider approval of a Request for Proposal for the Altoona Zoning / Development Code rewrite.

Planning Director Taylor Greenwell explained that the City of Altoona is seeking a qualified and experienced consultant firm to rewrite its Zoning (Title 19) and Subdivision / Land Division (Title 18) ordinances. The last major update was in 1970 and the code has become outdated. Altoona is a rapidly changing community and the version of Altoona the current code was written for in 1970 was a very different community from present-day. The new ordinance must reflect the goals and values of the City as illustrated in the 2022 Comprehensive Plan and supportive planning documents and improve the form and function of the built environment, while being understandable and enforceable. Proposals will be judged by the scope of work and criteria found within the attached RFP. The Altoona Plan Commission voted unanimously to recommend approval of the RFP on March 14, 2023.

Motion by Leopold/Stuber to approve the Request for Proposal for the Altoona Zoning / Development Code rewrite. **Motion carried.**

(IX)(6) Strategic Thinking—Altoona waste enclosure briefing with possible action to follow.

Planning Director Taylor Greenwell explained that as requested by Council, staff has begun to explore the possibility of implementing additional requirements for trash enclosures based on observations of Council, especially in the downtown core. Before deciding whether it is in the City's best interest to move forward with drafting more restrictive ordinances, staff felt it important to brief Council on existing conditions. Greenwell provided a memorandum that summarized City code provisions related to dumpster/refuse requirements in the City of Altoona. Further, the City's code enforcement officer has taken pictures of existing conditions in the downtown core and those pictures was provided in a PowerPoint presentation during the Council meeting.

No action

(IX)(8) Discuss/consider awarding the contract for the Annual Pavement Replacement Program.

CE/DPW David Walter explained that the City held a bid opening for the 2023 Annual Pavement Replacement Program at 2:00 p.m. on Wednesday, March 22, 2023. The project includes replacement of pavement on S. Willson Drive, 4th Street West, and 2nd Street East as shown on the attached drawing. The bid tabulation was distributed to Council members prior to the meeting.

Motion by Biren/Leopold to approve awarding the contract for the 2023 Annual Pavement Replacement Program to Monarch Paving Company in the amount of \$283,298.08. **Motion carried.**

(IX)(9) Discuss/consider awarding a bid for the Annual Water Service & Curb Repair contract.

CE/DPW David Walter explained that the City held a bid opening for the 2023 City Wide Water Utility & Curb Replacement project at 2:30 p.m. on March 22, 2023. The bid tabulation was distributed to Council members

prior to the meeting. The project includes on-demand services for water utility needs such as service replacement, valve repair, hydrant replacement, curb replacement, and other needs including surface restoration. This contract covers the remainder of the calendar year.

Motion by Rowe/Olson to approve awarding the bid for the Annual Water Service & Curb Repair contract to Montana & Son Grading in the amount of \$97,045.00. **Motion carried.**

(IX)(10) Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, A. Update on negotiations with City of Eau Claire regarding ambulance services and B. Purchase of property by City – 1304 Lynn Avenue.

Motion by Rowe/Leopold to convene in closed session at 7:01 p.m. Roll call vote, 5-ayes, Biren, Stuber, Rowe, Olson, Leopold, 0-nays. **Motion carried 5-0.**

(IX)(11) Motion to reconvene to Open Session for the purpose of discussion and possible consideration on the matter entertained in Closed Session.

Motion by Rowe/Leopold to reconvene in open session at 7:23 p.m. Roll call vote, 5-ayes, Leopold, Olson, Stuber, Biren, Rowe, 0-nays. **Motion carried 5-0.**

City Administrator Golat explained that Council discussed 2 items in closed session, none of which required action tonight.

(X) Miscellaneous Business and Communication.

(XI) Adjournment.

Motion by Biren/Rowe to adjourn at 7:25 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk