

**CITY OF ALTOONA, WI**  
**REGULAR COUNCIL MEETING MINUTES**  
**June 22, 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 in the Council Chambers 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, Kaitlyn Leopold and Susan Rowe (available via Zoom). Also Present: Attorney Sam Bach Hanson, City Administrator Michael Golat, City Engineer/Director of Public Works (CE/DPW) David Walter, Planning Director Taylor Greenwell, and City Clerk Cindy Bauer.

Absent: Council Member Matt Biren.

**(IV) Citizen Participation Period**

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

**(V) Approval of minutes.**

Motion by Stuber/Lima to approve the minutes of the June 8, 2023, Regular Council Meeting. **Motion carried.**

**(VI) City Officers/Department Heads Report**

City Administrator Golat reminded citizens of summer activities and projects in the City of Altoona. Golat commented on the Housing Study that was discussed at the June 8<sup>th</sup> Council Meeting.

CE/DPW Walter reported that the pavement replacement program is complete, the street surfacing maintenance project is ongoing, and the watering ban/usage is being maintained. Walter commented that a company did a demo at River Prairie for the removal of the back in parking striping. Walter received two quotes for this project; a contract will be forthcoming at a future Council Meeting.

Planning Director Taylor Greenwell reported that staff is working with consultants for the rewriting of the zoning code.

**City Committee Reports** – none.

**(VII) Consent Agenda**

**(1) Discuss/consider approval of Resolution 6A-23, a resolution of the Altoona Common Council submitted in compliance with Wisconsin Department of Natural Resource NR – 208 regarding submittal of the City's Compliance Maintenance Annual Report (CMAR) for its wastewater collection system.**

A copy of the 2022 Sewer Utility Compliance Maintenance Annual Report is attached. The annual report is required of all operators of a wastewater collection system. The goal of the report is to analyze the City's operations and financial practices pertaining to the sewer utility in order to identify any problems. Wisconsin Administrative Code NR 208 requires the governing body of a collection system to pass a resolution that a) acknowledges that the CMAR has been reviewed, and b) lists any recommendations or action plan, if required.

**(2) Discuss/consider approval of an amendment to the Centennial Park Trail Improvement and Maintenance Agreement with CORBA**

At their May 22, 2023 meeting, the Parks and Recreation Committee reviewed an amendment to the current maintenance agreement that the City has with Chippewa Off Road Bike Association (CORBA). The agreement is a continuation of the past agreement, with the only change being that the contract is now a two-year

contract instead of a one-year contract. Council Members were provided a copy of the amendment.

Motion by Lima/Leopold to approve Consent Agenda Items 1 and 2. **Motion carried.**

**(VIII) Unfinished Business** – none.

**(IX) New Business**

**(IX)(1) Tourism Report from Visit Eau Claire.**

Visit Eau Claire is Altoona's contracted tourism promotion agency. In order to detail tourism marketing efforts in Altoona, Visit Eau Claire will continue providing quarterly updates to the council.

Benny Anderson, Executive Director of Visit Eau Claire, was present at the meeting to discuss tourism marketing in Altoona. No action.

**(IX)(2) Discuss/consider approval on the Specific Implementation Plan for a mixed-use building at parcel# 18201-2-270915-310-9022, also known as Candy Lofts.**

Planning Director Taylor Greenwell explained that the proposed Specific Implementation Plan (SIP) is to get approval for a proposed mixed-use building called Candy Lofts. The proposed building is 4,475 square feet with 2,912 square feet of commercial space and 5 loft style residential units. Commercial parking will be served by a community parking lot that shall serve Candy Lofts, Larson Smiles, and Cabin Coffee. Residential parking will be served by nine (9) dedicated / scheduled stalls from the existing on-street. Vehicular access is off Blazing Star Blvd and Meadow Lark Ln. The Plan Commission recommended approval of the proposed SIP on June 13, 2023.

Motion by Lima/Leopold to approve the Specific Implementation Plan for a mixed-use building at parcel #18201-2-270915-310-9022, also known as Candy Lofts as presented by Staff. **Motion carried.**

**(IX)(3) Discuss/consider awarding a contract for the Parks Maintenance Building Repair project.**

CE/DPW Walter explained that at the 2023 budget includes funds for building repairs at the Parks Maintenance Building in Cinder City Park. The building was originally constructed for the WisDOT USH 53 Bypass project. Since that time, leaks have formed in the roof, the lower portions of the corrugated siding have corroded, and the doors are in need of replacement. City Staff published a Request for Proposals and received two submittals. The two submittals include the following:

**C&A Custom Contractors - Option 1 - Retrofit TPO Membrane roofing/Wainscot Replacement/Door Replacement** for \$98,750; **Option 2 - Roof Leak Repair/Wainscot Replacement/Door Replacement** for \$55,560.

**Rocket Construction - Option 1 - Retrofit PVC Membrane Roofing/Wainscot Replacement/Doors/ Frames Replacement** for \$127,250; **Optional Add-On - Gutter & Downspout Replacement** for \$10,900.

CE/DPW Walter recommended awarding the contract to C & A Custom Contractors for Option 1. The fee for the recommended option is within budget. Walter also recommended to include in the motion the Gutter and Downspout Replacement if needed.

Motion by Leopold/Stuber to approve awarding a contract to C & A Custom Contractors for \$98,750 and if gutter and downspout replacement is needed, direct staff to proceed with the replacement of gutters as well. **Motion carried.**

**(IX)(4) Discuss/consider awarding a contract for the Electrical Improvements at Jellybean Hill project.**

CE/DPW Walter explained that the 2023 budget includes funds for improvements to Jellybean Hill. The proposed improvements for this year include extension of electrical service from Xcel Energy to the base of the hill, lighting for sledding and other activities, and a control cabinet for the lights. City Staff published a Request for Proposals, with the following notable items.

1. The luminaires shall be full cut-off style to minimize light pollution to the surrounding residential neighborhood.
2. Poles shall only be as tall as necessary to achieve the desired lighting level.
3. The electrical service will be sized to accommodate a potential future warming house.
4. The lights are to be controlled by a photocell and programming to restrict the time of day of use.

5. Push button activation will be included, with a dimmer or other function to alert users when the lighting period is about to expire.

Exhibits contained in the Request for Proposals were provided to Council Members prior to the meeting. CE/DPW Walter noted that the layout of the lights is only a general suggestion. The City received three bids with the lowest responsible bidder from GMS Electric for \$27,500. Staff recommended awarding the contract to GMS Electric in the amount of \$27,500.

Motion by Lima/Olson to approve awarding a contract to CMS Electric for \$27,500. **Motion carried.**

**(IX)(5) Discuss/consider a Professional Services Agreement with MSA Professional Services for the Test Well #10 project.**

CE/DPW Walter explained that an additional test well is included in the 2023 budget. Construction of an additional test well is the next step in the process to increase water production to supply continuing growth. The identified site for the test well is an outlot dedicated to the City within the Bartlett Crossing Subdivision. MSA Professional Services has partnered with the City on the three previous test wells, culminating in Well #8 and Well #9. These two final wells are currently under construction. Staff is recommending that we continue partnering with MSA Professional Services in exploring the next City well site. Walter noted that MSA has submitted a Professional Services Agreement in the amount of \$36,500. The services include a well site investigation report, as well as the design, bidding, and construction of the test well.

Motion by Lima/Leopold to approve the Professional Services Agreement with MSA Professional Services for the Test Well #10 project for \$36,500. **Motion carried.**

**(IX)(6) Discuss/consider convening in Closed Session pursuant to Wis. Stats 19.85 (1)(e).**

**A. Purchase of property at 1312 Lynn Avenue**

**B. Conveyance of property to KT2020 LLC. (part of parcel #201-1002-01-270).**

Motion by Lima/Leopold to convene in closed session at 6:36 p.m. Roll call vote, 5-ayes, Leopold, Stuber, Lima, Rowe, Olson, 0-nays. **Motion carried 5-0.**

**(IX)(7) Motion to reconvene to Open Session.**

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

City Administrator Golat explained that Council discussed two items in closed session. The first regarding Conveyance of property to KT2020 LLC (Candy Lofts - part of parcel #201-1002-01-270), and the second the purchase of property at 1312 Lynn Avenue.

Motion by Lima/Leopold to convey property through an Administrative CSM process at no cost to KT2020 LLC in order to make the proposed site plan more feasible. **Motion carried.**

Motion by Leopold/Lima to authorize the City Administrator to work with the City Attorney to draft an offer to purchase property at 1312 for \$130,000 with the following contingencies: clean up the property prior to closing, delay the closing for up to 6 months, City to give the seller the opportunity to purchase a city lot on Hayden Avenue at the appraised cost, and to be able to remove any items from the 1312 house for his own personal use and to also authorize the Mayor to execute any documents necessary to move forward with the purchase of this property. **Motion carried.**

**(X) Miscellaneous Business and Communication.** - none

**(XI) Adjournment.**

Motion by Leopold/Lima to adjourn at 7:08 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk