

CITY OF ALTOONA, WI
REGULAR COUNCIL MEETING MINUTES
April 13, 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, Kaitlyn Leopold and Susan Rowe. 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.

(IV) Citizen Participation Period

Russ Giere, 312 6th Street West, Altoona, commented on Centennial Park and noted that areas of the bike trail along Otter Creek is washing away. Giere also mentioned that some of the bridges in Altoona have graffiti on them and if they could be cleaned up. Those mentioned were: River Prairie north side of bridge and trail behind Woodman's, Spooner Ave walking bridge under walk bridge, and Hwy 53 bridge to name a few.

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

(V) Approval of minutes.

Motion by Biren/Leopold to approve the minutes of the March 23, 2023, Regular Council Meeting. **Motion carried.** Lima abstained.

(VI) City Officers/Department Heads Report

City Administrator Golat reported on the following:

- Easter Egg Event a success
- State of the City, Apr 21, 2023 at 7:00 a.m.

City Committee Reports – none.

(VII) Consent Agenda

(1) Proclamation Recognizing Earth Day on April 22, 2023.

The attached Proclamation recognizes Earth Day in the City of Altoona on Saturday, April 22nd, 2023 is the 53rd Anniversary of the first Earth Day in 1970, a Day of recognition of the full spectrum of issues and efforts focused on highlighting the planet, natural communities, and humans' relationship to our environment.

(2) Proclamation Recognizing Arbor Day on Friday, April 28, 2023.

The attached Proclamation recognizes Arbor Day in the City of Altoona on Friday, April 28th. Arbor Day is a special day to celebrate trees, notably the planting of trees. Recently, the City of Altoona was named as a Tree City USA community for the third consecutive year. Tree City USA is a program recognizing cities for their excellence in forestry management. This Proclamation is needed to reapply for the Tree City designation for next year. The proclamation recognizes the important role of trees in our community.

Assistant City Administrator Richard Downey mentioned that as part of an Arbor Day event, Altoona students will assist in cleaning up at Devney Park, Solis Circle and River Prairie on April 26 and on April 28

students will also be cleaning up the parks on April 28 and planting of two trees thereafter. Downey noted that the school will be providing lunches to those that helped with the cleaning.

(3) Discuss/consider approval of Resolution 4A-23, a Resolution recognizing World Migratory Bird Day on May 13, 2023.

As you may recall, Altoona is designated as a Bird City Wisconsin community. Resolution 4A-23, is a resolution recognizing World Migratory Bird Day on Saturday, May 13, 2023. The City will host a bird watching tour that morning as part of the River Prairie Festival on May 13.

Motion by Lima/Rowe to approve the Consent Agenda. **Motion carried.**

(VIII) Unfinished Business

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

City Administrator Golat explained that this item was moved from the March 9, 2023 Council Meeting and is now on the April 13, 2023 Council Agenda for consideration. As you may recall, at the December 15, 2022 Council Meeting, Council approved an application for a severe storm shelter in the Hillcrest Estates Manufactured Home Community. Council directed staff to prepare an agreement between the owners of Hillcrest and the City stipulating that the owners would be responsible for any required grant match funds. The agreement would also define the respective roles of both parties in completing the project.

The subject agreement is now brought forth for consideration. The key provisions of the agreement are outlined below.

3. RESPONSIBILITIES OF THE PARTIES

- a. The Parties shall ensure each of their responsibilities are completed in a manner that complies with all federal grant rules and applicable federal, state, and local laws, regulations, ordinances, rules, and policies, including, but not limited to, all rules specific to the HMGP and all competitive bidding laws.
- b. HC acknowledges that the federal HMGP grant agreement which will be executed between the City and FEMA/WEM will be considered a part of this Agreement, and it agrees that all terms and conditions of the grant agreement and duties and responsibilities of the City, per the grant agreement, are also the duties and responsibilities of HC, including, but not limited to, rules relating to affirmative action plan requirements, buy American requirements, and prevailing wage requirements.
- c. HC shall ensure that any third parties contracted, or otherwise hired/retained, to perform any of their duties or obligations under this Agreement are bound by the laws, rules, regulations, policies, and grant duties and responsibilities described in Section 3(a) & (b) of this Agreement.
- d. HC Responsibilities. HC shall be solely responsible for the following:
 - i. All Project design, bidding, contracting, construction, maintenance, continuing use and budgetary/fiscal activities, including, but not limited to, the following, in accordance with all federal grant rules and applicable federal, state and local laws, regulations, ordinances, rules and policies:
 1. Preparing and advertising bids
 2. Contracting for architects, engineers and other professional service providers as necessary
 3. Reviewing and approving all Project-related contracts and invoices
 4. Securing all required federal, state and local permits and authorizations for the Project

5. Securing any necessary easements or other land use privileges necessary for the Project
 6. Overseeing contractors and employees working on the Project
 7. Monitoring and administering all Project-related budgets and timelines
 8. Preparing and making all payments for completed work
 9. Ensuring Project completion in a timely fashion
 10. Accounting and financial record-keeping and reporting for the Project
 11. Providing, tracking, and administering of local match contributions for the Project
 12. Providing for any other activities necessary for the management or construction of the Project.
 13. Preparing Project grant reimbursement requests for submission to FEMA/WEM by the City
 14. Ensuring that the Project as constructed is capable of functioning as a suitable Storm Safe Room, as determined by federal, state, and local law and regulation, upon completion
 15. Paying for any cost overruns on the Project
 16. To make available any files or records related to the Project as requested by the City.
 - ii. Repaying directly to the federal grant source any grant reimbursement payments made by the City to HC that are subsequently disallowed by the federal grant source
- e. City Responsibilities. The City shall be responsible for the following:
- i. After receipt of FEMA/WEM grant funds, the City shall reimburse HC as provided in Section 4 of this Agreement.

4. GRANT PAYMENTS

The City shall submit requests for reimbursement to FEMA/WEM upon receipt of paid invoices from HC, and other expense documentation as may be required by FEMA/WEM. Requests for reimbursement shall be submitted from HC to the City by the 25th day of each calendar month unless a different schedule is required by FEMA/WEM, in which case the schedule shall be adjusted to comply with FEMA/WEM requirements. Reimbursement payments for eligible expenses shall be made to HC by the City upon receipt of payment from FEMA/WEM.

5. USAGE OF THE STORM SAFE ROOM

The City may use the Storm Safe Room for the following uses:

- a. In case of emergencies including, but not limited to, severe wind events and other extreme weather conditions.
- b. The City and HC will work in good faith to create an agreement for shared use of the Storm Safe Room in non-emergency situations.

Motion by Rowe/Leopold to approve an agreement between the City of Altoona and Hillcrest Estates, LLC regarding a FEMA storm safe room project. **Motion carried.**

(IX) New Business

(1) Public hearing at 6:00 p.m. or as soon thereafter as is practical regarding a Certified Survey Map (CSM) at 2364 & 2352 St Andrews Dr St. Andrews Drive, Altoona, WI (parcel

#182012270926230901118201).

Mayor Pratt opened the public hearing at 6:20 p.m.

Planning Director Taylor Greenwell explained that the petitioner Joseph Jensen is applying for approval of a Certified Survey Map (CSM) to divide a single parcel into two (2) lots for the purpose of constructing a single-family home on each lot. The Plan Commission, at its April 11, 2023 meeting recommended approval of the CSM.

Joe Jensen, petitioner, was present to answer any questions Council Members had regarding the CSM.

Motion by Lima/Biren to close the Public Hearing at 6:23 p.m. **Motion carried.**

(IX)(2) Discuss / consider approval of CSM at 2364 & 2352 St. Andrews Drive. Discussed at the April 11, 2023 Plan Commission meeting.

Motion by Lima/Rowe to approve the CSM for 2364 & 2352 St Andrews Drive. **Motion carried.**

(IX)(3) Presentation of Annual Stormwater Report.

CE/DPW David Walter explained that the City of Altoona is a Municipal Separate Storm Sewer System (MS4) permit holder as designated by the Wisconsin Department of Natural Resources. As an MS4 permit holder, the City is required to submit an annual report to the DNR for review. The governing body must be apprised of the contents of the report as a condition of submittal. Council Members were provided a copy of the report prior to the Council Meeting. No action is required by Council on this item.

(IX)(4) Discuss/consider convening in closed session pursuant to the following:

Wis. Stats 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

A. Update on Helstern Litigation.

B. Update on police matter.

Wis. Stats 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

A. Update on negotiations with the City of Eau Claire regarding ambulance services.

B. Purchase of Property by City - 1304 Lynn Avenue

Motion by Lima/Leopold to convene in closed session at 6:27 p.m. Roll call vote, 6-ayes, Biren, Stuber, Rowe, Olson, Leopold, Lima, 0-nays. **Motion carried 6-0.**

(IX)(5) 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 7:03 p.m. Roll call vote, 6-ayes, Lima, Leopold, Olson, Stuber, Biren, Rowe, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that Council discussed 4 items in closed session, none of which required action tonight.

(X) Miscellaneous Business and Communication.

City Administrator Golat commented on the Organizational Council Meeting that will be taking place on Tuesday, April 18, 2023 at 6 p.m. There will also be interviews for the Containers Up Park project applicants.

(XI) Adjournment.

Motion by Lima/Rowe to adjourn at 7:13 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk