

The COMMON COUNCIL of the City of Tomah met in REGULAR SESSION September 08, 2020 at 6:10 p.m. with Mayor Mike Murray presiding in the Municipal Building, 819 Superior Avenue, Tomah WI. Due to COVID-19 concerns, the General Public was able to access the meeting as follows:

Zoom Meeting at: <https://zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMK1qNU5vNFJwMzdSZz09>

Meeting ID: 768 946 6740 Password: Tomah2020

or

Dial by your location +1 312 626 6799 US (Chicago)

Meeting ID: 768 946 6740 Password: 546782713

Following the Pledge of Allegiance, roll call was taken with the following members present: Mike Murray, Travis Scholze, Lamont Kiefer, Dean Peterson, (Arrived at 6:21p.m), Jeff Cram, Richard Yarrington, and Adam Gigous. Donna Evans participated remotely. Absent: Shawn Zabinski. Quorum present. Also present: City Attorney Penny Precour, City Clerks JoAnn Cram and Becki Weyer. Gregg Hagen videotaped the meeting.

Motion by Scholze, second Cram by to adjourn to Closed Session Pursuant to State Statute 19.85(1) (c) and (e) Personnel Issues, and Negotiation of Purchase of Property. Motion passed with no negative votes. Meeting adjourned to Closed Session at 6:11 p.m. Meeting reconvened to Open Session pursuant to State Statute 19.85(2) at 6:28 p.m.

Anyone Desiring to Appear Before the City Council. No one desired to appear

REPORTS

Mayor

Reminder to all that with school starting and road work being completed to be alert and cautious.

The Mayor will be attending the Assumption of Command ceremony at Volk Field this week welcoming Colonel Leslie Zyzda-Martin..

Mayor Murray provided a distinguished service resolution for Randal Dunford, Ambulance Director on account of his retirement.

RESOLUTION IN RECOGNITION OF RANDAL DUNFORD FOR SERVICE TO THE CITY OF TOMAH.

Motion by Yarrington, second by Peterson to approve **Resolution No. 2020-09-08-26** as presented. Motion passed without negative vote.

RESOLUTION NO. 2020-09-08-26
**RESOLUTION IN RECOGNITION OF RANDAL DUNFORD FOR
SERVICE TO THE CITY OF TOMAH
2017-2020**

WHEREAS, However effective government may be in serving the needs of its citizens, the soul of our city and its vitality as a place to live and work depend on the relationship of families, friends, neighbors and co-workers, and

WHEREAS, Randy Dunford, has committed himself to faithfully serving the citizens of Tomah from 2017 to 2020 as the Director of the Tomah Area Ambulance Service, and

WHEREAS, Randy has proven himself to be a dedicated and trustworthy member of the City of Tomah. Randy's commitment to his community has been evidenced in his years with the City of Tomah and the Tomah Area Ambulance Service. Randy began his career in 1979 with the Tomah Police Department. In 1989, Randy resigned his position of Police Sergeant to take the position of Ambulance Director for the Tomah Area Ambulance Service. In 1991, Randy left the City to pursue his career in law enforcement for a Police Chief position. Randy returned to Tomah in 2017 as Director of the Ambulance Service. During the last 3 ½ years, the service has evolved into a full time career based department with in-house paramedic and EMT crews. This has been a time of transitioning to full time EMT/Paramedic staffing as well as the creation of an Ambulance Union contract, and after 37 years of government service, Randy will be retiring effective October 1st, and

WHEREAS, in appreciation for such dedication and service to our Community upon his retirement from the City of Tomah Area Ambulance Service, the following is submitted to record;

NOW THEREFORE, BE IT RESOLVED, that as Mayor on behalf of The City of Tomah, I commend Director Dunford for his outstanding contribution to our community. The Common Council of the City of Tomah does hereby express its sincere appreciation and thanks to Randy for his years of dedication and service to the citizens of the City of Tomah and extends its best wishes for his health and happiness in the future.

Dated this 8th day of September, 2020.

Michael Murray, Mayor ATTEST

JoAnn M. Cram, City Clerk

City Clerk

Census is at 70.5%, a reminder to all to complete your census. Census workers have begun doing door to door canvassing. Tomorrow will be closing out August election, November ballots will be ordered but are waiting on litigation. 1000 absentee ballots must be mailed out by next Thursday. State of WI sent out over 2 million letters and it is causing some confusion to those who are already registered and/or have requested an absentee ballot. Reminder that a photo ID is required for absentee ballots and proof of residency is needed for registration.

The total equalized value for the City has come back at \$775,354,200 compared to \$716,267,500 for 2019; an increase of \$59,086,700. Net new construction for 2020 is valued at \$24,859,600 compared to \$21,873,500 with a change of \$2,986,100.

Approval of Minutes - August 5, 2020

Motion by Gigous, second by Scholze to approve minutes from Common Council Special Session August 08, 2020. Motion passed without negative vote

Approval of Minutes - August 18, 2020

Motion by Yarrington second by Kiefer to approve minutes from Common Council August 18, 2020. Motion passed without negative vote

Motion by Scholze second by Gigous to approve minutes from Common Council Special Session September 1, 2020. Motion passed without negative vote

Motion by Scholze second by Yarrington to approve the election tally report for the August 11, 2020 Fall Partisan Primary Election. Motion passed without negative vote

Accept Treasurers Cash and Investment Reports.

Motion by Scholze second by Kiefer to accept the August cash and investment reports. Motion passed without negative vote.

Library Monthly Report. Library Director Keller advised that 1,892 items were checked out using e-books, up 400 from last year. Summer reading program registered 118 books, 51 completed, 1043 activities were completed. 142 book reviews were completed. The 18 and older group only read 65,721 minutes, 54 registered and 36 completed. A challenge was put out for the over 18 group to increase participation.

Senior & Disabled Services

Senior & Disabled Services Coordinator Pam Buchda provided a monthly written report. The September newsletter is available. Bridge has been added to 9:00 a.m. on the calendar. Halloween is set on Oct 31st from 2-4 for the Halloween party, all ages are welcome, costume judging is at 3pm. Trick or Treating for the city will be from 4pm-6pm. On November 21st there will be an Arts and Craft fair. For more information contact Ms. Buchda at the Sr. Center. The loan closet has been very busy. The Sr. Center is asking if anyone has borrowed equipment they are not using, to please return it as inventory is very low. The Sr. Center is requesting volunteers for Halloween and the Arts and Crafts Fair, please contact Coordinator Buchda if interested. A reminder to all, the Sr. Center is open, but the meal center is not. Work has begun on the budget.

Planning & Building Inspection

Shane Rolff provided a written report

Parks and Recreation Monthly Report: Parks Department, Recreation Programs, Aquatic Center, and Recreation Park: Parks and Rec Director Joe Protz provided a written report.

Public Works & Utilities Director – Water, Sewer, Public Works, and Lake Updates. Street Department: Dir. Arity provided a written report.

Police Department Monthly Report. A written report was provided by Chief Nicholson. The Tomah Police Department is currently accepting applications to establish an eligibility list for a full-time Police Officer. A \$2000 Walmart communities grant was received and will give the ability to use more technology at the Police station. The Police department is now open from 8am-4pm Monday through Friday. They are also available for medicine drop off and car registration. The Police Department is currently accepting eligibility applications for Police Officer positions. Back the badge signs are available for \$10.00 each.

Fire Department Monthly Report. Chief Adler provided a written monthly report. Two long term members retired after 24 and 34 years of service. Performed annual hose testing, all passed. An annual rescue service and tool inspection service was performed, all are in good working order. Online pipeline safety training has been completed. The Fire Department is working with the School District on fire safety education and fire drills. The Fire Dept received \$3000 from Andres Trust to purchase a porta-count machine for mask testing at a total cost including maintenance at \$12,000, all paid for with grants and fundraisers. 20 calls for service 178 year to date.

Ambulance Department Monthly Report. A monthly written statistics report was provided. Morgan Scharlau was promoted to full time. Two Covid-19 positive tests were treated . A \$3000 grant from Andres was used to purchase an AeroClave unit and 2 blanket warmers for 2 ambulances. The long-term plan is to upgrade to critical care Ambulance service. Most of full-time staff is now trained to the critical level. The Ambulance Department should see a 5-10% increase in transfers once critical care is added and a full ambulance is added to rotation. Dir. Dunford has begun working on the budget for 2021 to present the additional ambulance to the council.

Chamber/Convention & Visitor's Bureau Monthly Report. Ex. Director Thompson said the Chamber is working on rolling out their new website. A social media marketing event will be at Tap House 20 on September 30, 2020. The chamber continues to look for other avenues to provide to memberships and business to help get through the current pandemic situation. They have had many inquiries from potential new employers interested in ribbon cuttings. Membership survey is open to the public to gain feedback on how the Chamber can better serve the community.

Ehlers Financial Management Plan & TID Reporting Treasurer Mann proposed to the council to contract with Ehlers to prepare a Financial Management plan for the City of Tomah and to assist with annual financial TID reporting required by the Wisconsin Department of Revenue. This would help the city better prepare for the future for a longer-term financial plan. David Ferris, an Ehlers representative advised and shared information regarding identifying pressure points and how to address them, and how they should be part of the long-term plan.

Ferris presented the key components of the plan: Capital planning, Debt Planning, TID Planning, Operational Planning, Utility Cash Flow, and Rate Increase Planning. He proposed preparing or updating the five-year capital plan, determining the funding sources of the projects, determining if funding sources affect the financial health of the city, moving projects to fit within the year's plan, and reviewing the plan annually as priorities change from year to year.

For Debt Planning, he proposed determining the type of debt to use, revamping policies, scrutinizing policies so that they fit within the City's debt plan, and reviewing bank qualification issues.

Considering TID planning, Ferris proposed looking to forward-looking cash flows, and an annual forward look at how districts could improve communication between departments regarding taking on future projects.

For Operating funds (tax levy funded), Ferris proposed projecting out operational needs based on the affect to tax levy/rates, and urged considering how the projection fits within the levy limits.

Regarding Utility funds, Ferris presented a need for projecting out operational needs based on the effect on user rates, considering cash flow, and using other benchmark comparisons.

Ferris concluded that the proposed financial management plan should: develop integrated multi-year operational and capital forecasts, tie into long-term goals of the City driven by cross planning among departments and City Council, provide annual review and approval of financial policies, provide annual review and updated as priorities change or economic circumstances dictate, and provide a tool to review the health of the City and ensure rating stability or potential upgrades while avoiding downgrades.

Motion by Yarrington, second by Scholze to approve the proposal for a 2020 Financial Management plan from Ehlers and approve the annual TID reporting contract with Ehlers for 2021. Concern was brought that more information needs to be presented before approving the contract. Motion passed with one negative vote. (Kiefer)

Request for Review and Recommendation from the Ambulance Commission Regarding Increase in Per Capita Rate for Tomah Area Ambulance Service

Mayor Murray provided information on the benefits of increased per capita rate for Tomah Area Ambulance Service and requested further review and recommendation from the Ambulance Commission.

The last three years the Ambulance service has not made a profit, and there is concern for the monthly payment that the new Fire and Ambulance building would require.

Per capita charges in other cities run \$35.00 - \$45.00 and the City of Tomah is at \$7.50. An incremental increase over the next three years will fit into budgetary needs and the obligation to pay for the new building will be shared by all communities that will be utilizing the Ambulance service.

Concern was brought that the townships would be asked to pay for 50% of the cost when half of the building will be used by the Fire Department. Murray responded the Ambulance department is consistently losing revenue and the City is not competitive with other communities. With the ambulance department not currently profitable, it would be difficult to continue to grow in the future with new equipment and the new building.

Motion by Scholze second by Kiefer to refer the request for the Increase in Per Capita Rate for Tomah Area Ambulance Service to the Ambulance Commission to be reviewed with City Council at the October Council meeting. Motion passed without negative vote.

Police Department - Capital Budget, Pre-ordering of Squads for 2021.

Police Chief Mark Nicholson proposed to replace two squad cars out of the capital improvement budget. It is difficult to get new vehicles currently due to the pandemic. One was ordered in January and still has not arrived. Chief Nicholson asked for approval to order them now to ensure the squads will arrive in 2021.

Motion by Yarrington second by Gigous to approve the pre-ordering of two police squad cars now to be paid for in 2021. Motion passed without negative vote.

Ordinance Creating Section 10-501-504 Regarding Wrecking of Buildings and Structures (Second Reading and Adoption)

Motion by Kiefer second by Scholze to waive second verbatim reading and adopt **Ordinance Number 2020-09-11-D Creating Section 10-501-504 Regarding Wrecking of Buildings and Structures**. Motion passed one negative vote (Yarrington)

ORDINANCE NO. 2020-09-11-D

Ordinance Amending Chapter 10, Creating Sections 10-501 to 10-504 of the City of Tomah Municipal Code Regarding Wrecking of Buildings and Structures

The Common Council of the City of Tomah, Monroe County, Wisconsin, do ordain as follows:

SECTION ONE: Chapter 10 – Sections 10-501 to 10-504 Regarding Wrecking of Buildings and Structures of the Municipal Code are hereby created to read as follows:

Sec. 10-501. No building or structure shall be razed, demolished, removed or wrecked without a permit from the City of Tomah Building Inspection Department.

Sec. 10-502. A snow fence or other approved barricade shall be provided as soon as any portion of the building is removed and shall remain during razing operations. Removal of all trash, rubbish, basement walls, floors, footings, and foundations are required. After all razing operations have been completed, the property shall be raked clean, and all debris hauled away. Razing permits shall lapse and be void unless the work

authorized thereby is commenced within six (6) months from the date thereof or completed within thirty (30) days from date of commencement of said work. Any unfinished portion of work remaining beyond the required thirty (30) days must have special approval from the City of Tomah Building Inspector.

Section 10-503. All debris must be hauled away at the end of each day for the work that was done on that day. No combustible material shall be used for backfill, but shall be hauled away. There shall not be any burning of materials on the site of the razed building. If any razing or removal operation under this section results in, or would likely result in, an excessive amount of dust particles in the air creating a nuisance in the vicinity thereof, the permittee shall take all necessary steps, by use of water spraying or other appropriate means, to eliminate such nuisance.

Section 10-504. – Penalties for Violations.

Any person violating any provisions of this section shall be subject to a forfeiture of not more than \$200.00 for each separate violation. Each and every day during which a violation continues shall be deemed to be a separate offense.

SECTION TWO: All ordinances in conflict with the foregoing are hereby repealed.

SECTION THREE: This ordinance shall take effect upon passage and publication.

_____: ATTEST
Michael Murray, Mayor JoAnn M. Cram City Clerk

READ:08/18/2020
PASSED:09/08/2020

Special Beer Permit - Tomah Fire Department "Hunters Night Out" event for November 7, 2020 at Recreation Park Recreation Building

The Tomah Fire Department has applied for a Special Beer Permit for their "Hunters Night Out" event held at Recreation Park, 1625 Butts Ave in both halls of the Recreation building to be held on November 7, 2020.

Motion by Scholze second by Kiefer to approve Special Beer Permit request by Tomah Fire Department. Motion passed without negative vote.

Monthly Financial Report – August

Motion by Kiefer second by Cram to approve the August 2020 Financial Report as presented. Motion passed without negative vote.

Resolution Authorizing Payment Of Monthly Bills

Motion by Gigous second by Scholze to recommend the Common Council approve the monthly bills in the amount of \$2,086,424.83 as presented. Motion carried without negative vote.

RESOLUTION NO. 2020-09-08-27 AUTHORIZING PAYMENT OF MONTHLY BILLS

BE IT RESOLVED by the Common Council of the City of Tomah that the Committee of the Whole has reviewed the monthly bills and recommends the City Council approve said bills as follows:

1. Pre-Paid Checks	\$ 1,713,287.18	Check #'s	128202-128275 128326, 128327-128376
2. Payroll	\$ 261,782.47	Direct Deposit #'s	60801-60938, 60939-61111
3. Wire Transfers	\$ 32,107.40		
4. Invoices	\$ 79,247.78	Check #'s	128421-128450
	<u>\$2,086,424.83</u>		

Mike Murray, Mayor

ATTEST: Rebecca Weyer, City Clerk

GENERAL:

Approval of Amendment to TPPA Side letter agreement

City Attorney Penny Precour presented an Amendment to the TPPA Side letter agreement stating that sick and vacation will be earned based on a 40-hour workweek or 2080 hours per year. All those currently earning 8.5 hours will be grandfathered in at their current rate of accrual. All new employees will earn based on the 40-hour workweek.

Motion by Scholze second by Yarrington to approve the Amendment to the TPPA side letter agreement as proposed. Motion passed without negative vote.

Motion by Yarrington, second Gigous by to adjourn to Closed Session Pursuant to State Statute 19.85(1) (c) Regarding Personnel Issues. Motion passed with no negative votes. Meeting adjourned to closed session at 08:10 p.m.

Approved:

Michael Murray, Mayor

ATTEST:

Rebecca Weyer, City Clerk
Minutes to be approved on October 13, 2020