

The COMMON COUNCIL of the City of Tomah met in **SPECIAL SESSION, October 20, 2018** at 8:00 a.m. with Mayor Mike Murray presiding in the Municipal Building, 819 Superior Avenue, Tomah, WI.

Following the Pledge of Allegiance, roll call was taken with Mike Murray, Wayne Kling, Lamont Kiefer, Travis Scholze, Jeff Cram, Richard Yarrington, and Shawn Zabinski present. Absent: Mary Ann Komiskey. The 8<sup>th</sup> Aldermanic District is vacant at this time. Also in attendance: City Admin. Roger Gorius, City Clerk JoAnn Cram, Parks and Rec Dir. Joe Protz, Public Works & Utilities Director Kirk Arity, Fire Chief Tim Adler, CDBG/Housing Director Rachel Muehlenkamp, City Treasurer Julia Mann, Pam Buchda, Sr. & Disabled Services, Ambulance Director Randy Dunford, Police Dept., Ron Waddell, and Library Director Irma Keller. Gregg Hagen did not videotape the meeting.

**Budget Summary – Roger Gorius.** We are working under guidelines and restrictions that the state has imposed. The 2018 General Fund Budget was \$7,118,046 and the 2019 proposed General Fund Budget is \$7,195,648, an increase of \$77,602. The 2018 tax levy was \$5,153,442 and the proposed 2019 tax levy is \$5,338,305; an increase of 184,863. The Lake budget is proposed to increase to .38 cents per thousand dollars of valuation due to a dredging project. The proposed Budget includes the purchase of 1 new dump truck, mower batwing, Arc Flash Training/Study, radio equipment, 2 squads, salt shed project, Goose/Gopher reconstruction project,, extension of City walking trails, outdoor recreation plan report, Winnebago Master Plan, Ventrack for Trails, Toro Sandpro, truck with plow and Sander for Recreation Park, gymnastic equipment, air conditioning in the Recreation Building, black top repair at Recreation Park, pool cleaner, and a pump system at the pool. There is a decrease in shared revenue from the state this year.

No one desired to appear before the Council.

**Ambulance & Ambulance Service Contracts – Randy Dunford.** Ambulance Budget is going from \$2,792,943 to \$2,997,559 largely due to an increase in staffing. Capital Outlay includes \$ 10,000 for radios and pagers. The \$25,000 Critical Care Vent is being removed and \$12,000 is added for training manikins for babies. \$22,000 is included for IV pumps and \$55,000 for 2 power lifts which is reduced from the proposed \$180,000 for 4 power lifts and cots. An F450 4x4 Ambulance is also budgeted for \$187,000.

**Judicial – Tom Flock.** The Judicial budget decreases from \$79,066 in 2018 to \$78,969 in 2019.

**Law Enforcement / Other Public Safety – Ron Waddell.** Overall budget went from \$2,522,193 in 2018 to \$2,589,940 in 2019.

**Public Works/General Buildings/Refuse/Airport/Superfund/Utilities/Building Inspection / Zoning/Planning – Kirk Arity.** Director of Public Works & Utilities Kirk Arity provided a summary of the budget. Street department: The bulk of increases are in the operating supplies which goes mostly towards asphalt maintenance. Discussion was held regarding installation of new sidewalks and sealcoating streets. The focus in 2019 is to do preventive maintenance on 2010 and 2011 projects. A dump truck is requested in outlay as well as a batwing mower.

Water: Director Arity advised there are sufficient funds available, however, there is outstanding debt also. There will be a rate increase for the water department which will average about \$10 per person per year. This is being done every other year to keep up with inflation. The City is compliant with radium levels. Radium is an expensive issue to deal with.

Sewer: A cash flow analysis was done. TID funding is available for the alley project. No rate increases are expected for the long term future. Adaptive management is still being reviewed. The Linehan project has been completed. Other farmers are also being pursued for additional credits. When we hit 10,000 population for storm water, another permit is issued. A dual approach is being taken. The Sewer Plant has paid off the 20 year loan and now has cash coming in. Projections are being calculated for replacement of equipment.

Lake: Two retention ponds for the Lake need dredging. One is on the north side and has never been cleaned and there is a cost estimate of \$100,000 for that project. There is also one off of Gondola with an estimate of \$500,000. At the "T" there is quite a buildup of sediment. It is hoped that someone can come in with a long backhoe or a suction dredge and clean out that "T" area and just do maintenance at the Gondola site which would substantially reduce the \$500,000 estimate. There are also projects planned to redo the boat landings. Permits have been received.

Building Inspection/Zoning/Planning. No discussion.

**Senior & Disabled Services.** There is revenue from rental property to assist with this budget and the budget remains consistent. The Budget was set at \$130,356 in 2018 and the proposed budget for 2019 is \$152,662. There is \$45,000 budgeted for a kitchen update and a new awning as well as

a chair cart and new appliances at \$5,200. Pam Buchda, the Sr. & Disabled Services Coordinator would like to increase the hours of the aide from 16 to 20 effective January 1, 2019. There are some leaks in the building that will need repair. There is no cost estimate available at this time. There have been some safety upkeeps done recently, however, repairs are anticipated to increase.

Motion by Scholze, second by Kling to approve **Resolution No. 2018-10-20-37** authorizing a change of hours from 16 to 20 hours per week for the position of Part Time Senior & Disabled Services Aide effective January 1, 2019. Motion passed with one negative vote (Yarrington).

**RESOLUTION NO. 2018-10-20-37**  
**A RESOLUTION AUTHORIZING A CHANGE OF HOURS FROM 16 TO 20 HOURS PER WEEK**  
**FOR THE POSITION OF PART TIME SENIOR & DISABLED SERVICES AIDE**

**WHEREAS**, the Common Council of the City of Tomah, in recognition of the need for additional hours for the part time employee to work on various department projects, hereby authorizes a change in hours from 16 to 20 hours per week in 2019, and

**WHEREAS**, the employee remains a regular permanent part time non-represented, 20-hour per week position which is eligible for all benefits as designated in the City of Tomah Personnel Manual, and

**NOW, THEREFORE BE IT RESOLVED**, that the City of Tomah Common Council does hereby authorize a change in hours from 16 to 20 hours per week in 2019 for the Senior & Disabled Services Aide as described above.

Passed by the City Council on the 20<sup>th</sup> day of October 2018.

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

**Tourism Budget.** This budget is funded by room tax revenue. Ex. Director Tina Thompson provided the proposed budget for review. Tourism budget is based on room tax revenue and does not affect the tax levy. 2018 Budget of \$226,300 is projected at \$246,800 in 2019.

**Library – Irma Keller.** The Library Board has control over how the Library spends their money. Overall budget increases from \$459,480 in 2018 to \$481,176 in 2019. Director Irma Keller provided an update. There is an increase in repair and maintenance due to the age of the building. The other increase is for public access computer replacement. There is also a quote of \$4,500 in Building Outlay which would bring that from \$16,600 to \$21,500 for renovation of the storage areas. There is a separate line item now for E-books and that cost keeps going up. This is a mandatory charge that is paid to the Winding Rivers Library System. E-book usage keeps rising.

**CDBG – Rachel Muehlenkamp** – The Community Development Block Grant budget was \$25,283 in 2018 and is proposed to go to \$31,012 in 2019. Rachel Muehlenkamp advised that the program operates from the fees that are taken in and the tax levy is not affected. These are all deferred payment loans so there is less tracking and monitoring. The current project is moving along and planning for the next project has begun. The state is closing down the business loan program which will take place in 2019. They will be working through the process to close the fund down to the best advantage of the city. Once the fund is closed, the city has 2 years to designate what the funds will be used for in projects within the City. There would be an additional 2 years to complete the projects. The total we would end up getting back would be about \$800,000. The money has to go to the state and then we would request it back. Right now we have about \$250,000 in business loans out and in order for us to claim that, the city has to upfront those funds. The City can still go to the state for additional block grant money for businesses if there is a need. In 2019, about 33% of the director's salary is moving to the housing program. The part time person in the office is going to full time which doesn't affect the levy as that is funded on the housing side. The housing program has leveled off. If the salary portion is increased in the block program, the funds will be drawn from reserve funds.

**Fire Protection – Tim Adler.** The Fire Department Budget was \$146,388 in 2018 and is proposed at \$164,709 in 2019. Chief Adler advised they continue to train and move the department to the next level. There are no huge capital projects coming up. Fundraising continues and the department is developing a plan for upcoming projects. This would include equipment for 3 story buildings due to new construction in the City. Discussion was held regarding the move to a full time Fire Chief in the future. With the increase of business it changes the complexity of the duties involved. Administrative staff moving forward needs to be looked at.

**Parks & Recreation – Joe Protz.** Director Protz advised the **Other Parks** budget has increased from \$310,690 to \$334,198 in 2019. The major change in operations is due to increased costs. The summer maintenance worker wages have been increased to encourage keeping employees. **Recreation Programs:** No major changes in the programs. Budget increases from \$106,707 to \$112,699 in 2019. **Aquatic Center.** The Aquatic Center Budget increases slightly from \$150,711 to \$153,831. Staff was increased from 68 to 70 and lifeguard wages were increased. **Recreation Park:** The Recreation Park Budget increases from \$170,323 to \$177,227. No major changes.

\$20,000 was budgeted to develop a plan similar to the Comprehensive Plan. In order to qualify for certain grants, we need this type of plan moving forward. This will look at the overall park system and what is needed in the community for the next 20 years, etc. This would include a Winnebago Park Master Plan. Discussion was held regarding adding pavilions, updating

the bathrooms, street improvements, boat landings, etc. RE: Boy Scout Cabin – there are issues with the building and also the site. An estimate was received to prepare a proposal at a cost of \$5,000. The Council would decide in 2019 after the proposal is received where we will go from here.

### **Administrative/General Government**

**City Administrator/Legislative/TIF #8 – Roger Gorius.** City Administrator Gorius presented the budgets. The Administrator's budget increases from \$125,644 to \$141,001.

**Legislative.** The legislative budget increases from \$36,131 to \$39,976.

**TIF #8.** Budget goes from \$413,725 to \$1,209,000.

**TIF #9.** TID #9 was created in 2018. The 2019 Budget is proposed at \$9,000 for costs related to MSA and the State TID fee

**TID #10.** TID #10 was created in 2018. The proposed Budget for 2019 is \$9,000 for costs related to MSA and the State TID fee.

**Mayor – Mike Murray.** Increases slightly from \$17,510 to \$17,685 due to a slight increase in the telephone bill.

**Industrial Development – Roger Gorius.** \$5,200 is proposed for 2019.

**City Clerk - JoAnn Cram.** Publications and Subscriptions are down because bartender renewals will occur in 2020. Overall budget increases from \$179,610 to \$195,864.

**Elections - JoAnn Cram.** Decreased budget due to the number of elections going from 4 to 2. New election machines were purchased in 2018. Proposed budget goes from \$17,772 to \$10,571.

**Insurance - JoAnn Cram.** Rates remain stable.

**Computer - JoAnn Cram/Julia Mann.** Normal computer replacement is scheduled. Software service contracts increased due to new accounting software costs. It was the consensus of the council to include costs for automated agendas and council packets and tablets. Additional funds will be added.

**Illegal Taxes, Tax Refunds and Uncollectible Taxes, Special Assessments & Receivables.** Decreased from \$12,500 to \$10,000.

**Other General Govt. – Roger Gorius/JoAnn Cram.** Reserve for Contingency has been decreased from \$77,500 to \$50,000. It was noted that this number may change based on final figures from the state and after other adjustments are complete. It is hoped that this increases but final adjustments will be made mainly out of this account.

**Debt Service – Roger Gorius/JoAnn Cram/Julia Mann.** Debt service goes from \$1,385,733 to \$1,585,051.

**Treasurer – Julia Mann.** The Budget goes from \$196,477 to \$225,167. Part of the costs of the Treasurer and Deputy Treasurer are funded by the Water, Sewer, Ambulance Departments.

**Mass Transit – Julia Mann/Roger Gorius.** Mass transit budget increases from \$385,150 to the proposed \$565,683. Hours are being increased to 24/7 to accommodate needs of community.

**Legal – Roger Gorius.** Legal fees remain at \$50,000 for 2019.

**Assessor – Roger Gorius.** Per current contract. Budget increases slightly from \$48,050 to \$48,550 due to telephone increased costs.

**Special Accounting – Roger Gorius/JoAnn Cram.** Current audit contract is at \$20,000.

**Ambulance Per Capita Fee.** The per capita fee is at \$47,120 which is the population estimate of 9424 times \$5 per capita.

**Capital Outlay and Capital Projects.** Capital Projects and Capital Outlay were addressed throughout the day.

**Approval of Preliminary Budget.** It is requested that this budget be approved with numbers subject to change as the expenditure restraint guidelines have not been received, nor has the City received

the final Statement of Assessment. Also, health insurance rates cannot be calculated. When the expenditure restraint numbers come in, we will recalculate. As numbers are not all available from the Dept. of Revenue at this time, the proposed budget is subject to change at the public hearing.

General Fund Outlay and Capital Project funds are included in the general levy. Fund balance will be applied to pay for some of the Capital Projects. We are waiting for the expenditure restraint numbers and the final assessment.

Motion by Kiefer, second by Cram to approve the preliminary city tax levy at \$8.26 per \$1,000 of valuation and authorize the City Clerk to publish the proposed budget. Motion passed without negative vote.

**Scheduling of Public Hearing.** The public hearing was tentatively scheduled for Nov. 13, 2018 at the regular Council meeting depending on information received from the state.

The Lake Protection and Rehabilitation District annual meeting is tentatively scheduled for 6:15 p.m. on Nov. 13, 2018 to establish the Lake Levy.

**Resolution Designating Public Depositories.** Motion by Scholze, second by Kiefer to approve **Resolution No. 2018-10-20-38** Designating Public Depositories for City of Tomah Monies. Motion passed without negative vote.

RESOLUTION NO. 2018-10-20-38

RESOLUTION DESIGNATING PUBLIC DEPOSITORIES FOR CITY OF TOMAH'S MONIES

**BE IT RESOLVED**, that the Common Council of the City of Tomah designates the following depositories for the year:

1. Farmers & Merchants Bank of Tomah
2. Partnership Bank
3. Timberwood Bank
4. State Local Government Investment Pool
5. Tomah Area Credit Union
6. RIA Federal Credit Union of Tomah
7. Morgan Stanley Smith Barney
8. Farmers & Merchants Bank of Kendall-Hustler
9. UBS Financial Services Inc.
10. Multi-Bank Securities, Inc.
11. RBC Wealth Management
12. Bremer Bank

**BE IT FURTHER RESOLVED**, that all checks for the withdrawal of City funds be signed by the Mayor, City Clerk and Treasurer. In lieu of personal signatures, a check signer may be used.

Dated this 20<sup>th</sup> day of October, 2018.

Michael Murray, Mayor

JoAnn M. Cram, City Clerk

Motion by Kiefer, second by Kling to adjourn. Motion passed without negative vote. Meeting adjourned at 11:05 a.m.

Approved: Mike Murray, Mayor

Attest: JoAnn M. Cram, City Clerk  
To be approved 11/13/2018