

The COMMON COUNCIL of the City of Tomah met in **SPECIAL SESSION, October 19, 2019** at 8:00 a.m. with Mayor Mike Murray presiding in the Municipal Building, 819 Superior Avenue, Tomah, WI. Members of the public were asked to join via Zoom due to COVID-19 restrictions.

Following the Pledge of Allegiance, roll call was taken with Mike Murray, Donna Evans, Lamont Kiefer, Travis Scholze, Susan Holme, Jeff Cram (arrived at 8:15 a.m.), Richard Yarrington, and Shawn Zabinski present. Absent: Mary Ann Komiskey. 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, City Treasurer Julia Mann, Sr. & Disabled Services Coordinator Pam Buchda, Ambulance Director Randy Dunford, Police Chief Mark Nicholson, Lt. Scott Holum and Admin. Asst. Rhonda Culpitt, Tina Thompson, Ex. Dir. Chamber/CVB, Deputy City Clerk Roberta Downs, 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 2019 General Fund Budget was \$7,304,333 and the 2020 proposed General Fund Budget is \$7,706,503, an increase of \$402,170. The 2019 tax levy was \$5,334,692 and the proposed 2020 tax levy is \$5,607,451; an increase of 272,759 or 5.11%. The Lake budget is proposed to decrease to .10 cents per thousand dollars of valuation due to no large projects. The expenditure restraint number comes in higher than our estimate, however, we have not received the final number from the state. As we don't have all the numbers at this time, items are requested to be added back in depending on notification from the state. The proposed Budget includes the purchase of handheld radios, a new squad, boom truck, pickup truck, dump truck, Christmas decorations, Exhibit building AC/Heating, Rec Park pavilion, Rec Park chairs, Rec Park mower, Aquatic VGB grate cover, Aquatic deep end circulation and Boy Scout Cabin funding. Funding for the Boy Scout Cabin would be paid for through TID 8 funds. There is a slight increase in shared revenue from the state. Items removed or decreased from the budget include the code enforcement officer, a patrol officer, police overtime, police operating supplies, police building repair and maintenance, public works asphalt, parks crossing signal at Memorial Park, General Reserve for Wage adjustments, several insurance accounts and uncollectible taxes. The total amount of Capital expenses is \$2,768,600. We would have to borrow \$2,070,000 to complete all projects. There is \$160,000 from room tax transfer, \$430,600 from fund balance applied, TID 8-\$100,000 and Interest Revenue of \$8,000 plus borrowing would total \$2,070,000 to do everything. Areas of significant change include an increase in Shared Revenue, an increase in Transportation Aid, a decrease in valuation of personal property, and Economic Development Funds have been moved into the General Fund. There is an increase of \$11,359,300 in valuation this year, up 1.76% (\$646,146,200 to \$657,505,500).

No one desired to appear before the Council.

**Parks & Recreation – Joe Protz.** Director Protz advised the **Other Parks** budget has increased from \$334,198 to \$362,505 in 2020. The major change in operations is due to increased costs to operating supplies and repair and maintenance. The summer maintenance worker wages have been increased to encourage keeping employees. **Recreation Programs:** No major changes in the programs. Budget increases from \$112,699 to \$121,828 in 2020. Professional services for fireworks increased from \$6,000 to \$10,000 due to the loss of a major sponsorship. An extra \$1,000 would be an incentive for putting on the show or to contract out to a firm to shoot them off. Operating supplies also increased. **Aquatic Center.** The Aquatic Center Budget decreases slightly from \$153,831 to \$149,907. No major changes. **Recreation Park:** The Recreation Park Budget increases from \$177,227 to \$180,104. No major changes. Discussion was held regarding the \$100,000 budgeted for Boy Scout Cabin repairs. There are fundraising efforts ongoing and TID funding will be applied. The Parks & Recreation Commission are still studying this and hopefully will bring this number down to a more reasonable amount. The \$100,000 is a rough estimate. Final determinations on the project have not been made. The former Badger 5 property is scheduled for outdoor ballfields and Gerke's has committed to doing work on the site equal to the cost of the property (match of \$500,000). Winnebago Park project Phase One was discussed. This could include working on a bathroom. The next step is for the Parks & Recreation Commission to break down the Master Plan.

**Ambulance & Ambulance Service Contracts – Randy Dunford.** Ambulance Budget is going from \$2,997,559 to \$3,530,599 largely due to an increase in staffing. Capital Outlay includes \$10,000 for radios and pagers, \$1,000 for refrigerators (due to medication storage), \$32,000 for 2 Lucas 3 Compression Devices, and \$40,000 for a Power Load and Stretcher. An Ambulance is also budgeted for \$237,000. Revenues are projected at \$3,676,919. The revenue for the per capita fee increases from \$94,305 to \$143,580 based upon the \$2.50 increase per capita across the coverage area. The department has seen a significant decrease in the part time paramedics that we had. Currently wages for part time paramedics and EMTs is \$12.36/\$17.53 per hour. There are currently 2 EMTs training to become paramedics. Total operations are \$1,769,945.

**Ambulance Per Capita Fee.** The City's per capita fee will go from \$47,120 to \$70,620 which is the population estimate of 9,416 times \$7.50 per capita due to an increase of \$2.50 per capita.

**Judicial – Tom Flock.** The Judicial budget increases from \$78,969 to \$82,835 in 2020.

**Law Enforcement / Other Public Safety – Chief Mark Nicholson.** Overall budget went from \$2,590,440 in 2019 to \$2,747,630 in 2020. Priority in the budget is to maintain what we have. The budget includes needs, not wants, and the budget being proposed is necessary. Operations Budget is \$58,000 which has been the same since 2015. The overtime budget is proposed to increase by \$10,000 to \$170,000. Increased patrol staff by one was requested, however, is not in the proposed budget. A position was approved in 2017 but the funding was later earmarked for wages and the position was not filled. A twelve-hour schedule has been requested and is being looked at. Employees working 2,080 hours per year would go to 2,184. The total cost is unknown because you don't know what the overtime would end up being. Currently there is no funding and negotiations are still ongoing. What are the viable options and solutions? The City needs to start fixing this as overtime costs continue to rise. Lengthy discussion was held regarding possible fixes to this problem. Levy limits and expenditure restraint issues are constraints that we have to deal with. If there are extra funds, the Police Chief would like to keep this officer in the budget as a viable option. The last priority is requesting to restructure the command staff to eliminate one lieutenant and create an assistant chief position. This would streamline the chain of command, employees would better understand roles and responsibilities. The assistant chief will focus on administrative functions. It also gives a clear succession should the chief leave employment. The title is recommended as assistant chief rather than captain which clarifies the second in command of the department. A vacation buyout would possibly be a way of reducing overtime which would be another tool to use.

Total law enforcement budget is proposed to go from \$2,589,940 to \$2,747,130 or a 6% increase. The education reimbursement is requested to increase from \$1,000 to \$3,000 for furthering officer education. Handheld radios and a charging bank are proposed in outlay. Capital projects includes one squad and a changeover. The department is still waiting for the new squad ordered earlier this year. A fourth simulcast system is currently being installed at the new Tomah Health with an associated cost of \$120,000. There are no changes proposed regarding crossing guard staffing.

**Resolution Authorizing a Change in the 2020 Position County by the Creation of a Full Time Assistant Police Chief Position and Eliminating One Police Lieutenant Position.** The Police Dept. is requesting that one Lieutenant position be eliminated, and an Assistant Police Chief be created. The wage would be set at Range O, Step 10 which is comparable to the current wage and would be classified as an exempt position. This change is requested to be effective January 1, 2020.

Motion by Evans, second by Holme to approve **Resolution No. 2019-10-19-34** Authorizing a Change in the 2020 Position Count by the Creation of a Full Time Assistant Police Chief Position and Eliminating One Police Lieutenant Position. Motion passed without negative vote.

**RESOLUTION NO. 2019-10-19-34**  
**A RESOLUTION AUTHORIZING A CHANGE IN THE 2020 CITY OF TOMAH**  
**POSITION COUNT BY THE CREATION OF A FULL TIME**  
**ASSISTANT POLICE CHIEF POSITION**  
**AND ELIMINATING ONE POLICE LIEUTENANT POSITION**

**WHEREAS**, the Common Council of the City of Tomah hereby authorizes a change in the 2020 City of Tomah position count by the creation of a permanent full time Assistant Police Chief position working a 40 hour week, and eliminating one Lieutenant position and,

**WHEREAS**, it is in the best interest of the City to create a permanent full time Assistant Police Chief position to be responsible for management of patrol operations, investigative services, personnel management, assist with fiscal management and internal investigation coordination, and command of emergency situations, and

**WHEREAS**, the Common Council of the City of Tomah establishes a full time Assistant Police Chief as an exempt position that includes all applicable benefits afforded by City employees as outlined in the City of Tomah Personnel Policy effective January 1, 2020, and

**WHEREAS**, this individual will have a 40 hour work schedule based upon department needs who will work under the supervision of the Police Chief. Assignment to this position is subject to a twelve month probationary period. This position will be classified as Range O, Step 10 of the City's Wage Schedule, and

**NOW, THEREFORE BE IT FURTHER RESOLVED** that the City of Tomah Common Council does hereby authorize a change in the 2020 City of Tomah Position Count by the creation of a full time Assistant Police Chief as designated above and hereby eliminates one Police Lieutenant Position previously approved. This position is classified as exempt, Range O, Step 10 of the Wage Schedule and will work under the direct supervision of the Police Chief and will be effective as of January 1, 2020.

Dated this 19th day of October, 2019.

Michael Murray, Mayor

ATTEST: JoAnn M. Cram, City Clerk

**Public Works/General Buildings/Refuse/Airport/Superfund/Utilities – Kirk Arity.** Director of Public Works & Utilities Kirk Arity provided a summary of the budget. Bigger projects concluded in 2019 include the construction of a new salt shed and public restroom, installation of new street lights, and chip sealing. The first shipment of salt has been received. The shed came in about \$9,000 over budget but will take peaks and valleys out of future budgets. The street light project will come in very close to the budgeted amount. Commitment from the staff was outstanding. \$662,542 has been spent to date and \$700,000 was budgeted. The public restroom project turned out excellent. There are some minor fencing items that need to be finished and the restroom has been turned over to the Parks and Rec Department. All the work was done by public works except for concrete and roof work. This was a substantial savings to the city by the city crews completing the

work. The recycling program saves approximately \$75,000 to \$80,000 per year. Automated garbage will be proposed to the Public Works Commission for 2021. This would create a huge change for city residents. Future discussions need to be held regarding the pickup of large items. This would allow more man hours to contribute to other projects as the truck would only require one employee instead of three.

Street department: The bulk of increases are in the operating supplies which goes mostly towards asphalt maintenance. \$365,000 was requested for chip sealing in 2020 which was cut down to \$150,000. This item will be revisited each year to keep up with normal wear and tear on the roads. At some point, this amount will have to be increased to meet current needs. Each year that it's put off, requires more work down the road. The \$365,000 should be an annual figure and a multi-year program needs to be established. Butts Avenue reconstruction is proposed from W. Jackson to W. Juneau in 2020. This is being driven by sewer replacement.

Water: Director Arity advised there are several upgrades to include Butts Avenue, Kilbourn (North and South of Clifton) depending on cash flow. A rate increase is not foreseen.

Sewer: Director Arity advised sewer items include a sump line project in the Lincoln Lift Station area, a new truck, sewer main on Butts from W. Jackson to W. Juneau, replacing grit and bar screen, and replacing the 1998 Jet Vac. The alley project came in at about \$2.2 million dollars which is a \$600,000-\$700,000 savings. A rate increase is not foreseen at this time.

Lake: The Lake budget went from \$321,302 in 2019 to \$66,160 in 2020. The dredging project was done in 2019 and no large projects are proposed for 2020.

**Authorization to Purchase a New Snow Pusher with Balance of Capital Outlay Funds.** The Capital Project account has funding available to purchase an additional snow pusher with a portion of the unused funds. They are requesting that the City Council allow the purchase of a snow pusher from the Capital Outlay Acct. #08-57324-8300 in the amount of \$12,237. The dump truck came in at \$59,945, the mower at \$20,000 and the arc flash training at \$37,200.

Motion by Kiefer, second by Yarrington to approve the 2019 Budget Amendment and authorize the purchase of a new snow pusher in the amount of \$12,237 with the balance of capital outlay funds from Capital Outlay Acct. #08-57324-8300. Motion passed without negative vote.

**Senior & Disabled Services.** There is revenue from rental property to assist with this budget and the budget remains consistent. The budget was \$152,662 in 2019 and the proposed budget for 2020 is \$134,269. There is an additional \$15,000 to complete the kitchen update and new appliances at \$1,500. It is believed the line item for Cable should increase from \$1700 to \$1900. There is fund balance available to cover this additional cost. Office supplies increased. Association dues, travel and training are new to the budget in 2020. Operating Supplies – Music Programs has also been added for 2020 and is offset by donations and revenues. Repairs and maintenance for the building continue to be worked on. The kitchenette project is progressing slowly.

**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. 2019 Budget of \$246,800 increases to \$335,300 in 2020. Current staffing is at 3 and it is desired to have a 4<sup>th</sup> employee. With the extra 1% added into the budget, there is an opportunity to market ourselves better than in the past. A position proposed would also assist in selling property and taking over the management of the City's website. The Tourism/Chamber would be willing to fund the position if they can find the right person to fill it. They are wanting to work with Parks & Rec for directional signage and a bigger map for the walking trail. They will be ordering new banners for the new street lights. They are also planning on continuing with the Downtown Thursday Nights and marketing will continue for those events. It is proposed that the 4<sup>th</sup> position would be a cooperative position between the City and the Tourism/Chamber budgets.

The Capital Project fund budget is projected at \$80,000 compared to last year at \$75,000. \$160,000 is designated for debt service. \$100,000 is designated for the sinking fund for building repair and maintenance.

**Library – Irma Keller.** The Library Board has control over how the Library spends their money. Overall budget increases from \$481,176 in 2019 to \$484,689 in 2020. Director Keller provided an update. The Library is asking for additional funding for the Children's Department. \$15,000 was requested to upgrade the lighting. The film festival will be funded again for 2020.

**CDBG – Rachel Muehlenkamp** – The Community Development Block Grant budget was \$31,012 in 2019 and is projected to go to \$21,317.

**Fire Protection – Tim Adler.** The Fire Department Budget was \$164,709 in 2019 and is proposed at \$179,139. 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. The department is maintaining and continues on a volunteer basis. The fundraising generates between \$20,000 and \$30,000 annually. A full time chief for administrative duties and a full-time inspector are needed soon. When the City budgets for a new facility, a new ladder truck should also be purchased. Operations increased from \$11,000 to \$20,000.

**Administrative/General Government - City Administrator – Roger Gorius.** City Administrator Gorius advised the Administrator's budget increases from \$141,001 to \$141,545.

**TIF #8.** Budget goes from \$609,000 to \$592,151 and includes \$100,000 for Boy Scout Cabin renovation, \$50,000 for traffic signal cameras, a watering cart, and \$5,000 for MSA TID Planning. The increment is estimated at about \$307,000. Shared revenue grant funds are also received. There are 2 loans outstanding that went to local businesses to assist with upgrades. The TID is not currently operating in the black, however, the increment continues to grow.

**TIF #9.** TID #9 was created in 2018. The 2019 Budget was \$9,000 for costs related to MSA and the State TID fee. We borrowed \$500,000 in 2019 and payments start in 2020. We have to transfer \$44,232 to pay for that debt. There are minimal costs for professional services and expenses. It is estimated the increment will be \$126,629 and we will fund balance apply \$418,753 which is a lot of the borrowed money. Treasurer Mann advised this TID will be in the black in 2020.

**TID #10.** TID #10 was created in 2018. The Budget for 2019 was \$600,000 for costs related to the Goose/Gopher Avenue reconstruction project. There is \$242,000 approximately worth of debt. Revenues are estimated at \$164,486 and we will receive Shared Revenue from the state. This TID will have a surplus in 2021. 2020 Budget is at \$244,000. \$1,000 each is projected for MSA TID Planning and the State TID fee. \$242,000 will be transferred to the Debt Service Fund.

**Mayor – Mike Murray.** Remains the same at \$17,685.

**Legal – Roger Gorius.** Legal fees remain at \$50,000 for 2020.

**Legislative.** The legislative budget increases from \$39,976 to \$40,265.

**Industrial Development – Roger Gorius.** \$5,700 is proposed for 2020, up from \$5,200.

**City Clerk - JoAnn Cram.** Publications and Subscriptions are up because bartender renewals will occur in 2020. Overall budget decreases from \$195,864 to \$179,586 largely due to reduction to one health insurance plan instead of two.

**Elections - JoAnn Cram.** Increased budget due to the number of elections going from 2 to at least 5. The presidential primary and the general election will be large elections with all staff on board. There will be at least one additional election due to the filling of the 7<sup>th</sup> Congressional District seat vacated by Sean Duffy. Proposed budget goes from \$10,571 to \$23,307.

**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. The software for agendas and minutes will increase the budget by \$3,800 annually. This price is guaranteed for 3 years. Total budget is \$63,750 plus \$3,800 which is up from \$59,700.

**Other General Govt. – Roger Gorius/JoAnn Cram.** Reserve for Contingency has been decreased from \$50,000 to \$30,000. 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 increases from \$1,585,051 to \$2,048,540. The CCF Bank loan payment is estimated at \$242,000.

**Treasurer – Julia Mann.** The Budget goes from \$225,167 to \$230,049. Part of the costs of the Treasurer and Deputy Treasurer are funded by the Water, Sewer, and Ambulance Departments.

**Mass Transit – Julia Mann/Roger Gorius.** Mass transit budget increases from \$565,683 to the proposed budget of \$723,132. We are only allowed to increase 5% which results in adding 2 hours to the morning and an additional 2 hours at the end of the day. One of the issues is the trips being taken to Warrens. We are unable to adjust our miles without going through an RFP. Tomah Transit

is only allowed so many hours a week to drive. There is also no private taxi firm filling in for the extra calls. In 2020, an RFP can be started for 2021. The current range is 10 miles out of town.

**Assessor – Roger Gorius.** Per current contract. Budget remains the same at \$48,050.

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

**Illegal Taxes, Tax Refunds and Uncollectible Taxes, Special Assessments & Receivables.** Decreased from \$10,000 to \$7,000.

**Inspection/Zoning/Planning – Roger Gorius.** 2020 Budget increased slightly from \$130,289 to \$131,163 for 2020.

**Grants and Donations.** If there is a revenue, funds are available and an expense is listed in the budget. These are funds that we anticipate receiving.

**Capital Outlay and Capital Projects.** Capital Projects and Capital Outlay were addressed throughout the day. Budget includes the black top project (Trust Loan) \$700,000, Butts Ave., \$520,000, Winnebago Phase One and Badger 5 Complex for total borrowing of \$2,070,000. 2% Room Tax of \$160,000 would be used for Parks & Rec Projects, and \$430,600 is budgeted for Airport expenses at \$23,000, Christmas Lights at \$50,000, PD Purchases at \$50,100, and \$280,000 for Public Works Equipment.

The question arose as to who is going to handle the code enforcement issues if the position isn't funded and it was noted that it is important that the City stay on top of this. The City will revert back to prior practice with the Police Dept. and Building Inspector working together on various issues.

**Establish 2020 Wage Increase for Non-Represented Employees.** Discussion was held regarding establishing the 2020 wage increase for non-represented employees. This will be reviewed at the November Council meeting.

Motion by Yarrington, 2<sup>nd</sup> by Kiefer to slot the AFSCME union employees on the non-represented wage schedule where they would now fall with an increase to be determined in the future across the board. Motion passed without negative vote.

**Approval of Preliminary Budget.** It is requested that this budget be approved with numbers subject to change as the expenditure restraint figures have not been received. Also, health insurance rates cannot be calculated at this time due to open enrollment. When the expenditure restraint numbers come in, we will recalculate. As numbers are not all available 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.

Motion by Scholze, second by Yarrington to approve the preliminary city tax levy at \$8.53 per \$1,000 of valuation and authorize the City Clerk to publish the proposed budget and if expenditure restraint increases, additional funds can be added as necessary to be determined by the Council. Motion passed without negative vote.

**Scheduling of Public Hearing.** The public hearing was tentatively scheduled for Nov. 12, 2019 at 6:30 p.m. 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. 12, 2019 to establish the Lake Levy.

**Resolution Designating Public Depositories.** Motion by Kiefer, second by Evans to approve **Resolution No. 2019-10-19-35** Designating Public Depositories for City of Tomah Monies. Motion passed without negative vote.

RESOLUTION NO. 2019-10-19-35

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. CCF Bank
2. Bank First
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 19<sup>th</sup> day of October, 2019.  
Michael Murray, Mayor

JoAnn M. Cram, City Clerk

Motion by Cram, second by Zabinski to adjourn. Motion passed without negative vote. Meeting adjourned at 12:55 p.m.

Approved: Mike Murray, Mayor

Attest: JoAnn M. Cram, City Clerk  
To be approved 11/12/2019