

**MEETING MINUTES – CITY OF TOMAH
COMMITTEE OF THE WHOLE**

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 12^h day of October, 2020 in the Council Chambers at City Hall with Mayor Mike Murray presiding. The meeting was called to order at 6:30 p.m. The General Public was able to access the meeting as follows at 6:30p.m.:

<https://zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMk1qNU5vNFJwMzdSZz09>

Meeting ID: 768 946 6740 Password: Tomah2020
Dial by your location +1 312 626 6799 US (Chicago)
Meeting ID: 768 946 6740 Password: 546782713

Roll call was taken with the following members present: Mike Murray, Richard Yarrington, Jeff Cram, Shawn Zabinski, Lamont Kiefer, and Dean Peterson. Donna Evans appeared via Zoom. Absent. Adam Gigous. Quorum present. The meeting was called to order by Mike Murray.

Also present: Public Safety Director/Fire Chief Tim Adler, Police Chief Mark Nicholson, Assistant Chief Scott Holum, Executive Director of the Chamber/CVB Tina Thompson, Treasurer Julia Mann, City Clerk JoAnn Cram and Becki Weyer. Gregg Hagen videotaped the meeting.

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Approval of August 17, 2020 Minutes

Motion by Zabinski second by Kiefer to approve the minutes of the August 17, 2020 Committee of the Whole minutes as presented. Motion passed without negative vote.

Accept Treasurers Cash and Investment Reports.

Motion by Zabinski, second by Kiefer to accept the September cash and investment reports. Motion passed without negative vote.

Police Department Monthly Report. A written report was provided. Currently going through nine candidates on the eligibility list for new hire police officers. Physical agility test and interviews will take place this Saturday, October 17th. Last week was Tomah High School Homecoming, and the event went well, including a modified parade. Covid-19 update, the DHS secretary mandated the occupancy update and the police department is responsible for enforcing that order. The police are highly encouraging everyone to follow the order and to use masks when appropriate. For business to find out occupancy rates they should reach out to the Building Inspector, Shane Rolf. Drug Take Back day is coming up on October 26th to give people the opportunity to drop off old prescriptions for disposal. Citizens can drop off prescriptions at the police department prior to then for disposal. The police department took possession of the new squad ordered last year. The Canadian Pacific Holiday train will not be on the agenda this year due to Covid-19.

Public Works & Utilities Director – Water, Sewer, Public Works, and Lake Updates. Street Department: Dir. Arity provided a written report. The next Lake committee meeting will be Thursday, November 19th at 5:00 p.m.

Fire Department Monthly Report. Chief Adler provided a written monthly report. Firefighter Jeremy Likely retired last month after 15 years. The training last month went well and helped with a situation where a tractor fell on someone and they were rescued properly. Currently working on completing the second round of inspections.

Ambulance Department Monthly. A monthly written statistics report was provided. A check was received by the Tomah VA to help catch up on expenses. All full-time positions are filled. The hiring process has begun for the new Deputy Ambulance Chief position. The transition to management of the Ambulance department is going well.

Budget Amendment for Police Department Leads Grant. A budget amendment is requested to increase the Police Department's Service and Contract line for the \$2000 to purchase Leads Online with grant/donation received from Walmart

Motion by Yarrington second by Cram to recommend the Council recognize the \$2000 donation from Walmart in account 05-48500 which is Grants and Donations, and authorize the expenditure of \$1811.00 from account 01-52100-2900 Service Contracts for the subscription to the Leads online program. Motion passed without negative vote.

Application for Special Event Outdoor Cabaret License for the Greater Tomah Area Chamber of Commerce to host their event "Tomah Chamber Night Market" on October 29, 2020 at the Recreation Building at Rec Park.

Motion by Zabinski second by Kiefer to recommend the Council approve the application for the Special Event Outdoor Cabaret License for the Greater Tomah area Chamber of Commerce to host their event "Tomah Chamber Night Market" on October 29, 2020 at the Recreation Building in Rec Park. Motion passed without negative vote. Abstained by Cram.

Application for Special Beer and Wine Permit for the Tomah Lions Club for the event "Tomah Chamber Night Market" on October 29, 2020 at the Recreation Building at Rec Park. The Chamber of Commerce is applying for a Special Beer and Wine Permit for the Tomah Lions Club for the event "Tomah Chamber Night Market" on October 29, 2020 at the Recreation Building at Rec Park.

Motion by Zabinski second by Kiefer to recommend the Council to approve the Application for Special Beer and Wine Permit for the Tomah Lions Club for the event "Tomah Chamber Night Market" on October 29, 2020 at the Recreation Building at Rec Park. Motion passed without negative vote. Cram Abstained.

Request to Authorize Ambulance Per Capita Fee for 2021. The common council addressed the request to increase the Ambulance per capita fee for 2021 from \$7.50 to \$13.75 in 2021. This item was referred to the Ambulance Commission and addressed at the September meeting. Members of area townships were invited to attend and a lengthy discussion was held. This increase will be used to offset future expenditures with the department and the new safety building project. It was the recommendation of the Ambulance Commission to request the Common Council authorize the increase in the per capita fee by \$6.25 in 2021 for a total of \$13.75 per capita. The Ambulance Commission also requested that this issue be re-visited for the next two years to determine if future increases are warranted. There is a request to appear by the Town of Tomah, Town of Byron, and the Town of La Grange, however they hold their own town meetings on Monday, October 12th and have requested to appear before the Council on Tuesday, October 13th.

Motion by to table by Yarrington, second by Cram until The Council meeting. Motion passed without negative vote.

Resolution Disallowing Claim of Roger Gorius

A Notice of Claim was filed against the City of Tomah alleging breach of contract.

Motion by Yarrington second by Zabinski to recommend the Common Council approve the Resolution Disallowing the Claim of Roger Gorius as presented. Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills

Motion by Kiefer second by Cram to recommend the Common Council to approve the Resolution authorizing the payment of Monthly bills for September. Motion passed without negative vote.

Review and Recommendation regarding proposed amendments to Sections 52-14, 52-34, 52-40 & 52-80 of the City of Tomah Zoning Ordinance

Motion by Zabinski second by Cram to recommend the Common Council approve the proposed amendments of the City of Tomah Zoning Ordinance as presented. Motion passed without negative vote.

Review and Recommendation on Amendments to Municipal Ordinance Section 52-209 Fences and Hedges

Proposed ordinance changes to the Committee: (b)(4) No fence exceeding six feet in height shall be erected, constructed, or maintained on any premises in a residential zoning district. Security fences are permitted in all districts except residential districts, but shall not exceed ten feet in height and shall be of an open type similar to woven wire or wrought iron fencing. Fences exceeding six feet in height to a maximum height of eight feet installed for the purpose of providing visual screening for onsite utilities, dumpsters, or similar items may be allowed by the Planning Commission. Swimming pool fences are covered in section 52-210. Chain link or metal wire fences shall not exceed four feet in height on properties with residential uses.

Motion by Kiefer second by Yarrington to table the proposed amendments of the City of Tomah Zoning Ordinance 52-209 Regarding Fences and Hedges as presented per request for further discussion at the committee level. Motion passed without negative vote.

Audit Engagement 2020

The City Treasurer is seeking approval of a new audit engagement for 2020 with Clifton Allen LLP after an RFP with four auditing companies and two interviews.

Motion by Yarrington second by Zabinski to recommend the Common Council approve the proposed audit engagement contract for 2020 with Clifton Larsen Allen and the City of Tomah. Motion passed without negative vote.

Bid Proposal regarding Control Panel Upgrades for Dam.

The Lake Committee is recommending approval of the bid from USEMCO for the panel upgrade to the damn control and the estimated labor for the installation in the amount of \$7,754.00

Motion by Kiefer second by Zabinski to recommend the Common Council approve the bid from USEMCO for the control panel upgrades and estimated labor cost for installation in the amount of \$7,754.00. Motion passed without negative vote.

Public Safety Director/Fire Chief Job Description

Motion by Cram Second by Zabinski to recommend the Common Council approve the Public Safety Director/Fire Chief Job description as presented.

After conversation, motion amended by Cram, second by Zabinski to approve the Public Safety Director/Fire Chief Job Description after changing the title from Public Safety Director to Public Safety Director/Fire Chief and changing the title throughout the job description for consistency, as well as adding the following language under the Knowledge, Skills, and Abilities section of the job description to include "Knowledge and experience working with Ambulance Commissions," and "Knowledge of the roles of first responders, EMTs and paramedics." Motion passed without negative vote.

Job Description for Deputy Ambulance Chief

Motion by Zabinski second by Kiefer to recommend the Common Council approve the Deputy Fire Chief job description as presented. Motion passed without negative vote.

Job Description for Deputy Fire Chief

Motion by Kiefer second by Cram to recommend the Common Council approve the Deputy Fire Chief job description as presented. Motion passed without negative vote.

September Financial Statements

Motion by Zabinski second by Kiefer to recommend the Common Council approve the September Financial Statements as presented. Motion passed without negative vote.

Approval of Airport Lease for Hanger #8 for Daniel Kenworthy

Motion by Yarrington second by Zabinski to recommend the Common Council approve the Airport lease for Hanger #8 for Daniel Kenworthy. Motion passed without negative vote.

Adjourn.

Motion by Kiefer, second by Zabinski to adjourn. Motion passed without negative vote. Meeting adjourned at 7:10 p.m. Motion passed without negative vote.

Respectfully submitted,

Becki Weyer, City Clerk