

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

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 8th day of June, 2020 in the Council Chambers at City Hall with Council President Travis Scholze presiding. The meeting was called to order at 6:30 p.m. The General Public was able to access the meeting by GoToMeeting 571-317-3122 – Meeting ID# 344-891-253#.

Roll call was taken with the following members present: Mike Murray, , Richard Yarrington, Jeff Cram, Shawn Zabinski, Travis Scholze, Lamont Kiefer, Donna Evans, and Dean Peterson. Absent: Adam Gious. Quorum present.

Also Present: Fire Chief Tim Adler, Parks and Recreation Director Joe Protz, Police Chief Mark Nicholson, Public Works & Utilities Director Kirk Arity, Ambulance Director Randy Dunford, Treasurer Julia Mann, and City Clerk JoAnn Cram. Gregg Hagen videotaped the meeting.

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Approval of May 11, 2020 Minutes.

Motion by Zabinski, second by Evans, to approve the minutes of the May 11, 2020 regular Committee of the Whole meeting. Motion passed without negative vote.

Accept Treasurers Cash and Investment Reports.

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

Parks and Recreation Monthly Report: Parks Department, Recreation Programs, Aquatic Center, and Recreation Park: Parks and Rec Director Joe Protz provided a written report and advised the department is working on maintenance of equipment and buildings. Cleaning and mowing of parks and trails continues. Storm damage – the roof of the old grandstand collapsed during the storm. Dir. Protz thanked the Public Works Dept. for their assistance with cleanup. They are removing the debris and filing the necessary insurance paperwork. The Department is working with CBS Squared on the CORP plan, Boy Scout Cabin and Winnebago Phase 1. There will be no T-ball for 2020. Adult sports signup will start June 8th with leagues to begin June 24th. The Dept. is working with Tomah Youth Baseball and Tomah Stix (softball) on use of City Ballfields. Team signup for adult softball has started. They are also working on start-up of the Aquatic Center which is scheduled to open on June 11th. All rentals are on hold or cancelled at Recreation Park until late June. Gerke Excavation is working on completing the improvement project. The July 4th fireworks are at 10 p.m. The Winnebago Park project and the Boy Scout Cabin were discussed at the June 1st Parks & Rec Commission meeting.

Public Works & Utilities Director – Water, Sewer, Public Works, and Lake Updates. Street Department: Dir. Arity provided a written report advising staff has completed the resurfacing of La Crosse Street. The next street to resurface is E. Nott from Superior to Kilbourn. Painting will start soon for crosswalks and yellow striping. Recycling hours are Tuesday and Thursday until 5:30 p.m. and Saturday from 8 to noon. **Sewer Department:** Operations are normal. The Compliance Maintenance Report is presented. The department is working on installing some storm sewer mains off of Butts Avenue. **Water Department:** Operations are normal. The South Kilbourn project has started. Well 6 rehab has been completed. **Lake Committee:** A grading project was completed in the Dora and Bow Street areas. This is a secondary silt trap for the Lake and is prior to the sediment trap. The next project is the dredging of the sediment trap. A Lake Committee meeting will be held July 16st at 5 p.m.

Police Department Monthly Report. A written report was provided. The interior lobby of the PD will remain closed for the time being. Meetings can be completed at the police department by appointment. The medication drop box is available by appointment also. The department is working

on installation of the new radio system for the south side of the City. This project will take 4-5 months. Officer Hanrahan has completed her probationary period. A peaceful protest/parade of solidarity was conducted on June 2nd in the City. Gov. Evers is preparing a bill regarding police use of force/excessive use of force.

Fire Department Monthly Report. Chief Adler provided a written monthly report. Three individuals are in the onboarding process for joining the department. The Fire Department is beginning to work on inspections as they can since the COVID 19 restrictions prohibited this process for some months. The Fire Chief and Amb. Director continue to work on the public safety building project. Keller would like to attend the July Council meeting to present on the project. Chief Adler used the drone to assess the storm damage in and around the city. Chief Adler recognized Tim Larkin for 45 years, and Dale Trowbridge and Joe Amberg each completed 30 years of service.

Ambulance Department Monthly. A monthly written statistics report was provided. The Ambulance Service responded to 192 calls for service and had 61 facility transfers. There are 3 employees in field training. Full time employee Tanner Sutton has resigned his full time status to pursue a law enforcement career. He will remain with the department part time. The Ambulance Dept. has requested \$16,000 to purchase an AeroClave Decontamination system which will disinfect anywhere that is exposed to open air.

TIF Assistance Request - 1101 Superior Avenue. Steve Tremlett of MSA Professional Services advised that the property owner has applied for TIF assistance. Under the Rehabilitation Project Program, funds are requested for overhauling the interior, tearing and rebuilding the back stair to upper apartments, replacing windows and exterior doors, and adding an awning, etc. The applicant is requesting \$50,000 in a cash grant. This has been in the works since 2019 and has been reviewed prior to this. The building was deteriorating and repair was needed on the lower level for commercial space as well as reconstruction in the upstairs apartments. The total tax generated will be minimal from the work. MSA recommends capping the cash grant at occupancy to 20% of the eligible costs (\$12,800) with the remaining provided through a low-interest loan. Should there be TIF assistance and if so, how much and what form? The 2017 Manual/policy includes a clause "But For Criteria" which says that this project would not be able to proceed without the funding assistance." This project is almost complete. All requests for TIF assistance, regardless of method of financing will be required to demonstrate that the tax increment expected to be generated by the project would be sufficient to pay back any TIF assistance. If the application is completed in full, the requester has a right to bring it to the Common Council for action. The proposal does not appear to have a great increase in property value and it is difficult to support a grant, however, a low interest loan may be possible.

Motion by Kiefer, second by Yarrington to deny the request and application as it does not meet the criteria with the ability to reapply if the applicant wants to come back with a façade improvement to see if there are some improvements to be made on the outside of the building. Motion passed without negative vote.

Mark Tralmer advised he had met with the prior City Administrator and feels he has done everything he was required to do. Mr. Tralmer invited the City to come down and tour the building to see what he has done. Mr. Tralmer was encouraged to review the application regarding parts of the criteria that were not met. (343 9965 – contact information for Mark Tralmer).

Tax Increment Financing Development Incentives Program Policy Manual Revision - MSA Rep Stephen Tremlett. A draft Tax Increment Financing Development Incentives Program Policy Manual was addressed. This has been worked on with former Administrator Gorius and Andrew Bremer of MSA prior to his leaving. In reviewing the work that had been done, there were additional things that were determined to be included. He provided a clean version and a comparison table that shows the changes. It was suggested to open this up to all TIDs except for the façade improvement projects which would only apply to TID 8. In the 2017 manual, the label "redevelopment project" was used and in the revision, it is referred to a "new development" project. Significant net increase in

property value of the project site, creation of new jobs and/or housing for project costs exceeding \$150,000 was in the current version. The change is significant net increase in assessment value of the property and creation of new jobs/businesses and/or multi-family or mixed use housing. The wording of rehab or redevelopment can be changed. It's mostly about the work that can be done. The prior Rehabilitation Project becomes strictly façade improvements. Some of the existing work won't be in the refundable option. The façade improvement would be solely on exterior work. No interior work would be included. In the end, its about having a balance in the TIF and having significant asset increases or improving the exterior to move forward as part of the Downtown Plan. Does the City want to allow for including interior projects? There is no appetite to include interior work in the program. Pay as you go is going to be a challenge for the façade program. Pay as you go isn't going to be an issue with a new development. It's important for the downtown to look attractive. Interior renovations will not be allowed in the new version. The two options would be a low interest loan with a pay back of 10 years with potential forgiveness if still in business at the end and the other is a cash grant at the start with a maximum of 20% of eligible project costs. We want the downtown to be active and want the business to exist. The City would be supporting having a more attractive downtown. We want the businesses to maintain their properties. The intent is to support the difference in getting a higher level of materials used in rehab projects. It was suggested that the word "grant" be removed and only provide loans. Is it common to have a grant program for downtown façade improvements – 50/50 – some provide grants, some provide loans. The idea of the manual is not to dictate that every applicant gets the same options. Even if grants stay in the policy, it could be lower and is a decision of the city. Principal forgiveness on the loan over a period of time could be another option. This is a more conservative route for active businesses at the end.

Motion by Murray, second by Kiefer to eliminate the grant program out of the façade improvement portion of the 2020 update. Motion passed without negative vote.

Motion by Murray, second by Zabinski to accept the new version in Section 5 under Methods of Financing & Project Completion Assurances – "New as described below, except requests combining financing types is capped at 20% of eligible project costs" regarding Pay-Go, Cash Grant at Occupancy, Cash Grant at Project Start, Low Interest Loan, and Cash Grant at Project Start as presented. Motion passed without negative vote.

Does the Council want to see incomplete applications? The LRPC decides whether project meets the design standards and is eligible from that standpoint.

Motion by Gigous, second by Yarrington that LRPC will be responsible for looking at the evaluation criteria before it comes to the Council (Section 6 -Evaluation Criteria). Motion passed without negative vote.

In Section 6, the criteria changed to allow for non-residential building tenants to request funding with property owners written permission and inclusion in the development agreement (no interior allowed – only façade and only for loans with reassurances built into the development agreement).

Motion by Murray, second by Evans to approve the change in ownership criteria for the 2020 Update. Motion passed without negative vote.

Regarding the "But For" – except in rare cases where the work must be expedited, funding will only be approved for work that has not begun.

Motion by Kiefer, second by Murray to approve the verbiage about work not being able to be started to be eligible. Motion passed without negative vote.

Payback period – More detail and restrictions based on the incentive is a change. Cash grant at project start – within 7 years starting with the year in which the development incentive payment is made and no longer than the year before the year in which the TIF district is scheduled to terminate; Pay-Go – Payments to the Developer shall commence with the first year in which the City receives tax increment from the completed project and continue no longer than the year before the year in which the TIF is scheduled to terminate, or until the maximum amount of assistance is reached, whichever comes first. Cash Grant at Occupancy – Payment within 15 years starting with the year in

which the development incentive payment is made and no longer than the year before the year in which the applicable TIF district is scheduled to terminate.

Motion by Murray, second by Cram to approve the pay back periods per the 2020 update as described. Motion passed without negative vote.

Technical and Operational Capability Criteria – May require applicant to submit copies of contracts with design professionals and construction contractors prior to receiving financial assistance. All improvements must be done by a licensed contractor.

Motion by Kiefer, second by Evans to approve the Technical and Operational Capability Criteria per the 2020 update. Motion passed without negative vote.

Maximum Assistance- \$25,000 maximum or 50% of the project costs.

Motion by Murray, second by Evans to approve the change of maximum to 50% of project costs up to \$25,000 maximum. Motion passed without negative vote.

Remove the criteria of creation of tax increment criteria – you would allow for tax exempt properties to request funds for façade improvement only.

Motion by Murray, second by Gigous to remove the criteria of tax increment and we would allow for tax exempt properties to request funds for façade improvement only. Motion passed without negative vote.

Absence of conflict of interest criteria which would not allow for any board member that is connected to the property or project to vote on the funding.

Motion by Yarrington second by Evans to remove the absence of conflict of interest criteria for the 2020 update. Motion passed without negative vote.

Procedures – Section 7. The LRPC should review design as well as the financial request first.

The application fee and retainer – the first step would be to request the payment(s) as part of a completed application. The fee is changing to \$200 and 2% of the requested amount with a minimum of \$300 and a maximum of \$5,000. This deals with the issues of getting a completed application. The sliding scale would be determined on the amount of funds requested.

Motion by Murray, second by Zabinski approving the professional service retainer and professional service fees as presented in the 2020 Update. Motion passed without negative vote.

Renewal of 2020-2022 Bartender Licenses. Motion by Yarrington, second by Cram to approve the bartender license renewals for 2020-2022 as follows: Ethan J. Abben, Tiffani K. Addison, Jason D. Allen, Shirley R. Aller, Logan J. Arnold, Harold J. Benoit, Jr., Barbara J. Betthausen, Jacob K. Blashaki, Rebecca D. Bogle, Jordan J.W. Books, Remi Borchardt, Taylor W. Bos, Margaret M. Bradley, Catherine E. Brown, Ramona M. Brown, Victoria J. Brush, Cassey M. Bungert, Heather D. Burkhalter, Patricia L. Burton, Sepriano L. Cantu, Jade K Cobb, Trenda M. Conant, David P. Dechant, Alexandria L. Derhammer, Justin M. Derhammer, Cheryl J. Dietzman, Gina M. Doyle, Neil W. Driskill, Jennifer L. Dunn, Corinna L. Evans, Gregory L. Evans, Chelsea M. Finnigan, Jheri M. Fushianes, Jennifer E. Garvey, Julie A. Gebhardt, Tiffany L. Gilmer, David M. Goldbeck, Lori A. Goldbeck, Juan E. Gonzalez-Loza, Seth Greeno, Margaret A. Griffin, Rebecca L. Guldenaar, Mary J. Haas, April S. Handy, Cynthia J. Hansen, Jacob S. Hansen, Sarah J. Haralson, Stephanie M. Harp, Nancy A. Hawver, Tosha M. Hemmersbach, Damian M. Hernandez, Tarayn M. Hernandez, Laura M. Holloway, Amber K. Holt, Scott W. Hurd, Jean M. Jefferies, Diana D. Jenkins, Justina L Johnson, Sumer M. Jorgensen, Eve D. Julson, Pamela J Kalland, Christopher J. Keller-Kolf, Stephanie S. Kelly, Russell J. Kershaw, Darrius R. Kingsberry, Kaylie M. Konsitzke, Jodi M. Kuecker, Laurie L. Landowski, Daniel J. Libke, Zachary T. Loew, Linda K. Lynch, Patrick E. Madden, Thomas O. Mashak, Haley E. Maus, Deanna D. McDonald, Sandra J. McDonald, Raquel A.M. McKichan, Leah L. Micheli, Benjamin R. Miller, Bobby J. Miller, Christine M. Morrow, Barbara K. Munding, Ricky L. Murray, Christopher M. Myers, Janice A. Nicholson, Tonya M. Noggle, Joseph M. Oswald, Harshal D. Patel, Jasmina H. Patel, Natalie M. Payne, Mackenzi R. Pearson, Ellena G. Peterson, Ashley M. Peth, Rebecca M. Peth, Lynda L. Petska,

Richard R. Pfaff, Veronica A. Pfeifer, Kristi L. Pierce, Brenda S. Prescott-Kingfisher, Diana L. Prestwich, James A. Prestwood, Kristy R. Prielipp, Carrie A. Rasch, Kendall M. Rawls, Tracy L. Reynolds, Connie A. Rhea, Danielle K. Rhea, Amy R. Ritter, Caitlin E. Rodriguez, Tia K. Roscovius, Laura J. Ruland, Marina A. Salamonski, Danita A. Schmitz, Devyn M. Schreier, Lisa K. Schroeder, Amanda M. Schumann, Shelby R. Scott, Robert B. Shutter, James F. Siber, Cody M. Simon, Kaya R. Sisbarro, Abby L. Skowronski, Melissa A. Smothers, Tyler J. Stertman, Lisa M. Sullivan, Dari EA. Taylor, Brock J. Thomas, Sheri A. Tralmer, Lydia A. Vandermeulen, Lisa S. Vender, Megan M. Vonhaden, Amanda M Voss, Wanda M. Watkins, Boyce E Wilcox, Heather F Wilcox, Michelle M. Willems, Phillip A. Willhite, Rebecca L. Williams and Mollie J. Wisdorf. Motion passed without negative vote with Murray and Evans abstaining.

Renewal of “Class A” Liquor & Class “A” Fermented Malt Beverage Licenses. Motion by Murray, second by Evans to recommend the Common Council approve the “Class A” Liquor and Class “A” Fermented Malt Beverage Licenses in the City of Tomah as printed for the period of July 1, 2020– June 30, 2021 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote.

1. Hwy 21 BP (Wittig Inc.)– Rupesh Patel, Agent at 311 Wittig Rd
2. Hwy 21 Shell.– Rupesh Patel, Agent at 907 E. McCoy Blvd.
3. Kwik Trip, Inc. – Britney Hall, Agent – Kwik Trip #484 at 124 W. McCoy Blvd.
4. Kwik Trip, Inc. – Jamie Prestwood, Agent – Kwik Trip #796 at 310 E. McCoy Blvd.
5. Kwik Trip, Inc. – Danita A. Schmitz, Agent, Kwik Trip #718 at 1504 Superior Ave.
6. Molter’s Fresh Market (Molter Family Markets, LLC), Mark Molter, Agent at 701 E Clifton St.
7. Tomah Quick Stop & Spirit Shop, LLC – Casey B. Purdy, Agent at 201 W. Veterans Street
8. Wal-Mart Stores East, LP – David R. Schoeberl, Agent – Wal-Mart Supercenter #965, 222 W. McCoy Blvd.

Renewal of Class “A” Fermented Malt Beverage Licenses

Motion by Murray, second by Zabinski to recommend the Common Council approve the Class “A” Fermented Malt Beverage Licenses in the City of Tomah as printed for the period of July 1, 2020 – June 30, 2021 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote.

1. Casey’s General Store, #1933 (Casey’s Marketing Comp.), Heidi Marcyes, Agent at 313 N. Superior Ave.
2. Tomah Mini Mart, (Gador, Inc.) Donovan Riedesel, Agent at 215 W. Clifton Street

Renewal of “Class A” Liquor Beverage Licenses. Motion by Murray, second by Cram to recommend the Common Council approve the Class “A” Liquor License in the City of Tomah as printed for the period of July 1, 2020 to June 30, 2021 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments, or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote.

1. Vino Anjo, LLC; Joline Powell, Agent at 800 Superior Ave.

Renewal of “Class B” Liquor & Class “B” Fermented Malt Beverage Licenses

Motion by Murray, second by Gigous to recommend the Common Council approve the “Class B” Liquor and Class “B” Fermented Malt Beverage Licenses in the City of Tomah as printed for the period of July 1, 2020 – June 30, 2021 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote.

1. The Bank Bar – Jay Larsen at 1015 Superior Avenue

2. Cancun Bay Ltd. – Cancun Mexican Restaurant, Juan Gonzalez-Loza, Agent at 1422 Superior Ave. (Reserve License)
3. Cran-Bear Pub - T & J Hospitality, LLC - Tyson Koput, Agent at 319 Wittig Road
4. Crow Bar LLC – The Crow Bar, Troy Gilson, Agent at 1206 Superior Avenue
5. Swami Hospitality - Econo Lodge, D. Patel, Agent at 2005 N. Superior Avenue
6. Il Zones, LLC, (Strike Zone & Pizones) - Bruce Gilson, Agent at 208-210 Superior Avenue
7. Smoke’s Elbow Room Bar – Kenneth Pierce, Owner at 114 W. Benton Street

Renewal of Class “B” Fermented Malt Beverage Licenses. Motion by Murray, second by Evans to recommend the Common Council approve the Class “B” Fermented Malt Beverage Licenses in the City of Tomah as printed for the period of July 1, 2020 – June 30, 2021 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote.

1. Area Community Theatre-Robert Shutter, Agent at 907 Kilbourn Avenue
2. China Buffet, Eastern Chinese Restaurant, Nan Zheng, Agent at 115 W. McCoy Blvd.
3. Hampton Inn (Stump Hospitality LLC) Ruth Stump, Agent, at 219 Buan Street
4. Knights of Columbus Corp. – Dave Dechant, Agent – Knights of Columbus Hall, 202 E. Juneau Street
5. Peking Chinese Restaurant, LLC – Jiaona M. Ng, Agent at 1013 Superior Avenue
6. Northfield Restaurant Corp. – Pizza Hut, James Gerlach, Agent at 1821 N. Superior Ave
7. Tomah American Legion Post 201 Baseball, Inc. Todd Steffel, Agent at 400 N. Glendale Avenue (June 12, 2020 through October 31, 2020)
8. Mandy’s Café & Deli, LLC, Mandy Bacholl, Agent at 201 Helen Walton Drive, Suite 5

Renewal of “Class C” Wine Beverage Licenses

Motion by Murray, second by Zabinski to recommend the Common Council approve the “Class C” Wine Licenses in the City of Tomah as printed for the period of July 1, 2020 – June 30, 2021 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote.

1. China Buffet, Eastern Chinese Restaurant – Nan Zheng, Agent at 1012 Superior Avenue
2. Mandy’s Café & Deli, LLC, Mandy Bacholl, Agent at 201 Helen Walton Drive, Suite 5
3. Natural Connection – Paula Caucutt, owner at 1012 Superior Ave.
4. Peking Chinese Restaurant LLC – Jiaona M. Ng, Agent at 1013 Superior Avenue

Renewal of Indoor Cabaret Licenses. Motion by Kiefer, second by Gigous to recommend the Common Council approve the Cabaret Licenses as printed for the period of July 1, 2020 to June 30, 2021 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote.

1. American Legion Post 201 – Todd Steffel, Agent 800 Wisconsin Avenue
2. The Carlton – Samantha Davis, 319 Superior Avenue
3. The Chillzone (Corey Williams) at 1119 Superior Avenue
4. Cran-Bear Pub & Wetlands Catering (T&J Hospitality LLC) – Tyson Koput, 319 Wittig Road
5. Dimensions II – Patrick Murphy, 1110 Superior Avenue
6. Franny’s – James Frandsen, 1115 Superior Avenue
7. Kelsey’s – Dave Berndt, 201 Superior Avenue
8. Knights of Columbus Corp.– Dave Dechant, 202 E. Juneau Street
9. Smoke’s Elbow Room – Kenneth Pierce, 114 W. Benton Street
10. Vino Anjo, LLC at 800 Superior Avenue

Renewal of Indoor/Outdoor Cabaret Licenses. Motion by Evans, second by Yarrington to recommend the Common Council approve the Indoor/Outdoor Cabaret Licenses as printed for the

period of July 1, 2020 to June 30, 2021 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote. (Murray abstained)

1. The Bank – Jay Larsen., 1015 Superior Avenue
2. The Break Room – Chad Madson, 1123 Superior Ave.
3. Murray’s on Main, (JVM Investments, LLC) at 810 Superior Avenue

Request for Online Ordering and Curbside Pickup of Alcohol Beverages. A request has been received for the ability to deliver alcoholic beverages to customers who have placed online orders for curbside pickup. Our current ordinance does not allow for curbside pickup. Nothing would be paid for until the time of pickup. Discussion was held regarding the time allowed. Sparta allows 7 a.m. to 9 p.m. and La Crosse allows 9 a.m. to 6 p.m. Chief Nicholson requested that it remain the same as state statute. It was requested that the time frame of 8 a.m. to 8 p.m. to include the ability to sell from 8 a.m. to 8 p.m.

Motion by Yarrington, second by Murray to recommend the Common Council to authorize the clerk to draft an ordinance similar to the Sparta City ordinance to act on at the July meeting including that the licensed operator must verify that the person placing the “Click and Collect” order is the same person picking up the order. Motion and second amended to include: The Monroe County Safety Coalition should have an opportunity to vet the ordinance as well to include a timeframe of 8 a.m. to 8 p.m. Motion passed without negative vote.

Compliance Maintenance Resolution for Sewer Department. Motion by Gigous, second by Zabinski to recommend the Common Council approve the Compliance Maintenance Resolution as presented. Motion passed without negative vote.

Tomah Aquatic Center Opening: Schedule and Procedures. Dir. Protz had reviewed proposed wellness initiatives and health safety guidelines that would permit use of the Aquatic Center, along with the proposed schedule designed to accommodate social distancing recommendations as much as possible. Water slides will be closed however, the drop slide will remain open and diving boards will remain in use. This allows for a bigger swim area. The capacity will be limited to 25% of maximum rating for the facility or 152 and will adjust up or down as conditions seem to dictate. No summer memberships will be sold however, a punch card program may be established. There are times that the aquatic center will be shut down for cleaning during the day. The schedule is subject to change. The swim team is on hold currently. There will be staggered times for swim lessons. A prepay option would be available for open swim online which allows for a parent to go online and pay ahead of time so that their children can go in. It was suggested that the online prepay be encouraged to alleviate the passing of money at the aquatic center. There will be punch type passes also available. It is also understood that at any time, the rules can change regarding capacity and the 6 feet distancing is required. It was requested that reports showing number attendances be provided going forward. The Council has control to limit the use of the aquatic center. Concern was voiced regarding opening despite surrounding communities remaining closed and due to CDC guidelines.

Motion by Murray, second by Peterson to recommend the Common Council authorize the opening of the Tomah Aquatic Center on June 11 as recommended by the Parks & Recreation Commission. Motion passed with two negative votes (Cram and Gigous).

Budget Amendment for the Fire Department to Purchase Equipment from a Donation. These funds were received from the Hunter’s Night Out fundraiser. Motion by Kiefer, second by Yarrington to recommend the Common Council approve the 2020 Budget Amendment Increasing the Fire Dept. Equipment Outlay Account in Grants and Donations (Acct. #05-48500) by \$6,471.67 and authorize the expenditure from the Fire Dept. Outlay Equipment Acct. #05-57220-8300 for the purchase of a 4 gas meter system. Motion passed without negative vote.

Budget Amendment for funds to repairs to the Northside Fire Station Siren. The Northside Fire Station siren is in need of repairs.

Motion by Yarrington, second by Gigous to recommend the Common Council approve the 2020 Budget Amendment increasing the Other Public Safety Service Contract Acct. #01-52900-2900 by \$1,500 from the Reserved for Contingency Account #01-59200-2270 for the Northside Fire Station siren site repair. Motion passed without negative vote.

Budget Amendment for the Senior & Disabled to Build a Utility Shed. A custom shed needs to be built to fit in the area under the stairs at the back entrance of the Center.

Motion by Zabinski, second by Gigous to recommend the Common Council approve the 2020 Budget Amendment utilizing \$3,350 from the Fund Balance Applied Acct. #12-49300 and authorize the expenditure from Acct. #12-57650-8200 Sr. & Disabled Outlay – Building Acct. for the shed. Motion passed without negative vote.

Ordinance Rezoning 806 McLean Avenue from B Business District to R2-One & Two Family Residential. Jay Larsen is requesting to rezone the parcel located at 806 McLean Avenue from B-Business District to R2 One and Two Family Residential District. The rezone would bring the property into compliance with the zoning ordinances and is consistent with the Future Land Use Map.

Motion by Yarrington, second by Kiefer to recommend the Common Council approve the Ordinance Rezoning 806 McLean Avenue from B-Business District to R2-One and Two Family Residential District. Motion passed without negative vote.

Ordinance Rezoning 307 W Warren Street from B Business District to I-Institutional District. A request has been received to rezone the Peace Lutheran Church parcel at 307 W Warren Street from B-Business to I-Institutional District.

Motion by Gigous, second by Yarrington to recommend the Common Council approve the Ordinance Rezoning the Peace Lutheran Church property at 307 W Warren Street from B Business to I-Institutional District. Motion passed without negative vote.

Clarification on Management Directed Leave/Emergency Leave Related to COVID-19. The question has arisen as to the intent of the Management Directed leave section of the Emergency Policy that was in effect starting March 23, 2020 and amended on April 6, 2020. Clarification is requested as to the status of the Temporary/Emergency Policy and the intent of those provisions going forward. If the qualifying reasons aren't met, but the department head feels the employee should not report to work for COVID related circumstances, how does the council wish to proceed? It was felt that a note from a physician would be appropriate so there is a paper trail if we are going to approve additional leave. As a manager, can an administrative decision be made to have it under some type of management directed leave. Add the stipulation for COVID 19 testing, must be someone living in your home and will allow some form of leave at the department head discretion.

Motion by Murray, second by Zabinski to recommend the Common Council continue to follow the management directed leave policy as previously established and require a letter from a physician with prior approval of the leave by Mayor Murray and if no proof is provided, sick leave would be utilized (time frame is until further rescinded). Motion passed without negative vote.

Discussion of Authorizing the City Clerk to Issue Bartender (Operator's) Licenses. Recent legislation was passed that authorizes City Clerks to issue bartender licenses without Council action. This would require an amendment to Chapter 4 of the Ordinance Book. The Clerk's office currently issues multiple licenses, permits, and registrations without Council approval.

Motion by Gigous, second by Murray to recommend the Common Council authorize the City Clerk to draft an amendment to the ordinance giving the City Clerk authority to approve bartender licenses and renewals without Council action. Motion passed without negative vote.

Clarification Regarding Vacation Accrual Over Maximum Allowed Due to COVID-19 and Sick Leave Access to Unearned 2020 Balances. As part of the Amended Coronavirus Temporary Emergency Policy, the Council authorized vacation accruals to exceed the maximum amount allowed for employees that were close or at maximum. It was determined that the vacation accrued in excess would be allowed to accumulate (and tracked manually) but would need to be used prior to December

31st. Another part of that policy was that employees could access their unearned 2020 projected sick leave balances immediately provided that any use of the unearned sick leave would be expected to be repaid during future accumulation. The Emergency Declaration Policy ended on the State's Emergency Order end date per a motion by the Council at the May 12th meeting. The Council authorized June 1st as the end of the accrual allowed over the maximum allowed. It was determined that we are well into this pay period and employees would need to take leave prior to the end of this week in order to not lose the accumulated time for this pay period. It was requested that the cutoff end with this pay period which ends on June 13th. The bank of accrued time that exceeds the maximum will be manually tracked and must be used prior to December 31st. Employees can use the time that is accrued each pay period first so that they can continue to earn and not lose time. Employees can indicate which bank of leave they wish to use when they have time off.

Motion by Evans, second by Gigous to recommend the Common Council officially stop accruing vacation over the maximum as of the payroll ending June 13th. Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills.

Motion by Kiefer, second by Gigous to recommend the Common Council approve the monthly bills in the amount of \$541,910.94 as presented. Motion carried without negative vote.

May Monthly Financials. Motion by Murray, second by Evans to approve the May Financial Report as presented. Motion passed without negative vote.

Adjourn.

Motion by Yarrington, second by Gigous to adjourn. Motion passed without negative vote. Meeting adjourned at 10:15 p.m.

Respectfully submitted,

JoAnn Cram, City Clerk