

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

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 11th day of May, 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.

Roll call was taken with the following members present: Mike Murray, Adam Gigous, Richard Yarrington, Jeff Cram, Shawn Zabinski, Travis Scholze, Lamont Kiefer, Donna Evans, and Dean Peterson. Absent: None. Quorum present.

Also present via Go To Meeting: 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 did not videotape the meeting.

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Approval of March 9, 2020 Minutes.

Motion by Murray, second by Yarrington, to approve the minutes of the March 9, 2020 regular Committee of the Whole meeting. Motion passed without negative vote.

City Treasurer Mann advised that Monroe County will be taking a matter before their Board in May regarding the possibility of extending the deadline for tax payments this year due to the COVID-19 business closings. The County is asking for the City’s feedback. It was the consensus to be in favor of allowing the extension for tax payments until October pending Monroe County Board approval.

April 2020 Revenue and Expenditure Report. Motion by Murray, second by Gigous to accept the Revenue and Expenditure Report for April 2020 as presented. Motion passed without negative vote.

Accept Treasurers Cash and Investment Reports.

Motion by Murray, second by Cram to accept the April 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 have started. The interior of the enclosed park shelters have been painted. All recreation programs are suspended, and the department will continue to take the lead from the state on if and when we can start recreation programs. Park staff has drained the pool and will begin spring cleanup to prepare for opening but will continue to monitor for pool operations this summer. Registrations for the Aquatic Center are on hold. All rentals are on hold or cancelled at Recreation Park. Gerke Excavating is working on the paving project.

Public Works & Utilities Director – Water, Sewer, Public Works, and Lake Updates. **Street Department:** Dir. Arity provided a written report advising staff is working on La Crosse Street for asphalt replacement. There are several streets with half blocks where no utilities needed replacement that they would like to replace this year. Recycling hours are being expanded into the evenings and on Saturdays. Information will be posted Monday morning. A summer employee is scheduled to start on May 18th. Public Works employee Rick Worthington has announced his retirement the end of May. **Sewer Department:** The lime stabilization project is nearing completion. Sludge was hauled in mid-April and the shed is empty. A main was repaired on Alden Road. The Butts Ave. project will start sometime in mid-May with the setting up of the dewatering system. **Water Department:** Well #6 is in the rehab process. Hydrant flushing is complete. **Lake Committee:** A Lake Committee meeting may be scheduled for May 21st at 5 p.m. if necessary.

Police Department Monthly Report. A written report was provided. The interior lobby of the PD will remain closed for the time being. The department has temporarily suspended many non-essential functions that have been provided to the community in the past due to COVID-19 restrictions. The department continues to enforce the “Safer at Home” order. Also noted is the issue on the south side of the City where officers are unable to communicate with other officers or with dispatch. Funding is currently being addressed for this issue. This is Police Officer Memorial Week. Chief Nicholson thanked the officers for their dedication and service to the community.

Fire Department Monthly Report. Chief Adler provided a written monthly report and has started his full time duties effective May 1st. Chief Adler will be reviewing the Police and Fire Commission interview recommendations within the next few weeks. Inspections remain on hold until guidance is received from the State. Director Dunford and Chief Adler continue to work with Keller on the building project. They are finishing the interior design and an estimate should be available by mid-May with a presentation by Keller in the near future.

Ambulance Department Monthly. A monthly written statistics report was provided. Director Dunford advised one employee is out on temporary active duty orders with the National Guard. The minimal staffing order has been rescinded to minimize exposure of the crews. Currently there are 2 full time employees and 3 part time employees that are in the final stages of Paramedic training and will be involved in final exam testing and the National Registry written and practical testing. The department has received additional personal protection equipment (PPE) from the Wisconsin Emergency Management Dept. Director Dunford acknowledged the work of Jared Tessman, the new Emergency Management Director for Monroe County.

Resolution Temporarily Amending Regulatory Fees Regarding Alcohol Licensing for Class B and Class C Licenses. Due to the state mandated restrictions of the COVID-19 Pandemic and the required shutdown of bars and restaurants who hold a Class B Beer and Class B Liquor License and restaurants that hold a Class C Wine License, it is requested that the fees be temporarily reduced for 2020 by 50%. This would reduce the Class B Liquor license to \$250, the Class B Beer License to \$50 and the Class C Wine License to \$50 for 2020 only.

Motion by Yarrington, second by Kiefer to recommend the Common Council approve the Resolution Temporarily Amending Regulatory Fees Regarding Alcohol Licensing for Class B and Class C licenses as specified for the 2020 renewal process. Motion passed without negative vote (Murray abstained).

Renewal of “Class B” Liquor & Class “B” Fermented Malt Beverage Licenses for 2020 - 2021

Motion by Yarrington, second by Zabinski 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, 2020 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. American Legion Post 201 – Todd Steffel, Agent at 800 Wisconsin Avenue
2. The Break Room Sports Bar & Grill, Chad Madson, Agent at 1123 Superior Avenue
3. The Carlton LLC – Samantha Davis, Agent at 309 Superior Avenue
4. The Chillzone – Corey Williams, Agent at 1119 Superior Avenue
5. Dimensions II, LLC – Patrick Murphy, Agent at 1110 Superior Avenue
6. Don Cinco De Mayo Cantina Inc. – Andres Valencia, Agent at 918 E Mc Coy Blvd.
7. Franny’s – James Frandsen, Agent at 1115 Superior Avenue
8. Kelsey’s LLC – David Berndt, Agent at 201 Superior Avenue
9. Murray’s on Main – Michael Murray, Agent at 810 Superior Avenue
10. Perkins Family Restaurant / Mr. P’s – Justin Johnson, Agent at 1015 E McCoy Blvd.

11. Taphouse Twenty (T & J Hospitality, LLC), Tyson Koput – Agent at 201 Helen Walton Dr., Ste 1
12. Vino Anjo, LLC – Joline Powell, Agent at 800 Superior Avenue

Renewal of Class “A” Fermented Malt Beverage Licenses for 2020 – 2021

Motion by Gigous, second by Evans 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 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 Avenue

Renewal of “Class A” Liquor & Class “A” Fermented Malt Beverage Licenses for 2020 – 2021.

Motion by Murray, second by Cram to recommend the Common 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 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. Aldi Inc. (Store #52) – Troy Lenning, Agent – 1844 N Superior Avenue

Extension of Substantial Completion of Toro Project to December 31, 2020. The City of Tomah entered into a development agreement with the Toro Company in 2018 for a package of incentives related to the Company’s Tomah facility expansion project. The agreement states that barring unavoidable delays, the expansion was supposed to be substantially complete by December 31, 2019. Toro is requesting a six-month extension due to unavoidable delays. Toro is also requesting that the City allow the project to be extended until December 31, 2020 for substantial completion citing ongoing unavoidable delays. The final phase of the project cannot be completed until the equipment can be fully installed. Toro expects that the final certificate of occupancy/substantial completion will likely be issued by the end of September 2020, however, they are requesting the extension to December 31st.

Motion by Murray, second by Evans to recommend the Common Council direct the City Attorney to draft a resolution acknowledging that both the City and the Toro Company agree that there are unavoidable delays and it is agreed to delay substantial completion until Dec. 31, 2020 and authorize the Mayor and City Clerk to sign the necessary documents. Motion passed without negative vote.

Resolution Regarding Sale of Property. Habitat for Humanity has agreed to purchase the lot described as Outlot 230 of the Assessor’s Plat of the City of Tomah, Monroe County, WI for the purchase price of \$15,000.

Motion by Murray, second by Yarrington to recommend the Common Council approve the Resolution Regarding the Sale of Property as presented. Motion passed without negative vote.

Amendment to Chapter 8 Regarding Comp Time for Exempt Employees. At the April 28th Council meeting, City Clerk Cram was directed to include language capping the accrual of comp time for exempt employees at 40 hours.

Motion by Kiefer, second by Evans to recommend the Common Council approve the amendment to Chapter 8 regarding comp time accrual for exempt employees to include the language capping the accrual at 40 hours. Motion passed without negative vote.

Renewal of Contract Agreement for Consulting, Assessing, and Appraisal Services. The contract with Milde Appraisal Service is up for renewal. The proposed fee for 2021-2023 remains the same as the previous contract rates. Milde Appraisal is including an Interim Market Update in the tax year 2021 on all taxable property to bring all City property to full market value. For tax years 2022

and 2023, they would perform regular maintenance assessment cycles. They are not charging more for the market update year and we have been very happy with their services.

Motion by Murray, second by Zabinski to recommend the Common Council approve the 2021, 2022 and 2023 contract Agreement for Consulting Assessing and Appraisal Services with Milde Appraisal as presented. Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills.

Motion by Cram, second by Evans to recommend the Common Council approve the monthly bills in the amount of \$1,619,745.39 as presented. Motion carried without negative vote.

Adjourn.

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

Respectfully submitted,

JoAnn Cram, City Clerk