

MINUTES FOR COMMITTEE OF THE WHOLE

A Committee of the Whole meeting was held on **Monday, December 20, 2021 at 6:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI. Council President Adam Gigous called the meeting to order at 6:30 p.m. Present: Adam Gigous, Richard Yarrington, John Glynn, Mitchell Koel, Lamont Kiefer, Nellie Pater, Dean Peterson (virtual), Shawn Zabinski, and Michael Murray Absent: None. Also Present: City Treasurer Molly Powell, City Clerk Becki Weyer, Deputy City Clerk Nicole Jacobs, Director of Public Works Kirk Arity, Building Inspector Shane Rolff, Parks and Rec Director Joe Protz, Public Safety Director/Fire Chief Tim Adler, and Police Chief Scott Holum. Greg Hagen videotaped the meeting. Members of the public were able to access the meeting via the following Zoom Link:

<https://zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMk1qNU5vNFlwMzdSZz09>

Emergency Service Building project Steel Bid Package recommendation from Keller Inc. and payment of invoice for Steel and Architectural and Engineering Services complete to date

Chief Adler presented the steel package to the Committee of the Whole. Kelly from Keller Inc. appeared to present the recommendation of the lowest bid from Olympic Builders in the amount of \$1,110,498.00. Motion by Murray, second by Yarrington, to recommend the Council approve the Emergency Service Building project steel bid package recommendation from Keller Inc. and approve payment of the invoice for steel and architectural and engineering services in the amount of \$150,000 for services complete to date. Motion carried. The rest of the project will be going out to bid in February. Adler passed out a calendar of events to apprise the Committee on the schedule of the Emergency Services building project.

APPROVAL OF THE MINUTES:

Motion by Glynn, second by Zabinski, to approve the Minutes from November 15, 2021 with the change of Adam Gigous to President vs. Vice President. Motion carried.

REPORTS:

Treasurer

Powell presented the November 30, 2021 Cash and Investments Report. The balances are holding steady month to month. There is a small draw down in the sewer due to debt service payments. Tax payments are being taken in, which will help the balances on the account. There was a small portion of property tax bills that were somehow sent twice, so some residents received two copies. Motion by Yarrington, second by Pater, to recommend the Council approve the November 30, 2021 Cash and Investments Report. Motion carried.

Parks & Recreation

Protz provided a written report. Parks: continue maintenance on buildings, snow removal, finalizing scout cabin work. Started making ice for the outdoor rink but the weather has been too warm. If the lights are on it is open, if the lights are off, the rink is closed. Rec Programs: youth and adult basketball has started, volleyball sign up has started and work continues with the Rotary Club on Freeze Fest coming up in February. Aquatic Center: found a crack in the pool, will be repaired in the spring. Rec Park: there are no bookings for some weekends in December due to the holiday; Protz covered the January events at Rec Park. The goal is to present some schematics for the Badger 5 project to the Council at its February meeting. Protz is anticipating a busy spring in 2022.

Public Works & Utilities

Dir. Arity provided the Public Works And Utilities Director Report.

Council Chambers had some renovations and will be having some IT upgrades and other upcoming improvements. Staff has been working together to ensure all underlying elements of the Public Safety building are underway including debt service funding and approval of permits.

Street: The first snowfall went well. Public works will be doing more snow removal in some of the bigger parking lots at the parks. Attended a meeting with Monroe County and approved permit for non-metallic mining along County CA, which can be used as incentive for economic development.

Sewer: Early discussions with intergovernmental agency to the west taking a fair amount of waste from them, which will create additional cash flow.

Water: Operations are normal. Had a couple hydrants that were repaired without excavation.

Lake: Next Meeting is January 20th, next discussions will be on weed harvesting and methods of vegetation control on Lake Tomah.

Police Department

Chief Holum presented the written 2021 Police Department Monthly Report for November. The City of Tomah Police Department is currently one of the few departments in the Coulee Region that is fully staffed. The annual giving tree was a success; over 100 children throughout Monroe County were provided gifts from the tree. Holum thanked the citizens of the Tomah area for their participation. Holum advised the Committee there will be an ordinance proposal brought to the Council next month regarding sex offenders. The City of Sparta recently enacted a similar ordinance.

GENERAL:

Resolution reversing and canceling Resolution 2021-02-09-02, which approved the transfer of Tax Incremental Financing District (TIF or TID) 9 and 10, Donor TIDS, to TID 8, the Donee TID and then to the City of Tomah's General Fund (GF), Water, and Wastewater (Sewer) Funds to assist with the repayment of the City's Internal Loans to TID 8 for 2019 interest payable in 2020.

Treasurer Powell explained this resolution is necessary to repeal a resolution passed in February of 2021, which approved TID 9 and 10 to be donor TIDS to TID 8 so interest payments could be paid to water and sewer. This did not happen, so it was suggested by the financial auditor to repeal this resolution because the transfers were not made. Motion by Murray, second by Pater, to recommend the Council approve the Resolution reversing and canceling Resolution 2021-02-09-02. Motion carried.

Amendment of Ordinance Section 52-40, 1st reading, 2nd Reading, adoption

The ordinance amendment would allow the limit of floors to be raised from three floors to four floors in the City of Tomah with Tomah Fire Department approval. The Planning Commission has recommended the Council's approval of this ordinance change. Motion by Pater, second by Kiefer, to recommend the Council adopt the Amendment of Ordinance Section 52-40. Motion carried.

Surveillance camera system quotes/recommendation for City Hall and the Police Department using ARPA funds

Motion by Koel, second by Yarrington, to recommend the Council approve the purchase of a surveillance camera system for City Hall and the Police Department using ARPA funds, and to approve Chief Holum's recommendation of using Five Star Telecom's quote at \$33,200.72. Motion carried.

Resolution Accepting Donation of Land from Barbara Goetzka F/K/A Barbara J. Murdock

Motion by Kiefer, second by Yarrington, to recommend the Council approve the Resolution accepting the donation of land from Barbara J. Goetzka. Motion carried.

Appointment of 2022-2023 Election Officials

Motion by Kiefer, second by Pater, to recommend the Council approve the appointment of 2022-2023 election officials as presented. Motion carried.

Secondhand Article and Jewelry Dealers License Application Approval

Motion by Yarrington, second by Murray, to recommend the Council approve the secondhand article and jewelry dealer's license application from Antique Mall of Tomah, ecoATM LLC, Kristi's Place, and Steel Neal's Welding & Creations. Motion carried.

Tourism Entity Agreement between the City of Tomah and the Tomah Chamber and Visitors Center

Motion by Pater, second by Murray, to postpone this agenda item until the City Council meeting on 12/21/2021. Motion carried.

Renewal Taxicab License for Running, Inc. DBA Tomah Transit

The license period runs from January 1, 2022 to December 2022. Clerk Weyer asked if the Council could approve all as presented, including the Dodge Caravan pending a satisfactory Police department inspection. Motion by Murray, second by Zabinski, to recommend the Council approve the taxicab license renewals as presented and with the Dodge Caravan approved pending a satisfactory Police Department inspection. Motion carried.

Resolution Authorizing Payment of Monthly Bills

Motion by Kiefer, second by Zabinski, to recommend the Council approve the Resolution Authorizing Payment of Monthly Bills. Motion carried.

Approval of Renewal of Airport Leases

Motion by Zabinski, second by Glynn, to recommend the Council approve the renewal of airport hangar lease agreements for Bloyer Field for the period of 2022-2024. Motion carried.

Tomah Area Ambulance Service contribution for City of Tomah Pay Roll Clerk towards Wage and Benefit Package

The Tomah Area Ambulance Service (TAAS) payroll is completed bi-weekly by the City of Tomah Payroll clerk. Currently the TAAS does not contribute towards the wage and benefit package of this position. TAAS has asked the Council to approve the TAAS to contribute 20% of the wages and benefits for the Tomah Payroll clerk. Motion by Pater, second by Kiefer, to recommend the council approve the TAAS pay 20% of the wage and benefits for the payroll clerk and for it to be reviewed annually. Motion carried with one negative vote (Yarrington)

Public Safety Director / Fire Chief / EMD Updated City of Tomah Emergency Operation Plan

Chief Adler presented the updated City of Tomah Emergency Operation Plan for approval. Motion by Yarrington, second by Zabinski, to recommend the Council approve the updated City of Tomah Emergency Operation Plan. Motion carried.

Tomah Area Ambulance Service Stipend Pay for Salary Employees

Chief Adler requested the Committee recommend the Council approve the implementation of stipend pay rates for salaried employees for transfer requests. Motion by Glynn, second by Yarrington, to recommend the Council approve the implementation of stipend pay for salaried employees completing transfer requests using the presented stipend chart and the stipulation that salaried stipend will be added to the monthly EMS report to Council. Motion carried.

Vacation Time Adjustment for City Clerk

Mayor Murray requested the Committee recommend the Council approve an additional week of vacation to City Clerk Weyer due to the removal of comp time and the agreement upon hire that the week of comp time was there vs. the extra week of vacation Weyer wished to return to the Council to negotiate. Motion by Kiefer, second by Glynn, to recommend the council approve the addition of one-week vacation to the City Clerk Weyer. Motion carried.

Personnel Manual Updates - Salary Policy and Evaluation Policy and Discussion on SOP Based Format

Clerk Weyer presented the Committee of the Whole with current updated policies on salary and step increases and on evaluations as requested in the last month's meeting. She also presented an example of a "Standard Operating Procedure" for the updated handbook and a standardized form for evaluations.

Discussion on Elimination of the City Administrator Position

Mayor Murray addressed the Committee with the possibility of creating a Senior Executive Committee or Team made up of the City Treasurer, City Clerk, Public Works Director, and the Building Inspector positions. The Committee would take over the current responsibilities of the City Administrator position going forward. The City Administrator position would be eliminated. Discussion ensued on the duties that would be assigned to each member of the potential Senior Executive Committee or Team, and how decisions would be made. Further information will be gathered and brought back to the Committee of the Whole and the Council.

ADJOURN

Motion by Koel, second by Murray, to adjourn. Motion carried. Meeting adjourned at 9:07 p.m.

Respectfully Submitted,

Rebecca Weyer

Approved January 17, 2022