

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

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 14th day of June, 2021 in the Police Department Conference Room with Council Vice President Adam Gigous presiding. The meeting was called to order at 6:30 p.m. The General Public was able to access the meeting as follows:

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

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: Adam Gigous, Richard Yarrington, Shawn Zabinski, John Glynn, Mike Murray, Mitchell Koel, Lamont Kiefer, Nellie Pater, and Dean Peterson. Absent: none. Quorum present. The meeting was called to order by Gigous at 6:30 p.m.

Also present: Police Chief Scott Holum, City Administrator Brad Hanson, Dir. Of Parks and Rec Joe Protz, Public works Director Kirk Arity, Public Safety Director/Fire Chief Tim Adler, and City Clerk Becki Weyer. Gregg Hagen videotaped the meeting.

Approval of Committee of the Whole Minutes May 17, 2021

Motion by Yarrington, second by Koel, to approve the Minutes from May 17, 2021 with the change to amend the item “Comprehensive Plan of the City of Tomah related to Future Land Use Map. Amend Parcel # 286-02651-3600 from Commercial to High Density Residential” to fix the typo “9.” Motion carried.

REPORTS:

2021 - 2022 Property and Equipment Insurance Proposals

Administrator Hanson was unable to get additional quotes from other “A” rated insurance vendors due to the market being “blocked” and the amount of time needed from companies for a quote, or they did not cover municipalities. Representatives from TRICOR (for EMC insurance) and MPIC appeared to answer any questions from the Council. The Council noted that seeking bids are for other companies and not for other agents. Terry from TRICOR reached out to other companies but prices were higher and companies were not willing to provide quotes for just property insurance. Representatives from MPIC were asked what the company will do if a catastrophic event happened affecting multiple communities. Blair, the President of MPIC spoke about how reinsurance and surplus works with MPIC. He assured the Committee that the surplus was 13 million at MPIC and that the reinsurance has a catastrophic clause where MPIC’s costs are limited and it still covers multiple municipalities in the event. Blair also spoke of the success of the company and that it specializes in only municipalities.

Motion by Pater, second by Zabinski to recommend the Council approve continuing with TRICOR and EMC for the City’s equipment and property insurance needs for an additional one year. Motion carried with three negative votes. (Yarrington, Peterson, Kiefer)

Treasurer’s Report

There were 44 candidates for the Payroll/AP position and interviews will begin next week.

Cash and Investments Report

Motion by Murray, second by Kiefer, to recommend the Council accept the May Cash and Investment Report. Motion carried.

Parks & Recreation

Dir. Protz provided a written report. The pool has opened after a four-day delay, and work has been completed at Inclusive Park at Butts Park. There will be a dedication ceremony this Wednesday at 10:00 a.m. at the park. Thanks to the Public Works department for all of their help with this project. There was damage at the Little Red Schoolhouse that is being repaired due to vandalism. Please call the police department if you see any vandalism happening in the City's parks. Dir. Protz updated the Committee on all of the upcoming recreational events for the summer. Tractor Pull will be next week at Rec Park.

Public Works & Utilities

Dir. Arity provided a written report.

Street: A light pole was damaged in the City. White street lines are being repainted around town. Last month an entire semi of crack sealant was put down. Monroe street is being repaired and should be paved this week. Saratoga Street is next on the list of projects. It takes three weeks to make one pass through the City for mowing. John Holmes the City's mechanic passed away last night.

Sewer: Confined space training was completed last year.

Water: Directional flushing has been completed. Security cameras area being replaced.

Lake Committee: Help us Plan our Path project is still going for the next couple of weeks to help design or name the area. Instructions are online and there are pamphlets at City Hall.

Police Department

Police Chief Holum provided a written report. One officer has resigned so there are two openings for officers, and there are candidates in the hiring process. There will also be one retirement in October. Eric Pederson, Cody Paulson, and Jarrod Furlano have been promoted. The PD has been participating in a Grant program. The PD is gearing up for Tractor Pull and Downtown Thursday nights. A reminder to slow down and be careful of pedestrians.

GENERAL

Emergency Services Building Bonding Information

Administrator Hanson provided information only regarding the different funding mechanisms and routes to the funding of the Emergency Services Building and Dave Ehlers will be presenting at tomorrow's City Council meeting.

Renewal of Alcohol Beverage Licenses for the Period of 7/1/2021 through 6/30/2022

The Clerk's office has processed the following alcohol license requests and requested the Committee of the Whole recommend the Council approve as follows:

"Class A" Liquor and Class "A" Fermented Malt Beverage Licenses in the City of Tomah:

1. Tomah Mini Mart LLC at 215 W Clifton Street

"Class A" Liquor License in the City of Tomah:

1. Vino Anjo, LLC at 800 Superior Ave

"Class B" Liquor and Class "B" Fermented Malt Beverage Licenses in the City of Tomah:

1. American Legion Post 201 at 800 Wisconsin Ave
2. Vino Anjo, LLC at 800 Superior Ave

“Class C” Wine License in the City of Tomah:

1. The Baker’s Table at 233 N Superior Ave

Motion by Murray, second by Yarrington, to recommend the Council approve the City of Tomah liquor licenses as presented. Motion carried.

Renewal of “Indoor” and “Indoor/Outdoor” Cabaret Licenses for the Period of 7/1/2021 through 6/30/2022

The Clerk’s office has processed the following Cabaret License renewal requests and requested the Committee of the Whole recommend the Council approve as follows:

Indoor Cabaret License July 1, 2021 through June 30, 2022

1. American Legion Post 201 at 800 Wisconsin Ave
2. Carlton LLC at 309 Superior Ave
3. T & J Hospitality LLC DBA Cran-Bear Pub at 319 Wittig Road
4. II Zones, LLC DBA Strike Zone & Pizones at 208/210 Superior Ave
5. Kelsey’s LLC at 201 Superior Ave
6. Knights of Columbus of Tomah Wisconsin Inc. at 202 E Juneau St
7. Kenneth Pierce DBA Smoke’s Elbow Room Bar at 114 W Benton St
8. James Frandsen DBA Franny’s at 1115 Superior Ave
9. Vino Anjo, LLC at 800 Superior Ave

Indoor/Outdoor Cabaret License July 1, 2021 through June 30, 2022

1. JVM Investments, LLC DBA Murray’s on Main at 810 Superior Ave
2. Tomchadah Inc. DBA The Breakroom Sports Bar & Grill at 1121/1123 Superior Ave

Motion by Kiefer, second by Pater, to recommend the Council approve the Cabaret License renewals as presented. Motion carried. (Murray abstained)

Special Beer & Wine Permit Application for Tomah Rotary Club for Rotary’s Rally for the Record on September 17 & 18, 2021

Motion by Murray, second by Pater, to recommend the Council approve the Special Beer and Wine Permit application for Tomah Rotary Club for Rotary’s Rally for the Record on September 17th and 18th, 2021. Motion carried.

Tomah Area Transit Rates & Fees

Administrator Hanson recommended the Council proceed with a public hearing to increase rates and fees for Tomah Area Transit. Paul Woodard with the transportation authority appeared via Zoom to speak about the rates and potential future rate increase in Tomah. Other communities the size of Tomah charge significantly more than Tomah. The Committee questioned if there was a way to make more rides available during peak hours, as the complaints about the service are generally about the long waits for a ride and unavailability of rides. Because this is a state-mandated program, there are limitations on how many hours the program can run. The Committee asked questions about the peak hours and number of rides per hours. The wait times for rides have improved significantly since the lifting of COVID-19 restrictions of one rider per vehicle.

Motion by Murray, second by Pater to decline to raise the rates for Tomah Area Transit and postpone this item. Motion carried.

Fire Extinguisher Annual Inspections Agreement

Informational only. Administrator Hanson recommended that the City select a single provider for Fire Extinguisher inspections to reduce costs to the City for multiple provider site visits, and will be recommending one company to the City Council after the Department Director meeting tomorrow morning. Hanson provided quotes to the Committee for review.

New Fire Department Development Update (This item was moved up from later in the agenda by Committee request)

Informational only. Administrator Hanson provided land study updates and land acquisition status on the new Public Safety Building. Part of the archeological study has been received. Results of the environmental study are not back yet. An archeological study from 2003 found that the front portion of the land has organic material and thus building here may require additional work and costs. Potential alternative sites have been selected in the case that the current land does not work for the City's needs. The DNR study and new archeological study still need to be completed. Discussion ensued on the potential for using land the City already owns (Bud's Ball Park area, the parking lot of the Fairgrounds, The Frost Building, and the current Parks and Recreation former wastewater treatment facility, and the current pool and parking lot.) The Thorson property was discussed briefly. Pete Thorson appeared to the meeting, and asked the Council to donate \$500,000 for curb and gutter and he would donate the land to the city for the Fire Services Building, but due to current litigation it was recommended to end the conversation.

Professional Services Procurement Policy

During the United States Department of Agriculture (USDA) – Public Facilities (PF) grant process, CBS Squared reviewed the City's Procurement Policy for engineering services. It is their professional recommendation that the City's current professional services policy is inadequate and recommends the approval of the verbiage found in the City's Finance Policy.

Motion by Yarrington, second by Murray, to recommend the Council approve the amendment to the Finance Policy as presented. Motion carried.

Procure Keller Builds, Inc. for Emergency Services Building design and construction management

Once the policy is updated, we need to ensure that the Common Council formally procures the firms to complete their appropriate steps in the ESB development. The City has a history of work with the City for the Ice Arena.

Motion by Murray, second by Koel, to recommend the Council approve the Procurement for Keller Builds Inc. as the design and Project Manager for the Emergency Services Building. Motion carried.

Procure CBS Squared (cbs2), Inc. for Emergency Services Building Community Development Block Grant (CDBG) Public Facilities (PF) grant application and environmental study

Motion by Yarrington, second by Kiefer, to recommend the Council approve the procurement for CBS Squared for the CDBG – PF grant application, and CBS Squared to complete the Archeological Study. Motion carried.

Archaeological study

Motion by Murray, second by Koel to postpone the archaeological study on the Kasten land. Motion carried with one negative vote (Kiefer)

Sale of a 2000 Ford F-350 ambulance to the Tomah Lion's Club for \$1.00

The Tomah Police Department is in possession of a 2000 Ford F-350 ambulance that was donated by the Tomah Area Ambulance several years ago. The vehicle now has 143,391 miles on it and is not

usable by the City and is being replaced. The PD would like to sell this vehicle to the Tomah Lion's Club for \$1.00.

Motion by Murray, second by Pater, to recommend the Council approve the City to sell the 2000 Ford F-350 to the Tomah Lion's Club for \$1.00. Motion carried. (Gigous abstained)

Planning & Zoning Department additional staff position

Informational only. There was a part time position budgeted for the Building Inspector/Planning and Zoning department. Building Inspector Shane Rolff appeared via Zoom and recommended postponing the hiring for this position until January of 2022. Concern for code violations around the City was brought up by the Committee. Alderperson Pater asked the Committee/Council to consider allowing for a full-time position during budget discussions instead of the part time person that was approved. No action was needed.

Property / Evidence Room Custodian Wage Determination and Job Description Approval

A part-time Evidence Room Custodian was approved during the budget approval process last year. Chief Holum requested the Committee of the Whole recommend the Council approve the job description as presented and set the wage at Grade H. (\$19.59 to \$25.07 per hour). Motion by Murray, second by Glynn, to recommend the Council approve the presented job description and set the wage at Grade H. Motion carried.

Senior & Disabled Services Aide Wage Adjustment

Coordinator Buchda requested the Committee of the Whole recommend to the Council to increase the wage for the Senior & Disabled Services Aide due to the current low wage and inability to fill the position.

Motion by Pater, second by Murray, to recommend the Council set the wage for the Senior & Disabled Services Aide to Grade E (\$15.11 to \$19.31). Motion carried.

League of Wisconsin Municipalities recommended resolution for Shared Revenues

Annually, LOWM requests communities to pass a resolution urging the State of Wisconsin legislature to pass additional funding to Cities, Villages, and Townships as the shared revenue has continually declined or become stagnant over years according to the included documents, much like that of property taxes. This resolution is a resolution of support to LOWM's efforts on Shared Revenue's increase.

Motion by Murray, second by Pater, to recommend the Council approve the Resolution: Support for a Strong State & Local Partnership. Motion carried.

Resolution approval for CMAR (Compliance Maintenance Report)

The DNR requires this resolution for the Waste Water Treatment plan report card. Motion by Yarrington, second by Kiefer, to recommend the Council approve the Resolution for Compliance Maintenance. Motion carried.

Resolution Authorizing Payment of Monthly Bills

Motion by Murray, second by Kiefer, to recommend the Council approve the Resolution Authorizing Payment of Monthly Bills in the amount of \$695,155.42. Motion carried.

Replacement of EMS quick response vehicle and DC take home vehicle

The City will be receiving approximately \$12,400 from the insurance company for the car that was damaged when hitting a deer. The Tomah Area Ambulance Service Commission has reviewed the needs for the purchase of two vehicles and recommended Council approve the request. The funds from the insurance company will cover both vehicles.

Motion by Glynn, second by Koel, to recommend the Council approve the purchase of an EMS response vehicle and a DC take home vehicle using the funds from the insurance claim for the previous fly car. Motion carried.

Tomah Area Ambulance minimum billing requirement

The Tomah Area Ambulance Service has never required a monthly minimum payment requirement on outstanding bills. The Tomah Area Ambulance Service Commission has reviewed the need for the minimum billing payment of \$100.00 and recommended the Council approve the request.

Motion by Kiefer, second by Koel, to recommend the Council approve the request to institute a \$100.00 minimum monthly payment requirement for the Tomah Area Ambulance Service. Motion carried with one negative vote. (Yarrington)

Adjourn

Motion by Koel, second by Zabinski, to adjourn. Motion carried. Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Rebecca Weyer, City Clerk