

**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 February 2021 in the Council Chambers at City Hall with Donna Evans 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: Donna Evans, Dean Peterson, Lamont Kiefer, Jeff Cram, Adam Gigous, Shawn Zabinski (remote), and Richard Yarrington. Absent: Mike Murray and Travis Scholze. The meeting was called to order by Donna Evans at 6:30 p.m.

Also present: City Administrator Brad Hanson, Public Safety Director/Fire Chief Tim Adler, Dir. Of Parks and Rec Joe Protz, Public Works Director Kirk Arity, City Treasurer Julia Mann (arrived at 6:48 p.m.) and City Clerk Becki Weyer. Gregg Hagen videotaped the meeting.

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Approval of Minutes from January 11, 2021 Motion by Kiefer second by Yarrington to approve the minutes of the January 11, 2021 Committee of the Whole minutes. Motion carried without negative vote.

Accept Treasurers Cash and Investment Reports Motion by Kiefer second by Peterson to table the December 2020 Cash & Investment report until later in the meeting if Treasurer Mann attends the meeting later. Motion carried without negative vote.

Parks & Recreation Monthly Report. Dir. Protz provided a written report. Construction at the fairgrounds is in process. There will be an auction later this week. Summer staff recruiting is underway for the aquatic center and other summer activities.

Public Works & Utilities Director – Water, Sewer, Public Works, and Lake Updates. Dir. Arity provided a written report.

Street: Working on remodeling the airport flight shack. 15 trees in Butts park were removed and will be hauled to a saw mill and donated to the school for their woodworking classes. The grader is currently down. Reminder to drive slowly during cold snaps. A large portion of the town has been sanded, but once warmer temperatures come the plows will be back out on the streets.

Sewer: Operations are normal.

Water: There was a water main break located between north Kwik Trip and McDonalds. All business were out of water for 4-5 hours. Well 12 is temporary offline due to electric motor issues. The next Lake Committee is on 03/18/2021 at 5:00 p.m. via Zoom. The Fisheree sponsored by the Sportsman’s Alliance will be on Saturday, 02/13/2021.

Tomah Area Ambulance and Fire

Public Safety Director/Fire Chief Adler provided the committee with a written report.

Ambulance Service The service is currently staffed with two ambulances. Full time Paramedic Heather Daly has resigned, one part time employee GET NAME has resigned. Stacy Frost has been hired as a full time EMT position. Katie GET NAME has been hired as a part time EMT.

Fire: There are currently 33 employees on the roster, and we are in the process of recruiting. Annual safety training was completed. August 28th there will be a promotion of the 150th anniversary of the Tomah Fire Department with a parade and show at the Fairgrounds. There were about 40 applicants for the Deputy Fire Chief, currently working through applicants. There are fire detectors that will be donated to the less fortunate. Ambulance employees are working through the second round of COVID-19 vaccinations. Building update: continuing to work with Keller to look through options for the Public Safety Building.

Police Department Due to training, Chief Nicholson was unable to attend.

Treasurer: The first installment of taxes is completed, and the cash will be dispersed this week. Treasurer Mann will be resigning from the City of Tomah and has accepted a new position in Plover, WI. She will be working for the City through March 5, 2021.

Accept Treasurers Cash and Investment Reports Motion by Cram second by Kiefer to recommend the Council accept the December Treasurers Cash and Investment Reports. Motion carried without negative vote.

Special Event Outdoor Cabaret License Applications from Greater Tomah Area Chamber of Commerce

It is requested that the Committee of the Whole review the applications and make a recommendation for the Common Council to approve the six (6) Special Event Outdoor Cabaret Licenses for the Greater Tomah Area Chamber of Commerce for the 800 & 900 Blocks of Superior Avenue for July 1, 2021, July 8, 2021, July 15, 2021, July 29, 2021, August 5, 2021, and August 12, 2021. Motion by Peterson, second by Yarrington, to recommend the Council approve the Special Event Outdoor Cabaret License Applications for the above dates. Motion carried without negative vote.

Special Beer & Wine Permit Application for Tomah Baseball Club Inc.

It is requested that the Committee of the Whole review the application and make a recommendation for the Common Council to approve the Special Beer and Wine License for the Tomah Baseball Club Inc. for their event on March 6, 2021 in the Recreation Building at Rec Park. Motion by Kiefer, second by Cram, to recommend the Council approve the Special Beer & Wine Permit Application for Tomah Baseball Club Inc. Motion carried without negative vote.

"Class A" Liquor License Application for Tomah Mini Mart LLC

Tomah Mini Mart will be under new ownership as of February 1st, 2021. Navtej "Nick" Singh, Agent for Tomah Mini Mart LLC has applied for a "Class A" Liquor License for the premise at 215 W. Clifton Street, Tomah, WI 54660, for the period of February 1, 2021 through June 30, 2021. Motion by Kiefer, second by Adam, to recommend the Council approve the Class A Liquor License for Tomah Mini Mart LLC. Motion carried without negative vote.

Secondhand Article Dealer License Application for Steel Neal's Welding & Creations

Christopher Neal with Steel Neal's Welding & Creations has applied for a Secondhand Article Dealer License for the premise at 1517 Superior Ave, Tomah, WI 54660, for the Licensing period of January 1, 2021 through December 31, 2021. Motion by Yarrington, second by Kiefer, to recommend the Council approve the Secondhand Article Dealer License Application for Steel Neal's Welding & Creations. Motion carried without negative vote.

Taxicab Driver's License Appeal for Christopher Matthew

Christopher Matthew submitted an application for a taxicab driver's license to work for Running Inc. DBA Tomah Transit. After conducting a record check, Chief Nicholson located an extensive history of criminal charges/convictions during 2003 to 2018 and has been classified as a "Repeater." Chief Nicholson is referring this application to the Committee of the Whole/City Council and requesting that Christopher Matthew's application be brought before the City Council for discussion and action as needed. Christopher Matthew appeared to appeal to the Council upon the fact that he was young when he committed the crime and has paid his debt to society. Ted Barnes, a supervisor for Running, Inc. appeared to speak on Matthew's behalf. He appealed that Running Inc. is willing to give Matthew employment if the City would provide the taxicab license. Discussion ensued that Matthew's record indicates he had additional crimes as recently as 2019. The Council was concerned that anger management issues may be a problem when customers are difficult. Matthew indicated he has been working on his anger issues. Ted Barnes spoke that he would be supervising Matthew and assured the Council that he would continue to counsel Matthew. Administrator Hanson suggested the Council consider a Conditional License where a license could be given for a short amount of time and reviewed after three months. Motion by Kiefer, second by Zabinski, to postpone the Taxicab Driver's License application for Christopher Matthew until the Council Meeting on 02/09/21 after getting additional information from the City Attorney. Motion carried without negative vote.

Conditional Use Permit for Mark Tralmer

Request from Mark Tralmer to obtain a Conditional Use Permit to install a hanging wall sign projecting over the public sidewalk on the side of the building at 1101 Superior Ave. Motion by, Yarrington second by Kiefer, to recommend the Council approve the Conditional Use Permit for Mark Tralmer to install a wall sign projecting over the public sidewalk at 1101 Superior Ave. Motion carried without negative vote.

Presentation on Transportation Utility with Ruekert & Mielke & study proposal

City Administrator Hanson presented the Committee of the Whole with information on the completion of a study by Ruekert & Mielke to be able to determine if the City should implement a Transportation Utility. Ruekert & Mielke will be attending the Council Meeting on 02/09/21 to present a brief presentation on the study proposal.

Complete Hotel Comprehensive Study for Economic Development purposes

City Administrator Hanson presented the Committee of the Whole with information about completion of a Comprehensive Hotel Study by Core Distinction Group. The cost is up to \$9,000 with 50% upfront fees to begin the study. If approved and conducted, the study can be used by the City for other potential hotels to move into the area. The funds for this study would be funded from the TIDs. Motion by Zabinski, second by Yarrington, to recommend the Council postpone the hotel study until March. Motion carried without negative vote.

Resolution: Tax Incremental Financing District City Internal Loan Interest Payments

City Administrator Hanson requested the Committee of the Whole recommend the Council approve the Resolution to complete interest charges of city internal loans made to TID 8 for the 2020 fiscal year based on the debt owed balance from December 31, 2019. Motion by Yarrington, second by Cram, to recommend the Council approve the Resolution: Tax Incremental Financing District City Internal Loan Interest Payments. Motion carried without negative vote.

Resolution: COVID-19 Vacation Coverage Buy Back

Due to Covid-19, many City employees are at vacation capacity and scheduling conflicts may not allow it to be easily scheduled and taken. City Administrator Hanson has requested the Committee of the Whole recommend the Council approve the Resolution to allow City employees a one-time benefit to

relinquish up to one week of vacation at the regular rate of compensation through April 1, 2021. Motion by Yarrington, second by Gigous, to recommend the Council approve the Resolution for COVID-19 Vacation Coverage Buy Back. Discussed ensued on potentially amending the City Personnel Manual in the future to include an option for vacation buyback. Motion carried without negative vote.

Resolution to assign Crossing Guard duties to the Tomah Area School District

City Administrator Hanson presented the resolution directing the creation of an ordinance regarding school crossing guards and allows the City to designate the authority and requirement for the Tomah area school district to appoint, handle all personnel matters, and provide payroll at the district's expense for adult crossing guards. Motion by Kiefer, second by Zabinski to refer this issue to the Joint School District/City Committee. Motion carried without negative vote.

Resolution Amending the City of Tomah Flexible Benefits Plan

On December 27, 2020, H.R. 133 Consolidated Appropriations Act was signed into law, impacting section 125 cafeteria plans. This guidance is designed to provide temporary flexibility for employers and employees and assist with the National response to the 2019 Novel Coronavirus outbreak (COVID-19). This resolution is required in order to change the City's plan to allow for the changes to be adopted. Motion by Cram, second by Gigous, to recommend the Council approve the Resolution Amending the City of Tomah Flexible Benefit Plan. Motion carried without negative vote.

Senior & Disabled Services Center Contract Agreement with Monroe County

Monroe County Senior Services program uses the Kupper Ratsch Sr. Center to provide meals to our seniors at the center through the Elderly Nutrition Program. The agreement needs to be renewed for 2021. Motion by Yarrington, second by Cram, to recommend the Council approve the Senior & Disabled Services Center Contract Agreement with Monroe County. Motion carried without negative vote.

Bid Approval for Automated Garbage Totes

Director Arity provided a bid for the purchase of 3,000 totes to complete the rollout of the two-tote automated garbage and recycling system for the City. Motion by Gigous, second by Zabinski, to recommend the Council approve the purchase of 3,000 totes in the amount of \$154,125.00 to complete the rollout of the two-tote automated garbage and recycling system for the City. Motion carried without negative vote.

Request for Approval to purchase materials to repair Buckley Park Scout Cabin

The Parks and Recreation Commission has recommended to the City Council to repair the roof structure and improvements to the Scout Cabin. The Commission recommended not to exceed the \$100,000.00 that was designated in the 2020 Budget under TIF #8. The construction would begin in April. Motion by Yarrington, second by Zabinski, to recommend the Council approve the request to purchase materials to repair the Buckley Park Scout Cabin. Motion carried without negative vote.

Fire Dept. Funds 2020 Audit

The City Treasurer has requested acceptance of the annual 2020 Fire Department Fund Audit as presented to the council. Mann provided an updated handout to the Committee. Motion by Cram, second by Kiefer, to recommend the Council accept the Annual 2020 Fire Department Fund Audit. Motion carried without negative vote.

Approval of Replacement of Air Handling Unit

The current air handling unit at City Hall is 40 years old. An upgrade will increase comfort, decrease energy costs, and help control pathogens with an Ionization System. Motion by Gigous, second by

Kiefer, to approve the purchase of an air handling unit replacement in the amount of \$172,020.25. Motion carried without negative vote.

Resolution Authorizing Payment of Monthly Bills

Motion by Cram, second by Gigous, to recommend the Council approve the Resolution Authorizing the Payment of Monthly Bills for January in the amount of \$3,867,382.58. Motion carried without negative vote.

Ehlers information and Presentation on Debt Refinancing

The City Administrator presented information to the Committee of the Whole, and David Ferris will present to the Council on 02/09/21 information on beginning of the process of issuing both a refinance debt and/or the Fire Department debt for its projects and/or equipment.

Motion to adjourn by Kiefer, second by Yarrington. Motion carried without negative vote. Meeting adjourned at 8:13 p.m.

Respectfully,

Becki Weyer, City Clerk