

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

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 13th day of November, 2017 at 6:30 p.m. in the Council Chambers at City Hall.

The following members were present: Nellie Pater, Lamont Kiefer, Wayne Kling, Larry Siekert, Mary Ann Komiskey, Luke Bohlen, Pam Buchda, and Mike Murray. Absent: Travis Scholze. Quorum present.

Also present: City Administrator Roger Gorius, Fire Chief Tim Adler, Ambulance Service Director Randy Dunford, Parks and Recreation Director Joe Protz, and City Clerk JoAnn Cram. Gregg Hagen videotaped the meeting.

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Council President Murray called the meeting to order at 6:35 p.m.

Minutes. Motion by Buchda, second by Kiefer to approve the minutes of the October 9, 2017 regular Committee of the Whole meeting as presented. Motion passed without negative vote.

Ambulance Department. Director Dunford reported monthly statistics. Director Dunford advised that there were 209 calls for service in October. Dir. Dunford advised they have been meeting with Keller Architects to complete a space needs study and a plan is forthcoming for the station house remodel which will focus on sleeping quarters only at this time. The department is unable to meet the current needs and additional sleeping quarters are needed to accommodate more staff. The department received a grant from WE Energies for \$500 for portable CO2 monitors. Tomah Memorial Hospital Foundation awarded \$1,500 for the "Stop the Bleed" Campaign. The Dept. also received a unanimous grant for new furniture for the ambulance building for a total of \$4,000. A new ambulance will be purchased in 2018.

Fire Department Monthly Report. Fire Chief Tim Adler provided a monthly department report. Chief Adler advised four firefighters went through live fire training and orientation will be conducted later this week to add them to the staff. Training for the month involved driver training and city mapping. Fire inspections are ongoing. October was fire prevention month and over 1800 children and adults were interacted with during the month. \$1,000 was received from the Wal-Mart Supercenter to upgrade pagers. The 7th annual Hunter's Night Out was very successful. Chief Adler participated with the Tomah Memorial Hospital's Senior Health and Safety Expo held earlier in the month. The new fire truck is being built and is anticipated to be picked up later this week. Two serious fire calls were received in October.

Parks and Recreation Monthly Report - Parks Dept., Recreation Programs, Aquatic Center, Recreation Park. Parks & Recreation Director Joe Protz provided a written report and summarized department activities. Dir. Protz advised a preconstruction meeting was held with construction anticipated for May 2018 regarding the new park trail. A learning trail was installed through the United Way and Toro at Firemen's Park which is now open to the public. Winter programs are starting. The Special Needs Christmas party will be held on Dec. 16th at Recreation Park.

Accept Treasurers – October Cash and Investment Reports. Motion by Kiefer, second by Kling to accept the October cash and investment reports as submitted. Motion passed without negative vote.

Bartender Licenses. Motion by Buchda, second by Pater to recommend the Common Council approve the bartender's licenses as listed. Motion passed without negative vote. Bartender

licenses approved as follows: Tiffany Baack, Bianca DiSalvo, Katlyn King, Arlene Martinson, Michelle Miller, Mersadi Monson, and Monique Stanley.

Special Beer & Wine Permit for Queen of the Apostles Parish for December 8, 2017 for a Volunteer Appreciation Social in the Church Hall at 303 W. Monroe Street.

Motion by Buchda, second by Komiskey to recommend the Common Council approve the Special Beer & Wine Permit for Queen of the Apostles Parish for Dec. 8, 2017 for a Volunteer Appreciation Social in the Church Hall at 303 W. Monroe Street. Motion passed without negative vote.

2017 Budget Amendment – Recognizing Donations in the Amount of \$5,525 in Donations-Recreation Programs Account # 05-48500 and Authorizing the Expenditure of \$5,525 in Acct. 05-55300-3400 – Other Park Supplies (Correction: Should be Acct. 05-55200-3400)

Motion by Buchda, second by Kiefer to recommend the Common Council approve the 2017 Budget Amendment recognizing donations in the amount of \$5,525 in Acct. #05-48500 Donations-Recreation Programs and authorizing the expenditure of \$5,525 in Acct. #05-55300-3400 – Other Park Supplies. Motion passed without negative vote.

Motion by Buchda, second by Bohlen to make a correction and amend the motion by changing the expenditure account to Acct. 05-55200-3400 – Other Park Supplies. Motion passed without negative vote.

2017 Budget Amendment – Recognizing Donations in the Amount of \$5,900 in Donations-Recreation Programs Account #05-48500 and Authorizing the Expenditure of \$5,900 in Acct. 05-55200-3400 Recreation Supplies (Correction: Should be Acct. 05-55300-3400)

Motion by Buchda, second by Siekert to recommend the Common Council approve the 2017 Budget Amendment recognizing donations in the amount of \$5,900 in Acct. 05-48500 Donations-Recreation Programs and authorize the expenditure of \$5,900 in Acct. 05-55200-3400 Recreation Supplies. Motion passed without negative vote.

Motion by Buchda, second by Kling to make a correction and amend the motion by changing the expenditure account to 05-55300-3400 Recreation Supplies. Motion passed without negative vote.

2017 Budget Amendment to Recognize Grants Received by the Ambulance Department and Authorize Expenditures Specified in the Grant Requests. At this time, it is requested that \$4,959 be authorized to purchase Ambulance Outlay Equipment as follows: \$2,000 – Portable CO Monitors; \$2,459 – CPR Defibrillation Training Simulator, and \$500 – Education and Promotional Supplies in the amount of \$4,959.

Motion by Buchda, second by Komiskey to recommend the Common Council approve the 2017 Budget Amendment recognizing Thomas B Earl and Frank G Andres donations in the amount of \$13,110 and authorize expenditures related to the grant requests and specifically for \$4,959 from Acct. 03-57230-8300 – Ambulance Outlay – Equipment for the purchases as outlined above. Motion passed without negative vote.

2017 Budget Amendment to Recognize the Additional Funds Bonded for the Fire Truck that were not in the 2017 Budget in the Amount of \$75,000

Motion by Buchda, second by Kling to recommend the Common Council approve the 2017 Budget Amendment recognizing proceeds from long term debt in the amount of \$75,000 in Acct. #08-49100 and authorize the expenditure of \$75,000 from Acct. 08-57220-8400 – Fire Protection Outlay – Vehicles to be used toward the purchase of the new fire truck. Motion passed without negative vote.

City of Tomah and Mid-State Technical College Clinical Setting Affiliation Agreement.

The Director of the Ambulance Service is requesting authorization to sign an agreement with Mid-State Technical College for the purpose of making Tomah Area Ambulance Service an approved clinical setting. The purpose of the agreement will allow Tomah Area Ambulance to accept students that are currently enrolled in Emergency Medical Technician (EMT), Advanced EMT, and Paramedic training to provide for them fieldwork, internship, or practicum.

Motion by Buchda second by Pater to recommend the Common Council approve the Mid-State Technical College Clinic Setting Affiliation Agreement and authorize the City Administrator to sign the document. Motion passed without negative vote.

Request for Approval of Out of State Training. The Tomah Police Dept. is an affiliate member of the WI Internet Crimes Against Children task force. The Police Dept. has been approached by the WI Dept. of Justice and offered an opportunity to attend the Florida State Conference. The conference will be held Dec. 11-13 and was offered to us because we were identified as the most active and dedicated affiliates in the WI task force. The City will be responsible for wages while attending, expenses related to meals, and a shuttle fee from the airport to the conference location. It is estimated the cost would be approximately \$175 excluding wages that would have been paid anyway.

Motion by Buchda, second by Pater to recommend the Common Council approve the request for training to send Investigator Paul Sloan to the ICAC training conference in Florida Dec. 11-13, 2017. Motion passed without negative vote.

Pay Request Approval for Tainter Gate Painting Project. Badger Specialty Coating has completed the Tainter Gate Painting Project. Due to the timing of when the payment request was received, Director Arity is asking to approve payment as the next Lake Committee meeting date is unknown.

Motion by Kiefer, second by Buchda to recommend the Common Council authorize the payment of the \$45,623 bill for tainter gate payment to Badger Specialty Coatings and Construction LLC for completed work. Motion passed without negative vote.

Request Authorization to Proceed to Remodel Current Ambulance Service Facility at a Cost Not to Exceed \$90,000 and Authorize Director Dunford and City Administrator Gorius to Begin Design Phase with Keller & Associates of a New Ambulance Facility to be Located on the Future Site of Tomah Memorial Hospital. The current living quarters are insufficient to meet the needs of the Department. Keller and Associates have reviewed the current layout of the building and they feel it would cost approximately \$90,000 to remodel the facility which would include a kitchen. New information received since the report was written is that it is estimated that \$40,000 would be needed to accommodate the remodel for the sleeping quarter portion only. This is due to Tomah Memorial Hospital giving permission to the City to choose from several sites on the new TMH campus for a new building. This land would be a donation and would not cost the ambulance service anything. At this time, Director Dunford is requesting permission to complete the necessary living quarter remodel and allow for Keller and Associates to be retained to prepare a site evaluation and a comprehensive design for a new Ambulance facility to be built on TMH land when a site is finalized. This is a move forward to

find a viable option for final approval from the Council at a later date. The numbers need to come in on what the basic remodel would be as well as projected costs for the new building but general approval of the projects is sought at this time. Bids have not been received at this time.

Motion by Buchda, second by Kling to recommend the Common Council approve the remodeling of the current facility to meet the sleeping quarter needs and begin the design phase of a new Ambulance facility to be located on the TMH land on the south end of the City. Motion passed without negative vote.

Resolution Authorizing a Change in the Annual Hours and Rate of Compensation for the Tomah Fire Chief. It is requested that the part time fire chief hours be increased to 1,560 hours annually with a wage increase from \$24,915 to \$50,467.

Motion by Buchda, second by Bohlen to recommend the Common Council approve **Resolution No. 2017-11-14-49** Authorizing a Change in the Annual Hours and Rate of Compensation for the Tomah Fire Chief as presented. Motion passed without negative vote.

Professional Service Agreement Between City of Tomah and Carlson Dettmann Consulting LLC. \$15,000 has been placed in the 2018 Budget to assess the needs of the City. The Water and Sewer and Ambulance budgets will assist in the payment. The contract cost came in at \$18,000 which is higher than anticipated. Negotiations are ongoing regarding the final price.

Motion by Buchda, second by Siekert to recommend the Common Council approve the Professional Service Agreement Between the City of Tomah and Carlson Dettmann Consulting LLC for a comprehensive wage study in the amount of \$18,000 as presented. Motion passed with one negative vote from Kiefer.

Move Administrative Assistant Position from Administrator to Treasurer and Amend Job Description to Administrative Assistant-Payroll/Accounts Payable. The purpose of the position change is to have the Treasurer oversee the duties of the payroll/accounts payable employee. The responsibilities of the position have not changed although more detail has been added to the job description.

Motion by Kiefer, second by Buchda to recommend the Common Council approve the revised job title and job description from "Administrative Assistant to the City Administrator" to "Administrative Assistant – Payroll and Accounts Payable". Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills.

Motion by Kiefer, second by Kling to recommend the Common Council approve the monthly bills in the amount of \$1,763,559.86 as presented. Motion passed without negative vote.

Monthly Financial Reports – October 2017. Motion by Siekert, second by Kiefer to accept the October 2017 monthly financial reports as presented. Motion passed without negative vote.

Ordinance Amending Chapter 52 Sections 52-14 and 52-209 Regarding Fences and Hedges. Upon further review and after concern brought forth at the October Council meeting, the ordinance has been slightly amended to include language that the fence cannot be located closer than 2 feet from the property line so that each side of the fence may be properly maintained by the owner of the fence while on said owners property. This requirement could be waived if a maintenance free fence is installed.

Motion by Bohlen, second by Kiefer to recommend the Common Council approve the ordinance amending Chapter 52 Sections 52-14 and 52-209 regarding fences and hedges as presented. Motion passed with one negative vote.

Motion by Kiefer, second by Komiskey to adjourn. Motion passed without negative vote. Meeting adjourned at 7:25 p.m.

Respectfully Submitted,

JoAnn Cram, City Clerk