

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

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 10th day of December, 2018 at 6:30 p.m. in the Council Chambers at City Hall with Council President Lamont Kiefer presiding.

Council President Kiefer called the meeting to order at 6:30 p.m.

Roll call was taken with the following members present: Lamont Kiefer, Wayne Kling, Shawn Zabinski, Richard Yarrington, Jeff Cram, Remy Gomez and Mike Murray. Absent: Mary Ann Komiskey and Travis Scholze. Quorum present.

Also present: Public Works and Utilities Director Kirk Arity, Parks & Recreation Director Joe Protz, Fire Chief Tim Adler, Ambulance Director Randy Dunford, City Treasurer Julia Mann, and Deputy City Clerk Diane Webster. Greg Hagen videotaped the meeting.

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Council President Kiefer wished Mary Ann Komiskey well during her absence. Mr. Kiefer attended the Holiday Train event on Saturday, December 8, 2018 and thanked everyone involved who helped and contributed to the food pantry.

Minutes. Motion by Murray, second by Cram to approve the minutes of the October 8, 2018 regular Committee of the Whole meeting. The October minutes will be corrected to read that Scott White was present to discuss the Boy Scout cabin update. Motion passed without negative vote.

Fire Department Monthly Report. Fire Chief Tim Adler provided a department statistic and informational report: Chief Adler reported that members of the Fire Department toured the new hospital facility. The department has worked with new high rise packs that were recently purchased. Trained employees at General Stamping and Metal Works on the proper use of fire extinguishers. Hunters Night Out was very successful and the Fire Department participated in the holiday parade and holiday train event. Annual ladder testing was performed and one is being repaired. There were 14 calls in November with no serious fires in the City. There have been 231 calls for service so far in 2018 compared to 242 in 2017.

Public Works & Utilities Monthly Report - Water, Sewer, Public Works, & Lake Updates. Public Works and Utilities Director Kirk Arity advised the following: Street Department: Working on snow removal from side streets, intersections and Superior Avenue. Tree cutting will resume once snow removal is complete. Several Emerald Ash trees will be taken down. Warranty repairs are being made to two salt trucks. Sewer Department: Flows are 1.5 million gallons per day (slightly above normal). Alley sewer project is progressing well along the west side of Superior Avenue. When work is complete at the La Crosse Street intersection work will stop until next spring. The east side of the project is between Nott and Foster Streets. Water Department: Well #12 is back on line as of 11/20/18. Operations are normal and depth of frost is about one foot. Lake Committee: No meeting in December.

Ambulance Department Monthly Report. A monthly written statistics report was provided. 188 calls for service; 38 cancelled calls; 73 facility transfers. Nearly 77% of calls were met. The department collected \$211,735.52 in billings. Andrea Coles has been hired as a full time Paramedic. Ambulance employees attended a Stop the Bleed event on November 8th. The Ambulance department participated in the Holiday Parade and assisted the Police during the Holiday Train event. New computers are being installed in ambulances. No news regarding the new ambulance facility.

Accept Treasurers Cash and Investment Reports. November cash and report.

Motion by Murray, second by Cram to accept the November cash and investments reports as presented. Motion passed without negative vote.

Bartender Licenses. Motion by Cram, second by Yarrington to recommend the Common Council approve bartender licenses for the period of December 12, 2018 to June 30, 2019 as follows: Nicholas C. Bennett, Lean Ann Britzman, Kaleb N. Christenson, Rachel L. Cordero, Ian M. Forsythe, Ashley A. Gerke, Carl R. Johnson, Patrick C. Madden, Katlynn M. Rizner, Brock J. Thomas, Bryan S. Towne, Latesha M. Weiss, Hannah N. Winchell. Motion passed without negative vote.

Change of Agent - Casey's General Store. Motion by Murray, second by Gomez to recommend the Common Council approve request for change of agent to Susan Marie Dean for Casey's General Store at 313 N. Superior Avenue as requested. Motion carried without negative vote.

Special Beer Permit - Tomah-Warrens Sportsman's Alliance for a TWSA Lake Tomah Ice Fisheree on February 9, 2019. Motion by Murray, second by Kling to recommend the Common Council approve a Special Beer Permit for Tomah-Warrens Sportsman's Alliance effective February 9, 2019 for a TWSA Lake Tomah Ice Fisheree as requested. Motion passed without negative vote.

Special Beer and Wine Permit - North American Squirrel Association for a Banquet at Recreation Park on February 23, 2019. Motion by Yarrington, second by Cram to recommend the Common Council approve a Special Wine and Beer Permit for North American Squirrel Association for a banquet at Recreation Park, 1625 Butts Avenue on February 23, 2019. Motion carried without negative vote.

Special Wine Permit – Tomah Boys and Girls Club for a Fundraiser at Ho Chunk Cinema on December 17, 2018. Motion by Kling, second by Cram to recommend the Common Council approve a Special Wine Permit for Tomah Boys and Girls Club for Bob Honel's Christmas Music Special Fundraiser at Ho Chunk Cinema, 135 Wittig Road on December 17, 2018. Motion carried without negative vote.

2018 Budget Amendment to Increase Account 05-48502 - Grants and Donations for the Frank G. Andres Donation for Trees. The Parks and Recreation Department received \$1,500.00 for the purchase of boulevard trees.

Motion by Murray, second by Zabinski to recommend the Common Council approve the budget amendment increasing Account 05-48502-Grants and Donations by \$1,500.00 for the purchase of boulevard trees in the amount of \$1,083.20. Motion carried without negative vote.

2018 Budget Amendment to Increase Account 01-48420 – Insurance Recoveries-Law Enforcement. The City was reimbursed \$1,260.33 by Tri-Cor Insurance Company for damages to the Police Department's 2015 Ford Explorer.

Motion by Murray, second by Gomez to recommend the Common Council approve the budget amendment increasing account 01-48420 Insurance Recoveries-Law Enforcement by \$1,260.33 for damages to the Police Department's 2015 Ford Explorer. Motion carried without negative vote.

2018 Budget Amendment Transferring \$3,340.63 from 01-52100-3550 Law Enforcement Building Repair and Maintenance to 01-51980-2270 Reserved for Contingencies. Due to the unplanned expense of repairing the Police Department generator, a transfer of \$3,340.63 needs to

be made from 01-52100-3550 Law Enforcement Building Repair and Maintenance to 01-51980-2270 Reserved for Contingencies.

Motion by Murray, second by Kling to recommend the Common Council approve the budget amendment transferring \$3,340.63 from 01-52100-3550 to 01-51980-2270. Motion carried without negative vote.

2018 Budget Amendment Increasing the Grants and Donation for various Donations for Recreation Programs and to Authorize the Expenditures for Special Programs. Donations totaling \$3,538.76 were received from various individuals for special recreation programs during 2018.

Motion by Yarrington, second by Cram to recommend the Common Council approve the budget amendment to recognize the donation revenue 05-48500 in the amount of \$3,538.76 and expenditures for the Recreation Department Supplies 05-55300-3400 in the amount of \$3,538.76. Motion carried without negative vote.

Adaptive Management Payment Agreement. The City of Tomah has entered into an adaptive management payment agreement with David and Karleen Linehan (landowner). The agreement states that the landowner will agree to comply with the Wisconsin Nonpoint Source Water Pollution Abatement Agreement and that the City will pay the landowner a lump sum of \$114,171.20 by January 15, 2019 and an additional total amount of \$165,493.12 to be paid in five equal annual installments of \$33,098.62 starting in 2020.

Motion by Murray, second by Cram to recommend the Common Council approve the Adaptive Management Payment Agreement as presented. Motion carried without negative vote.

Reservoir Final Payment Application Approval. The contractor has submitted a request for final payment in the amount of \$701,590.00 for work that has been completed at the City's reservoir. The amount will be paid by the Water Department.

Motion by Murray, second by Yarrington to recommend the Common Council approve the final application for payment in the amount of \$701,590.00 to L.C. United Painting Co. as presented. Motion carried without negative vote.

Ambulance Service Agreement Between City of Tomah and Township of Clifton Adaptive Management Payment Agreement. The Township of Clifton has requested to join Tomah Area Ambulance service area for the eastern half of their township. The township would pay \$1,470.00 per capita based on their 294 residents. This would not cause a staffing impact for Tomah Area Ambulance Service.

Motion by Murray, second by Cram to recommend the City Council approve the contract with the Township of Clifton as presented. Motion carried without negative vote.

Request to Add Voluntary Vision Insurance Option for Full Time Employees and Permanent Part-Time Employees Working a Minimum of 20 Hours Per Week. The City's insurance does not provide coverage for eye glasses or contacts. The proposed voluntary vision insurance would be solely paid for by the employee if they elect to enroll.

Motion by Cram, second by Yarrington to recommend the Common Council authorize the request to add voluntary vision insurance for 2019 to full time and permanent part time employees working a minimum of 20 hours per week and authorize City staff to select the best option based on those available. Motion carried without negative vote.

2018 OptumHealth Financial Services Inc. and City of Tomah Administrative Services Agreement for COBRA Administration. The City's insurance (Tri-Core) includes COBRA administration at no additional cost to the City. 3PAdministrators has been providing this service for the past several years however they will no longer provide COBRA administration. Tri-Core has recommended OptumHealth Financial Services Inc.

Motion by Murray, second by Kling to recommend the Common Council approve the Administrative Services Agreement between the City of Tomah and OptumHealth Financial Services effective January 1, 2019 as presented. Motion carried without negative vote.

Approval for the 2019-2020 Shared Ride Taxi Operating Contract between the City of Tomah and Running, Inc. Running Inc., will be providing 24 hour / seven days a week service for the Tomah area at a rate of \$29.66 per service hour. The City's share of the cost for 2019 is \$38,442.00.

Motion by Murray, second by Gomez to recommend the Common Council approve the 2019-2020 Shared Ride Taxi operating contract between the City of Tomah and Running, Inc. as presented. Motion carried without negative vote.

Approval for the 2019 Vehicle Lease Agreement between the City of Tomah and Running Inc. for Van Leases. The annual lease agreement for the five City owned vans used in the shared ride taxi program needs to be approved.

Motion by Murray, second by Kling to recommend the Common Council approve the 2019 Public Transit Lease Agreement between the City of Tomah and Running Inc. as presented. Motion carried without negative vote.

Resolution Authorizing Payment of Monthly Bills.

Motion by Murray, second by Yarrington to recommend the Common Council approve the monthly bills in the amount of \$827,076.58 as presented. Motion carried without negative vote.

Monthly Financial Report-November 2018.

Motion by Cram, second by Gomez to accept the November 2018 monthly financial report as presented. Motion passed without negative vote.

Adjourn.

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

Respectfully submitted,

Diane Webster, Deputy City Clerk