

Minutes FOR Committee of the Whole JULY 15, 2024

CALL TO ORDER – ROLL CALL

The meeting was called to order by Council President John Glynn. Present: Paul Dwyer, Travis Scholze, Richard Yarrington, Shawn Zabinski, John Glynn, Nicole Hart, Patrick Devine, Nellie Pater, and Dean Peterson. Absent: None. The meeting was recorded by Hagen Sports Network and was available via Zoom. Also present: Kirk Arity, Molly Powell, Becki Weyer, Scott Holum (remote), Joe Protz, and Tina Thompson. All motions are unanimously approved unless otherwise noted.

Public Hearing for Approval of Outdoor Facilities License for JAC's Steakhouse at 309 Superior Ave, Tomah, WI

Open the Public Hearing

Motion by Dwyer, second by Yarrington, to open the public hearing. Motion carried. The public hearing opened at 6:31 p.m.

Summary and Background

Chris Popp from Jac's Steakhouse has requested an Outdoor Facilities license for his restaurant/bar business. He has paid the application fee, and submitted plans that meet the Downtown Design Standards. The Certificate of Appropriateness was approved by the Planning Commission on April 25, 2024.

Request for Public Comment

No one wished to give a public comment.

Close the Public Hearing

Motion by Scholze, second by Dwyer to close the public hearing. Motion carried. The public hearing was closed at 6:32 p.m. Motion by, second by, to approve the Outdoor Facilities License for JAC's Steakhouse at 309 Superior Ave. Motion carried.

Motion by Dwyer, second by Scholze, to approve the Outdoor facilities license for JAC's Steakhouse at 309 Superior Ave. Motion carried.

Approval of Minutes from June 17, 2024

Motion by Zabinski, second by Pater, to recommend the Council approve the minutes from June 17, 2024. Motion carried.

City Clerk Monthly Report

Weyer provided a monthly written report. The next election will be August 13, 2024 at the Fairgrounds. The Board of Review mandatory two-hour training is on August 1, 2024. Associated Appraisal had 44 in-person meetings and 52 phone appointments from residents with questions or concerns about their property values.

July Treasurer's Report

Second quarter 2024 reporting is due to the Wisconsin DOT by July 31, 2024. New vans are in service and the two vans that were removed from service will be listed for sale on Wisconsin Surplus soon. Powell provided an update on the recent debt service sale. Closing was July 9th, and the money will be deposited into our account shortly after that date. The final installment of property taxes is due on July 31st, 2024.

Preliminary June 30, 2024 Revenues and Expenditures with Comparison to Budget Report

Powell provided a written report for committee review.

Tomah Parks and Recreation Program Report

Director Protz provided a monthly written report for committee review. Disc golf course baskets have been installed by Fireman's Park and they continue to work on t-boxes. They hope to have it completed in time for a fall event.

Public Works and Utilities Monthly Report

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Street: Chip sealing and fog surface treatments have been completed. Crews are working on multiple areas for asphalt replacement in the city. The asphalt plant will be starting operations next week. They are concentrating our efforts to get as much asphalt placed while the plant is running in town. The flagpole on main street has been removed for painting.

Sewer: Department Operations are normal. The fermentation tank has been drained and the rehab of the mechanical components and necessary painting has started.

Water: Operations are normal. The exception to this is well # 10 is down for scheduled repairs. Lead service inventory is still the focus. Of the original 3,459 services there are 45 services that have not been identified.

Lake: The Lake Committee's next meeting is 7/18/24 at 5:00 p.m.

Police Department Monthly Report - June 2024

Police Chief Scott Holum provided a monthly written report. The two new officers are both doing well in their new positions. The PD is in their busy season with all of the summer events. Moving the staging area for the 4th of July parade was a big improvement for safety of the parade, and the PD had no calls regarding the parade's safety. Received an anonymous check for \$15,000 for a new K-9 to fund Victor's replacement upon his retirement.

Chamber/Convention & Visitors Bureau

Thompson thanked all of the volunteers for the 4th of July parade. They added hired security on top of all of the volunteers and city workers who assisted. There are three more weeks of Downtown Thursday Nights and the annual golf outing in September. There will be professional photographers at the upcoming events and will be taking pictures of the city's parks to share on the city's website.

Resolution approval for CMAR

The yearly audit at the wastewater treatment plant requires approval of the CMAR Resolution annually. The Public Works Commission recommended approval on Motion by Yarrington, second by Scholze, to recommend the Council approve CMAR Resolution. Motion carried.

Approval of 2025 Curly Leaf Pondweed Project

This study will be required is weed harvesting at Lake Tomah is pursued as the DNR will require this survey. This will also provide the necessary data for decision making on how to best handle the weed issues at the lake. The project was approved by the Lake Committee on March 25, 2024 and will cost approximately \$7934. Motion by, Pater second by Dwyer, to recommend the Council approve the contract between the City of Tomah and Golden Sands Resource Conservation and Development Council Inc. Motion carried.

Easement agreement approval - 625 W Veterans St.

Motion by Scholze, second by Pater, to recommend the Council approve the easement agreement between the City of Tomah and the Bible Evangelical Free Church Inc., at 625 W Veterans St. Motion carried.

Amendment of Ordinance Section 30-48(A)(B) First Reading, Second Reading, Adoption

Motion by Scholze, second by Dwyer, to postpone this item due to the need for more information. Motion carried. The item will be brought back at a subsequent meeting.

Approval of Budget Amendment for TID 11 Road Expense

This amendment is for the transfer of \$17,250.50 from TID increment to account 20-57331-8200 for the cost of a street project in TID 11. Motion by, second by, to recommend the Council approve the transfer as presented. Motion carried.

Approve updated Inspection and Permit Fee Schedule

The City of Tomah plans to contract with General Engineering for the majority of its inspection services. As such, we must adopt their pricing models. The proposed fee schedule includes a 10% processing fee to be retained by the City. Motion by Scholze, second by Peterson, to recommend the Council approve the updated inspection and permit fee schedule as presented. Motion carried.

Approval of ARPA funds for Purchase of Seven new Handicapped Accessible Voting Booths

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In the April 2024 election, Wisconsin voters approved two referendums that change the state Constitution to prohibit clerks from using private grants to administer elections and add that only appointed election officials can perform tasks to conduct elections. The Clerk's office has been writing and receiving grants for the past few years to accumulate enough handicapped accessible voting booths for all elections. Because of the new ruling, the Clerk is asking for Council approval for the purchase of seven new handicapped accessible voting booths to have enough to service the community for the November Presidential election. Motion by Scholze, second by Zabinski, to recommend the Council approve the request for \$7250 in ARPA funds for the purchase of seven new handicapped accessible voting booths. Motion carried.

Request from Kelsey's Class Act Bar and The Elbow Room for special amendments to the premises description of their Class "B" Fermented Malt Beverage Licenses and "Class B" Liquor Licenses for a special event on August 10, 2024

Motion by Yarrington, second by Pater to recommend the Council approve the temporary liquor license amendments for Kelsey's Class Act Bar and Elbow room for their even on August 10, 2024. Motion carried.

Approval of two new taxicab licenses for Abby Vans Inc. DBA Tomah Transit

Motion by Yarrington, second by Pater, to recommend the Council approve taxicab licenses for Abby Vans Inc. DBA Tomah Transit. Motion carried.

Special Event Outdoor Cabaret License for The Crow Bar located at 1206 Superior Ave in Tomah, WI for August 31, 2024

Motion by Pater, second by Zabinski, to recommend the Council approve the special outdoor cabaret license for the Crow Bar located at 1206 Superior Ave. for their event on August 31, 2024. Motion carried.

Easement Agreement approval - 621 Pearl St.

Motion by Peterson, second by Dwyer, to recommend the Council approve the easement agreement between the City of Tomah and Gary and Jessie Thompson at 621 Pearl street. Motion carried.

Resolution Authorizing Payment of Monthly Bills

Motion by Scholze, second by Zabinski, to recommend the Council approve the resolution authorizing payment of monthly bills in the amount of \$2,423,608.42. Motion carried.

June 30, 2024 Cash and Investments Report

Motion by Scholze, second by Zabinski, to recommend the Council approve the June 30, 2024 cash and investments report. Motion carried.

Approval of ARPA funds for HVAC Project at 1004 Superior Ave

The heating and cooling unit at 1004 Superior Ave (currently rented by JNC Latin Grocery), needs to be replaced. Staff is requested \$15,250 in ARPA funds for the update. Motion by Yarrington, second by Zabinski, to recommend the Council approve the use of \$15,250 in ARPA funds for a new heating and air conditioning unit for 1004 Superior Ave. Motion carried.

Ordinance Amending Sections 10-7, 10-37, 10-95 and Creating Section 10-97 of the City of Tomah Municipal Code 1st Reading, 2nd Reading, Adoption

These ordinance changes are recommended and required by General Engineering to complete the onboarding process with the new inspection services for the City of Tomah. Motion by Dwyer, second by Zabinski, to recommend the Council adopt the ordinance amending sections 10-7, 10-37, 10-95 and creating section 10-97 of the City of Tomah municipal code. Motion carried.

Decision on Continuation of SET or Reinstatement of City Administrator

Arity requested that the Council vote to discontinue SET and return the SET members to their respective roles. Motion by Pater, second by Zabinski to discontinue SET and look at reinstatement of the City Administrator. Discussion ensued regarding where the cost of the position would come from, and the availability of qualified candidates. Scholze recommended a committee be formed to research this agenda item, and voiced concern over

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voting to change a city law without having the financial information or a job description beforehand. Ayes: Zabinski, Dwyer, Devine, and Pater. No's: Yarrington, Scholze, Glynn, Hart, and Peterson. Motion fails. Motion by Dwyer, second by Pater, to return to a City administrator, pending a new job description, pay and budget information, when the position would start, and formation of a committee. A lengthy conversation occurred regarding the lack of information on how it could be implemented. Ayes: Zabinski, Dwyer, Glynn, Hart, Devine, Pater. No's Scholze, Yarrington, Peterson. Motion carried with three negative votes.

Approval of amendment of Job Description and Title for Building Inspector/Zoning Administrator to Economic Development/Zoning Director (if needed)

Motion by Yarrington, second by Zabinski, to postpone this decision until the decision of the City Administrator is made. Motion carried with one negative vote. (Scholze)

Approval of Job Description Amendment for Bookkeeper/Code Enforcement Officer to Code Enforcement Officer/Inspection and Zoning Assistant

Motion by Dwyer, second by Zabinski, to recommend the Council approve the job description amendment as proposed. Motion carried.

ADJOURN

Motion by Zabinski, second by Pater, to adjourn. The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Rebecca Weyer, City Clerk