

# MINUTES FOR COMMITTEE OF THE WHOLE OCTOBER 16, 2023

## CALL TO ORDER – ROLL CALL

A Committee of the Whole was called to order by John Glynn on **Monday, October 16, 2023 at 6:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI. The meeting was held in person and available via Zoom. Present: Richard Yarrington, Shawn Zabinski, John Glynn, Lamont Kiefer, and Dean Peterson. Absent: Michael Murray, Travis Scholze, Nicole Hart, and Nellie Pater. All motions are unanimously approved unless otherwise noted. Also present: Kirk Arity, Becki Weyer, Molly Powell, Scott Holum, Joe Protz, and Tina Thompson.

## Approval of Minutes from September 18, 2023

Motion by Peterson, second by Zabinski, to approve the minutes from September 18, 2023. Motion carried.

## REPORTS:

### City Clerk Monthly Report

The list of newly appointed election workers will be on the December agenda, and the clerk's office is busy collecting interest until then. There have not been any updates on AB304 relating to alcohol beverage licenses. The final HR handbook should be presented at the November meetings. Open enrollment ends on October 21, 2023.

### September 30, 2023 Cash and Investments Report

Motion by Kiefer, second by Peterson, to recommend the Council approve the September 30, 2023 Cash and Investments report. Motion carried.

### Preliminary August 31, 2023 Revenues and Expenditures with Comparison to Budget

There are a few debts service interest-only payments due at the end of the month. For those who were unable to attend the budget meeting, city staff originally started budgeting with a \$275,000 deficit. Over the course of several rounds, they were able to present a balanced budget at the October Budget Workshops. The annual Lake Committee meeting will be held at 6:15 directly before the public meeting for the budget approval.

### Tomah Parks and Recreation Program Report

Parks: Completing maintenance on equipment and buildings and cleaning up the parks. The Winnebago new bathroom is open but does need some final work. They finished up the installation of music equipment for the rotary plaza music Park and the ribbon cutting was on October 3, 2023, at noon. They are getting a survey done on the lot line at the Boy Scout Cabin to do work on the hillside to dry the area up and place a water line for a possible future restroom. The goal is to have the shelter ready to renet in summer of 2024. Dir. Protz covered the upcoming rec programs. He is working on cleaning the former Fire station and Ambulance buildings. Once cleaned, they will begin scheduling programs and rentals. The Aquatic Center will be winterized this week. Bathrooms should remain open in the parks through Halloween unless the weather turns much colder.

### Public Works And Utilities Director Report

Street: The crews are surveying the storm sewers throughout the city. Equipment preparation for the leaf pick up and winter season top the list of activities. A reminder to place the leaves on the boulevard and avoid adding other debris such as sticks and rocks to the leaf piles for pick up. There will be a free e-recycling event on October 28<sup>th</sup> at the Aquatic Center parking lot from 9:00 a.m. to 12 noon.

Water Department: Operations are normal. The city-wide flushing took place in the first week of October. This continues to allow us to improve the quality of our water for the city residents.

Lake Committee: The Lake Committee's next meeting is scheduled for November tentatively scheduled for November 16 at 5:00 p.m. in the Council Chambers. There is a concern that the public is throwing rocks from the rip rap that is washing away the shore. The Lake Committee has created signs that will be hung, along with informational literature

### Police Department Monthly Report - September 2023

Chief Holum presented a written report and asked the council for any questions. They are accepting applications for their vacant patrol officer until November 11, 2023. They are also in the hiring process. Trick or Treating 5pm to 8pm. Officers will be doing the Truck or Treat Events. Blackhawk to Candada next month to pick up the new canine. The six new radar signs will be installed soon. The generator project and records management projects are completed

and running well. The city server project is underway and will be completed in the next week. Employees are appreciative of the wage increases approved by Council at the Budget workshop.

**Chamber/Convention & Visitors Bureau**

Registration for the ??? is open.

Ribbon Cuttings; Core Inc. and the JNC Latin Grocery. The Career and Job fair will be held in January rather than in April or May next year. The October CVB meeting will be rescheduled.

**Secondhand Article Dealer License Application for Creative Tech Team LLC of Tomah**

Motion by Yarrington, second by Peterson, to recommend the Council approve the secondhand article dealer license for Creative Tech Team LLC of Tomah. Motion carried.

**Temporary Class “B” license application by Queen of the Apostles to sell fermented malt beverages at its Queen of the Apostles Fall Fest on October 29, 2023.**

Motion by Kiefer, second by Peterson, to recommend the Council approve the temporary Class “B” license application by Queen of the Apostles for Fall Fest on October 29, 2023. Motion carried.

**Approval of Vehicle Personnel Policy Change**

SET recommends adding language to the current policy that would allow employees to take company vehicles home with Department Director approval to help better run the city in after-hours situations. Motion by Kiefer, second by Peterson, to recommend the Council approve the change to the Vehicle Policy as presented. Motion carried.

**Approval for adoption of State Records Retention Guidelines**

The City of Tomah currently has its own records retention schedule that is not comprehensive enough to properly preserve and destroy records and files and has contributed to many old records that haven’t been culled over the years as appropriate. Adoption of these schedules should future proof the city in case they are updated again in a few years. The city first needs to seek the State Public Record’s Board’s approval for the city to adopt the state’s record schedules, but once approved, we will need to update the ordinance to reflect the adoption. Motion by Yarrington, second by Zabinski, to recommend the Council approve the adoption of the state guidelines for record’s retention. Motion carried.

**Resolution Authorizing Payment of Monthly Bills**

Motion by Kiefer, second by Zabinski, to recommend the Council approve the Resolution Authorizing Payment of Monthly Bills in the amount of \$1,643,028.06. Motion carried.

**Adjourn**

Motion by Kiefer, second by Peterson, to adjourn. The meeting was adjourned at 6:56 p.m.

Respectfully Submitted,

Rebecca Weyer, City Clerk