

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

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 10<sup>th</sup> day of February, 2020 in the Council Chambers at City Hall with Council President Travis Scholze presiding. The meeting was called to order at 6:30 p.m.

Roll call was taken with the following members present: Mike Murray, Richard Yarrington, Jeff Cram, Travis Scholze, Lamont Kiefer, Donna Evans, and Susan Holme. Absent: Shawn Zabinski and 1<sup>st</sup> Aldermanic District Seat is Vacant. Quorum present.

Also present: Fire Chief Tim Adler, Parks and Recreation Director Joe Protz, Public Works & Utilities Director Kirk Arity, Ambulance Director Randy Dunford, Ex. Director CVB/Chamber Tina Thompson, Treasurer Julia Mann, and City Clerk JoAnn Cram. Gregg Hagen videotaped the meeting.

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### **Approval of January 13, 2020 Minutes.**

Motion by Evans, second by Holme, to approve the minutes of the January 13, 2020 regular Committee of the Whole meeting. Motion passed without negative vote.

### **Accept Treasurers Cash and Investment Reports.**

Motion by Yarrington, second by Cram to table the January 2020 cash and investment reports. Motion passed without negative vote.

**Parks and Recreation Monthly Report: Parks Department, Recreation Programs, Aquatic Center, and Recreation Park:** Parks and Rec Director Joe Protz provided a written report and advised the department has been busy with maintenance on equipment and buildings. Joe provided an update on the Freeze Fest event held the first weekend in February. The Department is working on the site plan for Gerke's for Flare Avenue Fields. They are flooding the outdoor rink at Recreation Park. The Boy Scout Cabin Repair plan has been submitted for review and a site plan is being worked on. The Department is also working on the Winnebago Park Phase I project. The Annual Special Olympics Day is February 23<sup>rd</sup> at the Tomah High School.

**Public Works & Utilities Director – Water, Sewer, Public Works, and Lake Updates.** **Street Department:** Dir. Arity provided a written report advising staff is focusing on fleet maintenance and continue working on snow removal. They are finalizing the project plans for Butts Avenue and the bidding process will take place soon. The Department continues to work on removal of ash trees in the City and the park system. **Sewer Department:** The lime stabilization project is dealing with startup issues. **Water Department:** There was a minor water repair on Clark Street. Operations are normal. **Lake Committee:** The Committee will meet March 26<sup>th</sup>. Lake Tomah is in the final stages of becoming a trophy Northern Pike Lake. The State Legislature will vote this year to approve or deny the Trophy Lake status.

**Fire Department Monthly Report.** Chief Adler is in the process of establishing an eligibility list. Chief Adler continues to work on the building project and is touring other stations for pros and cons of the facility. A meeting was held with Keller and were advised a good drawing of the proposed new facility would be available in approximately 6 weeks. Fire inspections have begun for 2020. Chief Adler attended the quarterly Emergency Management Committee meeting.

**Fire Department Annual Report.** The department responded to 257 calls for service. There were 7 structure fires with one fire causing significant damage and was deemed a total loss. The Department continues to train a minimum of 2 times per month. No injuries or deaths were reported. False alarms continue to be a problem area. Fire inspections hours last year were 853 with the department performing nearly 1200 inspections. This does not include follow up inspections after violations. This doesn't include the time spent on new building construction in the City. The hours continue to increase

as the City grows. Fire safety education hours totaled 153.5 with most of the hours from Fire Prevention Week. Accomplishments in 2019 include: Continued training of rescue service, successful year in fundraising, new Jaws of Life Edraulic spreader was purchased, Sparky and Pumper Fire Safety Educational robot was purchased at a cost of \$11,657 which was purchased with donations, 12 portable radios and bank chargers were purchased, and the department received \$7,365.36 in grants and donations from the Frank Andres Trust, Thomas B Earle Charitable Trust and the Toro Company. All engines passed the annual pump testing; ladders also passed annual inspections as well as self-contained breathing apparatus & the air compressor passed annual tests and maintenance and all rescue equipment passed certifications.

**Police Department Monthly Report.** A written report was provided.

**Ambulance Department Monthly.** A monthly written statistics report was provided. Director Dunford advised there were 255 calls for service. There are EMTs going through the paramedic program at this time. Additional part time EMTs and paramedics are needed. There are currently no formal written agreements with contracted entities. This is to be addressed at the Council meeting. The department received and implemented 2 new Lucas3 Compression devices and 15 new portable radios were also received. Three new refrigerators have been ordered for all the vehicles. The department will be selling their spare Stryker power-lift stretchers. The department received a \$1,000 grant from Kwik Trip to be used to purchase the refrigerators for the ambulances. The department is keeping up with the Corona virus information.

**Convention & Visitors Bureau/Chamber of Commerce.** Ex. Director Tina Thompson advised the Annual Banquet will be held on February 24<sup>th</sup> at Murray's on Main and a mid-west based comedian will be performing. They are making plans for Downtown Thursday Night events this summer. The Chamber is seeking additional staff. The Mayoral forum was held last week. The area guide is almost done and it is hoped to be out by the end of February. They are moving forward with light pole banners and a decision will be made soon. They are also looking at preliminary entrance signs which welcome visitors into the City. There are a couple maintenance items on the building that need to be looked at. Bands have been booked for the Downtown Thursday Night events as well as other vendors, etc.

**Bartender Licenses.** Motion by Evans, second by Cram to recommend the Common Council approve bartender licenses for the period of February 12, 2020 to June 30, 2020 as follows: Brandon M. Dutton, Devon M. Janusheske, Cassandra J. Kiel, Christopher D. Neal, Kaitlyn M. Sankey, Deborah J. Thiel, and Heather F. Wilcox. Motion passed without negative vote (Murray abstained).

**Special Wine Permit for Area Community Theatre, Inc., "They're Playing Our Song" show on February 13-16, 2020 and February 19-23, 2020**

Motion by Murray, second by Cram to recommend the Common Council approve the Special Wine Permit for Area Community Theatre, Inc., "They're Playing Our Song" show on February 13-16, 2020 and February 19-23, 2020 at 907 Kilbourn Avenue. Motion passed without negative vote.

**Special Beer & Wine Permit for Tomah Baseball Club, Opening Night on March 7, 2020.**

Motion by Cram, second by Evans to recommend the Common Council approve the Special Beer and Wine Permit for the Tomah Baseball Club, at Recreation Park for the "Opening Night" fundraising event on March 7, 2020. Motion passed without negative vote.

**Special Beer Permit for Tomah Fire Dept, Wild Turkey Federation Banquet on March 28, 2020**

Motion by Yarrington, second by Murray to recommend the Common Council approve the Special Beer Permit for the Tomah Fire Department for the Wild Turkey Federation Banquet on March 28, 2020 at Recreation Park. Motion passed without negative vote.

**Request for Change of Agent from Randi Owen to Todd Steffel for American Legion Post 201, Grassman Sowle Larsen Senz A L Post 201, at 901 Wisconsin Avenue, Tomah**

Motion by Murray, second by Yarrington to recommend the Common Council approve the change of Agent from Randi Owen to Todd Steffel for American Legion Post 201, Grassman Sowle Larsen Senz A L Post 201 at 901 Wisconsin Avenue, Tomah. Motion passed without negative vote.

**Secondhand Article Dealer License Application for Tomah Hock & Pawn**

Motion by Yarrington, second by Murray to recommend the Common Council approve the Secondhand Article Dealer License for Tomah Hock and Pawn at 320 Superior Avenue, Tomah for Jan. 1, 2020 to December 31, 2020. Motion passed without negative vote.

**Downtown Thursday Night Special Event Cabaret Licenses for Tomah Chamber of Commerce.**

A public notice was published in the Tomah Journal on January 31<sup>st</sup> as designated by ordinance. Applications for Special Event Outdoor Cabaret Licenses were received from the Chamber for 800 and 900 Blocks of Superior Avenue for six Downtown Thursday Night concert events in July and August of 2020. They are: July 2, 9, 16, and 23, 2020 and August 6 & 13, 2020.

Motion by Murray, second by Evans to recommend the Common Council approve the Thursday Night Special Event Cabaret Licenses for the Tomah Chamber of Commerce for the 800 and 900 Blocks of Superior Avenue for July 2, 9, 16, and 23, 2020 and August 6 and 13, 2020 as requested. Motion passed without negative vote. (Cram abstained.)

**Downtown Thursday Night Special Beer Permits for Lions Club.** Applications for Special Beer Permits were received from the Lions Club for 800 and 900 Blocks of Superior Avenue for six Downtown Thursday Night concert events in July and August of 2020. They are: July 2, 9, 16, and 23, 2020 and August 6 and 13, 2020.

Motion by Murray, second by Evans to recommend the Common Council approve the Special Beer Permits for the Tomah Lions Club for the 800 and 900 Blocks of Superior Avenue for July 2, 9, 16, and 23, 2020 and August 6 and 13, 2020 as requested for the Downtown Thursday Night events. Motion passed without negative vote. (Cram abstained.)

**Resolution Authorizing a Change in the 2020 Position Count by the Creation of a Full Time Fire Chief Position and Eliminating One Part Time Fire Chief Position.**

Motion by Murray, second by Cram to recommend the Common Council approve the Resolution authorizing a change in the 2020 Position Count by the creation of a full time Fire Chief position and eliminating the part time Fire Chief position effective May 1, 2020. Motion passed without negative vote.

**Establish Wage and Benefit Package for Full Time Fire Chief.** Chief Adler has been with the City for many years on a part time basis without benefits. Chief Adler has been approved to go full time effective May 1, 2020. The wage is established at Range R, Step 5.

Motion by Yarrington, second by Evans to recommend the Common Council authorize the wage for full time status of Fire Chief Adler at Range R Step 5 effective May 1, 2020 with three weeks of vacation and three weeks of sick leave to start with vacation accumulation moving to 4 weeks after 4 years of full time status and is also eligible for all benefits designated by the Personnel Manual. Motion passed without negative vote.

**Review and Approval of Monroe County Recommended ATV/UTV Crossroads.** The Monroe County Highway Department has received requests to approve ATV/UTV routes on segments of County Trunk Highways EW, ET, PP, CA, CM, M and A. The City's comments are requested regarding the proposed routes on the locations in the City. Motion by Murray, second by Cram to recommend the Common Council approve the proposed ATV/UTV crossroad routes at the locations in the City of Tomah as requested by Monroe County. Motion passed without negative vote.

**Discussion of Repayment of Borrowed Monies.** Over the past 2 years, the Council has authorized the borrowing of monies for use in Tax Incremental District 8. Currently, the money owed on these

loans total \$261,745.96. When the State dissolved the Economic Development Program, it returned money to the City. At present, the fund balance is \$318,826.89. At this time it is recommended that in an effort to reduce our debt ratio, the City consider repayment of the outstanding loans. If this is done, the balance of the funds would be \$57,080.93 with future monies returned to the account through payments made from loans to properties within TID 8. This would ensure the fund would stay solvent for use in future endeavors. It is also requested that the City consider using the remaining \$57,080.93 for loans and/or cash grants on TIF assistance for improvements in TID 8. This request is with the understanding that all applications would be reviewed by the Long Range Planning Committee with recommendation to the Council for final decision.

Motion by Murray, second by Cram to recommend the Common Council approve the request to reduce the City's debt and pay back the loan in the amount of \$261,745.96 to the Board of Commissioners of Public Lands and leave the remaining \$57,080.93 for future disbursement. Motion passed without negative vote.

**Ambulance Contract Proposal to Townships and Villages.** The Director of the Ambulance Service is requesting authorization to send contract agreements to the Townships and Villages within our service area for the purpose of providing ambulance coverage to their jurisdiction. This agreement will provide a written legal document for the entity serviced and the City authorizing the Tomah Area Ambulance to provide ambulance coverage. The City of Tomah and Tomah Area Ambulance do not have any formal written agreements with the entities that we currently serve on file. The proposed agreement wording lists the practice that has always been followed along with language to explain how the entity serviced or the City of Tomah can terminate the agreement should they so desire.

Motion by Murray, second by Kiefer to recommend the Common Council approve the contract to be established between the Townships and Villages being served by the Tomah Area Ambulance Service as presented. Motion passed without negative vote.

**Lease Assignment and Assumption Agreement for Airport Hangar.** Nathan Gebhardt currently has a lease for Hangar 10, Lot 2 at the City Airport Bloyer Field. Mr. Gebhardt is selling his hangar to Ivan Vulovic and wishes to assign his current lease to Mr. Volovic. The City Attorney has drafted an assignment of lease which is required to be approved by the Common Council.

Motion by Murray, second by Yarrington to recommend the Common Council approve the Lease Assignment and Assumption Agreement for Airport Hangar 10, Lot 2 of Bloyer Field as presented. Motion passed without negative vote.

**Approval of Job Description for Ambulance Dept. Crew Leader.** The Ambulance Department is implementing a crew leader position to administer planning, organizing, directing coordination and controlling shift operations of the department during shifts and under the overall direction of the Ambulance Director and Captain. This position is included in the union contract and would be a represented position. Currently, three members of the Tomah Area Ambulance Service are posted as crew leaders. They receive a higher rate of pay which is absorbed by the Ambulance Service.

Motion by Cram, second by Evans to recommend the Common Council approve the job description for Ambulance Department Crew Leader as presented. Motion passed without negative vote.

**Wage Increase Facilities Maintenance Worker.** Following an appeal process, it is the recommendation to re-classify the full time Custodial/Maintenance position from Range G to Range H. One employee holds this job title and implementation into the wage scale needs to occur. It is recommended that with the reclassification, the position be placed in Range H, Step 8 or \$47,312 retroactive to January 1, 2020.

Motion by Murray, second by Kiefer to recommend the Common Council approve the reclassification of the Custodial/Maintenance employee from Wage Range G to Wage Range H and establish the rate at Step 8 or \$47,312 retroactive to January 1, 2020. Motion passed without negative vote.

**Resolution Authorizing Payment of Monthly Bills.**

Motion by Evans, second by Holme to recommend the Common Council approve the monthly bills in the amount of \$4,279,372.64 as presented. Motion carried without negative vote.

**Monthly Financial Report - January 2020**

Motion by Kiefer, second by Evans to table the Monthly Financial Report for January 2020. Motion passed without negative vote.

**Adjourn.**

Motion by Kiefer, second by Holme to adjourn. Motion passed without negative vote. Meeting adjourned at 7:35 p.m.

Respectfully submitted,

JoAnn Cram, City Clerk