

MINUTES FOR COMMON COUNCIL AND ANNUAL BUDGET HEARING NOVEMBER 21, 2023

A Common Council and Annual Budget Hearing was held on **Tuesday, November 21, 2023 at 6:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI. The meeting was also available via Zoom and was recorded by Hagen Sports Network. All motions are unanimously approved unless otherwise indicated.

Call the Meeting to Order, Pledge of Allegiance, Roll Call

The meeting was called to order by Mayor Michael Murray at 6:30 p.m. After the Pledge of Allegiance, roll call was taken. Present: Michael Murray, Travis Scholze, Richard Yarrington, Shawn Zabinski, John Glynn, Nicole Hart, Lamont Kiefer, Nellie Pater, and Dean Peterson. Absent: none. Also present: Penny Precour, Becki Weyer, Kirk Arity, Molly Powell, Shane Rolff (remote), Joe Protz, Tim Adler, and Pam Buchda. The meeting was recorded by Hagen Sports network and was also available remotely via Zoom. All motions are unanimously approved unless otherwise notated.

2024 Budget Hearing

Open the Public Hearing

Motion by Zabinski, second by Pater, to approve opening the public hearing. Motion carried. The public hearing for the 2024 Budget was opened by Mayor Michael Murray at 6:35 p.m.

2024 Budget Hearing Summary

Treasurer Molly Powell showed a short presentation on the proposed budget for 2024. The net new construction in 2023 for the 2024 budget year was 1.9% which allows for a total levy limit of \$4,168,570 compared to the 1.4% net new construction in 2023 and the 0.2% in 2022. The proposed budget also has a general obligation debt of \$1,942,542 in debt service payments due in 2024. After the budget workshop, Powell found that the proposed levy will go down by one penny from last year as the assessed value did not have the manufacturing roll when the budget workshop was done. The total proposed mil rate is 7.66 which is less than the 7.82 mil rate from 2023. The levy is broken up into general fund (police, fire, inspection, council, parks and rec, street, airport, public works, city hall), and debt service. The proposed budget also has a general obligation debt of \$1,942,542 in debt service payments due in 2024. and On a \$200,000 home the tax would be \$1,532. Other taxing districts are not included in this number. (School districts, lake, WTC.)

Request for Public Comment

Mayor Murray asked for public comment from anyone in attendance. There was no one who wished to give public comment.

Close the Public Hearing

Motion by Yarrington, second by Zabinski, to close the public hearing. Motion carried. The budget hearing was closed at 6:44 p.m.

Resolution Adopting the 2024 Budget

Motion by Scholze, second by Zabinski, to approve the Resolution Adopting the 2024 budget as presented. Yarrington asked if it was possible to revisit the redistribution of the salary pay scale. After consultation with the city attorney, the motion was already passed in a previous meeting and could not be changed without a change of vote from a member of the council who voted in the affirmative at that previous meeting. Motion carried with one negative vote (Yarrington)

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A RESOLUTION ADOPTING THE 2024 BUDGET
AND ESTABLISHING THE TAX RATE
RESOLUTION # _____

WHEREAS, Wisconsin State Statute 65.90 requires an annual budget appropriating moneys to finance activities and programs of the City for the ensuing fiscal year, and

WHEREAS, the Common Council has considered a Budget for 2024 as prepared by the City Treasurer and Department Staff, and

WHEREAS, the City Council held a public hearing on the 2024 Budget as required, and
WHEREAS, the 2024 Budget requires a Tax Levy to finance in part the appropriations.

NOW, THEREFORE, BE IT RESOLVED, BY THE City of Tomah Common Council that:

1. Budgeted revenue estimates and expenditure appropriations for the year 2024 for the City of Tomah are hereby adopted per the summary below and as set forth in the budget document:

	2022 ACTUAL	2023 BUDGET	2023 6 MOS. ACTUAL	2023 6 MOS PROJECTED	2024 COUNCIL PROPOSED	2024 ADOPTED
Expenditures:						
* General Fund	7,949,795	7,841,097	3,996,164	3,758,013	8,324,530	8,324,530
Lake District	23,819	57,536	5,822	50,848	84,861	84,861
TIF #8	565,582	928,994	396,999	458,202	734,733	734,733
TIF #9	164,219	92,463	36,185	104,508	227,314	227,314
TIF #10	403,003	72,875	69,575	3,450	153,185	153,185
TIF #11	11,888	21,000	150	3,500	77,335	77,335
* Debt Service	2,408,971	4,152,895	3,672,181	498,158	3,608,618	3,608,618
Capital Projects	10,624,552	1,417,338	8,799,492	2,090,200	3,738,500	3,738,500
ARPA Funds	275,642	26,000	32,432	65,398	292,775	292,775
Ambulance	4,489,655	4,813,951	2,595,012	2,546,698	4,931,264	4,931,264
Community Development Block Grant	9,859	8,215	9,286	6,315	8,667	8,667
Grants & Donations	101,561	-	27,758	1,500	33,000	33,000
* Industrial Development Fund	40,511	47,424	12,708	39,924	41,339	41,339
* Library Trust	555,045	569,670	280,784	245,844	571,712	571,712
* Mass Transit	682,713	636,284	555,577	266,275	910,001	910,001
* Senior & Disabled	133,419	146,685	71,946	70,363	157,607	157,607
Tourism	629,184	672,011	342,474	337,680	816,999	816,999
Water Utility	2,161,013	2,079,100	843,069	1,171,117	2,060,642	2,060,642
Sewer Utility-WWTP/Sanit.Sewer	2,218,391	2,033,179	626,871	1,411,982	2,196,223	2,196,223
Total Expenditures (All Funds)	33,448,821	25,616,717	22,374,485	13,129,975	28,969,304	28,969,304
Net Expenditures (City Levy Impact)	11,729,942	13,346,631	8,576,652	4,838,653	13,572,467	13,572,467

Total Indebtedness as of 12/31/2023:

General Obligation Debt	30,255,000
Sewer Revenue Bonds	635,000
Water Revenue Bonds	2,422,105
Total	33,312,105

* Requires City Tax Levy

	2022 ACTUAL	2023 BUDGET	2023 6 MOS. ACTUAL	2023 6 MOS PROJECTED	2024 COUNCIL PROPOSED	2024 ADOPTED
Revenues						
* General Fund	3,989,758	4,160,245	1,722,245	2,655,042	4,570,785	4,570,785
Lake District	182,542	57,336	57,329	1,850	84,860	84,860
TIF #8	759,266	738,459	557,048	75,649	737,039	737,039
TIF #9	171,199	306,260	265,280	-	321,499	321,499
TIF #10	366,780	461,242	399,525	-	306,510	306,510
TIF #11	-	11,442	9,911	-	110,000	110,000
* Debt Service	1,312,508	2,168,056	1,340,356	910,727	1,665,273	1,665,273
* Capital Projects	20,140,514	1,417,371	76,516	4,135,000	3,813,500	3,813,500
ARPA Funds	275,642	-	-	97,831	292,775	292,775
Ambulance	4,952,644	4,771,187	2,710,804	2,205,100	4,997,180	4,997,180
Community Development Block Grant	38,987	31,500	14,490	24,500	31,500	31,500
* Grants & Donations	265,373	-	72,244	27,000	58,000	58,000
* Industrial Development Fund	40,000	47,500	-	47,500	41,339	41,339
* Library Trust	164,520	213,338	186,868	1,029,500	275,808	275,808
* Mass Transit	494,008	590,000	432,076	440,520	865,000	865,000
* Senior & Disabled Services	73,694	41,500	18,114	23,027	83,869	83,869
Tourism	668,111	672,010	201,133	501,000	817,000	817,000
Water Utility	2,413,376	2,424,706	1,586,072	1,073,826	2,748,121	2,748,121
Sewer Utility-WWTP	3,348,100	3,339,290	1,877,433	1,341,023	3,219,467	3,219,467

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Total Revenues (Without Levy)	39,657,023	21,451,442	11,527,444	14,589,095	25,039,525	25,039,525
Net Revenues (City Levy Impact)	6,034,489	7,173,139	3,699,658	5,058,816	7,460,735	7,460,735
General Fund Balance Applied	-	193,000.00	-	-	-	-
Subtotal	5,695,453	6,173,493	4,876,994	-220,163	6,111,731	6,111,731
City Property Tax Levy	5,091,150	6,173,493			6,111,112	6,111,112
Total Revenue	44,748,173	27,624,935	11,527,444	14,589,095	31,150,637	31,150,637
Assessed Value	783,743,100	789,046,700			798,202,000	798,202,000
Tax rate per \$1,000	6.50	7.82			7.66	7.66
* Requires City Tax Levy						

2. The property Tax Levy required to finance the 2024 Budget is \$6,111,112 and the Tax Rate to be established at \$7.66 per \$1,000 of assessed property value.

Requested by: Molly Powell, Treasurer

Introduced by:

Dated: _____

Michael Murray, Mayor

READ: _____

PASSES: _____

Rebecca Weyer, City Clerk

Review of Bids and Award Contract(s) for Tomah Ice Center Addition

Motion by Yarrington, second by Glynn, to approve the bids while also including adding alternative #1 to the plan. Yarrington had concerns that postponing additional construction would cost the city additional funds down the road. Claflin from Keller concurred that postponing additional construction would likely cost 30%-40% in the future. If done now, this would add an additional \$135,000 to the project, which is \$50,000 more than budgeted. The project costs will be covered by room tax dollars over the next 20 years. Motion denied with 7 negative votes. (Scholze, Zabinski, Glynn, Hart, Kiefer, Pater, Peterson) Motion by Kiefer, second by Scholze, to approve the base bid as presented. Motion carried with one negative vote. (Yarrington)

Appear before the Council

Matthew Markin came to raise concern about tourism and the occupancy in this town. He claims his revenue per available room is down 30%. He is asking for the city to increase draw to the town using methods other than military and hockey. He suggested a convention center in the city. Rooms are down \$15.00 per room from last year and he is concerned. He claims that the city "allowing" the addition of the two new hotels has hurt his business.

Request by Melissa Shutter for consideration of granting her a beverage operator's license

Motion by Yarrington, second by Peterson, to recommend the Council overturn the denial and grant the alcohol server license. Motion carried.

Request by Michael Crapser for consideration of granting him a beverage operator's license

Motion by Pater, second by Zabinski, to recommend the Council overturn the approval and approve the alcohol server license. Motion carried.

Mayor

The Mayor invited anyone available to Murrays on Main for the area Thanksgiving Dinner in memory of Ed Thompson. The food will be served at 11:00, and he is looking for volunteers. He wished everyone a happy Thanksgiving.

SET Report November 2023

The Senior Executive Team provided a monthly written report and Chair Kirk Arity asked if the Council had any questions or requests from the SET. Arity covered economic development, environmental initiatives, and meetings the SET attended.

Public Safety October Monthly Report

Chief Adler provided a monthly written report and covered the highlights with the Council.

Fire: Will start a hiring process in December and onboard new employees in January or February. On October 30th there was a vacant structure that caught fire and was a total loss. The annual pump testing was done on all fire equipment and passed inspection.

EMS: Fully staffed, union negotiations starting on 11/22/2023. The state of WI is offering a virtual preparedness training. Alder encouraged all city staff to attend the training. Interested parties should contact Chief Adler.

Senior & Disabled Services Department Monthly Report

Director Buchda provided a monthly written report and covered the highlights with the Council. Reminder that the Sr. Center will be closed on Thursday the 23rd and 24th for Thanksgiving. There are seniors who are looking for snow removal options. If anyone does snow or ice removal and is looking for patrons, they should contact Pam at the Sr. Center so she can share their business information. Buchda is still looking for a yoga, and/or tai chi, instructor.

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October Building Permit Report & September/October Code Enforcement Report with year-to-date summary
Building Inspector Rolff provided written reports for permits and code enforcement and asked the Council if they had any questions.

Consent Agenda

Motion by Peterson, second by Pater, to approve the following consent agenda:

- A. Approval of Minutes from October 4, 2023
- B. Approval of Minutes from October 17, 2023
- C. Secondhand Article & Jewelry Dealer Licenses Application for Antique Mall of Tomah
- D. October 31, 2023 Cash and Investments Schedule

Motion carried.

Approval of Change of City of Tomah Insurance Contract

Motion by Glynn, second by Kiefer, to approve the change from EMC/Tricor to the League of Wisconsin Municipalities/Spectrum Insurance Group for the city’s insurance contracts for 2024. Motion carried.

Request by Boys & Girls Club for City of Tomah to waive all permit fees

Motion by Scholze, second by Hart, to approve the request by the Boys & Girls Club for the city of Tomah to waive the permit fees (not commercial electric) for the proposed remodel at 917 Superior Ave. Motion carried.

Request to utilize Economic Development Funds to contract Vandewalle & Associates to complete the City of Tomah Comprehensive Plan update

Motion by Yarrington, second by Pater, to approve the use of up to \$10,000 of economic development funds to update the Comprehensive Plan. Motion carried.

Resolution Authorizing Payment of Monthly Bills

Motion by Kiefer, second by Peterson, to approve the Resolution Authorizing Payment of Monthly Bills in the amount of \$1,633,163.61. Motion carried.

RESOLUTION NO : _____

RESOLUTION AUTHORIZING PAYMENT OF MONTHLY BILLS

Be it resolved by the Common Council of the City of Tomah that the Committee of the Whole has reviewed the monthly bills and recommends the City Council approve said bills as follows:

1. Pre-Paid Checks:	2023	\$528,921.26	Check #'s:	143577	143805
2. Payroll:		\$274,538.00	Dir Dep #'s:	9300688	9300921
3. Wire/ACH Transfers:		\$823,780.21			
4. Invoices:		\$5,924.14			
Total:		<u>\$1,633,163.61</u>			

Mayor

Clerk

Requested by: Finance Department

Submitted by: Committee of the Whole

November 20, 2023

Resolution to approve contract for City Employee FSA/DHC Plan

Motion by Kiefer, second by Pater, to approve the certificate of resolution for the city employee FSA/DHC plan with Point C. Motion carried.

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CERTIFICATE OF RESOLUTION

The undersigned authorized representative of **City of Tomah** (the Employer) hereby certifies that the following resolutions were duly adopted by the governing body of the Employer on _____, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of amended and restated Welfare Benefit Plan, effective January 01, 2024, presented to this meeting (and a copy of which is attached hereto) is hereby approved and adopted, and that the proper agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of said Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that the Administrator deems necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures for the provision of benefits under the Plan.

RESOLVED, that the proper agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Plan and to deliver to each employee a copy of the Summary Plan Description of the Plan, which Summary Plan Description is attached hereto and is hereby approved.

The undersigned further certifies that attached hereto as Exhibits, are true copies of City of Tomah's Benefit Plan Document and Summary Plan Description approved and adopted at this meeting.

City of Tomah

By: _____

Name: _____

Title: _____

Approval of City of Tomah Personnel Manual

Motion by Scholze second by Peterson, to approve the updated City of Tomah Personnel Manual update as presented. Motion carried.

Mass Transit Shared Ride vendor selection, contract award and lease agreement approval

Motion by Glynn, second by Zabinski, to approve the contract and lease as with Abby Vans as presented for the city of Tomah Mass Transit program. Motion carried.

Appointment of Sandra Vierck to the Housing Authority to fulfill the remaining term of Jessica Grauel ending in April of 2027

Motion by Yarrington, second by Peterson, to approve Mayor Murray's appointment of Sandra Vierck to the Housing Authority to fulfill the remaining term of Jessica Grauel ending April 2027. Motion carried.

Request to Move the City of Tomah Polling Place Permanently to Recreation Park

The former Fire Station behind City Hall has been used as the polling place for many years. Now that the new Safety Building is occupied, the former Fire Station has become a storage facility for the Police Department. In addition, the voter base has been growing, and more up-to-date electrical facilities are needed for the voting equipment and Badger Books. During Covid, Recreation Park proved to be a wonderful polling place due to its size and other accommodations. It is heat/cool controlled, has plenty of parking, and is handicapped accessible. Motion by Zabinski, second by Glynn, to approve Recreation Park as the permanent polling place for City of Tomah elections. Motion carried.

Easement Approval - Alliant Energy

Alliant Energy is requesting an easement for placement of electrical service and equipment for recreational park, near the horse arena. Motion by Kiefer, second by Pater, to approve the easement for Alliant Energy as presented. Motion carried.

Adjourn to Closed Session Pursuant to Wis Stat § 19.85(1)(e) Deliberating or negotiating the purchasing of public properties and/or the investing of public funds whenever competitive or bargaining reasons require a closed session

Motion by Kiefer, second by Zabinski, to adjourn to closed session pursuant to Wis Stat § 19.85(1)(e). Motion carried. Meeting adjourned to closed session at 7:21 p.m.

Mayor Michael Murray

Attest: Rebecca Weyer, City Clerk

To be approved December 19, 2023