

MINUTES FOR COMMITTEE OF THE WHOLE

CALL TO ORDER – ROLL CALL

The meeting was called to order by Common Council President John Glynn. Present: Michael Murray, Travis Scholze (remote), Richard Yarrington, Shawn Zabinski, John Glynn, Nicole Hart, Lamont Kiefer, Nellie Pater, and Dean Peterson. Absent: none. Also present: Kirk Arity, Joe Protz, Becki Weyer, Molly Powell, Shane Rolff (remote), and Scott Holum. All motions are unanimously approved unless otherwise notated. The meeting was recorded by Hagen Sports Network and was also available via Zoom.

The three following agenda items were moved up on the agenda due to guests present:

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

Kelly Claflin from Keller Inc. remotely presented the bids received for the Ice Center addition. The Park and Recreation Commission and Council previously authorized a 1.25% room tax to be used for the addition. After reviewing the bids, Claflin has recommended the proposed attached bids which came to a total of \$1.141 million without the alternate bids. He summarized the winning bidders for each portion of the bid. Motion by Murray, second by Pater, to recommend the Council approve the contracts with the winning bidders as presented for the Tomah Ice Center addition, contingent upon the final cost of the fire suppression rebid being less than the \$29,000. Motion carried with one negative vote. (Yarrington)

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

Melissa Shutter appeared to speak to the council regarding her denied bartender license application. Shutter applied for a bartender license on September 28th, 2023. The Chief of Police and clerk recommended denial due to Ms. Shutter being convicted of Operating a Motor Vehicle While Intoxicated (4th Offense) in Dane County on November 18th, 2016. This conviction goes against Ordinance 4-66, the applicant cannot have any non-felony alcohol-related convictions or pending charges within the past 10 years. Shutter appealed the denial because the actual felony occurred on 08/22/2013, more than 10 years ago. Motion by Murray, second by Yarrington, 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

Michael Crapser applied for a bartender license on October 10th, 2023. The Chief of Police is recommending denial due to Mr. Crapser being convicted of Operating a Motor Vehicle While Intoxicated (1st Offense) in Juneau County on February 2nd, 2023. This conviction goes against Ordinance 4-66, the applicant cannot have any non-felony alcohol-related convictions or pending charges within the last 12 months. Crapser appeared before the council to ask the denial to be overturned because the offense occurred in 2021, but the conviction date was not until 2023. Motion by Murray, second by Yarrington, to recommend the Council overturn the approval and approve the license. Motion carried.

Approval of Minutes from October 16, 2023

Motion by Peterson, second by Zabinski, to approve the minutes from October 16, 2023. Motion carried.

Tomah Parks and Recreation Program Report

They are working on park winterization. The new ballfield construction is ongoing. The boulevard tree program will begin in the spring. The holiday lights will be up both in Winnebago Park and Gillett Park. Protz covered the upcoming recreation programs including volleyball and basketball.

City Clerk Monthly Report

Weyer provided a written monthly report. The 2024 Spring Election notice has been published. Candidates can begin to circulate paperwork on December 1, 2023 and paperwork must be returned by 5:00 p.m. on February 2, 2025. The employee handbook is complete and will be distributed after Council approval.

October 31, 2023 Cash and Investments Schedule

One difference is that general fund cash reserves decreased. This is mostly a timing issue between state revenue received and time passed since the last tax collection. Motion by Glynn, second by Murray, to recommend the Council approve the October 31, 2023 Cash and Investments Schedule, Motion carried.

Preliminary October 31, 2023 Revenue and Expenditures with Comparison to Budget

Powell requested any questions from the Council. Departments are looking closely at their budgets and adjusting. Managers are extremely focused on remaining budget amounts. After the budget hearing, the clerk and treasurer will work together on filing paperwork with the DOR and with the county to get the tax bill process started. The city has been selected for a compliance review audit for Mass Transit, which is a complicated process. The city has made the final debt service of the year.

Public Works And Utilities Director Report

Street: The crews continue to repair storm inlets throughout the city. The new speed display signs have been installed on the west end of ET, La Grange Ave, N. Glendale, and Hwy. 16 near Hollister Ave. Last-minute replacement of asphalt and concrete has been completed throughout the city. The free e-waste event at the Aquatic Center was a success.

Sewer: Sludge has been hauled out. Most of the equipment has been delivered. The lab audit and plant walk-through with the DNR went very well.

Water: The water department sent out letters requesting property owners' assistance in identifying lead water pipes. This process started with over 3,300 service locations to survey with six hundred left that need material identification.

Lake: The next Lake Committee is January 18, 2024 at 5:00 p.m.

Police Department Monthly Report - October 2023

Chief Holum provided a written monthly report. They have closed the hiring process with three applications. They will likely sponsor a candidate through the academy in January. The officer should be ready for patrol in the fall of 2024. Rayden, the new K-9 officer, was in a training accident and had to have surgery and is now in recovery. The Giving Tree is now available in the lobby of the police department. Donors can take a card and purchase Christmas gifts for less fortunate children in the area. The holiday parade is Friday at 7:00 p.m. The Holiday Train will be in Tomah December 5, 2023.

Chamber/Convention & Visitors Bureau

Director Thompson was not present.

Approval of Change of City of Tomah Insurance Contract

The Senior Executive Team is recommending a change to the current insurance policy company from EMC insurance to the League of WI Municipalities Mutual Insurance. The dollar amount from the League Insurance quote was calculated in the current budget, and overall will save the city \$72,998.00. Motion by Yarrington, second by Zabinski, to recommend the Council approve the change from EMC to the League of Wisconsin Municipalities Insurance for 2024. Motion carried.

Request by Boys & Girls Club for City of Tomah to waive all permit fees to include all mechanical, plumbing, and construction permits for proposed remodel at 917 Superior Ave.(Not commercial electric-Contracted service)

Motion by Murray, second by Pater, to recommend the Council 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.

Resolution to approve contract for City Employee FSA/DHC Plan

Motion by Murray, second by Pater, to recommend the Council approve the contract for the city employee FSA/Dependent Health Care Plan with Point C. Motion carried.

Secondhand Article & Jewelry Dealer Licenses Application for Antique Mall of Tomah

Carolyn Habelman with Antique Mall of Tomah has applied for a Secondhand Article Dealer License and a Secondhand Jewelry Dealer License for the premise at 1510 Eaton Ave, Tomah, WI 54660, for the licensing period of January 1, 2024 through December 31, 2024. Motion by Kiefer, second by Zabinski, to recommend the Council approve the Secondhand and Jewelry Dealer license for Antique Mall of Tomah. Motion carried.

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

The Long-Range Planning Committee and the Plan Commission have recommended using the City of Tomah Economic Development fund to contract with Vandewalle & Associates to assist in the completion of the City of Tomah Comprehensive Plan update. Both groups have requested approval to use the funds up to \$10,000 to complete the update. Motion by Murray, second by Zabinski, to recommend the Council 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 Zabinski, second by Kiefer, to recommend the Council approve the Resolution Authorizing Payment of Monthly Bills in the amount of \$1,633,163.61. Motion carried.

Approval of City of Tomah Personnel Manual

Motion by Murray second by Zabinski, to recommend the Council approve the updated City of Tomah Personnel Manual. Motion carried.

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

The evaluation committee for the mass transit shared ride contract has recommended an award to Abby Vans Inc. out of Neillsville, WI. The city of Tomah met with Abby Vans Inc. on 11/16/2023 to start the onboarding process. Additional hours were added to the document compared to previous contracts. The city also requires an additional vehicle and additional staffing compared to the city's current contract. Motion by Yarrington, second by Murray, to recommend the Council approve the contract and lease with Abby Vans for the city of Tomah Mass Transit. Motion carried.

ADJOURN

Motion by Peterson, second by Kiefer, to adjourn. The meeting was adjourned at 7:51 p.m.

Respectfully Submitted,

Rebecca Weyer, City Clerk

To be approved December 19, 2023