



## LONG RANGE PLANNING COMMITTEE MINUTES

The City of Tomah Long Range Planning Committee (LRPC) met in session on **Wednesday, January 17, 2024** at 5:30 p.m. in the Municipal Building, 819 Superior Ave, Tomah, WI, and via Zoom teleconference. The meeting access information was provided on the posted agenda. The meeting agenda notice was posted at City Hall and on the City's website in compliance with the provisions of Section 19.84 Wisconsin Statutes.

**Call to Order – Roll Call:** Eric Prise called the meeting to order at 5:38 p.m. Members present: E. Prise, Tina Thompson, Jeff Holthaus, and Shawn Zabinski. Absent: Pete Reichardt, Travis Scholze, and Mike Murray. Quorum present. Also in attendance: Building and Zoning Administrator Shane Rolff and Deputy City Clerk Nicole Jacobs.

**Approval of Tuesday, October 24, 2023 Long Range Planning Committee meeting minutes:** Motion by, T. Thompson, second by J. Holthaus, to approve the minutes of the October 24, 2023 meeting. Motion carried.

**Review and recommendation to approve proposed Economic Development Work Plan to be completed by Vandewalle & Associates:** S. Rolff explained the Senior Executive Team were of the opinion that Vandewalle & Associates could offer the City planning assistance for economic development at a lower cost to the City than hiring a full time economic development employee. B. Rohr of Vandewalle & Associates gave committee members a summary of the proposed Economic Development Work Plan by explaining the various areas of focus and the components related to each item. He also explained how tasks could be prioritized by city staff. The city would allocate an annual dollar amount to the work plan that would be divided monthly to those prioritized tasks and Vandewalle would provide a monthly progress report to city staff. Motion by J. Holthaus, second by S. Zabinski to recommend approving the proposed Economic Development Work Plan to be completed by Vandewalle & Associates with a payment of \$50,000 annually. After some discussion, J. Holthaus amended the motion of payment not to exceed \$60,000 annually. S. Zabinski seconded the amendment. Motion carried.

**Discussion of the Comprehensive Plan update schedule:** B. Rohr gave an update on the progress of the city's comprehensive plan update. He explained a press release has gone out to the local media and the survey is live and available to the public. When the survey closes around February 2, 2024, Vandewalle will be able to compare and contrast the results from the 2013 survey. Rohr explained that once the survey is complete, Vandewalle will do some updating to the comprehensive plan based on the results and then bring it back to the LRPC for review, which will likely be at the March meeting. Rohr is hopeful that adoption of the plan would take place around May. No action taken.

**Adjournment:** Motion by S. Zabinski, second by T. Thompson to adjourn the meeting at 6:32 p.m. Motion carried.

Respectfully submitted by:

*Nicole Jacobs*

Nicole Jacobs, Deputy City Clerk, January 31, 2024