

MINUTES FOR COMMON COUNCIL MEETING 07/19/2022

AGENDA:

The meeting was called to order by Mayor Mike Murray at 6:30 p.m. After the Pledge of Allegiance, roll call was taken. Present: Michael Murray, Adam Gigous, Richard Yarrington, John Glynn, Shawn Zabinski, Mitchell Koel (arrived at 6:43), Lamont Kiefer, and Dean Peterson. Absent: Nellie Pater. Others present: Kirk Arity, Molly Powell, Becki Weyer, Irma Keller, Tim Adler, and Pam Buchda. Gregg Hagen videotaped the meeting. The meeting was available remotely here: <https://zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMK1qNU5vNFlwMzdSZz09>. All motions are unanimous unless otherwise noted. The meeting was recorded by Gregg Hagen.

Anyone Desiring to Appear Before the City Council

Alexandra Matthews from Kilbourne avenue appeared to wage a complaint against “The Lot” for excessive loud music.

Mayor

Murray and Arity visited Ft. McCoy for the change of command ceremony and a private tour of the base. Col. Poss’s work with the community has fantastic and the City of Tomah will miss him. The Monroe County Fair starts next Wednesday, July 27th. Murray encouraged the community to visit the event.

Senior Executive Team

Arity asked the Council if there are any issues/agenda items they would like the SET to work on moving forward. The Council asked if the SET could look into the noise complaints at “the Lot”

Public Safety

Chief Adler provided a written Monthly Fire and EMS report and covered the highlights with the Council.

Fire: Full staffed, working on creating an eligibility list. No updates on the structure at 1208 Kilbourne, are hoping to get an answer to the finalized fire investigation reports so can it can be demolished. The first round of fire inspections has been completed. The city received over \$34,000 for 2% Fire Dues program. They also received \$1000 from Walmart Supercenter to be used for training purposes.

Building Update: continued progress, no issues so far, the wash bay is being erected and footers are being installed. The first load of steel will arrive August 5th. The goal is to have it enclosed by the first or second week of November.

EMS: One full time employee has resigned, and they are hiring. They have one leaving on military leave, and the absences will be filled by part time employees. Candice Maas has accepted the Billing Clerk position. Adler covered equipment repairs and costs. Fuel costs have increased significantly. The Ambulance Commission will have a special meeting on August 4th to discuss the per capita before the annual meeting with area townships.

Library

There were 5704 physical and 1920 e-book checkouts during the month of June. Keller covered the attendee numbers for the summer reading programs. Keller covered the new children’s and adult’s books at the library and upcoming events. There is a book sale on the lawn of the library during Downtown Thursday nights.

Tomah Public Housing & Community Development Block Grant

No report submitted.

Senior & Disabled Services-

Buchda provided a Senior & Disabled Services Department Monthly Report and covered the highlights with the Council. Crazy Daze lunch fundraiser will be on Saturday August 6th. Meals will also be delivered.

Planning & Building Inspection

Rolff provided a written June Building Permit & Code Enforcement Report. A nuisance property on Williams street is being scheduled for an abatement.

Chamber/Convention & Visitors Bureau

Dir. Thompson was not present.

CONSENT AGENDA

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

- A. Approval of minutes from June 21, 2022
- B. Approval of Airport Hangar Contract Between the City of Tomah and Timothy Schram
- C. June 30, 2022 Cash and Investments Report
- D. Request from Kelsey's and Smoke's Elbow Room for extension of Class "B" Fermented Malt Beverage License and "Class B" Liquor License for Special Event on August 13, 2022 and closing of the alleyway

Motion carried.

COMMITTEES:

Committee of the Whole

Approval of Resolution of Restatement of City of Tomah Special Pay Plan

Motion by Yarrington, second by Kiefer, to approve the Resolution of Restatement of City of Tomah Special Pay Plan. Motion carried.

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Resolution No: 2022-07-19-22

ACTION BY THE GOVERNING BOARD RESTATEMENT OF QUALIFIED RETIREMENT PLAN

The undersigned, being all of the members of the Governing Board of City of Tomah ("Employer"), hereby consent to the following resolutions:

WHEREAS, the Employer has maintained the City of Tomah Special Pay Plan ("Plan") since 5-24-2016 for the benefit of eligible employees;

WHEREAS, the Employer is restating the above-referenced Plan to comply with the requirements of the 2017 IRS Cumulative List (IRS Notice 2017-37), the American Taxpayer Relief Act of 2012, the Tax Cuts and Jobs Act of 2017 and other applicable guidance (collectively referred to herein as the Cycle 3 restatement); and

WHEREAS, the Employer wishes to affirm the appointment of Pelion Benefits, Inc. Samuel C Thomas III 888.532.7526 www.pelionbenefitsinc.com as Trustee(s) of the Plan.

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby adopts the City of Tomah Special Pay Plan as the complete Cycle 3 restatement of the prior Plan, to be effective on 1-1-2022;

RESOLVED FURTHER that the undersigned members of the Governing Board authorize the execution of the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Cycle 3 Plan restatement. The members of the Governing Board may designate any members of the Governing Board (or other authorized person) to execute the restated Plan document and perform the necessary actions to adopt the restated Plan. The Employer will maintain a copy of the restated Plan, as approved by the members of the Governing Board, along with a copy of the prior Plan, in its files;

RESOLVED FURTHER that the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan; and

RESOLVED FURTHER that Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the restated Plan.

Members of the Governing Board:

_____	_____	_____
[Name]	[Signature]	[Date]
_____	_____	_____
[Name]	[Signature]	[Date]
_____	_____	_____
[Name]	[Signature]	[Date]
_____	_____	_____
[Name]	[Signature]	[Date]

Vacation Policy Revision

Motion by Zabinski, second by Gigous, to approve the vacation policy revision as presented and to allow the SET the latitude to make decisions for anomalies for employees falling in-between the accrual ranks. Motion carried.

Creation of AD Hoc Committee to Discuss Combining Fire and EMS departments

Motion by Yarrington, second by Zabinski, to approve creation of an AD Hoc Committee to discuss and recommend courses of action regarding the Fire and EMS departments, including but not limited to: disposition of current EMS and Fire properties, combination of Fire and EMS departments, and per capita discussions. The Mayor shall appoint members to the ad Hoc Committee. Motion carried.

Approval for City of Tomah Housing Assessment Vandewalle and Associates

Motion by Gigous, second by Koel, to approve spending \$7500.00 for the housing assessment to be completed by Vandewalle and Associates. Motion carried. Kiefer spoke with the Housing Authority to attempt to gather additional information about housing assessments done and will be contributing that information to the Long Range Planning Committee.

Resolution Authorizing Payment of Monthly Bills

Motion by Zabinski, second by Yarrington, to approve the Resolution Authorizing Payment of Monthly Bills in the amount of \$1,670,124.62. Motion carried.

RESOLUTION NO : _____ 2022-07-19-23 _____

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:	2022	\$880,538.42	Check #'s:	140498	140678
2. Payroll:		\$304,177.94	Dir Dep #'s:	9296114	9296415
3. Wire/ACH Transfers:		\$373,084.17			
4. Invoices:		\$112,324.09			
Total:		<u>\$1,670,124.62</u>			

Mayor

Clerk

Requested by: Finance Department

Submitted by: Committee of the Whole

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ADJOURN

Motion by Peterson, second by Kiefer, to adjourn. Motion carried. Meeting adjourned at 7:15 p.m.

Mayor Michael Murray

Attest: Rebecca Weyer, City Clerk

Approved August 16, 2022