

Committee of the Whole Minutes Monday, September 19, 2022

CALL TO ORDER – ROLL CALL

The meeting was called to order by Council President Adam Gigous at 6:30 p.m. Present: Adam Gigous, Michael Murray, Richard Yarrington, John Glynn, Mitchell Koel (arrived at 6:32), Lamont Kiefer, and Nellie Pater. Absent: Dean Peterson, and Shawn Zabinski. Also present: Kirk Arity, Molly Powell, Becki Weyer, Shane Rolff (remote), Police Chief Scott Holum, and Joe Protz. All motions are unanimous unless otherwise indicated.

PRESENTATIONS

Brock Geyen from Clifton Larson Allen presented a written report to the Committee and covered the presentation of 2021 Audit Summary. The full report is available at the City Treasurer's office.

APPROVAL OF THE MINUTES

Motion by Pater, second by Yarrington, to approve the Minutes from August 15, 2022. Motion carried.

Treasurer

Powell presented the July 31, 2022, Revenue and Expenditures in Comparison to Budget, the August 31, 2022 Cash and Investments Report for approval, and the September 2022 Treasurer's Report. They are still working with Ehlers on getting funds transferred to holdings. There is a swing in the cash as we begin to withdraw funds to begin to pay for the EMS building. Motion by Murray, second by Yarrington to recommend the Council approve the Cash and investments report. There will be large state shared revenue payment coming in October that will be a boost to income. Invoice cloud is having bi-weekly meetings, and we hope to have it rolled out within the next two months. There will be a final department head budget meeting tomorrow. Powell will be attending Municipal Treasurer's WI Government Finance Officer's meeting.

REPORTS:

City Clerk

Weyer provided a written monthly report and covered the highlights with the Committee. The City of Tomah will be using the new Badger Books for the next election. There will be public communication and additional poll worker training in two weeks to prepare.

Parks & Recreation

Protz provided a monthly Tomah Parks and Recreation Program Report and covered the highlights with the Committee. Parks have been busy with cleaning and rental users. Summer help has gone back to school. Winnebago project moving along quickly. Fall tree planting will start over the next two weeks. Protz covered the fall programs. Gymnastics is currently on hold while they look for applicants for instructors. At the Aquatic Center they are repairing the splash pad that was hit by lightning. Protz covered the upcoming events at rec Park. The Ice Arena is undergoing light maintenance.

Public Works & Utilities

Arity provided a monthly Public Works and Utilities Director Report.

Street: Completed major paving projects for the year. 675 tons were put down this year. Upcoming projects will be streetlights. Currently filling vacancies in the street department. Fog sealing will start at the end of this week. Indicators will be placed around town to alert the public.

Sewer: Working on an RFP for equipment and they are cleaning and jetting. There was a minor mechanical issue

Water: Worked on vales on Jefferson and Kilbourne

Lake: Had Lake Committee meeting. The next meeting is to be determined. Bill Kobleska will be retiring at the end for the year, they will be looking at filling that position. After testing, Lake Tomah is one of the top lakes for fishing in the area.

Police Department

Holum presented the August 2022 Police Department Monthly Report and covered the highlights with the Committee. One Sargent has left the department, applications are being accepted for a Patrol Officer at

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this time. 95 Police agencies in the State of WI are recruiting. Two officers are out on leave. Holum will be out for 2-3 weeks for leave. Cranfest is this weekend. There will be increased activity in the city. Day shift patrol at the schools has changed, officers are walking the grounds and interacting with the schools.

GENERAL:

Discuss and Set Date for 2023 Budget Workshop

After a brief discussion, the date for the 2023 Budget Workshop was set for Saturday, October 8th from 8:00 a.m. – 12:00 p.m.

Approval to add Accident Insurance to Employee Benefit Options

The accident plan attached is offered by the same insurance carrier as the City's current life insurance. The city will not incur any additional costs, and it is optional for any employees. The goal is to opt into the state issued insurance in time to add the benefit options to open enrollment which will be in September-October. Motion by Glynn, second by Koel, to recommend the Council approve adding the option of accident insurance to city employee benefit options. Motion carried.

Special Beer Permit Application by Tomah Fire Department for November 5, 2022

Tomah Fire Department has applied for a Temporary Class "B" License to sell fermented malt beverages at their event, "Hunters' Night Out," being held at Tomah Recreation Park in the gold building located at 1625 Butts Ave in Tomah. Motion by Koel, second by Pater, to recommend the Council approve the Special Beer Permit Application by Tomah Fire Department for November 5, 2022. Motion carried.

Approval of Resolution of 2022 Comprehensive Plan Amendment Public Participation Plan

State Statutes require that at the forefront of any Comprehensive Plan Amendment process, the community adopts a Public Participation Plan. This plan outlines the methods that will be used and opportunities available for public comments during the Comprehensive Plan Amendment process. At their August 25, 2022, meeting, the Plan Commission recommended City Council approval of the 2022 Comprehensive Plan Amendment Public Participation Plan. The Public Hearing and consideration of action on the 2022 Comprehensive Plan Amendments are scheduled to occur at the October 18, 2022, City Council meeting. City staff recommends that the City Council adopt the 2022 City of Tomah Comprehensive Plan Public Participation Plan as shown in the attached document and resolution. Motion by Yarrington, second by Kiefer, to recommend the Council approve the Resolution of the 2022 Comprehensive Plan Amendment Public Participation Plan. Motion carried.

Discussion and Consideration of Downtown Design Standard Zoning Ordinance Amendments, 1st reading

Shifting the roles and responsibilities of review and approval for the Downtown Design Standards will make the process more efficient, aligns with similar existing processes that the Plan Commission is also responsible for, and provides opportunities for the LRPC to focus on other tasks, such as economic development initiatives. Motion by Murray, second by Yarrington, to approve the first verbatim reading of the Ordinance Amending the Downtown Design Standard. Motion carried.

Amendment of Ordinance Section 8-1, & 8-61 (Housing of Farm & Exotic Animals) First Reading

The A-1 Agricultural Zoning District allows for livestock raising but ordinance section 8-61 prohibits the housing for farm and exotic animals within the city limits. The current ordinance contradicts itself and needs clarification. The City of Tomah does not currently define "Livestock," so we propose adding the definition to Section 8-1 Definitions. Motion by Pater, second by Kiefer, to recommend the Council approve the First reading of the Amendment of Ordinance Section 8-1, & 8-61. Motion carried.

Amendment of Ordinance Section 18-129 (Substitute Buildings) First Reading

Recommendation on amending our current ordinance to give the Plan Commission the authority to review the permit applications for "Shipping Containers" to be used for accessory structures in Industrial zoned districts. The current ordinance states the Building Inspector shall review the applications for safety and

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aesthetics. Motion by Kiefer, second by Pater, to recommend the Council approve the first verbatim reading of the amendment of Ordinance Section 18-129. Motion carried.

Resolution Accepting Donation of Property

The Farmer family would like to donate the lan parcels as attached. One family member portion needs to be purchased for \$8,625.00. Staff recommends the approval of acceptance of the petition to donate and resolution contingent on approval of the offer to purchase land from the one family member. Motion by Kiefer, second by Koel, to recommend the Council approve the Resolution Accepting Donation of Property, contingent upon the approval of the offer to purchase land. Motion carried.

Approval of Offer to Purchase Land

Motion by Koel, second by Kiefer, to recommend the council approve the offer to Purchase 1/8th of the value of land attached in Exhibit 1. The funds shall come from interest earned on investments. Motion carried.

Resolution for Payment of Monthly Bills

Motion by Pater, second by Yarrington, to recommend the Council approve the Resolution for the Payment of Monthly Bills in the amount of \$4,234,016.43. Motion carried.

Special Beer and Wine Permit for The Tomah Chamber & Visitor's Center for Night Market Event 10/20/2022

Weyer asked the Committee to postpone this item until next month to enable the Chamber to correctly fill out their permit form. Motion by Pater, second by Glynn, to recommend the Council postpone this agenda item until the October meeting. Motion carried.

Fire Department Hose Purchase

The Fire Department is requesting funds to replace ten lengths of fire house that failed during this year's host testing process. Adler requested the cost come from the contingency account in the amount of \$5,836.65 plus shipping. Motion by Pater, second by Yarrington, to recommend the council approve the purchase of the fire house from the contingency account. Motion carried.

Approval of Updated Truck Driver Job Description

In October of 2020, the City Council made a motion to approve the abolishment of three sanitation operator positions and create three additional full time truck driver positions. The proposed job description shows the added duties to the truck driver position. Motion by Kiefer, second by Pater, to recommend the Council approve the updated Truck Driver job Description while including language to include recycling and delivering to appropriate venues. Motion carried.

Adjourn

Motion by Kiefer, second by Pater, to adjourn. Meeting adjourned at 7:37 p.m.

Respectfully submitted,

Rebecca Weyer, City Clerk

To be approved October 18, 2022