

MINUTES FOR COMMITTEE OF THE WHOLE 09/18/2023

CALL TO ORDER – ROLL CALL

A meeting of the Committee of the Whole was held at 6:30 p.m. on September 18, 2023 at 819 Superior Ave. in the Council Chambers. The meeting was called to order by John Glynn at 6:30 p.m. Present: Michael Murray, Travis Scholze, Richard Yarrington, John Glynn, Shawn Zabinski, Nicole Hart, Lamont Kiefer, and Dean Peterson. Absent: Nellie Pater. All motions are unanimously approved unless otherwise noted. The meeting was recorded by Hagen Sports Network.

Approval of Minutes from August 14, 2023

Motion by Peterson, second by Zabinski, to approve the minutes from August 14, 2023. Motion carried.

REPORTS:

City Clerk Monthly Clerk Report

Weyer gave an update on the arrival of two new handicapped accessible voting booths thanks to the Andres grant program. Employee open enrollment for benefits will be September 25 – October 20, 2023. The city will be changing from VSP to ETF DeltaVision beginning January 1, 2023.

Treasurer

September 30, 2023 Cash and Investments Report

Motion by Zabinski, second by Murray, to recommend the Council approve the September 30, 2023 Cash and Investments Report. Motion carried.

September Treasurer's Report

The 2020 audit for Mass Transit was completed, with no adjustments necessary. There was a lost van in June, but because it didn't serve its 5 year expected life, the city will have to pay back a portion of the state aid it received out of the insurance proceeds. Loans 2017A and 2020B interest payments have been made. The budget is a priority now and SET will be meeting at a "retreat" to focus on the budget to work on any shortfalls. On September 26th SET will meet with department heads to prepare for the budget workshop meetings on October 3rd and October 4th. There is about a \$275,000 deficit prior to moving into these meetings. 2023 Net new construction was 1.9% which amounts to about a \$74,620 increase in the operating budget. The City will be getting \$398,000 from state aid. Following this year, the city will receive a portion of the \$.05 sales tax. The city's RFP for Mass transit is currently open for proposals and staff hopes to begin reviewing them at the end of September.

July 31, 2023 Revenues and Expenditures with Comparison to Budget

The city is looking at a one-time fix to the overall wage scale and a potential cost of living on top of that. This may be in the 6-8% range, however this is subject to the upcoming meetings and budget shortfall.

Tomah Parks and Recreation Program Report

Dir. Protz provided a written monthly report for the Parks and Recreation department.

Public Works And Utilities Director Report

Street: The crews have completed concrete upgrades at Recreation Park. The asphalt replacement at Veterans Park has started with a scheduled completion by the end of September. An EPA walk through inspection was completed for the superfund site at Recreation Park on August 28, 2023. Dillon Clay-Kruger has started as a new truck driver. Sewer: They are advertising for bids related to the installation of specialized equipment. The ET and Hwy 12 Intersection project utilities are complete.

Water: The City of Tomah Water Department has received the state small system of the year award from AWWA (American Water Works Association).

Lake: The Lake Committee's next meeting is tentatively scheduled for September 21, 2023 at 5:00 p.m. Members of the Lake Committee along with the Weed Commissioner traveled to another city to see what options are available for weed control at Lake Tomah.

Police Department Monthly Report August 2023

Chief Holum provided a monthly written report. They are currently down one officer, with two on their eligibility list. They may need to start a new hiring process to fill the position, Officer Ethan Pederson has finished his training.

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The PD will be training on their new records management system soon. The K-9 golf event was a success. They raised \$33,000 for the K-9 program. The new speed signs have arrived and should be installed before the end of the year. Chief Holum asked the public to use caution driving now that school has started. The PD got a new generator installed and seems to be working well. Pay for Sergeants will likely be brought to council at the budget meeting next month. He will also be presenting an organizational chart change with a new investigator position replacing a patrol officer.

Chamber/Convention & Visitors Bureau

Thompson thanked the city for all its work on Downtown Thursday Nights. They are in the process of starting to plan the 2024 season. They are looking to put together their Area Guide for 2024. Due to increased prices, the project is now \$30,000 compared to less than \$10,000 ten years ago. They are working with a designer on updated signs throughout the city. They will be working with digital designers on promoting the City of Tomah in the 2024 year. Cranfest is this coming weekend, they have been busy fielding calls asking about the event. They are looking for ways to revamp the Tomah Bucks system. Thompson will be attending out-of-town conferences over the next few weeks. She covered the new ribbon cuttings occurring over the next month. They had a successful golf outing with 22 participant teams. Most of the Chamber building repairs are completed with a few small items left to complete.

Approval of Family Promise Contract with Senior Center

This item was moved up on the agenda due to guests at the meeting. The director of Family Promise appeared to give the Committee of the Whole information about the program. Director Buchda promoted the Sr. Center as a great place for homeless families to stay due to the games and space available. There will be two volunteers always present with any families that would utilize the center. Motion by Murray, second by Zabinski, to recommend the Council approve the temporary contract with Family Promise for the use of the Senior Center. Motion carried.

Personnel Policy change for Comp Time for Sergeants

In a recruitment and retention effort, those in the non-exempt but non-represented position of Sergeant were offered up to 60 hours of comp time earned per year to reflect what was granted to represented sworn officers based on the union contract at that time. Since then, the maximum comp time offered to represented officers has changed, but the hours available to the Sergeants have not, due to the policy not being updated in the personnel handbook. The policy would change to “All non-represented sworn officers shall follow the current union represented benefits for sick, vacation, holiday, and other fringe benefits.” Motion by Murray, second by Peterson, to recommend the Council approve the change to the personnel policy for Sergeant comp time as presented effective January 1, 2024. Motion carried.

Personnel Policy Change for Full to Part-time Conversion

Because the current policy allows for employees who drop to part-time status to retain their fringe benefits (vacation and sick time) accumulated through their full-time employee status, employees who become part-time have enough accumulated time off to refrain from working their scheduled hours for weeks or even months at a time. This has a large impact on some departments, as those scheduled hours then are required to be filled by another employee, sometimes at the expense of additional overtime. It is the opinion of senior staff to pay out any benefits the employee is entitled to upon termination and allow that employee to accumulate benefits in their leave bank commensurate with their new part time status. The recommended change is “Employees in full time positions who convert to part time status will have his/her full-time position terminated in the system and any accrued fringe benefits owed will be paid out upon that termination. The employee may be rehired part-time with all benefits entitled to the new part-time position.” Motion by Murray, second by Kiefer, to recommend the Council approve the change to the conversion to part-time status policy as presented. Motion carried.

Personnel Policy Change for Holidays

SET has reviewed the current policy and has listed proposed changes to the policy for holiday and floating holidays. The following schedule is more closely aligned with state recognized holidays and removes a 4-hour holiday and replaces it with an 8-hour holiday. The proposed schedule also adds language for part time permanent employees who already receive a percentage of the current holiday and floating holiday allotment based on his/her permanent schedule. It also reduces the language needed as the new proposed schedule also aligns with the current Library holiday schedule. Motion by, second by, to recommend the Council approve the proposed holiday schedule for City

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of Tomah employees while adding language that employees may be paid for the holiday as designated by department. Motion carried.

Personnel Policy Change for Initial Salary Assignment

The current City of Tomah Personnel policy does not allow for a hiring committee/manager to offer a candidate more than the minimum amount on the wage scale, even if the candidate's experience and/or education is commensurate with a higher-level starting wage. The SET would like to add authorization for managers to hire within two levels from minimum and SET to authorize a beginning salary at a point at or below the control point. Motion by Scholze, second by Zabinski, to recommend the Council approve the personnel policy change for Initial Salary Assignment. Motion carried.

Temporary Class "B" License application by Tomah Fire Fighters Association to sell fermented malt beverages at Hunters Night Out on November 4, 2023

Motion by Kiefer, second by Yarrington, to recommend the Council approve the temporary class "B" license application for the Tomah Fire Fighter's Association on November 4, 2023. Motion carried.

Resolution for Fire Department History Room

Chief Adler presented a resolution to permanently preserve the Fire Department History Room.

Motion by Kiefer, second by Zabinski, to recommend the Council approve the Resolution for Fire Department History Room. Motion carried.

Fire Department on call after hours Supervisor

Chief Adler is requesting the Committee of the Whole and Council approve the request for an on-call Fire Supervisor who will occasionally oversee the fire department operation in the absence of both the Fire Chief and Deputy Chief. This will be a differential of \$5.00 per hour for the person on call, not a new position. Motion by Murray, second by Yarrington, to recommend the Council approve the after-hours supervisor pay. Motion carried.

Approval of Rental Contract for 1004 Superior Building

Motion by Murray, second by Zabinski, to recommend the Council approve the rental contract for 1004 Superior Ave. The new business will be a Hispanic grocery store. Motion carried.

Resolution Authorizing Payment of Monthly Bills

Motion by Kiefer, second by Zabinski, to recommend the Council approve the Resolution Authorizing Payment of Monthly Bills in the amount of \$2,747,635.38.

Budget Amendment - City of Tomah and Police Department Server Upgrade Project

The Police Department was able to obtain grant funding for the equipment as part of their software project, but the city must pay for the labor costs associated with the project. Staff proposed using excess interest income in the capital projects fund. Total project costs are \$32,632.18 with \$26,529.96 grant funded and \$6,102.22 funded by interest income. Motion by Murray, second by Kiefer, to recommend the Council approve the budget amendment below:

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Revenue Budget Line(s) Amended:

Account Name	Account #	Original Budget	Budget Adjustment	Final Budget
Capital Projects – Misc Income	08-48900	0	26,529.96	26,529.96

Expenditure Budget Line(s) Amended:

Account Name	Account #	Original Budget	Budget Adjustment	Final Budget
Capital Project – General Outlay Exp	08-57190-8300	0.00	32,632.18	32,632.18
Equipment				
Capital Projects – Interest Income	08-48110	75,000	(6,102.22)	68,897.78

Motion carried.

ADJOURN

Motion by Kiefer, second by Peterson, to adjourn. Motion carried. The meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Rebecca Weyer, City Clerk

To be approved October 17, 2023