

MINUTES FOR COMMON COUNCIL BUDGET WORKSHOP DAY 2

Call to Order, Pledge of Allegiance, Roll Call

A Common Council Budget Workshop Day 2 was held on **Wednesday, October 04, 2023 at 6:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI. The meeting was called to order by Mayor Michael Murray at 6:30 p.m. After the Pledge of Allegiance, roll call was taken. Present: Michael Murray, Travis Scholze, Richard Yarrington, Shawn Zabinski, John Glynn, Nicole Hart (remote), Lamont Kiefer, Nellie Pater, and Dean Peterson. Absent: Also present: Kirk Arity, Molly Powell, Becki Weyer, Shane Rolff (remote), Tim Adler, Rhonda Culpitt, Scott Holum, and Joe Protz. All motions are unanimously approved unless otherwise noted.

Anyone Desiring to Appear Before the Council

No one desired to appear before the Council.

Police Department

The police department was moved up on the agenda due to technical difficulties with Inspection and Planning. Line item 01-52100-1100 was increased by \$122,177 to account for pay increases and due to the proposed Investigator Lieutenant position. They decreased the overtime budget by \$10,000 from originally planned. The training budget was reduced by \$5,000 due to available in-house training, and operating supplies were reduced by \$5,000 as well for ammunition costs that will not be needed in 2024. In addition, a \$15,000 drop in the original budget cost for equipment (01-57210-8300) was possible by looking at rotation of equipment and actual needs for 2024. There will be two new squads for next year in the capital budget, which is the normal rotation.

Creation of Investigator Lieutenant Position and Approval of Job Description

The Tomah Police Department has 21 sworn officers, two of which are investigators. As technology has increased over the years, many of the investigations are increasingly complex. Patrol officers are regularly tasked with conducting these in-depth investigations, which means they are spending more time inside the police department in front of a computer than being out on active patrol. The recommendation is to approve a new position and amended lieutenant job description and remove a patrol officer position to create an Investigator Lieutenant position. This would be an exempt position and slotted on the pay chart at Range O, Step 9 starting January 1, 2024. Motion by Pater, second by Glynn, to approve the creation of the investigator lieutenant position and the presented job description with the starting wage at Range O, step 9 starting January 1, 2024. Motion carried.

Sergeant Wage Increase

Chief Holum recommends that all sergeants at the Tomah Police Department are moved from range K – Step 10 to Range L step 11. This is to ensure sergeants at the Tomah PD earn more than the people they supervise, as well as stay competitive with their counterparts in the Sparta PD. Motion by Glynn, second by Pater, to approve moving Sergeants to Range L, Step 11 as presented. Motion carried.

Inspection and Planning

There is one significant increase of \$3800 under account 52400-2900 for inspection service contracts. This is to add another module to the current IWORQ permit software to allow property owners to directly enter information into the software system and a eliminate redundant work at the city and increase ease of use for residents needing permits.

Public Works

Line item 01-53311-340, has increased by about \$22,000 to keep up with rising fuel costs. \$50,000 from line item 01-53311-3404 was moved out of the General Fund and into the TID budget for ongoing TID projects. Similarly, operations for sidewalk service costs have moved to the Capital Projects budget. The recycling contracts line item 01-53635-2900 has went up significantly. This is mostly due to the recent fires in multiple local recycling centers, so there is now a backlog. Costs have gone up \$100 per ton. The City of Tomah creates about 60 ton per month. The budget was increased by \$44,000 to account for this issue. The county does supplement a small portion of the costs, but this could end up being a long-term expense. Tipping fees at the landfill will go up on January 1 from \$57 to \$67 per ton. There was a small excess in that line item, so it was not increased. County Hwy ET west of Highway 12 will be a big project in 2024. This will be a shared-cost project with Monroe County.

General Buildings

Not a lot of change from 2023. Some small projects will be completed in city hall, including an upgrade to a breakroom and an upgrade to the stairs. There will also be an upgrade to the towers on the roof which will be included in the capital projects.

Water and Sewer

Water: There will not be a rate increase in 2024. Rate increases have been consistently every other year. There are no major changes from the prior year. They allocate \$750,000 to projects each year. They are investing back in the system, trying to key in on the depreciation numbers to keep the system up and running. Major projects planned: rehab wells, meter replacement, the Hwy ET project, and roof maintenance on the well buildings. No borrowing planned for projects next year.

Sewer: Depreciation has increased, along with wages for expenses in the sewer budget. Major projects include the purchase of a new ladder, clarifying equipment and mechanism, introducing a lock system that would be universal to the city (tentative,) chemical feed pumps, and the Hwy ET project. They do not anticipate any rate increases, or any borrowing to fund these projects. Capacity and energy efficiency continue to grow in the department, and it is set up to handle growth in the city.

Lake District

The Lake district budget has not changed much. There will be a recommendation from the Lake Committee for \$15,000 towards the purchase of a boat, and \$10,000 for a kayak launch. They are still vetting what they may do to control the aquatic vegetation on the lake. Funds for that project have not been added to the budget at this time. Allocations from the fund balance can be used if a specific plan is put into place. The dam is in good shape and the boat launch is complete so there are no other large projects planned for near future.

Capital Projects

Under revenue, fund 08-48500 Capital Project donations are funds expected to be received for road projects. The city anticipates borrowing 2.6 million for total capital projects. The city will pay off about 2.5 million of current debt in 2024 which will keep the debt levy steady from year to year. This also leaves future debt capacity if needed. Other planned capital projects for 2024 include: \$10,000 for City Hall tower reconditioning, \$50,000 for the roof, flooring, and painting of 1001 Superior, \$14,000 for the City Hall breakroom and safety upgrades to the stairs, and \$20,000 to the DNR storage building exterior. Under 08-57210-8200, \$13,500 was added for a small generator and filter addition to the Police Department and \$108,000 for the aforementioned two squad cars. Under account 08-57327-8200 Public Works has a \$100,000 upgrade to the street shop roof and \$1,450,000 towards the Hwy ET project and seal coating and concrete maintenance. Parks and Recreation account \$08-57620-8200 includes \$1.69 million for the Memorial Park bathroom upgrades, and expansions to the Ice Arena and Flare Avenue. An additional \$50,000 was added to capital projects for improvements to the old Fire and EMS buildings which will be used for Parks and Rec programs going forward.

Industrial Development

This fund sits as a resource for continual planning and discussions with developers as a contingency for developments that will come up in the future. Planned expenses are primarily costs for Vandewalle and Associates and some wages dedicated to this line item.

Parks

Rec programs are consistent with previous years. The salaries for operations were increased with the pending addition of the part-time employee later on this agenda. Electrical, water and sewer for the new ball fields at Flare Ave. are anticipated to be comparable to the costs for the old ballfield. Rec Park budget is largely the same, although there was an increase in supplies due to the increase in prices of toiletries and utilities. Room tax will be used to supplement any additional costs. The Aquatic Center has not changed much from previous years, but as always, starting up a pool after the winter months in Wisconsin can uncover issues that need to be addressed before re-opening next summer.

Request use of former Ambulance and Fire Station for Parks and Recreation programming

The Parks and Recreation Commission has recommended the former Northside Fire Station and Ambulance buildings be used for Parks and Recreation programming. Motion by Scholze, second by Peterson, to approve the use of the old Fire Station and Ambulance buildings be used for Parks and Recreation programming. Motion carried.

Part-Time Recreation Aid Position and approval of Job Description

Protz is requesting the addition of a part-time year-round Parks and Recreation Aide to assist with weekly Parks and Recreation activities. This will be a permanent position. Motion by Peterson, second by Pater, to approve the addition of a part-time Parks and Recreation Aide and job description as presented. Motion carried. It was also discussed to add this position to the wage chart under Grade E.

Treasurer, Assessor, Computers, Special Accounting

Treasurer: the summer intern was cut from the budget to save \$10,000. There is a \$2,500 budget addition in account 01-51520-3400 to replace one computer in the office.

Assessor: The city will save about \$4500 due to the personal property tax ending in 2023. Total costs include assessor software expenses and the contracted professional services of Associated Appraisal.

Computer: The expenses in account 51450 are related to computer service contract fees from 3RT, general computer office supplies and repair and maintenance. Some funds will be used in capital projects to purchase computer equipment and reduce monthly service fees relating to contract expenses.

Special Accounting: is the same year over year and includes professional fees from the financial advisors at Ehlers and the annual financial audit.

Grants and Donations

The Grants and Donations accounts are only estimates based on grants received in other years, such as K-9 fundraised dollars, Andres Grants, and Thomas B. Earle Grants that are distributed annually.

CDBG

The City of Tomah has closed both programs, but individuals can contact Coulee Cap at the county if interested in these types of loans. The city still has 4-5 individuals who pay loans regularly and funds are tracked in the Treasurer's office.

Debt Service

Shows current debt and anticipated required payments principal and interest for next year. Total principal payments are \$2,630,000 and total interest payments are \$972,018 for 2024.

General Fund Revenue

Includes the general tax revenue of \$4,251,396. \$3,212,073 of intergovernmental revenues, which includes state shared revenue of \$2,320,000. There are increases in expenditure restraint and local transportation aid in 2024. There is also anticipated increased revenue in parks and rec with additional rentals with the new rec buildings.

Insurance and Reserve Account

Staff has requested quotes for 2024 liability, worker’s compensation and auto and property insurance from another vendor. The 2024 quote was a decrease of at least \$45,000 compared to 2023 rates and is included in the proposed budget. Staff are still waiting for the quote from our current insurance company. Any proposed changes will be brought before Council prior to the end of the current insurance contract. There is a current reserve of \$35,500, which will be reduced by the amount of increase to the

Mass Transit

Mass Transit is currently under RFP but estimates are similar to previous years.

Tax Incremental Financing Districts (TIDs 8, 9, 10, and 11)

TID 8 – no outstanding current requests for funding through any of the TIDs. Street projects. TID 8 has debt service payments, and is in the hole. Ehlers is working on TID projections. Their suggestion is to have TIDs 9 10 and 11 continue to donate to TID 8. We will have much better prjections in the months to come, hopefully by November. At this time, there are no outstanding applications and no development. TID 9 is healthier, a few street projects. There is some debt, and \$60,000 from each TID is going to TID 8 for next year. TID 10, anticipate growth in this area in the coming years, contact from several developers who have interest in this area. Will come back to amend budgets if needed. Nothing concrete at this time. TID 11,

ARPA

There are around \$311,000 in the ARPA fund. Have to the end of 2024 to earmark the project and the end of 2026 to spend the money. This is being used as a contingency fund with no immediate plans or projects for this fund. There are minimal restriction on the use of this money.

Resolution Designating Public Depositories for City of Tomah Monies in 2024

Motion by Scholze, second by Glynn, to approve the Resolution Designating Public Depositories for City of Tomah Monies in 2024. Motion carried.

Scheduling of Public Hearing - (November 21, 2023, 6:30 p.m.)

The public hearing will be held at the beginning of the normal Council meeting on November 21, 2023 at 6:30 p.m. in the City Hall council chambers.

Approval of Preliminary Budget

Motion by Peterson, second by Scholze, to approve the preliminary budget as presented. Motion carried.

City of Tomah Utility Staff additional step increase approval (if needed)

Due to the approval of the increases on 10/03/23 this agenda item is not needed.

Adjourn

Motion by Peterson, second by Kiefer, to adjourn. Motion carried. The meeting was adjourned at 7:57 p.m.

Mayor Michael Murray

Attest: Rebecca Weyer, City Clerk