

MINUTES FOR COMBINED COMMITTEE OF THE WHOLE AND COUNCIL MEETING JANUARY 16, 2024

Call to Order, Pledge of Allegiance, Roll Call

Mayor Mike Murray called the meeting to order at 6:30 p.m. After the Pledge of Allegiance, roll call was taken. Present: Michael Murray, Richard Yarrington, Shawn Zabinski, John Glynn, Nicole Hart (remote), Lamont Kiefer, Nellie Pater, and Dean Peterson. Absent: Travis Scholze. Also present: Kirk Arity, Becki Weyer, Molly Powell, Shane Rolff (remote), Joe Protz, Scott Holum, Tim Adler, Pam Buchda, Tina Thompson, and Irma Keller. All motions are unanimously approved unless otherwise noted. The meeting was also held remotely via Zoom and recorded by Hagen Sports Network.

PUBLIC HEARINGS:

Mayor Murray requested a motion to open the public hearing at 6:32 p.m. Motion by Zabinski, second by Pater, to open the public hearing. Motion carried.

Treasurer Molly Powell presented the public hearing notice for the proposed mass transit fare increase and explained The City of Tomah has participated in the Shared Ride Program to provide Mass Transit to our citizens since 2010. The city pays a third-party operator an hourly rate to operate Tomah Transit. This cost has increased each year and has doubled since 2015. To offset the costs of the service, we have three sources of revenue – 5311 Grant, City Tax Levy, and Fare Revenue. The 5311 Grant is paid by both the FTA and the Wisconsin DOT. The percentage that this program contributes to the service continues to decrease year over year. The contribution was 65% when we began and is now down to 54.7% of our budgeted operating deficit. As our budgets continue to be incredibly tight, we have capped our levy contribution to mass transit at \$45,000 since 2019. The fare for an adult rider has not changed since the Shared Ride program began in Tomah. If we want to continue to offer this service to our residents, we must increase the fares to keep up with the operational costs.

Mayor Murray asked for public comment on the increase in fares for Tomah Transit. There was no one in attendance who wished to speak. There was no further discussion.

Motion by Kiefer, second by Zabinski, to close the public hearing. Motion carried. The public hearing was closed at 6:44 p.m.

Motion by Pater, second by Kiefer, to approve the increase for each adult fare by \$1.00 to be \$4.25, increase special rate fares (includes seniors aged 55 and above, disabled, youth, and veterans), by \$1.00 to \$3.75, increase out of town miles by \$1.00 to \$3.00 per mile (up to 10 miles) and to make all increases effective April 1, 2024. Motion carried with one negative vote (Yarrington).

ANYONE DESIRING TO APPEAR TO COUNCIL

No one desired to appear before the council.

Mayor

The Mayor thanked the Public Works department for their hard work during the recent snowfall.

Senior Executive Team Monthly SET Report

The Senior Executive Team provided a monthly written report and Kirk Arity asked for questions or comments from the Council.

Item number 10 on the agenda was moved up on the agenda to account for guests at the meeting.

Recognize donation from Tomah Youth Hockey Association and add Alternate 1 bid to the Tomah Ice Center Addition Project

The Park and Recreation Commission along with the City Council has authorized 1.25 percent of room tax to be used for the Tomah Ice Center addition. Keller Inc. has reviewed the re-bid of sprinkler system bids and put together a final summary of the project. The total cost with alternate 1 will be a cost of \$1,290,017.51. 1.25% of room tax will be utilized to pay for the project. A budget of \$1,250,000.00 and a donation of \$40,017.51 from Tomah Youth Hockey Association will meet the project's budget along with the addition of alternate 1. (Storage room). Council member Kiefer questioned what happens if the project comes out above the quote. Kelly Claflin from Keller appeared and assured the Council that there will be no change orders with this project, and he is confident there will be no increased costs. Motion by Glynn, second by Yarrington, to accept the donation of \$40,017.51 from the Tomah Youth Hockey Association to be used in the addition of alternate 1, a storage room, during the Ice Center addition project. Motion carried.

December 2023 Police Department Monthly Report

Chief Holum provided a monthly written report and covered the highlights with the Council. The new officer Brandon Bellacero started on January 2nd and will start the academy the first week of February. K-9 Raden had his cast removed and the prognosis on his injury looks good. The K9 Golf Tournament will be on June 7, 2024. There will be sex offender moving to the city of Tomah. It will be a supervised release and he has been court ordered to reside in Tomah. Chief Holum will be meeting with the offender and will likely release a public notice after the meeting. The city is unable to prohibit the offender from moving to Tomah due to the court order by a circuit court in a different county.

Public Safety December Monthly Report

Chief Adler provided a monthly written report and covered the highlights with the Council.

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Fire: Adler requested the Council begin to think about ordering a fire truck as there is a 5-year waitlist to order a new truck.

EMS: They are fully staffed but still hiring and interviewing part-time employees. Union negotiations are still in progress. The EMS and City Attorney hope to get it ratified soon.

Library

During the month of December, the library had 1,895 eBook and 3,716 physical checkouts. Keller invited everyone to stop at the library for a calendar with activities for people to do with their children every day to increase their literacy. Director Keller covered the upcoming events and new books at the library.

Parks and Recreation Program Report

Parks: They are working on maintenance on equipment and buildings, snow removal, and park winterization. The new ballfield construction is ongoing. Dir. Protz asked the public for patience as they clear snow from the city trails and sidewalks in the parks. Park shelters rentals went live on January 2nd. They are working on cleaning and painting the former Ambulance Garage and they have had new lights installed at the former Fire Station. They are working on HVAC upgrades and flooring. The goal is to have it open by the end of February/March.

Protz covered the upcoming recreation programs, and they are planning for spring/summer programs and staff recruitment. He also covered the upcoming events planned at Recreation Park.

Senior & Disabled Services Monthly Report

Director Buchda provided a monthly written report for the Council and provided highlights. February 2nd at 1:00 p.m. will be Freezefest Bingo and Euchre followed by a potluck supper. A Freezefest button is required to attend.

Reminder that there will be free tax assistance at the Senior Center. Those interested should contact Pam Buchda at the Sr. Center.

Planning & Building Inspection

Building Inspector Rolff provided written annual permit totals 2022 and 2023. Out of the 11 categories, three are same as the previous year, the other eight all increased across the board from 2022 to 2023. Burger King is finishing a complete remodel of their store and hopes to have the drive through done this week.

Chamber Convention and Visitor's Bureau

Freezefest pins are available for purchase at the Chamber. They are also assisting in informing the community about the current Comprehensive Plan survey available to residents. They continue to work with additional media presence about the City of Tomah. The annual Chamber Banquet is the last Monday in February at Cranberry Country Lodge. Leadership academy will be kicking off in March. One CVB member submitted their resignation on 01/26/2024, and the Chamber/CVB will be working with the Mayor's office on a replacement for that board.

CONSENT AGENDA:

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

- A. Approval of Minutes from December 19, 2023
- B. Temporary Class "B" license application by North American Squirrel Association (n.a.s.a.) to sell fermented malt beverages and wine at the Annual Fundraising Banquet on March 23, 2024
- C. Temporary Class "B" license application by Tomah Warrens Sportsman's Alliance (TWSA) to sell fermented malt beverages at the TWSA Ice Fisheree on February 10, 2024

Motion carried.

Director of Public Works and Utilities Report

Director Arity provided a monthly written report.

Street: The crews are painting, organizing, and decluttering the public works shop. They have also provided support to the waste water treatment facility hauling sludge. This was before the large storms when not needed for snow plowing. An inventory of replacement street signs has been generated for purchase. They are primarily on the west side of Superior for 2024.

Sewer: There was a local customer that changed some chemical brands in their process that caused an upset in the treatment facility. They are working with that customer to find an alternative or return to the previous chemical brands.

Water: Mark Rezin is retiring on February 5, 2024. Please congratulate him on nearly 30 years of service with the City of Tomah. Jeff Martin will be taking Mark's position as Water Superintendent.

Lake: The Lake Committee's next meeting is scheduled for January, tentatively scheduled for 01/18/2024 at 5:00 p.m.

The Clerk's report was moved up on the agenda to allow for the following three items that all coincided with the Treasurer's report.

City Clerk Monthly Report

Clerk Weyer provided a monthly written report. There is no primary election needed for local elections in 2024 which means the next election will be the Spring election on April 2, 2024. Here is the lineup for candidates on the ballot: Mayor: Michael Murray Paul Dwyer; District 2 Alderperson: Richard Yarrington; District 4 Alderperson: Shawn Zabinski; District 6 Alderperson: Patrick Devine; District 8 Alderperson: Dean Peterson; Municipal Judge: Thomas Flock. The following will also be on the ballot: Court of Appeals Judge, Circuit Court Judge, Monroe

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County Supervisor, School District. The Clerk's office is finishing the end of month, quarterly, and annual state reporting. The first property insurance billing arrived, and costs were \$500.00 under estimate. The new insurance company was easy to work with to get itemized billing to easily code and pay the invoice. They are gearing up for bartender renewals in 2024. Reminders will go out in March for renewals at the end of June. Union contract negotiations will be continuing for the Ambulance Department. They have received about 99% of new handbook acknowledgments for receipt of the new City of Tomah employee handbook. The next step will be the creation of the employee site on the city website. Weyer will continue working with the new insurance company to review and utilize their new training software for increased employee training throughout the city.

January 2024 Treasurer's Report

November 30, 2023 Revenues and Expenditures with Comparison to Budget

Treasurer Powell provided a monthly written report. On December 20th, she met with Wisconsin Department of Transportation's Compliance Manager regarding the City of Tomah's Title VI Plan. This plan, which outlines the city's non-discrimination policies and procedures, has not been updated since 2014. Powell is working on getting this document updated and hopes to have it to the Committee of the Whole and Council at the February meeting for review. She continues to work on the transition to our new Mass Transit service provider, Abby Vans. The new provider took over on January 1st, and things seem to be running smoothly so far. Tax collection is in full swing. December tax settlement checks were mailed to taxing entities on January 11th. Total tax collection was \$6,134,058.42 or 32.85% of outstanding taxes. This is 1.7% over last year's December collection. The first installment for taxes is due January 31st. 2024 dog and cat licenses are now available for sale in our office. Residents are required to license their dogs and cats by March 31, 2024. After that time a late fee will be applied. Budget books should be ready by the end of January. The annual financial will be conducted March 18-22, 2024.

December 31, 2023 Cash and Investments Schedule

Motion by Zabinski, second by Pater, to approve the December 31, 2023 Cash and Investments Schedule. Motion carried.

Approval of Minutes from December 18, 2023

Motion by Zabinski, second by Kiefer, to approve the minutes from December 18, 2023. Motion carried.

Resolution Accepting Donation of Land

Larkin Street was extended by Salem Development LLC. Motion by Yarrington, second by Zabinski, to approve the resolution accepting donation of land from Salem Development LLC. Motion carried.

RESOLUTION NO. -----

RESOLUTION ACCEPTING DONATION OF LAND

WHEREAS, a Petition to Donate Land was filed by David Birdd, Authorized LLC Member of Salem Development, LLC; and

WHEREAS, said land is legally described as Outlot 3 as set forth on the Certified Survey Map recorded on June 18, 2019 as Document No. 680823 in the Office of the Register of Deeds for Monroe County, Wisconsin.

WHEREAS, the land to be donated is a small strip of land adjacent to existing Larkin Street right of way/road and generates limited property tax revenue, and

WHEREAS, there is a need for a resolution to be filed with the Monroe County Register of Deeds to formally accept said land deeded to the City of Tomah for right of way/road purposes;

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Tomah hereby accepts the parcel of land legally described above as and for right of way/road purposes.

Michael Murray, Mayor

ATTEST:

Rebecca Weyer, City Clerk

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Resolution Authorizing Payment of Monthly Bills

Motion by Zabinski, second by Kiefer, to approve the resolution authorizing payment of monthly bills in the amount of \$1,254,481.58. Motion carried.

RESOLUTION NO : 2024-01-16-02

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:	2023/2024	\$330,655.87	Check #'s:	143890	143960
				143975	144084
2. Payroll:		\$277,118.83	Dir Dep #'s:	9301158	9301381
3. Wire/ACH Transfers:		\$454,087.49			
4. Invoices:		\$192,619.39			
Total:		<u>\$1,254,481.58</u>			

Mayor

Clerk

Requested by: Finance Department

Submitted by: Committee of the Whole

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Adjourn to Closed Session Pursuant to Wis Stat § 19.85(1)(c) Considering performance evaluation data of the Senior Executive Team and Wis Stat §19.85(1)(e) Deliberating or negotiating the purchasing of public properties

Motion by Zabinski, second by Pater, to adjourn to closed session. Meeting adjourned to closed session at 7:50 p.m.

Mayor Michael Murray

Attest: Rebecca Weyer, City Clerk

To be approved February 20, 2024