

Minutes for Common Council Meeting September 20, 2022

Call to Order - Pledge of Allegiance - Roll Call

The meeting was called to order by Mayor Michael Murray at 6:40 p.m. After the Pledge of Allegiance, roll call was taken. Present: Michael Murray, Richard Yarrington, John Glynn, Mitchell Koel, Lamont Kiefer, Nellie Pater, and Dean Peterson (remote). Absent: Shawn Zabinski and Adam Gigous. Also present: Kirk Arity, Molly Powell, Becki Weyer, Shane Rolff, Tim Adler, Irma Keller, Pam Buchda, and Tina Thompson.

Victor Kennedy from East Foster St. appeared before the council to talk about the need to address youth homelessness and other youth programs. Kennedy passed out studies of homelessness in the federal, state, and local area and will follow up with City Directors with further information.

Presentations:

Tomah Area School District Update by Dr. Charles M. (Mike) Hanson II, Ed.D. Superintendent

Dr. Mike Hanson gave a short update on the School District for the first few weeks of the school year. He covered the core values, pillars of excellence, and how they are planning to use resources to best support the district mission, vision, and goals. The school is discussing a new operational referendum to replace the current referendum that is ending next year.

Mayor

The mayor urged caution with the increased amount of people in the area due to Cranfest. The City Council, Police and Fire Chief, SET, and the City Council have been invited to the Cardinal ribbon cutting on October 3rd at 10:00 a.m.

Resolution in Recognition of Curt Witynski and Gail Sumi

Motion by Yarrington, second by Pater, to approve the Resolution in Recognition of Curt Witynski and Gail Sumi. Motion carried.



RESOLUTION NO.

RESOLUTION IN RECOGNITION OF CURT WITYNSKI AND GAIL SUMI

WHEREAS, since 1987, Curt Witynski has been providing leadership, guidance, and advocacy to benefit the cities and villages of Wisconsin; and

WHEREAS, since 2011, Gail Sumi has given voice to, and enlightened and informed Wisconsin's local leaders through her direction and coordination of the League of Wisconsin Municipalities' multiple channels of communication, including editing and production of The Municipality; and

WHEREAS, Mr. Witynski and Ms. Sumi have been thoughtful leaders and trusted advisors for local officials, both elected and appointed; and

WHEREAS, Curt Witynski and Gail Sumi have contributed in countless ways to the prosperity and success of local government in Wisconsin; and

WHEREAS, in addition to their tireless efforts on behalf of municipal government, Curt Witynski and Gail Sumi have been role models for thousands of local leaders; and

WHEREAS, Mr. Witynski and Ms. Sumi will be retiring from daily service to local government at the end of calendar year 2022,

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Tomah expresses its profound gratitude to Curt Witynski and Gail Sumi for their service; and

BE IT FINALLY RESOLVED that Common Council of the City of Tomah the congratulates them both on their careers of leadership and wishes them well in future endeavors.

Passed by the City Council on the 20th day of September 2022.

Michael Murray, Mayor

ATTEST: Rebecca Weyer, City Clerk

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Resolution for Appreciation of Service of Rachel Muehlenkamp

The mayor read the resolution commending Rachel Muehlenkamp on her years of service to the city. Motion by Yarrington, second by Pater, to approve the Resolution for Appreciation of Service of Rachel Muehlenkamp. Motion carried.

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RESOLUTION NO. _____

RESOLUTION IN RECOGNITION OF HONOR TO RACHEL MUEHLENKAMP FOR
SERVICE TO THE CITY OF TOMAH
2003-2022

WHEREAS, on May 1, 2003, Rachel Muehlenkamp began her service as a public servant for the City of Tomah as an Assistant Director of the Community Development Block Grant and Public Housing Authority; and

WHEREAS, one of the highlights of Rachel's City of Tomah career includes her appointment to the Director position for the CDBG/PHA in 2008 after five years of service with the City of Tomah; and

WHEREAS, in directing the Tomah Public Housing Authority, as well as overseeing the Community Development Block Grant program, Rachel monitored the City public housing, oversaw maintenance and upkeep on the buildings and provided service to members of the community who maintain residency in public housing; and

WHEREAS, she has distinguished herself in her in-depth knowledge of the varying programs employed by the City. Ms. Muehlenkamp was instrumental in maintaining detailed and accurate records on all aspects of housing and relating the information to the Housing commission board members; and

WHEREAS, Rachel oversaw a very complicated department by adhering to both state and federal guidelines and maintained compliance with both to ensure that the program continued to function efficiently and effectively with limited time, resources, and staffing. She was adept at seeing a problem situation, determining a solution and implementing it with as little impact on the department as possible; and

WHEREAS, her colleagues knew her as a dedicated, reliable, consummate professional with a positive attitude and impeccable communication skills who promoted a safe, secure, and attractive living environment for all citizens using public housing facilities.

NOW THEREFORE, BE IT RESOLVED, that I Michael Murray, Mayor, City of Tomah, do hereby express my sincere appreciation and gratitude for Ms. Muehlenkamp's dedication and commitment to the City, and congratulate her on the occasion of her retirement from the City of Tomah, and wish her the best, and continued success in her retirement and future endeavors.

Dated this 20th day of September, 2022.

Michael Murray, Mayor

ATTEST:

Rebecca Weyer, City Clerk

Senior Executive Team

Arity let the Council know that the SET recommends any proceeds for the City's Dickie Property Donation go to the Senior Center. Motion by Pater, second by Koel to approve proceeds from the Dickie Property Donation be allocated to the Senior Center. Motion carried.

CDBG compensation discussion

In the August Council meeting it was suggested the SET discuss additional compensation for the Treasurer due to additional duties of the CDBG. After discussion, the SET agrees that it is not necessary to look at increasing the salary for the Treasurer at this time.

It was suggested to the SET to continue to brainstorm on additional housing opportunities in Tomah. The housing assessment has been completed and further information will come to the Council. It was also requested to bring back information regarding the information brought to the council by Mr. Kennedy above.

Public Safety

Adler provided the monthly Public Safety Report and provided a summary and answered questions from the council. Fire: will be hosting interviews to fill upcoming vacancies. There will be a new mutual aid agreement with the VA. EMS: One full time position has been filled. Jenna Quakenbush will be starting in early October. Three new part-time EMTs and Paramedics have also been hired. There has been one resignation notice received from a full-time employee. \$124,080 will be received in grants to the EMS this fall to purchase equipment. Adler gave an update on the Public Safety building progress.

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Library

The library had 2017 eBook checkouts and physical 5,817 checkouts last month. The summer reading program is wrapping up. Keller covered participation numbers and upcoming library events. Keller covered a curated collection that was put together in memory of Donita Alexander. The SHORT film festival begins this week.

Senior & Disabled Services

Buchda provided a Senior & Disabled Services Department Monthly Report and covered the highlights with the Council. Buchda is looking for instructors for either Tai Chi or meditation. Buchda outlined the upcoming programs. She is also looking for volunteers for Halloween and the Arts and Crafts Fair. The Halloween Party will be 4:30-6:30 p.m. on October 31, 2022.

Planning & Building Inspection

Rolff provided the August Building & Code Enforcement Permit Reports and entertained questions from the Council. Additional information for code enforcement were included in the packet reports.

Chamber/Convention & Visitors Bureau

Thompson was not present.

Consent Agenda:

Motion by Glynn, second by Koel, to approve the following consent agenda:

- A. Approval of Minutes from August 16, 2022
- B. Special Beer Permit Application by Tomah Fire Department for November 5, 2022
- C. August 31, 2022, Cash and Investments Report

Motion carried.

Motion by Pater, second by Kiefer, to postpone the Special Beer and Wine Permit for The Tomah Chamber & Visitor's Center for Night Market Event 10/20/2022 to the October Council meeting due to needing updated paperwork. Motion carried.

Committee of the Whole

Approval to add Accident Insurance to Employee Benefit Options

Motion by Koel, second by Glynn, to approve adding Accident insurance as an employee benefit option. Motion carried.

Resolution Accepting Donation of Property

Motion by Yarrington, second by Koel, to approve the Resolution Accepting Donation of Property. Motion carried. 22.47 acres is included in the donation. The City is looking at putting in a disc golf course.

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RESOLUTION NO. _____

RESOLUTION ACCEPTING DONATION OF LAND

WHEREAS, owners, Anthony Farmer, Donna Farmer, Kurt Farmer, Kay Snider, Ann Thompson, Mary Waltemath and Gail Wagner have petitioned to donate land to the public, and

WHEREAS, the land is completely undeveloped and generates limited property tax revenue, and

WHEREAS, it was recommended by the Senior Executive Team that the City should accept this donation in conjunction with the purchase of the remaining 1/8 interest; 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 public purposes;

NOW THEREFORE BE IT RESOLVED, the Common Council of the City of Tomah hereby accepts the donation of the parcel of land described on the attached Exhibit 1 for public purposes.

Michael Murray, Mayor

ATTEST:

Rebecca Weyer, City Clerk

Approval of Offer to Purchase Land

Motion by Kiefer, second by Koel, to approve the offer to purchase 1/8th of the land otherwise donated in the motion above. Motion carried.

Resolution for Payment of Monthly Bills

Motion by Yarrington, second by Koel, to approve the resolution authorizing the payment of monthly bills in the amount of \$4,234,016.43. Motion carried.

RESOLUTION NO : _____

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	\$2,513,348.18	Check #'s:	140853	141068
2. Payroll:		\$258,807.43	Dir Dep #'s:	9296837	9297109
3. Wire/ACH Transfers:		\$503,266.89			
4. Invoices:		\$958,593.93			
Total:		<u>\$4,234,016.43</u>			

Mayor

Clerk

Requested by: Finance Department

Submitted by: Committee of the Whole

September 13, 2022

Fire Department Hose Purchase

Motion by Kiefer, second by Koel, to approve the purchase of the fire house from the contingency account. Motion carried.

Approval of Updated Truck Driver Job Description

Motion by Yarrington, second by Pater, approve the updated Truck Driver job Description while including language to include recycling and delivering to appropriate dump sites. Motion carried.

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Planning Commission

Approval of Resolution of 2022 Comprehensive Plan Amendment Public Participation Plan

Motion by Kiefer, second by Glynn, to approve the Resolution of the 2022 Comprehensive Plan Amendment Public Participation Plan. Motion carried.

CITY COUNCIL RESOLUTION _____
ESTABLISHING PUBLIC PARTICIPATION PROCEDURES
FOR THE 2022 AMENDMENTS TO THE CITY OF TOMAH COMPREHENSIVE PLAN

WHEREAS, the City of Tomah on September 19, 2013, adopted the City of Tomah Comprehensive Plan, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, that 2013 Comprehensive Plan document advises both the regular Plan Commission review of the Comprehensive Plan, as well as the ability to respond to unique circumstances which arise in relation to the Comprehensive Plan which are distinct from the regular plan review process, and to enable the City's consideration of potential amendments where the Plan becomes irrelevant or contradictory to emerging policy or trends; and

WHEREAS, §66.1001(4)(a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of the comprehensive plan preparation or amendment process, and that such written procedures shall provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the City of Tomah believes that meaningful public involvement in processes designed to periodically consider and adopt amendments to its Comprehensive Plan is important to assure that the resulting Plan and adopted amendments meet the wishes and expectations of the public; and

WHEREAS, the attached "City of Tomah Comprehensive Plan Amendment Public Participation Plan" includes procedures to foster public participation, ensure distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

WHEREAS, at a noticed public meeting held on August 25, 2022, the City of Tomah Plan Commission adopted resolution ~~2022 - X~~ recommending that the City Council adopt the attached "City of Tomah Comprehensive Plan Amendment Public Participation Plan" as its public participation procedures for amendments to the City's 2013 Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts the procedures included in the "City of Tomah Comprehensive Plan Amendment Public Participation Plan" as its public participation procedures for periodic amendments to the City's Comprehensive Plan, meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

Approved this 20th day of September, 2022.

Mike Murray, Mayor

ATTEST:

Becki Weyer, City Clerk

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

Motion by Pater, second by Kiefer, to waive the first verbatim reading of the Ordinance amending the Downtown design standard ordinance. Motion carried.

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

Motion by Glynn, second by Pater, to waive the first verbatim reading of the Amendment of Ordinance Section 8-1, & 8-61 (Housing of Farm & Exotic Animals). Motion carried.

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

Motion by Kiefer, second by Pater, to waive the first verbatim reading of the Ordinance Amending Section 18-129 (Substitute Buildings). Motion carried.

Ambulance Commission

Tomah Area Ambulance Service Per-Capita Rate Increase

Motion by Yarrington, second by Kiefer, to approve the Tomah Area Ambulance service per-capita increase to \$2.50 as recommended by the Ambulance commission.

General

Accept Tally Report for August 9, 2022 Partisan Primary Election

Weyer presented the Tally report from the August 2022 Partisan Primary election. Motion by Pater, second by Yarrington, to accept the August 9, 2022 election tally report. Motion carried.

ADJOURN

Motion by Koel, second by Kiefer, to adjourn. Meeting adjourned at 7:48 p.m.

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Michael Murray, Mayor

Attest: Rebecca Weyer, City Clerk

To Be approved 10/18/2022