



AGENDA FOR ADHOC COMMITTEE REGARDING REINSTATEMENT OF CITY ADMINISTRATOR POSITION

A ADHOC Committee Regarding Reinstatement of City Administrator Position meeting will be held on **Wednesday, May 14, 2025 at 5:30 PM** in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

AGENDA

- A. Call to Order - Pledge of Allegiance - Roll Call
- [B.](#) Approval of minutes from May 7, 2025 meeting
- C. Review by City Treasurer of breakdown of additional costs of creating professional administrator position and suggested funding options
- D. Review of previous City Administrator job description and ordinance with suggested redline amendments by current SET and City Attorney
- E. Vote on which form of government best for City moving forward
- F. Determination of the next steps/action

ADJOURNMENT

NOTICE: It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Nicole Jacobs, Interim City Clerk, at 819 Superior Avenue, Tomah, WI 54660.

MEETING MINUTES
AD HOC COMMITTEE REGARDING REINSTATEMENT OF
CITY ADMINISTRATOR POSITION MEETING
May 7, 2025

A meeting of the Ad Hoc Committee Regarding Reinstatement of City Administrator was held on May 7, 2025 at 5:30 p.m. in the Council Chambers of the Municipal Building. Present: Mayor Paul Dwyer, Alderperson Nellie Pater, Alderperson Shawn Zabinski, citizen member Christopher Popp, and City Attorney Penny Precour. Alderperson Dean Peterson and City Treasurer Justin Derhammer were absent and excused. The meeting was called to order at 5:30 p.m. by Mayor Dwyer followed by Pledge of Allegiance and roll call.

Motion made by Zabinski seconded by Pater to approve the April 24, 2025 minutes. Motion passed without negative vote.

Motion made by Pater seconded by Zabinski to approve the April 30, 2025 minutes. Motion passed without negative vote.

Alderperson Travis Scholze addressed the committee. He encourages the Committee to take a serious look at Chapter 64 regarding the City Manager form of government. It can provide a single administrative source while preserving the City Council. Since the adoption of Chap. 64 would eliminate and/or limit the Mayor's authority, and the Mayor effectively stopped another member of the Committee from continuing to discuss that form at the April 30, 2025 meeting, he suggested that the Mayor recuse himself from the Committee. Alderperson Scholze further identified the funding of a professional administrator position as a concern and emphasized the need for fiscal responsibility when determining where and what cuts may be necessary.

The Committee briefly reviewed Chapter 62 (Mayor/Council with creation of City Administrator) and Chapter 64 (City Manager). Alderperson Pater commented that the City Manager form of government was reviewed and discussed years ago when she was mayor and no action was taken by City Council at that time. She further commented that the presenter, Jay Shambeau, suggested that the best way to go for Tomah would be the return of the City Administrator position. Alderperson Pater supports that as well. Precour inquired whether the other members understood the differences in the two forms and whether additional review or securing additional information was needed. The consensus of the members present was that no additional discussion or information as to form was warranted.

Motion by Pater seconded by Zabinski to secure funding information by City Treasurer before the Committee determines recommendation to council. Motion passed without negative vote.

Agenda/action items for the next meeting were determined. The members agreed that a vote on the form of government should be taken at next meeting when all members are present. Further Zabinski request that the City Treasurer confirm whether a City Manager form would be more expensive. The Committee wishes to review the old City Administrator job description and ordinance with any suggested amendments by the SET and City Attorney. The next meeting to be held on May 14, 2025 at 5:30 p.m.

Motion to adjourn by Pater, second by Zabinski. Motion passed without negative vote. Meeting was adjourned at approximately 6:20 p.m.

Respectfully submitted,

Penny Precour, Secretary