



MEETING NOTICE

AGENDA FOR LONG RANGE PLANNING COMMITTEE

A Long Range Planning Committee meeting will be held on
Tuesday, July 29, 2025 at 5:30 PM
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting:

<https://zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMK1qNU5vNFIwMzdSZz09>

Meeting ID: 768 946 6740

Password: Tomah2020

Dial by your location +1 312 626 6799 US (Chicago)

1. AGENDA:

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call:
 - 1. Mayor Paul Dwyer
 - 2. Alderperson Travis Scholze
 - 3. Alderperson Shawn Zabinski
 - 4. Citizen Eric Prise
 - 5. Citizen Tina Thompson
 - 6. Citizen Jeffrey Holthaus
 - 7. Citizen Pete Reichardt
- D. [Approval: Minutes](#)
- E. [Discussion: City Administrator Monthly Update](#)
- F. Discussion: Future Agenda Items
- G. Approval: Next Meeting - 26 August 2025

2. 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 the City Clerk's office at 608-374-7420 x7420.



LONG RANGE PLANNING COMMITTEE MINUTES

AGENDA:

Call to Order (1747)

- Chairperson Eric Prise called the meeting to order at 5:47pm.

Pledge of Allegiance

Roll Call

- | | |
|------------------------------|-------------|
| • Mayor Paul Dwyer | Present |
| • Alderperson Travis Scholze | Not Present |
| • Alderperson Shawn Zabinski | Present |
| • Citizen Eric Prise | Present |
| • Citizen Tina Thompson | Present |
| • Citizen Jeffrey Holthaus | Not Present |
| • Citizen Pete Reichardt | Not Present |

Approval: 27 May 2025 Long Range Planning Committee Meeting Minutes

- Motion to approve the 27 May 2025 minutes: Mrs. Thompson
- Second: Mayor Dwyer
- Discussion: None
- Vote: 4-0, motion approved.

○ Mayor Paul Dwyer	Yay
○ Alderperson Travis Scholze	Not Present
○ Alderperson Shawn Zabinski	Yay
○ Citizen Eric Prise	Yay
○ Citizen Tina Thompson	Yay
○ Citizen Jeffrey Holthaus	Not Present
○ Citizen Pete Reichardt	Not Present

Discussion: Director's Monthly Update

- Director Morales provided a monthly update.

Discussion: Zoning Code Strategic Rewrites

- Director Morales briefed the committee on a project that he and Mr. Rohr have been discussing. The City of Tomah's zoning code is anachronistic and contains several restrictions that may be impeding development within city limits, especially housing development. Director Morales estimated that it would take over a year to conduct a full zoning code rewrite. However, Mr. Rohr

Long Range Planning Committee – June 24, 2025

has proposed a strategic zoning rewrite that would target specific provisions of the code that are unnecessarily restrictive for housing development. Mr. Rohr's proposal is in line with the 2022 housing study commissioned by the city.

Discussion: Downtown Master Plan

- Director Morales stated that he would like to take a tactical pause on revisions to the Downtown Master Plan until after the community engagement surveys are completed for Operation Phoenix.

Request by Blaine Hackett to speak

- Motion to allow Mr. Hackett to address the committee: Mrs. Thompson
- Second: Alderperson Zabinski
- Discussion: None
- Vote: 4-0, motion approved.
 - Mayor Paul Dwyer Yay
 - Alderperson Travis Scholze Not Present
 - Alderperson Shawn Zabinski Yay
 - Citizen Eric Prise Yay
 - Citizen Tina Thompson Yay
 - Citizen Jeffrey Holthaus Not Present
 - Citizen Pete Reichardt Not Present
- Blaine Hackett:
 - Concerned about the \$500 permit fee for outdoor dining, would like to propose a \$100 fee.
 - Director Morales and Chairperson Price informed Mr. Hackett that the authority to approve the permit fee rests with the Common Council.

Discussion: Future Agenda Items

- Attendance/removal procedures of members that do not attend commission meetings.

NEXT MEETING DATE: 29 JULY 2025 AT 5:30PM

ADJOURNMENT

Adjourn to Closed Session Pursuant to Wis Stat 19.85(1):

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for:

-Approval: Negotiating terms for purchase of land.

- Motion to adjourn to closed session: Mayor Dwyer
- Second: Mrs. Thompson
- Discussion: None.
- Vote: 4-0, motion approved. Committee adjourned to closed session at 6:48pm.
 - Mayor Paul Dwyer Yay
 - Alderperson Travis Scholze Not Present
 - Alderperson Shawn Zabinski Yay
 - Citizen Eric Prise Yay

Long Range Planning Committee – June 24, 2025

- Citizen Tina Thompson Yay
- Citizen Jeffrey Holthaus Not Present
- Citizen Pete Reichardt Not Present

- Motion to adjourn for the evening: Mrs. Thompson
- Second: Mayor Dwyer
- Discussion: None.
- Vote: 4-0, motion approved. Committee adjourned to closed session at 6:48pm.
 - Mayor Paul Dwyer Yay
 - Alderperson Travis Scholze Not Present
 - Alderperson Shawn Zabinski Yay
 - Citizen Eric Prise Yay
 - Citizen Tina Thompson Yay
 - Citizen Jeffrey Holthaus Not Present
 - Citizen Pete Reichardt Not Present

Respectfully submitted by:

Nicholas Morales

Director of Economic Development and Zoning, June 24, 2025

City Administrator

Item E.

City Budget and Finances:

- 2026 Budget Planning Plan-To-Plan
 - ~~Disseminate Financial Stability Guidebook~~ 31 Jan
 - ~~SET Review of FSG~~ 11 Feb
 - ~~Dept Head Training~~ 25 Feb
 - External Audit Mar-Aug
 - ~~Dept Head Training~~ 8 Apr
 - ~~Dept Admin Assistant Training~~ 28 May
 - ~~Implementation of AP process~~ 30 Jun
- Develop strategic plan for future of TID 8/historic district
- GHD contract for Super Fund site and EPA/DNR reporting
- Comprehensive Contract Review
- TID 8, 9, 10, 11 Analysis
- Wage Scale Review
- Budget Planning Schedule Development

City Administration:

- Employee Discipline Policy
 - **Employee Recognition and Awards Program**
 - **Megan Sweda**
- Social Media Policy
- 3 x Employee Grievances
- Develop Annual Training Plan (elected officials, dept heads, all employees)
- Refine Official Travel Approval Process
- Vehicle Lease Meeting with Enterprise
- Job Description Review and Amendments
- Organizational Chart Review
- Employee Morale Events Planning

City Operations (Past 30 Days):

- 18 Jun Chamber/CVB Full Board Meeting
- 18 Jun Monroe County Single Family Housing Working Group
- 19 Jun Developer Recruitment: Project Southside
- 19 Jun Detachment of Territory Planning Meeting
- 19 Jun FY2026 Budget Planning Meeting
- 20 Jun Promissory Note Coordination
- 20 Jun Well 14 Source Water Protection Plan Meeting with DNR
- 23 Jun Interim Director of DPW&U Initial Counseling
- 23 Jun Department Head Meeting
- 23 Jun Mayor, Alderperson Yarrington, City Attorney Meeting
- 23 Jun PFAS Discussion
- 24 Jun Collective Bargaining Training
- 24 Jun Developer Recruitment: Project Southside
- 24 Jun Dale Greeno Contract Signing
- 24 Jun GHD Tomah Landfill Superfund Site Brief
- 24 Jun FY2026 Budget Planning Meeting

City Operations (Past 30 Days):

- 25 Jun Monroe Co. Short Term Vacation Rental Working Group
- 25 Jun Chamber/CVB Budget Meeting with Mayor
- 26 Jun Developer Recruitment: Project Southside
- 28 Jun Tractor Pull Awards Presentation
- 30 Jun Tomah Landfill Superfund Site Draft Report
- 30 Jun Well 14 DNR Compliance Meeting at Black River Falls
- 30 Jun SET Meeting
- 1 Jul Common Council Agenda Review with Mayor
- 1 Jul FY2026 Budget Planning Meeting
- 1 Jul Petition for Detachment Meeting with WI DOA
- 2 Jul Deputy Clerk Interviews
- 3 Jul Fire Permit Application Process Review
- 3 Jul Employee BBQ
- 9 Jul Flood Crisis Planning Meeting
- 9 Jul Capital Asset Depreciation Schedule Meeting
- 10 Jul Monroe Co. EDT Committee Meeting

