



## MEETING NOTICE

### AGENDA FOR LONG RANGE PLANNING COMMITTEE

A Long Range Planning Committee meeting will be held on  
**Tuesday, May 23, 2023 at 5:30 PM**  
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

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#### Join Zoom Meeting

<https://us06web.zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMk1qNU5vNFlwMzdSZz09>

**Meeting ID:** 768 946 6740 **Passcode:** Tomah2020

**Dial by your location:** (312) 626-6799 **Meeting ID:** 768 946 6740 **Passcode:** 546782713

#### 1. AGENDA:

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- A. Call to Order - Roll Call
- B. [Approval of Tuesday, February 28, 2023 Long Range Planning Committee Meeting Minutes](#)
- C. [Discussion and update on LRPC Work Plan - Vandewalle & Associates](#)
- D. Property owner outreach update - Vandewalle & Associates/City Staff
- E. Update and discussion on Wayfinding Project - Vandewalle & Associates
- F. Discussion on potential use of Economic Development Fund to purchase blighted properties for demolition and redevelopment – City staff
- G. Building Inspector Project Updates

#### 2. NEXT MEETING DATE

#### 3. 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

The City of Tomah Long Range Planning Committee (LRPC) met in session on **Tuesday, February 28, 2023** at 5:30 p.m. in the Municipal Building, 819 Superior Ave, Tomah, WI, and via Zoom teleconference. The meeting access information was provided on the posted agenda. The meeting agenda notice was posted at City Hall and on the City's website in compliance with the provisions of Section 19.84 Wisconsin Statutes.

**Call to Order – Roll Call:** Eric Prise called the meeting to order at 5:30 p.m. Members present: E. Prise, Tina Thompson, Jeff Holthaus, Adam Gigous and Shawn Zabinski Absent: Pete Reichardt and Mike Murray. Quorum present. Also in attendance: Building and Zoning Administrator Shane Rolff, Ben Rohr and Dean Proctor of Vandewalle & Associates (both via Zoom,) Deputy City Clerk Nicole Jacobs, Deputy City Clerk Rachel Kreighbaum, Alderpersons Richard Yarrington and Lamont Kiefer, and Senior Center Director Pam Buchda

**Approval of Tuesday, November 22, 2022 Long Range Planning Committee meeting minutes:** Motion by T. Thompson, second by S. Zabinski, to approve the minutes of the November 22, 2022 meeting. Motion carried.

**Senior Center Reuse Study Presentation:** D. Proctor, an architect with Vandewalle & Associates presented the findings of a study conducted on how to increase usable space of the existing senior center for the potential to provide additional income to the City of Tomah. Proctor found the building to be in good shape with good potential and discussed certain constraints that exist. Committee members discussed all of the possible opportunities as well as costs associated with any potential projects. No action taken.

**Housing Report Next Steps - Prioritize Potential Housing Opportunity Sites:** B. Rohr reminded committee members that the committee reviewed the housing report in November and Rohr then presented it to the City Council in December for its feedback. A map of potential sites was presented to the committee, reflecting existing sites and identifying sites with the best potential. Rohr also informed the committee that the next step is to work with city staff to fine-tune where the greatest opportunities lie to advance through the report, and start seeking potential developers and to bring those findings to next month's meeting. No action taken.

**PSC Energy Innovation Grant Application Update:** B. Rohr informed committee members that the Public Services Commission (PSC) has an annual grant cycle for energy innovation projects. After discussions with city staff, it was decided to go after a grant. Rohr explained to the committee the City's opportunity to look at installing electric vehicle charging stations, given Tomah's unique placement at the split. Rohr suggested maybe installing the stations in a different part of the community, such as downtown, where visitors could spend more time at downtown businesses while waiting for their cars to charge. Meetings with Alliant Energy were held, where it was determined they were fully onboard with the project. The grant application was submitted in January and staff are now waiting to hear back. No action taken.

**Economic Development Fund Introduction:** S. Rolff presented the committee with documentation prepared by the City Treasurer, showing funds, which were reclassified as an economic development funds.

The original intent of the funds was for affordable housing projects, and city staff felt this was a good use of said funds going forward. Rolff explained the three funds discussed are all stand-alone funds available for the LRPC to make recommendations on their usage. No action taken.

**Full Comprehensive Plan Update:** S. Rolff updated the committee that a proper Ad-Hoc committee had been formed and held its first meeting. No action taken.

**Discussion and possible recommendation of amendment to Ordinance Sec. 2-557. Composition; term; quorum; meetings as it relates to the Long Range Planning Committee:** S. Rolff presented the idea of reducing the committee members from nine to seven and lowering the quorum requirements to four members in an effort to ensure a quorum more regularly. Motion by T. Thompson, second by S. Zabinski to recommend to the council an amendment to Ordinance Sec. 2-557. Motion carried.

**Next Meeting Date:** The committee set the next meeting date for Tuesday, March 28, 2023, at 5:30 p.m. in the Municipal Building, 819 Superior Ave, Tomah, WI.

**Adjournment:** Motion by T. Thompson, second by S. Zabinski to adjourn the meeting at 6:37 p.m. Motion carried.

Respectfully submitted by:

*Nicole Jacobs*

Nicole Jacobs, Deputy City Clerk, March 10, 2023

## Updated LRPC Work Plan

### Introduction

In April – June of 2022, the LRPC worked to prioritize projects through the development of a work plan for the second half of 2022 through the end of 2023. Since that time, several projects have been completed and several are underway. City staff and Vandewalle & Associates felt that it would be important to revisit the work plan at this juncture because it has been approximately a year since it was last discussed with the group.

The status of each task is identified on the far-right column. Everything else within the work plan remains the same as the June 2022 version when it was last reviewed by the committee.

### Status Column Definitions

- Completed: the task is finished
- In Progress: the task is underway but not yet complete
- Not Started: the task has not yet been pursued to this point in time
- TBD: the task has not yet started because it is contingent upon the outcome of other tasks

City staff and Vandewalle & Associates will provide an update on the work plan and status of various in-progress tasks. The goal of the discussion with the LRPC will be to:

- Identify any tasks within the work plan that have not yet been started, but should be prioritized over the next 6 months.
- Identify any tasks within the work plan that have not yet been started, but are not a priority over the next 6 months.
- Identify any tasks that are missing and need to be added to the work plan.

Following the May meeting, the work plan will be further refined and modified accordingly.

[illegible]

[illegible]