



MEETING NOTICE

AGENDA FOR LONG RANGE PLANNING COMMITTEE

A Long Range Planning Committee meeting will be held on
Tuesday, August 23, 2022 at 5:30 PM
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting

<https://us06web.zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMK1qNU5vNFwMzdSZz09>

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

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

1. AGENDA:

- A. Call to Order - Roll Call
- B. [Approval of Tuesday, June 28, 2022 Long Range Planning Committee Meeting Minutes](#)
- C. [Review of TID Annual Report from Joint Review Board meeting - Vandewalle & Associates Inc.](#)
- D. [Review Housing Assessment project schedule - Vandewalle & Associates Inc.](#)
- E. Update on Downtown Design Standard Ordinance Amendments project schedule
- F. [Discussion on amending our current ordinance to retitle and redefine the Industrial Development Fund to fit the City of Tomah goals for economic development. - Shane Rolff](#)
- G. Comprehensive Plan update - Shane Rolff

2. NEXT MEETING DATE: Tuesday, September 27, 2022 at 5:30 p.m.

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, June 28, 2022** 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: D. Powell called the meeting to order at 5:30 p.m. Members present: Dustin Powell, Shawn Zabinski, Tina Thompson, Eric Prise, Pete Reichardt, Joanne Westpfahl, Mike Murray, Adam Gigous, and Jeff Holthaus. Absent: None. Quorum present.

Also in attendance: Public Works Director Kirk Arity and Deputy City Clerk Nicole Jacobs.

Approval of Tuesday, May 24, 2022 Long Range Planning Committee meeting minutes: Motion by E. Prise, second by S. Zabinski, to approve the minutes of the May 24, 2022 meeting. Motion carried.

Review and discussion with Vandewalle & Associates of the Long Range Planning Committee's draft work plan: Scott Harrington and Ben Rohr, representatives from Vandewalle met with the LRPC to discuss a draft work plan, which was comprised of a few elements committee members agreed to focus on following May's LRPC meeting including downtown redevelopment, affordable housing, and maximizing the city's TID districts. After meeting with city staff, Vandewalle combined those items into a draft work plan. A key next step will be determining the roles for each step and where assistance will be needed. No action taken.

Discussion and possible recommendation of Vandewalle & Associates' proposed Housing Assessment: B. Rohr explained the proposed housing assessment will provide the LRPC and city staff with an understanding of the existing housing situation and identify key opportunities for action. A document was presented to committee members outlining the proposed actions and intended outcomes. B. Rohr also presented committee members with a list of four proposed steps that will be taken to complete the housing assessment within 90 days at a cost of approximately \$7,500. Motion by E. Prise, second by S. Zabinski, to recommend moving forward with Housing Assessment as presented by Vandewalle & Associates. Motion carried.

Discussion with Vandewalle & Associates regarding recommended steps for the City of Tomah Comprehensive Plan update: B. Rohr explained how city staff views the LRPC as a guiding committee for the update process of the city's comprehensive plan, which will need to be updated by the end of 2023. Vandewalle proposed a project schedule as well as next steps. K. Arity explained that one of the first proposed steps is to utilize members of the LRPC to form a subcommittee in leading the plan update process with minimal support from Vandewalle. The subcommittee would need to meet at least once a month with no costs associated with the plan. B. Rohr recommended a collaborative effort between Planning Commission and the LRPC would be the most efficient route to involve both committees in the process. Motion by E. Prise, second by T. Thompson to approve recommended steps for the city's comprehensive plan update. Motion carried.

Next Meeting Date: The committee set the next meeting date for Tuesday, July 26, 2022 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 at 6:16 p.m. Motion carried.

Respectfully submitted by:

Nicole Jacobs

Nicole Jacobs, Deputy City Clerk, July 12, 2022

City of Tomah Annual Joint Review Board Meeting

JULY 21, 2022

Active City of Tomah TIDs

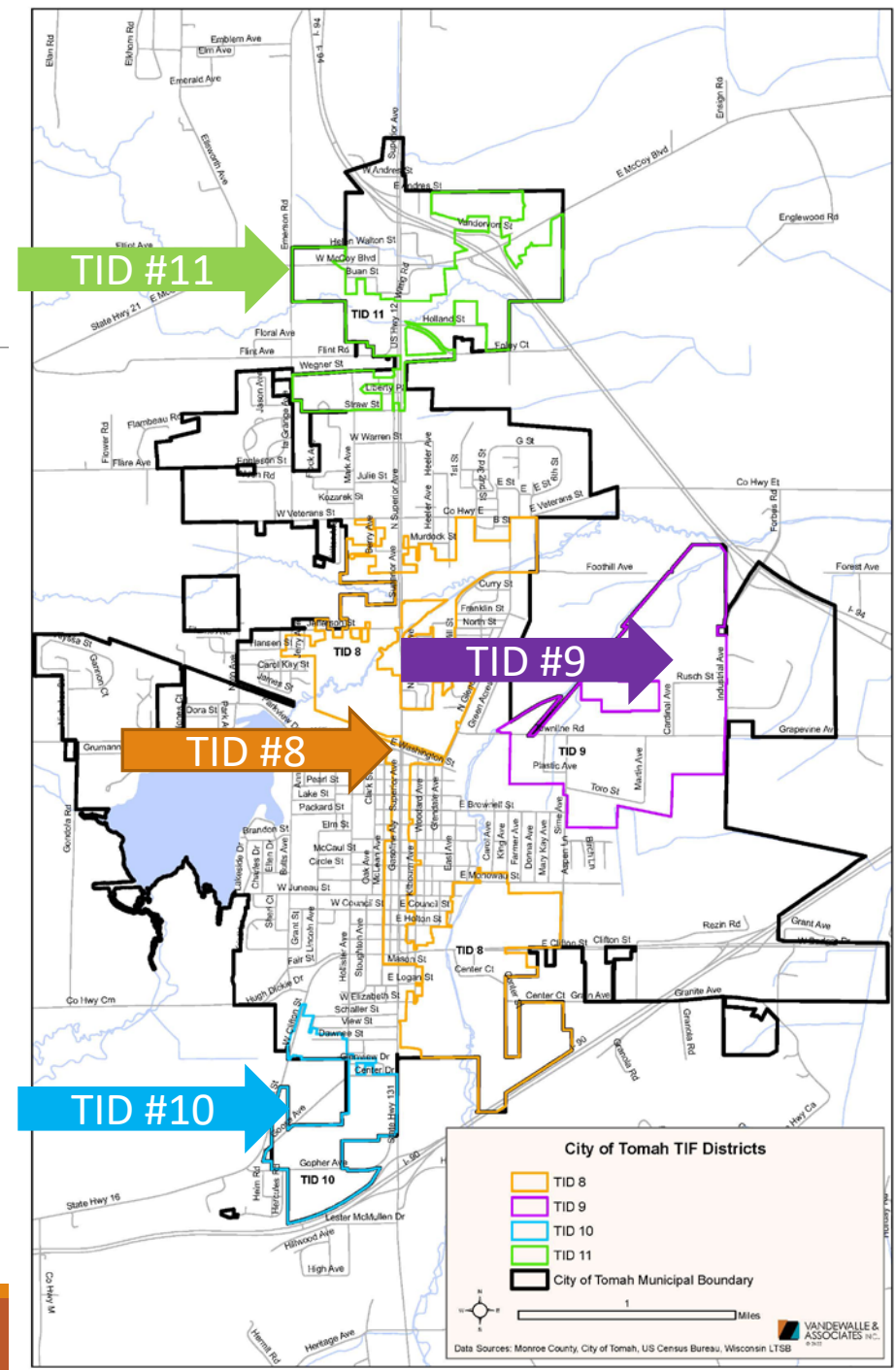
TID Number	Type	Created	Last Amended	Termination
TID #8	Rehab & Conservation	2015	September 2021	2042
TID #9	Industrial	2018	September 2021	2039
TID #10	Mixed Use	2018	September 2021	2039
TID #11	Mixed Use	2021	N/A	2041

12% Standing

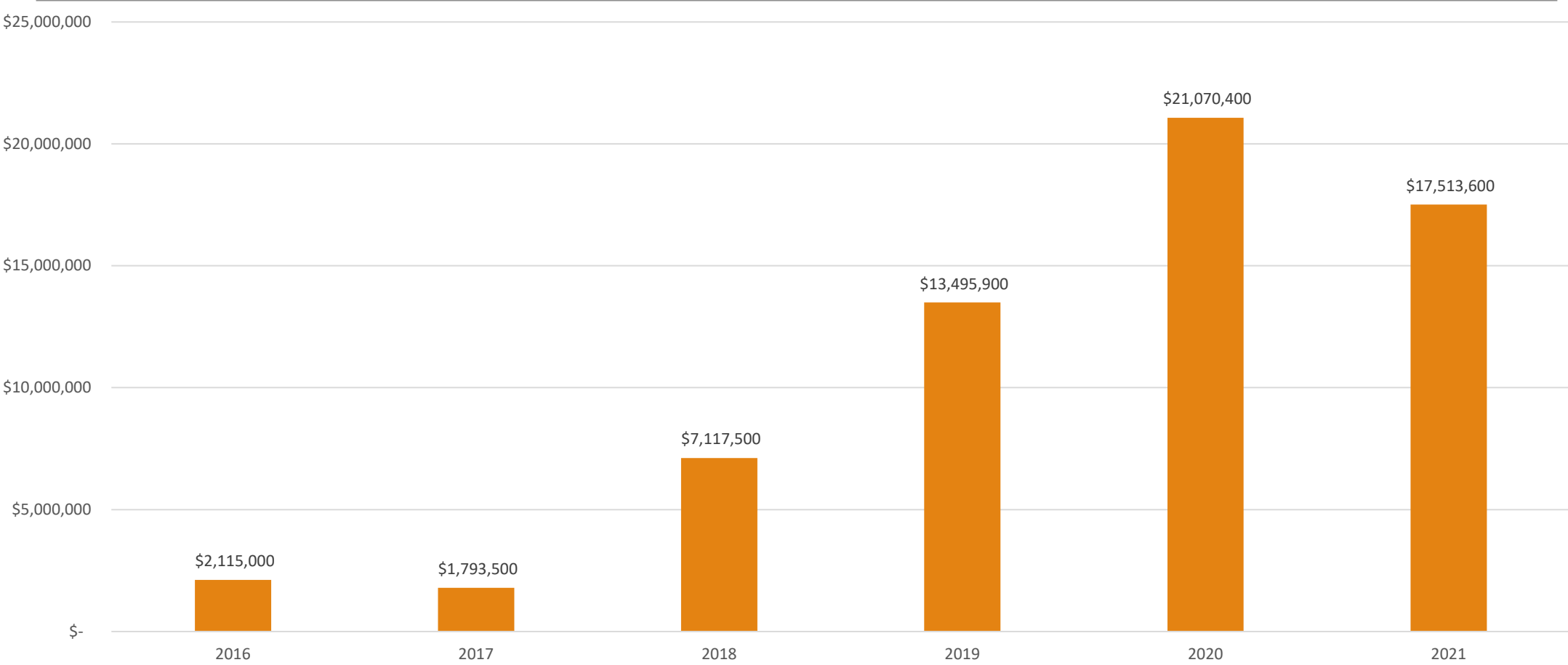
TID	2021 Total Value	2021 TID Value Increment	Percentage of TID Value Increment
TID #8	\$57,454,300	\$17,513,600	2.2%
TID #9	\$53,866,300	\$8,617,200	1.1%
TID #10	\$19,901,600	\$18,244,100	2.3%
TID #11	\$3,045,300	\$0	0%
Totals*	\$134,267,500	\$44,374,900	5.5%

*By state law, the City must stay under 12% of its total assessed value located within its TIDs.
 2021 total City value = \$803 million

Active City of Tomah TIDs



TID #8 Tax Increment



TID #8

2021 beginning year balance = \$-2,245,530

2021 end of year balance = \$-2,573,546

- \$1,614,728 in total revenues
- \$1,942,744 in total expenditures

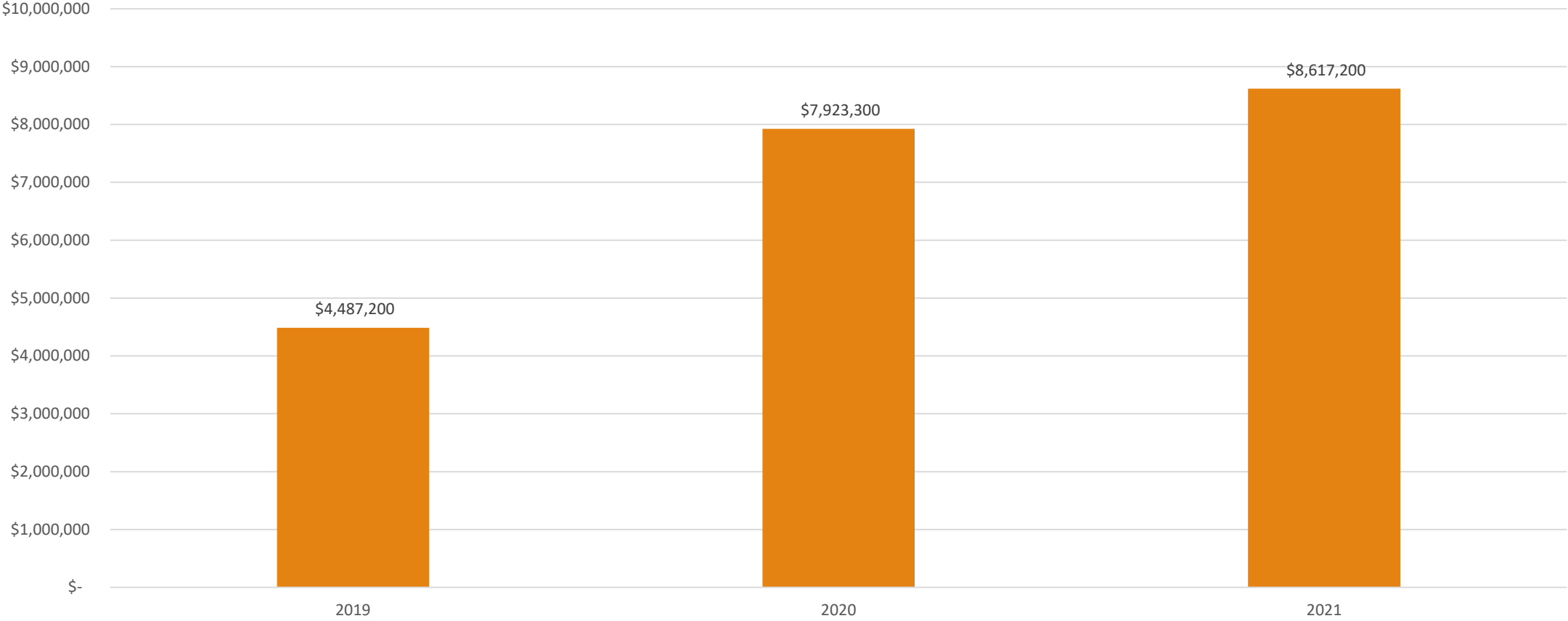
Base Value has increased by 728% since 2015

Amended in 2021 to allow for equipment purchases and support of the Tomah OwnerOccupied Housing Rehab program

Key Project Plan items for 2022: No projects planned this year

Increment change – lost buildings to fire, some vacant buildings, new tax-exempt property

TID #9 Tax Increment



TID #9

2021 beginning year balance = \$26,089

2021 end of year balance = \$-35,073

- \$169,692 in total revenues
- \$230,854 in total expenditures

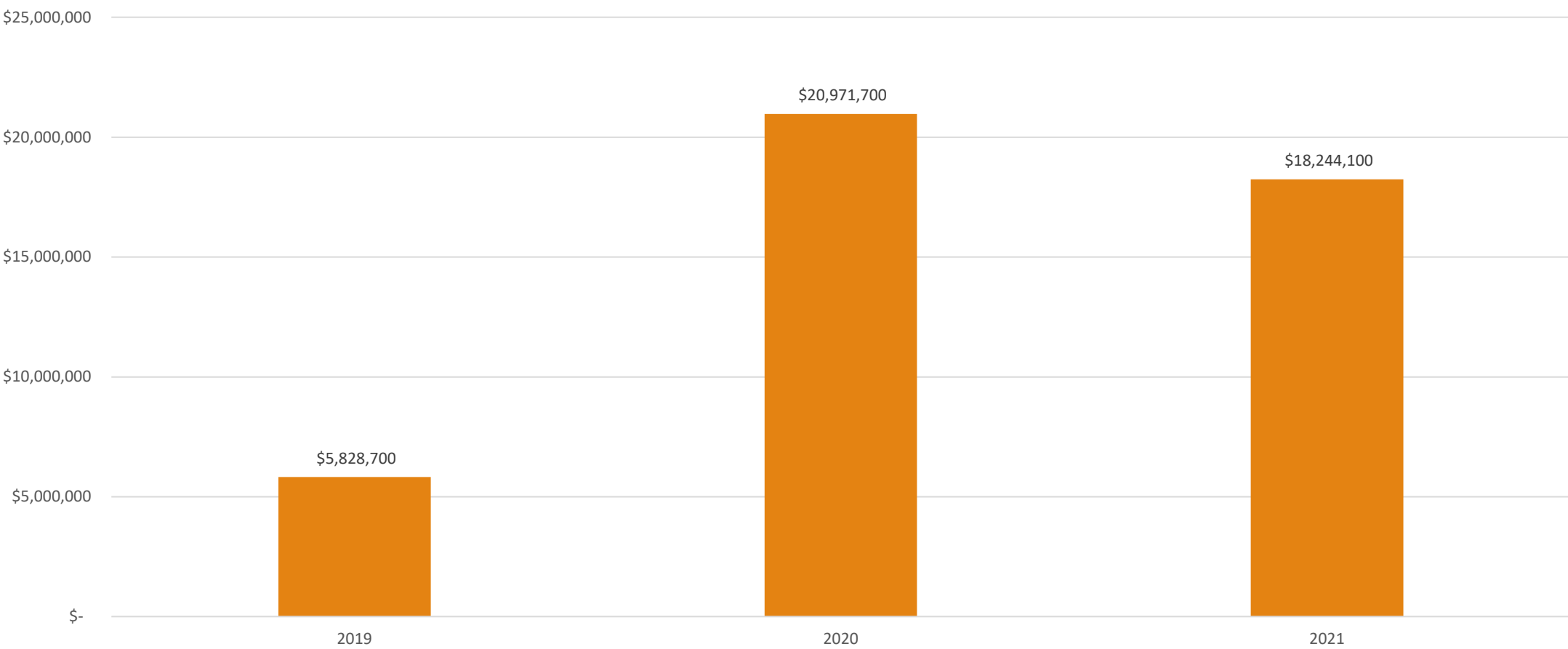
Base Value has increased by 92% since 2018

Amended in 2021 to allow for equipment purchases and support of the Tomah OwnerOccupied Housing Rehab program

Key Project Plan items for 2022: No projects planned this year

Cardinal's expansion project should come on the tax rolls in 2023

TID #10 Tax Increment



TID #10

2021 beginning year balance = \$684,707

2021 end of year balance = \$237,198

- \$449,148 in total revenues
- \$896,657 in total expenditures

Base Value has increased by 213% since 2018

Amended in 2021 to allow for equipment purchases and support of the Tomah OwnerOccupied Housing Rehab program

Key Project Plan items for 2022: No projects planned this year

Increment change – clinic's assessed value went down due to personal property depreciation

TID #11

Created in 2021

Base Value was \$3,045,300

Key Project Plan items for 2022: No projects planned this year

Hotel development and new mobile homes should come on the tax rolls this year

Summary Conclusion

Both TID #8 and TID #9 have a negative end of the year balance (paying debt), but TID #10 is doing well in terms of a positive end of the year balance.

TID #8 and #10 experienced a slight decline in increment this past year.

The City will consider allocating funds to the downtown façade program this year (TID #8).

The City will expand its efforts to identify development or redevelopment sites and proactively pursue developers for them.

Protentional for a possible TID amendment yet this year to add a property that a developer is interested in.

Tomah Housing Assessment Project Schedule

Goal is to provide the Draft Report to the LRPC in September or October for review and discussion.

Project Task	Timing
Data Collection	July – August
Stakeholder Interviews 1. Employers 2. Realtors, Developers, Builders	August 23 rd
Report Drafting	August – September
Staff Draft Report Review Meeting	September
Report Provided to LRPC	September or October
Report Presentation to LRPC	September or October

Stakeholder Interviews

- City staff provided lists of large employers and local realtors, developers, and builders. V&A contacted each group to schedule virtual meetings.
- On August 23rd, two different stakeholder interview sessions were held.
- Generally, we heard the following....

CITY OF TOMAH LRPC
STAFF COMMITTEE PREPARATION REPORT
August 23rd, 2022

Agenda Item: Discussion on amending our current ordinance to retitle and redefine the Industrial Development Fund to fit the City of Tomah goals for economic development.

Summary and background information: Our current ordinance sets the parameters of uses for the Industrial Development Fund as stated in Sec. 2-350 below. The ordinance restricts the uses to only projects related to Industrial Development. Staff believes it would be advantageous to expand the uses to fit with Economic Development as defined in the proposed amendments.

Sec. 2-350 - Industrial development duties.

The plan commission shall have the power to collect, hold, manage, control and use all funds appropriated and provided for industrial development to collect, hold, manage, control and use all proceeds, earnings, and monies available for the sale, lease, rental, conveyance or other disposition of any property held or acquired; to construct, acquire by gift or purchase, reconstruct, improve or extend any industrial building within the city limits; and to acquire by gift or purchase lands or rights in lands in connection therewith in the name of the city; to develop an industrial park and to do or cause to be done all matters and things in connection therewith; to employ the personnel, agents, engineers, and consultants as the commission shall deem necessary; and to cause to be sold, leased, rented, conveyed, transferred, assigned, or donated any property acquired by the commission; and to exercise the other power and authority necessary to accomplish the purpose of this division. Provided, however, that any and all contracts entered into by the commission shall be subject to the approval of the city council.

Sec. 2-351. - Industrial development fund.

The industrial development fund previously created by ordinance is hereby re-established and shall be used for the purposes of financing and exercising the power of industrial development described above. Such fund shall consist of the sums of money as may be hereafter appropriated and provided for by the city council, and of all rentals, interest, income, dividends, earnings and monies available from the sale, lease, conveyance or other disposition of any property acquired pursuant to the power exercised by the commission under the terms of this division, and the other sums as may be provided for by ordinance or statute.

Proposed amendment is attached.

Recommendation: The Plan Commission has recommended reassigning the Industrial Development Fund to the LRPC for oversight and reclassifying the fund to allow for uses related to economic development.

Shane Rolff
Zoning Administrator/Building Inspector

8/18/22
Date

DIVISION 6. LONG RANGE PLANNING COMMITTEE¹

Sec. 2-556. Creation; purpose.

The long range planning committee is an advisory committee which assists the common council in the performance of its duties to the city. The committee shall serve as a venue to thoroughly re-evaluate the existing corporate limits of the city with a view of the revitalization of presently occupied areas as well as undeveloped sections of the city.

Sec. 2-557. Composition; term; quorum; meetings.

The long range planning committee shall consist of the mayor, two members of the common council, and six members with two of said members being members of the planning commission. The council member terms shall be for two years. Members shall be appointed by the mayor at the annual organizational meeting of the council subject to confirmation by the council. Each of the remaining members shall hold office three years, unless sooner removed for cause. Five members shall constitute a quorum, but all actions shall require the affirmative approval of a majority of all members of the committee. The members shall elect the officers and hold the meetings as necessary and proper for carrying on its functions.

Sec. 2-558. Powers and duties.

The long range planning committee shall have the following powers and duties:

- (1) To serve as a liaison between the community and the common council on long-range issues involving the city.
- (2) To discuss, review and make recommendations to the mayor, planning commission and/or common council regarding the city's comprehensive land use plan.
- (3) To discuss, review and make recommendations to the mayor, planning commission and/or common council regarding any and all long-range planning issues or goals for the city including but not limited to land use, annexation, zoning, economic development, capital improvements, infrastructure, grant opportunities or any other issue as directed by the common council.
- (4) To collect, hold, manage, control and use all funds appropriated and provided for economic development (the Economic Development Fund, as defined in Section 2-599. The LRPC shall make recommendations to the city council for the use of said funds to promote economic development in the city consistent with the purposes of the Fund, which may include but are not limited to the sale, lease, rental, conveyance, donation, or other disposition of any property or building held or acquired by the city; to construct, acquire by gift or purchase, reconstruct, demolish, improve or extend any building or infrastructure within the city limits; and to acquire by gift or purchase lands or rights in lands in connection therewith in the name of the city; to employ the personnel, agents, engineers, and consultants as the LRPC shall deem necessary; and to exercise the other power and authority necessary to accomplish the purpose of the Fund. Provided, however, that any and all contracts entered into by the LRPC shall be subject to the approval of the city council and that any and all funds are utilized in the facilitation and advancement of the purposes defined in Section 2-559.

Sec. 2-559. Economic development fund.

The economic development fund (previously created by ordinance as the industrial development fund) is hereby re-established and redesignated to be used for the purposes of financing and promoting economic development in the city in order to increase the tax base, increase employment, increase housing, eliminate blight, attract businesses, residents and visitors, or similar purposes to strengthen the economy and financial health of the city and its businesses and residents. Such purposes and activities may include but are not limited to the facilitation and advancement of adopted city plans or studies in the following areas: industrial, commercial, and housing development or any combination thereof; brownfield and environmental assessment and remediation; city planning; grant procurement; floodplain management; or financial strengthening of the city's tax increment financing districts and business improvement districts. Such fund shall consist of the sums of money as may be hereafter appropriated and provided for by the city council, and of all rentals, interest, income, dividends, earnings, and monies available from the sale, lease, conveyance or other disposition of any property or building acquired pursuant to the power exercised by the authorized commission under the terms of this division, and the other sums as may be provided for by ordinance or statute.

Secs. 2-560-568. Reserved.