

MEETING MINUTES
AD HOC COMMITTEE REGARDING REINSTATEMENT OF
CITY ADMINISTRATOR POSITION MEETING
APRIL 24, 2025

A meeting of the Ad Hoc Committee Regarding Reinstatement of City Administrator was held on April 30, 2025 at 5:00 p.m. in the Council Chambers of the Municipal Building. Present: Mayor Paul Dwyer, Alderperson Nellie Pater, Alderperson Shawn Zabinski, Alderperson Dean Peterson, citizen member Christopher Popp, City Treasurer Justin Derhammer and City Attorney Penny Precour. Other individuals present: Alderperson John Glenn, City Clerk Rebecca Weyer, Director of Economic Development and Zoning/SET Chairperson Nicholas Morales. The meeting was called to order at 5:01 p.m. by Mayor Dwyer followed by Pledge of Allegiance and roll call.

Peterson nominated Paul Dwyer as Chairperson of the Committee, second by Derhammer. Motion by Peterson, second by Precour to close nominations. Motion passed without negative vote.

Peterson nominated Penny Precour as Secretary, second by Derhammer. Motion by Peterson, second by Derhammer to close nominations. Motion passed without negative vote.

Precour read the minutes of the August 20, 2024 Common Council meeting that established the committee. The Committee is established to investigate the possibility to create a city administrator position. The committee was to define the job description, the pay range, and the pros and cons of the existence of a position compared to the SET and would indicate where the money will come from in the budget.

Precour reviewed the basic rules for service on governing bodies. The committee was directed to the handouts provided with the packet.

Derhammer provided an overview of the financial impact of adding a position. The approximate cost in salary and benefits to the City Budget would be \$160K. It was discussed that when the City Administrator position was eliminated and SET was created, \$60K was allocated to the four members of SET. Should the City Administrator position be reinstated, such \$60K would need to be allocated back. The remaining additional \$100K would need to be funded. Derhammer indicated it would be ideal if such a change could be made at the time of the budget process. A general discussion was held by the members as to the financial constraints at the time SET was formed and that eliminating the City Administrator position at the time was a way to solve the budget shortfall. Now that all the original SET members have left along with years of experience in the respective positions, this may be a good time to reinstate the Administrator position.

A general discussion was held on the pros and cons of reinstatement. Committee members acknowledged the good work done by SET, but besides funding the Administrator position, there are more reasons to reinstate such a position. The overall consensus was that there is a benefit of having one person in charge to provide clarity to the citizens, business owners and employees when it comes to City administration.

Director Morales was asked to address the Committee by Chairperson Dwyer. He noted his position as SET Chairperson as well as his affiliation with professional organizations that ethically require him to advocate for professional administration in local governments. Director Morales encouraged committee members to review Chapters 62 and 64 of the Wisconsin State Statutes which are two different forms of local government, the statistics on the League of Municipalities websites as to City Administration, as well as the ICMA and WCMA websites that discuss the value of professional administrators. He encourages the committee to do its homework and look closely at what form of government is right for the City of Tomah. Thereafter, the funding issues can be addressed. Director Morales made the Committee aware that in his current position as Director of Economic Development he learned from WEDAC that the City of Tomah will not be recommended by that state agency as a potential site without a City Administrator/professional administrator in place. Therefore, the City is currently missing out on fostering relationships, having sites certified as well

as the funding that follows. Director Morales informed the Committee that Innovative Public Advisors (IPA) is willing to give a presentation next week to provide general information on the forms of local government and the value of having a professional administrator. He encouraged the committee to meet frequently to discuss and gather enough information to make a decision one way or another so that a recommendation may be made to the Council by its May meeting.

A discussion was held regarding the topics to be discussed at the next meeting. It was the consensus of the members that the review of old job descriptions should be tabled until a decision was made as to what form of government is best for the City of Tomah. The committee would like to listen to IPA and invite the council members to attend to hear the same information.

Motion by Derhammer second by Peterson that the next meeting date be scheduled for April 30, 2025 at 5:30 p.m. to be held in Council Chambers with city council. The agenda to include the presentation of IPA, determination of agenda/information and/or action needed for the next meeting and to confirm the next meeting for May 7, 2025 at 5:30 p.m. Motion passed without negative vote.

Motion by Derhammer, second by Pater to adjourn. Motion passed without negative vote. Meeting adjourned at approximately 6:35 p.m.

Respectfully submitted,

Penny Precour, Secretary