

The COMMON COUNCIL of the City of Tomah met in **SPECIAL SESSION, October 20, 2020** at 6:00 p.m. with Mayor Mike Murray presiding in the Municipal Building, 819 Superior Avenue, Tomah, WI. Members of the public were asked to join via Zoom Meeting due to COVID-19 Restrictions.

Following the Pledge of Allegiance, roll call was taken with Mike Murray, Donna Evans, Lamont Kiefer, Jeff Cram, Richard Yarrington, Dean Peterson, and Shawn Zabinski present. Aldermanic District 5 seat is vacant. Absent: Adam Gigous. Also in attendance: City Clerk JoAnn Cram and Becki Weyer, City Treasurer Julia Mann, Public Safety Director/Fire Chief Tim Adler, Police Chief Mark Nicholson, Public Works & Utilities Director Kirk Arity, and Sr. & Disabled Services Director Pam Buchda. Gregg Hagen did not videotape the meeting

**Administrative/General Government - City Administrator** – The City Administrator budget decreases from \$141,545 to \$141,488. The budget is based on a step 3 scale regarding City Administrator wages.

**TIF #8.** Budget goes from \$592,151 to \$1,025,287 and includes \$100,000 for Highway / Street Outlay salaries and \$53,500 for completion of renovating side streets in the downtown area. The TID is not currently operating in the black, however, the increment continues to grow. \$430,906 is budgeted for debt service payments as well as repaying an advance from Water/Sewer in the amount of \$431,181. Treasurer Mann distributed a chart showing the three TIF's and the assumptions of paid debt.

**TIF #9.** TID #9 was created in 2018. The 2020 Budget was \$545,382 and is projected at \$175,015 for 2021. It is anticipated \$126,259 will be transferred to TIF 8 with minimal operating costs projected in 2021. We borrowed \$500,000 in 2019 and payments start in 2020 at \$38,901. There are minimal costs for professional services and expenses (\$9,705 for MSA TID planning and the State TID fee). The Toro and Cardinal projects are built into the projections on the distributed handout. There will be funds available to transfer to future projects. The city will pay approximately 1.25 million dollars in total but will receive \$50,000 back each year for operating expenses.

**TID #10.** TID #10 was created in 2018. The Budget for 2020 was \$244,000. There is \$77,067 scheduled for debt payment and \$388,651 scheduled to transfer to help with TID 8 costs. This TID is projected to have a surplus in 2021. 2021 Budget is at \$468,315. \$1,000 each is projected for MSA TID Planning and the State TID fee. The value increased almost 21 million dollars over the last 2 years. Funds needing to be transferred from one TID to another is approved during the budget each year. There will be more upcoming Public Works projects and costs for the TIDs in the future.

**Mayor – Mike Murray.** The Budget changes from \$17,685 to \$17,735 in 2021.

**Legal.** Legal fees remain at \$55,000 for 2021, and \$52,000 for superfund legal fees.

**Legislative.** The legislative budget increases from \$40,265 to \$40,421.

**Industrial Development.** The Budget remains the same at \$5,700. There is a fund balance of over \$600,000 currently. Discussion ensued about the potential to utilize some of these funds for purchase of the land and land preparation for the Public Safety building.

**City Clerk - JoAnn Cram/Becki Weyer.** Publications and Subscriptions are down because bartender renewals occurred in 2020. Overall budget increases from \$179,585 to \$197,164 largely due to a request for a part time Deputy City Clerk. Other changes are minimal. Health insurance premiums are down slightly.

Discussion ensued on the three added part time positions – Deputy Clerk, Code Enforcement Officer, and Evidence Custodian, with the Code Enforcement and Evidence Custodian beginning in June. Resolutions will be created and brought before the council at a future meeting for the part time Code Enforcement Officer and Evidence Custodian.

**Elections - JoAnn Cram.** Decreased budget due to the number of elections going from 4 to 2. The presidential primary and the general election were large elections and 2021 will be minimal. 2020 Budget was \$23,307 and 2021 is projected at \$9,586.

**Insurance - JoAnn Cram/Becki Weyer.** Rates increase very slightly

**Resolution Authorizing a Change in the 2021 City of Tomah Position Count by the Creation of One Part Time Deputy Clerk Position for City Hall Under the Direction of the City Clerk.**

Motion by Evans, second by Zabinski to approve **Resolution No. 2020-10-20-34** Authorizing a Change in the 2021 City of Tomah Position Count by the Creation of One Part Time Deputy Clerk Position for City Hall Under the Direction of the City Clerk. Motion passed without negative vote.

**RESOLUTION NO. 2020-10-20-34**

**A RESOLUTION AUTHORIZING A CHANGE IN THE 2021 CITY OF TOMAH POSITION COUNT BY THE CREATION OF ONE PART TIME DEPUTY CLERK POSITION FOR THE CITY OF TOMAH FOR CITY HALL UNDER THE DIRECTION OF THE CITY CLERK.**

**WHEREAS**, the Common Council of the City of Tomah, in recognition of the need for an additional part time employee to work on elections, licensing, human resource functions, collection of payments, and other duties as assigned, hereby authorizes a change in the 2021 City of Tomah Position Count with the hiring of one part-time person by the Tomah City Clerk's Office at City Hall. This employee is to be responsible for all duties and responsibilities as written in the Deputy City Clerk job description and will be supervised by City Clerk, and **WHEREAS**, the employee will be a regular permanent part time non-represented, 20-hour per week position which is eligible for all benefits as designated in the City of Tomah Personnel Manual, and **WHEREAS**, the wage is initially established at the 2020 rate of \$19.18 per hour, **NOW, THEREFORE BE IT RESOLVED**, that the City of Tomah Common Council does hereby authorize a change in the 2021 City of Tomah Position Count by the creation of one part time position under the direction of the City Clerk as described above.

Passed by the City Council on the 20<sup>th</sup> day of October 2020.

Mike Murray, Mayor

ATTEST:

Rebecca Weyer, City Clerk

**Computer - JoAnn Cram/Julia Mann/Becki Weyer.** Normal computer replacement is scheduled. Software service contracts increased from \$59,750 to \$74,000.

Part of the increase in the Computer budget is due to a request for approval of a 72-month contract for IT Managed Services for the City of Tomah and the Tomah Police Dept. The IT Service that the City has been using is with Ironcore. We think that 3RT Networks is the solution to improve our IT needs. At the present time we are lacking in the infrastructure and that is included in this contract. The services that 3RT will provide look to give us a more proactive technology package. Staff has had meetings with the company and we feel that the service they can provide will move us forward.

**Contract for Managed IT Services.**

Discussion ensued on the 72 month length of the contract, and the need to have legal assistance in looking at the contract. Costs in the first year of service are significantly higher than subsequent years. Switching the phones to Lynx would save the city about \$500.00 per month. Lynx is also a sister company of 3RT and the two would work cohesively together. Treasurer Mann will return to the council with more information and potential for a shorter contract.

**Other General Government.** Reserve for Contingency increased from \$30,000 to \$38,000. This number may change as needed depending on how the numbers fluctuate prior to the Budget Hearing.

**Debt Service – JoAnn Cram/Julia Mann/Becki Weyer.** Debt service decreases slightly from \$2,728,996 to \$2,658,075. This shows all general obligation debt and revenues from utilities and TID's and fund balance supply. All debt has been looked at for potential refinancing and there is currently no potential for significant interest savings.

Discussion was held regarding various projects that are needed and the inability to bond for all the projects. Discussion referred to various ways to accommodate all the projects while fulfilling the various needs of city departments.

**Treasurer – Julia Mann.** The Budget goes from \$227,190 to \$230,108. Part of the costs of the Treasurer and Deputy Treasurer are funded by the Water, Sewer, and Ambulance Departments. The part-time Deputy Clerk will also help the Treasurer's department during the busy season.

**Mass Transit – Julia Mann.** Mass transit budget decreases from \$723,132 to \$632,620. Tomah Transit is only allowed so many hours a week to drive. There is also no private taxi firm filling in for the extra calls. The current range is 10 miles out of town. The grant application will be completed in December. The funding is mostly through fares and federal funding. The amount of revenue has been increased over the years. Looking at renegotiating the contract for more hours, a decrease in the max mileage out of town, and more available service and response time, especially during the Covid-19 pandemic where only one fare can be transported at a time.

**Assessor.** Per current 3-year contract. Budget remains the same at \$48,550.

**Special Accounting – Julia Mann/JoAnn Cram/Becki Weyer.** Current audit contract is at \$20,300. We will be changing Audit Firms for the 2020 audit to be completed in 2021.

**Illegal Taxes, Tax Refunds and Uncollectible Taxes, Special Assessments & Receivables.** Decreased from \$7,500 to \$7,000.

**Inspection/Zoning/Planning – Shane Rolff.** 2020 Budget increased slightly from \$131,163 to \$133,336 for 2021 for Inspection services. Planning budget goes from \$13,155 to \$18,393 but may

be backed down to about \$7500 to assist with the Code Enforcement officer position. This is due to an increase in Professional Services for mapping updates and planning costs. A part time Code enforcement officer will be added to the budget to start in June of 2021.

**Grants and Donations.** If there is a revenue, funds are available, and an expense is listed in the budget. These are funds that we anticipate receiving.

**Senior Disabled Services Center – Pam Buchda.** The Sr. & Disabled Services budget increases from \$115,769 to \$121,467 due to slight increases across various budget lines. The music entertainment is funded by donations. Capital improvements in the budget include tuck pointing and painting the exterior of the building as well as interior painting. In the future, the carpet in the main floor of the building will need replacing for safety reasons, and a gazebo is planned to be added.

**Fire Protection and Ambulance Service – Tim Adler.** Projected increase goes from \$179,139 to \$286,633. Chief Adler advised that due to the merging of the Fire and Ambulance departments in 2020 and the creation of a full time Deputy Fire Chief, the budget is increasing. The salary for the Public Safety Director/Fire Chief will be split between the Ambulance Service and the Fire Department. The Ambulance Budget is increasing from \$3,530,599 to \$4,070,144. Ambulance Operations for the per capita fee is increasing from \$70,620 to \$117,312 due to the per capita increase from \$7.50 to \$12.50. Chief Adler talked about adding on-call pay for weekend Fire Protection coverage. No additional dollars need to be added to the budget for this purpose. Chief Adler is looking at staffing possibilities for the coming year before committing to hiring new positions.

Discussion was held about a potential sinking fund for the Ambulance Service. The idea will be brought to Ehlers for consideration in the financial plan.

**Law Enforcement and Other Public Safety – Mark Nicholson.** The Police Dept. budget is increasing from \$2,747,130 to \$2,850,112 in 2021. General expenditures went up about \$103,000, including the added patrol officer position and the Evidence Custodian position. The overtime budget for 2020 is much different than future years due to Covid-19 restrictions and limited training. Public Safety equipment for the budget has gone from \$27,900 to \$44,650 due to the need for additional bullet proof vests, CTU equipment, squad radios, and handheld radios.

### **Capital Outlay and Capital Projects.**

#### **Police**

Two new vehicles have been ordered for 2021 for a total of \$86,700; \$94,054 has been added for incorrectly installed boiler and HVAC system.

#### **Fire**

The Public Safety Building has been added for 98% of the capital projects budget. The 2021 budget does include the land purchase and a portion of the Public Safety Building

#### **Public Works**

The new HVAC system for City Hall is included in the 2021 Budget.

\$8,249,754 is the total proposed budget for Capital Project expenditures.

The debt limit is an issue and the Council needs to decide which projects we can proceed with. The Public Safety Building has been determined to be a priority at a cost of \$10,000,000. Another consideration is the Monroe County Highway project for renovation of STH ET/Veterans Street and the prior obligation entered into regarding the \$3,000,000 City share for that project. It was the opinion that we can't sustain the cost of the public safety and the STH ET/Veterans Street project. The City doesn't want to jeopardize the bond rating with Moody's. It's possible we could present them with a plan explaining our thought process going forward. It's not practical for us to eliminate all other projects that need to be done. The additional \$13,000,000 that we borrow puts our debt at \$34,000,000 without adding additional projects. We have a little over \$18,000,000 until we hit the debt ceiling. We need a building that has the ability to house ambulance personnel sooner rather than later. Several options include leaving all the items in the budget knowing you can't complete them all as they are not all funded or remove items at this time. Can Keller develop another design that would allow for the Ambulance portion at this time to accommodate much needed space for sleeping quarters and a kitchen for full time employees?

**Approval of Preliminary Budget** It is requested that this budget be approved with numbers subject to change as the expenditure restraint figures have not been received. Also, health insurance rates cannot be calculated at this time due to open enrollment. When the expenditure restraint numbers come in, we will recalculate. As numbers are not all available at this time, the proposed budget is subject to change at the public hearing.

General Fund Outlay and Capital Project funds are included in the general levy. We are waiting for the expenditure restraint numbers.

Motion by Yarrington, second by Zabinski to approve the preliminary city tax levy at \$8.80 per \$1,000 of valuation (up from \$8.64) with adjustments as discussed, allowing for the positions in the budget and authorize the City Clerk to publish the proposed budget and if expenditure restraint increases, additional funds can be added as necessary to be determined by the Council. Motion passed without negative vote.

**Scheduling of Public Hearing – Tentatively November 10, 2020**

The public hearing was tentatively scheduled for Nov. 10, 2020 at 6:30 p.m. at the regular Council meeting depending on information received from the state.

The Lake Protection and Rehabilitation District annual meeting is tentatively scheduled for 6:15 p.m. on Nov. 10, 2020 to establish the Lake Levy.

Motion by Kiefer, second by Yarrington to adjourn. Motion passed without negative vote. Meeting adjourned at 9:35 p.m.

Michael Murray, Mayor

ATTEST:

Rebecca Weyer, City Clerk  
To Be Approved on November 10, 2020