

MINUTES FOR COMMON COUNCIL

A Council Meeting was held on **Tuesday, August 17, 2021 at 6:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI with Council President Adam Gigous presiding. After the Pledge of Allegiance, roll call was taken. Attendants: Adam Gigous, Richard Yarrington, Shawn Zabinski, John Glynn, Mitchel Koel, Lamont Kiefer, Nellie Pater, and Dean Peterson. Absent: Michael Murray.

NOTE: The public was able to dial into the meeting remotely using the following link:

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

Meeting ID: 768 946 6740 | Passcode: Tomah2020

PUBLIC HEARINGS:**Public Hearing for Tax Incremental Financing Districts (TID) Amendments in TIDs 8, 9 & 10, & TID 11 Creation**

A Public Hearing was called to order at 6:31 p.m. Administrator Hanson gave a summary of the purpose of the amendments to the TID's and the potential creation of TID 11. TID dollars can be utilized for purchasing equipment that is already in the capital improvement plan. This includes large pieces of equipment including a new ladder truck. Estimated cost is 1.1-1.2 million dollars. A percentage of the cost can potentially come out of the TID funds based on the percentage that the equipment will be used in the TID. Hanson also briefly covered the Tomah Owner-Occupied Housing Rehabilitation (TOOHAP) program and described how with this addition to the amendment, the City could provide matching funds for structural repairs or other improvements necessary to comply with local building codes and potentially increase values on low value or dilapidated property and/or be used to supplement costs for infrastructure like frontage roads or sidewalk additions or repair.

Steve Tremlett from MSA appeared to give a short presentation including updated maps showing a potential annexation. Tremlett also went over the proposed creation of TID 11, which has potential for growth.

Council President Gigous asked if any members of the public would like to speak or had questions for either Hanson or MSA on the potential TID changes or TID creation.

Gigous asked a second and third time. No one wished to speak at the public hearing. The hearing was closed at 6:47 p.m.

AGENDA:**Anyone Desiring to Appear Before the City Council**

No one desired to appear before the City Council.

Approval of 2020 Financial Audit Report - Presentation by Clifton Larson Allen LLP

Deb Welch and Brock Geyen appeared from Clifton Larson Allen to present the City's 2020 financial audit information. The report includes a financial report and a management letter. Geyen opined that overall, the City does a nice job handling finance. Three areas stood out: Annual financial reporting under GAAP, material audit adjustments, and lack of segregation of duties. Geyen also spent time explaining the reported numbers on the audit and fielding questions from the Council.

Motion by Yarrington, second by Glynn, to approve the 2020 Financial Audit report as presented. Motion carried.

Action on Closed Session from 08/16/2021**Ratification of the Contract between the City of Tomah and the TPPA**

Atty. Precour outlined the changes that were discussed during closed session, primarily incorporating the 2020 side letters of agreement, wage increases of 3% for the next two years, and slight changes to holiday pay.

Motion by Yarrington, second by Koel, to ratify the completed contract between the City of Tomah and the TPPA as presented. Motion carried.

The Committee of the Whole recommended postponing items A-F until the September meeting.

Motion by Pater, second by Zabinski to postpone the following items on the agenda until the September meeting:

Ordinance Annexing Land from the Town of LaGrange Parcels #020-01304-000 & #020-03134-5000 to the City of Tomah - Petition by Managed Investments/Kas Investments - Waive First Reading, Wave 2nd Reading, Adoption

Resolution Approving Territory Amendment #2 And Project Plan Amendment #2 Of Tax Incremental Finance District #8

Resolution Approving Amendment No. 1 Of Tax Incremental Finance District No. 9

Resolution Approving Amendment No. 1 Of Tax Incremental Finance District No. 10

Resolution Approving Creation of Tax Incremental Finance District No. 11

Resolution Approving Allocation of Excess Tax Increment from Tax Incremental Finance District No. 11 To No. 8

Motion carried.

REPORTS**Mayor**

Gigous extended his deepest sympathies to Mayor Murray and his family during this time of loss.

City Administrator

Administrator Hanson provided a monthly written report and covered the highlights with the Council: Hanson has been working with the Treasurer on the budget and working on Department Director reviews. Hanson covered the

\$500 Andres Grant that the City received that will be used to install a 2nd monitor in the Council Chambers. Hanson recapped his tour of Tomah Health. He again thanked Kim Lambert for her work tackling City payroll issues. He also covered the highlights of his written report with the Council.

Public Safety

Public Safety Director and Fire Chief Adler provided a monthly written report.

Fire: Currently have 37 members on the roster. They feel confident they have the proper number of people to take care of the City's needs. Adler covered the highlights of his monthly written report. He also talked about the 150th anniversary celebration. At 11:00 on August 28th there will be a parade on Superior Ave. After, there will be a day of fun at Recreation park, including a team of Belgian horses, fire engines from the 1800's and activities for families. The opening ceremony will be at 1:00 p.m. Aaron Scott and Bon Journey will also be performing music. Adler thanked all the City department heads and the Chamber of Commerce for promoting this event. The Farmer's Market will be at the Aquatic Center parking lot due to events this day.

EMS: Adler also provided a monthly EMS report and covered the highlights with the Council. Ft. McCoy reached out to ask for assistance with the events there with a full-time ambulance, but the City is not able to commit to that amount of assistance with the current pace of the EMS. They are looking at still filling 2 full-time positions. Next Thursday the 26th at 5:00 p.m. at the Northside fire station, the TAAS will be having an annual meeting with the area townships to give everyone an update on the Tomah Area Ambulance Service. TAAS has increased their percentage of answered transfer calls to local health care providers.

City Clerk

City Clerk Weyer provided a monthly written report. She covered the preliminary census numbers and gave an update on the status of the redistricting time-line due to the delayed census numbers. Weyer also covered the City's Andres grants received and provided an update on the new elections machines and training.

Treasurer

Treasurer Powell provided the June 30, 2021 Revenue and Expense with Comparison to Budget. This shows the six-month comparison to budget for the year. The Treasurer's department just sent out the final tax settlement. Powell is busy working with the City Administrator on the budget. The Treasurer's office has been busy as the Deputy Treasurer is on vacation this week. The new AP/Backup Payroll Clerk Candi is doing well and continuing with training. Powell is also working with the Payroll Clerk to continue to cleanup City payroll issues so the process is more consistent.

Library

There were 1736 E-book checkouts in July and 4731 other checkouts for a total of 6467 total checkouts in July. The summer reading program for children will finish on August 20th. Keller covered all of the programs during the month and the attendance numbers at each. Story time in Joliet park and via Zoom will start next week. Contact the library for the link to the story time. Prizes for the summer reading program will be available until August 31st. Keller covered the new books at the library.

Tomah Public Housing & Community Development Block Grant

No report was submitted.

Senior & Disabled Services

Senior & Disabled Services Coordinator Pam Buchda provided a monthly written report and covered the highlights of the upcoming music and recreational events. The Sr. and Disabled Center has a new intern who is helping to design new creative ideas and programs. Buchda thanked the volunteers and donators who helped the various Sr. Center events. Reminder that the meal site is open and serving lunches again.

Planning & Building Inspection

Building Inspector Rolf provided the July Permit Report.

Chamber/Convention & Visitors Bureau

Dir. Thompson covered the attendance at Downtown Thursday Nights (DTN) over the weeks of the event. There was an average 3000 people each night for first 5 weeks. Last Thursday, there were over 5500 people, due to Cherry Pie performing at the endcap event. Busloads of people from out of town were in attendance. The Chamber is already looking at dates for 2022 to pre-book artists. Within the next couple of months, there will be an application or design for a downtown mural on the VA assistance building on the Council agenda. There will be no bussing out to Cranfest this year. Rally for the Record will be an event coming up. They are anticipating hotels to fill up with military representation due to the events at Ft. McCoy. There will be an area guide for 2022. The Chamber is still looking for additional staffing. The Night Market will also be in October.

CONSENT AGENDA: *(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, the Mayor or any Council member can request item(s) be removed from the Consent Agenda and addressed on the regular agenda).*

Motion by Zabinski, second by Pater, to approve the following Consent agenda:

- A. Special Beer & Wine Permit Application for the North American Squirrel Association annual fund-raising banquet on February 26, 2022
- B. Special Beer Permit Application for Queen of the Apostles for their event Street Fest on August 21, 2021

- C. Requesting Extension to Hold Alcohol Beverage Licenses with the property located at 1119 Superior Avenue
 - D. July 31, 2021 Cash and Investments Report
- Motion carried.

COMMITTEES:

Committee of the Whole

Convention & Visitors Bureau Agreement

The Committee of the Whole requested this item be brought back to the September meeting.
Motion by Peter second by Yarrington to postpone this agenda item until the September meeting. Motion carried.

Emergency Services Building (ESB) Update & Related Actions

No action needed, this was covered at the Committee of the Whole meeting.

American Rescue Plan Act of 2021 (ARPA) Grant Funds Recommended Expenditures

The Committee of the Whole requested this agenda item be brought back at the September meeting.
Motion by Pater, second by Zabinski to postpone this agenda item until the September meeting. Motion carried.

Creation of Bookkeeper/Code Enforcement Position

Motion by Koel, second by Kiefer, to approve the creation and job description of the Bookkeeper/Code Enforcement position as one full time position. Motion carried.

Creation of Payroll Clerk Position and Amendment of AP/Payroll Clerk Position

Motion by Zabinski, second by Pater, to approve the Payroll Clerk Position and Amendment of the AP/Payroll Clerk position and supporting job descriptions. Motion carried.

Resolution of Support for Monroe County Families First Grant Application to Wisconsin Housing and Economic Development Authority's (WHEDA) 2021 Housing Grant

Motion by Koel, second by Zabinski, to approve the Resolution of Support for the Monroe County Families First Grant Application to WHEDA's 2021 Housing Grant. Motion carried.

Resolution NO. 2021-08-17-30

RESOLUTION APPROVING THE SUPPORT FOR THE MONROE COUNTY (MoCo) FAMILIES FIRST'S, A NON-PROFIT ORGANIZATION, APPLICATION TO THE WISCONSIN HOUSING AND ECONOMIC DEVELOPMENT AUTHORITY'S (WHEDA) 2021 HOUSING GRANT TO ASSIST HOMELESS FAMILIES

WHEREAS, the MoCo Families First non-profit organization is located at 1500 N Superior Ave, Tomah; and
WHEREAS, this non-profit organization assists homeless individuals and families with the City of Tomah (City) and MoCo; and
WHEREAS, they have shared the intention to apply for WHEDA's 2021 Housing Grant to assist homeless families with the acquisition and remodeling of homes; and
WHEREAS, there are opportunities in the future to be able to provide work in-kind to and from both MoCo Families First and the City, providing a scale of efficiency, collaboration, and community investment; and
WHEREAS, the City is well aware of workforce housing needs, the homeless issue, impacted additional families and individuals due to COVID-19, and the need to add to and retain its vibrant workforce; and
WHEREAS, together the City and MoCo Families First staff have the opportunity to collaborate for the benefit of homeless families, individuals, and for economic development purposes;

NOW THEREFORE, BE IT RESOLVED that the City of Tomah Common Council approves to support MoCo's Family's First application to WHEDA for the 2021 Housing Grant, which will greatly assist the community's homeless and workforce needs.

PASSED AND APPROVED by the City of Tomah Council, Monroe County, Wisconsin this 17th day of August, 2021.
ATTEST: Michael Murray, MAYOR
Rebecca Weyer, CITY CLERK

Transparency with City committee reports and/or minutes

No action needed. City Hall employees will provide a laptop and printer access for Alderpersons to print out informational meeting documents when needed. Directors and staff will ensure meeting minutes are available on the City's website.

Resolution for Payment of Monthly Bills

Motion by Zabinski, second by Kiefer, to approve the Resolution for the Payment of Monthly Bills. Motion carried.

RESOLUTION NO : 2021-08-17-31

RESOLUTION AUTHORIZING
PAYMENT OF MONTHLY BILLS

Be it resolved by the Common Council of the City of Tomah that the Committee of the Whole has reviewed the monthly bills
and recommends the City Council approve said bills as follows:

1. Pre-Paid Checks:	2021	\$410,801.78	Check #'s:	130457-130647 201228002
2. Payroll:		\$433,787.53	Dir Dep #'s:	9293009-9293431
3. Wire/ACH Transfers:		\$153,551.45		
4. Invoices:			Council run check #s	
Total:		<u>\$998,140.76</u>		

Mayor

Clerk

Requested by: Finance Department

Submitted by: Committee of the Whole

August 21, 2021

ADJOURN

Motion by Kiefer, second by Koel, to adjourn. Motion carried. Meeting adjourned at 8:23 p.m.

Adam Gigous, Council President

Attest:

Rebecca Weyer, City Clerk

To be approved September 21, 2021