

**MEETING MINUTES – CITY OF TOMAH
COMMITTEE OF THE WHOLE**

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 7th day of December, 2020 in the Council Chambers at City Hall with Adam Gigous presiding. The meeting was called to order at 6:30 p.m. The General Public was able to access the meeting as follows at 6:30 p.m.:

<https://zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMk1qNU5vNFJwMzdSZz09>

Meeting ID: 768 946 6740 Password: Tomah2020
Dial by your location +1 312 626 6799 US (Chicago)
Meeting ID: 768 946 6740 Password: 546782713

Roll call was taken with the following members present: Travis Scholze (remotely), Richard Yarrington, Jeff Cram, Lamont Kiefer (remotely), Adam Gigous, and Dean Peterson (arrived 6:33) Absent. Shawn Zabinski, Donna Evans, and Mike Murray. Quorum present. The meeting was called to order by Adam Gigous at 6:30 p.m.

Also present: Public Safety Director/Fire Chief Tim Adler, Police Chief Mark Nicholson, Assistant Chief Scott Hollum, Dir. Of Parks and Rec Joe Protz, Treasurer Julia Mann, Public works Director Kirk Arity, City Clerk JoAnn Cram and Becki Weyer. Gregg Hagen videotaped the meeting.

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Approval of Minutes from November 9, 2020 Motion by Kiefer second by Yarrington to approve the minutes of the November 9, 2020 Committee of the Whole minutes. Motion passed without negative vote.

Accept Treasurers Cash and Investment Reports Treasurer Mann reported that due to short staffing in the Treasurer’s office that the Cash and Investment reports are not complete and will be presented at the January meeting.

Parks & Recreation Monthly Report. Dir. Protz provided a written report. City trails continue to be used. Bathrooms are being winterized. Rec program is still on hold until more clarification is received from the schools with Covid restrictions. Last week Faith in Action donated a water wheelchair for aquatic center. Hockey continues at the Ice Center. The first high school game was last Friday with Covid restrictions. Brickle Brothers has begun working on the roof repair on the Old Grandstand roof and hope to be completed by early spring. The Bernadette Otto Charitable foundation has donated \$20,000 to the city for work on the Winnebago Park projects, and they have committed to another \$30,000 next year. An anonymous donor also donated \$25,000. Currently working with the City Attorney for options for the boy scout cabin repair and will bring options to the January council meeting.

Public Works & Utilities Director – Water, Sewer, Public Works, and Lake Updates.

Street Department: Dir. Arity provided a written report.

Street: The street department continues to work on the area across from the skate park, working on gravel and cleaning. Leaf pickup is ended as of 11/30, and leaves must now be delivered to the compost pile by the airport. We have seen an uptick in the number of trimmings brought to the compost file. The Committee asked if there could be a fee imposed for businesses using the compost drop-off. Dir. Arity will look further into the suggestion. The

public works dept assisted with downtown fire last weekend. There is one employee out on Covid leave.

Sewer: Sludge was hauled out before the before fields froze, and the shed is empty to make it through the winter months. Staff is being separated to prevent Covid spread.

Water: Two employees are currently out on Covid-related issues, so are short-staffed. Used about 510,000 gallons of water for the fire on Superior Ave. Dam control panel is now operational in preparation for the spring months.

Working on bids for all major purchases, including the additional recycling bins, and are looking at a March or April timeframe for those to be dispersed.

Police Department Monthly Report. A written report was provided. One new employee will be starting in late January. Right now, one patrol officer and three staff members who are quarantined due to contact tracing. The front lobby will be closed for the next week due to staffing issues. All activities are continuing despite the closure of the lobby. Monthly stats will be provided next month along with the yearly report. Community updates: Thank you to anyone who participated in the Jingle Bell Ruck and ??? events to make them successful. Two more events this month are the Christmas Giving Tree and the Shop with a Hero program. Heroes will be masked and follow social distancing. Wrapped presents should be returned wrapped at the Police Department by this Friday Dec 11th. The Police department will be working on a new program to assist those who are affected by addiction and will be able to assist with overdoses.

Tomah Area Ambulance and Fire

Fire: Public Safety Director/Fire Chief Adler provided a written report. There are 35 members on the roster, three are going through the fire program. The live burn will be this Saturday, followed by onboarding. November was a busy month, including the large fire in downtown Tomah. The calendar fundraiser went well, thank you to all the calendar sponsors. The 10th annual Hunter's night out event was the best year yet, despite Covid-19 precautions. Fire inspections have been limited due to state mandate. A fire investigator will be here Wednesday morning to investigate the cause of the downtown fire last weekend where two buildings were lost. A huge thank-you to the Police, Building Inspector, Public Works, surrounding area Fire Departments, area business, and other citizens who pitched in to assist during the fire. The CP railroad has declined the sale of the property of the land for the Public Safety building, so we are still looking for land to begin that project. The Deputy Fire Chief position will be posted in January.

Ambulance Service: Public Safety Director/Fire Chief Adler provided a written report. One part time employee has resigned. Adam Robarge has been selected to fill the Deputy Ambulance Chief position and the current Captain's position will be abolished. The Aeroclave units have finally arrived, and the staff has been training to use them. The service has had several staffing issues due to Covid related leaves. We have continued to communicate with the VA regarding billing issues. The city was refunded \$1300 due to warrantee work on an ambulance that should have been initially covered.

Resolution to Create 3 Full time Tomah Ambulance Positions Public Safety Director Adler requested the addition of three full-time Tomah Ambulance positions due to the upgrade to Critical Care and to enable additional transfers.

Motion by Yarrington, second by Cram, to recommend the Council approve the Resolution to Create 3 Full time Tomah Ambulance Positions. Motion passed without negative vote.

Resolution Authorizing a Change in the 2021 Position Count

Motion by Yarrington, second by Kiefer to recommend the Council approve the Resolution Authorizing a Change in the 2021 position count with the Abolishment of the Captain position for the Tomah Area Ambulance Service. Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills Motion by Cram, second by Peterson, to recommend the Council approve the Resolution Authorizing the Payment of Monthly Bills. Motion passed without negative vote.

Resolution Regarding Flexible Plan Health or Dependent Care Change in Status Amendment A change in the cafeteria election for daycare has been requested and this resolution is required in order to reduce the amount of funds collected in the flexible spending account due to daycares being closed for periods of time or families working from home not incurring the daycare expenses. It is requested that the effective date be established as of June 1, 2020.

Motion by Yarrington, second by Cram to recommend the Council approve the Resolution Regarding Flexible Plan Health or Dependent Care Change in Status Amendment effective June 1, 2020. Motion passed without negative vote.

Approval of Final Assessment Report & Final Resolution authorizing public improvement and levy special assessments

Motion by Kiefer, second by Scholze to recommend the council approve the Final Assessment Report & Final Resolution authorizing public improvement and levy special assessments. Motion passed without negative vote.

Renewal Taxi Cab Licenses for Running, Inc. DBA Tomah Transit Motion by Kiefer, second by Peterson, to recommend the Council approve the following Taxi Cab Licenses for Running, Inc. DBA Tomah Transit:

1. 2012 Dodge Grand Caravan – VIN #2C4RC1BG4CR270955
2. 2015 Dodge Grand Caravan – VIN #2C4RDGBG2FR736368
3. 2016 Dodge Grand Caravan – VIN #2C7WDGBG9GR386602
4. 2017 Dodge Grand Caravan – VIN #2C7WDGBG5HR648584
5. 2019 Dodge Grand Caravan – VIN #2C4RDGBG8KR704499
6. 2020 Dodge Grand Caravan – VIN #2C4RDGBG0LR184882
7. 2020 Dodge Grand Caravan – VIN #2C4RDGBG9LR184881

Motion passed without negative vote.

Proposed Permit Fee Increases Building inspector Rolff proposed a modest increase in building permit fees to ensure the fees cover the cost of providing service and inspections.

Motion by Kiefer, second by Cram, to recommend the Council approve the increased permit fees as proposed. Motion passed without negative vote.

Budget Amendment Police Department Insurance Claim Treasurer Mann presented a budget amendment to record the proceeds for vehicle insurance claims for the Police Department and add the additional expenses to the repair and maintenance line item.

Motion by Yarrington, second by Scholze, to recommend the Council approve the Budget Amendment for the Police Department Insurance Claim. Motion passed without negative vote.

Budget Amendment Insurance Claim for Storm Damage Treasurer Mann presented a budget amendment to record the insurance recovery for storm damage at Recreation Park and at the Ambulance Building.

Motion by Scholze, second by Cram, to recommend the Council approve the budget Amendment for the insurance claim for the storm damage at Recreation Park and at the Ambulance Building. Motion passed without negative vote.

Budget Amendment for City Hall Water Damage Treasurer Mann presented a budget amendment and requested the Committee recommend the council approve the amendment to the budget to acknowledge the insurance claim for the water damage to the City Hall carpeting and copy machine, and to approve the balance to pay for the additional carpeting for the rest of the office from reserved for contingency.

Motion by Kiefer, second by Peterson to approve the Budget Amendment for Insurance Recovery & Reserved for Contingency City Hall Water Damage. Motion passed without negative vote.

Managed IT Service Contract Treasurer Mann presented an updated contract between 3RT and the City of Tomah and asked the Committee to recommend the Council approve the 72-month contract. The updated contract includes out clauses for both 3RT and the City. It also includes the periodic reviews of 3RT service as requested at the previous Council meeting. The cost difference between the 48 month and 72-month contract is about \$6000 per year.

Motion by Cram, second by Yarrington, to recommend the Council approve the 72-month contract between 3RT and the City of Tomah for Managed IT Services. Motion passed without negative vote.

Secondhand Article Dealer License Application for Eco ATM, LLC Hunter Bjorkman with ecoATM, LLC has applied for a Secondhand Article Dealer License for the premise at 222 W. McCoy Blvd, Tomah, WI 54660, inside Walmart store #0965 for the licensing period of January 1, 2021 through December 31, 2021.

Motion by Kiefer, second by Cram, to recommend the Council approve the Secondhand Article Dealer License Application for ecoATM, LLC. Motion passed without negative vote.

Information on Borrowing Debt Limit Financial Planning Treasurer Mann presented updated Debt Limit financial information from Ehlers including a growth projection of both 2.5% and 1.5% equalized value growth. Mann recommended not making any other decisions about financial planning and projects until the new Administrator is in place.

Proposed Changes in Financial Processes Treasurer Mann requested the Council approve changing the timing of financial reports to the council and proposed eliminating the Council check run. A conversation ensued on finalizing reports two months after they have occurred. Chief Nicholson also spoke on the difficulty of preparing accurate reports for the council when the meetings fall early in the month. Further conversation occurred about changing the dates of the meeting to the first Monday and Tuesday of the month following the 10th of the month. This would require an ordinance change and a potential shuffle with other committee meetings.

Motion by Yarrington, second by Cram, table the suggested changing of the timing of presented financial reports until after department heads have a chance to review and discuss a possible ordinance change, and will be brought forth again at the January meeting.

Motion by Kiefer, second by Peterson to adjourn. Motion passed without negative vote.

Adjourned at 08:01p.m.

Respectfully submitted,

Becki Weyer, City Clerk