

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

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 17th day of August, 2020 in the Council Chambers at City Hall with Council President Travis Scholze presiding. The meeting was called to order at 6:00 p.m. The General Public was able to access the meeting as follows at 6:30 p.m.: **Join Zoom Meeting**

<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: Mike Murray, Adam Gigous, Richard Yarrington, Jeff Cram, Shawn Zabinski, Travis Scholze, Lamont Kiefer, Donna Evans, and Dean Peterson. Absent. None. Quorum present.

Also present: Fire Chief Tim Adler, Parks & Recreation Director Joe Protz, Police Chief Mark Nicholson, Public Works & Utilities Director Kirk Arity, Ambulance Director Randy Dunford, City Clerk JoAnn Cram and Becki Weyer. Gregg Hagen videotaped the meeting.

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Adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) Regarding Personnel Issues.

Motion by Evans, second by Gigous to adjourn to closed session pursuant to State Statute 19.85(1)(c) regarding personnel issues. Motion passed without negative vote. Meeting adjourned to closed session at 6:02 p.m.

Reconvene to Open Session Pursuant to State Statute 19.85(2). Meeting reconvened to open session at 6:30 p.m.

Approval of July 13, 2020 Minutes.

Motion by Yarrington, second by Zabinski, to approve the minutes of the July 13, 2020 Committee of the Whole meeting as presented. Motion passed without negative vote.

Accept Treasurers Cash and Investment Reports.

Motion by Evans, second by Kiefer to accept the July cash and investment reports. Motion passed without negative vote.

Parks and Recreation Monthly Report: Parks Department, Recreation Programs, Aquatic Center, and Recreation Park:

Parks and Rec Director Joe Protz provided a written report and advised the department is cleaning and mowing parks and trails, working with CBS Squared on the CORP and Winnebago Phase 1 project, as well as Boy Scout Cabin plans. Summer adult sports finished on August 19th and Fall/Winter programming will be discussed at the August meeting. The Aquatic Center closed on August 9th and they are working on fall maintenance, painting and cleaning. A leak has also been detected and an investigation is ongoing as to the source. The improvement project at Recreation Park needs a few final details and will then be complete. They continue to work on building maintenance and fencing repair. There has been an increase in vandalism in the City parks.

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

Department: Dir. Arity provided a written report advising they are working on budget preparations. 1,000 totes were received today for automated garbage. The Thursday route will have a 2-tote system and directions will be provided to those residents. The yellow lid will indicate the garbage bin. Additional totes will be requested in the upcoming budget. The South Kilbourn project is complete. The Butts Ave. project should be ready for CABC sometime around August 19th. **Sewer Department:** Operations are normal. The sewer replacement from Juneau to Packard is complete. **Water**

Department: Operations are normal. A moratorium was received regarding disconnections until Sept. 1st. The bookkeeper position has been filled with Patricia Marten. **Lake Committee:** The next meeting has not been scheduled.

Police Department Monthly Report. A written report was provided. Chief Nicholson advised they will be starting an eligibility list process. Written warnings have increased significantly. Drug arrests are up about 25% from this time last year. The Police Dept. received an \$1,100 grant from the railroad. "We Back the Badge" signs are available for purchase for \$10.00. The Police Department lobby will be open for limited activities beginning the week of August 24th.

Fire Department Monthly Report. Chief Adler provided a written monthly report. Chief Adler advised that he has been working on creating an inventory spreadsheet of the department's equipment. This will be beneficial for forecasting future capital projects. Chief Adler continues to work on the emergency services building project. A night of rescue training was conducted at Shaw's Auto Salvage.

Ambulance Department Monthly. A monthly written statistics report was provided. The Ambulance Service responded to 332 calls for service and had 85 facility transfers. Director Dunford advised there were 12 mutual aid requests. The Department received a \$500 grant from the Tomah Rotary Club to be used toward the purchase of a new UV light. It is a goal of the department to advance to a Critical Care certification.

2020 Budget Amendment General Building Account. A budget amendment is requested to increase the General Building budget by \$5,000 for additional work needed to upgrade and repair the piping in City Hall. Additional work was done to fix the leaks and condensation problems.

Motion by Murray, second by Kiefer to approve the 2020 Budget Amendment transferring \$5,000 from Acct. 01-51980-2270 Reserved for Contingency to Acct. 01-51600-3500 General Building Repair and Maintenance to cover these expenses. Motion passed without negative vote.

Purchase AeroClave System. With the onset of COVID 19, the department needs constant decontamination measures to keep ambulances, equipment, sleeping quarters and the station as sanitized as possible. This system is a tool that effectively treats spaces up to 5,000 cubic feet or individual equipment. This product destroys pathogens that can spread and infect employees and patients. The department has received \$24,000 under the Federal CARES Act and the City of Tomah was also awarded up to \$150,000 federal reimbursement regarding COVID 19 needs.

Motion by Yarrington, second by Zabinski to recommend the Common Council approve the 2020 Budget Amendment and authorize the expenditure of \$32,000 to purchase two (2) AeroClave Systems utilizing the funding provided for COVID related expenses. Motion passed without negative vote.

Safety Program Manual. The safety manual has been developed by the safety committee. The Council members were provided with several copies for review. The Safety Committee has been working on developing this manual over the last 5 years and is being formally introduced to the Council. After review, it will be brought back for approval.

Motion by Murray to approve. Motion dies due to lack of a second.

Motion by Evans, second by Kiefer to table this issue until the September Council meeting to allow time for review. Motion passed with one negative vote (Murray)

Purchase Approval for Equipment for Lake Tomah Dam. Quotes were received for wheel and panel materials for the dam. It is estimated another \$15,000 is needed for wheel replacement and \$1,100 for the panel installation. Due to the uncertainty of failure and replacement parts lead times, ordering of the parts would be presented as soon as possible. Additional quotes will be done for the panel. The dam has a roller gate and a tainter gate. The quote provided was much higher prior to negotiating some reductions. We are going to limit the quantities and we are looking at 2 wheels, 6

bushings and strip seal. When the parts are replaced – looking for approval of \$22,312 and an additional \$15,000 for the subcontractor to replace the parts \$37,312 total cost. The current budget is \$37,319 and we can afford that. Approval on the new panel will be requested in September. There is a 10-12 week lead time in getting the parts.

Motion by Gigous, second by Evans to approve the purchase of the equipment that is over \$5,000 along with the installation. Motion passed without negative vote.

Resolution Denying General Liability Claim of Denise Whitney at Winnebago Park. EMC Insurance has investigated a personal injury claim against the City and have advised that they found no negligence against the City regarding this matter. It is requested that the resolution be approved and authorization to provide written notice denying the claim as requested by the insurance agency.

Motion by Yarrington, second by Murray to recommend the Common Council approve the Resolution Denying the General Liability Claim of Denise Whitney as presented. Motion passed without negative vote.

Request for Exemption for City of Tomah Residents from Monroe County Library Tax. The City of Tomah must annually request exemption for City of Tomah residents from the Monroe County Library Tax as the City already is taxed for library services within our community. A letter must be sent to the Monroe County Board annually requesting the exemption. Due to the deadline of August 19 for the County to receive the letter and the late date of the August meeting, Mayor Murray has submitted the letter requesting the exemption. Information only at this time.

Motion by Kiefer, second by Zabinski to approve the request for exemption Motion passed without negative vote.

Ordinance Amending Section 2-378 Regarding Police & Fire Commission Members. This ordinance amendment allows for four (4) City of Tomah resident members and adds the ability of one (1) member to reside within Monroe County if they live within the boundary of the Tomah Area School District.

Motion by Murray, second by Cram to recommend the Common Council approve the ordinance amending Section 2-378 regarding Police and Fire Commission member appointments. Motion passed without negative vote.

July 2020 Financials. Motion by Zabinski, second by Kiefer to approve the July 2020 Financial Report as presented. Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills. Motion by Evans, second by Gigous to recommend the Common Council approve the monthly bills in the amount of \$1,014,337.27 as presented. Motion carried without negative vote.

Amendment to Wal-Mart Store #965 Combination Liquor and Beer License for Extension of Premise for Sale of Alcoholic Beverages to Include Outside Stalls and Canopy Locations Designated for Online Grocery Pickup. The first reading of the ordinance was read and passed at the July meeting and the second reading and adoption are on the Common Council agenda. Wal-Mart has requested an amendment to their liquor license to include the outside stalls and canopy locations designated for online grocery pickup so that as soon as the ordinance goes into effect, they will be ready to extend the premise.

Motion by Murray, second by Kiefer to recommend the Common Council approve the amendment to the Wal-Mart Store #965 Combination Liquor and Beer license for the extension of premise for the sale of alcoholic beverages to include outside stalls and canopy locations designated for online grocery pickup upon final passage and publication of the ordinance. Motion passed without negative vote.

Discussion of September Meeting Dates Due to Labor Day. Labor Day is Sept. 7th which is the Monday before the second Tuesday. It is requested that the Committee of the Whole and Common Council be combined or moved back to the 14th and 15th of September due to the Labor Day holiday.

Motion by Kiefer, second by Murray to combine the September Committee of the Whole and Common Council meetings to occur on September 8th. Motion passed without negative vote.

Adjourn.

Motion by Kiefer, second by Evans to adjourn. Motion passed without negative vote. Meeting adjourned at 7:33 p.m.

Respectfully submitted,

JoAnn Cram, City Clerk