

MINUTES FOR COMMITTEE OF THE WHOLE

A Committee of the Whole was held on **Monday, November 15, 2021 at 6:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI. Council President Adam Gigous called the meeting to order at 6:30 p.m. Present: Adam Gigous, Richard Yarrington, John Glynn, Mitchell Koel, Lamont Kiefer, Nellie Pater, and Dean Peterson. Absent: Michael Murray and Shawn Zabinski, also present: City Administrator Brad Hanson, City Treasurer Molly Powell, City Clerk Becki Weyer, Director of Public Works Kirk Arity, Parks and Rec Director Joe Protz, Public Safety Director/Fire Chief Tim Adler, Police Chief Scott Holum, and Chamber/CVB Director Tina Thompson. Greg Hagen videotaped the meeting. Members of the public were able to access the meeting via the following Zoom Link:

<https://zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMK1qNU5vNFlwMzdSZz09>

APPROVAL OF THE MINUTES:

Motion by Peterson, second by Kiefer, to approve the Minutes from October 18, 2021. Motion carried.

REPORTS:

Treasurer

Powell presented the October 31, 2021 Cash and Investments Report. Motion by Koel, second by Pater, to recommend the Council approve the October 31st Cash and Investments Report. Motion carried.

Parks & Recreation

Protz provided a written report.

Parks has been winterizing mowers and park bathrooms are now closed. Work on the sidewalk around the dam is postponed until 2022. They are getting ready for the holiday lights. Thank you to Seth Gadbois for his work on the fire ring for the Boy Scout Cabin.

Rec Programs: They are finishing up gymnastics, and signups for basketball are upcoming. Open gym started November 7th

Aquatic Center: The investigation on current leak issues is ongoing and they will be running a camera to pinpoint problems this week.

Protz covered the upcoming events occurring at the Recreation building.

Public Works & Utilities

Dir. Arity provided the Public Works And Utilities Director Report.

Street: The blacktop on King Ave is complete and all sidewalk is done except for vacant lot driveways. The black dirt and mailboxes are next on the agenda. The leaf vac is out and will remain out unless there is a large snow accumulation. Residents should continue putting leaves in the boulevard for pickup. They are getting operations prepared for winter

Sewer: Operations are normal.

Water: Operations are normal. They finished the semi-annual flushing program. They continue to make improvements to the quality of water.

Lake: There is a meeting this Thursday at 5:00 p.m. There will be another water technology presentation scheduled.

Police Department

Chief Holum presented the written 2021 Police Department Monthly Report for October. The police department is fully staffed. There is a drug box at the Police Department to drop off prescription drugs, this past cycle had 275 pounds of prescription drugs that was discarded. Congratulations to Assistant Chief Eric Pedersen for his graduation from Police leadership class. The annual giving tree will be going on starting this Friday, there will be 100 cards on the tree with age/gender listed. Gifts should be returned by December 14th at 3:00 p.m. Holum is currently working on quotes for the City Hall/Police department surveillance system.

Chamber/CVB

Chamber/CVB Director Thompson gave her report at the Committee at the Whole instead of the Council meeting. The Chamber is going into quieter months, which allows for planning for the years ahead. The Annual holiday parade is on the Friday after Thanksgiving at 7:00 p.m., lineup will be at 6:00 p.m. Thank you to police department for the help with street variations. Berta Downs started her first day with the Chamber. The annual meeting is being

planned for next year on the last Monday in February. Thanks to Parks and Rec for their help with the Night Market. The area guide is being outsourced and is in the process of being developed. It should be ready in February.

GENERAL:**Change for the Senior Center Director to be a Salaried position Instead of Hourly**

Prior to the hiring of Pam Buchda as the City's Senior Center Director, the position was a salaried or exempt position, and is currently hourly, therefore making this position the only hourly paid supervisor for the City. Hanson recommended moving this position back to a salaried position. Motion by Pater, second by Koel, to recommend the council move the Senior Center Director position to Grade J, Step 3 with a 2022 salary of \$54,225.60, which includes the 2022 2.0% Cost of Living Adjustment. Motion carried.

Pay Steps and Annual Reviews

Hanson addressed the issue that came up in the October meeting regarding the need to move step increases to January 1st each year. Back in 2018 the Council created a resolution to move to a step increase program vs. a merit-based increase program based on evaluations, but the personnel handbook was never updated to reflect that change. Treasurer Powell and Hanson recommended that the City continue with the previous Council had decided and to ensure those changes are reflected in the next Personnel Handbook. Hanson ensured that Directors have been given the expectation they are required to complete annual reviews with their staff.

Motion by Pater, second by Yarrington, to postpone this issue until the December 2021 meeting and request the City clerk bring an update to the policy in the personnel handbook to reflect Council's direction after the wage study in 2018. Motion carried.

The raises will continue to occur on January 1st as indicated by the Resolution passed in 2018 moving to a step-based annual increase.

Resolution for 2022 Cost of Living Adjustment for non-Union Represented City Staff

Motion by Yarrington, second by Pater, to recommend the Council approve the resolution for the 2022 Cost of Living Adjustment for non-Union Represented City Staff. Motion carried with two negative votes. (Kiefer, Gigous)

Resolution to Remove Compensatory Time Off for Salaried/Exempt Employees Policy

A lengthy discussion ensued regarding the history of comp time for salaried employees and the purposes of removing this bank of time. The Department Directors were asked their opinions on the removal of the time bank.

Motion by Pater, second by Yarrington, to recommend the Council approve the resolution to Remove Compensatory Time Off for Salaried/Exempt Employees Policy. Motion carried.

Application by Anthony Damiano for an Outdoor Facility License at 1110/1112 Superior Ave

Motion by Peterson, second by Yarrington, to recommend the Council approve the application for the Outdoor Facility license for Anthony Damiano at 1110/1112 Superior Ave. Motion carried.

Conditional Use Permit-428 W Monowau St.

Motion by Kiefer, second by Peterson, to recommend the Council approve the conditional use permit for Stuart Forsythe/Craig DeBoer to sell firearms from a single-family home. Motion carried.

Winnebago Park Phase 1 Bids

Motion by Peterson, second by Pater, to recommend the council approve awarding the base bid, Alternate #2, and Alternate #5 to Gerke Excavating Inc. for the cost of \$620,555.30 for the Winnebago Park Phase 1 improvements and boat launch. Motion carried.

Resolution authorizing a change in the 2022 City of Tomah Position count by the abolishment of 1 full time Park and Recreation Maintenance Position and the creation of 2 additional part time Park and Recreation Maintenance Workers.

Dir. Protz presented the resolution to abolish a full time (vacant) position and add two part time workers. This will help the city to save around \$50,000 in wages and benefits paid. Motion by Pater, second by Peterson, to recommend the Council approve the Resolution authorizing a change in the 2022 City of Tomah Position count by the

abolishment of 1 full time Park and Recreation Maintenance Positions and the creation of 2 additional part time Park and Recreation Maintenance Workers. Motion carried.

Resolution for American Rescue Plan Act Funds to Assist with the City's General Fund Due to Lost Revenue from Lost Net New Construction

Administrator Hanson presented to the Committee that using calculator from the WI League of Municipalities, the amount of net new construction revenue lost in the City of Tomah was \$106,700. Hanson requested the Committee recommend the Council to approve the resolution to use ARP funds to assist with the City's general fund due to this lost revenue. Motion by Kiefer, second by Yarrington, to recommend the Council approve the Resolution for American Rescue Plan Act Funds to assist with the City's General Fund Due to Lost Revenue from Lost Net New Construction. Motion carried with two negative votes (Pater and Koel)

Resolution for American Rescue Plan Act Funds for the City's New Website to Increase Citizen Engagement, Transparency, and Improved Access

Last month, the Council approved the expenditure of up to \$20,000 of ARP funds for the City's new website. This resolution is to record this decision and expenditure., to recommend the Council approve the Resolution for American Rescue Plan Act Funds for the City's New Website to Increase Citizen Engagement, Transparency, and Improved Access. Motion by Peterson, second by Glynn to recommend the Council approve the Resolution for American Rescue Plan Act Funds for the City's New Website to Increase Citizen Engagement, Transparency, and Improved Access Motion carried.

Resolution for American Rescue Plan Act Funds for the City's Public Safety Department's Acquisition of a All-Terrain Vehicle/Utility Vehicle to Improve Emergency Services & Response Time for Recreational Users in Limited Access Areas

Last month, the council approved the expenditure of up to \$30,000 of ARP funds for the purchase of an ATV/UTV for use by the Tomah Area Ambulance service and the Tomah Fire Department. This resolution is to record this decision via resolution. Motion by Pater, second by Glynn, to recommend the Council approve the Resolution for American Rescue Plan Act Funds for the City's Public Safety Department's Acquisition of an All-Terrain Vehicle/Utility Vehicle to Improve Emergency Services & Response Time for Recreational Users in Limited Access Areas. Motion carried.

Resolution to approve the design of the Emergency Services Building and Parks and Recreation Flare Avenue Project

Over the last few months, the Council has made the decision to approve the Emergency Services building, along with the approval of the Flare Ave. project to create new ball fields for the City. This resolution is to record those decisions in detail including the design and steel package. The hope is to receive four to five bids for the steel package. Motion by Glynn, second by Koel, to recommend the Council approve the Resolution to approve the design of the Emergency Services Building and Parks and Recreation Flare Avenue Project. Motion carried.

American Rescue Plan Act Project Item: Tourism Lost Revenue for the Convention & Visitor's Bureau and Parks and Recreation

Using The League of WI Municipalities and the Nation League of Cities calculators, Hanson has calculated the lost revenue from tourism for the City was \$324,835.48. Hanson has requested the Committee of the Whole recommend the Council approve the use of \$75,000 of ARP funds to pay the Chamber/CVB for lost revenue, and the remainder be used for Recreation Park. There was discussion about using an additional \$125,000 of ARP funds for Parks and Recreation to pay for the \$125,000 that was budgeted in the Capital improvement plan. There was also discussion on the amount of lost revenue for 2021 and the current revenues received for 2021. Motion by Pater to recommend the Council approve the use of \$75,000 of ARP funds for the Chamber/CVB to replace lost revenue from tourism, and \$249,835.48 of ARP funds to be used for Recreation Park for the same, and an additional \$125,000 to be used for Parks and Recreation from ARPA funds. Motion died due to lack of a second. Motion by Peterson, second by Koel, to approve the use of ARP funds due to lack of lost revenue of room tax and tourism, in the amount of \$75,000 to be allocated to the Chamber/CVB, and \$249,835.48 to be allocated to the Parks and Recreation department for use on projects at Recreation Park. Motion carried.

Franklin Street Easement Proposal

Dir. Arity requested the Committee of the Whole recommend the Council approve a lease agreement between the City of Tomah and the Tomah Area School District for their use of Franklin Street for additional parking at Lemonweir School. Motion by Kiefer, second by Peterson, to approve the lease agreement between the City of Tomah and the Tomah Area School District for the use of Franklin Street to alleviate parking issues at the Lemonweir School district, including any the changes needed to update the lease document. Motion carried.

Storm Sewer Easement for King Ave Project

Dir. Arity recommended to the Committee of the Whole to approve the easement and assessment waiver of \$2,340.00 for a storm sewer assessment for Chris Divyak/DS Dwellings LLC due to the need for the City's use of the easement to have and maintain the storm water drainage. Motion by Glynn, second by Kiefer to approve. Motion carried.

Request for Purchase of Badger Books Election Machines

Clerk Weyer requested the Committee of the Whole recommend the Council approve the expenditure of \$12,131 of funds already budgeted for 2021 for the use in purchasing electronic poll books (BadgerBooks) for future elections. Motion by Kiefer, second by Glynn, to approve the payment of \$12,131 for the purchase of Badgerbooks from account 01-57190. Motion carried.

Resolution Authorizing Payment of Monthly Bills

Motion by Peterson, second by Pater, to approve the Resolution Authorizing the payment of Monthly Bills. Motion carried.

ADJOURN

Motion by Peterson, second by Koel, to adjourn. Motion carried. Meeting adjourned at 8:37 p.m.

Respectfully Submitted,

Rebecca Weyer

Approved December 21, 2021