

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

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 15th day of March, 2021 in the Council Chambers at City Hall with Council Vice President Donna Evans Presiding. The meeting was called to order at 5:00 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: Dean Peterson, Lamont Kiefer, Travis Scholze, Mike Murray, Adam Gigous, Richard Yarrington, and Shawn Zabinski. Absent. None. Quorum present. The meeting was called to order by Evans at 5:01 p.m.

Also present: Police Chief Mark Nicholson, Assistant Chief Scott Hollum, Dir. Of Parks and Rec Joe Protz, Public works Director Kirk Arity, and City Clerk Becki Weyer. Gregg Hagen videotaped the meeting.

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### **Closed Session**

Motion by Yarrington, second by Scholze to adjourn to closed session according to Wisconsin State Statutes 19.85 (1) (c) considering employment through the interview process and deliberation for the City Treasurer vacant position, which the City Council is the government body and has jurisdiction or exercises responsibility for the position, and in order to conduct individual interviews with the following candidates: (1) Molly Powell, (2) Amy Jo Schueler, and (3) Jessica Brown. Motion Carried. Adjourned to closed session at 5:03 p.m.

### **Action on Closed session**

Motion by Scholze, second by Murray, to postpone the decision on the Deputy Treasurer position. Motion carried.

### **Approval of Minutes from February 8, 2020**

Motion by Zabinski second by Murray to approve the minutes of the November 9, 2020 Committee of the Whole meeting. Motion carried.

### **Accept Treasurers Cash and Investment Reports**

Motion by Kiefer, second by Zabinski, to accept the Cash and Investment Monthly Report for January 2021. Motion carried.

### **Parks & Recreation Monthly Report.**

Dir. Protz provided a written report. The Parks department is getting ready for spring park cleanup. A date has been set next Monday Feb. 22<sup>nd</sup>, 2021. at 10:00 a.m. for groundbreaking at Butts Park for the all-abilities playground. The scout cabin repair has begun. Recreation programs has moved forward April 5<sup>th</sup> for spring gymnastics. This is will be for those who remained on the program and did not receive a refund from last year (2020). Tentative opening date for the Aquatic Center is June 5<sup>th</sup>.

### **Police Department**

Chief Nicholson provided a written report. Chief Nicholson has announced his intent to retire from the City, his last day will be April 9<sup>th</sup>, 2021. 4 applicants are in the process for the open position at the Police Department. Alternate side parking is in effect until April 1<sup>st</sup>.

**Special Beer & Wine Permit Application for Monroe County Support Services for Budweiser Dairyland Super Nat'l Truck & Tractor Pull on June 24 – 26, 2021**

Motion by Murray, second by Zabinski, to recommend the Council approve the Special Beer & Wine permit application for Monroe County Support Services for June 24 -26, 2021. Motion carried.

**Special Beer & Wine Permit Application for Monroe County Support Services for Monroe County Fair on June 21 – 25, 2021**

Motion by Murray, second by Kiefer, to recommend the Council approve the Special Beer & Wine Permit Application for Monroe County Support Services for June 21-25, 2021 and extending the hours until 1:00 a.m. for Saturday and Sunday. Motion Carried.

**Special Beer Permit Applications for Tomah Lions Club for Downtown Thursday Night concert events in July and August of 2021**

Motion by Scholze, second by Yarrington. to recommend the Council approve the Special Beer Permit Applications for Tomah Lions Club for Downtown Thursday Night concert events in July and August of 2021. Motion carried. Gigous abstained.

**Secondhand Article & Jewelry Dealer Licenses Application for Area 51**

Motion by Zabinski, second by Yarrington, to recommend the Council approve the Secondhand Article & Jewelry Dealer Licenses application for Area 51. Motion carried.

**Application for "Class A" Liquor License for Casey's General Store #1933, Anthony Hawks-Agent, for the period 3/15/2021 through 6/30/2021**

Motion by Murray, second by Zabinski, to recommend the Council approve the Class A Liquor license for Casey's General Store #1933, Anthony Hawks – Agent, for the period 3/15/2021-06/30/2021. Motion carried.

**Budget Amendment for Park Space Fees**

Motion by Scholze second by Gigous, to recommend the Council approve the budget amendment to move \$25,000 from the fees raised for parking space fees in account # 01-2318, to account # 08-5720-810 to be used in the completion of the N.A.S.A. all-abilities playground at Butts Park. Motion carried.

**Conditional Use Permit Application for Veterans Assistance Foundation Inc. and Rice Development, LLC**

Motion by Yarrington, second by Gigous to recommend the Council approve the Conditional Use permit for the Veterans Assistance Foundation to construct two separate duplexes on one single lot in the R3-Multifamily Residential District. Motion carried.

**Enterprise Fleet Leasing Option for City Vehicles**

City Administrator Hanson, Lt. Holum, Police Chief Nicholson, and Dir. Arity spoke on the current state of the purchasing system and the benefits and pitfalls of transitioning to a vehicle leasing system.

Motion by Murray, second by Scholze, to recommend the Council postpone this decision and recommended to a Committee level for further research. Motion carried with one negative vote. (Yarrington)

### **Public Safety Building Community Development Block Grant Application**

Motion by Murray, second by Yarrington to recommend the Council allow the CDBG to apply for a grant application and approve the contract with CBS Squared as presented to complete the grant application. Motion carried.

### **Transportation Utility Study Proposal**

City Administrator Hanson presented to Council a second bid for Transportation Utility Study from Ehlers, in addition to the one presented at the last Council meeting from Ruekert & Mielke. Motion by Kiefer, second Murray by to table this decision until it has been vetted thoroughly through the Public Works Commission. Motion carried with one negative vote. (Yarrington)

### **Hotel Comprehensive Study for Economic Development Purposes**

The Committee questioned on how long a study like this would be valid. City Admin. Hanson replied it would be valid for three years. Motion by Murray, second by Yarrington to approve the proposal for the Comprehensive study for Economic Development Purposes by Core Distinction Group. Motion carried.

### **Proposal to Merge Caselle Software Programs**

Motion by Murray, second by Yarrington, to recommend the Council approve the contract with Caselle to merge accounting software between Public Works and the City. Motion carried.

### **Comprehensive Outdoor Recreation Plan Presentation**

Phil Johnson from CBS Squared presented a PowerPoint Presentation on the highlighting the Comprehensive Outdoor Recreation Plan.

### **Resolution Approving the City of Tomah Comprehensive Outdoor Recreation Plan**

Motion by Murray, second by Yarrington, to recommend the Council approve the Resolution Approving the City of Tomah 2021-2025 Comprehensive Outdoor Recreation Plan. Motion carried.

Resolution \_\_\_\_\_

#### **APPROVING THE CITY OF TOMAH 2021-2025 COMPREHENSIVE OUTDOOR RECREATION PLAN**

WHEREAS, the City of Tomah periodically adopts a five-year park plan; and  
WHEREAS, this plan includes an inventory of city park and outdoor recreational areas; and  
WHEREAS, this plan has a listing of park improvements that will be considered during next five years;  
WHEREAS, the plan is a requirement of the Wisconsin Department of Natural Resources and other funding sources in order to apply for grant funds for park projects; and  
WHEREAS, the Parks and Recreation Commission have reviewed the plan and recommended approval.  
NOW THEREFORE, BE IT RESOLVED that the City of Tomah Council does hereby approve the 2021-2025 Comprehensive Outdoor Recreation Plan, a copy of which is on file and available for inspection from the Parks and Recreation Department.  
PASSED AND APPROVED by the City of Tomah Council, Monroe County, Wisconsin on this 16th day of March, 2021

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MIKE MURRAY, MAYOR

ATTEST \_\_\_\_\_

BECKI WEYER, CITY CLERK

### **Resolution Approving Boys and Girls Club WEDC CDI Grant Application**

Motion by Yarrington, second by Zabinski, to recommend the Council approve the Resolution Approving the Boys and Girls Club WEDC CDI Grant application. Motion carried.

Resolution \_\_\_\_\_

**RESOLUTION APPROVING THE SUBMITTAL FOR A WISCONSIN ECONOMIC DEVELOPMENT CORPORATION (WEDC) COMMUNITY DEVELOPMENT INVESTMENT (CDI) GRANT APPLICATION FOR THE DOWNTOWN REDEVELOPMENT PROJECT BEING UNDERTAKEN THE BOYS AND GIRLS CLUBS OF WEST-CENTRAL WISCONSIN (THE CLUB), INC. AT 917 SUPERIOR AVENUE.**

WHEREAS, the Club is in the process, or has acquired, the structure at 917 Superior Avenue for a new and expanded location with better services; and  
WHEREAS, as any non-profit organization seeks funding for capital construction projects, the Club is no different, which they discovered the CDI Grant from WEDC; and  
WHEREAS, this opportunity requires the Club to have support and application by the local community, which in this case is the City of Tomah; and  
WHEREAS, renovation of the current Club location at 105 W Milwaukee Street will include the renovation and expansion into the adjacent building located at 917 Superior Avenue; and  
WHEREAS, a new building shall be refitted for a new purpose bringing renewed appearance and usage of an underused building within the Downtown area of the City, which shall thereby impact the values and businesses in the immediate area; and  
WHEREAS, the Club has secured and will provide at least the minimum 1:1 matching investment in project costs; and  
WHEREAS, this project shall (1) expand available program space in the Main Clubhouse, relocate administrative offices, (2) enhance teen programming by consolidating its Teen Center from 1102 to 917 Superior Ave., into the same building, thereby reducing safety and logistical challenges, (3) empower more of Tomah's youth to become tomorrow's leaders and enhance our community; and  
WHEREAS, the Club understands the grant has reporting requirements, which will fall upon the Club to complete or assist in completing the reporting requirements that could be required on an annual basis, among other requirements imposed by the WEDC;  
NOW THEREFORE, BE IT RESOLVED that the City of Tomah Council approves to support and sponsor if necessary the Club's application to WEDC for the CDI Grants, which will greatly assist the reconstruction project with funds of up to \$250,000.00, and provide City staff assistance if necessary for the application process.  
PASSED AND APPROVED by the City of Tomah Council, Monroe County, Wisconsin this 16th day of March, 2021.  
ATTEST: MIKE MURRAY, MAYOR  
BECKI WEYER, CITY CLERK

**Resolution Authorizing Payment of Monthly Bills**

Motion by Kiefer, second by Gigous, to recommend the Council approve the Resolution Authorizing the Payment of Monthly Bills. Motion carried.

RESOLUTION NO :

**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 \$3,630,822.44	Check #'s:	129382-129424
	2020 \$108,500.43		129458-129508
2. Payroll:	\$250,599.45	Dir Dep #'s:	62460-62694
3. Wire/ACH Transfers:	\$35,853.06		
4. Invoices:	\$139,945.16		
Total:	<u>\$4,165,720.54</u>		

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Mayor

\_\_\_\_\_  
Clerk

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**Preliminary Financial Report - December 2020**

Motion by Murray, second by Scholze, to recommend the Council accept the Preliminary Financial Report for December 2020. Motion carried.

**Monthly Financial Report - January 2021**

Motion by Zabinski, second by Gigous, to accept the Monthly Financial Report for January 2021. Motion carried.

**Resolution City of Tomah CDBG Program Property for Sale/Notice of Bid for 217 Sumner Ave, Tomah WI**

Motion by Yarrington, second by Murray, to recommend the Council approve the Resolution to accept the bid from Paul Frey as submitted for the purchase of the property at 217 Sumner Ave, Tomah, WI. Motion carried.

**RESOLUTION OF CITY COUNCIL OF CITY OF TOMAH**

The City Council of the CITY OF TOMAH, a Municipal Corporation (the "City") approves the following actions:

RESOLVED: That the City is a valid and existing Municipal Corporation since the time of its incorporation and acquisition of the property legally described as follows:

Lands described in Vol. 2 CSM on page 82 as Doc. No. 307107 located in Lots 1, 2, 3. and 4, Block 12, Hollister's 1<sup>st</sup> Addition, City of Tomah, Monroe County, Wisconsin.

RESOLVED: The City accepts Bid No. 3 of Paul Frey as submitted to purchase the above-described land and further approves of the sale for the amount and terms described therein.

RESOLVED: That the Mayor and the City Clerk are authorized and directed for and on behalf of the City to execute and deliver the Deed, and any other such instruments as may be required, to finalize the sale of the above-referenced land as approved herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Michael Murray, Mayor

ATTEST:

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Rebecca Weyer, City Clerk

**Adjourn**

Motion by Scholze, second by Gigous to adjourn. Motion carried. Meeting adjourned at 7:46 p.m.

Respectfully submitted,

Becki Weyer, City Clerk