

## MEETING MINUTES - CITY OF TOMAH COMMITTEE OF THE WHOLE

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 13<sup>th</sup> day of March, 2017 at 6:30 p.m. in the Council Chambers at City Hall.

The following members were present: Nellie Pater, Eric Prise, Lamont Kiefer, Wayne Kling, Larry Siekert, Mary Ann Komiskey, Luke Bohlen, Chris King and Mike Murray. Absent: None.

Also present: City Administrator Roger Gorius, Fire Chief Tim Adler, Police Chief Mark Nicholson, Parks and Recreation Director Joe Protz, City Treasurer Julia Mann, Ambulance Service Director Randy Dunford, and City Clerk JoAnn Cram. Gregg Hagen videotaped the meeting.

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Chairperson Mike Murray called the meeting to order at 6:30 p.m.

**Minutes.** Motion by Prise, second by Komiskey to approve the minutes of the February 13, 2017 regular Committee of the Whole meeting as presented. Motion passed without negative vote.

**Ambulance Department.** Ambulance Service Director Randy Dunford provided a written monthly department report, introduced himself, and advised the Council of department activities. Mr. Dunford is in the process of interviewing all employees and evaluating the needs of the Ambulance Dept. There are 21 paramedics on staff and 14 EMTs.

**Police Department Monthly Report.** Police Chief Nicholson provided a written summary of monthly activities. Chief Nicholson advised the Dept. is at full staff. The Dept. is accepting applications for a part time clerk typist position. K-9 Officer Perkins and his partner Viktor began their 5-week training last week. Detective Walensky and Detective Tester were nominated through the WI Association of Homicide Investigators for Homicide Investigators of the Year.

**Zoning/Planning/Building Inspection Monthly Report.** Director Shane Rolff provided a written summary of February 2017 activities.

**Fire Department Monthly Report.** Fire Chief Tim Adler provided a monthly department. Chief Adler advised that a structure fire was reported in February which was minor in nature. The monthly training involved working with the Monroe County Hazmat Team. The annual Blood borne pathogens training was completed. Rescue training continues within the department. The Department is in the process of conducting annual liquor license inspections as well as annual facility inspections. The Fire Dept. is working on completing grants for equipment upgrades for the rescue service. The new SCBA's should be arriving in the next few weeks. Training will be conducted and it will be approximately one month before the old units are retired and the new units are used. Chief Adler is also working with Monroe County to update the Emergency Plan. The Department responded to a 16 unit apartment structure fire on March 11th. Oakdale Fire Dept. and the Fort McCoy Fire Dept. responded for mutual aid. The fire is still under investigation. The Department responded to two smaller fires the same morning.

**Parks and Recreation Monthly Report - Parks Dept., Recreation Programs, Aquatic Center, Recreation Park.** Parks & Recreation Director Joe Protz provided a written report and summarized department activities. Director Protz advised that staff is cleaning up from the recent wind storm and also continue to work on snow removal. Spring sports are starting at Glendale and Veterans Parks. Winter indoor sports are finishing up and spring sports will be starting soon. The Activity Guide should be completed by the end of this week. The floorball tournament is being planned with the event held in April. The High School Rodeo will be held at Recreation Park the first weekend in May.

### **Accept Treasurers – February Cash and Investment Reports.**

Motion by Siekert second by Kiefer to accept the February investment report as submitted. Motion passed without negative vote. The cash report was not available.

### **Bartender Licenses.**

Motion by Prise, second by Siekert to recommend the Common Council approve the bartender's licenses as listed. Motion passed without negative vote. Bartender licenses approved as follows: Kayla Beckjorden-Hojnacki, Rachel Meller, and Jamie Ruiz.

### **Special Beer Permit for Tomah Fire Department for ABATE of Wisconsin Motorcycle Show and Swap Meet at the Recreation Building at Recreation Park on April 29, 2017.**

Motion by Siekert, second by Prise to recommend the Common Council approve the temporary "Class B" beer License for the Tomah Fire Department for ABATE of Wisconsin Motorcycle Show and Swap Meet at the Recreation Building at Recreation Park on April 29, 2017. Motion passed without negative vote.

**Special Wine Permit for Tomah Area Community Theater on May 4-6, 2017 at 907 Kilbourn Avenue, 2<sup>nd</sup> Floor.** The ACT would like to serve wine from May 4<sup>th</sup> through the 6<sup>th</sup> in conjunction with their Spring play.

Motion by Kiefer, second by Kling to recommend the Common Council approve the temporary "Class B" Wine License for the Tomah Area Community Theater from May 4<sup>th</sup> to 6<sup>th</sup>, 2017 at ACT, 2<sup>nd</sup> floor of 907 Kilbourn Avenue. Motion passed without negative vote.

### **2017 Budget Amendment – Authorizing the Implementation of the Microsoft Exchange Online Subscription Plan and authorizing the Expenditure of \$2,687.50 from Acct. 1-51980-227 Reserve for Contingency.**

Motion by Prise, second by Kling to recommend the Common Council approve the 2017 Budget Amendment Authorizing the Implementation of the Microsoft Exchange Online Subscription Plan and authorizing the Expenditure of \$2,687.50 from Acct. 1-51980-227 Reserve for Contingency. Motion passed without negative vote.

**2017 Street and Utility Improvement Award.** Two bids were received for the 2017 street and utility improvements project. A summary of bids and the City Engineer's recommendation were presented for review.

Motion by Prise, second by Siekert to recommend the Common Council award the project to Gerke Excavating Inc. for the 2017 street and utility project in the amount of \$1,815,242.80. Motion passed without negative vote.

**Lease Agreement Between the City of Tomah, Chamber of Commerce, and Convention & Visitor's Bureau.** In the fall of 2016, a preliminary lease agreement drafted by the City Attorney's office was presented and a recommendation was made to redraft after consideration of lease review of similar properties in the community. It is recommended that the Chamber of Commerce/CVB be allowed to maintain occupancy at a minimal rate for the remainder of fiscal 2017. It is further recommended that a comprehensive lease be prepared for 2018 and or beyond that would allow determination on what heating and electrical costs would be and how best the Chamber could budget or whether such costs would be included in rent. City Administrator Gorius provided information regarding rental rates for comparison. Ex. Director Thompson addressed the Committee regarding other non-profit entities renting facilities from municipalities for minimal amounts. Discussion was held regarding future maintenance and whose responsibility the maintenance costs would be. The room tax was earmarked for the remodel of the building and the room tax

percentages were planned to be reduced upon completion of the project. Completion date of mid-April is anticipated with final costs available in June. No action taken at this time.

**Resolution Denying Claim of Michael Kingsley.** Based upon the results of an investigation conducted by the City's insurance company, it is requested that the City adopt the Resolution denying the claim of Michael Kingsley.

Motion by Prise, second by Pater to recommend the Common Council approve the Resolution denying the claim of Michael Kingsley as requested by the City's insurance company. Motion passed without negative vote.

**Resolution Authorizing Payment of Monthly Bills.** Motion by Kiefer, second by Kling to recommend the Common Council approve the resolution authorizing payment of the monthly bills for a total amount of \$3,974,720.24. Motion passed without negative vote.

**Monthly Financial Reports – January & February 2017.** Motion by Kiefer, second by Komiskey to accept the January and February 2017 monthly financial reports as presented. Motion passed without negative vote.

Motion by Kling, second by Kiefer to adjourn. Motion passed without negative vote. Meeting adjourned at 7:15 p.m.

Respectfully Submitted,

JoAnn Cram, City Clerk