

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

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 12<sup>th</sup> day of June, 2017 at 6:30 p.m. in the Council Chambers at City Hall.

The following members were present: Mary Ann Komiskey, Luke Bohlen, Mike Murray, Chris King, Travis Scholze, Lamont Kiefer, Wayne Kling, and Larry Siekert. Absent: Nellie Pater. Quorum present.

Also present: City Administrator Roger Gorius, Fire Chief Tim Adler, Police Chief Mark Nicholson, 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 Komiskey, second by Kiefer to approve the minutes of the May 8, 2017 regular Committee of the Whole meeting as presented. Motion passed without negative vote.

**Ambulance Department.** Director Dunford reported 196 total calls for service in May with \$179,595 in billing. There is a total of 25 paramedics and 9 EMTs. Director Dunford advised they will be moving the billing bookkeeper to City Hall and Director Dunford will be temporarily placed at the new Chamber building. This will allow for remodeling to make room for more sleeping quarters in the Ambulance building. It is also planned to hire additional part time employees and also to create three additional full time employees. Part time staff would then man the second and third ambulances. The City continues to grow and calls for service have increased over the last three years. Discussion was held regarding the number of calls that are being turned down due to insufficient staffing. This is the result of going to a Paramedic department.

**Police Department Monthly Report.** The Police Department is at full staff with 20 full time officers however an officer is resigning so they have started the hiring process. Interviews will be scheduled in the coming weeks. Chief Nicholson provided statistical information regarding department activities. The week of May 15<sup>th</sup> was National Police Week. Alcohol compliance checks were conducted throughout the City on May 31<sup>st</sup>. A detailed report will be provided upon completion. The July 4<sup>th</sup> parade is proposed to line up on McLean and will proceed as follows: McLean Ave to Nott St. to Superior and finish up either at Council or West Holton.

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

**Fire Department Monthly Report.** Fire Chief Tim Adler provided a monthly department report. There are currently 30 firefighters and 5 rescue technicians on the roster. Two firefighters have resigned in the last month. Chief Adler is currently in the hiring process and interviews have been scheduled and it is hoped that five positions will be filled. Training drills continue regularly. Chief Adler attended a volunteer training program during the last month mainly dealing with safety related issues. Fire inspections continue throughout the City. The department is also reviewing and revising the All Hazard Plan. Several grants have been applied for in an attempt to receive additional items for the department to include the "I AM RESPONDING" program as well as replacement of turn out gear.

**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 the boulevard sprinklers are in need of repair. Park shelter rentals require time and effort and various events keep staff busy. Staff also completed the installation of the new skate park. Park bathrooms and other park areas are experiencing vandalism in various forms. Summer recreation programs started today for youth and adult summer programs started mid-May. The aquatic center opened June 10th and the new parking lot was complete. After a successful startup, a major leak developed and staff continues to work on the problem. The leak has been stabilized, however, staff will need to look at a long term solution and it is hoped that these repairs can be completed when the pool closes in the fall. Further information will be provided as additional information becomes available. Tractor Pull is coming up the end of June as well as 2 wedding events. The department also sustained vandalism at Recreation Park to a Parks truck.

**Accept Treasurers – April Cash Report and May Investment and Cash Reports.** Motion by Kiefer, second by Kling to accept the April cash report and May investment report as submitted. Motion passed without negative vote.

City Treasurer Mann updated the Committee on the installation of new accounting software. Business licensing and accounts receivable have been added.

**Bartender Licenses.** Motion by Kiefer, second by King to recommend the Common Council approve the bartender's licenses as listed. Motion passed without negative vote. Bartender licenses approved as follows: Harold Benoit Jr., Amanda Dopson, Mary Haas, Rodney Helgeson, Malcolm Jackson, Ryan Jones, Samantha Komay, Shanole LaSalle, Courtney McKay, Amber Moran, Michael Murray, and Wanda Watkins.

**Extension of "Class B" Liquor and Class "B" Fermented Malt Beverage License for the American Legion Post 201 at 800 Wisconsin Ave for Aug. 12, 2017 from 8 AM to 8 PM.** The Am. Legion has requested the extension of the license for a one-day event in the parking lot. A fenced in area will be installed to the rear of the building and access will only be gained in and out through the other entrances of the building. The extended area will be blocked off by fencing (double fencing with 6 ft. spacing).

Motion by King, second by Scholze to recommend the Common Council approve the extension of the "Class B" Liquor and Class "B" Fermented Malt Beverage License for the American Legion Post 201 at 800 Wisconsin Avenue on Aug. 12, 2017 from 8 a.m. to 8 p.m. as specified. Motion passed without negative vote.

**Renewal of Class "B" Fermented Malt Beverage License for Hampton Inn.** Motion by Kiefer, second by King to recommend the Common Council approve the Class "B" Fermented Malt Beverage License in the City of Tomah as printed for the period of July 1, 2017 – June 30, 2018 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote.

1. Stump Hospitality, LLC d/b/a Hampton Inn, Ruth Stump, Agent at 219 Buan Street

**Request for Change of Agent to Rosa Valencia for Don Cinco De Mayo at 918 E McCoy Blvd.** Andres Valencia has requested that Rosa Valencia be approved as Agent for Don Cinco De Mayo at 918 E McCoy Blvd. in Tomah. Tammy Hernandez has resigned.

Motion by King, second by Kiefer to recommend the Common Council approve the request for change of Agent to Rosa Valencia from Tammy Hernandez effective immediately for Don Cinco De Mayo at 918 E McCoy Blvd., Tomah. Motion passed without negative vote.

**Request for Use of Public Space.** Kim Abbs of Last Paw Animal Rescue League, a nonprofit, is requesting to use the area in front of the old Holy Smokes building to stage a car wash to generate revenue for the Rescue League. Director Arity has confirmed we can monitor the usage of water and the League is willing to reimburse the city for the usage. This event is scheduled for June 17<sup>th</sup>, 2017. Question arose as to insurance coverage should an event occur.

Motion by King, second by Kiefer to recommend the Common Council approve the request for use of the public space for the Last Paw Animal Rescue League on June 17, 2017 to generate revenue for the Rescue League. Motion passed without negative vote.

**Request to Purchase Microsoft Exchange Online Plan.** We continue to have issues with the e-mail server and outlying offices and council members connecting to our email system. With the advances in technology and cloud based e-mail, it is requested that the City purchase Microsoft Exchange Online to host our email services. This will eliminate the need for council members and outlying offices to connect to the City e-mail server and City Hall. This also allows for an in-place archive system which is also needed. All departments except the police department would go into this new e-mail system. The police department will have their own exchange. The initial cost is \$3,712 for the engineering and \$43.50 per license.

Motion by Bohlen, second by Komiskey to recommend the Common Council approve the purchase and implementation of Microsoft Exchange Online for the City of Tomah E-mail. Motion passed without negative vote.

**2017 Budget Amendment –Provide Funding for the Microsoft Exchange Online Project – Transfer of \$5,900 from Reserved for Contingencies to Computer Operations – Service Contracts.** The cost to upgrade to Microsoft Exchange Online is approximately \$5,900. This is for the engineer and the initial cost of the subscription to the service. This request is to record an amendment from the Reserved for Contingencies Account to the Computer Operations – Service Contract account.

Motion by King, second by Siekert, to transfer \$5,900 from Acct. #01-51980-2270 Reserved for Contingencies to Acct. 01-51450-2900 Computer Operations – Service Contracts to cover the costs of the Microsoft Exchange Online project as presented. Motion passed without negative vote.

**2017 Budget Amendment – Recognizing Receipt of \$4,000 Dept. of Transportation Reimbursement Grant and Approving the Expenditure.** The Tomah Police Department purchased a mobile radio for one of the marked squads and have been reimbursed by the Wisc. Dept. of Transportation in the form of a reimbursement grant. The expenditure had to be made prior to the application and approval of the grant.

Motion by Kiefer, second by Kling to recommend the Common Council recognize the \$4,000 grant in Account 05-48500 Grants and Donations and approve the budget amendment for the expenditure of \$4,000 in Acct. 05-57210-8300 Grants Law Enforcement Outlay – Equipment used to purchase the mobile radio for the marked squad. Motion passed without negative vote.

**Ordinance Amending Chapter 1 Section 1-15 Citation Method Employed in the Municipal Code.** The Code Enforcement Officer needs to be added in this section to allow for the issuance of citations by this newly created position.

Motion by Scholze, second by Bohlen to recommend the Common Council adopt the ordinance amending Chapter 1 Section 1-15(1) regarding the issuance of citations by the code enforcement officer under the Citation Method Employed section of the City's municipal code. Motion passed without negative vote.

**Ordinance Amending Chapter 18, Section 18-23 Inspections in the Municipal Code.**

The code enforcement officer needs to be added to Section 18-23 to allow for the newly created position to be authorized to inspect premises when a public nuisance exists.

Motion by Bohlen, second by Kiefer to recommend the Common Council adopt the ordinance amending Chapter 18 Section 18-23 Inspections to allow for the newly created code enforcement officer to be authorized to inspect premises when a public nuisance exists. Motion passed without negative vote.

**Resolution Authorizing Payment of Monthly Bills.** Motion by Kiefer, second by Komiskey to recommend the Common Council approve the resolution authorizing payment of the monthly bills for a total amount of \$689,817.37. Motion passed without negative vote.

**Monthly Financial Reports – May 2017.** Motion by King, second by Scholze to accept the May 2017 monthly financial reports as presented. Motion passed without negative vote.

Motion by Kiefer, second by King to adjourn. Motion passed without negative vote. Meeting adjourned at 7:38 p.m.

Respectfully Submitted,

JoAnn Cram, City Clerk