

MEETING MINUTES - CITY OF TOMAH COMMITTEE OF THE WHOLE

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 10th day of July, 2017 at 6:30 p.m. in the Council Chambers at City Hall.

The following members were present: Nellie Pater, Travis Scholze, Lamont Kiefer, Wayne Kling, and Larry Siekert. Absent: Mary Ann Komiskey, Luke Bohlen, Chris King and Mike Murray. 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, Public Works & Utilities Director Kirk Arity, and City Clerk JoAnn Cram. Gregg Hagen videotaped the meeting.

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Mayor Pater called the meeting to order at 6:30 p.m. in the absence of Council President Murray and Vice President Bohlen.

Minutes. Motion by Kling, second by Siekert to approve the minutes of the June 12, 2017 regular Committee of the Whole meeting as presented. Motion passed without negative vote.

Ambulance Department. Director Dunford reported calls for service was a 162. Director Dunford advised initial interviews have been conducted regarding the bookkeeper position. Director Dunford provided a building update. Director Dunford has also been contacted by Tomah Memorial regarding some temporary office space and housing for employees that they may have available. Several grants have been applied for to assist the department with needed items. The City is currently conducting union negotiations to establish the first paramedic union contract.

Police Department Monthly Report. Chief Nicholson advised they are one officer down in staff and are in the hiring process. Chief Nicholson provided a summary of monthly activity including traffic statistics. A report was also presented regarding the Spring 2017 alcohol license compliance check results. The Tractor Pull was successful with very few incidents.

Zoning/Planning/Building Inspection Monthly Report. Director Shane Rolff provided a written summary of June 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. The Police and Fire Commission interviewed 9 candidates in June for 5 potential openings and a decision will be made within the next week. Most of the candidates will need to complete the entry level course. The first round of fire inspections have been completed. There were 31 calls for service in June.

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 North American Squirrel Association is constructing an open air picnic shelter at Butts Park which is the first phase of the project. Farmer Construction and Public Works assisted with the cement slab area. Additional phases of the project include expansion of the parking area, recreational trail, and new handicap peer for loading pontoon boats and fishing. This will be beneficial for those with disabilities and the elderly and conducive to wheel chairs. The observation tower on the recreational trail will

be removed this summer. The Tomah Lions Club donated a Lion Head Drinking Fountain which has been installed at Gillette Park. Crazy Daze will be held August 5th in Gillette Park. Summer recreation programs continue and fall programs are being reviewed. The Aquatic Center is in full swing. Saturday July 22nd is the Special Summer Splash for citizens with special needs from 10 a.m. to noon.

Public Works Director – Water, Sewer, Public Works and Lake Updates. Public Works & Utilities Director Kirk Arity advised the following: Street Dept.: Sewer: Water: Lake:

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

Bartender Licenses. Motion by Kiefer, 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: David M. Barsotti, Jennifer C. Bires, Cassey M. Bungert, Zachary D. Gibbs, Steven J. Hessil, Makayla L. Moake, Heather M. Raiten, Amy R. Ritter, Daniel F. Shaw, Rebecca J. Spohn, Rebecca L. Williams, and Nan Zheng.

Special Beer Permit – Area Community Theatre – October 21, 2017 at Recreation Park. Area Community Theatre has applied for the license to sell fermented malt beverages at a benefit for Julie Noble in the Rec Building at Recreation Park, 1625 Butts Avenue, Tomah, on Saturday, October 21, 2017.

Motion by Siekert, second by Scholze to recommend the Common Council approve the Special Beer Permit for the Area Community Theatre for October 21, 2017 for a benefit at Recreation Park. Motion passed without negative vote.

Special Beer & Wine Permit – Queen of the Apostles – August 19-20, 2017 for Street Fest on the Hill at 315 W Monroe Street. Queen of the Apostles is requesting to sell fermented malt beverages and wine at "Street Fest on the Hill" at 315 W Monroe Street on Aug 19th and 20th, 2017.

Motion by Kiefer, second by Siekert to recommend the Common Council approve the Special Beer and Wine Permit for Queen of the Apostles Street Fest on the Hill event at 315 W Monroe Street on August 19th and 20th, 2017. Motion passed without negative vote.

Request for Change of Agent from Stella Patel to Hasmukh M. Patel for Hwy 12 & 16 BP at 1030 E Clifton Street.

Motion by Siekert, second by Kiefer to recommend the Common Council approve the request for change of agent from Stella Patel to Hasmukh M. Patel for Hwy 12 & 16 BP at 1030 E Clifton Street, Tomah. Motion passed without negative vote.

Renewal of "Class B" Liquor and Class "B" Fermented Malt Beverage License for William Kohn d/b/a District 5 Bar at 1106 Superior Avenue.

Motion by Scholze, second by Kling to recommend the Common Council approve the renewal of the "Class B" Liquor and Class "B" Fermented Malt Beverage License for William Kohn d/b/a District 5 Bar at 1106 Superior Avenue for the period July 12, 2017 to 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.

Cabaret License for William Kohn d/b/a District 5 Bar at 1106 Superior Avenue. Mr. Kohn has requested a cabaret license for the District 5 Bar located at 1106 Superior Avenue effective July 12, 2017 through June 30, 2018.

Motion by Kiefer, second by Scholze to recommend the Common Council approve the Cabaret License for William Kohn d/b/a District 5 Bar at 1106 Superior Avenue effective July 12, 2017 through 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.

Request for Use of Public Space. The Tomah Limited Edition Show Choir is requesting the use of 1220 Superior Avenue to hold a car wash to raise funds for the 2017/2018 school year. They would like to hold the event either July 22 or August 12th. The city will be reimbursed for all water use.

Motion by Siekert, second by Kiefer to recommend the Common Council authorize the use of the area in front of the City's future information Center at 1220 Superior Avenue to hold a car wash fundraiser for the Tomah Limited Edition Show Choir either on July 22nd or August 12th. Motion passed without negative vote.

Request for Street Closure on August 20, 2017 for Queen of the Apostles Parish Street Fest. Queen of the Apostles Catholic Church is requesting to close W. Monroe Street at Hollister on the west end and Clark Street at the east end. The closure on the west end would involve an angled cut off to allow access to the lower parking lot accessed at the lower end of Monroe Street. This would be for August 20th to accommodate Queen of the Apostles Parish Fall Festival. All alcoholic beverages will be contained to a fenced area west of the school with none being allowed on the street. This has been approved at the January Public Works meeting.

Motion by Scholze, second by Kiefer to recommend the Common Council approve the street closure as follows: West Monroe Street at Hollister on the west end and Clark Street at the east end as requested. Motion passed without negative vote.

Resolution Regarding Authorized Representative to File Applications for Financial Assistance from the State of Wisconsin Environmental Improvement Fund (Well No. 9). The City of Tomah desires to file several applications for state financial assistance for its 2018 Well No. 9 project under the Wisconsin Environmental Improvement Fund.

Motion by Kiefer, second by Kling to recommend the Common Council approve the resolution authorizing Mayor Pater to file the applications for financial assistance from the State of Wisconsin Environmental Improvement Fund and authorize the Mayor and City Clerk to sign the necessary documentation. Motion passed without negative vote.

Resolution Declaring Official Intent to Reimburse Expenditures for 2018 Well No. 9 Project. After exhausting all alternatives for remedies related to the radium issue at Well #9, we have informed the DNR we will be abandoning Well #9 in 2018. We are applying for grant

money to abandon Well #9 and anticipate a high score and grant money. This resolution is part of the application process. This would be done after the reservoir repairs are made.

Motion by Kiefer, second by Scholze to recommend the Common Council approve the Resolution declaring official intent to reimburse expenditures for 2018 Well No. 9 project and authorize the Mayor and City Clerk to sign the necessary documentation. Motion passed without negative vote.

Resolution Regarding Authorized Representative to File Applications for Financial Assistance from the State of Wisconsin Environmental Improvement Fund (Reservoir). The City of Tomah desires to file several applications for state financial assistance for its 2018 Reservoir Roof Repair project under the Wisconsin Environmental Improvement Fund.

Motion by Kiefer, second by Siekert to recommend the Common Council approve the Resolution authorizing Mayor Pater to file the applications and that the representative is authorized to do all things necessary in connection with said applications. Motion passed without negative vote.

Resolution Declaring Official Intent to Reimburse Expenditures from Reservoir Roof Repair. The City of Tomah plans to repair the reservoir roof and expects to receive a loan from the State of Wisconsin Safe Drinking Water Loan Program to finance the project and expects to issue tax-exempt bonds in evidence of the loan. As the loan will not become available prior to June of 2018, the municipality must provide interim financing to cover costs of the project incurred prior to that time.

Motion by Kiefer, second by Kling to recommend the Common Council approve the resolution declaring official intent to reimburse expenditures for reservoir roof repair and authorize the Mayor and City Clerk to sign the necessary documentation. Motion passed without negative vote.

Request to Use \$40,000 of Contingency to Repair Underground Pipe Work at the Tomah Aquatic Center – 2017 Budget Amendment. Director Protz along with Director Arity and city departments have been working on trying to resolve piping issues at the Aquatic Center. A major break occurred in an underground pipe near the winterization drainage manhole. The leak had been plugged but a zone is not operable in the pool until the pipe is fixed. After cutting a pipe in the manhole and running a camera in the pipe, the breakage was found. The area around the manhole needs to be dug up and the pipes need to be properly repaired to stop future breaks in the system due to movement of the ground and concrete. Gerke's Excavating has provided an estimate of \$38,943.29 for repairing the area needed to fix the pipe. It is requested that this work be done this fall which is the best time to dig and also insure an on time Aquatic Center startup for Spring of 2018.

Motion by Siekert, second by Kling to recommend the City Council authorize the needed repair transferring \$40,000 from Account #01-51980-2270 Reserve for Contingency to Account #08-57622-8100 Capital Outlay to pay for needed repairs. Motion passed without negative vote.

Ordinance Amending Chapter 36 Section 36-12 Regarding Enforcement by Building Inspector and/or Code Enforcement Officer in the City of Tomah Municipal Code. This ordinance allows the new Code Enforcement Officer the authority to enforce the provisions of the ordinance in addition to the Building Inspector.

Motion by Kiefer, second by Kling to recommend the Common Council approve the Ordinance Amending Chapter 36 Section 36-12 regarding enforcement by the Building Inspector and/or the Code Enforcement Officer in the City of Tomah Municipal Code. Motion passed without negative vote.

Employee Assistance Program. A request has been made to offer an Employee Assistance Program to full time City employees. Police Chief Nicholson has researched the issue and is recommending the City enroll in the Gunderson Health System Employee Assistance Program at a cost of \$15 per year per full time employee for a total annual cost of approximately \$1,200. Participants are offered the following: Unlimited access to the program, manager training and orientation sessions, management consults, promotional and informational materials, utilization reports, 24/7 telephone coverage and multiple counseling locations. An Employee Assistance Program is an investment in our employees. The program provides assessment, short term counseling, and referrals to outside resources. It is a voluntary, confidential program that helps employees work through various life challenges that may adversely affect job performance, health and personal well-being to optimize an organization's success.

Motion by Siekert, second by Scholze to recommend the Common Council review the request for approval of the enrollment in the Gundersen Health System Employee Assistance Program at an annual cost of \$15 per full time employee as proposed. Motion passed without negative vote.

Amended Lease for FDS Enterprises to Add New Van and Remove Retired Van. The City has received a new van for the Shared Ride Program. This lease adds the new 2017 Dodge Grand Caravan VIN #2C7WDGBG5HR648584 and removes the 2010 Braun Van VIN #2D4RN4DE4AR205997 that is being retired.

Motion by Siekert, second by Scholze to recommend the Common Council approve the amended lease for FDS Enterprises to add the new 2017 Dodge Grand Caravan VIN ending in 8584 and removing the 2010 Braun Van VIN ending in 5997. Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills. Motion by Kling, second by Siekert to recommend the Common Council approve the resolution authorizing payment of the monthly bills for a total amount of \$1,684,472.77. Motion passed without negative vote.

Monthly Financial Reports – June 2017. Motion by Kiefer, second by Kling to accept the June 2017 monthly financial reports as presented. Motion passed without negative vote.

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

Respectfully Submitted,

JoAnn Cram, City Clerk