

MEETING MINUTES - CITY OF TOMAH COMMITTEE OF THE WHOLE

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 11th day of September, 2017 at 6:00 p.m. in the Council Chambers at City Hall.

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

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

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Council President Murray called the meeting to order at 6:00 p.m.

Closed Session. Motion by Kling, second by Kiefer to adjourn to closed session pursuant to State Statute 19.85(1)(e) regarding the investing of public funds and allow Julia Mann and Andrew Bremer to remain for the closed session. Motion passed without negative vote. Meeting adjourned to closed session at 6:01 p.m.

Meeting reconvened at 7:15 p.m.

Minutes. Motion by Kiefer, second by Pater to approve the minutes of the August 7, 2017 regular Committee of the Whole meeting as presented. Motion passed without negative vote.

Ambulance Department. Director Dunford reported monthly statistics. The Department hired Brenda Preuss for the bookkeeping position who started employment today. With Council approval, the administrative staff will be moving to 300 Butts Avenue the week of Sept. 18th. Tomah Memorial Hospital has offered some land for a future building site if approved. The Department is also moving forward with the renovation project of the current facility for sleeping quarters. Warrens Cranfest donated \$5,000 for the MedStat Ambulance project that is going on. There are currently 17 area citizens enrolled in the EMT class which started last week. Ambulance staff will assist in the painting of Winnebago Wonderland to assist the Parks and Rec Department. The Ambulance Department will participate in a "Stop the Bleed Campaign" which educates the community on how to deal with death caused by bleeding. This is a new program and they are working on a grant. The Department will be hiring a part time paramedic and two part time EMTs with anticipated start dates in Sept. The Department is not currently able to meet the need of calls for service at this time which results in substantial revenue loss.

Fire Department Monthly Report. Fire Chief Tim Adler provided a monthly department report. Chief Adler provided a personnel update. Chief Adler advised the department conducted hose testing and had a rescue drill at a local auto salvage facility. Wal-Mart DC provided a grant for \$1,000 which will go towards the purchase of new pagers. An Emergency Management Meeting was held in August and an All Hazards Plan is being developed. A new fire engine is being built at this time with possession anticipated by November. The Department is working on the annual Hunter's Night Out Banquet set for Nov. 4th.

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. Fall boulevard trees are being ordered and will be available

in the next few weeks. Applications for City residents are available at the City Clerk's office. Fall recreation programs have started. Repairs and maintenance will begin at the Aquatic Center.

Accept Treasurers – August Cash and Investment Reports. Motion by Kiefer, second by Scholze to accept the August cash and investment reports as submitted. Motion passed without negative vote.

Resolution Authorizing Participation in the Wisconsin Economic Development Corporation's Community Development Investment Grant Program. This is a state funded program that targets investments in downtown development. Funding can be applied for in an amount not to exceed \$250,000. This grant would be used to offset a portion of the construction costs of the project and the funding comes in for different aspects of the project. The City is the applicant and the City leverages the investment of the developer as part of the overall investment in the project.

Motion by Siekert, second by Buchda to recommend the Common Council approve the Resolution authorizing participation in the Wisconsin Economic Development Corporation's Community Development Investment Grant Program and authorize City Administrator Gorius to sign the necessary documentation. Motion passed without negative vote.

Authorization to Begin the Process of Creating TID 9 to Assist Economic Development in the Industrial Park and Approval of Contract with MSA to Create TID #9. MSA Professional Services is offering to assist in the Tomah TID #9 creation and administration for a fee of \$12,000. This includes identifying the TID #9 Boundary, conducting a staff meeting and determining a project schedule, project plan, sending out necessary letters, notices and resolutions, assist in the creation of the Joint Review Board, assist with the Public Hearing at the Planning Commission meeting, present information to the Common Council, assist with the adoption by the Joint Review Board and submit the base packet information to the Dept. of Revenue.

Motion by Buchda, second by Siekert to recommend the Common Council authorize the process to create TID #9 to assist economic development in the Industrial Park and approval of the contract with MSA in the amount of \$12,000. Motion passed without negative vote.

Bartender Licenses. Motion by Siekert, second by Kiefer to recommend the Common Council approve the bartender's licenses as listed. Motion passed without negative vote. Bartender licenses approved as follows: Rebecca D. Bogle, Jessica A. Christensen, Ronald P. Coffey, Bobbi J. Cook, Tracy L. Dechant, Dustin A. Douglas, Amy L. Hart, Hailey M. Hays, Caitlin D. Henry, Larissa L. Matteau, Ella P.J. Meyer, Christine M. Morrow, Michelle L. Smith, Colt J. Sullivan, Ashley L. Wankerl, and Srikanth R. Yellolla.

Special Beer Permit – Tomah Fire Department Hunters Night Out at the Recreation Building, Recreation Park on November 4, 2017

Motion by Kiefer, second by Pater to recommend the Common Council approve the Special Beer Permit for the Tomah Fire Department Hunter's Night Out event at the Recreation Building at Recreation Park on November 4, 2017. Motion passed without negative vote.

"Class A" Liquor and Class "A" Fermented Malt Beverage License – for Skogen's Foodliner, Inc., d/b/a Festival Foods at 701 E Clifton Street. The original application

requested an effective date of September 13, 2017, however, they are requesting that this date be changed as it is unknown at this time when the change-over will occur. The City will be notified when a definite date is known.

Motion by Buchda, second by Kling to recommend the "Class A" Liquor and Class "A" Fermented Malt Beverage License be approved for Skogen's Foodliner, Inc. d/b/a Festival Foods for the location of 701 E. Clifton Street, City of Tomah as requested effective upon possession of the property and Gordy's relinquishing the current license with the license expiring on 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 issued. Motion passed without negative vote.

2017 Budget Amendment – Recognition of \$1,800 Wal-Mart Grant in Acct. #05-48500 and Request for Authorization of an Expenditure from Acct. 01-52100-290 Police Department Service Contracts in the Amount of \$1,758 for the Leads Online Program

Motion by Buchda, second by Pater to recommend the Common Council approve the 2017 Budget Amendment recognizing an \$1,800 Wal-Mart grant in Acct. #05-48500 and authorizing the expenditure of \$1,758 from Account #01-52100-290 Police Dept. Service Contracts for the Leads Online Program. Motion passed without negative vote.

2017 Budget Amendment – Acceptance of \$100 Donation from Tony Trunkel to be Used in the Future for the K-9 Program for Future K-9 Related Expenses

Motion by Kiefer, second by Siekert to recommend the Common Council approve the 2017 Budget Amendment accepting the \$100 donation from Tony Trunkel in Account #05-48503. Motion passed without negative vote.

2017 Budget Amendment – Transfer of \$5,481.01 from Reserve for Contingency Acct. #01-51980-2270 to Police Dept. Building Maintenance Acct. #01-52100-3550 for Generator Repair

Motion by Buchda, second by Komiskey to recommend the Common Council approve the 2017 Budget amendment and transfer of \$5,481.01 from Reserve for Contingency Acct. #01-51980-2270 to Police Dept. Building Maintenance Acct. #01-52100-3550 for generator repair. Motion passed without negative vote.

Lease Agreement Between City of Tomah Bloyer Field and William Fleming for Hangar #7

Motion by Scholze, second by Komiskey to recommend the Common Council approve the Lease Agreement between the City of Tomah Bloyer Field and William Fleming for Hangar #7 as presented effective September 15, 2017 and expiring December 31, 2017. Motion passed without negative vote.

Lease Agreement Between Tomah Area Ambulance Service and Tomah Memorial Hospital. Due to the change in status of the Ambulance Service to the role of full time paramedic responders, it has become necessary to reconfigure the building to accommodate great sleeping quarters for additional personnel. The existing office space will be utilized for sleeping quarters. It is therefore requested that the administrative personnel of Director and Bookkeeper be housed at the Tomah Memorial Hospital property at 300 Butts Avenue until such

time as other arrangements can be made. The building is offered rent free with the Ambulance Service responsible for garbage pickup and phone service payments.

Motion by Buchda, second by Komiskey to recommend the Common Council approve the Lease Agreement between the Tomah Area Ambulance Service and Tomah Memorial Hospital effective September 18, 2017 as presented. Motion passed without negative vote.

Request for Authorization to Submit City of Tomah Population Estimate Challenge. The City recently received notification from the Dept. of Administration that the population estimate is only increasing by 15 persons. It appears that the Institutional population has decreased by 101 persons. This includes the VA Medical Center and the Tomah Nursing and Rehabilitation facilities. It is requested that the City Clerk be authorized to submit a challenge regarding this population increase as it is not believed that there has been a significant population decrease in either of these facilities.

Motion by Buchda, second by Kling to recommend the Common Council authorize City Clerk Cram to submit a City of Tomah Population Estimate Challenge to the Department of Administration for reconsideration. Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills.

Motion by Kiefer, second by Kling to recommend the Common Council approve the monthly bills in the amount of \$2,374,610.54 as presented. Motion passed without negative vote.

Request to Reconsider Operator's License Denial. Stephanie Hocking applied for a license and Police Chief Nicholson is recommending the license be denied as the applicant does not meet the qualifications and requirements for provisional or regular operator's license because the applicant was untruthful and uncooperative with law enforcement during an investigation and there are current charges pending against the applicant.

Motion by Kling, second by Siekert to recommend the Common Council deny the request for reconsideration of the Operator's (bartender) license for Stephanie L. Hocking based on the information presented by Police Chief Nicholson. Motion passed without negative vote.

Adoption of Policy for Tomah Fire Department Invoicing for Services. In the past it was the fire department's objective to invoice for certain services. Chief Adler has revised the policy that would be more in line with other area fire departments and with what our department is seeing a need for in Tomah. A fee structure is provided outlining proposed fees for services that are beyond what is reasonable as part of the tax levy.

Motion by Kling, second by Scholze to recommend the Common Council adopt the Policy for Tomah Fire Department Invoicing for Services as presented. Motion passed without negative vote.

Proposal for Remodel of Existing Ambulance Garage and Office Spaces. With the Tomah Area Ambulance Service moving to a full time paramedic service, it has become necessary to utilize the existing ambulance building as a full time housing unit to allow for 24 hour coverage. The current sleeping quarters were not originally designed for this use and the current configuration is not adequate to provide the necessary quarters. Director Dunford and City Administrator Gorius have been in discussion with Keller and Associates to determine if the building can be modified at a reasonable cost to address the needs.

Motion by Buchda, second by Pater to recommend the Common Council allow the City Administrator and Director of TAAS to engage Keller and Associates for a build design to move forward with obtaining bids for construction services. Motion passed without negative vote.

Resolution Designating Haven Drive as a City Street. New street construction is reported to the WI DOT by resolution to ensure that the City receives transportation aid for the roadway.

Motion by Scholze, second by Kiefer to recommend the Common Council approve the resolution designating Haven Drive as a City street. Motion passed without negative vote.

Resolution Designating Grain Avenue as a City Street.

Motion by Kiefer, second by Kling to recommend the Common Council approve the resolution designating Haven Drive as a City street. Motion passed without negative vote.

Resolution Authorizing an Application to the Board of Commissioners of Public Lands for a Loan of \$600,000 for the Purpose of Financing TID #8 Economic Development Incentive and Levying a Direct Annual Tax to Pay the Annual Installments of Principal and Interest. The State Trust Fund Loan program has advised that the interest rate will be 3.50% for the proposed 10 year life of the loan. This interest is locked in for 60 days.

Motion by Pater, second by Scholze to recommend the Common Council approve the Resolution authorizing an application to the Board of Commissioners of Public Lands for a loan of \$600,000 for the purpose of financing TID #8 Economic Development incentive and levying a direct annual tax to pay the annual installments of principal and interest. Motion passed without negative vote.

Approval of Audit Contract Extension for Hawkins Ash CPAs for Audit Years 2017, 2018 & 2019. The total all-inclusive cost for the 2014-2016 audits was \$27,500 each year. The proposed increase is a modest increase over the next 3 years at \$28,400 annually. We have added a TIF since the last proposal and the fees for the first audit after 30% of the expenditures are made will cost \$1,000 and will be billed and completed in conjunction with the annual City audit the year that it occurs.

Motion by Buchda, second by Kiefer to recommend the Common Council approve the audit contract extension for Hawkins, Ash, CPAs for Audit years 2017, 2018, and 2019 at the all-inclusive rate of \$28,400 per year as designated with the possibility of an additional \$1,000 for the TIF audit if required during that time period. Motion passed without negative vote.

Approval of Contract Agreement for Consulting, Assessing and Appraisal Services Between City of Tomah and Heather Wolf of Milde Appraisal Services for 2018, 2019 and 2020. The proposed contract agreement maintains the fee that was established prior to the revaluation which is \$40,800 and is for years 2018, 2019, and 2020.

Motion by Buchda, second by Kiefer to recommend the Common Council approve the contract agreement for Consulting, Assessing, and Appraisal Services between the City of Tomah and Heather Wolf of Milde Appraisal Services for 2018, 2019 and 2020. Motion passed without negative vote.

Monthly Financial Reports – August 2017. Motion by Kiefer, second by Kling to accept the August 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 8:14 p.m.

Respectfully Submitted,

JoAnn Cram, City Clerk