

MEETING MINUTES - CITY OF TOMAH COMMITTEE OF THE WHOLE

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 9th day of October, 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, Larry Siekert, Mary Ann Komiskey, Luke Bohlen, Pam Buchda, and Mike Murray. Absent: None. 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 6:30 p.m.

Minutes. Motion by Scholze, second by Siekert to approve the minutes of the September 11, 2017 regular Committee of the Whole meeting as presented. Motion passed without negative vote.

Ambulance Department. Director Dunford reported monthly statistics. The Department has hired a bookkeeping clerk who started in September. On September 18th, the Director and Bookkeeper moved into administrative offices at 300 Butts Avenue. This will allow for additional sleeping areas in the station house on Arthur Street. Remodel plans and a cost estimate are anticipated by the end of October in an effort to increase sleeping quarters for paramedics. Tomah Memorial Hospital has designated land at their new site for future construction of a new ambulance facility. There are 5 people enrolled in the ongoing EMT class. Ambulance employee's painted the peaks at Winnebago Wonderland last week. The "Stop the Bleed" campaign is moving forward. The Business After 5 event honored local emergency and public safety staff at their September meeting.

Fire Department Monthly Report. Fire Chief Tim Adler provided a monthly department report. Chief Adler provided a personnel update. Chief Adler advised that this is Fire Prevention Week with the theme "Every Second Counts." The Department will be planning a celebration of the 150th anniversary of the fire department for 2021. Annual ladder testing was conducted and tool service was completed on the rescue equipment. Fire inspections are being conducted. Fire safety education materials were delivered to the elementary schools in the school district. Fire Drills and emergency evacuation drills have been conducted at all local schools.

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. Leak repairs have been completed at the Aquatic Center with 3 major leaks being found. Outdoor park bathrooms will be winterized in the next few weeks. Fall programs are finishing and winter programs will begin. The Special Needs Halloween party will be held October 22nd at Recreation Park from 5:30 p.m. to 7 p.m. The Community Halloween party will be 4:30 p.m. to 6:30 p.m. at Recreation Park.

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

Bartender Licenses. Motion by Buchda, 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: Haley L. Beckjordan, Brianna M. Bemis, Sierra R. Butzler, Leah B. Finch, HeidiLynn M. James, Holly M. Phillips, and Thomas P. Ryan.

Request for Change of Agent from Kristie V. Hemmersbach for Skogen's Foodliner, Inc. (Festival Foods) at 701 E. Clifton Street, Tomah

Motion by Buchda, second by Pater to recommend the Common Council approve the request for change of Agent to Kristie V. Hemmersbach for Skogen's Foodliner, Inc., d/b/a Festival Foods at 701 E. Clifton Street, Tomah. Motion passed without negative vote.

Authorization to Close Alleyway Between Smokes Elbow Room and Kelsey's for a Benefit. Outdoor activities have been planned for the benefit and the request will allow for alley closure and activity in a fenced in area between the two establishments.

Motion by Buchda, second by Siekert to recommend the Common Council authorize the alley closure between Smoke's Elbow Room and Kelsey's Bar for a benefit on October 14, 2017 from 8 a.m. to 7 p.m. Motion passed without negative vote.

Request for Extension of Class "B" Fermented Malt Beverage and "Class B" Liquor License for Smoke's Elbow Room and Kelsey's Bar for October 14, 2017. A benefit is being held and Smoke's Elbow Room and Kelsey's Bar are asking for an extension of their license to the fenced in area in the alleyway between the two bars during the event from mid-morning until dusk. The outside area will be secured and monitored and entrance and exit to the alley will only be allowed through the front doors of Kelsey's and Smoke's Elbow Room.

Motion by Buchda, second by Kiefer to recommend the Common Council authorize the extension of the Class "B" Fermented Malt Beverage and "Class B" Liquor License to the fenced in area in the alleyway for Smoke's Elbow Room and Kelsey's Bar for October 14, 2017. Motion passed without negative vote.

Special Beer Permit – Monroe County Tavern League for Pool Tournament in the Recreation Building at Recreation Park on January 12-14, 2018.

Motion by Kiefer, second by Scholze to recommend the Common Council approve the Special Beer Permit for the Monroe County Tavern League for a pool tournament in the Recreation Building at Recreation Park from January 12-14, 2018. Motion passed without negative vote.

Special Beer & Wine Permit for Ferret Underground on December 2, 2017 at 218 W. Juneau Street. Motion by Kiefer, second by Kling to recommend the Common Council approve the Special Beer Permit for Ferret Underground on December 2, 2017 at 218 W. Juneau Street for a beer and wine tasting fundraising event. Motion passed without negative vote.

2017 Budget Amendment to Provide Funding for the MSA Professional Service Agreement for Tomah TID #9 Creation and Administration from Reserved for Contingencies. The MSA Contract approved for the creation and administration of TID 9 is \$12,000. This was passed at the September council meeting.

Motion by Kiefer, second by Pater to recommend the Common Council approve the 2017 Budget Amendment transferring \$12,000 from the Reserved for Contingencies Account #01-51980-2270 to Acct. #17-56700-2100 Economic Development Professional Services to cover the costs of the MSA contract. Motion passed without negative vote.

Request for Consideration of Class "B" Fermented Malt Beverage License and "Class B" Liquor License from "Reserve" to a "Regular" License for T & J Hospitality, LLC d/b/a

Ground Round Grill & Bar and Request for Waiving the Fee. The Ground Round holds a "Reserve" liquor and beer license and initially paid \$10,000 plus the regular license fees. They renewed the Reserve license for July 1st, however, since the regular license formerly held by Burnstad's European Café has become available, they are requesting that they be allowed to receive the "regular" license and they would then relinquish the "Reserve" license which would then be held for future business applications. The regular license doesn't have the restrictions attached that requires the license to be on the same premise and with the same owner or the fee of \$10,000 needs to be paid again.

Motion by Buchda, second by Komiskey to recommend the Common Council approve the original license application for a regular license for T & J Hospitality, LLC, d/b/a Ground Round Grill and Bar and waive the prorated license fee for the remainder of the license period expiring June 30, 2018. Motion passed without negative vote.

Application to Modify an Existing Licensed Outdoor Facility by Troy Gilson & Jay Larsen (Crow Bar) Located at 1206 Superior Avenue and Amendment of the Class "B" Fermented Malt Beverage and "Class B" Liquor License to Include the Outdoor Facility. Based on review of the application, the Planning Commission recommends approval of the proposed modification to the existing Outdoor Facility License with the condition that the license be reviewed by the Plan Commission in May of 2018. The intention is to allow any adjacent property owners an opportunity to provide feedback regarding noise, lighting, or any other concerns. The building Inspector and Police Chief concur with the recommendations. It is also recommended that the Common Council approve the amendment to the liquor license. The fence was removed to bring in the unit and it was requested that an inspection be completed to make sure the fence is replaced. Concern was voiced regarding not having an ordinance that directly deals with this type of structure and the use of the same.

Motion by Kiefer, second by Komiskey to modify an existing licensed outdoor facility by Troy Gilson & Jay Larsen at the Crow Bar located at 1206 Superior Avenue and amend the Class "B" Fermented Malt Beverage License and "Class B" Liquor License to include the outdoor facility with the condition that the license be reviewed by the Planning Commission prior to the May renewal in 2018. Motion passed with one negative vote (Bohlen and Kling).

City of Tomah and Western Technical College Regarding Emergency Medical Technician-Advanced Program Experience Setting Affiliation Agreement for Clinical Fieldwork, Internship, or Practicum & Addendum for Same. The Ambulance Director is requesting authorization to sign an agreement with Western Technical College for the purpose of making Tomah Area Ambulance Service an approved Experience Setting. The purpose of this agreement will allow Tomah Area Ambulance to accept students that are currently enrolled in Emergency Medical Training (EMT) and provide them with fieldwork, internship, or practicum.

Motion by Buchda, second by Kiefer to recommend the Common Council approve the City of Tomah and Western Technical College Emergency Medical Technician-Advanced Program Experience Setting Affiliation Agreement for Clinic Fieldwork, Internship, or Practicum and the addendum for the same as presented. Motion passed without negative vote.

Ordinance Amending Chapter 52 Sections 52-14 and 52-209 Regarding Fences and Hedges. The current City of Tomah ordinance allows fences to be closer than 2' from your property line if you received signed permission from the adjacent property owner. The applicant is required to submit a "sketch" showing lot lines and the location of the fence. Under the existing process, there is no assurance that fences are being erected property in physical relation to the legally established property boundaries. The proposed amendment requires the applicant provide a property survey map depicting the proposed fence in relation to the property

boundaries. The amendment eliminates the need for signed permission from the adjacent property owner since the burden is now placed on the applicant to verify their existing property boundary. In addition, the amendment allows fences to be erected higher than 6' in special situations when erected to provide visual screening for onsite utilities, dumpsters, or similar items with Plan Commission approval. Concern was voiced regarding removal of the 2' lot line requirement.

Motion by Buchda, second by Komiskey to recommend the Common Council approve the ordinance amending Chapter 52 Sections 52-14 and 52-209 regarding fences and hedges as presented. Motion passed with one negative vote (Bohlen and Kling).

Request for Authorization to Offer "Opt Out Incentive" to Full Time Employees Eligible for Health Insurance. For several years prior to 2010, the City offered a \$3,000 annual opt-out for full time employees eligible for family health insurance and \$1200 annually to full time employees eligible for single health insurance who declined the coverage because they had other coverage from a different source. In 2010 the incentive was terminated for all employees who were not currently receiving the benefit. Due to the increased cost of health insurance for the Mayo plan, it would be in the City's best interest to offer the opt-out incentive at this time.

Motion by Kiefer, second by Buchda to recommend the Common Council authorize the opt-out incentive to full time employees eligible for family health insurance in the amount of \$3,000 annually as specified and \$1,200 for full time employees eligible for single health insurance coverage. Motion passed without negative vote.

Resolution Accepting Dedication of Land for Recreation Trail/Open Park Spaces. The Tomah Area School District has petitioned to dedicate/donate land to the City of Tomah for public use. This land will be used as part of the westward extension of the City walking trail and will allow safe passage around the County ET roadway.

Motion by Kiefer, second by Pater to recommend the Common Council approve the Resolution Accepting Dedication of Land for Recreation Trail/Open Park Spaces. Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills.

Motion by Kiefer, second by Bohlen to recommend the Common Council approve the monthly bills in the amount of \$1,581,672.31 as presented. Motion passed without negative vote.

Monthly Financial Reports – September 2017. Motion by Kiefer, second by Siekert to accept the September 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