

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

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 8th day of January, 2018 at 6:30 p.m. in the Council Chambers at City Hall.

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

Also present: City Administrator Roger Gorius, Fire Chief Tim Adler, Ambulance Service Director Randy Dunford, Parks and Recreation Director Joe Protz, Andrew Bremer of MSA, 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 Buchda, second by Scholze to approve the minutes of the December 11, 2017 regular Committee of the Whole meeting as presented. Motion passed without negative vote.

Ambulance Department. Director Dunford reported monthly statistics. Director Dunford advised that the department received a total of 158 calls. A space needs study was completed and Director Dunford will be meeting with the City Administrator to go over that report. Heather Daly was promoted to captain effective Jan. 1st. Three paramedics have also been promoted from part time to full time and they are advertising for one additional full time paramedic. Additional part time paramedics have also been hired. There is a potential of 5 EMTs hires from the recent EMT class that was just completed. The new ambulance was picked up today and will be in service in a couple of weeks.

Fire Department Monthly Report. Fire Chief Tim Adler provided a monthly department report. Chief Adler advised there was a structure fire on McCaul Street and the home suffered extensive damage. All fire inspections have been completed for 2017. The department is in the process of replacing turnout gear. The All Hazards Plan continues to be worked on. The annual report will be available in February.

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. Dir. Protz advised the department is busy with snow removal and maintenance of equipment and buildings. Freeze Fest is scheduled for Feb. 2nd and 3rd. The Activity Guide for 2018 is nearing completion. The Department is working on the annual floor ball tournament. The department is working on final designs for the splash pad to be installed at the aquatic center in early spring. All buildings are heavily used at Recreation Park throughout the year.

Accept Treasurers – November Cash and Investment Reports. Motion by Kiefer, second by Scholze to accept the November cash and investment reports as presented. Motion passed without negative vote. December cash and investment reports were not available.

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: Laura R. Bergh, Gerald W. Redbird, Lacey J. Samson, and Matt A. Stees.

Class “B” Fermented Malt Beverage License for Gilligan’s Pizzeria, LLC at 201 Helen Walton Drive, Suite 5 – Mitchell Koel, Agent. Mr. Koel was present and has been informed that he must have inspections completed by the Fire Chief, Police Chief, and Building Inspector prior to opening.

Motion by Buchda, second by Scholze to recommend the Common Council approve the Class “B” Fermented Malt Beverage License for Gilligan’s Pizzeria, LLC at 201 Helen Walton Drive, Suite 5, Mitchell Koel, Agent for the period of January 9, 2018 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 issued. Motion passed without negative vote.

Special Beer Permit – Queen of the Apostles for Feb. 10, 2018 at 303 W Monroe Street for a Mardi Gras Dance and Social.

Motion by Komiskey, second by Kling to recommend the Common Council approve the Special Fermented Malt Beverage Permit for Queen of the Apostles for February 10, 2018 for a Mardi Gras Dance and Social in the school gymnasium at 303 W. Monroe Street. Motion passed without negative vote.

Special Wine Permit – Queen of the Apostles for Feb. 17, 2018 at 303 W Monroe Street for a Speaking Event in the Church Hall.

Motion by Komiskey, second by Bohlen to recommend the Common Council approve the Special Wine Permit for Queen of the Apostles for a speaking event in the Church Hall at 303 W Monroe Street on February 17, 2018. Motion passed without negative vote.

Special Beer Permit – Tomah-Warrens Sportsman’s Alliance for Feb. 18, 2018 for a TWSA Indoor 3D Brush Shoot and Scramble at Recreation Park Recreation Building

Motion by Komiskey, second by Kiefer to recommend the Common Council approve the Special Beer Permit for the Tomah-Warrens Sportsman’s Alliance for a TWSA Indoor 3D Brush Shoot and Scramble at Recreation Park in the main hall of the recreation building on February 18, 2018. Motion passed without negative vote.

Taxi Cab License – DL and KL Enterprises, LLC – d/b/a Ace Cab Company for a 2001 Lincoln Continental Vehicle.

Motion by Buchda, second by Komiskey to recommend the Common Council approve the Taxi Cab License for DK and KL Enterprises, LLC – d/b/a Ace Cab Company for a 2001 Lincoln Continental VIN #1LNHM97V61Y702030. Motion passed without negative vote.

Resolution to Approve Creation of Tax Increment District #9. Andrew Bremer of MSA advised that TID #9 will be an Industrial TIF District and has a 20 year life span. The project plan is in the area of Townline Road and Industrial Avenue. It includes 58 parcels and all of this area is already zoned for industrial use. This TIF District came about primarily from a business within the TIF District that has approached the City regarding wanting to expand their business and the opportunity to provide incentives which can be offered in a TIF District. As we looked at this area, we realized there were a number of parcels in the area that could benefit from the TIF District over the next 20 years. The Planning Commission held a public hearing on November 30th and no one spoke against the creation. The Joint Review Board has also met. Most of the development in this area occurred in the 80’s or early 90’s. There are sites that are considered

under-utilized. There are opportunities for businesses to expand on their existing site, to consolidate parcels, and some of the parcels have incompatible uses which provides opportunities for existing businesses to expand or the potential for the city to help attract new businesses to the area. This district has an existing value of \$37,046,100 and is roughly 415 acres in size. It is important to note that this Project Plan is not meant to be an appropriation of funds for specific projects, but a framework with which to manage projects. Over the life of the TID, the projected total amount of tax increment collected is estimated to be \$22,861,161. This projected tax increment will be used to pay for public works projects within the District as described in the Plan. The estimated growth in new development value is \$76,160,349. Capital expenditure costs are estimated at \$18,442,542. There is no immediate need to do any reconstruction project. The first six years will be about generating business expansion and it is not anticipated that high costing projects would occur in the first few years. Development incentives are also projected under the capital expenditure costs. The creation of TID #9 may bring the City's TID to total municipal value ratio to approximately 5.85% which is well within the 12% limit. The next step is moving forward, the Joint Review Board would need to reconvene who has the final authority to create the district.

Motion by Buchda, second by Scholze to recommend the Common Council approve the Resolution creating Tax Incremental Finance District No. 9 as presented. Motion passed with three negative votes from Komiskey, Kling and Bohlen.

Resolution to Approve Allocation of Excess Tax Increment from Tax Increment District #9 (Donor TID) to Tax Increment District #8 (Recipient TID). Andrew Bremer of MSA advised that this allows, at the Council's discretion, when there is excess increment in this district, it can be transferred to TID #8 for the purpose of doing projects in TID 8. The City has the flexibility to do this when and if they decide it is feasible.

Motion by Buchda, second by Siekert to recommend the Common Council approve the Resolution allocating excess tax increment from Tax Incremental Finance District #9 to #8. Motion passed with three negative votes from Kling, Komiskey, and Bohlen.

Professional Services Agreement with MSA for the creation of Tax Increment District #10. Andrew Bremer of MSA presented an agreement between the City of Tomah and MSA regarding the creation and administration of Tax Incremental Finance District No. 10. The agreement outlines MSA responsibilities. This TID would be in the area of the Tomah Hospital and Gopher Avenue which is going to be of interest to potential growth in this area. The City will have to complete infrastructure projects in this area.

Motion by Buchda, second by Siekert to recommend the Common Council approve the Professional Services Agreement with MSA for the creation of Tax Incremental District #10 as presented. Motion passed with one negative vote from Bohlen.

Resolution Accepting Donation of Land (Bow Street Right of Way). William Nystrom Trust and Ruthann Nystrom Trust have petitioned to donate the land to the public which is deeded for the right of way/road purposes (Part of Bow Street right of way).

Motion by Buchda, second by Bohlen to recommend the Common Council approve the Resolution accepting the donation of land being part of the Bow Street right of way. Motion passed without negative vote.

Approval of Employee Assistance Program Agreement Between City of Tomah and Gundersen Lutheran Administrative Services, Inc. for 2018. This program was approved through the 2018 Budget process for City employees at an annual cost of \$15 per employee for

the calendar year. It is the intent to make this program available to full time and permanent part time employees. The annual cost is \$15 per employee per calendar year. This program is offered at a low cost to the City with great return for City employees.

Motion by Bohlen, second by Siekert to recommend the Common Council approve the Employee Assistance Program Agreement between the City of Tomah and Gundersen Lutheran Administrative Services, Inc. for 2018 and authorize City Administrator Gorius to sign the document. Motion passed without negative vote.

Approval of Site Agreement Between Aging & Disability Resource Center of Monroe County and City of Tomah. The Nutritional Site Agreement between the City of Tomah and the Aging and Disability Resource Center of Monroe County have an annual agreement regarding the use of the facility for the Elderly Nutrition Program.

Motion by Buchda, second by Kling to recommend the Common Council approve the Nutritional Site Agreement between Aging and Disability Resource Center of Monroe County and the City of Tomah as presented. Motion passed without negative vote.

Correction of Assessor's Palpable Error on Parcel 286-2673-9015. Assessor Wolfe has advised that they assessed parcel 286-2673-9015 as being 20% completed for the 2017 assessment year and have subsequently realized there was only a cement slab on the property effective 1/1/2017 which has caused the property value to be overstated in the 2017 assessment roll. It is requested that \$595.59 of overstated taxes be rescinded for parcel 286-2673-9015 in account 01-51910-3400 Illegal Taxes, Tax Refunds and Uncollectible Taxes.

Motion by Kiefer, second by Scholze to recommend the Common Council rescind the overstated taxes in the amount of \$595.95 for parcel # 286-2673-9015 from Account #01-51910-3400 Illegal Taxes, Tax Refunds and Uncollectible Taxes. Motion passed without negative vote.

Request to Purchase a Historical Marker/Plaque at the Site of the Tomah Boy Scout Cabin. The Boy Scout Cabin was placed on the National Register of Historic Places in November of 2017. The Historic Preservation Commission is requesting the City Council consider purchasing a historical marker or plaque at the site. The estimated cost is approximately \$350 for a standard National Register of Historic Places plaque.

Motion by Bohlen, second by Siekert to recommend the Common Council authorize the Historic Preservation Commission to move forward with this project as requested. 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 \$618,968.11 as presented. Motion passed without negative vote.

Motion by Kiefer, second by Bohlen to adjourn. Motion passed without negative vote. Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

JoAnn Cram, City Clerk