

MEETING MINUTES – CITY OF TOMAH COMMITTEE OF THE WHOLE

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 12th day of February, 2018 at 6:00 p.m. in the Council Chambers at City Hall with Council President Mike Murray presiding.

Roll call was taken with the following members present: Travis Scholze, Lamont Kiefer, Wayne Kling, Larry Siekert, Mary Ann Komiskey, Nellie Pater and Mike Murray, Pam Buchda (6:15 p.m.) and Luke Bohlen (6:23 p.m.). Quorum present.

Also present: City Administrator Roger Gorius, City Attorney Penny Precour, Andrew Bremer of MSA, Public Works and Utilities Director Kirk Arity, Ambulance Director Randy Dunford, Parks and Recreation Director Joe Protz, Fire Chief Tim Adler, City Treasurer Julia Mann and Deputy City Clerk Diane Webster. Greg Hagen videotaped the meeting.

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

Motion by Kiefer, second by Siekert to adjourn to closed session pursuant to State Statute 19.85(1) (e) to confer with legal counsel regarding the investing of public funds. Motion passed without negative vote.

Meeting reconvened at 7:45 p.m.

Minutes. Motion by Buchda, second by Kiefer to approve the minutes of the January 8, 2018 regular Committee of the Whole meeting as presented. Motion passed without negative vote.

Ambulance Department Monthly Report. Director Dunford provided a monthly statistics report. There were a total of 217 ambulance calls and 68 transfers (62 others denied due to lack of staff). Ambulance Department is working on increasing staff in order to take more ambulance calls, and has partnered with Tomah Memorial Hospital to address EMT/paramedic staff shortages. A building site for the new ambulance facility has been secured. Remodel of current station house will be \$11,000 and will meet the department's needs until the new facility is completed. Drug manufacturing facilities in Puerto Rico and Texas have been unable to provide us with necessary medications due to hurricane damage. Alderperson Buchda suggested the monthly Ambulance report be more specific to show whether billings and collections are for current or previous billing periods.

Fire Department Monthly and Annual Reports. Fire Chief Tim Adler provided a department statistic report for January 2018: The staff consists of 35 firefighters and 4 rescue technicians. The WI Dept. of Safety and Professional Services will be performing a routine audit of the fire department on March 6. There were 28 calls for services in January.

Chief Adler presented the 2017 Annual Report: Safety continues to be the department's number one priority. 2017 was busiest year in Fire Department history with 271 fire calls compared to 175 in 2016. There were seven structure fires with six suffering significant damages. There were 692 fire inspection hours for nearly 1200 fire inspections. Fire safety education totaled 141 hours. Six new firefighters were hired in 2017. Only one minor injury to a firefighter in 2017. The Fire Department took over the Tomah Rescue Service which is going well. Purchased a new Pierce firetruck, SCBA's, a Jaws of Life unit and a new breathing air compressor. Established a billing for service protocol to recoup expenses. 2017 was a successful fundraising year and \$7820.00 was received in grants and donations.

Parks and Recreation Monthly Report - Recreation Programs, Aquatic Center, Recreation Park. Parks Department Director Joe Protz provided a written report and summarized department activities. Worked on flooding the ice rink; removed snow from parks, sidewalks, parkways and trail system; and performed maintenance on equipment and buildings. Continuing winter recreation programs include

women's volleyball, men's basketball and indoor cycling. Aquatic Center was winterized and a new filter is being installed. The pool schedule is posted and plans for construction of a new splash pad are being completed. Many events have already been held at Recreation Park in 2018 such as Freeze Fest, Tavern League pool tournament, gun show, auction and various banquets. The Rec building is reserved for several more events in 2018.

Public Works & Utilities Monthly Report - Water, Sewer, Public Works, & Lake Updates. Public Works and Utilities Director Kirk Arity advised the following: Street Department: Working on tree trimming, snow removal and the public restroom project (plumbing, electrical and painting). Had to open dam due to some heavy rain events. Frozen storm sewers on Pine St., Butts Ave. and E. Veterans St. were thawed. Sewer Department: Average daily flow is normal at 1.13 gpd. Downtown alley project is being reviewed and bidding will take place in March. A new loader has been purchased. Assisted with thawing frozen storm sewers. Water Department: Tony Noth was hired, effective 1/22/2018. Water main breaks occurred on Packard St / Butts Ave. and View St /Hollister Ave. Repairs were made quickly with very limited service outages. Working on Well #6 upgrades, Well #9 abandonment, as well as reservoir roof repairs. Lake Committee: Next meeting is tentatively scheduled for March 15, 2018.

Accept Treasurers December and January Cash & Investment Reports. Motion by Kiefer, second by Kling to accept the December and January cash and investment reports as presented. Motion passed without negative vote.

Request to Reconsider Operator's License Denial. It is recommended by the Chief of Police that the license requested by Heather Gray be denied as the applicant does not meet the qualifications and requirements.

Motion by Kiefer, 2nd by Siekert to recommend the Common Council grant an Operator's license to Heather Gray stipulating there be a review in six months. Motion passed with one negative vote (Bohlen).

Request to Reconsider Operator's License Denial. It is recommended by the Chief of Police that the license requested by Kyle Lowe be denied as the applicant does not meet the qualifications and requirements.

Request denied due to lack of motion.

Bartender Licenses. Motion by Buchda, second by Scholze to recommend the Common Council approve the bartender's licenses as listed. Motion passed without negative vote. Bartender licenses approved as follows: Patrick Adler, Ashley Anderson, Taylor Bos, Alexa L. Byrum, Brianna Camacho, Jennifer Dubusik, Deborah L. Hojnacki, Sherry R. Koel, Harshal D. Patel, Jada R. Rice, Shannon Rowan, Rachel Wickersheim, Robert Yoder, and Kristina Young. (Note: Ashley Anderson's application was denied by Chief of Police after agenda was posted).

Special Beer and Wine Permit – Families First of Monroe County for March 10, 2018 at Recreation Park Rec. Building.

Motion by Buchda, second by Kiefer to recommend the Common Council approve the Special Wine And Beer Permit for Families First of Monroe County at the Recreation Park rec building on March 10, 2018. Motion carried without negative vote.

Special Beer Permit – Tomah Fire Department for March 24, 2018 at Recreation Park Rec. Building.

Motion by Buchda, second by Siekert to recommend the Common Council approve the Special Beer Permit for Tomah Fire Department to hold a Wild Turkey Federation Banquet at the Recreation Park rec building on March 24, 2018. Motion carried without negative vote.

Special Beer and Wine Permit – Tomah Baseball Club “Opening Night” for March 3, 2018 at Recreation Park Rec. Building.

Motion by Kiefer, second by Scholze to recommend the Common Council approve the Special Beer Permit for Tomah Baseball Club “Opening Night” at the Recreation Park rec building on March 3, 2018. Motion carried without negative vote.

Application for Pawn Broker, Second Hand Article & Second Hand Jewelry License - Robert Pierce, 320 Superior Avenue.

Motion by Buchda, second by Kiefer to recommend the Common Council approve Robert Pierce’s application for Pawnbroker, Secondhand Article Dealer and Secondhand Jewelry Dealer at 320 Superior Ave. Motion carried without negative vote.

Implementation of Stipend Pay Rates for Off-Duty Emergency Calls and Transfer Requests.

Motion by Kiefer, second by Komiskey to recommend the Common Council implement stipend pay rates for off-duty emergency general page and transfer requests for the Ambulance Department. Motion carried without negative vote.

Engineering Review Fee for Commercial Building Projects (new or additions).

Motion by Scholze, second by Bohlen to recommend the Common Council adopt an engineering review fee for commercial building projects (new or additions) as presented. Motion carried without negative vote.

Lease Agreement between Tomah Chamber of Commerce/Convention and Visitor’s Bureau and City of Tomah.

The proposed lease agreement was modified with the following changes:

1. Term of lease changed from “5 years” to “10 years”.
2. Automatic renewal of lease changed from “an additional five years” to “successive 10 year periods”.
3. Section 5, paragraph A changed to “Lessee shall be solely responsible for maintenance and repairs of the main building and adjacent parking lot to the south except for any major maintenance and repair expense which shall be provided by Lessor. For purposes of the provision, “major maintenance and repairs” shall be defined as any repair/maintenance over and above the sum of \$1,000.00, including but not limited to the elevator maintenance agreement annual payment.
4. Section 5, paragraph B changed to “Lessee shall be responsible for ground maintenance surrounding the leased property including but not limited to, snow and ice removal, grass mowing, tree and shrub trimming”.

Motion by Buchda, second by Kiefer to recommend the Common Council approve the lease agreement between the Tomah Chamber of Commerce/Convention and Visitor’s Bureau and City of Tomah as modified. Motion passed with three negative votes (Kling, Bohlen and Komiskey).

Ordinance Rezoning Tomah Associates Property from A-1 Agricultural to B-2 Highway Business (1st Reading).

Motion by Kiefer, second by Siekert, to recommend the Common Council approve the first reading of the ordinance to rezone Tomah Associates Property as described, from A-1 Agricultural to B-2 Highway Business. Motion passed without negative vote.

2018 Budget Amendment – Move the Fire Chief's Salary Adjustment from Reserved for Contingencies to the Fire Department Budget.

Motion by Kiefer, second by Siekert to recommend the Common Council approve the 2018 budget amendment moving \$25,553 to Account 01-52200-1100 Fire Protection Salaries Managerial, \$371 to Account 01-52200-1120 Fire Protection Salaries Social Security and \$3,807 to Fire Protections Wisconsin Retirement from Account 01-51980-2280 Reserved for Contingencies in the amount of \$29,730. Motion passed without negative vote.

2017 Budget Amendment – Carry Forward \$15,000 in Acct. #01-51415-2100 for Salary Study.

Motion by Buchda, second by Kiefer to recommend the Common Council approve the 2017 budget amendment to carry forward \$15,000 in Account #01-51415-2100 City Administrator Professional Services for a salary study. Motion carried without negative vote.

2017 Budget Amendment–Unanticipated Revenue-Transfer \$5,337.29 from Acct. #05-48500 to Acct. #05-55200-3400 for Equipment for Butts Park Picnic Shelter.

Motion by Buchda, second by Siekert to recommend the Common Council approve the 2017 budget amendment transferring \$5,337.29 (donation from North American Squirrel Association) from Account #05-48500-Donations Other Parks to Account #05-55200-3400 Other Park Supplies for equipment for the Butts Park Picnic Shelter Motion carried without negative vote.

Annual Fire Department Fund Audit. The City Treasurer has audited the Fire Department funds. The books have been found in good order and the 12/31/2017 cash balance in the Fire Department Fund is \$102,074.04.

Motion by Buchda, second by Komiskey to recommend the Common Council approve the 2017 Annual Fire Department Fund Audit report as presented. Motion carried without negative vote.

Resolution Authorizing Payment of Monthly Bills.

Motion by Kiefer, second by Scholze to recommend the Common Council approve the monthly bills in the amount of \$4,222,139.12 as presented. Motion carried without negative vote.

Monthly Financial Report – January.

Motion by Kling, second by Siekert to accept the January 2018 monthly financial reports as presented. Motion passed without negative vote.

Motion by Kiefer, second by Kling to adjourn. Motion passed without negative vote. Meeting adjourned at 8:43 p.m.

Mike Murray, Council President

Diane Webster, Deputy City Clerk