

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 March, 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, Mike Murray, Pam Buchda and Luke Bohlen. Quorum present.

Also present: City Administrator Roger Gorius, Public Works and Utilities Director Kirk Arity, Ambulance Director Randy Dunford, Parks and Recreation Director Joe Protz, Fire Chief Tim Adler, Police Chief Mark Nicholson, City Treasurer Julia Mann, MSA representative Andrew Bremer, and City Clerk JoAnn Cram. Greg Hagen videotaped the meeting.

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

Motion by Bohlen, second by Buchda to adjourn to closed session pursuant to State Statute 19.85(1) (e) regarding the investing of public funds. Motion passed without negative vote. Adjourned at 6:01 p.m.

Meeting reconvened at 6:40 p.m.

Minutes. Motion by Kling, second by Siekert to approve the minutes of the February 12, 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 159 ambulance calls and 40 transfers and an additional 40 transfers were denied. Ambulance Department is working on increasing staff in order to take more ambulance calls. Director Dunford provided a summary of the annual report. Total calls was 2,326; down over 100 calls from 2017. The Captain's position was created. A logo was created as well as a mission statement. The department became an in-house operation for response and average response time was improved by just over 1 ½ minutes. A bookkeeping clerk was added in 2017 which has proven to be a huge asset. The department is working on building a new facility. There was a total of 5 new full time hires. There were 3 new hires for part time paramedics and 6 new hires for EMTs in 2017. Grants for 2017 totaled \$16,989 and department equipment was able to be purchased.

Fire Department Monthly and Annual Reports. Fire Chief Tim Adler provided a department statistic report for February 2018: The staff consists of 34 firefighters and 4 rescue technicians. The WI Dept. of Safety and Professional Services performed the routine audit of the fire department on March 6 with very favorable results. There was one serious fire earlier in the month with spontaneous combustion in the local dry cleaning facility. There was also a serious fire in a 4-plex apartment building and the building was deemed a total loss.

Parks and Recreation Monthly Report - Recreation Programs, Aquatic Center, Recreation Park. Parks Department Director Joe Protz provided a written report and summarized department activities. Dir. Protz advised the department is working on getting ready for spring activities. Vandalism occurred at Winnebago outdoor bathroom and a brick had been thrown through the sun window and broke the toilet in the men's room. The department is finishing up with winter activities. Spring activities are on the website as well as in the Activity Guide. The new filter system was installed and training will occur

during startup of the Aquatic Center. They are working on installation for the new splash/spray pad which is hoped to be open in time for the aquatic center startup. There are numerous events scheduled in various buildings.

Public Works & Utilities Monthly Report - Water, Sewer, Public Works, & Lake Updates. Public Works and Utilities Director Kirk Arity advised the following: Street Department: The department has been trimming trees and working on remodeling the former Holy Smokes building. It is hoped that crack sealing can begin the first part of April. An annual safety meeting for Diggers Hotline was held and department personnel were in attendance. Sewer Department: A new camera has been ordered to identify issues in the lines. The 2018 alley project in the Downtown area will be bidding on 3/21/18. This will be a 2 year project and they will begin on the west side of Superior Ave. Water Department: Bids have been received for Well #9 abandonment and the low bid accepted was from Gerke Excavating. The Reservoir Roof repairs will start on 3/21/18. Lake Committee: The next Lake Committee meeting is scheduled for March 15th. The Sime Avenue and Noth Avenue railroad crossings have materials in the area which make it appear as if repairs will be made in the near future.

Police Department Monthly Report and Annual Report. Police Chief Nicholson presented an overview of the department monthly report as well as the annual report for 2017. Staffing levels have not changed since last month. Chief Nicholson requested clarification regarding cats that are caught and taken to the animal shelter. The City budgets \$3,000 annually for these charges. An invoice was received for 10 cats that were caught, spayed/neutered and then released at a cost of \$35 per cat. The City hasn't been billed in the past for the planned spay/neuter events and Chief Nicholson would like clarification on how to proceed. It was requested that Chasing Delights be invited to speak to the Council regarding the feral cat population. The department will look further into this issue. Alternate side parking goes through March 31st. Citations will not be issued unless there is significant snow in the forecast. The Police Dept. lobby is open from 8 a.m. to 6 p.m. Chief Nicholson provided an overview of 2017 activity. There was an increase in arrests relating to drugs and property crimes also increased. The Department participated in a number of Community events. Department training continued. Approximately \$27,000 in grants and donations were received. A new department canine was purchased. The Coffee with a Cop program was established which was very successful.

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

Bartender Licenses.

Motion by Scholze, second by Pater to recommend the Common Council approve the bartender licenses for Emily J. Courtney, Brooke A. Delaney, and Jeremy E. Haskell. Motion passed without negative vote.

Approval of Renewal of Airport Leases Commencing January 1, 2018. Airport leases expired December 31, 2017 for the following: William Fleming, Hangar #7; Charles Pollard, Hangar #5; Tomah Flying club, Hangar #1; Austin-Baumgarten, Inc., Hangar #12; Joseph Bohm, Hangar #9; Douglas Duncan, Hangar #14; Todd Potter, Hangar #13; Nathan Gebhardt, Hangar #10; and Mark Kenworthy, Hangar #11. Rents will remain the same as the ending rent in December, 2017. The Public Works & Utilities Commission reviewed the leases which were drafted by the City Attorney's Office and recommend approval. Rates will remain the same for the 3 year lease period.

Motion by Buchda, second by Scholze to recommend the Common Council approve the renewal of the airport leases as presented for 2018-2020. Motion passed without negative vote.

Bartender License – Ashley A Anderson. Ms. Anderson appeared regarding her appeal. Chief Nicholson advised that although the arrests and convictions listed fall outside the general guidelines and dates asked on the application form, they clearly show a consistent pattern and history of offenses. Ms. Anderson works at the BP/Quiznos. Ms. Anderson advised she has never held a bartender license and did not present any written references. Chief Nicholson addressed the Council regarding incidents and arrests from prior incidents dating back from 2008 forward. Ms. Anderson advised she would still be able to be employed with this employer if the license is denied.

Motion by Pater, second by Kling to recommend the Common Council deny the bartender license for Ashley A. Anderson due to the consistent pattern and history of offenses that directly relate to the license. Motion passed with one negative vote (Kiefer).

Authorization for Funding of \$250,000 for Rolling Hills Nursing Home.

The Common Council has agreed to provide financial assistance in purchasing the property for the proposed move of the County Nursing Home and Care Facility. The stipulation was made that such money would not be provided until TID 10 was approved and reimbursement through the TID was provided to the City for the investment. It is recommended that the Common Council approve the amount of \$250,000 for purposes as previously explained and further recommend any motion made provide for the contingency of TID 10 being approved prior to providing the money to ensure the City can reimburse its investment.

Motion by Pater, second by Scholze to recommend the Common Council approve the expenditure of \$250,000 to offset the purchase of property on the Tomah Memorial Hospital site for use in construction of a county run nursing home and care facility with the stipulation that such money will not be provided until TID 10 is approved. Motion passed without negative vote (Buchda abstained).

Professional Services Agreement with MSA for Downtown Marketing Services TID 8. Over the past 3 sessions of the Long Range Planning Committee, discussion has been held regarding how best to inform the public of how TID 8 assistance could be utilized for downtown renovation projects. At the February meeting of the LRPC, Andrew Bremer of MSA presented several marketing strategies that have been used in other Cities to effectively promote a Tax Incremental Financing District. The LRPC reviewed the strategies and have voted to recommend the Committee of the Whole and Council authorize a Professional Services Agreement (PSA) for scope of services to market TID 8 in Tomah. They will review and update TIF Development incentives policy manuals and applications; Develop a marketing brochure; Create a Story Map which is a type of website that will be used to highlight the Downtown Master Plan; and facilitate a downtown public information meeting to discuss and describe the processes for requesting assistance for rehabilitation of building and how to obtain tax increment financing assistance. It is anticipated completion of the four items described would be the summer of 2018. It is not anticipated that the marketing brochure would need frequent updating. The Story Map will be developed and the City has the option to update it as needed, however, it is not anticipated that it will need to be updated on a regular basis. The cost is approximately \$9,000.

Motion by Scholze, second by Siekert to recommend the Common Council approve the Professional Services Agreement between the City of Tomah and MSA for marketing services for TID #8 as presented at a cost of \$9,000. Motion passed with three negative votes (Bohlen, Kling and Komiskey).

Request From Veterans Assistance Foundation (VAF) for TID 8 Assistance. The VAF has requested a loan for \$100,000 from the LRPC to complete the apartment renovations at their new facility located at the former Hardware Hank location. Due to extensive renovation of a code-required stairwell, the Foundation does not have the funding to complete the project with only their own funds. Due to the fact that the building is owned by a tax-exempt foundation and would have no increment increase available to the City to recapture the loan amount, it was agreed that a builder's agreement would be established with terms of the loan and repayment requirements. The \$100,000 would be secured by the City when the loan for 3rd Gen LLC is submitted to cover the builder's agreement with that party. 3rd Gen LLC has received a \$250,000 grant that will lower the amount borrowed to fulfill the remaining amount of the agreement. The \$100,000 requested would still leave the 3rd Gen agreement considerably less than initially projected. This project has shown consistency throughout and concern was voiced regarding this being a high risk venture.

Motion by Buchda, second by Scholze to recommend the Common Council approve the request as submitted by the Veterans Assistance Foundation which would be to provide a loan of \$100,000 with the repayment schedule established with terms of the loan and repayment requirements. Motion passed without negative vote.

Request for Additional Temporary Part-Time Public Works Sanitation Laborer. The City has committed to several major projects which include: Reconstruction of May Street which will require extensive retaining wall construction done by City Staff, the bathroom remodel project which has a minimum of two staff committed until July, in addition to the landscaping being done by City staff. The additional temporary Part-Time Public Works Sanitation Laborer would allow the department to maintain crack sealing duties and other services throughout the City. Funding would be offset by the budget for the public restroom project.

Motion by Scholze, second by Siekert to recommend the Common Council authorize the additional temporary part time Public Works Sanitation Laborer not to exceed 600 hours at a rate of pay of \$13 per hour for a total not to exceed \$7,800. Motion passed without negative vote.

Ordinance Amending Section 12-69 Regarding Farmers Market Hours of Operation. It is requested that several changes be made to the ordinance to include the following: Change Wednesday hours from noon to 6 p.m. to 11 a.m. to 6 p.m. to include the set-up time during which goods may be sold; Change the Saturday market time from 7 a.m. to 1 p.m. to 6 a.m. to 1 p.m. to include setup time during which goods may be sold. Market would be allowed to remain open on Wednesdays when Music in the Park events are held until 8:30 p.m. Farmers Market permits would also have a designation that indicates that some products may be from "reselling". Parks and Recreation Commission has approved the requested changes. Suggestion was made to amend the language slightly as it is desired to tie the Farmers Market and Music in the Park together. It was suggested that the language be changed allowing selling on Wednesday nights when Music in the Park is held to immediately following conclusion of the music instead of the 8:30 p.m. time limitation. This would allow a small amount of flexibility depending on what time the Music in the Park ends. This would allow for the purchase of the products as the citizens are leaving the park in case the music would run longer. It was the consensus of the committee to have a specific time listed. Further discussion was held regarding the vendor's responsibility to indicate they have some resale products and what the best way would be to display that information for the public.

Motion by Kiefer, second by Siekert to recommend the Common Council approve the Ordinance Amending Section 12-69 regarding Farmers Market Hours of Operation as presented. Motion passed without negative vote.

Wage Adjustment for Non-Represented Sworn Employees of Police Department. The sworn TPPA Union personnel received an increase effective January 1, 2018 with the 2017/2018 Union Contract. It is requested that the Non-Represented sworn employees of the P.D. receive the 2% wage increase that is proposed for all non-represented employees effective January 1, 2018 through February 24, 2018. Effective February 25, 2018, the average wage that was presented through the wage comparison study presented by Chief Nicholson would become effective and will remain as proposed at the February Council meeting.

Motion by Buchda, second by Pater to recommend the Common Council authorize the 2% increase effective January 1, 2018 to Feb. 24, 2018 and effective February 25, 2018, the average wage will take effect as presented in February. Motion passed without negative vote.

2018 Wage Increase for Non-Represented Employees. In February, the Council approved a 1.86% increase for AFSCME Union personnel as well as a .14% increase for recognition of service. It is requested that the total award for increase in wage for all non-represented non-sworn employees would be 2% across the board effective January 1, 2018.

Motion by Kiefer, second by Pater to recommend the Common Council approve an overall increase of 2% in wage across the board for all non-represented non-sworn employees retroactive to January 1, 2018. Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills.

Motion by Bohlen, second by Siekert to recommend the Common Council approve the monthly bills in the amount of \$4,193,163.03 as presented. Motion carried without negative vote.

Monthly Financial Report – February.

Motion by Scholze, second by Kiefer to accept the February 2018 monthly financial reports as presented. Motion passed without negative vote.

Motion by Kiefer, second by Scholze to adjourn. Motion passed without negative vote. Meeting adjourned at 8:35 p.m.

Respectfully submitted,

JoAnn Cram, City Clerk