

## MEETING MINUTES – CITY OF TOMAH COMMITTEE OF THE WHOLE

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 9<sup>th</sup> day of April, 2018 at 6:30 p.m. in the Council Chambers at City Hall with Council Vice-President Luke Bohlen presiding.

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

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

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Council Vice-President Bohlen called the meeting to order at 6:30 p.m.

**Minutes.** Motion by Komiskey, second by Pater to approve the minutes of the March 12, 2018 regular Committee of the Whole meeting as presented. Motion passed without negative vote.

**Ambulance Department Monthly Report.** Director Dunford provided a monthly written statistics report.

**Fire Department Monthly Report.** Fire Chief Tim Adler provided a department statistic and informational report: The staff consists of 34 firefighters and 4 rescue technicians. Mr. Adler recognized the anniversary of Tim Larkin who has given 43 years of dedicated service to the department. Chief Adler attended a meeting at TMH regarding an active shooter exercise which will be occurring in the future. Fire inspections are ongoing and liquor license establishment inspections will also be conducted. There was a serious fire in the City on Butts Avenue in March. April 9-13<sup>th</sup> is Tornado and Severe Weather Awareness Week and statewide tornado drills have been scheduled for April 12<sup>th</sup>. Chief Adler encouraged everyone to prepare and plan for these types of events.

**Parks and Recreation Monthly Report - Recreation Programs, Aquatic Center, Recreation Park.** Parks Department Director Joe Protz provided a verbal report and summarized department activities as they are busy preparing for spring events. Arbor Day celebration will be Friday, April 27<sup>th</sup> at Winnebago Park with the Tomah Middle School Science Club. The Annual 4 on 4 North American Floorball event is planned. Special Prom will be at Recreation Park on Sat., April 14<sup>th</sup>. Aquatic Center construction of the splash pad continues and it is hoped completion will be done in early May. Recreation Park is very busy right now – Gun Show on Friday and Special Recreation Prom this weekend; Circus on Monday and on the 19<sup>th</sup>, the Monroe County Health Dept. will host an event for sophomore students, and on April 24- 25, a large training event is scheduled.

**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. The department is also filling potholes. Staff have identified a number of ash trees infected with the ash bore. These trees will be removed in the near future. Sewer Department: A replacement belt for the press was installed on 3/30/18 and staff has been retrofitting the existing trailer for the new sewer camera crawler. The alley project bids were received on April 3<sup>rd</sup>. We came in over budget by about \$750,000. A comprehensive report will be provided to the Public Works & Utilities

Commission. They will re-evaluate to see if items can be reduced. Water Department: The Reservoir Roof repairs started on 3/21/18. Well #12 will require a new pump and is being taken off line on April 10<sup>th</sup>. The hydrant flushing program may be pushed back until Well #12 repairs have been made. Lake Committee: The next Lake Committee meeting is scheduled for May 10<sup>th</sup>. One boat dock has been sent out for blasting and painting.

**Police Department Monthly Report.** Police Chief Nicholson presented an overview of the Department monthly report. The Department is accepting applications until April 27<sup>th</sup> for a new eligibility list. There will be an ordinance request coming regarding the operation of skateboards, bikes, rollerblades/skates, etc. on Superior Ave. to address concerns related to persons with disabilities. A Teen Wellness Day will be held April 19<sup>th</sup>. April 24<sup>th</sup> at 6:30 p.m. there will be a school safety forum held at the High School. May 13-19 is Police Week and numerous events are planned. May 23<sup>rd</sup> is the Our Town Tomah cleanup day and several organizations will be assisting.

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

**Bartender Licenses.**

Motion by Kiefer, second by Scholze to recommend the Common Council approve the bartender licenses for Neil W. Driskill Sandra J. Groski, Brenda K. Hartshorn, McKenzie J. Linenberg, and Anthony G. Petri. Motion passed without negative vote.

**Taxi Cab License – DL & KL Enterprises, LLC – d/b/a Ace Cab Company.** David Lincoln of DL and KL Enterprises, LLC has applied for a taxi cab license for a 1999 Buick Park Avenue. Inspections are complete and a certificate of insurance is on file.

Motion by Pater, second by Scholze to recommend the Common Council approve the taxi cab license for a 1999 Buick Park Avenue VIN #1G4CW52K0X4652865 for DL & KL Enterprises, LLC – Ace Cab Company. Motion passed without negative vote.

**Special Beer Permit – MC Support Services LLC for the Budweiser National Tractor Pull, Recreation Park, June 20-23, 2018.**

Motion by Pater, second by Scholze to recommend the Common Council approve the Special Beer and Wine Permit for the Budweiser National Tractor Pull at Recreation Park on June 20 to 23, 2018 with areas to include: Fenced Beer Garden, Grandstands/Arena area, Multi-Purpose Hockey building-hospitality, VIP Viewing Stand, and the Hospitality Puller Tent area-trackside (fenced) and Progress Pull - Livestock Barn (fenced). Motion passed without negative vote.

**Special Beer Permit – MC Support Services LLC for the Monroe County Fair, Recreation Park, July 25-29, 2018.** Areas to be included: Fenced Beer Garden, White Hospitality Tent on Midway and Grandstands/Arena area. John Shuck appeared and requested extended hours in the beer tent on Friday and Saturday evening until bar time due to the bands and various fair events.

Motion by Pater, second by Kling to recommend the Common Council approve the Special Beer and Wine Permit for the Monroe County Fair at Rec Park on 7/25-29/18 with areas to include: Fenced Beer Garden, White Hospitality Tent on Midway and Grandstands/Arena area to include authorization to extend the hours on Friday and Saturday night until bar time. Motion passed without negative vote.

**Request by Rebecca Thompson for Consideration of Bartender License.** The Chief of Police is recommending denial due to an incident in August of 2017 in which Ms. Thompson was untruthful and uncooperative with a City Police Officer. Ms. Thompson appeared and explained the circumstances surrounding an obstruction violation which she states was not alcohol related. Ms. Thompson provided

a letter written by her employer. The citation has been paid. Chief Nicholson advised this incident occurred in August of 2017. Ms. Thompson failed to respond to the officer and provide her name and other information when questioned by the officer.

Motion by Kiefer to recommend the Common Council accept the appeal and grant the bartender license for Rebecca Thompson and review at the July 1 renewal date. Motion dies for lack of a second.

**Request by Nichol Huffman for Consideration of Bartender License.** The Chief of Police is recommending denial as Ms. Huffman was not truthful when questioned by a City of Sparta officer during an incident in August, 2016. Ms. Huffman appeared and advised that she did receive the obstruction citation for identifying herself as someone else to the police officer. She moved to Tomah for a fresh start. Ms. Huffman did submit a letter of recommendation from a co-worker. Mr. Chad Madson, owner of the Break Room appeared and advised this employee started working for him the first part of March. This violation occurred 18 months ago and he is requesting approval of the license.

Motion by Pater, second by Komiskey to recommend the Common Council approve a 3 month probationary license with renewal and review at the June meeting for Nichol Huffman. Motion passed with one negative vote (Kling).

**Preliminary Resolution Declaring Intent to Levy Special Assessments.** A list of properties are included in the preliminary resolution for 2017 and 2018 sidewalk improvements (Lincoln, Madison, Howard, Pleasant, May, Oak and Larkin). A public hearing will be held in May.

Motion by Pater, second by Siekert to recommend the Common Council approve the Preliminary Resolution Declaring Intent to Levy Special Assessments as presented for 2017 and 2018 sidewalk improvements. Motion passed without negative vote.

**Approval of Easement Agreement from Lakeview Condominiums to City of Tomah.** The City is desirous of constructing a recreation trail for public use across the Lakeview Condominium property in the City. An easement is needed over and across the parcel located in Outlots "1" and "2".

Motion by Siekert, second by Scholze to recommend the Common Council approve the Easement Agreement between the City of Tomah and Lakeview Condominiums as presented. Motion passed without negative vote.

**Petition and Resolution Accepting Dedication of Land for Open Park Space-Sunny Hills Development LLC to City of Tomah for Recreation Trail.** Brent Brudos, authorized Member of Sunny Hills Development LLC has petitioned to dedicate land to the public for future Parks and Recreation use. The land is completely undeveloped and generates limited property tax revenue and it may be possible to be used as a link to new walking trails through the property with existing Parks and Recreation trails in adjacent properties. Public Works & Utilities Director advised this area would be turned over to the City. There are some encroachments and property owners will be notified of the City being the future owner.

Motion by Pater, second by Scholze to recommend the Common Council approve the Resolution accepting the dedication of land for open park space from Sunny Hills Development LLC to the City of Tomah for a Recreation Trail. Motion passed without negative vote.

**Petition and Resolution Accepting Dedication of Land for Open Park Space - Hiawatha Parks/Handy to City of Tomah for Recreation Trail.** Hiawatha Parks has submitted a petition to dedicate land to the City of Tomah for the recreational trail. Bob Handy, JoAnne Flock, Hal Handy and Gary Sime are dedicating the land to the City for extension of the trail.

Motion by Pater, second by Kiefer to recommend the Common Council approve the Resolution accepting the dedication of land for open park space from Hiawatha Parks/Hand to the City of Tomah to be used for a recreational trail. Motion passed without negative vote.

**Proposed Ambulance Building Construction.** Due to the change in status of the Ambulance Dept. the current living conditions are insufficient to meet the needs of the Department. It is requested that the Council accept the Keller and Associate design and project budget given Tomah Ambulance Service. Additionally request that the service be granted permission to research rates to borrow for the project from whichever entity can give them the best interest rate for construction. It was requested that a more detailed analysis be provided prior to authorization. It is the intent to go back to Keller and look at cutting some of the cost. It was the consensus of the Council to build the building, however, more information is requested.

Motion by Pater, second by Kling to table until May to allow time for a detailed analysis and a more specific funding summary for the construction project. Motion passed without negative vote.

**Amended Lease Agreement for Phillips Pharmacy 2018-2020.** Phillips Pharmacy currently leases their building from the City of Tomah. This lease was to be renewed in January of 2018. It is proposed that the rental rate for 2018 be established at \$1,595.24 per month and for 2019, the rent would increase by 1% to the rate of \$1,611.19 per month. The increase would be effective going forward.

Motion by Kiefer, second by Pater to recommend the Common Council approve the lease agreement between the City of Tomah and Phillips Pharmacy for the 2018-2020 time period as presented pending approval from Phillips Pharmacy. Motion passed without negative vote.

**Request for Consideration of Allotment for Room Tax.** The City has been approached by the Tomah Area Historic Society and Museum and the Tomah Area Community Theater requesting an allotment from City room tax to assist their organizations in funding projects. Jim Weinzatl, Ex. Director of Tomah Area Historical Society and Museum appeared and advised the museum is a non-profit organization. The building committee has been appointed and they will hire an architect to draw up plans. The size of the building will depend on funding. The Museum will be built with donations and \$100,000 has already been received. Definite costs are not available. Sharon Larkin, Board of Directors Member of the Tomah Area Community Theater appeared. It is their intention to build a new theater in the parking lot area. Ms. Larkin hopes that the Council would consider the theater for room tax funding. It was the consensus of the Committee of the Whole to proceed and look into providing room tax dollars for both entities. It was suggested that this go to the CVB Committee for their recommendations and bring it back. Admin. Gorius will report back after more information is gathered.

**Resolution Authorizing Payment of Monthly Bills.**

Motion by Scholze, second by Pater to recommend the Common Council approve the monthly bills in the amount of \$852,418.86 as presented. Motion carried without negative vote.

**Monthly Financial Report – March.**

Motion by Pater, second by Kiefer to accept the March 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 8:26 p.m.

Respectfully submitted,

JoAnn Cram, City Clerk