

MEETING MINUTES – CITY OF TOMAH COMMITTEE OF THE WHOLE

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 11th day of June, 2018 at 6:30 p.m. in the Council Chambers at City Hall with Council President Lamont Kiefer presiding.

Roll call was taken with the following members present: Travis Scholze, Lamont Kiefer, Wayne Kling, Larry Siekert, Mary Ann Komiskey, Shawn Zabinski, Richard Yarrington, and Jeff Cram. Absent: Mayor Mike Murray. Quorum present.

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

=====

Council President Kiefer called the meeting to order at 6:30 p.m.

Minutes. Motion by Scholze, second by Yarrington to approve the minutes of the May 7, 2018 regular Committee of the Whole meeting as presented. Motion passed without negative vote.

Fire Department Monthly Report. Fire Chief Tim Adler provided a department statistic and informational report: Mr. Adler reported that last month the drill was for fighting hydrogen fires. Also, there was a class on preventing line of duty deaths. Chief Adler has been attending meetings with the Tomah Area School District regarding active shooter incidents. Fire inspections continue and must be completed by the end of June. Fire Department staff continue to write grants regarding the fire safety educational program. The first Wednesday of every month the outdoor weather sirens are tested.

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 summer events. Aquatic Center had filter issues prior to the startup due to a faulty filter. Pool staff have been trained and there are 25 new employees at the Aquatic Center this summer. Recreation Park remains very busy and the staff is getting ready for the Tractor Pull.

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 almost finished crack-filling and they are busy with various other projects. Staff will be painting and repairing storm sewers. The Public bathroom is progressing near Gillett Park. A recycled concrete and blacktop surface was installed at Recreation Park near the Multi-Purpose building. Sewer Department: Daily flow is a little above normal. There will be a preconstruction meeting for the Superior Avenue alley project in the near future. It is unknown when the project will start or what the scope of the project will be this year. It is anticipated the bulk of the work will be completed next year. Water Department: Well #12 is back online. The Reservoir project is back on line. Lake Committee: They had a successful relocation of a downed tree with the help of the Ft. McCoy dive team.

Police Department Monthly Report. Chief Nicholson provided a written report regarding monthly statistics. Several staffing changes have occurred with two sergeants leaving the department. Officer Furlano has been promoted to Sergeant effective June 17th. There are 3 positions vacant which includes a sergeant that needs to be promoted. A hiring process has been opened and will be starting June 28th.

Ambulance Department Monthly Report. Director Dunford provided a monthly written statistics report. The department consists of 40 employees (21 paramedics, 17 EMTs, 2 administrative). Collection from past billings was \$186,451.09 and \$306,816.34 was billed out in May. There were 221 calls with 69 out of town transfers. 55 transfers were denied due to lack of available personnel. A part

time paramedic has been promoted to full time and an advanced EMT has graduated as a paramedic and was offered one of the full time positions available. Several other part time employees will be starting soon. Several Stop the Bleed classes were held which deal with bleeding control. Two staff members have achieved their critical care certification.

Accept Treasurers Cash and Investment Reports. Motion by Scholze, second by Siekert to accept the May cash and investment reports as presented. Motion passed without negative vote.

Bartender Licenses.

Motion by Yarrington, second by Scholze to recommend the Common Council approve the bartender licenses as follows: Tiffani Addison, Shirley Aller, Harold Benoit, Orrin Berens, Matthew Berndt, Zachery Berndt, Barbara Betthausen, Stephen Bissen, Margaret Bradley, Lisa Brooks, Anna Bunes, Cassey Bungert, Stacy Burdick, Rebecca Burke, Patricia Burton, Erica Butterfuss, Sierra Butzler, Christine Calhoon, Luke Callaway, Rebecca Chambers, Stephanie Clark, Dinelle Clay, Jade Cobb, Ronald Coffey, Holly Combs, Ralph Cox, Tim Cram, Christian Dawley, David Dechant, Tracy Dechant, Brooke Delaney, Eric Diekmann, Cheryl Dietzman, Neil Driskill, Gina Doyle, Mary Durni, Kim Elsing, Theresa Fox, Jennifer Garvey, Jacilyn Gebhardt, Julie Gebhardt, Judy Getter, David Goldbeck, Lori Goldbeck, Roger Gorius, Margaret Griffin, Sandra Groski, Mary Haas, John Hanson, Amy Hart, Jeremy Haskell, Hailey Hays, Caitlin Henry, Tarayn Hernandez, Scott Hurd, Malcolm Jackson, Heidi Lynn James, Robert Johnson, Stephon Jones, Sumer Jorgensen, Eve Julson, Pamela Kalland, Ellen Lamb, Frederick LeSavage, Victoria Leszczynski, Kyle Lowe, Linda Lynch, Jessica Manske, Arlene Martinson, Donna Mathews, Patrick McGarry, Courtney McKay, Bobby Miller, Kristi Milton, Christine Morrow, Angela Neas, Donald Nelson, Tiffany Neville, Randi Owen, Bridget Owens, Harshal Patel, Jasmina Patel, Laura Peardot, Ashley Peth, Rebecca Peth, Anthony Petri, Lynda Petska, Richard Pfaff, Toni Phelps, Darla Poff, Brenda Prescott-Kingfisher, Jamie Prestwood, Kendall Rawls-Adams, Brad Retzlaff, Tracy Reynolds, Connie Rhea, Amy Ritter, Caitlin Rodriguez, Jacob Rouse, Jamie Ruiz, Laura Ruland, Marina Salamonski, Lacey Samson, Henrietta Schaller, Kelly Schanhofer, Danita Schmitz, David Schoeberl, Amanda Schumann, Daniel Shaw, Robert Shutter, James Siber, Marie Smaida, Melissa Smothers, Richard Solis, Rebecca Spohn, Aaron Stockwell, Timothy Sullivan, Dale Trowbridge, Arika Taylor, Dari Taylor, Sheri Tralmer, Kendra Treu, Amber Tupper, Mary Tysdal, Lydia VanderMeulen, Lisa Vender, Robert Walker, Ashley Wankerl, Wanda Watkins, Michelle Willems, Robert Wilson, Mollie Wisdorf, Janet Wolske, Rhonda Woods, Scott Woodworth, Rosemary Zawacki, and Lynnette Zieler. Motion passed without negative vote.

Special Beer and Wine Permit - Queen of the Apostles, 303 W Monroe Street, July 1, 2018. This event is a celebration of an ordination for Kyle Laylan outside in Mary's Garden, in the church basement and the gymnasium at 303 W. Monroe Street.

Motion by Scholze, second by Zabinski to recommend the Common Council approve the Special Beer and Wine Permit for Queen of the Apostles in the church basement, gymnasium, and St. Mary's Garden at 303 W Monroe Street on July 1, 2018 for the ordination celebration. Motion passed without negative vote.

Budget Amendment to Change the Superfund Activity to the General Fund. Superfund expenses are tax levy funds and there is no need to put them in a special fund. Therefore the budget amendment moves them from Fund 13 to the General Fund #1.

Motion by Yarrington, second by Scholze to recommend the Common Council approve the 2018 Budget Amendment as follows: Revenue Budget Adjustments in Account #01-41110 General Property Tax increased \$55,000, General Property Tax Superfund Acct. #13-41110 decreased by \$108,948 and General Property Tax Debt Services Acct. 07-41110 increased by \$53,948 and Expenditure Budget Lines Amended as follows: Legal Professional Services Acct. 13-51300-2100 reduced by \$5,000 and Acct. 01-51300-2100 increased by \$5,000; Solid Waste Disposal Professional Services Acct. 13-53630-

2100 decreased by \$50,000 and Acct. 01-53630-2100 increased by \$50,000; and Debt Service Principal Acct. 13-58100-6320 decreased by \$52,632 and Acct. 07-58100-6320 increased by \$52,632; and Debt Service Fiscal Charges Acct. 13-58200-6320 decreased by \$1,316 and Acct. 07-58200-6320 increased by \$1,316. Motion passed without negative vote.

Renewal of “Class A” Liquor and Fermented Malt Beverage License at Hwy 12 & 16 BP, 1030 E Clifton Street Motion by Scholze, second by Kling to recommend the Common Council approve the Class “A” Liquor and Class “A” Fermented Malt Beverage Licenses in the City of Tomah as printed for the period of July 1, 2018 – June 30, 2019 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 renewed. Motion passed without negative vote.

Addressing Committee of the Whole. There is a policy in place. The Public Appearance Policy is for speaking in front of the Council, however, it should work well for the Committee of the Whole as well.

Motions and Discussion. Robert’s Rules allows for variations for small entities which permits pre-motion background and discussion when needed. Chairperson Kiefer advised that he will use the following guidelines: Announce the agenda item, get background from City officials or their designated representatives, get public input (not debate), Committee member discussion with trying to have committee members speak on any issue only twice and try to alternate pros and cons, address the issue, not a person, and use respectful, civil language. There will be a motion and a second and the motion will be re-stated by the chair or the clerk with further discussion only on that motion. Items can be tabled if necessary. No further action required.

Resolution Authorizing the Execution of the Financial Assistance Agreement and the Issuance of Revenue Bonds to the State of WI Safe Drinking Water Loan Program. The Water Utility is in need of funds for repair of the Reservoir Roof and Painting of the Reservoir.

Motion by Yarrington, second by Kling to recommend the Common Council approve the Resolution Authorizing the Execution of the Financial Assistance Agreement and the Issuance of Revenue Bonds to the State of WI Safe Drinking Water Loan Program in the amount of \$888,178 and authorize the Mayor and City Clerk to sign the necessary documents. Motion passed without negative vote.

Resolution Designating Superfund to the General Fund. Motion by Scholze, second by Kling to recommend the Common Council approve the Resolution Designating the Superfund Accounts to the General Fund. Motion passed without negative vote.

Construction of an Ambulance Building with Residential Quarters

At the November 2017 meeting, a proposal was approved to retain Keller & Assoc. to do an analysis and design for a new ambulance station to be located on the future Tomah Hospital Campus. Keller & Assoc. designed a building that would alleviate the shortage of space we are currently experiencing and allow for additional expansion. Tomah Memorial Hospital reports that Tri State ambulance is requesting to provide services to Tomah Memorial to cover transfers of patients. This is a critical issue and the Ambulance Department is adding staff to remedy the situation to cover the needed transfers. The addition of staff and equipment to meet this need makes it imperative that we address the need for a larger building. Cost for construction of a new ambulance facility was originally estimated at \$2,890,000 to \$2,990,000. All funds are to be borrowed as the ambulance is an enterprise fund and the Council was advised this project will not impact the general fund or tax levy. After the previous Council meeting, the Ambulance Commission met and voted to again request the building as originally presented without alterations. They request that the Council accept Keller & Assoc. design and project budget and request that the service be granted permission to research rates and to borrow for the

project for construction. Since the last Council meeting, a local lending institution has approached the Administrator who has worked well with the City in the past and provided low interest loans and financial assistance. Revised plans and revised budget were presented at the meeting. The Ambulance Commission is opposed to the idea of trying to keep two facilities and would like to go forward with construction of the new site on the south side of the City. The bays will be used by other City departments until such time as the Ambulance Department expands to all the bays. This will build for the future in today's dollars. The new proposal reduced 8 bays to 6 bays and two sleeping rooms were eliminated as well as reducing the size of the cardio room and conference room. The proposed changes reduce the square footage from 13,153 to 10,694, a decrease of 2,459 square feet. Ambulance Commission member Jim Vieth addressed the Committee.

Motion by Yarrington, second by Kling to recommend the Common Council move forward with the original building proposal as presented by Keller & Associates at \$2,990,581 and authorize City staff to begin the bonding process to borrow the funds for the project. Motion passed without negative vote.

Change in Precision Retirement Policy Regarding Payout Upon Termination/Retirement Prior to Age 50 for Protective Services Category. Employees that leave employment with the City and protective employees that retire prior to age 59½ pay a penalty if they want to remove the funds from Pelion prior to retirement age. A terminating employee requested that the City consider making the employee whole. Discussion was held regarding terminating versus retiring and concern was voiced in allowing only protective services to be made whole when not retiring. It is proposed that the following language be added to the City's plan: "For participants who are classified as WRS Protective Services and retire between the age of 50 and 59 ½, the City will make whole lump sum distributions that are processed within 30 days of funding the participant's Special Pay Account with the City. The City will pay 2.35% (10%-7.65% for FICA) to the participant direct. The retiring employee shall provide documentation that the lump sum distribution was processed within 30 days and make a written request for the 2.35% reimbursement from the City."

Motion by Scholze, second by Kling to recommend the Common Council authorize a change in the Precision Retirement Policy regarding payout upon retirement for the protective services category. Motion passed with two negative votes (Yarrington and Zabinski).

Contract and Resolution for Pelion Retirement Plan Administration. Due to recent IRS law changes, the 401(a) plan document needs to be revised. This restatement from Pelion Benefits ensures that the City of Tomah's retirement plan is in compliance with IRS regulations. They are charging \$750 for this update.

Motion by Scholze, second by Siekert to recommend the Common Council approve the Resolution Regarding the Restatement of the Qualified Retirement Plan through Pelion Benefits and authorize the \$750 payment as requested. Motion passed without negative vote.

Request to Review Martin Development Agreement. A request has been received from Attorney McDonald to review the Martin Development Agreement to assist Ms. Martin in the sale of her property. This agreement was revised in 2014. The agreement requires complete construction of a commercial or industrial facility or other improvement on the property within 5 years. It was the consensus of the Committee of the Whole to let the agreement stand.

City Office Internship. The City Clerk's office was contacted by Erica Mainu, a college student studying Business at the University of River Falls who has expressed interest in working for us as an intern for the summer. Considering the elections and recent upswing in turnaround of employees and recruitment of new employees, it would be beneficial for us to take her on in this position. She would be willing to work a 20 hour workweek for a 10 week period for between 200 and 250 hours at a cost not to exceed \$2,500. These funds would require a budget transfer from the Contingency Fund.

Motion by Siekert, second by Scholze to recommend the Common Council approve the request authorizing Erica Mainu to work as an intern during the summer months of 2018 not to exceed 250 hours at \$10 per hour. Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills.

Motion by Scholze, second by Siekert to recommend the Common Council approve the monthly bills in the amount of \$666,015.53 as presented. Motion carried without negative vote.

Monthly Financial Reports.

Motion by Scholze, second by Kling to accept the May 2018 monthly financial report as presented. Motion passed without negative vote.

Motion by Scholze, second by Zabinski to adjourn. Motion passed without negative vote. Meeting adjourned at 8:39 p.m.

Respectfully submitted,

JoAnn M. Cram, City Clerk