

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

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 10th day of June, 2019 at 6:30 p.m. in the Council Chambers at City Hall with Council President Travis Scholze presiding. The meeting was called to order at 6:30 p.m.

Roll call was taken with the following members present: Mary Ann Komiskey, Richard Yarrington, Jeff Cram, Travis Scholze, Lamont Kiefer, Donna Evans, Susan Holme, and Mike Murray. Absent: Shawn Zabinski. Quorum present.

Also present: Fire Chief Tim Adler, Ambulance Director Randy Dunford, Parks and Recreation Director Joe Protz, Police Chief Mark Nicholson, Public Works & Utilities Director Kirk Arity, Ex. Director CVB/Chamber Tina Thompson, Treasurer Julia Mann, and City Clerk JoAnn Cram. Greg Hagen videotaped the meeting.

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Approval of May 13, 2019 Minutes of the Committee of the Whole.

Motion by Kiefer, second by Evans to approve the minutes of the May 13, 2019 regular Committee of the Whole meeting. Motion passed without negative vote.

Fire Department Monthly Report. Fire Chief Tim Adler reported that the department responded to a structure fire on Jefferson Street. Department training included mock car crashes and have utilized a house in the City to do search and rescue training. Five members of the department completed drone training. Inspections are nearing completion for the newly constructed Gundersen Clinic. Plans are being made to cover staffing needs for the Tractor Pull. A needs assessment is being completed for a future fire complex.

Parks and Recreation Monthly Report: Parks Department, Recreation Programs, Aquatic Center, Recreation Park: Parks and Rec Dir. Joe Protz advised the department has been very busy with cleanup and maintenance and installation of cameras to try and curtail some of the vandalism occurring in the parks. Summer recreation programs are in full swing. The Aquatic Center opened over the weekend. The filter repairs are good and the new pump system is working well. Recreation Park continues to be extremely busy.

Ambulance Department Monthly. A monthly written statistics report was provided. Director Dunford advised that part time staffing is still needed to fill in as needed. Director Dunford provided an overview of recent department training. Various council members attended a tour of the Dells/Delton Ambulance/Fire Facility. Dr. Small from the Mayo Health Systems is the new Medical Director starting on July 1st. The cost of the fee for his services is \$5,000.

Police Department Monthly Report. Police Chief Mark Nicholson advised that the department has hired a new patrol officer, Delaney Hanrahan, and she is currently in the Field Training Program. The department is at full staff, however, two members are still completing the field training program.

Public Works & Utilities Director – Water, Sewer, Public Works, and Lake Updates. Director Arity advised the Public Works Department is chip sealing. The salt shed is nearing completion. Sewer Department – Flows at the Sewer Plant have increased slightly. The sewer in the west alley is complete. Gerke Excavating should be moving to the East Alley. Water Dept. – Well #6 is online and dialed in. An annual water supply inspection was conducted in May and there were four minor items noted which have been addressed. Lake Committee – The buoys have been placed and we have the “kids don’t float shelter” done with the exception of the sign.

Convention & Visitors Bureau/Chamber of Commerce. Ex. Director Tina Thompson advised Kite Fest will be this Saturday. July 4th activities include the parade at 10 a.m., Music on Main from 6 to 9 and then fireworks at 10 p.m. Business After 5 will be held at the Monroe County Fair in July.

Accept Treasurers Cash and Investment Reports.

Motion by Kiefer, second by Yarrington to recommend the Common Council accept the May cash and investment reports as presented. Motion passed without negative vote.

Presentation by Hawkins, Ash CPAs – 2018 Audit Report. The City had an increase to its net position by \$1,451,185 or 2.13% over last year. This increase brings total net position to \$69,502,646. The City's expenses for all funds in 2018 were \$16,261,443 which includes the governmental funds of \$11,507,353 and business type funds of \$4,754,090. The City paid off \$1,844,470 of debt. The City's portion was \$1,027,658. The Water and Sewer Utility paid off \$816,812. A Development and Urban Renewal TID 10 was created around the area of the New Tomah Memorial Hospital. Land was annexed into the TID 10 boundary. An Industrial Development TID 9 was created to aid in the expansion of the existing TORO plant. TID 8 saw the construction of a 3 story multi-use structure in the downtown area. The Sewer Utility had a Compliance Maintenance Annual Report rated as an A Grade and the Water Utility Consumer Confidence report had no violations. Recreation Park had blacktop added for the parking areas. A large parcel of land was purchased for the future development of recreation facilities. Our Aquatic Center added a Splash Pad, a new parking lot was added, and the entrance was improved. A public restroom facility was built adjacent to Gillette Park. The Ambulance Service continues to have significant growth. Justin Peterson of Hawkins, Ash CPAs presented a summary of the audit report. Total liabilities, deferred inflows of resources and equity was \$73,176,159 in 2018 compared to \$69,138,568 in 2017. General Fund Revenue was \$7,285,986 compared to \$6,988,148 in 2017. General Fund Expenditures were \$6,906,831 compared to \$6,627,439 in 2017.

Motion by Cram, second by Yarrington to accept the 2018 Audit Report as presented. Motion passed without negative vote.

Bartender Licenses. Motion by Yarrington, second by Holme to recommend the Common Council approve bartender licenses for the period of June 12, 2019 to June 30, 2020 as follows: Kaitlyn A. Austin, Paige M. Borreson, Abigail N. Brockman, Elizabeth A. Erickson, Chelsea M. Finnigan, Stacy L. Garcia, Juan E. Gonzalez-laza, Patrick J. Hart, Jayden J. LeQue, Linda L. Osland, Ariel F. Rezin, Mckenzi L. Rogalla, Madeline R. Schaller, Rita M. Steffel and Todd J. Steffel. Motion passed without negative vote (Murray and Cram abstained).

Renewal of "Class B" Liquor & Class "B" Fermented Malt Beverage License for The Strike Zone/Pizones at 210 Superior Avenue.

Motion by Cram, 2nd by Yarrington to recommend the Common Council approve the renewal of the "Class B" Liquor and Class "B" Fermented Malt Beverage Licenses for The Strike Zone/Pizones at 210 Superior Ave. as printed for the period of July 1, 2019 – June 30, 2020 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.

Renewal of "Class C" Wine License for Mandy's Café & Deli, LLC, at 201 Helen Walton Drive

Motion by Evans, second by Cram to recommend the Common Council approve the renewal of the "Class C" Wine License for Mandy's Café & Deli, LLC at 201 Helen Walton Drive as printed for the period of July 1, 2019 – June 30, 2020 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.

Renewal of “Class A” Liquor and Class “A” Fermented Malt Beverage Licenses for Highway 12 & 16 BP, 1030 E Clifton Street

Motion by Kiefer, second by Murray to recommend the Common Council approve the renewal of the “Class A” Liquor and Class “A” Fermented Malt Beverage Licenses for Highway 12 & 16 BP as printed for the period of July 1, 2019 – June 30, 2020 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.

Cabaret Licenses – Indoor Cabaret License applications were received for Cran-Beary Pub/Wetlands Catering; Elbow Room, Franny’s, Perkins/Mr. P’s, The Chillzone, and Vino Anjo. Indoor/Outdoor Cabaret applications were received for Murray’s on Main, The Bank Bar, Breakroom Sports Bar & Grill, and the Crow Bar.

Motion by Kiefer, second by Cram to recommend the Common Council approve the renewal of the Cabaret Licenses as printed for the period of July 1, 2019 – June 30, 2020 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 (Murray abstained).

Indoor Cabaret Licenses:

1. Cran-Beary Pub/Wetlands Catering – 319 Wittig Road
2. Elbow Room Bar – 114 W. Benton Street
3. Franny’s – 1115 Superior Avenue
4. Perkins Family Restaurant/Mr. P’s – 1015 E McCoy Blvd.
5. The Chillzone – 1119 Superior Avenue
6. Vino Anjo, LLC – 800 Superior Avenue #3

Indoor/Outdoor Cabaret Licenses:

1. Murray’s on Main – 810 Superior Avenue
2. The Bank Bar – 1015 Superior Avenue
3. The Breakroom Sports Bar and Grill – 1121-1123 Superior Avenue
4. The Crow Bar, LLC – 1206 Superior Avenue

2019 Budget Amendment – Recognizing Donation of \$11,357.02 in Acct. #05-48500 Grants & Donations & Authorize an Expenditure of \$11,357.02 from Acct. #05-57220-8300 Grants Fire Protection Outlay for the Purchase of an Extraction Device. This donation was made from the proceeds of the annual Hunter’s Night Out Fund. A second extraction device is needed.

Motion by Yarrington, second by Evans to recommend the Common Council approve the 2019 Budget Amendment – Recognizing Donation of \$11,357.02 in Acct. #05-48500 Grants & Donations & Authorize an Expenditure of \$11,357.02 from Acct. #05-57220-8300 Grants Fire Protection Outlay for the Purchase of an Extraction Device. Motion passed without negative vote.

Application for Special Event Outdoor Cabaret Licenses from Greater Tomah Area Chamber of Commerce for 800 Block of Superior Avenue for: a. July 4, 2019; b. July 11, 2019; c. July 18, 2019; d. August 1, 2019; e. August 8, 2019; f. August 15, 2019. The Chamber of Commerce is applying for the Special Event Outdoor Cabaret Licenses for the 800 block of Superior Avenue for a series of Downtown Street Concerts on the dates listed. There will be bounce houses, vendor booths, food sales, drink sales and a family friendly neighborhood street concert. Various live entertainment will perform. A certificate of insurance has been presented as well as a map of the area.

Motion by Murray, second by Evans to recommend the Common Council approve the Special Event Outdoor Cabaret Licenses from Greater Tomah Area Chamber of Commerce for the 800 Block of Superior Avenue for the following dates: a. July 4, 2019; b. July 11, 2019; c. July 18, 2019; d. August

1, 2019; e. August 8, 2019; f. August 15, 2019. Motion passed without negative vote (Cram abstained).

Request for Extension of Class “B” Fermented Malt Beverage and “Class “B Liquor License and Application for Special Event Outdoor Cabaret License from Ground Round Grill & Bar (T&J Hospitality LLC) at 201 Helen Walton Drive on July 21, 2019. The Ground Round Grill & Bar is requesting an extension of the beer and liquor licenses for one day for the special family event they are planning. They are also applying for the Special Event Outdoor Cabaret License for the parking lot in front of the Ground Round, Edward Jones & Spectrum Insurance at 201 Helen Walton Drive on July 21, 2019. This is a “Family Fun Day” with bounce houses and live entertainment consisting of two musicians playing guitar. The event is scheduled from 11 a.m. to 5 p.m. and access to the event will be from inside the Ground Round, A map of the area and a certificate of insurance have been submitted.

Motion by Kiefer, second by Cram to recommend the Common Council approve the request for the Extension of Class “B” Fermented Malt Beverage and “Class “B Liquor License and Application for Special Event Outdoor Cabaret License from Ground Round Grill & Bar (T&J Hospitality LLC) at 201 Helen Walton Drive on July 21, 2019 as presented. Motion passed without negative vote.

Application for Special Event Outdoor Cabaret License from Greater Tomah Area Chamber of Commerce for E. Milwaukee Street from Superior Ave. to Kilbourn Ave. for Downtown Street Concert on August 24, 2019. The Chamber of Commerce has applied for the Special Event Outdoor Cabaret License for E. Milwaukee Street from Superior Ave. to Kilbourn Ave. for the Downtown Street Concert on August 24, 2019. There will be bounce houses, vendor booths, food sales, drink sales, and family friendly neighborhood street concert. There will also be live entertainment for this event. A map of the area as well as the certificate of insurance is on file.

Motion by Yarrington, second by Evans to recommend the Common Council approve the Special Event Outdoor Cabaret License from Greater Tomah Area Chamber of Commerce for E. Milwaukee Street from Superior Ave. to Kilbourn Ave. for Downtown Street Concert on August 24, 2019. Motion passed without negative vote (Cram abstained).

Request for Use of City Streets by ATV/UTV Club. The Bear Bluff ATV Club and the Road Runners ATV UTV Club of Monroe County are requesting a 3 hour window to travel, arrive and leave as a group to participate in the 4th of July parade. Monroe County has approved the route on Highway ET into the City. Bob Kersten, 1523 Hollister Avenue addressed the Committee regarding concerns and is opposed to this request. Chief Nicholson advised he contacted the DNR regarding signage of the route. Permanent routes are required to have the signage, however, this is not a permanent route.

Motion by Murray, second by Cram to recommend the Common Council approve the request for use of the City Streets as designated by the ATV/UTV Club on July 4th for a 3 hour period to enable access to the City for the parade event. Motion passed with two negative votes (Komiskey and Holme).

Request 1% of the Existing Room Tax Allocation for the CVB/Chamber Building Be Directed to the Convention & Visitor’s Bureau for use in Tourism Promotion. At the May meeting, the current room tax allotment of 2% which was previously utilized to fund the construction and renovation of the Chamber building was split and 1% was designated to Recreation Park going forward. The CVB is requesting the remaining 1% still be designated to them for funding directional signage downtown, street banners for the new lampposts, film production of Downtown Thursday Nights, etc. for future promotion of tourism and related activities.

Motion by Murray, second by Evans to recommend the Common Council authorize the remaining 1% be distributed to the Convention & Visitor’s Bureau. Motion passed without negative vote.

Ordinance Amending Chapter 42-27 Regarding Distribution of Room Tax. A change in the distribution of the room tax requires an ordinance amendment.

Motion by Murray, second by Evans to recommend the Common Council approve the Ordinance Amending Chapter 42-27 regarding Distribution of Room Tax. Motion passed without negative vote.

Ordinance Amending Chapter 10 of the Municipal Code Regarding Adoption of Electrical Regulations and Permits. This ordinance amendment updates all references to the WI Dept. of Commerce to the Dept. of Safety and Professional Services. It also eliminates the exception for an electrical permit for the extension or addition of a single branch circuit. A permit and electrical inspection are required to ensure all electrical work is compliant with code. The change also adds the requirement that only a State of WI licensed electrical contractor may replace, upgrade or relocate service equipment.

Motion by Murray, second by Kiefer to recommend the Common Council approve the Ordinance amending Chapter 10 of the Municipal Code regarding adoption of electrical regulations and permits. Motion passed without negative vote.

Resolution Authorizing the Sale of City Property to Tony Vrana. Tony Vrana is interested in purchasing a parcel of land near the Mill Haven property on the east side of the City. The Lot is being split from current Lot 3 to the new designation of Lots 4 & 5. Mr. Vrana is going to build storage buildings on the site.

Motion by Cram, second by Murray to recommend the Common Council approve the Resolution authorizing the sale of City property to Tony Vrana. Motion passed with one negative vote (Yarrington).

Resolution Authorizing the Sale of City Property to the Tomah Public Housing Authority. The Tomah School District Trades class built a 3-unit apartment building and the project is now complete. The City of Tomah is selling the parcel to the Tomah Public Housing Authority who will rent out the unit for lower income clients.

Motion by Murray, second by Cram to recommend the Common Council approve the Resolution authorizing the sale of City property to the Tomah Public Housing Authority. Motion passed without negative vote.

Approval of Revised Job Descriptions. The following job descriptions were submitted for review and approval due to the recent completion of the Carlson Dettman wage study: City Administrator, City Clerk, Deputy City Clerk, City Treasurer and Deputy Treasurer, Administrative Asst.-Accounts Payable Clerk, Zoning Administrator/Building Inspector Supervisor, Sr. & Disabled Services Coordinator, Court Clerk, Fire Chief, CDBG/Housing Director, Dir. Of Public Works & Utilities, PW&U Administrative Assistant, Bookkeeper, Custodian, Public Works Supervisor, Equipment Operator, Truck Driver, Mechanic, Sanitation Operator, WWTP Supervisor, Sewer Utility Licensed Operator, Sewer Maintenance Worker, Water Utility Supervisor, Water Licensed Operator, Water Maintenance Worker, Ambulance Director, Amb. Captain, Amb. Bookkeeper, EMT/Paramedic, Library Director, Parks & Rec Director, Rec Park Maintenance Worker, Park & Rec Working Foreman, Park & Rec Maintenance Worker, Chief of Police, Lt. of Police – Operations & Support; Sergeant of Police, Police Officer, Police Admin. Asst., and Police Clerk. The Police Department job descriptions are being withdrawn for further revision.

Motion by Murray, second by Cram to recommend the Common Council approve the revised job descriptions (with the exception of the Police Department) as amended subject to the City Clerk researching the weight limits and making appropriate changes. Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills

Motion by Yarrington, second by Kiefer to recommend the Common Council approve the monthly bills in the amount of \$745,083.81 as presented. Motion carried without negative vote.

Monthly Financial Report – May 2019. Motion by Kiefer, second by Cram to recommend the Common Council accept the May 2019 Monthly Financial Report as presented, Motion passed without negative vote.

Adjourn.

Motion by Kiefer, second by Cram to adjourn. Motion passed without negative vote. Meeting adjourned at 7:41 p.m.

Respectfully submitted,

JoAnn Cram, City Clerk