

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

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 8th day of July, 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, Shawn Zabinski, Travis Scholze, Lamont Kiefer, Donna Evans, and Susan Holme. Absent: Mike Murray. Quorum present.

Also present: Fire Chief Tim Adler, Ambulance Director Randy Dunford, Parks and Recreation Director Joe Protz, 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 June 10, 2019 Minutes of the Committee of the Whole.

Motion by Yarrington, second by Kiefer to approve the minutes of the June 10, 2019 regular Committee of the Whole meeting. Motion passed without negative vote.

Fire Department Monthly Report. Fire Chief Tim Adler reported that the department conducted various training throughout the month. The first round of fire inspections is complete. The department provided services for the Grand National Tractor Pull.

Parks and Recreation Monthly Report: Parks Department, Recreation Programs, Aquatic Center, Recreation Park: Parks and Rec Dir. Joe Protz advised the department assisted with the Jesse Parker race, the Kite Fest, and the Tractor Pull. The department is working on the Winnebago Park masterplan and it is hoped that an open meeting will be held on August 26th for the public to view the concept. Recreation programs continue. There are various activities scheduled for the Aquatic Center and Recreation Park.

Ambulance Department Monthly. A monthly written statistics report was provided. Director Dunford advised that calls for service were up compared to last year. There are 5 people in field training. Two Senior Paramedics received PALS (Pediatric Advanced Life Support) training. The department is conducting a cost analysis to determine what will need to be charged to local townships, villages and the city for a subsidy rate. Dr. Evan Small is the new Medical Director. He will be charging the Paramedic Services (Tomah and Sparta) \$5,000 per year for his services. National Night Out is scheduled for August 6th from 4 to 8 p.m. at Winnebago Park.

Police Department Monthly Report. Police Chief Mark Nicholson provided a written department report.

Public Works & Utilities Director – Water, Sewer, Public Works, and Lake Updates. Director Arity advised the Public Works Department has received the street light shipment and installation will begin the end of July/first part of August. The painting crews have been working on street painting. The Gopher Avenue project continues with 100% of the sewer finished. The asphalt and concrete are yet to be done. The salt shed is complete. Sewer Department – Operations are normal. Water Dept. – A computer software change has occurred which deals with the billing. There were some issues that will be corrected in the next month. Lake Committee – The next meeting is scheduled for July 18th at 5 p.m.

Convention & Visitors Bureau/Chamber of Commerce. Ex. Director Tina Thompson advised they are working on their “Beyond the Bog” campaign. Business After 5 will be on July 24th at the County Fair. Kite Fest was successful. The golf outing is July 19th. Downtown Thursday Night on July 4th attendance was higher than expected with an estimated 1100-1200 people.

Accept Treasurers Cash and Investment Reports.

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

Bartender Licenses. Motion by Kiefer, second by Evans to recommend the Common Council approve bartender licenses for the period of July 10, 2019 to June 30, 2020 as follows: Roger A. Bailey, Jr., Joyce E. Endle, Heather R. Farlow, Hannah E. Hood, Tristan P. Hunt, ShelbyJean M. Krutke, Tammy J. Madden, John A. Nelson, David M. Rigby, Celestina M. Segura, Tammy L. Spooner, and Brooke T. Walling. Motion passed without negative vote (Cram abstained).

Cabaret Licenses – Indoor Cabaret License applications were received for American Legion Post 201, The Carlton, Dimensions II, Kelsey’s, Knights of Columbus, and Strike Zone/Pizones.

Motion by Zabinski, second by Yarrington to recommend the Common Council approve the renewal of the Indoor Cabaret Licenses as printed for the period of July 10, 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.

1. American Legion Post 201 (Grassman Sowle Larsen Senz AL Post 201, 800 Wisconsin Avenue
2. Carlton LLC – 309 Superior Avenue
3. Dimensions II LLC, 1110 Superior Avenue
4. Kelsey’s LLC – 201 Superior Avenue
5. Knights of Columbus of Tomah IW Inc – 202 E. Juneau St.
6. II Zones LLC (Strike Zone/Pizones, Bruce Gilson) - 210 Superior Avenue

Special Beer Permit for Tomah Lions Club for August 24, 2019 for Music on Milwaukee Street Event. The Tomah Lions Club has applied for a Special Beer Permit for the Music on Milwaukee Street event on August 24, 2019 for the 100 block of E. Milwaukee Street, the alleyway and the parking lots as submitted. There will be live music throughout the event from 4 to 11 p.m. The area will be fenced off with two access points. Milwaukee Street on the east side will be closed to traffic.

Motion by Yarrington, second by Evans to recommend the Common Council approve the Special Beer Permit for the Tomah Lions Club for August 24, 2019 for the Music on Milwaukee Street event as proposed. Motion passed without negative vote (Cram abstained).

Special Beer & Wine Permit for the Tomah Rotary Club for September 14, 2019 at the “Kegs, Corks & Forks” Festival at Recreation Park in the Ice Center Building at 1625 Butts Avenue. Motion by Cram, second by Zabinski to recommend the Common Council approve the Special Beer & Wine Permit for the Tomah Rotary Club for their “Kegs, Corks & Forks” Festival at Recreation Park in the Ice Center Building at Recreation Park on Sept. 14, 2019. Motion passed without negative vote (Evans abstained).

Special Beer Permit for Queen of the Apostles for August 17, 2019 at 315 W. Monroe Street. Motion by Yarrington, second by Kiefer to recommend the Common Council approve the Special Beer Permit for the Queen of the Apostles Street Fest on the Hill for August 17, 2019 to include part of the building, gymnasium, and fenced in parking lot. Motion passed without negative vote.

2019 Budget Amendment – Recognizing Donation of \$1,500 from Wal-Mart in Acct. #03-48500 Ambulance Grants and Donations and Authorize an Expenditure of \$1,500 from Acct. #03-52300-3400 Ambulance Operating Supplies for Smart TVs for Training Purposes

Motion by Kiefer, second by Komiskey to recommend the Common Council approve the 2019 Budget Amendment recognizing a donation of \$1,500 from Wal-Mart in Acct. 03-48500 Ambulance Grants and Donations and authorize an expenditure of \$1,500 from Acct. 03-52300-3400 Ambulance Operating Supplies for Smart TVs for training purposes. Motion passed without negative vote.

2019 Budget Amendment – Recognizing Revenue of \$525.80 from Everest Emergency Vehicles for Vehicle Repairs in Acct. #03-48440 Insurance Recoveries and Authorize an Increase in the Related Expense Account of \$525.80 – Ambulance Repair and Maintenance Acct. #03-52300-3500.

Motion by Kiefer, second by Zabinski to recommend the Common Council approve the 2019 Budget Amendment recognizing revenue of \$525.80 from Everest Emergency Vehicles for vehicle repairs in Acct. 03-48440 Insurance Recoveries and authorize an increase in the related expense account of \$525.80 Ambulance Repair and Maintenance Acct. 03-52300-3500. Motion passed without negative vote.

Request from Kelsey’s & Smoke’s Elbow Room for Extension of Class “B” Fermented Malt Beverage License and “Class B” Liquor License for Special Event on August 3, 2019 and Authorization to Close the Alleyway. This has been a recurring event for many years and the alleyway is closed with a fence. Access is gained from the outside of both businesses and a picnic seating area is in between. No live entertainment is outside.

Motion by Cram, second by Yarrington to recommend the Common Council approve the request from Kelsey’s and Smoke’s Elbow Room for extension of the Class “B” Fermented Malt Beverage Licenses and “Class B” Liquor Licenses for their special event on August 3, 2019 and authorize closing of the alleyway from the a.m. hours to 10 p.m. Motion passed without negative vote.

Request for Exemption for City of Tomah Residents from Monroe County Library Tax. A letter requesting exemption for City of Tomah residents from the County library tax needs to be submitted annually to the Monroe County Board.

Motion by Yarrington, second by Komiskey to recommend the Common Council authorize Mayor Murray to sign the letter and submit it to the Monroe County Board requesting exemption for City of Tomah residents from the Monroe County Library tax as they already pay a tax through City of Tomah tax bills. Motion passed without negative vote.

Amendment to Application for Special Event Outdoor Cabaret License from the Greater Tomah Area Chamber of Commerce for the Music on Milwaukee Street Event for August 24, 2019. The Chamber of Commerce was granted a special event outdoor cabaret license for the 100 block of E. Milwaukee Street from Superior Ave. to Kilbourn Ave. for a downtown street concert. The Council previously authorized the closing of the street for the event. Live entertainment has been booked for 4 p.m. to 11 p.m. which is the same time as the event ran last year. The original application indicated 6 to 9 p.m. which is in error and it is requested that the Council authorize the event to exceed the 10 p.m. limit for Special Event Outdoor licenses and authorize an ending time for the music of 11 p.m.

Motion by Zabinski, second by Kiefer to recommend the Common Council amend the Special Event Outdoor Cabaret License for the Greater Tomah Area Chamber of Commerce for the Music on Milwaukee Street Event for August 24, 2019 and authorize the ending time for the music of 11 p.m. Motion passed without negative vote (Cram abstained).

Resolution Authorizing an Application to the Board of Commissioners of Public Lands for a Loan of \$500,000 for the Purpose of Financing TID #9 Economic Development Incentive and Levying a Direct Annual Tax to Pay the Annual Installments of Principal and Interest. The interest rate will be 4% for the proposed 15 year life of the loan. The project is an approximate 181,000

square foot addition to the existing building along with associated parking and drive aisle improvements for manufacturing purposes. The addition will benefit the community with increased property values and tax revenue and in the promotion of economic opportunity through business and job expansion. TORO anticipated hiring an additional 75 full time employees upon completion of the project. The capital budget for the Tomah site is \$36 million dollars for this expansion. The development agreement authorized a one-time payment of \$500,000 as an incentive to construct the facility. This project is nearing completion and the payment is due on or about the end of August. This loan will make that payment. Revenue from future tax dollars will cover the debt payments.

Motion by Kiefer, second by Cram to recommend the Council approve the Resolution authorizing an application to the Board of Commissioners of Public Lands for a Loan of \$500,000 for the purpose of financing TID #9 Economic Development Incentive and levying a direct annual tax to pay the annual installments of principal and interest. Motion passed without negative vote.

Resolution Addressing Wages of Chief Mark Nicholson.

Motion by Kiefer, second by Komiskey to recommend the Common Council approve the Resolution Addressing the Wages of Mark Nicholson as presented. Motion passed without negative vote.

Resolution Authorizing the Purchase of Property (W Juneau St).

Motion by Yarrington, second by Cram to recommend the Common Council approve the Resolution Authorizing the Purchase of Property on W. Juneau Street (Lincoln property) from Monroe County. Motion passed without negative vote.

Write Off Uncollectable Delinquent Personal Property Accounts Receivable for the Years 2014-2017.

Motion by Evans, second by Holme to recommend the Common Council write off uncollectable delinquent personal property accounts receivable for the years 2014-2017 as presented in the amount of \$6,800.69. Motion passed without negative vote.

Ordinance Amending Section 2-307 Regarding Composition of the Parks and Recreation Commission. It's requested that the ordinance regarding membership of the Parks and Recreation Commission be amended to allow for two non-citizen members. The composition would then be two council members, not more than two non-city resident members, and at least four city resident members. This Commission is not subject to restrictions in Chapter 62 of the WI Statutes and the Council may determine the membership requirements. Two members have moved from the City and it is desired to retain them going forward which would require the ordinance amendment.

Motion by Yarrington, second by Evans to recommend the Common Council approve the Ordinance amending Section 2-307 regarding composition of the Parks and Recreation Commission as presented. Motion passed without negative vote.

Ordinance Amending Chapter 52-10 Regarding Use Restrictions and Performance Standards.

The Planning Commission recommends approval of the ordinance amending Chapter 52-10 regarding use restrictions and performance standards. The current ordinance restricts the cumulative square footage allowed for accessory structures to 1,200 sq. ft. or 10% of the lot area whichever is smaller. The current restrictions does not accommodate more substantial estates on larger lots that may need additional space available for equipment and/or outdoor entertaining areas. Increasing the allowance to 2,400 sq. ft. for lots greater than one acre in size would meet the intent of the ordinance and be consistent with the restrictions on smaller parcels in relation to the size of the lot.

Motion by Kiefer, second by Cram to recommend the Common Council approve the Ordinance amending Chapter 52-10 regarding use restrictions and performance standards. Motion passed without negative vote.

Approval of Revised Job Descriptions – Police Department.

Motion by Cram, second by Kiefer to recommend the Common Council approve the revised job descriptions for the Chief of Police, Police Lieutenant – Operations Commander and Support Services Commander, Sergeant of Police, Administrative Assistant, and Police Clerk. Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills

Motion by Zabinski, second by Kiefer to recommend the Common Council approve the monthly bills in the amount of \$2,023,783.36 as presented. Motion carried without negative vote.

Monthly Financial Report – June 2019. Motion by Cram, second by Evans to accept the June 2019 Monthly Financial Report as presented. Motion passed without negative vote.

Adjourn.

Motion by Kiefer, second by Zabinski to adjourn. Motion passed without negative vote. Meeting adjourned at 7:15 p.m.

Respectfully submitted,

JoAnn Cram, City Clerk