

**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 September 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: Mike Murray, Richard Yarrington, Jeff Cram, Shawn Zabinski, Travis Scholze, Lamont Kiefer, Donna Evans, and Susan Holme. Absent: Mary Ann Komiskey. Quorum present.

Also present: Fire Chief Tim Adler, Parks and Recreation Director Joe Protz, Ambulance Director Randy Dunford, Police Chief Mark Nicholson, Public Works & Utilities Director Kirk Arity, Employee Union Rep Paul Marten, Ex. Director CVB/Chamber Tina Thompson, Treasurer Julia Mann, Sr. & Disabled Services Coordinator Pam Buchda, City Clerk JoAnn Cram, and Deputy Clerk Berta Downs. Gregg Hagen videotaped the meeting.

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**Approval of August 12, 2019 Minutes of the Committee of the Whole.**

Motion by Yarrington, second by Cram, to approve the minutes of the August 12, 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 SLICERS training this month. The department toured both the New Gundersen and Tomah Health buildings and discussed pre-fire plans for this campus. Chief Adler participated in a live table top exercise at the Monroe County Justice Center relating to a hazardous chemical incident. Chief Adler is working on a budget plan to purchase new portable radios as the old radios are over 20 years old. Annual inspections were performed on the Jaws of Life rescue equipment, ground ladders and aerial truck ladders, and hose equipment. All inspections passed, and the equipment is in good working order. The department started prepping for their 9th annual Hunter's Night-Out Fundraiser to be held November 2<sup>nd</sup>, 2019. The department had 15 calls in August with no serious fire in the City for a total of 158 calls for service this year.

**Parks and Recreation Monthly Report: Parks Department, Recreation Programs, Aquatic Center, and Recreation Park:** Parks and Rec Director Joe Protz advised the department has been busy with maintenance on equipment and buildings, mowing/cleaning all parks and boulevards, and painting youth soccer fields. The Fall Tree Program is open for applicants and will begin planting trees on September 19<sup>th</sup>. Forms can be picked up in the Clerk's office at City Hall. A well-attended open house was held for the Winnebago Park Plan on August 26<sup>th</sup>. The design plan can be viewed in the hallway at the Clerk's office. The plan will be reviewed again on September 23<sup>rd</sup> during the Park Board meeting. The department will be receiving a Boy Scout Cabin update on September 12<sup>th</sup>. The fall rec programs have begun and Director Protz will begin working on the winter rec programs in the next few weeks. The Aquatic Center closed on August 18<sup>th</sup> and is in the process of fall clean up and winterization. The annual Pooch Plunge was held on August 25<sup>th</sup>. Director Protz is busy working on plans for upgrades to walkways, parking, drainage, and accessibility. The Badger RV Rally will be held on September 24<sup>th</sup> – 29<sup>th</sup>.

**Ambulance Department Monthly.** A monthly written statistics report was provided. Director Dunford advised part-time employees Andrew Servais, Kelsi Swanson, and full-time employee Isabell Miles, have completed the Paramedic training program and passed the National Registry. The department has been asked to assist COVIA Sand Mine with some emergency first-aid type training. A preliminary floor plan is complete for the new joint Fire/EMS facility and continue to look for a suitable building site. The new ambulance vehicle should be delivered by mid-September. The department is coordinating with the hospital for their patient move to the new facility to take place on October 2<sup>nd</sup> starting at 6:00 a.m. Tomah, Sparta, Camp Douglas, and Wilton will have ambulances available for

patient transports. A township meeting was held on August 27<sup>th</sup> to discuss the proposed per capita rate increase.

**Police Department Monthly Report.** Police Chief Nicholson provided a written department report. Officer Hanrahan has advanced and will be operating solo patrol this month. Officer Wilbert Steinborn was approved and promoted to Sergeant. The department has been dealing with poor to limited radio communications at the new Tomah Health building. For the 5<sup>th</sup> year in the row, the department raised the most money out of the state for the Special Olympics during the Cop on a Rooftop fundraiser at Dunkin Donuts. The department will be using grant and donation money to train and purchase new Narcan pouches to carry on the officers. The department has remained number one in the CCF Bank hot dog eating contest and will donate the winnings to the Boys and Girls Club. The department had no issues with the Downtown Thursday Night concert series and have started working on 2020 event dates. On September 14<sup>th</sup> Kegs, Corks, and Forks will be hosting a K-9 Unit fundraiser and will provide food, drinks, and music.

**Public Works & Utilities Director – Water, Sewer, Public Works, and Lake Updates.** Street Department: Director Arity reported about half of the street lights have been installed and hoping to be completed sometime in October. Banner arms, Christmas decoration brackets, and way finding signage also needs to be installed which may take just as long as installing the poles themselves. Sewer Department: Flows have decreased slightly to 1.2 million gallons per day. The alley project has started up again and it is anticipated that sewer and storm sewer installations would be laid down in approximately 2 weeks. Water Department: Operations are normal. Lake Committee: The next meeting is scheduled for September 19<sup>th</sup>.

**Convention & Visitors Bureau/Chamber of Commerce.** Ex. Director Tina Thompson advised they are done with the summer concert series. About 2,500 to 2,800 people attended the last Downtown Thursday Night concert. The hospital ribbon cutting this scheduled for September 13<sup>th</sup> at 2:45pm. Director Thompson advised they are gearing up for Cranfest and are in need of volunteers. The Chamber is working on workforce and manufacturing this month. Manufacturing Day is coming up and the Chamber is working with local business to setup tours of their facilities. The Chamber is also filming with Discover Wisconsin focusing on Tomah's downtown.

**Accept Treasurers Cash and Investment Reports.**

Motion by Kiefer, second by Zabinski to recommend the Common Council accept the August 2019 cash and investment reports as presented. Motion passed without negative vote.

**Bartender Licenses.** Motion by Murray, second by Evans to recommend the Common Council approve bartender licenses for the period of September 11, 2019 to June 30, 2020 as follows: Kendra L. Blackburn, Nichol R. Huffman, Benjamin R. Miller, Christopher M. Myers, and Holly C. Myers. Motion passed without negative vote.

**Special Wine Permit for Ferret Underground, A Wisconsin Ferret Rescue, LLC – Dec. 7, 2019.**

Motion by Kiefer, second by Zabinski to recommend the Common Council approve the Special Wine Permit for Ferret Underground, A Wisconsin Ferret Rescue, LLC on December 7<sup>th</sup>, 2019 for their "Holiday Wine Tasting – Lion House on Juneau" event at 217 W. Juneau Street. Motion passed without negative vote.

**Application of "Regular" Class "B" Fermented Malt Beverage License and "Regular" "Class B" Liquor License for Vino Anjo, LLC, Joline Powell, Agent at 800 Superior Avenue.**

At the August 13<sup>th</sup> Council meeting, the alcohol license that was held in abeyance for the former Sportsman's Bar/District 5 Bar was released for issuance in the City of Tomah. Vino Anjo, LLC has applied for this regular license and will relinquish the "Reserve" licenses they currently hold if approved. Joline Powell paid the \$600 renewal fee for the alcohol licenses effective July 1, 2019 and is respectfully requesting that the fee be waived for this "Regular" license if possible. This license is considered an "original"

application and would normally be prorated for an approximately fee of \$482. There would be a publication fee of \$12 due if the license fee is waived.

Motion by Yarrington, second by Cram to recommend the common Council approve the "Regular" Class "B" Fermented Malt Beverage License and the "Regular" "Class B" Liquor License for Vino Anjo, LLC, Joline Powell, Agent at 800 Superior Avenue upon relinquishing the "Reserve" licenses currently held and to charge only the publication fee and waive the fees of the Class B licenses. Motion passed without negative vote.

**Application for "Class A" Liquor License for Vino Anjo, LLC, "On the Corner", Joline Powell, Agent at 800 Superior Ave.** Jolene Powell, owner/Agent would like to sell bottled wine in the store portion of the premise referred to "On the Corner". The premise is described as the north side of the first floor extending from the center division between the wine bar side from the front of the building to the east stopping at the classroom. Consumption would only be allowed on the bar side of the Vino Anjo wine bar premise except for tastings.

Motion by Cram, second by Murray to recommend the Common Council approve the "Class A" Liquor License for Vino Anjo, LLC, for "On the Corner", Joline Powell, Agent, at 800 Superior Avenue as described. Motion passed without negative vote.

**Request to Increase Ambulance Per Capita Fee from \$5 to \$7.50.** Director Dunford gave a Power-Point presentation. The per capita rates are charged to help offset costs incurred. The need for increases in the past has been very insignificant due to the service being a Basic Life Support level. In 2015 the Ambulance Service became an Advanced Life Support, career-based service with the introduction of Paramedics. In 2018, we increased the full-time employee count to 17 which includes staffing for 2 ambulances 24/7 along with a full-time billing clerk, Captain and Director. The current rate is \$5 per capita, and the requested rate increase is an additional \$2.50 for a total of \$7.50 per capital. This would mean the City would pay an additional \$23,560 in 2020.

Motion by Murray, second by Yarrington to recommend the Common Council approve the request and raise the per capita rate to service area entities from \$5 to \$7.50. Motion passed without negative vote.

**Resolution Authorizing a Change in the 2020 City of Tomah Position Count by the Creation of a Full Time Code Enforcement Officer Position and Eliminating the Part Time Code Enforcement Officer/Property and Evidence Room Custodian Position.**

Motion by Cram, second by Evans to recommend the Common Council approve the Resolution authorizing a change in the 2020 City of Tomah Position Count by the creation of a full time Code Enforcement Officer position and eliminating the part time Code Enforcement Officer/Property and Evidence Room Custodian position. Motion passed without negative vote.

**Approval of Code Enforcement Officer Job Description**

Motion by Murray, second by Evans to recommend the Common Council approve the Code Enforcement Officer Job Description as proposed. Motion passed without negative vote.

**Lease Agreement Between the City of Tomah and the American Federation of Government Employees Local 0007 to Rent Offices at the Senior Center.** City Attorney Precour has drafted a lease agreement for (4) four offices on the second floor of the Senior & Disabled Services Center as discussed at the August Council meeting. This agreement is contingent on final review by the American Federation of Government Employees Local 0007.

Motion by Murray, second by Cram to recommend the Common Council approve the amended lease agreement between the City of Tomah and the American Federation of Government Employees Local

0007 to Include Language for Item Number 6 to Rent Offices at the Senior Center. Motion passed without negative vote.

**Approval for a Corporate Borrowing Resolution for Bankers Bank Business Credit Card.** The City would like to upgrade our current card to a business credit card system. A business card would allow us to track expenses by users and set limits based on the types of purchase and the dollars that can be spent in a month. This puts the accountability back in the individual department's hands and should make reconciliation easier for the Accounts Payable Clerk.

Motion by Yarrington, second by Murray to recommend the Common Council approve the Resolution regarding Corporate Borrowing for Bankers Bank Business Credit Card as proposed. Motion passed without negative vote.

**Resolution Amending the Classification and Compensation Plan for AFSCME Union Members.** The AFSCME Union members have failed to gain a majority vote to remain certified after December 31<sup>st</sup>, 2019. The City needs to incorporate these positions into their respective wage classification as represented by the Carlson Dettman wage scale approved and implemented on January 1, 2019. A meeting was held the last week of August between the City Administrator, two Union representative employees, the AFSCME Union representative, and the City Clerk to address concerns of the transition.

Motion by Murray, second by Cram to recommend the Common Council approve the Resolution amending the classification and compensation plan and authorize staff to make the required budget adjustments needed for implementation.

After discussion on the request to adopt language for the resolution, the motion was amended as follows:

Motion by Murray, second by Cram to recommend the Common Council to approve the Resolution to amend the language to state "de-certified" instead of "dissolved" and change the approval date to September 10<sup>th</sup>. Motion passed without negative vote.

**Resolution Authorizing Payment of Monthly Bills**

Motion by Kiefer, second by Evans to recommend the Common Council approve the monthly bills in the amount of \$2,605,697.76 as presented. Motion carried without negative vote.

**Monthly Financial Report – August 2019.**

Motion by Kiefer, second by Cram to accept the August 2019 Monthly Financial Report as presented. Motion passed without negative vote.

**Adjourn.**

Motion by Evans, second by Holme to adjourn. Motion passed without negative vote. Meeting adjourned at 8:01 p.m.

Respectfully submitted,  
JoAnn Cram, City Clerk