

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

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 7th day of October, 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, and Susan Holme. Absent: Mary Ann Komiskey and Donna Evans. Quorum present.

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

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Approval of September 9, 2019 Minutes of the Committee of the Whole.

Motion by Kiefer, second by Yarrington, to approve the minutes of the September 9, 2019 regular Committee of the Whole meeting. Motion passed without negative vote.

Presentation by CBS Squared – Winnebago Park Master Plan. Phil Johnson from CBS Squared presented a Master Plan for Winnebago Park. Phil has already presented to the Parks & Recreation Commission, City Staff, and had a Public Open House for the design. Parks & Recreation Director Joe Protz gave an overview of the project. Mr. Johnson advised that Winnebago Park is a defining park in the community. They have tried to define the circulation and make it agreeable for walkers as well as people going to a specific event or destination. Phase 1 includes the boat launch and playground area. The Lake Committee will partner with the boat launch. Playground improvements will update to current standards and allow easy access to the playground. The playground is unique. A restroom was added. Phase 2 includes the improvements for the trail system and the area out to the peninsula. This includes the fishing pier, an overlook and walking trail. Adding the large surface around the building gives an ability to expand out into the plaza area. There is an option to secure the drive space with a barrier or keep it open with limited access for pedestrian safety and to slow the traffic down. Seven of the parking stalls face the lake in this area. There is a second restroom on the north side of the park and a building for storage of kayaks, etc. The existing pier remains. Phase 3 includes the area of the existing shelter which would be re-built at the site where the ball field currently is located. This gives a centralized space with a shelter large enough to handle adequate sized events (approximately room for 150) and breakout space in a plaza area for various other events or uses. There is the potential to park 55 to 60 cars in this area of the park.

The next step was to estimate the costs for the various phases. The first phase includes making an application to the DNR for funding support. The boat launch and the barrier free fishing deck which could utilize the state stewardship funds and the federal recreational boaters fund. The application has to be in by May 1 and a resolution would be needed from the council stating that it would be financially supported. A lot of the work for the application is complete already by having the plan design complete. Phase 1 cost is estimated at \$744,928. Phase 2 cost is estimated at \$1,122,287. Phase 3 cost is estimated at \$1,571,375. The tentative approach is to begin budgeting in 2020. Design and grant applications would be submitted in 2020. Phase 1 could be done in 2021. Phase 2 in 2022 and Phase 3 in 2023 with potential completion in 2024. This is an aggressive schedule and the timeline could change. If there is community support, the project could be completed in a shorter time period. The walking areas are proposed to be asphalt or concrete trails. The goal would be to just do minimal changes to the current playground structure with needed upgrades. The Knowles-Nelson Stewardship Grant pays for things like playground improvements, trails, athletic fields, etc. There are also the ability to get Lawcon grants which is a federal program that can be used for similar things. There are also the Recreational Boaters or the Sports Fisherman's Grants that would help

allow people to have access to the body of water. All the docks are permanent structures with the exception of one floating dock. The first step is to accept or approve the Master Plan for Winnebago Park. There are no city funds committed at this time. Alderperson Kiefer expressed concern over approval at this time after just receiving the costs associated with the project. It was stated that the City is not committing to any funding at this time but the plan needs to be accepted before grants can be applied for.

Motion by Murray, second by Cram to accept the Master Plan for Winnebago Park as presented. Motion passed with two negative votes from Kiefer and Zabinski.

Fire Department Monthly Report. Fire Chief Tim Adler reported that he purchased a Sparky and Pumper Fire Safety Educational robot for a new program for the Tomah School District. This purchase was done with grants and donations and took nearly 2 years to complete. The Department is working on the second round of fire inspections in local businesses. The department is getting ready for the annual "Hunters Night Out" Fundraiser. Training last month included SCBA operations. This week is Fire Prevention Week and the department is in the schools doing drills and training. Citizens were reminded to make sure their fire detectors are working and a plan is in place in the event a fire occurs. The annual calendar fundraiser is also occurring and calendars are being delivered.

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 getting ready for Fall. The Fall Tree Program is in progress and trees are being planted around the City. The Aquatic Center will be winterized this week. Recreation Park continues to host a variety of events. Tomah Hockey has made ice and a 3 on 3 tournament is being held this weekend.

Ambulance Department Monthly. A monthly written statistics report was provided. Director Dunford advised calls for service are up. A part time paramedic and 2 part time EMTs have been hired and one part time paramedic has left the service. Capt. Daly attended a conference in Green Bay. Adam Robarge attended the MAVIS conference in Stevens Point. Brandon Siebert completed his pediatric advanced life support training and will be able to instruct this course for other department members. The new ambulance is now in service. The department had staffing at CranFest. The patient move took place on October 2nd from Tomah Memorial Hospital to the new Tomah Health facility.

Police Department Monthly Report. No report.

Public Works & Utilities Director – Water, Sewer, Public Works, and Lake Updates. **Street Department:** Director Arity reported all of the street light poles have been installed and crews are working on, way-finding and informational signs, as well as banner arms and flag/Christmas decoration holders. A new dam inspector has been assigned and the inspection has been completed. The leaf vac should be running soon and staff tries to follow a day behind the garbage route. **Sewer Department:** Flows have increased slightly due to the heavy rains and sewer lines have been installed in the alley project. The UV system at the treatment plant has been shut down for the season. **Water Department:** Hydrant flushing is conducted during the week of Oct. 7th. A leak was found and repaired on Townline Road near Cardinal IG. **Lake Committee:** The Committee is recommending the ordinance be approved dealing with the width of allowable docks.

Convention & Visitors Bureau/Chamber of Commerce. Ex. Director Tina Thompson advised they are gearing up for next year. They are continuing with workforce initiative and working closely with the high school students. The Juniors and Seniors are given an opportunity to listen to panels regarding different kinds of work force. There is also the opportunity to job shadow. Banners are being designed for the new street lamps. The 2020 Area Guide work is starting.

Accept Treasurers Cash and Investment Reports.

Motion by Murray, second by Yarrington to recommend the Common Council accept the September 2019 cash and investment reports as presented. Motion passed without negative vote.

Bartender Licenses. Motion by Kiefer, second by Cram to recommend the Common Council approve bartender licenses for the period of October 9, 2019 to June 30, 2020 as follows: April S. Handy, Melissa E. Kaye, Darrius R. Kingsberry, Jodi M. Kuecker, Raemon J. Loendorf, Traci D. Parker, and Kaya R. Sisbarro. Motion passed without negative vote (Murray abstained).

Special Beer and Wine Permit for Tomah Youth Hockey from October 11-13, 2019. Motion by Cram, second by Murray to recommend the Common Council approve the Special Beer & Wine Permit for Tomah Youth Hockey from October 11-13, 2019 for their “3 on 3” event at Recreation Park Multi-Purpose Building (Ice-Rink). Motion passed without negative vote.

Special Beer Permit for Tomah Fire Dept. for Nov. 2, 2019 for “Hunters Night Out” at Recreation Park, 1625 Butts Avenue, Recreation Building. Motion by Kiefer, second by Murray to recommend the Common Council approve the Special Beer Permit for the Tomah Fire Department for Nov. 2, 2019 for the “Hunters Night Out” event at the Recreation Building at Recreation Park. Motion passed without negative vote.

2019 Budget Amendment Authorizing an Expenditure of \$800 in Account #03-52300-3400 Ambulance Operating Supplies for the Purchase of Educational Materials

Motion by Kiefer, second by Cram to recommend the Common Council authorize the 2019 Budget Amendment increasing the Ambulance Dept. Account #03-52300-3400-Operating Supplies by \$800 for educational materials purchased with Andres Trust Funds. Motion passed without negative vote.

2019 Budget Amendment – Authorizing an Expenditure of \$11,657 in Account 05-57220-8300 Fire Protection Outlay – Equipment for the Purchase of Educational Material for Fire Safety

Motion by Yarrington, second by Zabinski to recommend the Common Council approve the 2019 Budget Amendment increasing the Fire Protection Outlay Account #05-57220-8300 in the amount of \$11,657.00 for the purchase of Fire Department fire safety educational material. Motion passed without negative vote.

Ordinance Amending Chapter 28, Section 28-19 Removing State Statute 254.92 Under Adoption of State Statutes and Creating Division V, Possession of Tobacco and Vapor Products by Minors.

Minors are prohibited by law from purchasing or possessing cigarettes and other tobacco products, and retailers are prohibited from selling them to minors. There are new tobacco-less products commonly referred to as “electronic cigarettes, e-cigarettes, e-cigars, e-cigarillos, e-pipes, e-hookahs, or electronic nicotine delivery systems” which allow the user to simulate cigarette smoking. The solution contained in these items include nicotine, THC (marijuana) and other chemicals. Initial studies have determined the e-cigarettes can increase nicotine addiction among young people and contain chemical ingredients known to be harmful which may expose users and the public to potential health risks. In order to protect the public health, safety and welfare of minors, it is the recommendation to create an ordinance prohibiting persons under 18 years from possessing tobacco and vapor products, and prohibiting the sale of tobacco and vapor products to persons under 18 years of age. Judge Tom Flock appeared along with Dr. Paul Skofronick from the Tomah School District. Judge Flock gave an overview of the Challenge Academy and advised he addressed the students regarding vaping which has hit hard in communities. Dr. Skofronick advised that vaping has been in the school since 2015. Upon average there are about 50 vaping devices found each year in the school system. Our freshman indicated that 50% of them tried vaping. The devices are dirt cheap and laced with unknown toxins.

Motion by Murray, second by Cram to recommend the Common Council approve the Ordinance Amending Chapter 28, Section 28-19 removing State Statute 254.92 under Adoption of State Statutes

and Creating Division V. Possession of Tobacco and Vapor Products by Minors as presented. Motion passed without negative vote.

Ordinance Amending Chapter 30, Section 30-84(e) Regarding Docks. The Lake Committee feels the maximum width for docks at Lake Tomah should be 72" and our ordinance only allows 48 inches.

Motion by Kiefer, second by Murray to recommend the Common Council approve the Ordinance Amending Chapter 30, Section 30-84(e) increasing the maximum width for docks along Lake Tomah from 48" to 72". Motion passed without negative vote.

Ordinance Repealing and Recreating Chapter 22 of the City of Tomah Regarding Floodplain Zoning. The City of Tomah has been notified by the Federal Emergency Management Agency (FEMA) that updated Flood Insurance Rate Maps (FIRMs) and the Flood Insurance Study (FIS) for Monroe County must be adopted into the local floodplain ordinance within six months. The City ordinance must be amended and approved by DNR and FEMA no later than 12/6/2019.

Motion by Murray, second by Cram to recommend the Common Council approve the Ordinance repealing and recreating Chapter 22 regarding Flood Plain Zoning. Motion passed without negative vote.

Offering of Optional Dental Coverage for City Employees Through the Health Insurance Plan. This year, the State has offered optional supplemental dental coverage for employees at the expense of the employee. It is requested that authorization be given to opt into the supplemental dental benefit coverage for city employees with all costs related to the additional coverage the responsibility of the participating employees.

Motion by Kiefer, second by Murray to recommend the Common Council authorize the participation and offer the supplemental dental benefit to City employees with all costs the responsibility of the participating employees. Motion passed without negative vote.

Personnel Policy Revisions. A draft of the revised Personnel Policy is being supplied for review. After initial revisions suggested by Clerk and staff, the policy was referred to a Tri Core HR professional who reviewed it. Several changes were suggested based on her review. The policy was then forwarded to the City Administrator and department heads for additional review and comments. The data was compiled and the document is now provided to the Council for review and will be addressed at either the November or December meeting for questions and comments.

Resolution Authorizing Payment of Monthly Bills

Motion by Murray, second by Kiefer to recommend the Common Council approve the monthly bills in the amount of \$1,130,461.49 as presented. Motion carried without negative vote.

Monthly Financial Report – September 2019.

Motion by Kiefer, second by Zabinski to accept the September 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 8:01 p.m.

Respectfully submitted,

JoAnn Cram, City Clerk