**Minutes FOR** **Committee of the Whole JUNE 16, 2025**

**CALL TO ORDER –PLEDGE OF ALLEGIANCE - ROLL CALL**

The meeting was called to order by Council President John Glynn at 6:30 p.m. Present: Paul Dwyer, Richard Yarrington, Shawn Zabinski, John Glynn, Patrick Devine, Travis Scholze, Nellie Pater, Dean Peterson, and Mitchell Koel. Absent: none. Also present: Nicole Jacobs, Nick Morales, Justin Derhammer, Brian Berquist (via Zoom), and Penny Precour. All motions are unanimously approved unless otherwise noted. The meeting was available via Zoom and recorded by Hagen Sports Network.

**Approval of Minutes from May 19, 2025**

Motion by P. Dwyer, second by S. Zabinski, to approve the minutes from May 19, 2025. Motion carried.

**Acceptance of Reports: City Clerk, Treasurer, Public Works, Police Department, and Chamber/CVB**

Motion by S. Zabinski, second by N. Pater, to accept the following reports:

1. City Clerk Monthly Report

2. Treasurer Monthly Report

3. Public Works & Utilities

4. Tomah Police Department Monthly Report - April 2025

6. Tomah Chamber and Visitors Center Monthly Report

R. Yarrington asked J. Derhammer additional questions regarding financial statements in monthly reports. M. Koel asked why some department heads were not present, to which he was informed they were on vacation. Motion carried with one negative vote (R. Yarrington)

**Approval of Resolution for Payment of Monthly Bills**

Motion by R. Yarrington, second by T. Scholze, to recommend the Council approve the resolution for payment of monthly bills in the amount of $1,472,279.06. Motion carried.

**Approval: Annual renewal of “Class A” Liquor, Class “A” Fermented Malt Beverage, “Class B” Liquor, Class “B” Fermented Malt Beverage, and “Class C” Wine Licenses**

Motion by S. Zabinski, second by N. Pater, to recommend the Council approve the issuance of the annual alcohol license renewals for the license period of July 1, 2025 through June 30, 2026. Are all licenses currently filled. Motion carried.

**Approval: Temporary Class “B” Fermented Malt Beverage and Temporary “Class B” Wine License Application by the Tomah Lions Club**

Motion by M. Koel, second by N. Pater, to recommend the Council approve the temporary Class “B” Fermented Malt Beverage and Temporary “Class B” Wine License application by the Tomah Lions Club. Motion carried.

**Approval: Special Event Outdoor Cabaret License for Scott Wilcox at Gillett Park in downtown Tomah for Music in the Park throughout June, July, and August of 2025**

Motion by P. Dwyer, second by S. Zabinski, to recommend the Council approve the Special Event Outdoor Cabaret License for Scott Wilcox at Gillett Park in downtown Tomah for Music in the Park throughout June, July, and August of 2025. Motion carried.

**Approval: Amendment to Job Description for City Clerk**

Motion by M. Koel, second by N. Pater, to recommend the Council approve the amended job description for City Clerk as presented by staff, to be effective July 1, 2025. The amendments include removing human resources and SET responsibilities. Motion carried.

**Approval: Amendment to Job Description for City Treasurer**

Motion by S. Zabinski, second by D. Peterson, to recommend the Council approve the amended job description for City Treasurer as presented by staff, to be effective July 1, 2025, which will remove SET responsibilities. Motion carried.

**Approval: Amendment to Job Description of Director of Public Works and Utilities**

Motion by P. Dwyer, second by N. Pater, to recommend the Council approve the amended job description for Director of Public Works and Utilities as presented by staff, to be effective July 1, 2025, which will remove SET responsibilities. Motion carried.

**Approval: Budget Amendment to Transfer $500 from Elections Operation to Administrator Operation for 3 July Employee BBQ**

Motion by M. Koel, second by N. Pater, to recommend the Council approve the transfer of $500 from account 01-51440-3400 to account 01-51415-3400 for the purposes of funding an employee barbecue on July 3, 2025, to celebrate our Nations’ independence and demonstrate the City’s appreciation for its employees. N. Morales explained that a lot of department cooperation went into planning this event as a way to remind city employees they are appreciated and that their hard work hasn’t gone unnoticed. Motion carried.

**Approval: Final Reimbursement of Facade Improvement Grant Program Application 1-2024**

Motion by S. Zabinski, second by P. Dwyer, to recommend the Council approve the final reimbursement for Façade Improvement Grant Program application 1-2024 in the amount of $6,923.40. Motion carried with one negative vote (R. Yarrington.)

**Approval: Facade Improvement Grant Program Application 2-2025 (The Bank Bar)**

Motion by D. Peterson, second by N. Pater, to recommend the Council approve the Façade Improvement Grant Program Application 2-2025 in an amount of $10,000 or 75% of the project cost, whichever is less, contingent upon receiving financial document and color scheme clarification. T. Scholze questioned which color the owner intends to pick from the list of approved colors in the downtown master plan and pointed out that the financial statement was missing from the included documents. Motion carried with one negative vote (R. Yarrington.)

**Approval: Facade Improvement Grant Program Application 4-2025 (Tomah Cash Mercantile)**

Motion by T. Scholze, second by M. Koel, to recommend the Council approve the Façade Improvement Grant Program Application 4-2025 in the amount of $10,000 or 75% of the project cost, whichever is less, contingent upon submission of letter from financial institution and project illustration. M. Koel made a comment that this is a great program and that he has seen a great difference downtown. Motion carried with one negative vote (R. Yarrington.)

**Adjourn to Closed Session Pursuant to Wis Stat 19.85(1):**

Motion by S. Zabinski, second by R. Yarrington, to adjourn to closed session Pursuant to Wis Stat 19.85 (1) as listed on the agenda. Motion carried. Meeting adjourned to closed session at 6:54 p.m.

**Considering employment, promotion, compensation or performance evaluation data of any public employee to discuss staffing and compensation for:**

Approval: Contract for City Administrator

Approval: Internal promotion to Interim Director of Public Works and Utilities

**Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for:**

Approval: negotiating terms for purchase of land

Approval: Amendment to rental contract

**Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.**

Approval: Council Directive regarding possible litigation

**Adjourn Meeting**

Motion by P. Dwyer, second by N. Pater, to adjourn at 8:38 p.m. Motion carried

Respectfully submitted,

Nicole Jacobs, City Clerk