

## LONG RANGE PLANNING COMMITTEE MINUTES

The City of Tomah Long Range Planning Committee met in regular **TELECONFERENCE SESSION** on **Tuesday, August 25, 2020** at 5:30 p.m. via Zoom teleconference.

**Call to Order – Roll Call:** Member Remy Gomez called the meeting to order at 5:30 p.m. Members present: Remy Gomez, Mike Murray, Dustin Powell, Pete Reichardt, Tina Thompson, Joanne Westpfahl, and Shawn Zabinski. Absent: Jeff Holthaus and Travis Scholze. Quorum present. Also in attendance: Building Inspector Shane Rolff, Alderperson Lamont Kiefer, and Deputy City Clerk Berta Downs.

**Approval of July 28, 2020 Minutes:** Motion by Thompson, second by Zabinski to approve the minutes of the July 28, 2020 meeting. Motion passed without negative vote.

**Reviewing City of Tomah's Updated Downtown TIF Assistance Brochure – First Draft.** Steve Tremlett of MSA provided the City with an updated Downtown TIF Assistance brochure. Tremlett has identified the mayor as the contact person for the TIF assistance at this time and will revise to City Administrator once that position is filled.

Reichardt advised he would like to see a column on the brochure of financing options showing what is available to the business owners, such as: will this be a pay as you go, a loan up front, or a grant, etc. Murray agreed and would like to see what the parameters would be for financing options. This will allow for a quick glance by business owners to see if it would be a fit for them or not. Downs will reach out to Steve Tremlett at MSA to add language advising the business owner of what financial options are available.

Alderperson Kiefer questioned where will the brochures be located for pickup? Thompson advised TIF information was kept at the Chamber office and on their website, however, they were ask to take it down as information had not yet been codified by the council. She would be happy to house the brochures in the Chamber office and on their website as well. Other locations for the brochure could be housed on the city's website, city Offices, and finance offices throughout the city.

**Reviewing Certificate of Appropriateness Applications.** No applications at this time.

**Building Inspector Updates on Minor Projects.** No updates at this time.

**Project Updates:** Building Inspector Shane Rolff advised the board members of a project update at the old Bubnich Motors building. Concrete Solutions/Creststone Inc. has purchased this building and is proposing a multi-building storage development at 935 N Superior Avenue. The set plan shows details to sub-divide the existing building for office space and add new storage units onto the existing building. These units would be used to store boats, RV's, and such.

Westpfahl questioned if the storage areas will be heated or cooled? Rolff is unaware at this time, however, the existing building will be conditioned space. Rolff advised nothing has come through yet for permits; the business is only asking for a site review at this time.

**Administrative Updates:** No updates at this time.

Thompson questioned why the agenda contains three items of updates, such as: Building Inspector Updates, Project Updates, and Administrative Updates. What is the difference between the three or could the items be condensed? The Building Inspector Updates was for minor projects while the Project Updates was listed for larger projects but both are delivered by the Building Inspector. It was unanimous to condense the two items into just one Building Inspector Update and to leave the Administrative Update for the new City Administrator who can decided how to proceed once that position is filled.

**Next Meeting Date:** September 22, 2020.

**Adjournment:** Motion by Thompson, seconded by Westpfahl to adjourn. Motion passed without negative vote. Meeting adjourned at 5.53 p.m.

Respectfully submitted by:

*Berta Downs,* Berta Downs, Deputy City Clerk