

LONG RANGE PLANNING COMMITTEE MINUTES

The City of Tomah Long Range Planning Committee met in regular session on Tuesday, November 27, 2018, at 5:30 p.m. in the Municipal Center Council Chambers 819 Superior Ave., Tomah, WI.

Call to Order – Roll Call: Vice Chairperson Travis Scholze called the meeting to order at 5:30 p.m. Members present: Travis Scholze, Jeff Holthaus, Pete Reichardt, Mike Murray, Shawn Zabinski and Mitchell Koel. Joanne Westpfahl arrived at 5:40 p.m. Absent: Tina Thompson and Steve Peterson. Quorum present. Also in attendance: City Administrator Roger Gorius, Andrew Bremer, MSA, and Deputy City Clerk Diane Webster.

Nomination and Election of Chairperson: Eric Prise has resigned from the Long Range Planning Committee.

Motion by Murray, seconded by Holthaus to nominate Travis Scholze as Committee Chairperson. Motion passed without negative vote. Travis Scholze was duly elected Committee Chairperson.

Motion by Holthaus, seconded by Murray to nominate Mitchell Koel as Vice Chairperson. Motion passed without negative vote. Mitchell Koel was duly elected Committee Vice Chairperson.

Approval of May 22, 2018 Minutes: Motion by Murray, seconded by Koel to approve the minutes of the May 22, 2018 meeting. Motion passed without negative vote.

Review of Revised TIF Development Incentive Policy Manuals and Applications: In July 2017, after the creation of Tax Incremental District Number 8, the Long Range Planning Committee approved the TID program policy manual. Some changes have been made to the manual to include TID Numbers 9 and 10. Andrew Bremer from Mid-State Associates presented the proposed changes made to the program policy manual.

Motion by Murray, seconded by Koel to recommend approval of the revised program policy manual with the following changes: Maximum assistance cap for Pay-As-You-Go agreements will be increased 25%; Projects that will result in tax-exempt status will only be eligible for loan assistance, not grants. Motion carried without negative vote.

Review of Downtown Marketing Material: A. Bremer presented a flyer regarding funding assistance for property improvements in the downtown Tomah area. Upon review, the following changes will be made to the flyer before distribution: The photo of downtown Tomah will be updated; the maximum loan amount for Façade Improvement Projects will be increased to \$25,000; and the Design Standards Review section will be changed to "Applicants looking to complete exterior building and site improvements SHALL review the City's adopted Downtown Design Standards. The flyer will be available to handout and will also be displayed on the Chamber of Commerce and City of Tomah websites.

The interactive Story Map has been updated and will match more closely to the story map on the Tomah Chamber website. The font will be enlarged for easier reading.

A. Bremer will work with City staff to plan and schedule the upcoming public information meeting.

Downtown Information Center Update: The interior is complete. Due to inclement weather and the contractor's schedule, the outside concrete work will not be finished until spring 2019. Once the concrete work is complete, the outdoor seating areas will be completed. Exterior signage is being installed. The cost of the project is significantly lower than original bid amounts because City staff did a majority of the work. Operating hours of the center will be the same as park hours.

Request by Judy Jonson-Faulkner to Discuss 800 Superior Avenue: Ms. Jonson-Faulkner reviewed the progress of the remodeling project at 800 Superior Ave. The building's main floor is being renovated to its original 1902 condition. The ceiling was raised to 13 feet in height. Original brick walls and original wood floors have been restored. The plumbing has been replaced throughout the entire building. The first floor heating system has been replaced. The roof is in good shape and tuck pointing of brick was done previously. New heaters and windows are being installed in the 5 one-bedroom apartments on the second floor. Black and gold awnings have been ordered and will be installed on the building's exterior. A pocket park with hosta garden will be put in when concrete work is complete. Future plans for use of the building include painting, jewelry making and yoga classes.

Administrative Updates: 2019 budget has been passed and TIDs are performing well. Commercial property near hospital will be coming available for sale. The Toro expansion project is progressing well. The existing TID's will hopefully be used to finance future expansion rather than using tax dollars. Well #9 has been abandoned. Gopher Avenue is being reconstruction to eliminate the sharp curve on US highway 16 near the hospital. The wetlands used to make the change to Gopher Avenue were replaced per DNR requirements.

Next Meeting Date: January 22, 2019 at 5:30 p.m.

Adjourn:

Motion by Koel, second by Reichardt to adjourn. Motion carried without negative vote. Meeting adjourned at 7:05 p.m.

Respectfully submitted by Diane Webster.