



AGENDA FOR COMMON COUNCIL

A Common Council meeting will be held on **Monday, April 20, 2026 at 6:30 PM**
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting:

<https://zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMk1qNU5vNFJwMzdSZz09>

Meeting ID: 768 946 6740 Password: Tomah2020

Dial by your location +1 312 626 6799 US (Chicago)

CALL TO ORDER:

1. Pledge of Allegiance
2. Roll Call

ANYONE DESIRING TO APPEAR TO COUNCIL: *Those that desire to address the City Council must state their name, address, deliver their comments in accordance with the City of Tomah Rules of Order, and will be limited to three minutes.*

MAYOR:

3. Employee of the Month
4. Monthly Update

REORGANIZATIONAL MEETING MAYORAL APPOINTMENTS:

5. Elect President of The Council
6. Elect Vice-President of the Council
7. City Attorney:
Penny Precour, term expires 2027.
8. Official Newspaper:
Monroe County Herald
9. Weed Commissioner:
Brandy Leis, Director of Public Works and Utilities, term expires 2027.
10. Official City Council and Committee of the Whole Broadcaster:
Hagen Sports Media, term expires 2027.
11. Ambulance Commission:
Kerwin Greeno, citizen member, term expires 2029.
Brede Sorenson, non-citizen member, term expires 2029.
Sandra Vierck, citizen member, term expires 2029.

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12. Board of Appeals:

Eric Devien, citizen member, term expires 2029.

Rick Murray, 1st alternate, term expires 2029.

Brian Rice, certified builder, term expires 2029.

13. Board of Review:

Daniel Crego, alderperson member, term expires 2027.

Shawn Zabinski, alderperson member, term expires 2027.

Mitch Koel, alderperson member, term expires 2027.

14. Convention & Visitors Bureau Board Steering Committee:

Randy Murdock, Chamber of Commerce Board of Directors member, term expires 2027.

Travis Scholze, alderperson member, term expires 2027.

Nicholas Morales, city management member, term expires 2027.

Chris Schreier, Monroe County Ag Society member, term expires 2029.

15. Emergency Management Committee:

Tim Adler, Director of Public Safety member, term expires 2027.

Brandy Leis, Director of Public Works and Utilities member, term expires 2027.

Paul Dwyer, Mayor member, term expires 2028.

Jason Herman, Tomah VA Hospital member, term expires 2027.

Eric Pedersen, Chief of Police member, term expires 2027.

Joe Janusheske, T ASD member, term expires 2027.

Shayla Furlano, Tomah Health member, term expires 2027.

Penny Precour, City Attorney member, term expires 2027.

Jared Tessman, Monroe County Emergency Management Coordinator member, term expires 2027.

16. Ethics Board:

Paul Dwyer, Mayor member, term expires 2028.

17. Historic Preservation Commission:

Daniel Crego, alderperson member, term expires 2028.

Teresa Devine, citizen member, term expires 2029.

Shawn Zabinski, Long Range Planning Committee member, term expires 2029.

18. Tomah Housing Authority:

Brian Forsythe, member, term expires 2031.

19. Joint City/School Planning Committee:

Michelle Clark, T ASD member, term expires 2027.

Spencer Stephens, T ASD member, term expires 2027.

Michael Gnewikow, T ASD member, term expires 2027.

Michael Hanson, T ASD member, term expires July 2026.

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Frank Redmon, T ASD member, term begins July 2026 and expires 2027.

Nicholas Morales, City Administrator member, term expires 2027.

Eric Pedersen, Chief of Police member, term expires 2027.

Nellie Pater, alderperson member, term expires 2027.

Mitch Koel, alderperson member, term expires 2027.

20. Lake Committee:

Travis Scholze, Lake District resident member, appointed as Chairperson by Mayor, term expires 2029.

Richard Yarrington, alderperson member, term expires 2027.

Duane Chapman, drainage resident member, term expires 2029.

Crystal Raiten, Lake District resident member, term expires 2029.

Don Killgo, Lake District resident member, term expires 2029.

21. Library Board:

Jesse Erickson, citizen member, term expires 2029.

Candace Ziems, citizen member, term expires 2029.

Adam Balz, T ASD member, term expires 2029.

22. Long Range Planning Committee:

Paul Dwyer, Mayor member, expires 2028.

Shawn Zabinski, alderperson member, term expires 2028.

23. Parks & Recreation Commission:

Dean Peterson, alderperson member, term expires 2027.

Travis Scholze, alderperson member, term expires 2027.

Dede Nelson, citizen member, term expires 2029.

Scott Brand, mayoral appointment member, term expires 2029.

24. Planning Commission:

John Glynn, alderperson member, term expires 2027.

Mitch Koel, alderperson member, term expires 2027.

Paul Dwyer, Mayor member, term expires 2028.

Bryan Meyer, citizen member, term expires 2029.

Tina Thompson, citizen member, term expires 2029.

25. Police and Fire Commission:

Darren Price, citizen member, term expires 2031.

26. Public Works and Utilities Commission:

Travis Scholze, alderperson member, term expires 2027.

John Glynn, alderperson member, term expires 2027.

Dean Peterson, alderperson member, term expires 2027.

Mitch Koel, alderperson member, term expires 2027.

Brian Rice, citizen member, term expires 2028.

Common Council – April 20, 2026

Paul Dwyer, Mayor member, term expires 2028.

27. Senior and Disabled Services Board:

Paul Dwyer, Mayor member, term expires 2028.

Jenna Moser, citizen member, term expires 2028.

Lauri Shumway, citizen member, term expires 2028.

Shawn Zabinksi, alderperson member, term expires 2028.

CONSENT AGENDA: *(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, the Mayor or any Council member can request item(s) be removed from the Consent Agenda and addressed on the regular agenda).*

[28.](#) Approval of Minutes from March 17, 2026

[29.](#) Approval: Temporary Class “B” Fermented Malt Beverage and Temporary “Class B” Wine License Application by Monroe County Support Services for the Budweiser Dairyland Super National Truck & Tractor Pull being held June 24 -27, 2026

[30.](#) Approval: Temporary Class “B” Fermented Malt Beverage and Temporary “Class B” Wine License Application by Monroe County Support Services for the Monroe County Fair being held July 22 -26, 2026

[31.](#) Approval: Monroe County Support Services (MCSS) extending hours of operation at the Monroe County Fair Beer Garden on Friday, July 24 and Saturday, July 25, 2026 at Recreation Park

[32.](#) Approval: Temporary Class “B” Beer License Application by Tomah Lions Club for the “Tomah Area Historical Society 2026 Car Show and Concert” to be held on May 2nd, 2026

[33.](#) Approval: Special Event Outdoor Cabaret License for American Music Programs in Gillett Park for seven “Americana Music in the Park” concert events in June, July, and August of 2026

[34.](#) Approval: Recommendation concerning the resolution for the payment of monthly bills.

COMMITTEE OF THE WHOLE:

[35.](#) A request to appear has been made by Isabella Ellen Dixon for reconsideration of granting her a beverage operator’s license

LIBRARY BOARD:

36. Approval: Addition of 20 hour per week maximum seasonal library page to Tomah Public Library's organizational chart and positions count, funded by Library Trust.

PARKS AND RECREATION COMMISSION:

[37.](#) Approval of final execution / negotiation of easement to the City of Tomah with two landowners for the purpose of constructing a multi-use trail. Trail was authorized in Resolution No. 2025-04-15-06

PUBLIC WORKS AND UTILITIES COMMISSION:

[38.](#) Discussion and Potential Action: Airport Hanger Fee Increase

GENERAL:

[39.](#) Approval: Recommendation concerning tabled vote on the meeting minutes from February 17, 2026

40. Approval: Date and time for local government 101 and parliamentary procedure training for City Council and chairpersons of governmental bodies, staff recommendation of 3-5pm on Thursday 7 May 2026.

[41.](#) Approval: Fiscal Year 2026 Downtown Facade Improvement Grant Program.

ADJOURN:

Common Council – April 20, 2026

42. Adjourn to closed session pursuant to Wis. Stat. 19.85:

(1)(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held:

-Discussion: Update regarding Administrative Investigation 1-2026.

-Approval: Recommendation concerning the possible discipline of a city employee that meets specific conditions that would require Common Council approval.

(1)(e) 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:

-Approval: Recommendation regarding negotiating the sale of Property D and the developer agreement for a housing project on Property D.

-Discussion: Consideration of negotiating the sale of an/or exchange of real property for Property E.

-Approval: Recommendation regarding the contract for City Attorney services.

-Approval: Sub-lease terms regarding Property B.

(1)(g) 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.

-Discussion: Update regarding litigation case 1-2026.

-Discussion: Update regarding litigation case 2-2026.

-Discussion: Initial notification of possible litigation case 3-2026.

NOTICE: It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Nicole Jacobs, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.

MINUTES FOR MARCH 17, 2026, COMMON COUNCIL

CALL TO ORDER:

A regular meeting of the Common Council was held at 819 Superior Ave. in the City Council Chambers. The meeting was called to order by Mayor Paul Dwyer at 6:30 p.m. After the Pledge of Allegiance, roll call was taken. Present: John Glynn, Paul Dwyer, Shawn Zabinski, Nellie Pater, Patrick Devine, Travis Scholze, Richard Yarrington, Dean Peterson, and Mitchell Koel. Absent: None. Also present: Brandy Leis, Nicole Jacobs, Nick Morales, Pamela Buchda, Tom Flock, Chris Peacock, Justin Derhammer, and Charlie Handy. The meeting was available via Zoom and was recorded by Hagen Sports Network. All motions are unanimously approved unless otherwise noted.

ANYONE DESIRING TO APPEAR TO COUNCIL:

No one desired to appear before the council.

MAYOR:

Employee of the Month

Motion by M. Koel, second by S. Zabinski, to postpone the Employee of the Month announcement until April's Common Council meeting. Administrator Morales explained that department heads had not yet nominated someone as February's Employee of the Month. Morales confirmed there will be two employees presented next month. Motion carried.

Monthly Update

Mayor Dwyer announced that he and Administrator Morales went to Sparta last month to see the awarding of \$8 million for the reconstruction of County Highway ET, which is now fully funded.

CONSENT AGENDA:

Motion by S. Zabinski, second by P. Devine, to approve the following consent agenda. During further discussion, R. Yarrington pointed out an error in the closed session minutes. Motion by T. Scholze, second by D. Peterson to remove approval of minutes from February 17, 2026, from the consent agenda. Motion carried.

Approval of Minutes from February 17, 2026

Motion by J. Glynn, second by M. Koel, to table the approval of minutes from February 17, 2026 until next month. Motion carried.

Approval: Recommendation concerning the resolution for the payment of monthly bills

COMMITTEE OF THE WHOLE:

Approval: Recommendation concerning amendments to Chapter 52 (Zoning) of the City of Tomah Municipal Code

Motion by J. Glynn, second by N. Pater, to approve the recommendation concerning amendments to Chapter 52 (Zoning) of the City of Tomah Municipal Code. Alderperson Scholze asked Administrator Morales what problem the city is trying to solve and questioned what type of development the city might gain by making the proposed changes. Morales explained to the council that the changes would lessen restrictions on potential developers and be more in line with industry standards. He added that there are parts of the zoning code that haven't been updated since the 1970s. These changes would make it easier for staff to discuss with potential developers building here in Tomah because we have relaxed a lot of the restrictions. Motion carried.

Approval: Recommendation concerning short-term vacation rental ordinance

Motion by T. Scholze, second by N. Pater, to approve the recommendation concerning short-term vacation rental ordinance. S. Zabinski asked if there would be a permit fee. Administrator Handy confirmed there will be annual fees associated with the permit application. M. Koel asked if a duplex constitutes two units, which Handy confirmed, yes it does. Motion carried.

Approval: Recommendation concerning the formal acceptance of the Fiscal Year 2024 independent audit of the city's finances

Motion by T. Scholze, second by M. Koel, to approve the recommendation concerning the formal acceptance of the Fiscal Year 2024 independent audit of the city's finances. R. Yarrington made a comment that he felt it was unusual that the auditor was not in attendance to present the audit. Motion carried.

Approval: Recommendation concerning the resolution authorizing the issuance and establishing parameters for the sale of not to exceed \$1,050,000 general obligation promissory notes, Series 2026A

Motion by J. Glynn, second by S. Zabinski, to approve the recommendation concerning the resolution authorizing the issuance and establishing parameters for the sale of not to exceed \$1,050,000 general obligation promissory notes, Series 2026A. Harry Allen from Ehlers was dialed in via Zoom to answer any questions the council members may have. He gave a general overview of the promissory notes, explaining they would fund the City's 2026 Capital Projects and Purchases. Allen explained that the method of sale is going to be same for all three being sold competitively on the market and Ehlers' duty is to find the lowest cost of borrowing for the city. Motion carried (Yarrington opposed.)

Common Council – MARCH 17, 2026

Approval: Recommendation concerning the resolution authorizing the issuance and establishing parameters for the sale of not to exceed \$3,405,000 water system revenue bonds, Series 2026B

Motion by T. Scholze, second by J. Glynn, to approve the recommendation concerning the resolution authorizing the issuance and establishing parameters for the sale of not to exceed \$3,405,000 water system revenue bonds, Series 2026B. Allen, from Ehlers, explained this series is to fund the 2026 Capital Improvements in the Water Utility and will be paid from water revenues. Motion carried.

Approval: Recommendation concerning the resolution authorizing the issuance and establishing parameters for the sale of not to exceed \$3,815,000 sewer system revenue bonds, Series 2026C

Motion by T. Scholze, second by P. Devine, to approve the recommendation concerning the resolution authorizing the issuance and establishing parameters for the sale of not to exceed \$3,815,000 sewer system revenue bonds, Series 2026C. Allen explained this bond is a lot like the previous issue. The proposed issue includes financing for the 2026 Capital Improvements in the Sewer Utility and obligations are payable only from revenue to be derived from the operation of the Sewer System. Motion carried.

PUBLIC WORKS AND UTILITIES COMMISSION:

Approval: Toro Lease Renewal

Motion by R. Yarrington, second by M. Koel, to approve the Toro lease renewal. D. Peterson asked if the lease impedes the city's use of the lot. Director Leis clarified that it does not. Motion carried.

Approval: Boat Dock Length

Motion by R. Yarrington, second by N. Pater, to approve the recommendation concerning the boat dock length. R. Yarrington asked if this change had gone before the Lake Committee. Director Leis clarified that it was discussed at both Lake Committee and Public Works Commission. Motion carried.

Approval: Recommendation concerning tabled vote on the forgiveness of the sewer utility advance to Tax Increment District 8

Motion by T. Scholze, second by N. Pater, to approve the Resolution for Forgiveness of 2019 Sewer Utility Advance to TID #8. The vote had been tabled to the March Common Council meeting at the February meeting. Motion carried. (Yarrington opposed.)

APPOINTMENTS:

Approval: Recommendation concerning the Mayoral appointment of Chris Peacock to serve as the City of Tomah Municipal Judge effective 1 May 2026

Motion by J. Glynn, second by M. Koel, to approve the recommendation concerning the Mayoral appointment of Chris Peacock to serve as the City of Tomah Municipal Judge effective 1 May 2026. R. Yarrington asked a question regarding Mr. Peacock's qualifications and background. Judge Flock. Been working for city for over 50 years. Been with court for 38 years. Judge Flock explained that Peacock is retired from the U.S. Airforce in 2023 and spoke of Peacock's character, stating his heart is in the right place. Flock further explained that municipal judges must attend mandatory training every year and that they do not have to be an attorney to be municipal judge. Motion carried.

GENERAL:

Approval: Budget transfer request grants & donations

Motion by T. Scholze, second by S. Zabinski, to approve the budget transfer request grants & donations. Motion carried.

ADJOURN:

Adjourn to Closed session Pursuant to Wis Stat § 19.85(1):

Motion by M. Koel, second by S. Zabinski, to adjourn to closed session under Wis Stat § 19.85(1) as listed on the agenda. Motion carried. Meeting adjourned to closed session at 7:28 p.m.

(e) 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:

-Approval: Recommendation regarding the final approval for offer to purchase for Property B.

Motion by M. Koel, second by D. Peterson, to approve recommendation regarding the final approval for offer to purchase Property B. Motion carried. (Yarrington opposed.)

-Approval: Recommendation regarding negotiating the purchase of Property D.

No action taken.

-Discussion: Consideration of negotiating the purchase of Property E.

No action taken.

Common Council – MARCH 17, 2026

-Approval: Recommendation regarding the contract for City Attorney services.

No action taken.

(g) 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.

-Update regarding two active litigation cases.

No action taken.

Adjourn Meeting

Motion by T. Scholze, second by R. Yarrington, to adjourn the meeting at 8:38 p.m. Motion carried.

Respectfully submitted,

Nicole Jacobs, City Clerk

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Special Beer & Wine Permit Application for Monroe County Support Services for selling beer and wine during the “Budweiser Dairyland Super National Truck & Tractor Pull” event being held June 24th through June 27th, 2026.

Summary and Background Information:

(Appropriate Documentation Attached)

Monroe County Support Services has made application for a combination, temporary Class “B” Fermented Malt Beverage and temporary “Class B” Wine License so they can sell fermented malt beverages and wine during the Budweiser Dairyland Super National Truck & Tractor Pull being held at Recreation Park at 1625 Butts Avenue, Tomah, WI 54660, June 24th through June 27th, 2026.

Fiscal Note:

The revenue generated to the City of Tomah by issuance of this license is \$10.00.

Recommendation:

It is requested that the Committee of the Whole review the application and make a recommendation for the Common Council to approve the Special Beer & Wine Permit for Monroe County Support Services to be used at the Budweiser Dairyland Super National Truck & Tractor Pull, being held on June 24 - 27, 2026 at Recreation Park.

Respectfully submitted by:

Committee: Committee of the Whole & Common Council

Meeting Date: April 13 & 20, 2026

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Special Beer & Wine Permit Application for Monroe County Agricultural Society for selling beer and wine during the Monroe County Fair, July 22nd through July 26th, 2026.

Summary and Background Information:

(Appropriate Documentation Attached)

The Monroe County Agricultural Society has made application for a combination, temporary Class “B” Fermented Malt Beverage and temporary “Class B” Wine License so they can sell fermented malt beverages and wine during the Monroe County Fair being held at Recreation Park at 1625 Butts Avenue, Tomah, WI 54660 July 22nd through July 26th, 2026.

Fiscal Note:

The revenue generated to the City of Tomah by issuance of this license is \$10.00.

Recommendation:

It is requested that the Committee of the Whole review the application and make a recommendation for the Common Council to approve the Special Beer & Wine Permit for Monroe County Agricultural Society to be used at the Monroe County Fair, being held on July 22 - 26, 2026 at Recreation Park.

Respectfully submitted by:

Committee: Committee of the Whole & Common Council

Meeting Date: April 13 & 20, 2026

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Monroe County Support Services (MCSS) extending hours of operation at the Monroe County Fair Beer Garden on Friday, July 24 and Saturday, July 25, 2026 at Recreation Park

Summary and Background Information:

(Appropriate Documentation Attached)

John Shuck, MCSS President, submitted a letter requesting to extend the beer garden hours until 1 a.m. on July 24 and 25, 2026. In the past, the MCSS have been granted the time extension at Recreation Park, 1625 Butts Ave, and are asking the council consider this again for 2026

Fiscal Note:

None.

Recommendation:

It is requested that the Committee of the Whole review the request from MCSS and make a recommendation for the Common Council to approve extending the beer garden hours of operation at the Monroe County Fair on Friday, July 24 and Saturday, July 25, 2026 at Recreation Park.

Respectfully submitted by:

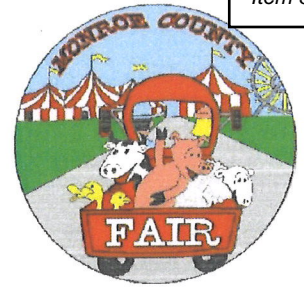
Nicole Jacobs, City Clerk

Committee: Committee of the Whole & Common Council

Meeting Date: April 13 & 20, 2026



MONROE COUNTY SUPPORT SERVICES
P.O. BOX 908 – Tomah, WI 54660
Phone: 608-372-2081
Email: mail@tomahtractorpull.com
www.tomahtractorpull.com www.monroecountyfairwi.com



June 25th – 27th, 2026

*Promoters of the Monroe County Fair and the
Budweiser Dairyland Super National Truck & Tractor Pull*

July 22nd – 26th, 2026

Monroe County Support Services are requesting to have the beer garden open on Friday, July 24 and Saturday, July 25, 2026, until 1:00 am.

As in the past we have been granted the time extension, please consider this again for our 2026 county fair.

John Shuck, MCSS President
608-344-1058

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

The Clerk's office has received a Temporary Class "B" Beer License Application by Tomah Lions Club for the "Tomah Area Historical Society 2026 Car Show and Concert" to be held on May 2nd, 2026.

Summary and Background Information:

(Appropriate Documentation Attached)

Tomah Lions Club has applied for a Temporary Class "B" Beer License to sell fermented malt beverages at the "Tomah Area Historical Society's 2026 Car Show and Concert" being held in the gold building at Recreation Park on May 2, 2026.

Fiscal Note:

The revenue generated to the City of Tomah by issuance of this license is \$10.

Recommendation:

It is requested that the Committee of the Whole make a recommendation to Common Council for approval of the Temporary Class "B" Beer License.

Respectfully submitted by:

Nicole E. Jacobs
City Clerk

Committee: Committee of the Whole and Common Council

Meeting Date: April 13 & 20, 2026

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Special Event Outdoor Cabaret License for American Music Programs in Gillett Park for seven “Americana Music in the Park” concert events in June, July, and August of 2026.

Summary and Background Information:

(Appropriate Documentation Attached)

American Music Programs is applying for seven Special Event Outdoor Cabaret Licenses to be used in Gillett Park for a series of seven “Americana Music Programs” concerts to be held on June 3rd, 17th, July 1st, 15th, 29th, and August 5th, and 19th, 2026.

Fiscal Note:

The City receives \$55 for each Special Event Outdoor Cabaret License. The revenue generated to the City of Tomah by issuance of these licenses is \$385.

Recommendation:

It is requested that the Committee of the Whole review the application and make a recommendation for the Common Council to approve the seven Special Event Cabaret Licenses for American Music Programs for their events to be held on June 3, 17, July 1, 15, 29, and August 5 and 19, 2026 at Gillett Park.

Respectfully submitted by:

Nicole Jacobs, City Clerk

Committee: Committee of the Whole & Common Council

Meeting Date: April 13 & 20, 2026

RESOLUTION NO : _____

RESOLUTION AUTHORIZING
PAYMENT OF MONTHLY BILLS

Be it resolved by the Common Council of the City of Tomah that the Committee of the Whole has reviewed the monthly bills and recommends the City Council approve said bills as follows:

1. Pre-Paid Checks:	2026	\$52,045.40	Check #'s:	148779	148781
2. Payroll:		\$331,730.61	Dir Dep #'s:	9309792	9310030
3. Wire/ACH Transfers:		\$526,265.71			
4. Invoices:		\$1,159.84			
Total:		<u>\$911,201.56</u>			

Mayor

Clerk

Requested by: Finance Department

Submitted by: Committee of the Whole

April 13, 2026

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
148779										
03/26	03/17/2026	148779	274	GERKE EXCAVATING INC	76539	1	14-57331-8553	.00	8,750.00	8,750.00
03/26	03/17/2026	148779	274	GERKE EXCAVATING INC	76539	2	17-57331-8553	.00	3,750.00	3,750.00
03/26	03/17/2026	148779	274	GERKE EXCAVATING INC	76539	3	18-57331-8553	.00	10,000.00	10,000.00
03/26	03/17/2026	148779	274	GERKE EXCAVATING INC	76539	4	20-57725-2100	.00	2,500.00	2,500.00
03/26	03/17/2026	148779	274	GERKE EXCAVATING INC	76539	5	01-53311-3407	.00	13,696.65	13,696.65
Total 148779:								.00		38,696.65
148780										
03/26	03/17/2026	148780	461	MONROE CO SOLID WASTE	445	1	01-53630-5300	.00	13,133.28	13,133.28
Total 148780:								.00		13,133.28
148781										
03/26	03/17/2026	148781	658	TOMAH WATER & SEWER UTILI	ACCT 3330.0	1	01-52100-2220	.00	215.47	215.47
Total 148781:								.00		215.47
Grand Totals:								.00		52,045.40

M = Manual Check, V = Void Check

Dated: _____

Mayor: _____

Dwyer, Paul

City Council: _____

Glynn, John

Pater, Nellie

Peterson, Dean

Crego, Daniel

Scholze, Travis

Koel, Mitch

Yarrington, Richard

Zabinski, Shawn

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
1706		671.03Bldg100	671.03BLDG1004BILL2026-04-03	04/03/2026	12-55500-2220 SR & DISAB UTIL-W&S	51.38	
Total :						51.38	
DEROUSSEAU HEATING & COOLING INC							
1336	DEROUSSEAU HEATING & COO	31903	THERMOSTAT REPAIR	04/06/2026	10-55110-3500 LIBRARY REPAIR & MA	120.00	
Total DEROUSSEAU HEATING & COOLING INC:						120.00	
ELM USA INC							
211	ELM USA INC	84307	SOLUTION D	04/06/2026	10-55111-3100 LIB TRUST OFFICE SU	27.48	
Total ELM USA INC:						27.48	
TOMAH WATER & SEWER UTILITY							
658	TOMAH WATER & SEWER UTILI	ACCT #3330.0	W & S MARCH 26	04/03/2026	01-52100-2220 LAW ENFORCE UTIL-	249.34	
658	TOMAH WATER & SEWER UTILI	MARCH2026	MARCH 2026 WATER/ SEWER	04/06/2026	10-55110-2220 LIBRARY UTIL-W&S	146.25	
Total TOMAH WATER & SEWER UTILITY:						395.59	
TOMAH WATER UTILITY							
659	TOMAH WATER UTILITY	1000 East Ave	1000 EAST AVE MARCH 2026	04/06/2026	01-53311-2220 HWY/ST MAINT UTIL-W	65.57	
659	TOMAH WATER UTILITY	329 E Milwauk	329 E MILWAUKEE MARCH 2026	04/06/2026	01-53311-2220 HWY/ST MAINT UTIL-W	25.28	
659	TOMAH WATER UTILITY	515 E Monowa	515 E MONOWAU MARCH 2026	04/06/2026	01-53311-2220 HWY/ST MAINT UTIL-W	152.53	
659	TOMAH WATER UTILITY	Bloyer Field Ma	BLOYER FIELD MARCH 2026	04/06/2026	01-53510-2220 AIRPORT UTIL-W&S	36.15	
659	TOMAH WATER UTILITY	City Hall March	CITY HALL MARCH 2026	04/06/2026	01-51600-2220 GENERAL BLDGS UTIL	240.66	
659	TOMAH WATER UTILITY	Milwaukee Fou	MILWAUKEE ST FOUNTAIN MARCH 20	04/06/2026	01-53311-2220 HWY/ST MAINT UTIL-W	22.60	
659	TOMAH WATER UTILITY	Street Sweepin	STREET SWEEPING MARCH 2026	04/06/2026	01-53311-2220 HWY/ST MAINT UTIL-W	22.60	
Total TOMAH WATER UTILITY:						565.39	
Grand Totals:						1,159.84	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	GL Account and Title	Net Invoice Amount	Date Paid
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Dated: _____

Mayor: _____ Dwyer, Paul

City Council: _____ Glynn, John

_____ Pater, Nellie

_____ Peterson, Dean

_____ Crego, Daniel

_____ Scholze, Travis

_____ Koel, Mitch

_____ Yarrington, Richard

_____ Zabinski, Shawn



819 Superior Ave
Tomah, WI 54660
608.374.7420

REQUEST TO APPEAR

NOTE: All city of Tomah Boards, Commissions and Committees are subject to open meeting laws and all members of the public are able to attend and witness any of these meetings without any formal or informal requests.

This specific form requesting to appear is for members of the public that wish to appear in front of a Board, Commission or Committee in order to speak or present information.

Date of Request: ~~Next Meeting~~ 3-2-26

Full name: Isabella Dixon

Organization (if applicable):

Address:

Phone #:

Email address:

Appearance date (if unknown put "next meeting" and we'll tell you the upcoming dates):

Next Meeting

Reason for this Request: I did not lie on my application I didn't understand the question. I committed the crime in September of 24 the question asked in the last 12 months that is more than 12 months ago so I picked no if I would have known it meant when it went through court which was April of 25 I would have said yes because there is no reason to lie about something I did. Sorry for the bad hand writing :)

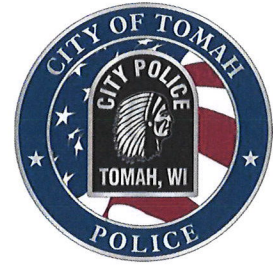


TOMAH POLICE DEPARTMENT

Professionalism • Integrity • Service • Character

Eric M. Pedersen – Police Chief

Jarrold M. Furlano – Assistant Chief



February 11, 2026

Reference Isabella Dixon’s application for Beverage Operator’s License:

On February 11, 2026, I reviewed the Beverage Operator’s License application submitted to the City of Tomah by Isabella Dixon. After my review of the application, I am recommending to the City Council that the application be denied based on the information provided below.

Ms. Dixon completed an application that required answering several questions related to her request for a bartender’s license renewal.

Question #3 is, “Have you had any non-felony drug-related convictions or pending charges within the last 12 months?” Ms. Dixon indicated, “No.” Publicly available records indicate Ms. Dixon pled guilty in Monroe County Circuit Court to “Possession of Marijuana (Forfeiture).” A judgement of conviction was entered through Monroe County Circuit Court on April 1, 2025.

Accordingly, it is my recommendation to deny Ms. Dixon’s application request, due to not answering question #3 truthfully and having a prior drug-related conviction within the last 12 months.

Respectfully,

Eric M. Pedersen
Police Chief
Tomah Police Department



819 SUPERIOR AVE
TOMAH, WI 54660
608-374-7420

Item 35.

BEVERAGE OPERATOR'S (BARTENDER) LICENSE APPLICATION

NEW: RENEWAL: FOR LICENSE PERIOD EXPIRING JUNE 30, 20 26

All bartender licenses in the City of Tomah expire on June 30 of even numbered years. The pro-rated scale is as follows:

- 2-year license (July-December) \$50 18-month license (January-June) \$30
 12-month license (July-December) \$20 6-month license (January-June) \$15

LAST NAME: Isabella Dixon FIRST NAME: Isabella MIDDLE: Eden

PREVIOUS NAME(S) USED (if applicable): _____

DL NUMBER: _____ STATE ISSUED: WI DOB: _____

ADDRESS: _____

HOME/CELL: _____ WORK: _____

EMAIL ADDRESS: _____

PLACE OF EMPLOYMENT: Pop Mart BP

Please answer the following questions regarding offenses which substantially relate to the circumstances of the licensed activity:

1. Have you had any non-felony alcohol-related convictions or pending charges within the last 12 months?
YES: NO:
2. Do you have a history (2 or more) of non-felony alcohol-related convictions as long as the most current conviction or arrest is within the last 24 months?
YES: NO:
3. Have you had any non-felony drug-related convictions or pending charges within the last 12 months?
YES: NO:
4. Have you had any non-felony convictions or pending charges within the last 36 months, which



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involve resisting arrest, battery to a police officer, or obstructing justice in direct connection to activity at a licensed alcohol establishment?

YES: NO:

5. Have you had two or more non-felony convictions or pending charges in the last 24 months for disorderly behavior type offenses that occurred in direct connection to activity at a licensed alcohol establishment?

YES: NO:

6. Have you had any felony convictions in the last 10 years involving alcohol or drugs?

YES: NO:

7. Do you presently have any outstanding fines, forfeitures, penalties, assessments or user fees owed to the City of Tomah?

YES: NO:

If you have answered yes to any of the above questions, list the date of the incident, the charge, and exact location of arresting agency.

DATE	CHARGE	LAW ENFORCEMENT AGENCY

Have you taken the Responsible Beverage Service Course? YES: NO:

NAME OF CLASS: Serving Alcohol - COVA

DATE OF COMPLETION: 1/23/26

REQUIRED APPLICATION ATTACHMENTS TO BE SUBMITTED BY APPLICANT

- Beverage Server Certificate of Completion and/or current license from WI municipality
- Application fee (checks or money orders may be made payable to City of Tomah)



819 SUPERIOR AVE
TOMAH, WI 54660
608-374-7420

Item 35.

CERTIFICATION

I hereby certify and affirm that the information provided on this application is true and correct. I understand that failure to provide all required information shall be grounds for denial of my alcohol beverage license. I further understand that falsification of any information shall be grounds for denial or revocation of this license and may result in criminal prosecution. I am aware of the laws governing the sale of alcohol beverages and agree to abide by those laws. I understand that the Police Department will do a record check from the Wisconsin Crime Information Bureau (CHRI), the Department of Transportation and a local records check based on my application. I hereby authorize the release of any and all records, including juvenile matters, which are requested by the Police Department in its investigation and hereby consent to the disclosure of said information.

Isabella Dixon _____

APPLICANT SIGNATURE

2/3/26 _____

DATE

FOR OFFICIAL USE ONLY

Processed by: Kara Griswold Receipt Number: 1.000002184 Date: 2-3-2026

Record check done by: _____ Date: _____

Approved: Denied: (See attached reason for denial)

Chief of Police signature: _____ Date: _____

City Clerk signature: _____ Date: _____

License number: _____

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

A request to appear has been made by Isabella Ellen Dixon for reconsideration of granting her a beverage operator's license.

Summary and Background Information:

(Appropriate Documentation Attached)

Isabella E. Dixon applied for a bartender license on February 3rd, 2026. The Chief of Police is recommending denial due to Ms. Dixon lying on her application. Question #3 of the application asks, "Have you had any non-felony drug-related convictions or pending charges within the last 12 months?". Ms. Dixon responded "No", but publicly available records indicated Ms. Dixon plead guilty in Monroe County Circuit Court to "Possession of Marijuana (Forfeiture)" on April 1st, 2025.

Fiscal Note:

The City has received \$15.00 for this license application.

Recommendation:

The Chief of Police has reviewed the application and recommended denial of this beverage operator's license per his attached letter.

Respectfully submitted by:

Nicole Jacobs
Tomah City Clerk

Committee: Committee of the Whole & Common Council

Meeting Date: April 13 and 20, 2025

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Approval of final execution / negotiation of easement to the City of Tomah with two landowners for the purpose of constructing a multi-use trail. Trail was authorized in Resolution No. 2025-04-15-06

Summary and Background Information:

In Fall 2025 the City of Tomah was offered a Stewardship Grant Award for \$410,422. The Stewardship program is a 50/50 match program in which the City must match the Grant award with its own \$410,422 through a combination of capital and force account or labor. The path project for which the Grant was awarded will travel South from the Pool along Grain Avenue and cut west across private lands before meeting up with Superior Avenue. A document described as an exchange agreement was submitted with the application in Fall 2025. This document called out a 20-foot-wide area for a path. That document showed the area in a graphical manner. This current Exchange Agreement is executed between the City of Tomah and the Torkelson family. We have since discovered that an Easement is required instead of an exchange agreement in order to meet the standards of legal property control for the stewardship grant. Staff is recommending that we be given authority to draft and execute an Easement instead of an exchange agreement. Said easement would be between the City and two landowners. An alternate route requiring the second landowner is shorter, includes less wetland disturbance and an reduced cost per foot of the project.

In order to meet our strict construction and funding schedule, this document needs to be completed by May 15th, 2026. City Staff and Town and Country Engineering met with one of the private landowners who is extremely cooperative and has tentatively agreed to sign said easement upon drafting and review. We are working to meet with the other landowner asap. It is anticipated that the official legal easement document will be available in mid- April. The recommendation to the Parks and Recreation Board is for Town and Country Engineering to draft the legal description and for the City Council to authorize the Mayor, Administrator, City Clerk and City Attorney to execute the necessary documents to record this easement.

Recommendation From: Parks and Recreation Director to Approve

Minutes Attached: Yes No

Budget Account: 08-57620-8100

Fiscal Impact: Attorney fee, Engineering fee, Easement purchase.

Staff Responsible for implementation: Engineer, Administrator, Clerk, City Attorney.

Economic Impact: Parks and Recreation, open space and active recreational trails have been proven to be significantly effective in generating economic development.

MEETING MINUTES - CITY OF TOMAH

The City of Tomah **Parks & Recreation Commission (PRC)** met on Monday March 30, 2026 at 5:45 PM in City Council Chambers. The meeting notice was posted at City Hall in compliance with the provisions of Section 19.84 Wisconsin Statutes.

Call to order and roll call. Present: Dir. Joe Protz, Oak Moser, DeDe Nelson, Bryan Pierce, JoAnn Cram, Scott Brand, Travis Scholze, Donna Evans, Dean Peterson. Also present: Charles Handy and Mayor Dwyer as well as Nick Dorava from Town & Country Engineering.

The following members were absent: None.

1. Act on Minutes of March 2, 2026, regular meeting. Motion by T Scholze, second by D Peterson to accept the regular meeting minutes of the March 2, 2026. Motion approved.

2. Recommend approval of final execution/negotiation of easement to the City of Tomah with two landowners for the purpose of constructing a multi-use trail. Trail was authorized in Resolution No. 2025-04-15-06. The City received a grant for extension of the trail which will go from the Pool along Grain Ave. and cut west across private lands before meeting up with Superior Avenue. An exchange Agreement was executed between the City and the Torkelson family. It has since been determined that an Easement is required instead of the Exchange Agreement. The easement would be between the City of Tomah and two landowners. An alternate route requiring the second landowner is shorter, includes less wetland disturbance and a reduced cost per foot of the project. In order to meet the construction and funding schedule the document needs to be completed by May 15th, 2026. It is requested to authorize Town and Country Engineering to draft the legal description and for the City Council to authorize the Mayor, Administrator, Clerk and Attorney to execute the necessary documents to record this easement. The first landowner has been contacted and the City is working to contact the second landowner regarding the easement. A map was provided showing the change in route. It is estimated that by making this change, the city can add approximately 500-1,000 feet of trail. The cost of the easement was going to come out of the project fund anyway but we're trading it off for additional feet of trail.

Motion by T Scholze, second to O Moser to recommend approval by the City Council to authorize the Mayor, City Administrator, City Clerk, and City Attorney to execute the necessary documents to record this easement. Motion passed without negative vote.

3. Request from Monroe County Crime Stoppers, Inc. to post signs at city parks. Monroe County Crime Stoppers is requesting approval to have 20 Crime Stopper tip submission signs posted in the city to include posting at city parks

and other publicly visible areas in the City. Monroe County Crime Stoppers would also ask the city to attach the signs to the public places previously agreed upon. The cost will be covered by the Monroe County Crime Stoppers. The Public Works Commission also reviewed the request. Public Works and Parks & Recreation employees will work together to put the signs up.

Motion by D Peterson, second by D Evans to approve the posting of the signs
Motion passed without negative vote.

4. Parks and Recreation Program Report. Director Protz reviewed the monthly Program report. Looking to open park restrooms. May 20th is Spring planting day. Staff are prepping for Spring start up at the parks and also cleaning Parks Shelters for rentals. Adult basketball is finished and adult volleyball continues. General upkeep, snow removal and maintenance on buildings is occurring at Recreation Park. Recreation Park continues with various events. The Tomah Ice Center continues with activities.
5. Future Agenda Items - Public Information Meeting for Comprehensive Outdoor Recreation Plan. Hoping to have the community come to the next meeting to get public input on the Plan. Also, hope to present information to the Common Council in June or July. This meeting will be held at a bigger location on April 27th at 5:45 p.m.
6. Adjourn. Motion by O Moser, second by D Peterson to adjourn. Motion passed. The meeting was adjourned at 6:00 PM. The next regular meeting to be held Monday, April 27th at 5:45 PM at the City Council Chambers.

Respectfully Submitted:

JoAnn Cram, March 30, 2026



STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Discussion and Potential Action: Airport Hanger Fee Increase

**Summary and background information:
(Appropriate documents attached)**

There are currently six land lease hangers at Bloyer Field. Discussion on proposing a property tax on these hangers along with proposing a charge per square foot.

Fiscal Note:

See Attachment

Recommendation:

Public Works & Utilities Commission has recommended charging property taxes on the land lease hangers and fee of \$.25 per square feet.

Brandy Leis
Director of Public Works & Utilities
Brandy Leis

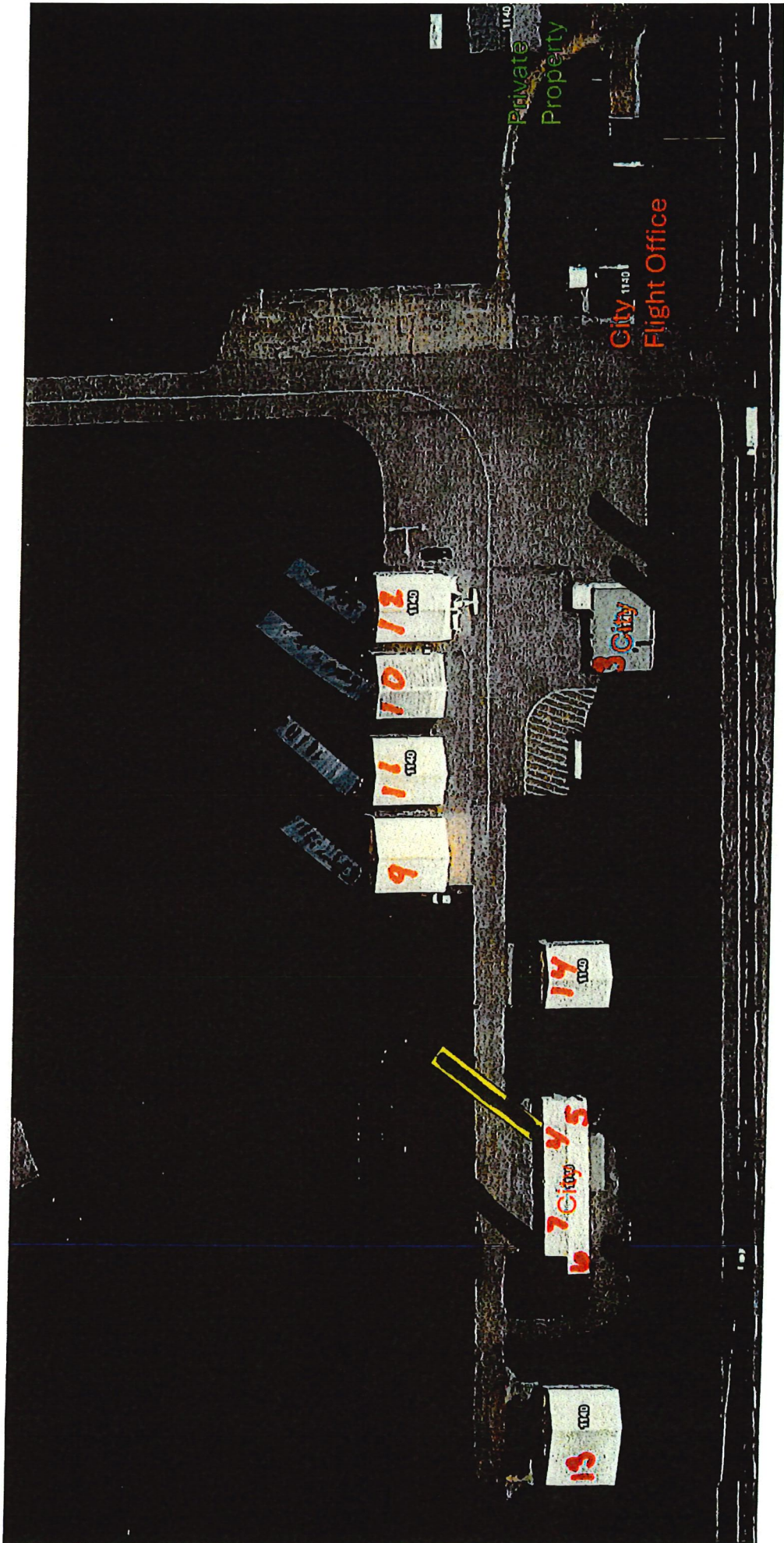
3/23/26
Date

Tee hangers	Current Rate	Building owned by city	Annual Total
#3	\$210.00per month		\$2,520
#4	\$120.00per month		\$1,440
#5	\$120.00per month		\$1,440
#6	\$120.00per month		\$1,440
#7	\$120.00per month		\$1,440
	yearly total		\$8,280

Sparta/Ft. McCoy \$80-\$90 a month plus electric
 Wisconsin Rapids are old \$110.00 per month
 Lake Delton No tee hangers
 Marshfield no tee hangers
 Neillsville no tee hangers
 Black RiverFalls Square building and heated \$325.00 a month

Land Lease	Current Rate	Appraised Value	Proposed Taxes	Square Ft. X \$.25 sq ft.	Proposed Sq. Ft. Charge	Total of Proposed Charges	Paid by Owner
Private owned Building							
#9	\$220.00per year	\$21,800	\$386.53	2,500	\$625	\$1,011.53	Power/gas
#10	\$220.00per year	\$18,200	\$322.70	2,016	\$504	\$826.70	Power/gas
#11	\$220.00per foot	\$19,600	\$347.52	2,200	\$550	\$897.52	power/gas
#13	\$220.00per year	\$18,900	\$335.11	2,112	\$528	\$863.11	power
#14	\$220.00per year	\$41,700	\$739.37	3,300	\$825	\$1,564.37	power/gass/phone/dish
Total	\$1,320	\$137,400	\$2,436.20	\$14,018.00	\$5,504.50	\$5,940.70	power

Sparta/Fort Land Lease \$500.00 per year
 Wisconsin Rapids Land Lease \$0.10 per sq foot per year (2000sq ft = \$200.00)
 Lake Delton Land Lease \$0.15 per sq foot plus property tax's
 Marshfield Land lease \$4.12 per front foot. (building like a Tee hanger)
 Neillsville Land lease \$250.00 per year
 Black River Falls Leased land \$0.25 per sq foot plus property tax's



MINUTES FOR PUBLIC WORKS COMMISSION

A Public Works Commission was held on **Wednesday, March 18, 2026 at 5:30 PM** in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.

Meeting was called to order at 5:30 PM by John Glynn

Call to Order - Roll Call

Quorum Present (YES)

John Glynn (A), Dean Peterson (P), Patrick Devine (A), Brian Rice (P), Kerwin Greeno (P), Mayor Paul Dwyer (P Left early at 6:35 PM), Mitch Koel (P Arrive Late at 5:40 PM)

Also Present, Director Brandy Leis, Jeff Marten, Joe Kube, Chad Richmond, City Administrator Nick Morales, Brian Berquist and Nik Dorava from Town & Country.

Approve Minutes

Motion by Peterson, seconded by Rice to approve February minutes as presented. All ayes. Motion carried.

Discussion Items

1. Airport Update

No Update

2. Request to Appear: Ryan Hallman

Motion by Peterson and seconded by Greeno to replace yield sign with a stop sign on the intersection of E Monroe and East Ave. All ayes. Motion carried.

3. Request to Appear: Monroe County Crime Stoppers

Monroe County Crime Stoppers is requested Public Works to install new Crime Stopper Signs within the parks in the City limits.

Motion by Rice and seconded by Greeno to approve the installation of the new Crime Stopper Signs. All ayes. Motion carried.

Agenda item will be referred to Parks and Rec. Commission to approve signs being placed in the parks.

4. Request to Appear: Tom Dummermuth – Director of Transportation T ASD

Proposal #1: to complete Straw Street between Mark Ave. and to the frontage road on Superior Ave. to alleviate congestion on Mark Ave during peak school times.

Item will be placed on the 5–10-year plan in order to budget for such an expense. Director of Transportation Dummermuth will also ask T ASD if there is any funding to help offset costs and look into grants as well.

Proposal #2: to add a stop sign on Jackson St at the intersection of Jackson and Butts to make the intersection an all way stop.

Item will be researched further and brought back to the Commission next month.

5. Request to Appear: Jeff Atteln – Queen of the Apostles

Proposal to remove the dirt and grass on the boulevard between Mclean and Hollister along W Monroe with poured concrete.

Motion by Koel and seconded by Peterson to table the item until Attorney Precour can process a legal review on liability. All ayes. Motion carried.

6. Discussion – PSC Conventional Rate Case

The last conventional rate case was done in 2006, and our auditors are suggesting water utilities do another full conventional rate case soon before the PSC requires one.

7. Discussion & Potential Action: One Time Leak Credit Adjustment

Motion by Rice and seconded by Greeno to discontinue the use of the one-time leak credit adjustment. 3 ayes and 1 nay by Koel. Motion carried

8. Approval: Easement for Alliant Energy

Motion by Peterson and seconded by Rice to approve the Alliant Energy Easement. Koel sustained. 3 Ayes. Motion Carried.

9. Discussion and Potential Action: Airport Hanger Fee Increase

Motion by Koel and seconded by Peterson to charge property tax on the land leased hangers and \$.25 per sq. feet. All ayes. Motion carried.

10. Discussion and Potential Action: Award of Contract for 2026 Superior Watermain Loop

Motion by Peterson and seconded by Koel to award contract to BKC Construction. All ayes. Motion carried.

11. Discussion and Potential Action: Award of Contract for 2026 Townline Road Lift Station Abandonment

Motion by Peterson and seconded by Greeno to award contract to Gerke Excavating. All ayes. Motion carried.

12. Discussion and Potential Action: Preliminary Resolution Declaring Intent to Levy Special Assessments.

Motion by Rice and seconded by Greeno to approve intent to levy special assessments. All ayes. Motion carried.

13. Project Updates

Pre-con meeting scheduled with Gerke's for the Hollister project. Hollister phase 2 started with surveying and few items to get a jump start.

14. Payment of Monthly Water & Sewer Bills

Motion by Peterson and seconded by Rice to approve the sewer bills as presented. All ayes. Motion carried.

Motion by Peterson and seconded by Koel to approve the water bills as presented. All ayes. Motion carried.

15. Departmental Reports

Sewer – Average 1 MGD for February. Continuing maintenance projects with a little pain in buildings. Everything in the plant seems to be running smoothly. Helping the Street Department with snow removal as needed.

Water – March's average daily pumpage is 793,000 gallons per day. Scada program is not working correctly. LW Allen is working on getting this up and running. Fabick is coming to work on the generator at Well 11. The wind blew the hatch open at the water tower, Lane Tank is coming to

Public Works Commission – March 18, 2026**Page 2**

shut this hatch. Spring hydrant flush is scheduled for April 13th -17th 2026. Starting to receive bids to install steel roofs on Well 11 and Well 12.

Public Works – Street Department has been busy with snow removal on the recent snowstorm. Working on tree removal for the Hollister project. Seal coat bids will be proposed next month. New motor for the Dam was received and will be installed soon.

16. Director's Report

The land rental agreement for the Well has been signed and submitted to the DNR. Working on an agreement with a farmer that will state what can and can not be planted if rented. Handling complaints with snow removal and mailboxes.

Next Meeting will be held on Wednesday April 22, 2026 at 5:30 PM

Adjourn

Motion by Peterson and seconded by Rice to adjourn the meeting at 6:48 PM. All ayes. Motion carried.

MINUTES FOR FEBRUARY 17, 2026, COMMON COUNCIL

CALL TO ORDER:

A regular meeting of the Common Council was held at 819 Superior Ave. in the City Council Chambers. The meeting was called to order by Council Vice President Mitch Koel at 6:34 p.m. After the Pledge of Allegiance, roll call was taken. Present: Shawn Zabinski, Richard Yarrington, Nellie Pater, Travis Scholze, Dean Peterson, and Mitchell Koel. Absent: Paul Dwyer, John Glynn, and Patrick Devine. Also present: Nick Morales, Nicole Jacobs, Justin Derhammer, Charlie Handy, Brandy Leis, and Penny Precour. The meeting was available via Zoom and was recorded by Hagen Sports Network. All motions are unanimously approved unless otherwise noted.

ANYONE DESIRING TO APPEAR TO COUNCIL:

No one desired to appear before the council.

MAYOR:

Employee of the Month

Administrator Morales announced this month's Employee of the Month as Justin Randall who was selected unanimously by the department heads. Randall, who works in Public Works, gained the attention of the department heads for demonstrating teamwork by assisting the fire department after responding to a structure fire. Fire fighters extinguished the fire and the damage to the structure was quite significant and the fire chief expressed concern that the structure would collapse. Randall was at home when he was called by Supervisor Koe Kube to assist the fire department and safely demolish the structure.

Monthly Update

Mayor Dwyer was absent from the meeting. No report was given.

CONSENT AGENDA:

Motion by S. Zabinski, second by N. Pater, to approve the following consent agenda: Motion carried.

Approval of Minutes from January 20, 2026

Approval: Application of Class "B" Beer Fermented Malt Beverage License and "Class C" Wine License for Aimee's Hub at 1103 Superior Ave

Approval: Temporary "Class B" Wine and Class "B" Beer License Application by Tomah Baseball Club for the Baseball Night Out on March 7, 2026

Approval: Temporary Class "B" Beer and temporary "Class B" Wine beverage license application has been received from the Families First of Monroe County Inc. for their event "Families First Trivia Night" on March 14, 2026

Approval: Application for Appointment of Successor Agent for ALDI #52 at 1844 N Superior Ave, Tomah, WI

Approval: Annual renewal of Taxicab Licenses for Abby Vans Inc. DBA Tomah Transit

Approval: Resolution for the Payment of Monthly Bills

Approval: Lake Committee Sales Tax Reimbursement

PUBLIC WORKS AND UTILITIES COMMISSION:

Approval: Resolution for Forgiveness of 2019 Sewer Utility Advance to TID #8

Motion by T. Scholze, second by N. Pater, to approve the Resolution for Forgiveness of 2019 Sewer Utility Advance to TID #8. Alderperson Scholze asked Administrator Morales if any alternative plans had been considered such as partial repayment. Administrator Morales clarified that this is not a legal debt obligation. There are no specific obligations to repay the advance, and this is not debt in statutory terms. Morales added that the Public Works and Utilities Commission previously voted to recommend approval of forgiveness. Alderperson Yarrington asked whether the forgiveness of the advance would provide enough revenue to eliminate the need to bond for water and sewer projects. Director Leis said it would depend on the projects, and that the city won't always be able to get around bonding for major projects. Yarrington proposed tabling the motion for next month's Common Council meeting when more council members will be in attendance. Motion by R. Yarrington, second by T. Scholze to table the discussion regarding the forgiveness of the 2019 Sewer Utility Advance to TID #8 to March's Common Council meeting. Motion carried. (N. Pater and D. Peterson opposed.)

ADJOURN:

Adjourn to Closed session Pursuant to Wis Stat § 19.85(1):

Motion by D. Peterson, second by T. Scholze, to adjourn to closed session under Wis Stat § 19.85(1) as listed on the agenda. Motion carried. (Yarrington opposed) Meeting adjourned to closed session at 7:01 p.m.

Common Council – FEBRUARY 17, 2026

(e) 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:

-Approval: Developer proposal for purchase of city-owned property for the purpose of a housing development.

Motion by D. Peterson, second by N. Pater, to approve re-opening discussion with an interested developer regarding a proposal for potential purchase of city-owned property for the purpose of a housing development. Motion carried.

-Approval: Land Lease Agreement.

Motion by T. Scholze, second by S. Zabinski, to approve the land lease agreement with Dale Greeno for \$2. Motion carried. (Yarrington opposed)

-Approval: Continued consideration regarding the purchase of Property B.

Motion by T. Scholze, second by D. Peterson, to approve the purchase of Property B in the amount as written in purchase agreement. Motion carried.

(g) 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.

-Discussion of possible litigation threatened by a citizen.

Motion by D. Peterson, second by S. Zabinski to authorize staff to meet with a citizen regarding an issue that may result in litigation. Motion carried.

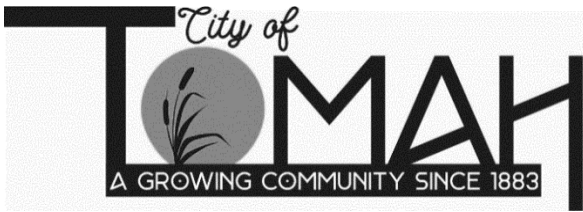
-Discussion of possible litigation concerning a third-party vendor

Adjourn Meeting

Motion by T. Scholze, second by D. Peterson, to adjourn the meeting at 7:53 p.m. Motion carried.

Respectfully submitted,

Nicole Jacobs, City Clerk



City of Tomah

2026 Façade Improvement Grant Program

Building upon the success of the previous year's program, the Façade Improvement Grant Program will be offered again in 2026. The purpose of the program is to provide financial assistance for a portion of costs associated with exterior building improvement projects that contribute to the visual appeal and viability of income-producing properties in downtown Tomah, more specifically defined as the parcels and buildings within the boundaries of Tax Increment District No. 8 (IID 8).

The City of Tomah also has an alternative Façade Improvement Loan Program. That program cannot be used in conjunction with this program, but is available to all parcels or buildings as described above. For more information regarding the Façade Improvement Loan Program, please see www.tomahwi.gov.

Due to funding limitations, the City of Tomah will only award one Façade Improvement Grant in 2026, but the maximum award has increased to \$20,000. There will be one grant application cycle that opens on May 1, 2026 and closes on June 1, 2026. See below for more details and other changes from past versions of the program.

Applicant Eligibility Requirements

Downtown property owners of commercial, industrial, multi-family (4+ units) residential, and mixed-use structures and non-residential building tenants with leases of more than three years in length (with property owner approval), located within the downtown area, are eligible for funding. Buildings used exclusively as single-family or duplex residences, regardless of owner or renter occupancy, are ineligible for funding. Non-taxable entities are ineligible for funding.

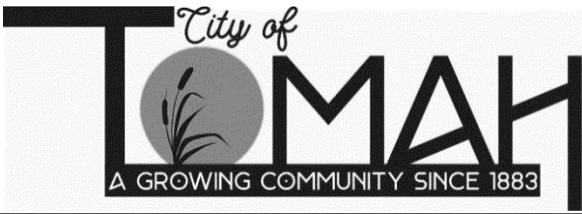
Grant Amounts

Grants may be provided in an amount up to 50% of the total project cost, at a maximum of \$20,000 per property for eligible exterior improvements. The owner/tenant must document the source(s) of all matching funds, which must be derived from non-City sources.

Eligible Costs

The following improvements to street-facing exteriors/façades, and those the City finds to be substantially similar, are eligible for direct funding from the Façade Program provided such improvements generally are not tenant-specific and are likely to benefit/serve future building occupants. The same types of improvements to alley-facing exterior/façades also are eligible if façade includes a publicly accessible building entrance. All eligible costs must be for improvements to the structure that comply with City of Tomah Municipal Ordinance and the Downtown Design Standards Handbook (Section 52-42 of the Zoning Ordinance).

- Restoration of documented historic elements
- Masonry repair, tuckpointing, and cleaning
- Balconies and decks
- Doors and entrances
- Window repair or replacement
- Painting
- Business signage
- Awnings
- Lighting
- Murals
- Professional installation and labor costs
- Professional design services



Ineligible Expenses

As the Facade Program is primarily intended to maintain the historic look and feel of the existing building stock in the downtown, the following expenses, and those the City finds to be substantially similar, are not eligible for funding under this Program:

- Roofing or roof repairs
- Tinted windows
- Electric signs
- Security systems
- Paving
- Landscaping
- New building construction
- Land acquisition
- Operating equipment
- Furnishings
- Inventory
- Operating expenses
- **Renovations not previously approved by the City of Tomah**
- **Renovations started prior to receiving final approval of the grant request**

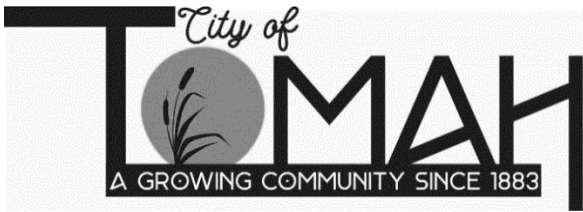
NEW Grant Application Evaluation

The City of Tomah will be awarding one grant in 2026, and it is anticipated that this will be a competitive grant application and review process. Interested applicants are encouraged to pursue larger-scale projects that have impactful change to the building's exterior.

The City will evaluate all submittals and recommend a preferred project to the full City Council for funding. Applications that include the following will receive a higher evaluation score than those that do not:

- Demonstration that the project is consistent with the requirements of the grant program and the Downtown Design Standards Handbook.
- The project includes structural improvements to the building (ex. physical restoration or repair, tuckpointing, windows, doors, etc.) vs. all aesthetic improvements (ex. signage, awnings, painting, etc.).
- The project includes a larger investment (ex. greater than \$40,000) than the minimum needed to qualify for the maximum City match.
- The project will contribute to an increased assessed value of the property.
- The project will impact a substantial amount of building frontage that can be viewed from Superior Avenue.

To note, the City of Tomah is not compelled to award the full available funding amount in 2026. At the discretion of the City Council, the Façade Improvement Grant Program may not be awarded this year if applications submitted to not fulfill the community's program goals. Additionally, the City reserves the right to reissue solicitation of grant applications for the same reasoning.



Grant Performance Requirements

Within six months of City Council approval, applicants must enter into a grant agreement with the City, obtain a building permit, and commence work. Projects should be completed within twelve months from the date of City Council approval, including final inspection and issuance of an occupancy certificate by the City Building Inspector. Extensions to the completion period may be granted for inclement weather, or the ordering of special building materials. The applicant must request an extension from the Program Administrator in writing. The Program Administrator will notify the applicant in writing of its approval or denial.

Funding-eligible improvements must be in accordance with the U.S. Secretary of the Interior's Standards of Rehabilitation for Historic Preservation (as applicable), as well as the City of Tomah Zoning Code, Building Code, and the Downtown Design Standards Handbook. The applicant shall continually maintain the property in compliance with all applicable local, state, and federal laws, rules and regulations and as necessary to prevent deterioration of the property and to present an attractive appearance and shall assist and actively cooperate with the City to ensure the applicant's contractors also comply with all applicable laws, rules and regulations. The applicant also shall be subject to other ongoing responsibilities for property insurance and maintenance per terms of an approved grant agreement. **In order to qualify, the applicant shall not commence construction of the project until receiving all necessary approvals and permits.**

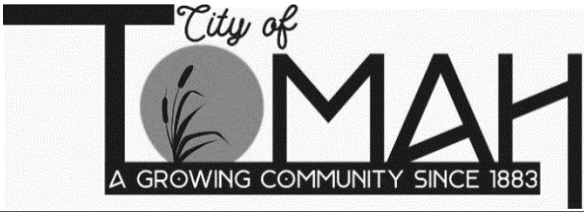
Program Administration

The City Administrator will administer the Façade Grant Program and assist with processing applications through the grant review and approval process. Please see the Façade Grant Form for additional terms, conditions, and information on the application review procedure. Projects also will be subject to review and approval for compliance with downtown design standards and code compliance by the City Plan Commission and City Council.

Grant Program Application

A non-refundable application fee of \$200 must be paid to the City of Tomah at the time of application submission. Payment can be made via check or money order in-person at City Hall or via mail. All mailed application fees must be postmarked to the attention of the Office of the City Treasurer. All applications and accompanying documentation must be submitted in their entirety electronically in PDF or JPEG form to the Office of the City Treasurer. The applicant must be in good standing with the City of Tomah, with current taxes paid in full and no outstanding building code violation citations, and must provide proof of property and liability insurance prior to the start of the grant performance period. Applications are reviewed on a first-come, first-served basis within a calendar year, subject to funding availability.

The final amount of any awarded grant program funding is determined by the total amount of expenditure described in each application. The program is a reimbursement and will not provide recipients with any award until the project is completed. Receipts for all eligible expenditures must be provided upon project completion in order to reimbursement to occur. All eligible expenditure receipts must be submitted at one time after project completion. Reimbursement requests must be submitted within 60 days of project completion. All questions should be directed to Program Administrator and City Administrator, Nicholas Morales, at nmorales@tomahwi.gov.



2026 TAX INCREMENT FINANCING DEVELOPMENT INCENTIVES PROGRAM POLICY MANUAL



1. PURPOSE

The attached policies and guidelines have been adopted by the City of Tomah for the purpose of guiding decisions related to requests for development incentives (e.g. cash grants or loans) within any of the City's adopted Tax Incremental Financing (TIF) Districts. The following is a summary of the intent of each program which serves as a guide for future applicants, City staff and officials in determining the appropriate program to consider for public assistance requests. This program is intended to support projects that would not be able to proceed without the funding assistance. Except in rare cases where the work must be expedited, funding will only be approved for work that has not begun.

Requests for development incentives are categorized based on the type of project proposed. The following is a summary of the intent of each program, which serves as a guide for future applicants, City staff and officials in determining the appropriate program to consider for public assistance requests.

A. *New Development Project* – A New Development Project generally consists of the construction of a new building or the expansion of an existing building. The program is limited to commercial, industrial, multi-family (4+ units) residential, and mixed-use properties within the boundaries of tax increment finance districts in the City of Tomah. Aspects of New Development Projects typically include:

- The razing of existing structures, site preparation, and construction of new structures with an identified end use/user.
- Expansion of existing facility.
- A significant net increase in the assessed value of the property.
- The creation of new jobs/businesses and/or multi-family or mixed-use housing.

Please refer to the remainder of this document and the separate New Development Project TIF Application for additional details on this program.

B. *Facade Improvement Project (TID #8 Only)* – The Facade Improvement Project is a public financing program designed to increase the net assessed value of the City's downtown by stimulating rehab of the exterior façades of commercial, industrial, multi-family (4+ units) residential, and mixed-use properties within the boundaries of Tax Increment Finance District (TID) #8 in the City of Tomah. The improvements must be visible from the public at the property line/right-of-way (particularly the front elevation). Eligible activities of Façade Improvement Projects typically include:

- Restoration of original building façade features (e.g., removal of false fronts).
- Replacement of windows, doors, cornice, etc.
- Repair or replacement of primary façade material with a durable, high-quality material(s).
- Replacing or adding building features such as decorative light fixtures, signage, awnings/canopies, and/or mural (including artist fees).

Ineligible Projects: Interior work, roofing, parking improvements, landscaping improvements and routine maintenance projects. Please refer to the remainder of this document and the separate Façade Improvement TIF Application for additional details on this program.

2. DISCLAIMER

The authority to make decisions regarding the use of TIF funds is vested solely in the City Council of the City of Tomah. This policy manual and associated applications have been prepared by the City to provide both City Officials and applicants a process and consistent set of criteria for reviewing requests for TIF assistance. The actual amount of TIF assistance provided to a project will be determined at the discretion of the City Council on the basis of need, risk, project characteristics, applicant qualifications and the degree to which the project meets the public objectives of the City described in Section 3 General Objectives and Section 6 Evaluation Criteria. The City Council reserves the right to amend or adjust these policies, and recommend any project the City Council deems to be in the best interests of the City of Tomah.

The City Council also reserves the right to reject any and all applications, even those which satisfy all of the attached criteria for the use of TIF for any reason whatsoever, without regard for the viability of the project. The City will provide the applicant with reasons for rejecting the application. Examples may include, but are not limited to, the City's own capacity to fund the project, the scale of the project is too small, the project results in minimal public benefits, failure to meet one or more evaluation criteria, other existing City, County or State funding programs are available for the proposed project, etc.

3. GENERAL OBJECTIVES FOR THE USE OF TAX INCREMENT FINANCING

The overall objective of the program is to stimulate development of commercial, industrial, multi-family (4+ units) residential, and mixed-use properties within the boundaries of the City's TIF districts. While TIF is an important and useful economic development tool, it is essential that it be used appropriately to accomplish the City's economic development goals and objectives. A fundamental principle of tax increment financing is that it is designed to encourage development that would not otherwise occur, or would only occur to a lesser extent, "but for" the assistance provided through tax increment financing. It is the policy of the City Council to consider the judicious use of TIF for those projects that demonstrate a substantial and significant public benefit by:

- ✓ Eliminating blight, unhealthy, or unsafe conditions
- ✓ Strengthen the employment and economic base of the City
- ✓ Increasing property values and tax revenues
- ✓ Fostering rehabilitation and conservation activities
- ✓ Installing, constructing, or reconstructing community amenities or utilities
- ✓ Implementing plans and development strategies adopted by the City
- ✓ Implementing high-quality site and building designs and materials

4. ELIGIBLE COSTS

Allowable uses of TIF assistance funds include, but are not limited to:

- ✓ Land acquisition and surveying
- ✓ Construction costs of new building and utility improvements (interior or exterior)
- ✓ Environmental audits or remediation
- ✓ Demolition of buildings and site grading to bring sites to shovel ready status
- ✓ Rehabilitation of existing structures and utilities (exterior work only)
- ✓ Site improvements (parking, landscaping, lighting, stormwater, recreation, signage, etc.)
- ✓ Planning, legal, engineering, architectural, financing, permit costs and reasonable developer fees

5. METHODS OF FINANCING & PROJECT COMPLETION ASSURANCES

Applications for TIF assistance require the applicant to indicate the type of financing method they are requesting from the City from the list of options below. The list is ordered sequentially based on the City's preferred methods of providing TIF assistance. Applicants seeking more advantageous financing terms (e.g. cash grants) should be aware that the City reserves the right to both specify which form of financing the City will offer based on the merits of the project AND to lower the amount of TIF assistance from the maximum amount allowed under this policy manual (i.e. as the City incurs more risk the City reserves the right to reduce the amount of assistance below the amount requested).

Applicants are advised that the City will require certain financial and project completion guarantees. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, mortgage or other loan security instrument. In addition, the City reserves the right to require an applicant to provide copies of paid invoices demonstrating actual costs incurred and to adjust accordingly any assistance provided by the City in proportion to the ratio of estimated to actual project costs. **All terms and obligations of the City and the applicant shall be finalized through the execution of a development agreement.**

5.1. FINANCING OPTIONS FOR NEW DEVELOPMENT PROJECTS (PRIVATE SECTOR ONLY)

The City may consider the use of a combination of financing methods (e.g. pay-go and cash grant at occupancy). For Applicants requesting a combination of financing (e.g. pay-go and cash grant at occupancy) the maximum amount of assistance shall not exceed 20% of the overall eligible project costs.

- A. ***Pay-As-You-Go (Developer Financed)***. Under a pay-as-you-go incentive the applicant finances the upfront costs related to the construction project and the City agrees to make an annual payment back to the applicant starting with the first year the City receives taxes from the improved property (i.e. two years after project completion). The terms of the annual payment are subject to the development agreement negotiated and signed by both parties. The terms are typically represented as a percentage of the annual tax increment collected over a set period of years (e.g. 90% of the actual tax increment collect over 10 years or until total requested financing amount has been reached). The maximum annual amount of tax increment payments shall not exceed 65% of the actual or estimated annual amount of tax increment collected from the project.
- B. ***Cash Grant at Occupancy***. The City may provide financing in the form of a cash grant at occupancy if funds are currently available at the time of the request. Under this form of financing the City provides a cash grant at the time (e.g. within 60 days) the proposed applicant completes the project (i.e. receives an occupancy permit from the City). The City reserves the right to withhold a percentage of the TIF assistance until all landscaping has been installed on the property in accordance with approved site plans. The maximum amount of assistance is capped at 15% of the estimated eligible project costs.
- C. ***Cash Grant at Project Start***. The City may provide financing in the form of a cash grant at the start of a project if funds are currently available at the time of the request. Under this form of financing the City provides a cash grant at the time the project starts (e.g. after approval of the development agreement and within 60 days of receiving all necessary site and building permits for the project). The City reserves the right to stagger payments to the applicant from the time of obtaining building permits to the time of receiving a building occupancy permit based on meeting predetermined construction milestones. The City reserves the right to withhold a percentage of the TIF assistance until all landscaping has been installed on the property in accordance with approved site plans. The maximum amount of assistance is capped at 5% of the estimated eligible project costs.

5.2. FINANCING OPTION FOR FAÇADE IMPROVEMENT PROJECTS (PRIVATE SECTOR AND TAX-EXEMPT ENTITIES)

- A. **Loan.** The City may provide financing in the form of a loan at project start (e.g. after approval of the development agreement and within 60 days of receiving all necessary site and building permits for the project). These loans shall be low interest with up to a 10-year amortization schedule as negotiated as part of the development agreement. The maximum amount of assistance is capped at 50% of the estimated eligible project costs up to a maximum of \$25,000.00. The City Council may consider potential principal forgiveness in the final month(s) if in compliance with payments and still in business and/or own said property. The use of future tax increments generated from the project to pay back the loan from the City is not applicable.
- B. **Cash Grant.** The City may provide financing in the form of a cash grant if funds are currently available at the time of the request. Under this form of financing the City provides a cash grant at the time the proposed applicant completes the project (i.e. receives final inspection and issuance of an occupancy permit from the City). The cash grant may be provided in an amount up to 50% of the total project cost, at a maximum of \$20,000 per property for eligible exterior improvement. The owner/tenant must document the source(s) of all matching funds, which must be derived from private, non-City sources. To qualify, the applicant cannot start the project construction until receiving all necessary approvals and permits. This program does not require the application requirements as specified below in Section 6, 7, or 8. Instead, see the 2026 Façade Improvement Grant Program Application for all requirements. Non-taxable entities are ineligible for funding under this program.

6. EVALUATION CRITERIA – DEVELOPMENT INCENTIVE QUALIFICATIONS

The following criteria are to be used by the City to evaluate TIF applications and are considered non-discretionary.

- Application Criteria: A completed application, application fee, professional services retainer, and signed pre-application form have been filed with the City Clerk or Administrator.
- Location Criteria: The proposed project must be within the boundaries of a City TIF district at the time of approval of a development agreement.
- Ownership Criteria: The applicant must be the owner of the property or have a written agreed option to purchase the property from the current owner at the time of approval of a development agreement. Non-residential building tenants are also eligible for funding with the property owners written permission and inclusion in the development agreement.
- But For Criteria: The applicant for each request for TIF assistance must demonstrate that “but for” the use of TIF assistance, the project is not feasible on the proposed site, or would occur to a lesser extent, and that the public benefits described in Section 3 General Objectives would not be achieved. This program is intended to support projects that would not be able to proceed without the funding assistance. Except in rare cases where the work must be expedited, funding will only be approved for work that has not begun.
- Maximum Assistance Criteria: The total amount of TIF assistance in support of a project is based on the form of incentives requested as described in Section 5 and the overall value of the project to the community.

CITY OF TOMAH TAX INCREMENT FINANCING – DEVELOPMENT INCENTIVES PROGRAM POLICY MANUAL

- Payback Period Criteria: Requests for TIF assistance will be required to demonstrate that the tax increment expected to be generated by the project will be sufficient to pay back any TIF assistance for New Development Projects provided by the City (including applicable interest expenses) in support of the project prior to termination of the applicable TID, according to the following terms.
 - For Pay-As-You-Go (Developer Financed) Agreements. Payments to the Developer shall commence with the first year in which the City receives tax increment from the completed project and continue no longer than the year before the year in which the applicable TIF district is scheduled to terminate, or until the maximum amount of assistance is reached, whichever comes first.
 - For Cash Grant at Occupancy Agreements. Within 15 years starting with the year in which the development incentive payment is made and no longer than the year before the year in which the applicable TIF district is scheduled to terminate.
 - For Cash Grant at Project Start Agreements. Within 7 years starting with the year in which the development incentive payment is made and no longer than the year before the year in which the applicable TIF district is scheduled to terminate.
- Form and Amount of Incentives: The applicant has indicated their preferred method of financing in their application and has acknowledged through signing the TIF application that the final form and amount of financing the City offers may differ from that requested. The form and amount of financing shall be finalized through the execution of a development agreement.
- Financial/Project Assurances Criteria: The applicant must agree to provide financial and project completion guarantees to the City. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, mortgage or other loan security instrument. All terms and obligations of the City and the applicant shall be finalized through the execution of a development agreement.
- Financial Capability Criteria: Each TIF application must include evidence that the applicant possesses the financial ability to complete and operate the project and will be liable for, or contribute equity of at least 15% of the total project costs.
- Technical & Operational Capability Criteria: Each TIF application must include evidence that the applicant possesses the technical ability to complete the project or has obtained construction cost estimates from professional businesses capable of performing the work. Applicants must demonstrate that they have the ability to operate the proposed use. The City may require applicants to submit copies of contracts with design professionals and construction contractor prior to receiving financial assistance from the City. All improvements must be done by licensed contractors.
- Adherence to Local Land Use Plans Criteria: The project is consistent with the City of Tomah Comprehensive Land Use Plan, Downtown Master Plan, City Building or Zoning Ordinances, or any other applicable plans developed by the City that includes the subject property.
- Adherence to TIF Project Plan Criteria: All requests for TIF assistance must clearly comply with the requirements of the Wisconsin TIF Statutes and the City's adopted TID Project Plan applicable to the subject property.
- Applicant in Good Standing Criteria: The applicant does not have a history of delinquent property tax payments or own any property within the City with known building code violations.

7. EVALUATION CRITERIA, DISCRETIONARY QUALIFICATIONS

The following additional criteria may be used by the City to evaluate TIF applications. These criteria are considered discretionary, projects that can demonstrate the ability to meet these additional criteria will be viewed more favorably by the City Council.

- The applicant/business has a history of community involvement.
- The proposed project is generally supported by surrounding property owners.
- The project will result in average employee wages at or above the median per capita income for the City (e.g. \$21,835, approx. \$11/hr) as reflected in the most recent American Community Survey.
- The project will result in average employee wages at or above the median per household income for the City (e.g. \$40,750, approx. \$20/hr) as reflected in the most recent American Community Survey.
- The project includes “sustainable” (or “green”) practices in building construction and operation.
- The project will result in the removal of hazardous materials or substances.
- The project restores historic features in the exterior facade and/or promotes high-quality building design consistent with vision outlined in the City of Tomah Comprehensive Land Use Plan, Downtown Master Plan, City Zoning Ordinances, or generally accepted best practices for high quality, aesthetically pleasing designs.
- The project includes additional site enhancements beyond what is typically required by local ordinances such as: recreational trails, rain gardens, decorative lighting, outdoor seating, outdoor art, etc.
- The project will not involve the relocation of a business from an existing location in the region (i.e. a neighboring community) to the TID (“job piracy”), where no significant new job creation is expected.
- The project will result in the development of other businesses that directly support or supplement the proposed development (i.e. “catalyst projects”). Or the project will result in a new business which supports or enhances an existing business already in the TID or City.
- The project will result in the creation of new jobs that draw a majority of their workforce from the local population (defined as the 54600 zip code).
- The project will result in a business(s) that provide both healthcare and retirement benefits to employees.
- The project does not include speculative office and retail development (i.e. an anchor tenant is secured).
- The project involves retail development that is targeted to encourage an inflow of customers from outside the City.
- The project does not involve a franchise.
- The project involves a new business or service currently unavailable, or in short supply, in the City.
- The project involves diversifying the existing housing stock within the City.
- The project involves housing for low to moderate income residents.

8. APPLICATION PROCEDURE

Applications submitted for TIF assistance shall be reviewed through the following process:

- Initial Consultation. Applicants are encouraged to meet with the City Administrator, or designee, to discuss proposed TIF assistance requests prior to submitting an application.
- Application. Application materials, including the required fee and retainer, shall be submitted to the City Clerk or Administrator who will notify the City Council, City Staff, City Attorney or any other professional who provides services to the City whom are directed by the City Administrator or Mayor to review the application.
- Application Fees and Professional Services Retainer. A processing application fee, professional services retainer and signed pre-application agreement form must be submitted with the application. The application fee is \$200, and the retainer is equal to two percent (2%) of the TIF request with a minimum of \$300 and maximum of \$5,000. The pre-application form agreement stipulates the applicant will be responsible for any fees incurred for professional services related to the review of the application or development agreement at the request of the City Administrator or Mayor. Any unused funds will be returned to the applicant upon final determination of the application by the City Council, in case of a denial, or upon execution of the development agreement. The City will provide the applicant with copies of invoices for the professional fees incurred along with a check for the unused portions of the retainer. Any short fall in funds shall be paid within 30 days of receipt of the invoice by the applicant. An applicant may appeal the charges to the City Council by filing a written request with the City Administrator within 30 days of the date of the invoice. Any amount which is the subject of an appeal shall be due 30 days from the date of the City Council's decision.
- Preliminary Determination of Completeness. The City Administrator or designee, will review the application for completeness and applicability. If the application is incomplete or if additional information is needed the applicant will be notified that the application is not complete, and the reasons will be stated referring to the specific additional information required. The applicant may then resubmit the application with additional information/modifications or may withdraw the application. Applicants who withdraw their application prior to staff review will be refunded their application fee and any unused portion of the professional services retainer.
- Staff Review. The City Administrator or designee, will review the application for eligibility and complete a pro forma analysis of the project. In order to better understand the needs of the project, the applicant or staff may request a meeting. Review time will be approximately 30 days from the date the completed application is submitted to the City; however, more or less time may be required for particular applications. Upon completion of staff review, the application and a supplemental staff report will be submitted to the City's Long-Range Planning Committee. A copy of the staff report may be requested by the applicant.
- Long-Range Planning Committee (LRPC) Referral. Within 30 days of receiving the staff report, the TIF application will be reviewed by the City's Long Range Planning Committee. The applicant is encouraged to attend to answer questions and hear testimony from City staff. The LRPC will review the TIF application to verify the proposed project is consistent with adopted plans and ordinances (including the Design Standards, if applicable), and the project meets the minimum development incentive qualifications (see Section 6 in this Manual). The LRPC will recommend the application to the Committee of Whole, or not recommend it noting specific criteria not met by the applicant. The

applicant may resubmit to the City Administrator, or designee, with missing criteria identified by the LRPC, and administratively referred to the Committee of the Whole, or referred back to the LRPC for verification and referral.

- Committee of the Whole Recommendation. The application will be reviewed by the Committee of the Whole at its next scheduled meeting following recommendation by the LRPC. The applicant will be notified of the date of the meeting(s)¹ in which the application is reviewed. In reviewing the application, the Committee of the Whole may ask questions of the applicant or hear testimony from City staff. The Committee of the Whole will make a recommendation to the City Council to approve, approve with conditions, deny the application, or table the application pending further discussion or information by the applicant.
- City Council Preliminary Approval. The application will be reviewed by the City Council at its next scheduled meeting following action by the Committee of the Whole. The applicant will be notified of the date of City Council meeting(s)¹ in which the application is reviewed. The City Council at their discretion may refer the matter to another City committee for recommendation or may hold a public hearing. The City Council may approve, approve with conditions, deny the application, or table the application pending further discussion or information by the applicant. *Note, at this stage in the process the City Council may make a determination as to whether to provide TIF assistance, a maximum amount of assistance, the form of incentives, and required assurances. These decision points will provide parameters for City Staff and the applicant to negotiate a draft Development Agreement for future consideration by the City Council.*
- Draft Development Agreement. Upon preliminary approval of the TIF Application by the City Council, City Staff shall create a draft Development Agreement based on the direction provided by City Council. The draft Development Agreement will be reviewed with the applicant. The Development Agreement will describe the obligations of both the City and the applicant, and the terms and conditions of TIF assistance.
- City Council Final Approval. The Development Agreement will be reviewed by the City Council. The applicant will be notified of the date of City Council meeting(s)¹ in which the Development Agreement is reviewed. The City Council may approve, approve with conditions, deny the Development Agreement, or table action pending further discussion or information by the applicant.
- Expiration. Approved TIF applications shall become void if after six months (6) from the date of approval the applicant and City have not executed the Development Agreement, unless both parties agree to an extension.

¹ The Committee of the Whole and/or City Council may meet in closed session, pursuant to Wisconsin statutes, to deliberate or negotiate 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, specifically to discuss the TIF application or Development Agreement.

Proposed Changes: Downtown Façade Grant Program

Following many years of underutilization of the existing Façade Loan Program, the City of Tomah created a Façade Grant Program in 2024. Since that time, X projects have been awarded funding through the program resulting in \$X of private investment downtown. In 2026, TID #8 does not have the financial capacity to provide multiple grant awards under the existing framework of the program. City staff have developed an alternative approach for City Council consideration. The approach includes:

- Award of one Façade Improvement Grant in 2026.
- Increase the maximum award amount from \$10,000 to \$20,000.
- Reduce the percentage of City match from 75% to 50% of total project costs.
- Establish a transparent evaluation process for determining the award.

City staff believe that the modified program will maximize the limited resources available to create a competitive process that (hopefully) will produce a larger-scale and more impactful project along Superior Avenue to continue the community’s revitalization efforts.

Program Summary Overview

	<i>Existing Façade Grant Program</i>	<i>Proposed Façade Grant Program</i>
Eligibility	<ul style="list-style-type: none"> • Located in TID #8 • Commercial, Industrial, Multi-Family Residential, and Mixed-Use Buildings • Taxable Entities 	<ul style="list-style-type: none"> • Located in TID #8 • Commercial, Industrial, Multi-Family Residential, and Mixed-Use Buildings • Taxable Entities
Amount	Reimbursement grant at max. 75% of total project costs up to \$10,000/property	Reimbursement grant at max. 50% of total project costs up to \$20,000/property
Project Costs	Exterior improvements that comply with the Downtown Design Standards	Exterior improvements that comply with the Downtown Design Standards
Approval Body	City Council	City Council
Program Timing	2024-2025	2026
Number of Awards	X	1
Application Cycle	Anytime	May 1 – June 1

Due to only one award being provided this year, staff have developed evaluation criteria to ensure a transparent application review process. This includes applications receiving a higher evaluation score if they provide the following:

- Demonstration that the project is consistent with the requirements of the grant program and the Downtown Design Standards Handbook.
- The project includes structural improvements to the building (ex. physical restoration or repair, tuckpointing, windows, doors, etc.) vs. all aesthetic improvements (ex. signage, awnings, painting, etc.).
- The project includes a larger investment (ex. greater than \$40,000) than the minimum needed to qualify for the maximum City match.

- The project will contribute to an increased assessed value of the property.
- The project will impact a substantial amount of building frontage that can be viewed from Superior Avenue.

The existing Façade Grant Program summary document has been modified to reflect those changes as noted above.

Draft New TID #8 Façade Improvement Grant Program

Draft Revised TIF Manual