



AGENDA FOR COMMITTEE OF THE WHOLE

A Committee of the Whole meeting will be held on **Monday, May 19, 2025 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=dEdLR2hXK0ZYMk1qNU5vNFlwMzdSZz09>

Meeting ID: 768 946 6740 Password: Tomah2020

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

CALL TO ORDER – ROLL CALL

1. Pledge of Allegiance
2. Roll Call

APPROVAL OF THE MINUTES:

3. Approval of Minutes from April 14, 2025

Acceptance of Reports: City Clerk, Treasurer, Public Works and Utilities Police, Parks and Recreation, Chamber/CVB

4. City Clerk Monthly Report
5. Treasurer Monthly Report
6. Public Works & Utilities
7. Tomah Police Department Monthly Report - April 2025
8. Tomah Parks and Recreation Program Report
9. Tomah Chamber and Visitors Center Monthly Report

GENERAL:

10. A temporary amendment to The Bank Bar's "Class B" Liquor and Class "B" Beer Licenses
11. Special Beer and Wine License Application by Tomah Youth Hockey Club for Tomah Youth Hockey "Ice Maker" Concert Fundraiser on June 14, 2025
12. Special Event Outdoor Cabaret License for JAC's Steakhouse at 309 Superior Avenue for its 13 summer music events throughout May, June, July, August, and September of 2025
13. Approval: Facade Improvement Grant Program 2-2024 Reimbursement
14. Approval: Employee Handbook Revisions
15. Approval: Monthly Bills

ADJOURN

16. Adjourn to closed session Pursuant to Wis Stat 19.85(1):

Committee of the Whole – May 19, 2025

Considering employment, promotion, compensation or performance evaluation data of any public employee to discuss staffing and compensation for: City Administrator, Director of Public Works and Utilities, City Clerk, Assistant Chief of Police, Police Lieutenant, and Human Resources Generalist.

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for: purchase of land and renewal of five lease agreements.

Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for: employment and performance evaluation of public employee.

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.

17. Readjourn to Open Session
- [18.](#) Approval: Reinstatement of the City Administrator Position
19. Adjourn Meeting

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 Becki Weyer, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.

MINUTES FOR COMMITTEE OF THE WHOLE APRIL 14, 2025

CALL TO ORDER – ROLL CALL

The meeting was called to order by Council Vice-President John Glynn at 6:30 p.m. Present: Paul Dwyer, Travis Scholze, Richard Yarrington, Shawn Zabinski, John Glynn, Mitchell Koel, Patrick Devine, Nellie Pater, and Dean Peterson. Absent: none. Also present: Kirk Arity, Becki Weyer, Scott Holum (remote), Joe Protz, and Tina Thompson (remote). All motions are unanimously approved unless otherwise noted. The meeting was available via Zoom and recorded by Hagen Sports Network.

Approval of Minutes from March 17, 2025

Motion by Dwyer, second by Peterson, to approve the minutes from March 17, 2025. Motion carried.

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

Motion by Peterson, second by Dwyer, to accept the following reports:

1. City Clerk Monthly Report
2. APRIL 2025 TREASURER'S REPORT
3. Public Works & Utilities Report
4. Police Department Monthly Report - March 2025
5. Tomah Parks and Recreation Program Report
6. Greater Tomah Area Chamber of Commerce and Convention and Visitors Bureau Report

Aldersperson Scholze asked additional questions of each department head, which were answered. Motion carried.

Temporary Class “B” license application by Tomah Lion’s Club, Inc to sell fermented malt beverages and wine at the Tom Wopat concert at Recreation Park on May 3, 2025

Motion by Scholze, second by Pater, to recommend the Council approve the temporary alcohol license application for the Tomah Lions Club at an event the at Recreation Park on May 3, 2025. The motion was amended by Scholze and Pater after it was mentioned that Tom Wopat will not be available for that event, but an event will still take place at that date and time. Motion carried.

Special Beer and Wine License Application by Queen of the Apostles for Queen of the Apostles Technology Dinner Fundraiser on May 2, 2025

Motion by Koel, second by Zabinski, to recommend the Council approve the special beer and wine license application for Queen of the Apostles for the Technology Dinner fundraiser on May 2, 2025. Motion carried.

Solitude Contract Approval - Lake Committee Recommendation

Motion by Peterson, second by Scholze, to recommend the Council approve the agreement between the City of Tomah and Solitude Lake Management. Arity handed out an updated contract that included changes that were recommended by the City Attorney. This contract will assist with the weed control problem at Lake Tomah and was recommended by the Lake Committee. Motion carried.

Approval of GHD Contract

Motion by Yarrington, second by Scholze, to approve the contract between the City of Tomah and GHD for environmental engineering related to the city’s superfund sites. Motion carried.

Approval of Resolution for Payment of Monthly Bills

Motion by Koel, second by Zabinski, to recommend the Council approve the resolution authorizing payment of monthly bills in the amount of \$1,439,563.27. Motion carried.

Resolution for Approval to Apply for Recreational Trail Grant

Motion by Scholze, second by Pater, to recommend the Council approve the resolution authorizing city staff to apply for a grant from the State Wisconsin Department of Natural Resources. There was some discussion on the route of the proposed trail extension. The route was selected specifically with wetland mitigation in place but is only an estimate as this resolution is to allow the city to apply. Town and Country will be assisting in writing the grant proposal. Motion carried.

ADJOURN

Motion by Peterson, second by Pater, to adjourn. Motion carried. The meeting adjourned at 7:01 p.m.

Respectfully submitted,

Rebecca Weyer, City Clerk

CITY CLERK – MONTHLY REPORT

May Committee of the Whole 2025

ELECTIONS

- The final 2025 Spring Election results have been submitted for acceptance to the Common Council for 05/20/2025. The final total voter count was 2,492 voters. In comparison, there were a total of 1,929 voters in 2023.
- This was the last election for 2025 with the next being the Spring Primary in 2026. Thank you to all city departments, volunteers, and poll workers for their dedication to running another safe, fair, and accurate election for our voters.

CLERK'S OFFICE UPDATES

- The Board of Review has been scheduled with the Assessor for Wednesday, June 11, 2025, at 10 a.m.
 - Open Book took place on Wednesday, May 14, 2025, from 12 to 4:00 p.m. at City Hall.
 - Training for Board of Review members has been scheduled for 10 a.m. on Wednesday, May 28, 2025; Board of Review members should plan to attend a two-hour training course.
- Andres Grant applications were submitted last week. In total, the city departments collectively submitted 11 grant applications.
- We have renewed several Farmer's Market permits already this spring and we are anticipating more renewals throughout the summer.
- The current alcohol and tobacco licenses will expire on June 30, 2025. We have had 15 businesses return their application packets so far; Council can expect to see those renewals on the June agenda.

HUMAN RESOURCES

- The ETF Employee Self-Service Portal, which had been set to launch in Summer 2025, has been postponed for a later date, yet to be determined.
- Annual HR training for all employees will soon be available through the League of Wisconsin Municipalities' online learning platform, Lexipol. The system's Project Coordinator is currently working on creating login information for city employees.
- The new hire orientation for the Code Enforcement Officer/EDZD Assistant took place this week.
- The recruitment process began for the Part Time Deputy Clerk and Payroll Clerk. Both positions have been posted on Indeed and we have begun screening candidates.
- Collaborating with the treasurer's office to process recent retirements, terminations, and benefits administration.

Submitted by: Nicole Jacobs
Interim City Clerk
May 14, 2025



Treasurer's Report

May 2025

Budget

We will have an upcoming meeting with department admin staff on 5/28/2025 to go through training and getting everyone informed on the changes/uses of the accounting software.

Economic Development

Nothing at the time.

Financial Planning

The audit was able to produce our Form C due the state to show our overall summary of our spending and receiving of monies. There is a special council meeting on the 28th of May to get approval to be able to start the bond proceedings.

Justin Derhammer

March 19, 2025

Director of Public Works and Utilities Report

May 2025

1) Street Department

Operations are normal. The street department has been helping Parks with a playground area at Fireman's Park and is preparing for summer street repairs and construction.

2) Sewer Department

Operations are normal. Some maintenance is being done at some of the large tanks at the plant.

3) Water Department

Directional flushing is almost complete for this year. Directional flushing is different than typical flushing by strategically opening certain hydrants and closing certain valves to increase cleaning of the system piping.

4) Lake Committee

The Lake Committee's next meeting is 5/15/25 @ 5:00pm. The DNR has completed a fish survey of Lake Tomah, and we would anticipate those results to be discussed. *(Same report as previous)*

Respectfully Submitted

Brian Berquist and Nik Dorava
Town & Country Engineering, Inc.
Interim Director of Public Works and Utilities

TOMAH POLICE DEPARTMENT



APRIL 2025 REPORT

Tomah Police Department

APRIL 2025



CALLS FOR SERVICE: 1,161



TRAFFIC STOPS: 189



OWI ARRESTS: 4



ARRESTS/CITATIONS: 167



ACCIDENTS: 16



Tomah Police Department

www.tomahwi.gov/police

608-374-7400

Chief Eric Pedersen

EMPLOYEE LISTING BY DATE OF HIRE**April 30, 2025**

Admin. Asst. Rhonda Culpitt	12/12/1994
Officer Melanie Marshall	05/28/2000
Lieutenant Paul Sloan	05/13/2001
Investigator Brittney Westpfahl	01/16/2005
Chief Eric Pedersen	07/09/2005
Officer Steven Keller	08/14/2005
Lieutenant Jarrod Furlano	01/13/2008
Sergeant Adam Perkins	09/04/2011
Sergeant Brandon Kuhn	10/12/2015
Sergeant Wilbert Steinborn	08/19/2018
Sergeant Cody Paulson	09/24/2018
Police Clerk Ashley Bankhead	03/11/2019
Police Clerk DeAnn Batten	06/17/2019
Sergeant Alexander Brueggeman	12/08/2019
Investigator Lindsey Stoughtenger	01/24/2021
Officer Jayden Olson	07/11/2021
Evidence Tech Mark Nicholson	08/08/2021
Officer Justice Blackhawk	10/10/2021
Officer Audra Gomez	06/01/2022
Officer John Reigel	06/12/2022
Officer Ethan Pedersen	01/01/2023
Officer Brandon Bellacero	01/01/2024
Officer Bradley Hoffman	06/03/2024
Officer Kaden Kaufman	01/06/2025

Other Parks

- Maintenance on equipment and buildings
- Outdoor Park Bathrooms opened on May 1st.
- Working with School and Community Groups for Spring Park Clean up.
- Spring Planting Day and Brat sale with Our Town Tomah Beautification Group set for Wednesday May 21st 9am.
- May 9-10th Model Yacht Regatta Fo WIMMYC was held at Winnebago Park Point Pavillion and Lagoon
- Mowing and cleaning parks for End of year school groups and also shelter rentals.

RECREATION PROGRAMS

- Recreation Station Pre-School Open gym and Create N' play continues at Recreation Station.
- May 5th Sign up for T-Ball, Tennis, STEM Camp, Art Camp and other summer activities. Programs to begin June 9th.
- Recreation Station had 6 Rentals for April and currently 9 rentals for May.

AQUATIC CENTER

- Spring Cleaning and Startup to begin
- Staff Recruitment & Staff Training June 8-11th.
- Tentative Opening date June 12th with Swim lessons to begin on June 16th,

RECREATION PARK

- April 5 Farm Toy Show, April 11-13 Gun Show, April 26 Oakdale Electric Annual Meeting,
- May 3 Wedding at Recreation Building. May 16-18 Regional High School Rodeo,
- June 6-8 CMA Motorcycle Rally, June 14-15 Cat Show, June 14 Tomah Youth Hockey Fundraiser, June 15 Sheep Show, June 26-28 Tractor Pull,
- July 5 Quinceanera, July 8-13 Warrior and Warlords, July 19 Wedding, July 13-July 27 Fair.
- General upkeep and maintenance on buildings
- Working with Monroe County Ag. Society for plans for 50th Anniversary Truck and Tractor Pull.
- Western Wisconsin Blue Devils activities at the Ice Center

Joe Protz

Joe Protz
Director Tomah Parks and Recreation



Greater Tomah Area Chamber of Commerce and Convention and Visitors Bureau

May 2025 Report

- I. **Downtown Thursday Nights:** All bands for the 2025 season are booked and press releases have been sent out. July 3rd is Nathan Dean and the Damn Band, July 10th is Brad Lee Schroeder, July 17th is Mallrats, July 31st is Rumbleseat (a John Mellencamp tribute band), August 7th is Hillbilly Rockstarz, and August 14th is Cherry Pie. July 3rd will serve as our Military Appreciation Night and we will have representatives from Fort McCoy and Volk Field on hand to say a few words as well as someone to lead the National Anthem.
- II. **Visittomah.com:** The new visittomah.com site is live. We have had excellent engagement with it so far and have kicked it off by running a sweepstakes off of that site to drive users to it.
- III. **Shop/Dine/Stay** in Tomah brochure. We are taking over the Shop Tomah brochure and will feature all of the (brick and mortar) locations to shop, dine, and stay in Tomah. This product is in addition to our area guide and map.
- IV. **Business Retention and Expansion:** We hosted this in collaboration with 7 Rivers Alliance. About 25 people attended to discuss their business concerns, challenges, thoughts on the current economic climate, and future business outlook.
- V. **Monroe County Economic Development and Tourism Conference:** We had decent attendance with the conference. I ended up emceeing the event and it was a great opportunity to network with other businesses and agencies from around the state in relationship to economic development and the spending impact that tourism has on our region.
- VI. **Upcoming Events:** This is a reminder that anyone can add their event to our community calendar at no charge: <https://members.tomahwisconsin.com/events/calendar/>
 - a. Fran Pollard Visitation, Friday, May 16th, 11:00-1:00 Torkelson Funeral Home
 - b. Downtown Business Owner Forum, City Hall, Tuesday, May 27th, 5:30 (During the Long Range Planning Commission Meeting)
 - c. AJ Faulkers Counselling and Consulting Services Ribbon Cutting, Tuesday, June 3, Noon-2:00, Location TBD
 - d. Lunch and Learn Banking Fraud, Thursday, June 5th, Noon, Sponsored by CCF Bank
 - e. Heartline Counselling Ribbon Cutting, Tuesday, June 10th, 4:00 PM, 1016 Superior Ave
 - f. Tomah Tractor Pull, June 26-28

Respectfully submitted,

Tina M. Thompson

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

A temporary amendment to The Bank Bar's "Class B" Liquor and Class "B" Beer Licenses

Summary and Background Information:

(Appropriate Documentation Attached)

The Bank Bar, located at 1015 Superior Ave, has requested a temporary amendment to its "Class B" Liquor and Class "B" Beer Licenses to include the vacant property next door, located at 1013 Superior Ave. The license amendment would only apply to Saturday, June 7, 2025, for a benefit from 2 to 6 p.m.

Fiscal Note:

None

Recommendation:

It is requested that the Committee of the Whole review the request from Troy Gilson and make a recommendation to the Common Council to temporarily amend the Bank Bar's "Class B" Liquor and Class "B" Beer licenses to include the outdoor area at 1013 Superior Ave on Saturday, June 7, 2025 from 2 to 6 p.m.

Respectfully submitted by:

Nicole E. Jacobs

Committee: Committee of the Whole & Common Council

Meeting Date: May 19 & 20, 2025



819 Superior Ave
Tomah, WI 54660
608.374.7420

Item 10.

19+20
need by Tues

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: 6-7-25
Full name: Troy Gilson
Organization (if applicable): The Bank Bar
Address: 1015 Superior Ave
Phone #: 608-372-2277
Email address: TGilson13@gmail.com

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

Reason for this Request: outdoor benefit. liquor license
temporary amendment to include vacant
property at 1013 Superior Ave.

Alley

Back Bar

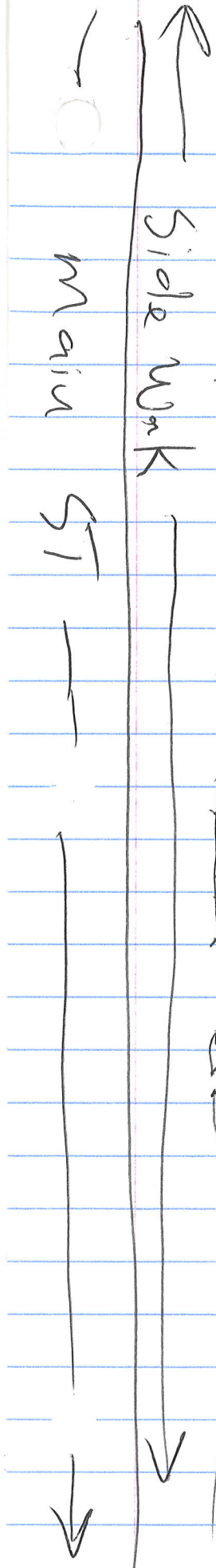


Peking empty Lot

Snow fence

Side Walk

Main St



To whom it may concern

I am offering the empty lot 1013 superior Ave for the BANK BAR to have a benefit on June 7th 2025. If there any questions please call me at . Thank you!

Jo

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Special Beer and Wine License Application by Tomah Youth Hockey Club for Tomah Youth Hockey “Ice Maker” Concert Fundraiser on June 14, 2025.

Summary and Background Information:

(Appropriate Documentation Attached)

Tomah Youth Hockey Club has applied for a Temporary Class “B” Fermented Malt Beverage License and a Temporary “Class B” Wine License to sell fermented malt beverages and wine at its fundraiser being held at Recreation Park, 1625 Butts Ave, in Tomah on June 14, 2025.

Fiscal Note:

The revenue generated to the City of Tomah by issuance of this license is \$15.

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 License for Tomah Youth Hockey Club for their event on June 14, 2025.

Respectfully submitted by:

Nicole E. Jacobs

Committee: Committee of the Whole & Common Council

Meeting Date: May 19 & 20, 2025

Form
AB-220

Temporary Alcohol Beverage License

Municipality

City of Tomah

License(s) Requested	Fees	
<input checked="" type="checkbox"/> Temporary "Class B" Wine	License Fees	\$ 15.00
<input checked="" type="checkbox"/> Temporary Class "B" Beer	Background Check	\$ —
	Total Fees	\$ 15.00

Part A: Organization Information

1. Organization Name Tomah Youth Hockey Club				
2. Organization Permanent Address 1625 BUTTS AVE				
3. City Tomah			4. State WI	5. Zip Code 54660
6. Mailing Address (if different from permanent address) P.O. Box 126 Tomah, WI 54660				
7. FEIN 34-1411446	8. Date of Organization/Incorporation MAY 17, 1982		9. State of Organization/Incorporation WISCONSIN	
10. Phone 608-343-9608	11. Email tomahhockeypres@gmail.com			
12. Organization type (check one)				
<input checked="" type="checkbox"/> Bona Fide Club <input type="checkbox"/> Church <input type="checkbox"/> Fair Association/Agricultural Society <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Lodge/Society <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.				
13. Is this organization required to hold a Wisconsin Seller's permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
14. Wisconsin Seller's Permit Number (if applicable)				

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
GREENO	JAY	PRESIDENT	608-343-9608
SMYER JR.	TOMMY	VICE PRESIDENT	608-406-9379
KING	MATT	TREASURER	608-387-1632
ROUSH	JESSE	SECRETARY	608-377-3710
KING	LISA	CONGRESSMAN'S DELEGATOR	414-356-8099

Continued →

Part C: Event Information

1. Name of Event (if applicable)

TOMAH YOUTH HOCKEY "ICE MAKER" CONCERT FUNDRAISER

2. Dates of Operation

JUNE 14, 2025

3. Hours of Operation

4 pm - 12 am

4. Premises Address

TOMAH ICE CENTER 1625 BUTT'S AVE

5. City

TOMAH

6. State

WZ

7. Zip Code

54600

8. County

MONROE

9. Governing Municipality



City



Town



Village

of: TOMAH

10. Aldermanic District

11. Organizer of Event (if not the named applicant)

TOMAH YOUTH HOCKEY (LISA KING)

12. Email and/or Phone Number for Organizer of Event

608-343-9608

13. Organizer Website

www.tomahhockey.com

14. Event Website

N/A

15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

RECREATION PARK - 1625 BUTT'S AVE. TOMAH
TOMAH ICE CENTER

Part D: Attestation

Who must sign this application?

- one officer or director of the nonprofit organization

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name

GREENO

First Name

JAY

M.I.

Title

PRESIDENT

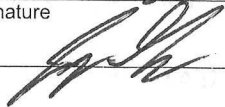
Email

tomahhockeypres@gmail.com

Phone

608-343-9608

Signature



Date

5-7-2025

Part E: For Clerk Use Only

Date Application Was Filed With Clerk

5/7/2025

License Number

Date License Granted

Date License Issued

Signature of Clerk/Deputy Clerk

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Special Event Outdoor Cabaret License for JAC's Steakhouse at 309 Superior Avenue for its 13 summer music events throughout May, June, July, August, and September of 2025.

Summary and Background Information:

(Appropriate Documentation Attached)

JAC's Steakhouse is applying for 13 Special Event Outdoor Cabaret Licenses at 309 Superior Avenue for a series of musical events to be held on May 31; June 7, 14, 21; July 4,5; August 1, 2, 9, 16, 23; September 13 and 20, 2025. Various live entertainment acts will be hired to perform during these events. JAC's currently holds an Outdoor Facilities License and an Outdoor Cabaret License, which allows them to host musical events. However, as per Chapter 6, Article I., Sec. 6-3 (4) of the municipal code, no licensee of an outdoor cabaret shall be permitted to provide music, dancing or singing from 9:00 p.m. to 10:00 a.m., except the common council shall establish the time restriction for a special event outdoor cabaret. Therefore, JAC's has applied for the Special Event Outdoor Cabaret Licenses to allow them to play live music past 9 p.m. for the dates previously mentioned.

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 \$715.

Recommendation:

It is requested that the Committee of the Whole review the application and make a recommendation to the Common Council regarding the Special Event Cabaret Licenses for JAC's Steakhouse for their events held on May 31; June 7, 14, 21; July 4,5; August 1, 2, 9, 16, 23; September 13 and 20, 2025 at 309 Superior Ave in Tomah.

Respectfully submitted by:

Nicole E. Jacobs

Committee: Committee of the Whole & Common Council

Meeting Date: May 19 & 20, 2025



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

SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

NAME OF MANAGER (last, first, middle initial): Popp Chris
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ DL NUMBER: _____
 PHONE: _____ EMAIL: Popp.chris@icloud.com
 BUSINESS NAME (if applicable): JAC's Steakhouse
 ADDRESS OF PREMISES TO BE LICENSED: 309 Superior Ave
 PREMISES OWNER: Chris+Jen Popp PHONE: 372-4136
 ADDRESS OF OWNER: 21269 Flaghill Ave
 DATE/S OF EVENT: 5-31-25 TIME OF EVENT: 6-10 pm
 DESCRIPTION OF EVENT AREA: outdoor venue
 Nature of entertainment: music
 Maximum number of anticipated occupants in licensed outdoor cabaret area: 175

PERSONAL DATA

Each officer must complete all the information and must indicate if they have been convicted of any of the following within the last ten years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none."

OFFICER NAME (last, first, middle initial): Popp Jennifer
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ PHONE: _____ EMAIL: jenniferdowning33@gmail.com
 VIOLATIONS: ☒ ☒



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

- ☒ Certificate of liability insurance policy in amounts of not less than \$1,000,000 aggregate coverage and shall be in force and effect at the time such event is to take place. Said policy should be endorsed naming the City of Tomah as additional insured in connection with said event.
- ☒ List of all property owners within 200 feet of the proposed licensed premises
- ☒ Application fee of \$55 per non-consecutive date (checks or money orders may be made payable to City of Tomah)

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 license. I hereby make application for a license to operate a Special Event Outdoor Cabaret at the above address within the City of Tomah pursuant to provisions of Chapters 6 of the Code of Ordinances for the City of Tomah.



APPLICANT SIGNATURE

4-1-25

DATE


FOR OFFICIAL USE ONLY

Processed by: N Jacobs Receipt Number: _____ Date: _____

Record check done by: Anthony Bannhead Date: 4-16-25

Approved: ☒ Denied: ☐ Chief of Police signature:  Date: 4-17-25

Approved: ☒ Denied: ☐ Fire Chief signature:  Date: 4-24-25

Approved: ☐ Denied: ☒ Building & Zoning signature:  Date: 4-24-25

Approved: ☐ Denied: ☐ City Clerk signature: _____ Date: _____

License number: _____



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

SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

NAME OF MANAGER (last, first, middle initial): Popp Chris
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ DL NUMBER: _____
 PHONE: _____ EMAIL: Popp.chris@icloud.com
 BUSINESS NAME (if applicable): JAC's Steakhouse
 ADDRESS OF PREMISES TO BE LICENSED: 309 Superior Ave
 PREMISES OWNER: Chris+Jen Popp PHONE: 372-4136
 ADDRESS OF OWNER: 21269 Flaghill Ave
 DATE/S OF EVENT: 6-7-29 TIME OF EVENT: 7 - 11 pm
 DESCRIPTION OF EVENT AREA: outdoor venue
 Nature of entertainment: music
 Maximum number of anticipated occupants in licensed outdoor cabaret area: 175

PERSONAL DATA

Each officer must complete all the information and must indicate if they have been convicted of any of the following within the last ten years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none."

OFFICER NAME (last, first, middle initial): Popp Jennifer
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ PHONE: _____ EMAIL: jenniferdowning33@gmail.com
 VIOLATIONS: ☒ ☒



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

- ☒ Certificate of liability insurance policy in amounts of not less than \$1,000,000 aggregate coverage and shall be in force and effect at the time such event is to take place. Said policy should be endorsed naming the City of Tomah as additional insured in connection with said event.
- ☒ List of all property owners within 200 feet of the proposed licensed premises
- ☒ Application fee of \$55 per non-consecutive date (checks or money orders may be made payable to City of Tomah)

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 license. I hereby make application for a license to operate a Special Event Outdoor Cabaret at the above address within the City of Tomah pursuant to provisions of Chapters 6 of the Code of Ordinances for the City of Tomah.



APPLICANT SIGNATURE

4-1-25

DATE

FOR OFFICIAL USE ONLY

Processed by: N. Jacobs Receipt Number: _____ Date: _____

Record check done by: Ashley Bankhead Date: 4.16.25

Approved: ☐ Denied: ☐ Chief of Police signature: _____ Date: _____

Approved: ☒ Denied: ☐ Fire Chief signature:  Date: 4-24-25

Approved: ☒ Denied: ☐ Building & Zoning signature:  Date: 4-24-25

Approved: ☐ Denied: ☐ City Clerk signature: _____ Date: _____

License number: _____





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

SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

NAME OF MANAGER (last, first, middle initial): Popp Chris
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ DL NUMBER: _____
 PHONE: _____ EMAIL: Popp.chris@icloud.com
 BUSINESS NAME (if applicable): JAC's Steakhouse
 ADDRESS OF PREMISES TO BE LICENSED: 309 Superior Ave
 PREMISES OWNER: Chris+Jen Popp PHONE: 372-4136
 ADDRESS OF OWNER: 21269 Flaghill Ave
 DATE/S OF EVENT: 6-14-25 TIME OF EVENT: 7-11 PM
 DESCRIPTION OF EVENT AREA: outdoor venue
 Nature of entertainment: music
 Maximum number of anticipated occupants in licensed outdoor cabaret area: 175

PERSONAL DATA

Each officer must complete all the information and must indicate if they have been convicted of any of the following within the last ten years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none."

OFFICER NAME (last, first, middle initial): Popp Jennifer
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ PHONE: _____ EMAIL: jenniferdowning33@gmail.com
 VIOLATIONS:  



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

- ☒ Certificate of liability insurance policy in amounts of not less than \$1,000,000 aggregate coverage and shall be in force and effect at the time such event is to take place. Said policy should be endorsed naming the City of Tomah as additional insured in connection with said event.
- ☒ List of all property owners within 200 feet of the proposed licensed premises
- ☒ Application fee of \$55 per non-consecutive date (checks or money orders may be made payable to City of Tomah)

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 license. I hereby make application for a license to operate a Special Event Outdoor Cabaret at the above address within the City of Tomah pursuant to provisions of Chapters 6 of the Code of Ordinances for the City of Tomah.



APPLICANT SIGNATURE


4-1-25

DATE

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Record check done by: Ashley Bankhead Date: 4.16.25

Approved: ☒ Denied: ☐ Chief of Police signature:  Date: 4-17-25

Approved: ☒ Denied: ☐ Fire Chief signature:  Date: 4-24-25

Approved: _____ Denied: ☒ Building & Zoning signature:  Date: 4-24-25

Approved: ☐ Denied: ☐ City Clerk signature: _____ Date: _____

License number: _____





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

SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

NAME OF MANAGER (last, first, middle initial): Popp Chris
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ DL NUMBER: _____
 PHONE: _____ EMAIL: popp.chris@icloud.com
 BUSINESS NAME (if applicable): JAC's Steakhouse
 ADDRESS OF PREMISES TO BE LICENSED: 309 Superior Ave
 PREMISES OWNER: Chris+Jen Popp PHONE: 372-4136
 ADDRESS OF OWNER: 21269 Flaghill Ave
 DATE/S OF EVENT: 6-21-25 TIME OF EVENT: 7-11 PM
 DESCRIPTION OF EVENT AREA: outdoor venue
 Nature of entertainment: music
 Maximum number of anticipated occupants in licensed outdoor cabaret area: 175

PERSONAL DATA

Each officer must complete all the information and must indicate if they have been convicted of any of the following within the last ten years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none."

OFFICER NAME (last, first, middle initial): Popp Jennifer
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ PHONE: _____ EMAIL: jenniferdowning33@gmail.com
 VIOLATIONS:  

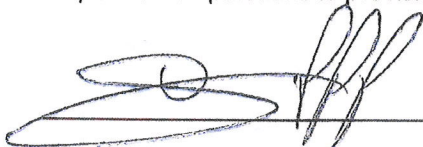


819 SUPERIOR AVE
TOMAH, WI 54660
608-374-7420

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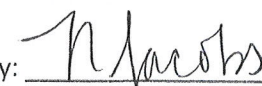


APPLICANT SIGNATURE


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Approved: ☐ Denied: ☐ City Clerk signature: _____ Date: _____

License number: _____





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

SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

NAME OF MANAGER (last, first, middle initial): Popp Chris
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ DL NUMBER: _____
 PHONE: _____ EMAIL: Popp.chris@icloud.com
 BUSINESS NAME (if applicable): JAC's Steakhouse
 ADDRESS OF PREMISES TO BE LICENSED: 309 Superior Ave
 PREMISES OWNER: Chris+Jen Popp PHONE: 372-4136
 ADDRESS OF OWNER: 21269 Flaghill Ave
 DATE/S OF EVENT: 7-4-25 TIME OF EVENT: 7-11 pm
 DESCRIPTION OF EVENT AREA: outdoor venue
 Nature of entertainment: music
 Maximum number of anticipated occupants in licensed outdoor cabaret area: 175

PERSONAL DATA

Each officer must complete all the information and must indicate if they have been convicted of any of the following within the last ten years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none."

OFFICER NAME (last, first, middle initial): Popp Jennifer
 HOME ADDRESS: 21269 Flaghill Ave
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819 SUPERIOR AVE
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- ☒ Application fee of \$55 per non-consecutive date (checks or money orders may be made payable to City of Tomah)

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Record check done by: Ashley Bankhead Date: 4.16.25

Approved: ☒ Denied: ☐ Chief of Police signature:  Date: 4-17-25

Approved: ☒ Denied: ☐ Fire Chief signature:  Date: 4-24-25

Approved: ☐ Denied: ☒ Building & Zoning signature:  Date: 4-24-25

Approved: ☐ Denied: ☐ City Clerk signature: _____ Date: _____

License number: _____



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

SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

NAME OF MANAGER (last, first, middle initial): Popp Chris
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ DL NUMBER: _____
 PHONE: _____ EMAIL: Popp, chris@icloud.com
 BUSINESS NAME (if applicable): JAC's Steakhouse
 ADDRESS OF PREMISES TO BE LICENSED: 309 Superior Ave
 PREMISES OWNER: Chris + Jen Popp PHONE: 372-4136
 ADDRESS OF OWNER: 21269 Flaghill Ave
 DATE/S OF EVENT: 7-5-25 TIME OF EVENT: 4 PM - 12 AM
 DESCRIPTION OF EVENT AREA: outdoor venue
 Nature of entertainment: music - 2 Year Party
 Maximum number of anticipated occupants in licensed outdoor cabaret area: 175

PERSONAL DATA

Each officer must complete all the information and must indicate if they have been convicted of any of the following within the last ten years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none."

OFFICER NAME (last, first, middle initial): Popp Jennifer
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ PHONE: _____ EMAIL: jenniferdowning33@gmail.com
 VIOLATIONS: None

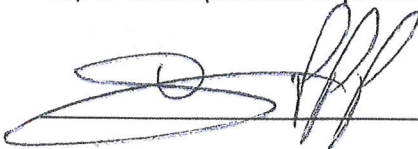


819 SUPERIOR AVE
TOMAH, WI 54660
608-374-7420

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APPLICANT SIGNATURE

4-1-25

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Processed by: M Jacobs Receipt Number: _____ Date: _____

Record check done by: Ashley Bannhead Date: 4.16.25

Approved: ☒ Denied: ☐ Chief of Police signature: [Signature] Date: 4-17-25

Approved: ☒ Denied: ☐ Fire Chief signature: [Signature] Date: 4-24-25

Approved: ☐ Denied: ☒ Building & Zoning signature: [Signature] Date: 4-24-25

Approved: ☐ Denied: ☐ City Clerk signature: _____ Date: _____

License number: _____



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

SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

NAME OF MANAGER (last, first, middle initial): Popp Chris
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ DL NUMBER: _____
 PHONE: _____ EMAIL: Popp.chris@icloud.com
 BUSINESS NAME (if applicable): JAC's Steakhouse
 ADDRESS OF PREMISES TO BE LICENSED: 309 Superior Ave
 PREMISES OWNER: Chris + Jen Popp PHONE: 372-4136
 ADDRESS OF OWNER: 21269 Flaghill Ave
 DATE/S OF EVENT: 8-1-25 TIME OF EVENT: 6-10 pm
 DESCRIPTION OF EVENT AREA: outdoor venue
 Nature of entertainment: music
 Maximum number of anticipated occupants in licensed outdoor cabaret area: 175

PERSONAL DATA

Each officer must complete all the information and must indicate if they have been convicted of any of the following within the last ten years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none."

OFFICER NAME (last, first, middle initial): Popp Jennifer
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: [scribble] PHONE: _____ EMAIL: jenniferdowning33@gmail.com
 VIOLATIONS: [scribble] [scribble]



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

- ☒ Certificate of liability insurance policy in amounts of not less than \$1,000,000 aggregate coverage and shall be in force and effect at the time such event is to take place. Said policy should be endorsed naming the City of Tomah as additional insured in connection with said event.
- ☒ List of all property owners within 200 feet of the proposed licensed premises
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DATE

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Processed by: N. Jacobs Receipt Number: _____ Date: _____

Record check done by: Ashley Bankhead Date: 4.16.25

Approved: ☒ Denied: ☐ Chief of Police signature: SL Date: 4-17-25

Approved: ☒ Denied: ☐ Fire Chief signature: [Signature] Date: 4-24-25

Approved: _____ Denied: ☒ Building & Zoning signature: [Signature] Date: 4-24-25

Approved: ☐ Denied: ☐ City Clerk signature: _____ Date: _____

License number: _____



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

SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

NAME OF MANAGER (last, first, middle initial): Popp Chris
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ DL NUMBER: _____
 PHONE: _____ EMAIL: Popp.chris@icloud.com
 BUSINESS NAME (if applicable): JAC's Steakhouse
 ADDRESS OF PREMISES TO BE LICENSED: 309 Superior Ave
 PREMISES OWNER: Chris+Jen Popp PHONE: 372-4136
 ADDRESS OF OWNER: 21269 Flaghill Ave
 DATE/S OF EVENT: 8-2-25 TIME OF EVENT: 7-11 PM
 DESCRIPTION OF EVENT AREA: outdoor venue
 Nature of entertainment: music
 Maximum number of anticipated occupants in licensed outdoor cabaret area: 175

PERSONAL DATA

Each officer must complete all the information and must indicate if they have been convicted of any of the following within the last ten years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none."

OFFICER NAME (last, first, middle initial): Popp Jennifer
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ PHONE: _____ EMAIL: jenniferdowning33@gmail.com
 VIOLATIONS: ~~none~~ 2



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

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APPLICANT SIGNATURE

4-1-25

DATE

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Processed by: M Jacobs Receipt Number: _____ Date: _____

Record check done by: Ashley Bankhead Date: 4.16.25

Approved: ☒ Denied: ☐ Chief of Police signature: SL Date: 4-17-25

Approved: ☒ Denied: ☐ Fire Chief signature: [Signature] Date: 4-24-25

Approved: _____ Denied: ☒ Building & Zoning signature: [Signature] Date: 4-24-25

Approved: ☐ Denied: ☐ City Clerk signature: _____ Date: _____

License number: _____



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

SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

NAME OF MANAGER (last, first, middle initial): Popp Chris
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: DL NUMBER:
 PHONE: EMAIL: popp.chris@icloud.com
 BUSINESS NAME (if applicable): JAC's Steakhouse
 ADDRESS OF PREMISES TO BE LICENSED: 309 Superior Ave
 PREMISES OWNER: Chris+Jen Popp PHONE: 372-4136
 ADDRESS OF OWNER: 21269 Flaghill Ave
 DATE/S OF EVENT: 8-9-25 TIME OF EVENT: 7-11-PM
 DESCRIPTION OF EVENT AREA: outdoor venue
 Nature of entertainment: music
 Maximum number of anticipated occupants in licensed outdoor cabaret area: 175

PERSONAL DATA

Each officer must complete all the information and must indicate if they have been convicted of any of the following within the last ten years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none."

OFFICER NAME (last, first, middle initial): Popp Jennifer
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: PHONE: EMAIL: jenniferdowning33@gmail.com
 VIOLATIONS:



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

- ☒ Certificate of liability insurance policy in amounts of not less than \$1,000,000 aggregate coverage and shall be in force and effect at the time such event is to take place. Said policy should be endorsed naming the City of Tomah as additional insured in connection with said event.
- ☒ List of all property owners within 200 feet of the proposed licensed premises
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CERTIFICATION

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APPLICANT SIGNATURE

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Record check done by: Ashley Bankhead Date: 4.16.25

Approved: ☒ Denied: ☐ Chief of Police signature: SL Date: 4-17-25

Approved: ☒ Denied: ☐ Fire Chief signature: [Signature] Date: 4-24-25

Approved: ☐ Denied: ☒ Building & Zoning signature: [Signature] Date: 4-24-25

Approved: ☐ Denied: ☐ City Clerk signature: _____ Date: _____

License number: _____



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

SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

NAME OF MANAGER (last, first, middle initial): Popp Chris
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ DL NUMBER: _____
 PHONE: _____ EMAIL: Popp, Chris@icloud.com
 BUSINESS NAME (if applicable): JAC's Steakhouse
 ADDRESS OF PREMISES TO BE LICENSED: 309 Superior Ave
 PREMISES OWNER: Chris+Jen Popp PHONE: 372-4136
 ADDRESS OF OWNER: 21269 Flaghill Ave
 DATE/S OF EVENT: 8-16-25 TIME OF EVENT: 8 PM - 12 AM
 DESCRIPTION OF EVENT AREA: outdoor venue
 Nature of entertainment: music - class reunion
 Maximum number of anticipated occupants in licensed outdoor cabaret area: 175

PERSONAL DATA

Each officer must complete all the information and must indicate if they have been convicted of any of the following within the last ten years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none."

OFFICER NAME (last, first, middle initial): Popp Jennifer
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ PHONE: _____ EMAIL: jenniferdowning33@gmail.com
 VIOLATIONS: ☒ ☒

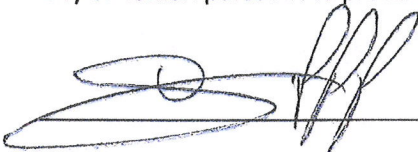


819 SUPERIOR AVE
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APPLICANT SIGNATURE


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Record check done by: Ashley Banicheed Date: 4.16.25

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Approved: ☒ Denied: ☐ Fire Chief signature:  Date: 4-24-25

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

SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

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 DOB: _____ DL NUMBER: _____
 PHONE: _____ EMAIL: popp.chris@icloud.com
 BUSINESS NAME (if applicable): JAC's Steakhouse
 ADDRESS OF PREMISES TO BE LICENSED: 309 Superior Ave
 PREMISES OWNER: Chris+Jen Popp PHONE: 372-4136
 ADDRESS OF OWNER: 21269 Flaghill Ave
 DATE/S OF EVENT: 8-23 TIME OF EVENT: 7-11 PM
 DESCRIPTION OF EVENT AREA: outdoor venue
 Nature of entertainment: music
 Maximum number of anticipated occupants in licensed outdoor cabaret area: 175

PERSONAL DATA

Each officer must complete all the information and must indicate if they have been convicted of any of the following within the last ten years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none."

OFFICER NAME (last, first, middle initial): Popp Jennifer
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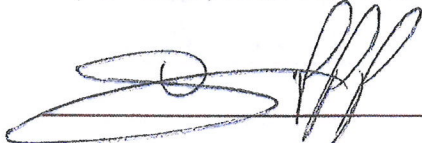


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TOMAH, WI 54660
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Record check done by: Ashtley Banichead Date: 4.16.25

Approved: ☒ Denied: ☐ Chief of Police signature: SL Date: 4.17.25

Approved: ☒ Denied: ☐ Fire Chief signature: [Signature] Date: 4-24-25

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TOMAH, WI 54660
608-374-7420

SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

NAME OF MANAGER (last, first, middle initial): Popp Chris
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ DL NUMBER: _____
 PHONE: _____ EMAIL: Popp.chris@icloud.com
 BUSINESS NAME (if applicable): JAC's Steakhouse
 ADDRESS OF PREMISES TO BE LICENSED: 309 Superior Ave
 PREMISES OWNER: Chris+Jen Popp PHONE: 372-4136
 ADDRESS OF OWNER: 21269 Flaghill Ave
 DATE/S OF EVENT: 9-13 TIME OF EVENT: 7-11 Pm
 DESCRIPTION OF EVENT AREA: outdoor venue
 Nature of entertainment: music
 Maximum number of anticipated occupants in licensed outdoor cabaret area: 175

PERSONAL DATA

Each officer must complete all the information and must indicate if they have been convicted of any of the following within the last ten years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none."

OFFICER NAME (last, first, middle initial): Popp Jennifer
 HOME ADDRESS: 21269 Flaghill Ave
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Approved: ☒ Denied: ☐ Chief of Police signature: [Signature] Date: 4-17-25

Approved: ☒ Denied: ☐ Fire Chief signature: [Signature] Date: 4-24-25

Approved: ☐ Denied: ☒ Building & Zoning signature: [Signature] Date: 4-24-25

Approved: ☐ Denied: ☐ City Clerk signature: _____ Date: _____

License number: _____





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

SPECIAL EVENT OUTDOOR CABARET LICENSE APPLICATION

NAME OF MANAGER (last, first, middle initial): Popp Chris
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ DL NUMBER: _____
 PHONE: _____ EMAIL: Popp.chris@icloud.com
 BUSINESS NAME (if applicable): JAC's Steakhouse
 ADDRESS OF PREMISES TO BE LICENSED: 309 Superior Ave
 PREMISES OWNER: Chris + Jen Popp PHONE: 372-4136
 ADDRESS OF OWNER: 21269 Flaghill Ave
 DATE/S OF EVENT: 9-20-25 TIME OF EVENT: 7-11 PM
 DESCRIPTION OF EVENT AREA: outdoor venue
 Nature of entertainment: music
 Maximum number of anticipated occupants in licensed outdoor cabaret area: 175

PERSONAL DATA

Each officer must complete all the information and must indicate if they have been convicted of any of the following within the last ten years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none."

OFFICER NAME (last, first, middle initial): Popp Jennifer
 HOME ADDRESS: 21269 Flaghill Ave
 DOB: _____ PHONE: _____ EMAIL: jenniferdowning33@gmail.com
 VIOLATIONS:  



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

- ☒ Certificate of liability insurance policy in amounts of not less than \$1,000,000 aggregate coverage and shall be in force and effect at the time such event is to take place. Said policy should be endorsed naming the City of Tomah as additional insured in connection with said event.
- ☒ List of all property owners within 200 feet of the proposed licensed premises
- ☒ Application fee of \$55 per non-consecutive date (checks or money orders may be made payable to City of Tomah)

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 license. I hereby make application for a license to operate a Special Event Outdoor Cabaret at the above address within the City of Tomah pursuant to provisions of Chapters 6 of the Code of Ordinances for the City of Tomah.



APPLICANT SIGNATURE

4-1-25

DATE

FOR OFFICIAL USE ONLY

Processed by: N Jacobs Receipt Number: _____ Date: _____

Record check done by: Ashley Barchoud Date: 4-16-25

Approved: ☒ Denied: ☐ Chief of Police signature: RL Date: 4-17-25

Approved: ☒ Denied: ☐ Fire Chief signature: [Signature] Date: 4-24-25

Approved: ☐ Denied: ☒ Building & Zoning signature: [Signature] Date: 4-24-25

Approved: ☐ Denied: ☐ City Clerk signature: _____ Date: _____

License number: _____



SUPERIOR AVE

OwnerName	OwnerAddress1	OwnerCityStZip
ANN M HEITMANN	317 KILBOURN AVE	TOMAH, WI 54660
APRIL B SEERING	118 W NOTT ST	TOMAH, WI 54660
ARLEY J. FINNIGAN	7239 DIVISION RD	TOMAH, WI 54660
BRIAN W. OLSON	301 SUPERIOR AVE	TOMAH, WI 54660
BRIDGET A. OWENS	402 SUPERIOR AVE	TOMAH, WI 54660
BRUCE GILSON	PO BOX 572	TOMAH, WI 54660
BRUCE W. GILSON	213 W NOTT ST	TOMAH, WI 54660
CASSANDRA R CLAY	412 MC LEAN AVE	TOMAH, WI 54660
CHRIS SPIERS	304 MCLEAN AVE	TOMAH, WI 54660
CHRISTA L RUSSEL	112 W JACKSON ST	TOMAH, WI 54660
CHRISTINA DOMKE	115 W FOSTER ST	TOMAH, WI 54660
DANIEL W. WATHKE	20643 JUNEAU RD	WILTON, WI 54670
DAVID J RITTER	N1746 ELIZABETH WAY	LA CROSSE, WI 54601
DAVID SWIATLY	211 MCLEAN AVE	TOMAH, WI 54660
DEBORAH S. CHRISTENSEN	400 CLARK ST	TOMAH, WI 54660
DEHNEL DEMIANEW	407 SUPERIOR AVE	TOMAH, WI 54660
DOOGIES DOGGY DAY CARE AND SPA LLC	312 SUPERIOR AVE	TOMAH, WI 54660
ERIN J ST JOHN	303 SUPERIOR AVE	TOMAH, WI 54660
ETHAN D THORSON	301 MCLEAN AVE	TOMAH, WI 54660
FASTAX, LLC.	411 SUPERIOR AVE	TOMAH, WI 54660
HENRY PIERCE LLC	114 W BENTON ST	TOMAH, WI 54660
HJS RENTALS LLC	18969 INNSWOOD RD	NORWALK, WI 54648
JOHN COFFEY	412 SUPERIOR AVE	TOMAH, WI 54660
JOHN COFFEY	408 SUPERIOR AVE	TOMAH, WI 54660
JONSON & FAULKNER PROPERTIES LLC	1414 SUPERIOR AVE	TOMAH, WI 54660
JOSEPH R LAWRENCE	115 W JACKSON ST	TOMAH, WI 54660
JOSHUA HAKE	410 MCLEAN AVE	TOMAH, WI 54660
KAS INVESTMENTS LLC	PO BOX 98	EUREKA, MO 63025
KATHERINE MARY NASTACHOWSKI	308 MCLEAN AVE	TOMAH, WI 54660
KELSEY C RICHER	302 W ELIZABETH ST	TOMAH, WI 54660
KENYON PROPERTIES LLC	PO BOX 537	SPARTA, WI 54656
KYLE L MCLAIN	413 MCLEAN AVE	TOMAH, WI 54660
LAKOTA HOHOKA BELLSTAR WHITEEAGLE	120 W NOTT ST	TOMAH, WI 54660

LAURIE L LINENBERG	115 W NOTT ST	TOMAH, WI 54660
LIMOSA LLC	9 N VAIL AVE	ARLINGTON HEIGHTS, IL 60005
LISA & THOMAS HEISINGER & BEMIS	125 E NOTT ST	TOMAH, WI 54660
LOBLAW LLC	PO BOX 875	TOMAH, WI 54660
MALISSA GRIFFITHS	213 MCLEAN AVE	TOMAH, WI 54660
MARCUS D HAUSER	323 KILBOURN AVE	TOMAH, WI 54660
MARK TRALMER	1125 LAKESIDE DR	TOMAH, WI 54660
MARY C DEETHARDT	312 MCLEAN AVE	TOMAH, WI 54660
MELISSA A. SHARP	313 MC LEAN AVE	TOMAH, WI 54660
MICHAEL J BROWN	302 E BROWNELL ST	TOMAH, WI 54660
MWRC INC	PO BOX 607	TOMAH, WI 54660
NADIA E NIELSEN	322 MCLEAN AVE	TOMAH, WI 54660
NICHOLAS M JACOBS	411 MC LEAN AVE	TOMAH, WI 54660
PATH PROPERTIES LLC	PO BOX 451 RD	TOMAH, WI 54660
PAUL H. FREY	24304 FLINT AVE	TOMAH, WI 54660
STEVEN J. SCHULTZ	318 SUPERIOR AVE	TOMAH, WI 54660
TANNER R SOBCZAK	405 KILBOURN AVE	TOMAH, WI 54660
TANYA TYNDELL	313 KILBOURN AVE	TOMAH, WI 54660
THOMAS S. PICHE	401 MCLEAN AVE	TOMAH, WI 54660
TOMAH AREA HISTORICAL SOCIETY INC	1112 S SUPERIOR AVE	TOMAH, WI 54660
VERE O. & JANICE E. PRELL REVOCABLE TRUST	309 S KILBOURN AVE	TOMAH, WI 54660
VICKI L. ALLEN-WEDL	26652 COUNTY HIGHWAY CA	TOMAH, WI 54660
WIESER PROPERTIES LLC	N2883 STATE HIGHWAY 16	LA CROSSE, WI 54601
ZS INVESTMENTS LLC	122 E OAK	SPARTA, WI 54656

- CODE OF ORDINANCES
Chapter 6 AMUSEMENTS AND ENTERTAINMENT

Chapter 6 AMUSEMENTS AND ENTERTAINMENT

ARTICLE I. CABARETS

Sec. 6-1. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Indoor cabaret means a place to which the general public is admitted and where entertainment such as music, karaoke, or any other amplified sound is permitted or furnished to patrons by the management with or without special charge therefor.

Outdoor cabaret means an outdoor area to which the general public is admitted and where entertainment such as music, karaoke, or any other amplified sound is permitted or furnished to patrons by the management with or without special charge therefor.

Special event outdoor cabaret shall be permitted to conduct an outdoor cabaret; however, such license shall be for a period not exceeding one day and may exceed the noise levels established in the Code, provided the sounds emanating from the outdoor cabaret are reasonable under the circumstances, subject to common council approval. All property owners within 200 feet of the proposed licensed premises for a special event outdoor cabaret license shall receive written notice of the original application. Subsequent applications for similar events will require a general notice to the public. A license shall only be granted following approval by a two-thirds vote of the common council.

(Ord. No. 2019-05-02-D, § 1, 5-14-2019; Ord. No. 2020-01-01-D, § 1, 1-14-2020; Ord. No. 2023-06-06-D, § 1, 6-20-2023)

Sec. 6-2. Violation by agent or employee.

A violation of this article by a duly authorized agent or employee of a licensee shall constitute a violation of the licensee. Violations of the provisions of Wis. Stat. ch. 125 shall be grounds for immediate revocation of the cabaret license by the common council.

(Ord. No. 2019-05-02-D, § 1, 5-14-2019)

Sec. 6-3. Restrictions.

No cabaret shall be licensed, maintained, or operated except in conformity with the following regulations:

- (1) Unless otherwise provided in this Code, any noise emanating from within the licensed area shall not violate the regulations of this Code pertaining to noise.
- (2) All cabarets shall be sufficiently lighted to ensure the safety of patrons at all times when any patrons shall be therein, and at all times when the same is open to the public.
- (3) Any lighting of the outdoor area of an outdoor cabaret must be shielded so as not to shine directly onto adjoining property or create glare, which is distracting to adjoining property owners or occupants.

- (4) No licensee of an outdoor cabaret shall be permitted to provide music, dancing or singing from 9:00 p.m. to 10:00 a.m., except the common council shall establish the time restrictions for a special event outdoor cabaret.
- (5) No person under the legal drinking age shall be permitted in any cabaret when such presence is contrary to any state or local regulations.
- (6) Every cabaret shall comply with all applicable state and local regulations.
- (7) The sale, service or consumption of commodities for which licenses are otherwise required shall not be permitted in any cabaret unless the proper license or licenses therefor are obtained for said premises, in the name of the owner or manager of such cabaret.
- (8) Prior to the issuance of the special event outdoor cabaret license by the clerk, the applicant shall furnish evidence or insurance in an amount established by the city council for the event, shall be in force and effect at the time such event is to take place. Said evidence of insurance shall include a certificate of insurance naming the city as additional insured in connection with said event. If an entity is self-insured, it must provide evidence of alternative proof of coverage, in a form acceptable to the city clerk. The city shall be named as an additional insured on the policy.
- (9) Outdoor cabaret licensees must provide sufficient sanitation facilities to accommodate the anticipated capacity.
- (10) **Noise levels for outdoor cabarets.** Noise from a stationary source shall not exceed the following standards for maximum sound pressure levels measured at the property line:

Zone	Noise Rating (dB)*
Residential Districts	70
Business Districts	85
All Other Districts	75

* Noise measurement shall be made by the city police department with a sound level meter. Noise measurements shall be made at the nearest lot line of the premises from which a noise complaint is received. The noise meter shall be placed at a height of at least three feet above the ground and at least three feet away from walls, barriers, obstructions, and all other sound-reflective surfaces.

(Ord. No. 2019-05-02-D, § 1, 5-14-2019; Ord. No. 2023-06-06-D, § 2, 6-20-2023)

Sec. 6-4. License required.

No person shall hereafter keep, maintain, conduct or operate any cabaret as defined in section 6-1 without first obtaining a license therefor.

(Ord. No. 2019-05-02-D, § 1, 5-14-2019)

Sec. 6-5. Exemptions.

A license under this article is not required for musical entertainment provided at events located at Recreation Park.

(Ord. No. 2019-05-02-D, § 1, 5-14-2019)

Sec. 6-6. Applications.

Any person desiring a cabaret license shall pay the license fee and present to the city clerk an application in writing, on forms created by the city clerk, giving the location of the premises to be licensed by street address, premises description, the name of the owner of such premises, the name of the lessee therefor, if any, the name of the person proposing to operate such cabaret, the name of the manager to be in charge of such cabaret, a description of other business to be conducted upon the licensed premises, and a statement of the nature of the entertainment to be furnished. No applicant or manager for such license shall have an arrest or conviction record which substantially relates to the licensed activity.

(Ord. No. 2019-05-02-D, § 1, 5-14-2019)

Sec. 6-7. Classes of licenses and fees.

- (a) License fees shall be in the amount established by resolution. There shall be three classes of cabaret licenses designated as:
 - (1) *Indoor cabaret.* Indoor cabaret licensees shall be permitted to conduct an indoor cabaret as defined in section 6-1.
 - (2) *Outdoor cabaret.* Outdoor cabaret licensees shall be permitted to conduct an outdoor cabaret as defined in section 6-1.
 - (3) *Special event outdoor cabaret.* Special event outdoor cabaret licensees shall be permitted to conduct an outdoor cabaret as defined in section 6-1.
- (b) Except for the special event outdoor cabaret license, each license shall terminate on June 30 next following its issuance.

(Ord. No. 2019-05-02-D, § 1, 5-14-2019)

Sec. 6-8. Investigation.

Each application submitted in accordance with the preceding subsection shall immediately be transmitted by the city clerk to the police department, fire department, and building inspection department for review, and said officers shall sign off on the application or report in writing to the city council their recommendations on such application; and therefore said application shall be presented for action by the Council at the next or any subsequent meeting thereof. The fire department and building inspection department shall inspect the premises (if applicable) for new applications only.

(Ord. No. 2019-05-02-D, § 1, 5-14-2019; Ord. No. 2020-01-01-D, § 1, 1-14-2020)

Sec. 6-9. Granting license.

- (a) A license shall be issued by the city clerk and contain with particularity a description of the premises licensed and the name and address of the licensee. The licenses shall be numbered, and such license shall be posted conspicuously in the premises licensed at all times when the cabaret shall be in use.
- (b) All the owners of property zoned residential or multiple dwelling within 100 feet of the indoor cabaret premises shall receive notice of the original application, and a license shall only be granted following approval by a two-thirds vote of the Common Council.

- (c) All property owners within 200 feet of the proposed licensed premises for an outdoor cabaret license shall receive notice of the original application. A license shall only be granted following approval by a two-thirds vote of the common council.
- (d) All property owners within 200 feet of the proposed licensed premises for a special event outdoor cabaret license shall receive written notice of the original application. Subsequent applications for similar events will require a general notice to the public. A license shall only be granted following approval by a two-thirds vote of the common council.

(Ord. No. 2019-05-02-D, § 1, 5-14-2019; Ord. No. 2020-01-01-D, § 1, 1-14-2020)

Sec. 6-10. Transfer of license.

No cabaret license shall be transferable as to location but may be transferred as to ownership by the council, upon approval of the new owner's application for such transfer and payment of the license fee.

(Ord. No. 2019-05-02-D, § 1, 5-14-2019)

Sec. 6-11. Discretion.

The council shall have discretion to refuse the granting of any license or transfer thereof if in its judgment the granting or transfer of such license shall be against the public interests, either because of the unsuitability of the location, undesirability or unreliability of the applicant or manager, or because of the failure of such applicant or manager to observe the provisions of this Code in the prior conduct of a cabaret, dance hall, tavern, or other similar place.

(Ord. No. 2019-05-02-D, § 1, 5-14-2019)

Sec. 6-12. Revocation, suspension, refusal to issue or renew.

Any license granted hereunder shall be subject to revocation or suspension by the city council as follows:

- (1) The council shall cause to be served on the licensee a notice specifying how the licensee has failed to comply with this chapter.
- (2) The notice shall require the licensee to appear before the city council or a committee thereof at a specified day and hour not less than ten days after personal service of the notice on the licensee, to show cause at such time and place why the license should not be revoked or suspended.
- (3) At the time and place set for appearance of the licensee before the council, the licensee shall have the right to appear in person or by counsel and introduce such evidence as he may desire and the city shall confront the licensee with any charges the city may have against him.
- (4) After the hearing the council may, at its discretion, revoke or suspend the license.

(Ord. No. 2019-05-02-D, § 1, 5-14-2019)

Secs. 6-13—6-18. Reserved.

ARTICLE II. DANCES AND DANCE HALLS

Sec. 6-19. License required.

No person or organization shall keep, maintain, conduct or operate any public dance hall or place for holding public dances without first securing a license therefor. This license shall expire December 31 each year.

(Code 1993, § 12.09(1))

Sec. 6-20. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Public dance means a dance that is or may be attended or patronized by the public generally, either with or without tickets or charge of admission.

Public dance hall means any room, place or space in which a public dance or public ball may be held.

(Code 1993, § 12.09(2))

Sec. 6-21. Application for license.

A license shall be required for any public dance. Application for permit shall be made to the city clerk, on the form provided by the clerk, and shall be submitted to the clerk together with the permit fee established by the city council. Licenses shall be issued at least five days in advance of each dance or on an annual basis for a term not to exceed one year.

(Code 1993, § 12.09(4))

Sec. 6-22. Reserved.

Editor's note(s)—Ord. No. 2011-06-06-D, § 1, adopted June 14, 2011, repealed § 6-22 which pertained to dance inspector and derived from the Code of 1993, § 12.09(3).

Sec. 6-23. Restrictions on licenses.

No license for a public dance hall shall be issued until it shall be found that such hall complies with and conforms to all ordinances and health and fire regulations of the city, that it is properly ventilated and supplied with sufficient toilet conveniences and is a safe and proper place for the purpose for which it is intended to be used.

(Code 1993, § 12.09(5))

Sec. 6-24. Investigation.

The city clerk shall refer all applications for dance hall licenses to the chief of police who shall investigate or cause to be investigated each application to determine whether the dance hall sought to be licensed complies with the regulations, ordinances and laws applicable thereto and in making such investigation the chief of police shall, when desired, have the assistance of the building inspector and the fire chief. The chief of police shall furnish to the council in writing the information derived from such investigation accompanied by a recommendation as to

whether a license should be granted or refused. No license shall be renewed, except after a reinspection of the premises.

(Code 1993, § 12.09(6))

Sec. 6-25. Issuance of license.

The council shall consider each application and, upon approval thereof, the city clerk shall issue a license authorizing the holder to keep, maintain, conduct and operate a public dance hall or place for holding public dances at the place to be specified in the license. Such license shall be posted at all times by the licensee in a conspicuous place in the dance hall or place for holding public dances specified in the license.

(Code 1993, § 12.09(6))

Sec. 6-26. Operating rules and regulations.

The following rules and regulations shall govern the conduct, operation and management of all public dance halls for which a license has been issued:

- (1) Public dances shall be discontinued and public dance halls closed for the night no later than 1:00 a.m.
- (2) The participation in a public dance of persons under the influence of liquor or drugs shall not be permitted.
- (3) All dances held after dark shall be kept well and sufficiently lighted at all times.
- (4) All public halls shall be kept at all times in a clean, healthy and sanitary condition and all stairways and other passages and all rooms connected with the dance hall shall be kept open and well lighted.
- (5) The owners or agents of private dance halls shall see that all rules and regulations are followed at their dance halls.

(Code 1993, § 12.09(7))

Sec. 6-27. Revocation of license.

Any license granted hereunder shall be subject to revocation or suspension by the city council as follows:

- (1) The council shall cause to be served on the licensee a notice specifying how the licensee has failed to comply with this chapter.
- (2) The notice shall require the licensee to appear before the city council or a committee thereof at a specified day and hour not less than ten days after personal service of the notice on the licensee, to show cause at such time and place why the license should not be revoked or suspended.
- (3) At the time and place set for appearance of the licensee before the council, the licensee shall have the right to appear in person or by counsel and introduce such evidence as he may desire and the city shall confront the licensee with any charges the city may have against him.
- (4) After the hearing the council may, at its discretion, revoke or suspend the license.

(Code 1993, § 12.09(a))

Secs. 6-28—6-57. Reserved.

(Supp. No. 19)

Created: 2024-10-23 13:08:23 [EST]

- CODE OF ORDINANCES
Chapter 6 - AMUSEMENTS AND ENTERTAINMENT
ARTICLE III. AMUSEMENT DEVICES

ARTICLE III. AMUSEMENT DEVICES

Sec. 6-58. License required.

No person shall possess any amusement device that is operated for amusement or gain in any public place within the city without first having obtained a license therefor. The term "amusement device" as herein used shall include all coin-operated or currency-operated machines. The provisions set forth in chapter 12, article II, shall apply to such licenses.

(Code 1993, § 12.10(1))

Secs. 6-59—6-76. Reserved.

ARTICLE IV. GAMING TABLES AND BOWLING ALLEYS

Sec. 6-77. License required.

No person shall erect, place or keep or permit to be erected, placed or kept upon his premises any bowling alley, nine-pin or ten-pin alley, billiard table, pool table or other table wherein balls are played or any objects are rolled, slid or thrown, used or kept for hire and to be used for any compensation or to be used with or without compensation in any building where liquor is sold without having first obtained a license therefor. Every billiard or other table or bowling alley or nine-pin or ten-pin alley so kept or placed or permitted to be kept or placed upon any premises without a license therefor shall constitute a separate offense under the provisions of this section. The provisions set forth in chapter 12, article II, shall apply to such licenses.

(Code 1993, § 12.11(1))

Sec. 6-78. Gambling prohibited.

No person who has a license under this article shall permit any gambling for money or other valuable thing on any table or alley kept by him.

(Code 1993, § 12.11(3))

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Approval of Reimbursement for Façade Improvement Grant Program Application 2-2024 (Maximus Aesthetics)

Summary and Background Information:

On 21 January 2025, at a joint meeting of the Committee of the Whole and Common Council, the City Council approved by majority vote Façade Improvement Grant Program Application 2-2024 for the amount of \$2,415.00 or 75% of the project cost, whichever is less. The project has been completed and the Director of Economic Development and Zoning has inspected the improvements and determined that they are in accordance with the project proposal approved by the City Council. The business owner submitted receipts for the project and the total cost was determined to be \$3,261.40. Seventy-five percent of the project cost is \$2,446.05. Therefore, Application 2-2024 meets the criteria for the approved reimbursement of \$2,415.00.

Recommendation From: Senior Executive Team

Minutes Attached:

Yes ☒ No ☐

Budget Account: Economic Development Fund.

Fiscal Impact: Funds previously allocated and approved.

Staff Responsible for implementation: Director of Economic Development and Zoning.

Economic Impact: Likely an increase in property value within TID 8.

Zoning/Rezoning Issues: Not applicable.

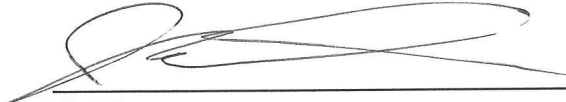
Supports Organizational Goals:

Yes ☒ No ☐

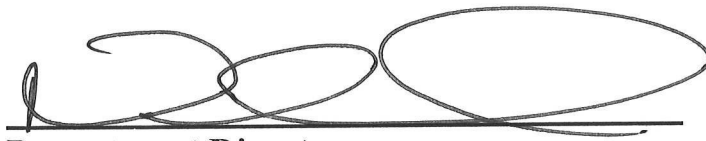
Questions from SET: None.

Grants Pursued/Opportunity Pursued: Not applicable.

Recommendation: A motion to approve this item should read, "Motion to approve the reimbursement for Façade Improvement Grant Program Application 2-2024 (Maximus Aesthetics) in the amount of \$2,415.00"


 SET

05/14/2025
 Date


 Department Director

20250514
 Date

Committee: Common Council
Meeting Date(s): 20 May 2025

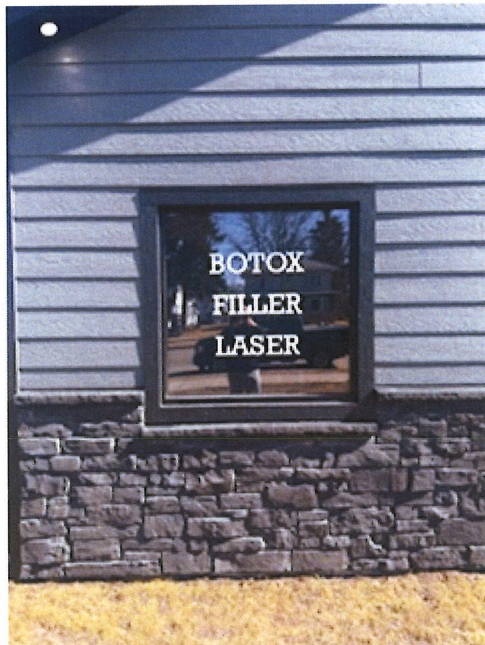
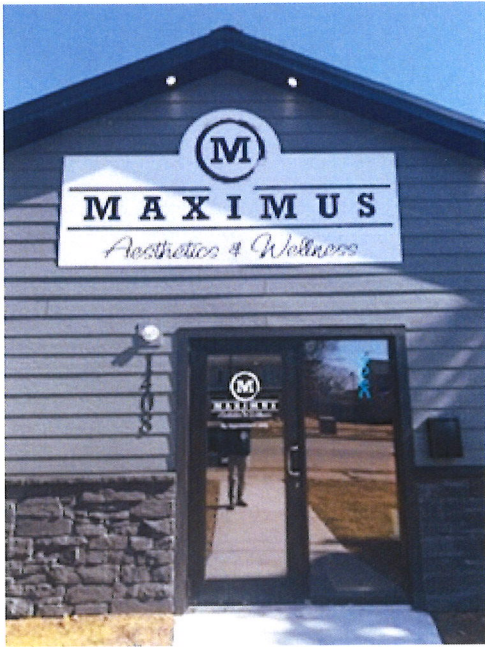
 Outlook

(No subject)

From Nicholas Morales <nmorales@tomahwi.gov>

Date Wed 5/14/2025 3:12 PM

To Nicholas Morales <nmorales@tomahwi.gov>







Sent from my iPhone

MINUTES FOR COMBINED COMMITTEE OF THE WHOLE AND COUNCIL MEETING JANUARY 21, 2025

Call to Order, Pledge of Allegiance, Roll Call

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: Paul Dwyer, Travis Scholze, Richard Yarrington, Shawn Zabinski (arrived at 6:51 p.m.) John Glynn, Mitchell Koel (arrived at 6:33 p.m.) Patrick Devine (remote), Nellie Pater, and Dean Peterson. Absent: None. Also present: Becki Weyer, Nick Morales, Justin Derhammer, Tim Adler, Scott Holum, Joe Protz, Pam Buchda, and Tina Thompson. The meeting was recorded by Hagen Sports Network and was available via Zoom. All motions are unanimously approved unless otherwise indicated.

ANYONE DESIRING TO APPEAR TO COUNCIL

Rebecca Joy Thompson - Appeal of Bartender's License Denial

Rebecca Thompson applied for a bartender license on December 16th, 2024. The Chief of Police is recommending denial due to Ms. Thompson owing the City of Tomah \$2,109.60 in fines from 12 separate citations related to Animal at Large offenses that she was found guilty of in Tomah Municipal Court and has failed to pay. Per Ordinance 4- 66(6), the applicant cannot have any outstanding fines, forfeitures, penalties, assessments, or user fees owed to the City. Thompson appeared to state she filed her tax returns which includes a refund which the state will apply to the owed fines. Motion by Peterson, second by Yarrington, to approve the bartender license for Rebecca Joy Thompson. Motion carried.

Mayor

The Mayor commended the two new hires at the City of Tomah, Nick Morales, and Justin Derhammer, for their work for the city thus far.

Senior Executive Team Monthly Report

The Senior Executive Team provided a monthly written report. SET has completed the initial review of two downtown façade grant programs, one of which is on the agenda for Council vote today. An RFI was completed for the property on Monowau St. for potential developers. That process has been extended to allow for additional interest. SET is pending confirmation of a meeting with VA Hospital leaders.

Economic Development and Zoning

EDZ Monthly Update

Morales provided a monthly written report.

Priorities for January are the downtown façade improvement programs and the Monowau St. RFI. They are looking into City Detect, which is an AI software that can assist with proactive code enforcement. They completed training on the department budget. Morales has been focused on key stakeholder engagements over the last month. Housing has been noted as a concern and will continue to be a priority focus. Monroe County is creating a housing working group that will be in March. Ho-Chunk leadership will attend as well. The confirmed list has been sent out regarding the annual Chamber Banquet attendance.

Permit Report

A monthly report was provided in the combined Committee of the Whole/Council packet.

Public Safety December Monthly Report

Chief Adler provided a monthly written report.

Fire: Currently has 34 members, including the Chief and Deputy Chief. The city laments the loss of firefighter Jerry Steele over the last month. December 26 it was reported there was a structure fire at 415 Elm St. It was a fire that had snuffed itself out. This is the 5th structure fire of the year. It is still undetermined but appears an appliance malfunction in a bedroom may have caused the issue. The home will be repairable. The Fire Department has purchased a used fire truck from the City of Beaver Dam at the cost of \$127,452. The City of Tomah should take ownership sometime in summer of 2025.

EMS: They are currently hiring for three full-time positions and have received a large number of applicants.

Police Department Monthly Report - December 2024

Chief Holum provided a monthly written report. Kayden Koffman will be starting the academy in the

The 2025 budget information has been added to the city's internal tracking program. They are working on getting budget books for 2025 created. Derhammer provided training to new staff. All quarterly reports for Mass Transit and CDBG have been submitted.

City Clerk Monthly Report

Weyer provided a monthly written report. The Spring Primary and election will be held on February 18, and April 1, 2025. In person absentee voting will start on February 4th for the Primary and will run through the Friday before the election. Weyer gave an update on employee training and City website improvements.

Tomah Parks and Recreation Program Report

Protz provided a monthly written report. He covered the upcoming events at Recreation Park and the current available recreation programs. Freezefest will start with the Medallion hunt on Monday of next week.

Monthly Library Report

Keller was not present but provided a monthly written report. There will be a special screening of "February," a movie filmed in Tomah.

Senior & Disabled Services Department monthly report

Buchda provided a monthly written report and covered the highlights with the Council. Monroe County Land Conservation information will conduct a meeting at the Sr. Center. On January 31st there will be Freezefest bingo, euchre, and a pot luck. Anyone any age is welcome to attend with a Freezefest button. Tax assistance begins in February and March, patrons can call Pam to make an appointment but must meet certain qualifications to qualify for free tax preparation. Dr. John Berry started as a part time employee at the Senior Center.

Chamber/CVB

They are putting together their financial compilation. The annual Chamber event will be held on the last Monday in February. There are two tables reserved for the City of Tomah. The Best of Tomah Campaign kicked off today. They are creating a new website that will focus solely on visitors coming to Tomah. There are still raffle tickets available where the proceeds will go to a grant program designed to help with business revitalization.

Approval of Committee of the Whole Minutes from December 16, 2024

Motion by Scholze, second by Pater, to approve the Committee of the Whole Minutes from December 16, 2024. Motion carried.

Approval of Council Minutes from November 21, 2024

Motion by Scholze, second by Zabinski, to approve the Common Council minutes from November 21, 2024. Motion carried.

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

Motion by Scholze, second by Zabinski, to approve the seven taxi cab licenses as presented. Motion carried.

Temporary Class "B" license application by Tomah Warrens Sportsman's Alliance (TWSA) to sell fermented malt beverages at the TWSA Ice Fisheree on February 8, 2025.

Motion by Yarrington, second by Pater, to approve the temporary class "B" license for the Tomah Warrants Sportsman's Alliance for February 8, 2025. Motion carried.

Special Beer and Wine Permit Application by Tomah Baseball Club Inc Opening Night on March 1, 2025.

Motion by Zabinski, second by Glynn, to approve the special beer and wine permit for Tomah Baseball Club for March 1, 2025. Motion carried.

TORO Lease Agreement Approval

Toro has requested the use of our storage yard at 515 E Monowau St. The yard would be used for temporary storage of trailers. A payment of \$1800 per month is proposed for a month-to-month lease.

as presented. Motion by, second by, to approve \$2,415.00 in grant reimbursement for a new sign. Motion carried with one negative vote (Yarrington).

Budget Transfer Approval Mass Transit Sold Vehicles

The City of Tomah collected an additional check from the sale of two decommissioned Mass Transit vehicles. The value of the check is \$11,079.00. The city is required to return any value over \$5000 received per vehicle as they were purchased with grant money. It is recommended the Council approve placing the funds in the operating expense account to offset expenses. Motion by Glynn, second by Scholze, to approve the budget transfer of \$11,079.00 to account 11-53520-3400. Motion carried.

Budget Transfer Approval We Energies Reimbursement

The City received a reimbursement check for previous jobs from the City from WE energies in the amount of \$9,712.00 It is recommended that the Council approve placing the funds in the operating expense account to offset the expenses from Public Works operation. Motion by Pater, second by Zabinski, to approve the budget amendment moving \$9,712 to account 011-53311-3502. Motion carried.

Ergo Bank CD Investment Account Approval

The City has an investment account in the amount of \$123,366.74 that has been invested at Ergo Bank. It was originally invested in 2008 and has been rolling over year after year at a low interest rate. The city has an opportunity to reinvest it into a seven-month CD at a rate of 4.34 APY. Motion by Scholze, second by Yarrington, to give the City Treasurer authority to move the funds at Ergo bank into the 7-month CD at the higher interest rate. Motion carried.

Resolution for Payment of Monthly Bills

Motion by Zabinski, second by Pater, to approve the Resolution authorizing payment of monthly bills in the amount of \$2,874,443.64. Motion carried.

RESOLUTION NO : 2025-01-21-01

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:	2025	\$808,349.41	Check #'s:	146154	146358
2. Payroll:		\$312,199.86	Dir Dep #'s:	9304581	9304810
3. Wire/ACH Transfers:		\$439,223.00			
4. Invoices:		\$274,660.56			
Total:		<u>\$1,834,432.83</u>			

Mayor

Clerk

Requested by: Finance Department

Submitted by: Committee of the Whole

This budget transfer approval is not needed at this time.

Adjourn

Motion by Peterson, second by Koel, to adjourn. The meeting adjourned at 8:59 p.m.

Mayor Paul Dwyer

Rebecca Weyer, City Clerk

Remit Payments to:
La Crosse Sign Co., Inc
DBA La Crosse Sign Group
1450 Oak Forest Dr.
P.O. Box 187
Onalaska, WI 54650

Invoice

Page: 1

1104371

WI. BUILDING CONTRACTOR REGISTRATION

Sales Invoice Number: 59027

Sales Invoice Date: 4/4/2025	Due Date 4/4/2025	Terms Due Upon Receipt
STATED DISCOUNT APPLIES TO BELOW BALANCE PAID BY CASH, CHECK OR ELECTRONIC PAYMENT		
Customer ID MAXIAES	Contact KATIE TREICHEL	
Cust. Phone	Cust. Fax	
M.AESTHETICS2021@GMAIL.COM		

Bill To:
MAXIMUS AESTHETICS & WELLNESS
1408 SUPERIOR AVE
TOMAH, WI 54660

Sell To:
MAXIMUS AESTHETICS & WELLNESS
1408 SUPERIOR AVE
TOMAH, WI 54660

Job No.	Ship Date	Order Date	Extnl. Doc.	Tax Area	SalesPerson	Location Code	Completion Date
126597	4/4/2025	4/4/2025		WI4100			

Number	Description	Quantity	Unit Price	Total Price
QUOTE	PRODUCE & INSTALL (1) EXTERIOR WALL SIGN & DOOR & WINDOW VINYL PER QUOTE	1	2,970.00	2,970.00
PERMIT	PERMIT	1	41.40	41.40
PA	PERMIT ACQUISITION	1	250.00	250.00
MISC	LESS DOWN PAYMENT \$1,485.00	1	-1,485.00	-1,485.00
MISC	LESS FINAL PAYMENT \$1,939.75	1	-1,939.75	-1,939.75

Visit us on-line at: www.lacrossesign.com Call us at: 608-781-1450 or Fax us at: 608-781-1451

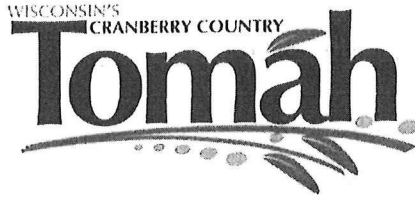
Thank you for your business.

All Credit Card payments are subject to a 3.00 % surcharge.
 Pay by Credit Card via our website at: www.lacrossesign.com

PAID 4/4/25

Amount Subject to Sales Tax 2,970.00
 Amount Exempt from Sales Tax 291.40

Subtotal: (163.35)
 Invoice Discount: 0.00
 Total Sales Tax: 163.35
 Amount Now Due: 0.00



TAX INCREMENT FINANCING DEVELOPMENT INCENTIVES

(TID 8 ONLY)

Application ID: 2 (Year) - 2024 (#) to be completed by City staff upon submittal
RECEIVED ON 17 DECEMBER 2024

Please complete and submit the following information to the City Administrator, or designee, for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) assistance. The application is comprised of five sections: (A) Applicant Information, (B) Property Information, (C) Project Information, (D) TIF Request, (E) Budget/Financing Strategy, and (F) Applicant Certification and Acknowledgement. Where there is not enough room for responses provided, please use an attachment. Where questions do not apply, mark NA (not applicable). Applicants are encouraged and may be required to submit additional information such as lease agreements, site plans, environmental studies, market studies, business plans, construction cost estimates, business or personal financial statements to be included for review and consideration.

The official TIF assistance review process begins when the City Administrator, or designee, has verified this application is complete, and the \$200 application fee has been paid. Please review the 2024 TIF Manual prior to submitting your application.

A. APPLICANT INFORMATION

Applicant: Kate Weichel & Hissa Pauls, owners Phone: 608-999-3444
 Applicant Address: 1408 Superior Ave
 Business Name: Maximus Aesthetics & Wellness
 Property Owner: Way Olson & Jay Larsen Phone: _____
 Property Owner Address: _____
 Lease Terms: 3 years remain

Is any owner, member, stockholder, partner, officer or director of any previously identified entities, or any member of the immediate family of any such person, an employee or elected official of the City of Tomah? ☒ No ☐ Yes

If yes, give the name and relationship of the employee: _____

B. PROPERTY INFORMATION

Site/Property Address: 1408 Superior Ave Parcel Number: _____
 Existing Mortgage Holder: unknown / we don't own it Existing Zoning: Commercial
 Most recent total equalized assessed valuation (EAV)

\$ NA Land \$ NA Improvements \$ NA Total

CITY OF TOMAH TAX INCREMENTAL FINANCING - FACADE IMPROVEMENT PROJECT APPLICATION

Will a zoning change be requested? ☒ No ☐ Yes If yes, indicate new zoning: _____

Identify other approvals, permits, or licenses your project may need: Already approved by City

C. PROJECT INFORMATION

Include any plans or illustrations prepared for the project, if available. Definition of Project Scope:

We need a nice sign for front of building. Attached is proposal

Construction Start Date: Upon approval or rejection of this grant

Construction Completion Date: _____

D. TIF REQUEST

State the total amount of TIF assistance being requested: \$ _____

State the need and justification for TIF assistance. Explain how the applicant intends to demonstrate compliance with the "but for" test. Substantiate that other alternative methods of financing have been thoroughly explored.

We only have a small sign in our window and customers already have a difficult time locating us since we are set back from road further than surrounding structures. We need to enhance curb appeal and be more visible to increase awareness of our presence & foot traffic. If we get this money we can use our funds not spent on curb appeal & visibility to expand & enhance services for our community focusing on wellness.

CITY OF TOMAH TAX INCREMENTAL FINANCING - FACADE IMPROVEMENT PROJECT APPLICATION

E. PROJECT BUDGET AND FINANCIAL STRATEGY

Project Costs	Amount	Source(s) of Financing
(List Individual Project Elements, demolition, signs, etc.)	\$ 3,220.00	tif / equity
see attached sheet	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
(Soft Costs: planning, design, etc.)		
	\$	
	\$	
	\$	
	\$	
	\$	
Total Project Costs	\$	

Budget source: ☐ Developer ☐ Architect ☒ Contractor ☐ Other _____

Sources of Financing	Amount	Percent of Total Costs
TIF	\$ 2,415.00	75 %
Equity	\$ 805.00	25 %
Loans	\$	%
Other Grants (Non-City Sources)	\$	%
Other (please specify)	\$	%
	\$	%
		%
Total Project Costs	\$	100.0 %

Other Grant Sources (Non-City Sources): none

Application Status: _____

Estimated Likelihood of Award: _____ % Date of Grant Announcement: _____

CITY OF TOMAH TAX INCREMENTAL FINANCING - FACADE IMPROVEMENT PROJECT APPLICATION

F. APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT

I acknowledge being informed that the City of Tomah (City) will, upon request by a member of the public or in the course of reporting its activities to the public, disclose the names of individuals requesting Tax Incremental Financing (TIF), the amount of TIF requested, state/federal programs used, if any, and the development impact of the TIF requested (e.g. jobs created, tax base impact and total project investment). I have been assured by the City, and I understand, that other financial information provided by me in connection with this application or with assistance from the City, if any is given (including, but not necessarily limited to business and personal financial statements, business operating statements, data on historical and projected future sales or other aspects of business performance, and business plans) will, to the extent permissible by law, and except for use in collection proceedings, if any, be treated as confidential. This will confirm that I have relied upon such assurance by the City in providing financial information to the City, and that, but for such assurances, such information would not be provided.

I certify that the information contained in this application is, to the best of my knowledge, true and correct. I authorize the City or its agents to verify the information provided in this application and to obtain additional information concerning the applicant(s) financial condition (although the City may rely on this information without any further verification). I agree to notify the City, in writing, of any changes that materially affect the accuracy of this statement.

I certify through signing the TIF application that the final form and amount of grant assistance the City offers may differ from that requested. The form and amount of grant assistance shall be finalized through the execution of an agreement.

I certify that financial and project assurances will be required as part of the final Agreement to be negotiated with the City upon preliminary approval of this application. All terms and obligations of the City and the applicant shall be finalized through the execution of an Agreement.

I certify, by signing and submitting this application, that denial of the application or failure to reach agreement with the City on an Agreement shall not entitle the applicant to a refund of the application fee or any amounts of the retainer used in the review of the application.

Applicant Missa M. Pauls Title RN / Co-owner
 Signature [Signature] Date _____

Return To:

City of Tomah
 Attn: City Clerk
 819 Superior Ave.
 Tomah, WI 54600
 P: 608-374-7420

CITY OF TOMAH
819 SUPERIOR AVENUE
TOMAH WI 54660

Receipt No: 5.001178

(608)374-7423

Dec 17, 2024

Maximus Aesthetics and Wellness LLC

Public Charges - FACADE IMPROVEMENT GRANT APPLICATION 01-46100 GEN GOV'T PUBLIC CHARGE	200.00
Total:	200.00
CHECKS Check No: 1204 Payor: Maximus Aesthetics and Wellness LLC	200.00
Total Applied:	200.00
Change Tendered:	.00

12/17/2024 8:34 AM

1450 Oak Forest Drive
P.O. Box 187
Onalaska, WI 54650
Phone (608) 781-1450
Fax (608) 781-1451



La Crosse Sign Group

PROPOSAL

Proposal No. 126597R1

Date: 11/08/24

Proposal Submitted To:

MAXIMUS AESTHETICS & WELLNESS
Attn: KATIE TREICHEL
1408 SUPERIOR AVE
TOMAH, WI 54660

Phone:

Fax:

Job Name and Address:

MAXIMUS AESTHETICS & WELLNESS
1408 SUPERIOR AVE
TOMAH, WI 54660

La Crosse Sign Group to provide the following upon acceptance of this proposal: Exterior Wall Signs

One 5' x 10' x 1/8" thick black ACM sign panel. ACM has a solid plastic center with aluminum facing.
Copy: white vinyl per approved art.
Installed on front fascia of building.

Installed price \$ 1,540.00

White vinyl for both doors and windows with logo and text.

Installed at same time as large sign \$ 1,430.00

Plus tax on total.

Sign permit acquisition fee \$ 250

Sign permit at cost.

Customer Initials: KT

TERMS AND CONDITIONS

Proposal No. 126597R1

Date: 11/08/24

Payment & Pricing:

Payment Terms: With approved credit, 50% down payment on the contract price at the time this Contract is signed by the Customer. The balance of contract price due upon completion. If the final invoice is not paid in full within thirty (30) days from the date of the invoice, then interest shall accrue on the unpaid balance until paid in full at the monthly interest rate of 1.5%.

Credit Card Fees: All credit card payments will be subject to a 3% fee charged to the Customer by LSC. Check and Cash will have no additional surcharge.

Pricing: The contract price may be subject to adjustments after acceptance of final project specifications, performance and completion of the initial site survey, and acceptance of artwork. The contract price does not include: (i) applicable tax, permit or permit acquisition fees, all of which shall be paid by the Customer, (ii) labor and material costs for any new primary electrical runs if required, (iii) any additional service work or material beyond what is specified in the estimate/quotation. DUE TO THE VOLATILITY OF RAW MATERIALS, PRICING IS SUBJECT TO REVIEW IF NOT ACCEPTED WITHIN 10 DAYS. QUOTATIONS: Price quotations are not binding beyond 10 days unless mutually agreed. Clerical errors are subject to correction by LSC.

NOTICE OF LIEN RIGHTS: YOU ARE HEREBY NOTIFIED THAT PERSONS OR COMPANIES WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION ON YOUR PROPERTY DESCRIBED ON THE REVERSE SIDE HEREOF MAY HAVE LIEN RIGHTS ON YOUR LAND AND BUILDINGS IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE LA CROSSE SIGN CO., INC., ARE THOSE WHO CONTRACT DIRECTLY WITH YOU OR THOSE WHO GIVE YOU IDENTIFICATION NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION. YOU PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. LA CROSSE SIGN CO., INC. AGREES TO COOPERATE WITH THE CUSTOMER AND THE CUSTOMER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Taxes & Permits:

Taxes: Customer shall pay all taxes and other charges imposed by any governmental authority upon the production, sale, use or shipment of the products sold hereunder. Price quotations do not include taxes or other charges, unless specified.

Permits: Customer is responsible for all permit costs. Permits, permit acquisition fees and taxes will be added to the final invoice to be paid by Customer.

Warranty & Liability

Limited Warranty and Limitation of Liability: LSC warrants the products sold and labor provided are free from defects in material and workmanship, subject to reasonable commercial variations. All products are sold and labor provided with the understanding that the Customer has independently determined the suitability of the products for its purposes. Should any failure to conform to this warranty appear, and Customer gives LSC notice of the defect within two (2) years from the date of the final completion of LSC work hereunder at the project site, then LSC shall, upon proper notification hereunder and substantiation, repair or replace the product sold as determined by LSC. Any claims for which notice of defect was not given as required above, are deemed waived. **LSC EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, FOR THE LABOR, MATERIALS AND PRODUCTS, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ALL OF WHICH ARE EXPRESSLY EXCLUDED FROM THIS WARRANTY, AND LSC'S OBLIGATION SHALL NOT EXCEED ITS OBLIGATION SET FORTH IN THIS WARRANTY.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon orders, and will become an extra charge over and above the estimate. It is also agreed that if any unforeseen extra costs, such as other than ideal excavating conditions, are encountered, such extra costs will be added to this estimate on a time and material basis. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance to cover his own properties. Our workers are covered by Worker's Compensation and Public Liability insurance.

Completion: Unless otherwise mutually agreed, this Contract is accepted on the basis that time of completion is not of the essence.

Indemnification: LSC shall not be liable for any claims, suits, losses, expenses, attorney fees, injuries or damages sustained by Customer or any other person or entity at the project site unless such claims, injuries or damages are caused by the acts or negligence of LSC. Customer shall defend, indemnify and hold harmless LSC, along with all of their respective directors, officers, agents, employees, parents, affiliates, subsidiaries, partners, representatives, heirs, successors and assigns (collectively the "Indemnitees") from and against all actions, penalties, assessments, fines, actions by governmental authorities, suits, demands, liabilities, claims, damages, costs, losses and expenses, attorney's fees and costs, which arise out of, incurred in connection with, or are in any way work performed by LSC pursuant to this Contract unless such loss, damage or injury is caused by the negligence or intentional acts of LSC.

Customer Initials: KT

CITY OF TOMAH, WI TAX INCREMENTAL FINANCING FACADE IMPROVEMENT GRANT PROGRAM - EVALUATION CHECKLIST				
Line No.	Requirement	Yes	No	N/A Notes
1A	Is the applicant a downtown property owner of a commercial, industrial, multi-family (4+ units) residential, or mixed use structure?			x
1B	If not one of the above, is the applicant a non-residential building tenant with leases of more than three years in length?	x		
2	If the applicant is 1B, do they have property owner approval?	x		
3	If the applicant is 1B, is the property located within the downtown area?	x		
4	Is the applicant in a structure other than a single-family or duplex residence, regardless of the owner or renter occupancy?	x		
5	Is the applicant a taxable entity?	x		
6	Is the amount the applicant is requesting no more than 75% of the total project cost?	x		75.00%
7	Is the applicant requesting no more than \$10,000 per property eligible for exterior improvements?	x		
8	Has the applicant documented the sources of all matching funds?	x		
9	Are all matching funds from the applicant from non-City sources?	x		
10	Is the project to improve a street-facing exterior/facade, or those the City finds to be substantially similar?	x		
11	The improvements are generally not tenant specific.	x		
12	The improvements are likely to benefit/serve future building occupants.	x		Most improvements appear to be tenant-specific; however, they fall under the list of eligible expenses (i.e. "business signage").
13	If an alley-facing exterior/facade, does the facade include a publicly accessible building entrance.			x
14	All eligible costs are for improvements to the structure and comply with City of Tomah Municipal Ordinance and the Downtown Design Standards Handbook (Section 52-42 of the Zoning Ordinance.	x		
15	Renovations not previously approved by the City of Tomah	x		
16	Renovations have not started prior to receiving final approval of the grant request.	x		
	List of Eligible Costs			
	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			
	Roofing or roof repairs			
	Tinted windows			
	Electric signs			
	Security systems			
	Paving			
	Landscaping			
	New building construction			
	Land Acquisition			
	Operating equipment			
	Furnishings			
	Inventory			
	Operating expenses			

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Employee Handbook Revision

Summary and Background Information:

Currently, the Employee Handbook contains contradictory language with respect to notice of resignation requirements for the Senior Executive Team. The currently language references an employment contract for members of the Senior Executive Team that does not exist. This is likely due to a revision that changed “City Administrator” to “Senior Executive Team.” The current language set conditions for a precedent to be set that members of SET gave varying notices of resignation. The proposed change aligns the notification requirements for members of SET with that of the department heads, which is thirty days.

Recommendation From: Senior Executive Team

Minutes Attached:

Yes ☐ No ☒

Budget Account: N/A.

Fiscal Impact: N/A.

Staff Responsible for implementation: Chairperson of the Senior Executive Team.

Economic Impact: N/A.

Zoning/Rezoning Issues: N/A.

Supports Organizational Goals:


Yes ☒ No ☐

Questions from SET: None.

Grants Pursued/Opportunity Pursued: N/A.

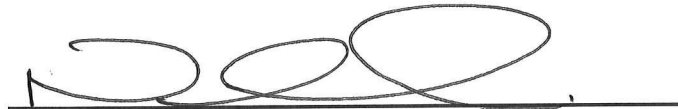
Recommendation: A motion to approve this item should read, “Motion to approve revisions to the Employee Handbook as presented, specifically to require members of the

Senior Executive Team to provide thirty days notice of resignation.”



SET

05-16-25
Date



Department Director

20250516
Date

Committee: Common Council
Meeting Date(s): 20 May 2025

CHAPTER 13 EMPLOYMENT TERMINATION

Notification

The City of Tomah requests a two (2) week written notice from any employee who is resigning or retiring from their position with the City. The notice must include the effective date of termination. The City of Tomah requires thirty (30) day written notice from any employee serving as a department head that is resigning or retiring from their position with the City. The notice must include the effective date of termination. ~~(The Senior Executive Team will give notice as per the contract in force at that time)~~ thirty (30) day written notice. Sick leave shall be paid out as specified in the Sick & Bereavement Leave Policy Statement.

Termination During Trial And Training

New employees terminated during their Trial and Training Period shall be ineligible for any form of benefit pay out upon termination. If such termination is voluntary, no days during the notice period shall be eligible for vacation, sick time, or holiday pay.

Retirement

Persons retiring for the purpose of establishing eligibility for annuity payment under the Wisconsin Retirement System and/or Social Security (including disability retirement annuity benefits) shall be eligible for a pay out of all earned and accrued vacation credits. Such payments shall be made at the rate of pay in effect as of the employee's last day of work on the job.

If the total pay-out is less than \$2,500, payment will be made directly through payroll with the last paycheck. If the pay-out totals more than \$2,500, the retiring employee will receive a call from an administrator of the City's Retirement Plan Administration Services representative for an exit interview to determine if the funds will go into the 401(a) Special Pay Plan or the Prime-Plan (trust). As a 401(a) Special Pay Plan participant, accumulated leave eligible for a payout will be converted to the dollar amount and upon receipt of all necessary documentation, forwarded to the third-party administrator. This benefit plan provides a FICA tax free payment made into your Special Pay Plan account. State and Federal taxes are deferred until the money is withdrawn from the account. The plan is completely free of sales charges and funds are immediately available for withdrawal after the account has been funded.

If the Prime-Plan (trust) is selected, the funds will be sent to the City's Post-Retirement Incurred Medical Expense Plan, which is created to pay for post-retirement medical insurance premiums and reimbursed medical expenses on a "tax-Free" basis. Income taxes will never be paid on this benefit.

For participants who are classified as WRS Protective Services and retire between the age of 50 and 59 ½, the City of Tomah will make whole lump sum distributions that are processed within 30 days of funding the participant's Special Pay Account with the City. The City will pay 2.35% (10%-7.65% for FICA) to the protective participant direct. The retiring WRS protective employee shall provide documentation that the lump sum distribution was processed within 30 days and make a written request for the 2.35% reimbursement from the City.

Commented [BW3]: This information was added to JoAnn's ongoing employee handbook draft after council approved this change in 2018

Resignation

Non-trial and training employees voluntarily terminating their employment for purposes other than retirement and, who provide proper notice in accordance with ~~Section B above,~~ the notification section, shall be eligible for a pay out of all vacation time accumulated up to the employee's last day on the job.

If the total pay-out is less than \$2,500, payment will be made directly through payroll with the last paycheck. If the pay-out totals more than \$2,500, the terminating employee will receive a call from the Administrator of the City's Plan representative for an exit interview to determine if the funds will go into the 401(a) Special Pay Plan or the Prime-Plan (trust). As a 401(a) Special Pay Plan participant, accumulated leave eligible for a payout will be converted to the dollar amount and upon receipt of all necessary documentation forwarded to the third-party administrator. This benefit plan provides a FICA tax free payment made into your Special Pay Plan account. State and Federal taxes are deferred until the money is withdrawn from the account. The plan is completely free of sales charges and funds are immediately

CITY OF TOMAH

POSITION TITLE:	City Administrator	GRADE:	T
REPORTS TO:	Mayor and City Council	DEPT.	Administration
PAGE:	1 of 3	CLASSIFICATION:	Salaried-Exempt Non-Represented

Revised: March 2019
Council Approved: June 11, 2019

GENERAL DESCRIPTION OF DUTIES:

The City Administrator shall serve as the chief administrative officer and as the highest ranking non-elected official of the city, responsible only to the mayor and the council for the proper administration of the business affairs of the city, pursuant to the statutes of the State of Wisconsin, the ordinances of the City of Tomah, and the resolutions and directives of the council. It is the responsibility of the City Administrator to provide overall direction for the City organization in accordance with the policies established by the Common Council. Other responsibilities are to perform as Personnel Officer; ensure that City operations are conducted in an economic, efficient and effective manner; and that elected officials and citizens concerns are addressed. This position also develops recommendations to the Mayor and City Council for changes in programs, operations and policies to increase effectiveness and efficiency of City Government. In addition, the City Administrator's office shall prepare, review and monitor the annual operating budget for the City. The City Administrator shall coordinate economic development within the City and direct efforts to help increase the tax base and employment opportunities.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

- 1) Recommend to the mayor and council the appointment, promotion, and when necessary for the good of the City, the suspension, termination or discipline of all department heads, and other city employees in consultation with the appropriate department head, in a manner that is not inconsistent with state law, this Code, and the ordinances of the city;
- (2) Carry out directives of the mayor and city council involving administrative implementation or direction and coordination of the various city departments, reporting promptly to the mayor and council any difficulties encountered herein;
- (3) Direct, coordinate and expedite the activities of all city departments, except for the authority vested by the state law in certain boards and commissions;
- (4) Administer all day-to-day operations and services provided by the city, including the supervision of all departments in the monitoring and enforcement of all city ordinances, resolutions, state statutes and council directives;
- (5) Establish and implement administrative procedures to increase the effectiveness and efficiency of city government operations that are fully consistent with approved policies established by the city council;

- (6) Represent the city in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the mayor and council;
- (7) Submit, as deemed necessary, recommendations or suggestions to the mayor and city council for improving the health, safety or welfare of the city, its employees and its citizens;
- (8) Promote the economic well-being and growth of the city through public and private sector cooperation;
- (9) Keep the mayor and council informed about activities of the Administrator's office and city departments through oral and written reports;
- (10) Serve as personnel officer for the city with responsibilities to see that complete and current personnel records, including specific job descriptions, for all city employees are kept; evaluate in conjunction with department heads the performance of all employees on a regular basis; recommend salary and wage scales for city employees not covered by collective bargaining agreements; develop and enforce high standards of performance by city employees; assure that city employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances;
- (11) Participate in the negotiation of all collective bargaining agreements with city-recognized bargaining units in conjunction with the city attorney;
- (12) Coordinate and supervise all negotiations with developers seeking annexation or rezoning;
- (13) Develop and implement a process of effectively evaluating the performance of all city employees in a manner that is not inconsistent with state law, this Code, and the ordinances of the city
- (14) Attend council meetings and other committee and commission meetings as directed by the mayor or council as required in the performance of administrative duties;
- (15) Direct and coordinate the preparation and administration of the annual city budget in accordance with guidelines as may be provided by the city council and in coordination with department heads, and pursuant to state statutes, for review and approval by the mayor and city council;
- 16) Report regularly to the council on the current fiscal position of the city.
- 17) Supervise the accounting system of the city and ensure the system employs methods in accordance with current professional accounting practices;
- (18) Serve as the purchasing agent for the city, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures and policies established by the council and any limitation contained in the Wisconsin State Statutes;

(19) Work closely with department heads to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and to act as the approving authority for requests by employees to attend conferences, meetings, training schools, and similar events, provided funds have been budgeted for these activities;

(20) In coordination with the mayor, the council and the clerk, cause to be prepared the agenda for all meetings of the council, all council committees, and all other appropriate committees and commissions of the city, together with the supporting material as may be required; with nothing herein being so construed as to give the City Administrator authority to limit or in any way prevent matters from being considered by the city council, or any of its committees and commissions.

(21) Oversee and administer the Tax Incremental Finance (TIF) District within the city budget.

(22) Oversee the rental and upkeep of the Senior Center building complex in conjunction with the senior services director.

(23) Oversee the City of Tomah Super Fund sites in conjunction with the city attorney.

(24) Serve as ex-officio nonvoting member of all boards, commission and committees of the city, except as specified by the council or Wisconsin State Statutes;

(25) Keep informed concerning current federal, state and county legislation and administrative rules affecting the city and submit appropriate reports and recommendations thereon to the council.

(26) Keep informed concerning the availability of federal, state and county funds for local programs. Assist department heads and the council in obtaining these funds under the direction of the mayor and the council;

(27) Act as public information officer for the city with the responsibility of ensuring that the news media are kept informed about the operations of the city and that all open meeting rules and regulations are followed.

(28) Establish and maintain procedures to facilitate communications between citizens and city government to ensure that complaints, grievances, recommendations and other matters receive proper attention by the responsible official, and to assure that all such matters are expeditiously resolved;

(29) Serve as the city comptroller in accordance with sec. 62.09(10), Stats.

EDUCATION AND EXPERIENCE REQUIRED:

1. Baccalaureate degree in public administration or related field. Masters in public administration, business, or related fields desirable.

2. Have the experience, maturity, self-confidence, and strength of professional convictions to provide administrative insights, counsel, and administrative leadership to the Mayor and City Council. Be able to firmly and diplomatically present professional views, concerns, and implications of proposed policy action which may be under consideration, while also being committed to carry out impartial manner.
3. Have experience in intergovernmental relations, working with appropriate local, regional, state and federal jurisdictions and agencies in a constructive and cooperative manner, respecting City policies and directives in an effective manner.
4. Have experience in mediation-arbitration and general labor relations, possessing a reputation for dealing openly and fairly with individual employees and employee groups.
5. Have experience involving risk management/insurance issues, economic development, land use planning and solid waste management.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Possess strong financial management abilities, including financial forecasting, revenue enhancement, capital improvement programming and budget development and control.
2. Be skilled in public relations, being capable of articulating the City's municipal policy positions to the media and citizenry.
3. Have strong leadership skills and special capability to promote and maintain employee morale, resulting in delivery of City services in a productive and cost-effective manner.
4. Have strong interpersonal relationship and communication skills to effectively listen to, and appropriately address, concerns raised by the mayor, council, all city employees as well as the taxpayers and citizens of the city.

PHYSICAL REQUIREMENTS:

1. Frequently sits at a desk and/or keyboard.
2. Frequent twisting.
3. Reaches shoulder height frequently.
4. Reaches above and below shoulder height.
5. Occasional bending and stooping.
6. Lifts and carries less than 50 pounds.
7. 50% of the work day is spent sitting.
8. 25% of the work day is spent walking.
9. 25% of the work day is spent standing.
10. All percentages above could vary, depending upon the duties performed in the day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date

ORDINANCE NO. _____

Ordinance Amending Various Sections of Chapter 2, Chapter 10, and Chapter 42 of the
City of Tomah Code of Ordinances Effectuating Reinstatement of the
City Administrator in lieu of Senior Executive Team

The Common Council of the City of Tomah, Monroe County, Wisconsin, do ordain as follows:

SECTION ONE:

Sec. 2-1. - Form of government; Duties of mayor with Administrator; .

(a) The city operates under the mayor-council form of government with the established office of a city administrator as set forth in Section 2-65 of the ordinances of the city.

(b) Duties of mayor with administrator. The duties and authority of the mayor with the established office of a city administrator are as follows:

- (1) Serve as the chief executive officer of the city, performing executive responsibilities by monitoring the activities of the administrator and the various departments of city government to see that city ordinances and state laws are enforced;
- (2) Serve as the policy leader for the community, providing policy information and recommendations to the council as the mayor may deem advantageous to the city;
- (3) Preside over the city council as set forth in Section 2-26 of the ordinances of the city;
- (4) Vote in the event of a tie vote by the council as set forth in Section 2-27 of this ordinances of the city;
- (5) Veto power as to all acts of the council, except such as to which it is expressly or by necessary implication otherwise provided as set forth in sec. 62.09(8)(c), Stats.
- (6) Serve as the chief representative of the city in relations with the media.
- (7) Represent the city in meetings with and presentations to other governmental units, community groups and other groups;
- (8) Work with residents of the community in receiving their comments and complaints and seeking appropriate responses, in conjunction with the administrator and, if desired, the council.
- (9) Serve as the head of the fire and police departments, in conjunction with, and subject to, the authority and duties delegated to the city administrator as set forth in Section 2-65 of the code of ordinances of the city.

SECTION TWO: Paragraph 13 of Section 2-33. – Powers and duties of the committee is hereby amended to read the following:(13) After completion by the City Administrator, to approve the evaluations of the department head, including the chiefs of the police and fire departments, and to develop and implement a process of effectively evaluating the performance of all city employees, in cooperation with the City Administrator, in a manner that is not inconsistent with state law, this code, and the ordinances of the city.

SECTION THREE: Section 2-64. – City attorney is hereby amended to read as follows:

Section 2-64. – City Attorney.

- (1) *Appointment.* The city attorney shall be appointed by the city council and shall serve a one-year term commencing on the third Tuesday in April in the year of election. He/She shall serve until his/her successor is appointed and qualified.
- (2) *Defense of city officers or employees.* The city attorney's office and/or its designee shall be authorized to defend actions brought against any officer or employee of the City of Tomah, or of any board, committee or commission of the city, which grew out of any acts done in the course of employment, or out of any alleged breach of duty as an officer or employee. This authorization shall neither apply to any such actions which are brought to determine the right of such officer or employee to hold or retain that person's office or position, nor to actions brought by the city against any such officer or employee. Any such representation commenced pursuant to this authorization shall first be approved by the City Administrator.

SECTION FOUR: Section 2-65. –City Administrator is hereby amended to read as follows:

2-65 City Administrator.

- (a) *Office established; purpose.* To provide the city with a more efficient, effective and responsible government under a government system of a part-time mayor and council, there is hereby created the the office of City Administrator.
- (b) *Appointment, term and removal.* The City Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by the City Council. The terms of holding office, and the removal therefrom, shall be in accordance with an employment contract
- (c) *Powers and duties.* The City Administrator shall serve as the chief administrative officer and as the highest ranking non-elected official of the city, responsible only to the mayor and the council for the proper administration of the business affairs of the city, pursuant to the statutes of the State of Wisconsin, the ordinances of the City of Tomah, and the resolutions and directives of the council, with the following powers and duties: :

- (1) Recommend to the mayor and council the appointment, promotion, and when necessary for the good of the City, the suspension, termination or discipline of all department heads, and other city employees in consultation with the appropriate department head, in a manner that is not inconsistent with state law, this Code, and the ordinances of the city;
- (2) Carry out directives of the mayor and city council involving administrative implementation or direction and coordination of the various city departments, reporting promptly to the mayor and council any difficulties encountered herein;
- (3) Direct, coordinate and expedite the activities of all city departments, except for the authority vested by the state law in certain boards and commissions;
- (4) Administer all day-to-day operations and services provided by the city, including the supervision of all departments in the monitoring and enforcement of all city ordinances, resolutions, state statutes and council directives;
- (5) Establish and implement administrative procedures to increase the effectiveness and efficiency of city government operations that are fully consistent with approved policies established by the city council;
- (6) Represent the city in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the mayor and council;
- (7) Submit, as deemed necessary, recommendations or suggestions to the mayor and city council for improving the health, safety or welfare of the city, its employees and its citizens;
- (8) Promote the economic well-being and growth of the city through public and private sector cooperation;
- (9) Keep the mayor and council informed about activities of the Administrator's office and city departments through oral and written reports;
- (10) Serve as personnel officer for the city with responsibilities to see that complete and current personnel records, including specific job descriptions, for all city employees are kept; evaluate in conjunction with department heads the performance of all employees on a regular basis; recommend salary and wage scales for city employees not covered by collective bargaining agreements; develop and enforce high standards of performance by city employees; assure that city employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances;
- (11) Participate in the negotiation of all collective bargaining agreements with city-recognized bargaining units in conjunction with the city attorney;
- (12) Coordinate and supervise all negotiations with developers seeking annexation or rezoning;

- (13) Develop and implement a process of effectively evaluating the performance of all city employees in a manner that is not inconsistent with state law, this Code, and the ordinances of the city
- (14) Attend council meetings and other committee and commission meetings as directed by the mayor or council as required in the performance of administrative duties;
- (15) Direct and coordinate the preparation and administration of the annual city budget in accordance with guidelines as may be provided by the city council and in coordination with department heads, and pursuant to state statutes, for review and approval by the mayor and city council;
- 16) Report regularly to the council on the current fiscal position of the city.
- 17) Supervise the accounting system of the city and ensure the system employs methods in accordance with current professional accounting practices;
- (18) Serve as the purchasing agent for the city, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures and policies established by the council and any limitation contained in the Wisconsin State Statutes;
- (19) Work closely with department heads to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and to act as the approving authority for requests by employees to attend conferences, meetings, training schools, and similar events, provided funds have been budgeted for these activities;
- (20) In coordination with the mayor, the council and the clerk, cause to be prepared the agenda for all meetings of the council, all council committees, and all other appropriate committees and commissions of the city, together with the supporting material as may be required; with nothing herein being so construed as to give the City Administrator authority to limit or in any way prevent matters from being considered by the city council, or any of its committees and commissions.
- (21) Oversee and administer the Tax Incremental Finance (TIF) District within the city budget.
- (22) Oversee the rental and upkeep of the Senior Center building complex in conjunction with the senior services director.
- (23) Oversee the City of Tomah Super Fund sites in conjunction with the city attorney.
- (24) Serve as ex-officio nonvoting member of all boards, commission and committees of the city, except as specified by the council or Wisconsin State Statutes;
- (25) Keep informed concerning current federal, state and county legislation and administrative rules affecting the city and submit appropriate reports and recommendations thereon to the council.

(26) Keep informed concerning the availability of federal, state and county funds for local programs. Assist department heads and the council in obtaining these funds under the direction of the mayor and the council;

(27) Act as public information officer for the city with the responsibility of ensuring that the news media are kept informed about the operations of the city and that all open meeting rules and regulations are followed.

(28) Establish and maintain procedures to facilitate communications between citizens and city government to ensure that complaints, grievances, recommendations and other matters receive proper attention by the responsible official, and to assure that all such matters are expeditiously resolved;

(29) Serve as the city comptroller in accordance with sec. 62.09(10), Stats.

SECTION FIVE: Section 2-68. –Director of Public Works and Utilities is hereby amended to read as follows:

Section 2-68. –Director of Public Works and Utilities.

The director of public works and utilities shall be selected by a panel consisting of the mayor, city council, City Administrator and chairperson of the committee of jurisdiction with appointment being at the discretion of the city council for an indefinite term.

SECTION SIX: Section 2-457. –Meetings and quorum is hereby amended to read as follows:

Section 2-457. –Meetings and quorum.

Meetings shall be held at the direction of the public works and utilities director, City Administrator, or common council. Four members shall constitute a quorum and all actions shall require an affirmative approval of a majority of all of the members.

SECTION SEVEN: Section 2-515. –Composition is hereby amended to read as follows:

Sec. 2-515. - Composition.

The joint city/school planning committee shall consist of two members of the common council, two members of the school board, City Administrator, police chief, school superintendent and one school administrator.

SECTION EIGHT: Section 2-543. –Composition is hereby amended to read as follows:

Sec. 2-543. - Composition.

The emergency management committee shall consist of the mayor, City Administrator, chief of police, public safety director/fire chief, director of public works and utilities, representative as

designated by Tomah Health, Tomah VA Medical Center and Tomah Area School District, Monroe County Emergency Management Coordinator, and the city attorney.

SECTION NINE: Sec. 2-770. Alternative procedure is hereby amended to read as follows:

Sec. 2-770. Alternative procedure.

Should it be deemed necessary that payments be made from the city treasury other than designated in section 2-769, the council may authorize that those payments may be made weekly only after the City Administrator-audits and approves each claim as a proper charge against the treasury and endorses his/her approval on the claim after having determined:

- (1) That funds are available pursuant to the budget approved by the governing body.
- (2) That the item or service covered by the claim has been duly authorized by the proper official, department head, board or commission.
- (3) That the item or service has been actually supplied or rendered in conformity with the authorization.
- (4) That the claim is just and valid pursuant to law. The City Administrator may require the submission of the proof and evidence to support the foregoing as in that officer's discretion may be deemed necessary.

SECTION TEN: Sec. 2-772. Monthly list of claims is hereby amended to read as follows:

Sec. 2-772. Monthly list of claims.

A monthly list of all claims that are paid pursuant to this article shall be provided to the committee of the whole for approval. Said list shall show the date paid, name of claimant, purpose and amount. The monthly resolution submitted to the city council for approval that authorizes payment of bills shall include the total of payments made during that month that were authorized by the City Administrator under this section.

SECTION ELEVEN: Sec. 2-800. Departmental estimates is hereby amended to read as follows:

Sec. 2-800. Departmental estimates.

On or before October 1 of each year, each officer, department or board shall file with the City Administrator an itemized statement of disbursements made to carry out the powers and duties of the officer or department during the preceding fiscal year, a detailed statement of the receipts and disbursements on account of any special fund under the supervision of the officer or department during the year and of the condition and management of the fund, and also detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statement shall be presented in the form prescribed by the City Administrator, shall be designated by the term "departmental estimates," and shall be as nearly uniform as possible for the main divisions of all departments.

SECTION TWELVE: Sec. 2-801. Consideration and recommendation is hereby amended to read as follows:

Sec. 2-801. Consideration and recommendation.

The committee of the whole shall consider the departmental estimates in consultation with the City Administrator and shall then determine the total amount to be recommended in the budget for the department or activity.

SECTION THIRTEEN: Sec. 2-802. Proposed budget is hereby amended to read as follows:

Sec. 2-802. Proposed budget.

If possible, on or before October 28 each year, the committee of the whole shall prepare and submit to the city council a proposed budget presenting a financial plan for conducting the affairs of the city for the ensuing calendar year. In lieu of a committee of the whole proposed budget, an executive budget prepared by the City Administrator shall be presented to the council. The council shall provide a reasonable number of copies of the prepared budget for distribution to citizens.

SECTION FOURTEEN: Paragraph c of Sec. 42-2 is hereby amended to read as follows:

(c) *Approval by City Administrator.* Upon verification by the city treasurer that the payment has not been returned for insufficient funds, but not later than five business days after depositing, the City Administrator shall approve the vouchers as a proper charge against the city treasury and endorse his approval on the vouchers after having determined that the following conditions have been complied with:

(1) The funds are available to pay the claim, assuming the tax payment has cleared and has not been returned as is evidenced by the treasurer's notice.

(2) The common council has authorized the refund of excess tax payment as established by the adoption of this article.

(3) The refund is a valid claim and due in the amount noticed by the city treasurer as an excess payment of the tax bill.

(4) The bookkeeper will credit an account payable for the excess received and debit the account payable when the refund is paid back to the taxpayer.

SECTION FIFTEEN: All ordinances in conflict with the foregoing are hereby repealed.

SECTION SIXTEEN: This ordinance shall take effect upon passage and publication.

Paul Dwyer, Mayor

ATTEST:

Nicole Jacobs, Interim Clerk

READ:

PASSED:

PUBLISHED: